Memorandum

To: Candidates for Yorkville Alderman
From: Bart Olson, City Administrator
Erin Willrett, Assistant City Administrator
CC: Mayor and City Council
Date: September 6, 2018
Subject: Candidates' United City of Yorkville Orientation Packet

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Thank you for your interest in serving the public! Before the April 2, 2019 election and regardless of the outcome of the election, we hope you find great interest in what I call "City business". I hope to be able to provide you with enough information about City business so that you can serve as an effective political officer if elected, or as a well-informed citizen should the election outcome not go in your favor. Through the past four municipal elections, I have found the 30-day window between the election and swearing in to be too short to adequately educate newly elected officials about City policies, state laws, proper City Council procedures, and staff responsibilities. Therefore, I will be providing you with stacks (or emails) of written materials that you can peruse at your leisure. All of this information, along with other items regarding the election can be found on our website here: https://www.yorkville.il.us/536/City-Elections.

All of the attached documents have a background in City Council governing and policies related to the administrative end of City business, as well as roles and responsibilities of the Mayor, Council, and staff. The list below is an index of these materials with the name of the ordinance or policy listed prior to a summary and background information. As you review these, you may contact Mayor Golinski or myself with questions.

If elected, you will be provided the opportunity to schedule an orientation day with the City departments, which will allow you to become acquainted with each department head, City building, and City service.

Finally, the most important part of becoming educated on City business is reading the City meeting packets. These packets are available on the City's website 48 hours before each meeting (at minimum). The website link is - http://www.yorkville.il.us/520/Agendas-Minutes-Packets. The meeting packets contains all of the information that staff has prepared for the City Council to look at when making their decisions.

1. FY 2018 goals
    a. The attached spreadsheet includes goals that the City Council approved as part of their goal setting session in October 2017. We will review these goals in an upcoming goal setting session in October. Each goal has elected officials and staff members assigned to ensure its completion.

2. State statute 65 ILCS 5/Art. 3.1 – Officers
    a. Summary – This is the general state statute on how officers (i.e. elected and appointed officials) are elected, appointed, removed from office, carry out duties, etc. I have taken the liberty of highlighting sections which I feel are of particular importance to an alderman.

3. Ordinance 2013-31 – "An Ordinance Regarding City Council Procedures"
    a. Summary – As the title states, this ordinance states the procedures which City Council will conduct its meetings. In addition it outlines the structure for committee rosters.

4. City code - http://www.sterlingcodifiers.com/codebook/index.php?book_id=415
    a. City Code 1-5-1 – Mayor
        i. Summary – General duties of the Mayor.
    b. City Code 1-5-2 – Council meetings
        i. Summary – Information on dates and times of City Council meetings. Prescribes how aldermen may vote by phone.
    c. City Code 1-6-9 – City Departments
        i. Summary – The list of official City departments and department heads.
    d. City Code 2-3-1 through 2-3-6 – Library Board
        i. Summary – Information on the duties and composition of the library board, how members are selected and removed, etc.
    e. City Code 2-5-1 through 2-5-9-4 – Park Board
        i. Summary – Information on the duties and composition of the Park board, how members are selected and removed, etc.
    f. City Code 2-7-1 through 2-7-3 – Board of Fire and Police Commissioners
        i. Summary – Information on the duties and composition of the Board of Fire and Police Commissioners, how members are selected and removed, etc.
    g. City Code 2-8-1 through 2-8-4 – Police Pension Fund Board
        i. Summary – Information on the duties and composition of the Police Pension Fund Board, how members are selected and removed, etc.
    h. City Code 2-9– Planning and Zoning Commission
        i. Summary – Information on the duties and composition of the planning and zoning commission, how members are selected and removed, etc.

5. Freedom of Information Act
    a. Summary – A state law governing how documents produced, controlled, and retained by public entities are to be available for public inspection. In short, *almost* everything the City produces is available for public inspection. Exceptions to the act are listed within the act.
    b. Background – Public bodies produce public documents, which the public should be able to see. FOIA laws are a common provision among states, which dictate that all lower levels of governments must follow the laws. There is a good training website portal on the Illinois Attorney General's website - http://foia.ilattorneygeneral.net/ – that you can sign up for and take at any time.

6. Illinois Open Meetings Act
    a. Summary – A state law governing conduct by boards and councils of all units of government in relationship to meeting agenda notices (must be distributed 48 hours in advance of a meeting), decision making (a majority of a quorum of board members may not discuss public business except in public meetings), the availability of public meeting minutes (within 30 days of the original meeting or the second consecutive meeting from the original), and the right of the public to speak at all public meetings.
    b. Background – This is another common provision among states, which dictate to all lower levels of government (but usually not to the state legislatures!) that all public business must be conducted in the public (exceptions are listed within the Act).

7. Resolution 2005-14 – Mayor Pro Tem Policy
    a. Summary – The Mayor Pro Tem is the mayor when the Mayor is incapacitated from the performance of his or her duties. Mayor Pro Tem is elected by the City Council at the first City Council meeting in May.
    b. Background – This policy did not exist in any form prior to its creation, and several instances when the Mayor could not attend a meeting triggered its creation.

8. Compensation of Elected Officials
    a. Summary – Elected officials' base pay and per meeting pay was set by Ordinance 2014-37, and is attached. Also, participation in an IMRF pension plan was rescinded in 2015 when City officials determined the positions did not require 1000 hours of annual work.

9. Robert's Rules of Order
    a. Summary - Robert's Rules are the backbone for official meeting and voting procedure for the City. The basic concepts of Robert's Rules are included within the procedural ordinance; the more technical details are not included within the procedural ordinance. A copy of certain sections of Robert's Rules is attached. A full copy of the rules is available at City Hall, or on the internet at www.robertsrules.org.

10. Ordinance 2006-97 – Amendment to City Code regarding dissemination of information
    a. Summary – Aldermen may ask for any existing information from any City staff member and the staff member is required to respond and comply within five working days.
    b. Background – Interaction between Council and staff was undefined, which created problems when aldermen would ask for information. [Bart's note] While you may ask for information from any City staff member, most information is usually most-efficiently coordinated through the City Administrator. Additionally, although it is not explicitly stated in this ordinance, any information that an alderman requests is distributed by the staff member to the rest of the aldermen at the end of the week. Note that while you may request any information from staff,

you may not give direction to staff members except through Council or committee action. Finally, we pride ourselves on making information available at our transparency page http://www.yorkville.il.us/460/Citizen-Information-Transparency

11. Ordinance 2017-03 – Appointment of officers and department heads
    a. Summary – Outlines when, who, and how often appointed officials are appointed by the Mayor and approved by the City Council. Stipulates that no employment contract may extend beyond the term of the Mayor. Also formally defines the City departments.
    b. Background – Different appointed officials were being appointed for different terms, and the City departments had not been updated in several years.

12. Resolution 2008-46 – Economic Incentive Policy
    a. Summary – The economic incentive policy serves as a guideline and promotional document that City staff can hand out to prospective and current developers to aide in the initial conversations regarding economic incentives for development. Outlines what types of development and where development is preferred by City Council when considering economic incentives.

13. Anti-nepotism policies
    a. Ordinance 2005-46 – "Regarding prohibiting contractual relationships with spouses and relatives or certain elected officials, officers, and employees of the United City of Yorkville"
    b. Employee manual section 2.19
    c. Summary – The anti-nepotism policy prohibits contracts and engagements between the City and spouses and relatives of certain management employees and elected officials, and their businesses.
    d. Background – No specific background.

14. Snowbird Policy (passed by City Council as a motion on August 26, 2003)
    a. Summary – Upon request, residents who are absent from their residence for 60 days may receive a discounted water, sewer, and refuse charges.
    b. Background – No specific background.

15. Purchasing Policy
    a. Summary – The purchase order policy states the dollar amounts at which different purchasing procedures are required. Generally, anything above $25,000 requires explicit City Council approval.
    b. Background – Previous policy and City code were incompatible and this amendment made them compatible. The amendment also added a clause to the city code which will ensure local businesses are given a chance to do business with the City. The 2017 amendment reflects Public Act 100-0338, effective August 25, 2017, increased from $20,000 to $25,000 which would require explicit City Council approval.

16. Fund Balance Reserve Contingency Fund policy
    a. Summary – Outlines how to maintain the contingency (yearly, discretionary funds that are budgeted without a specific project – "rainy day fund") fund, and the reserve fund (ongoing fund for emergencies).
    b. Background – This is a common municipal policy.

17. Resolution 2012-31 – Investment Policy
    a. Summary – Outlines the ways in which the City can and will invest public funds.
    b. Background – Required by state statute.

18. Ordinance 2008-08 – Ordinance Amending City Code Providing for the Indemnification of Elected Officials
    a. Summary – This ordinance explicitly states the City shall defend the elected officials in litigation for decisions they have made during the course of their term.
    b. Background – This is a common ordinance in all municipalities and was not in place prior to 2008. While the City had never declined to represent an elected official in litigation, the City Council felt it was prudent to make it a requirement.

19. FY 19 Budget
    a. Summary – The operating and capital budgets for all departments of the City, to be in effect from May 1, 2018 through April 30, 2019.
    b. Background – This is required to be approved before the start of the fiscal year. The City Council will be discussing the FY 20 budget in February, March, and April, and has to approve a budget for May 1, 2019 through April 30, 2020 prior to April 30, 2019. This means that next year's budget will already be in place before any newly elected officials are sworn in.

20. Ordinance 2008-96 – Ordinance Amending City Code regarding Session of the City Council
    a. Summary – This ordinance defines a City Council session as a one year period, congruent with the fiscal year.
    b. Background – Agenda items defeated by the City Council may not be brought up again in the same fiscal year.

21. Newly Elected Officials Workshops
    a. Newly Elected Officials Workshops are offered by the Illinois Municipal League. This seminar has been offered every two years for the past several years. This class typically takes place from 9 am to 5 pm on one day only, at a few different locations around the state. The classes are typically held in mid-May.

22. International City/County Management Association's Code of Ethics
    a. Erin and I belong to the ICMA, and adhere to its code of ethics (attached). Among them is the duty to remain apolitical. I am not allowed to sign a candidate's petition, publicly endorse a candidate or provide financial support for any political candidate for any position in any level of government. This means that I have a duty to treat all elected officials equally and impartially, and that I should be able

to work under any political leader who gains office. In fact, the origin of the city management profession was to provide a stable and tenured administrative leader during times of political turnover. What does this mean to you? It means that I am not endorsing or providing campaign assistance to any of the current incumbents, and it also means I cannot endorse or provide campaign assistance to you. That does not mean that you cannot seek existing information from me – you have a right under FOIA laws to all public documents.

23. Employee manual of the City
    a. The City's employee manual is attached. It contains everything from hiring, firing and disciplinary procedures, to general personnel policies.

24. Union contracts
    a. The City has three public employee unions: the officers, represented by the Fraternal Order of Police; the sergeants, represented by the Fraternal Order of Police; and public works and parks employees, represented by Local 150 operating engineers. All three bargaining contracts are attached. The two police contracts and Local 150 expires in April 2020.

25. Employee Salary Schedule and Step Increase
    a. The City Council approved a revised salary schedule and step increase within Resolution 2018-14 in March, 2018. The purpose of the salary range is to enact ranges that are competitive with the current market rate of public sector jobs in comparable municipalities. A main benefit of doing the salary survey in this manner is that it eliminates all possible subjectivity of the market rate for certain positions; the numbers are objective and concrete. An updated survey of comparable municipalities was completed in 2018 for all non-union positions. Comparables were used to ensure that our position ranges are staying competitive within the marketplace, as well as reasonable with the current state of the economy. A recommendation of step increases for non-exempt positions was also approved. The steps include the updated salary range from the survey. Each step is approximately 3.3% apart. Employees will move throughout the steps based on personnel evaluations and budgetary constraints. Generally, each employee will move one step per year on their anniversary, but for recommendations from supervisors to have the employee remain in, decrease to, or skip a step. On May 1st of each fiscal year the employee will receive an inflationary adjustment raise as they move from step to step, approximately 3%. This step system presented was discussed earlier this year as part of the goal setting sessions and as part of the collective bargaining process with Local 150.

26. City's Website/Social Media
    a. The City's website www.yorkville.il.us is a great resource for you as well as your constituents to keep up-to-date with City business. On the front page of the website, we frequently add updates on the recent news tab. You can also subscribe to receive notifications on a number of topics by clicking the "Sign Up" button on the homepage.

b. City staff also maintains three social media accounts for the City- Facebook (www.facebook.com/CityofYorkville), Parks and Recreation – Facebook (https://www.facebook.com/YorkvilleParksandRec/) and Twitter (www.twitter.com/CityofYorkville). Following these pages is another great way to stay in the loop.

Goal	Priority	Votes	Staff	Committee(s)	Action Plan (abbreviated)
Manufacturing and Industrial Development	1	73	Bart Olson, Krysti Barksdale-Noble, Lynn Dubajic, Erin Willrett, Eric Dhuse, Brad Sanderson	Economic Development	BNSF Site Certification, Market industrial areas, Meet with prospective developers
Downtown Planning	2	71	Bart Olson, Krysti Barksdale-Noble, Erin Willrett	Economic Development	Extend TIF 1, Create TIF 2, Overlay District, 102 E Van Emmon, Parking study, etc.
Riverfront Development	3	56	Bart Olson, Tim Evans, Krysti Barksdale-Noble	Park Board, Economic Development	Park remediation
Southside Development	4	49	Bart Olson, Lynn Dubajic, Krysti Barksdale-Noble	Economic Development	Grocery store, Fountainview completion
Road to Better Roads (RTBR) Funding	5	44	Bart Olson, Eric Dhuse, Rob Fredrickson	Administration, Public Works	TBD
Water Planning	6	30	Brad Sanderson, Eric Dhuse	Public Works	AECom/Dupage report, OMY plant land acquisition and governance
Municipal Building Needs & Planning	7	29	Bart Olson, Rob Fredrickson, Eric Dhuse, Tim Evans, Erin Willrett	Administration, Public Safety, Public Works	102 E Van Emmon and 609 N Bridge acquisition, Municipal Facilities Master plan
Revenue Growth	8	25	Krysti Barksdale-Noble, Rob Fredrickson, Lynn Dubajic	Administration, Community Development	Impact fee flexibility, property tax levy
Traffic Patrol	9	21	Rich Hart, Eric Dhuse	Public Safety, Public Works	Police staffing, pole-mounted speed signs
Whispering Meadows	10	20	Bart Olson, Brad Sanderson	Public Works	TBD
Staffing	11	12	Bart Olson, Erin Willrett	Administration	5-year staffing plan
Vehicle Replacement	12	11	Bart Olson, Rob Fredrickson, Rich Hart, Eric Dhuse, Tim Evans	Administration, Public Safety, Public Works, Park Board	Post-audit purchases, managed maintenance agreement
Entrance Signage	12	11	Krysti Barksdale-Noble, Erin Willrett	Economic Development	RFP for entryway signs
Water Conservation Plan	14	8	Brad Sanderson, Eric Dhuse	Public Works	Public information campaign, NWPA Board participation, review current practices
Employee Salary Survey	14	8	Erin Willrett, Rob Fredrickson	Administration	Formal compensation plan for all non-salaried employees
Parks & Rec Programming Building	16	6	Tim Evans	Park Board	Van Emmon Activity Center usage, municipal facilities master plan
Capital Improvement Plan	16	6	Brad Sanderson, Eric Dhuse, Rob Fredrickson	Administration, Public Works	More detailed CIP
Automation and Technology	18	5	Bart Olson, Erin Willrett, Lisa Pickering	Administration	Computer replacement plan, GovIT strategic plan and participation
Public Relations & Outreach	18	5	Bart Olson, Erin Willrett	Administration	City Survey 2017, City Newsletter, public relations training, Coffee w/ Council
Modernize City Code	20	3	Bart Olson, Erin Willrett, Lisa Pickering	Administration	Water ordinance revisions, procurement code, unified development code, etc
Shared Services	21	2	Bart Olson, Erin Willrett	Administration	Meetings with OMY, facilities manager with Oswego, Admin services agreement, etc.

Information maintained by the Legislative Reference Bureau

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as Public Acts soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the Guide.

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

MUNICIPALITIES
(65 ILCS 5/) Illinois Municipal Code.

(65 ILCS 5/Art. 3.1 heading)

ARTICLE 3.1. OFFICERS

(65 ILCS 5/Art. 3.1 Div. 5 heading)

DIVISION 5. APPLICATION OF ARTICLE

(65 ILCS 5/3.1-5-5) (from Ch. 24, par. 3.1-5-5)

Sec. 3.1-5-5. Application of Article. This Article 3.1 applies to all officers elected or appointed under this Article and Articles 4 and 5, unless provided otherwise. If there is a conflict between any provision in this Article 3.1 and any provision in Article 4 or Article 5, the provision in Article 4 or 5, as the case may be, shall control.
(Source: P.A. 87-1119.)

(65 ILCS 5/Art. 3.1 Div. 10 heading)

DIVISION 10. GENERAL PROVISIONS

(65 ILCS 5/3.1-10-5) (from Ch. 24, par. 3.1-10-5)

Sec. 3.1-10-5. Qualifications; elective office.

(a) A person is not eligible for an elective municipal office unless that person is a qualified elector of the municipality and has resided in the municipality at least one year next preceding the election or appointment, except as provided in Section 3.1-20-25, subsection (b) of Section 3.1-25-75, Section 5-2-2, or Section 5-2-11.

(b) A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony.

(b-5) (Blank).

(c) A person is not eligible for the office of alderman of a ward unless that person has resided in the ward that the person seeks to represent, and a person is not eligible for the office of trustee of a district unless that person has resided in the municipality, at least one year next preceding the election or appointment, except as provided in Section 3.1-20-25, subsection (b) of Section 3.1-25-75, Section 5-2-2, or Section 5-2-11.

(d) If a person (i) is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, (ii) resides anywhere outside of

the municipality during that active duty military service, and (iii) immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement under subsection (a).
(Source: P.A. 98-115, eff. 7-29-13; 99-449, eff. 8-24-15.)

(65 ILCS 5/3.1-10-6)

Sec. 3.1-10-6. Qualifications; appointive office.

(a) No person shall be eligible for any appointive municipal office unless that person is a qualified elector of the municipality or otherwise provided by law.

(b) The residency requirements do not apply, however, to municipal engineers, health officers, attorneys, or other officers who require technical training or knowledge, to appointed village treasurers, to appointed village clerks, or to appointed city or village collectors (unless the city or village has designated by ordinance that the city or village clerk shall also hold the office of collector).

(c) Except for incorporated towns that have superseded a civil township, municipalities having a population of not more than 500,000 may adopt ordinances that allow firemen and policemen to reside outside of the corporate limits of the municipality by which they are employed both at the time of appointment and while serving as a fireman or policeman.
(Source: P.A. 92-354, eff. 8-15-01.)

(65 ILCS 5/3.1-10-10) (from Ch. 24, par. 3.1-10-10)

Sec. 3.1-10-10. Application of general election law. The general election law applies to the scheduling, manner of conducting, voting at, and contesting of municipal elections.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-15) (from Ch. 24, par. 3.1-10-15)

Sec. 3.1-10-15. Commencement of terms. The terms of elected municipal officers shall commence at the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk of the regular municipal election at which the officers were elected, except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality. The ordinance shall not, however, fix the time for inauguration of newly elected officers later than the first regular or special meeting of the corporate authorities in the month of June following the election.
(Source: P.A. 95-245, eff. 8-17-07.)

(65 ILCS 5/3.1-10-20) (from Ch. 24, par. 3.1-10-20)

Sec. 3.1-10-20. Results; ties. The person with the highest number of votes for an office is the person elected to that office. In case of a tie vote, the candidate who shall hold the office shall be determined under the general election law.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-25) (from Ch. 24, par. 3.1-10-25)

Sec. 3.1-10-25. Oath or affirmation. Before entering upon the duties of their respective offices, all municipal officers, whether elected or appointed, shall take and subscribe the oath or affirmation required by the Illinois Constitution. The subscribed oath or affirmation shall be filed in the office of

the municipal clerk.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-30) (from Ch. 24, par. 3.1-10-30)

Sec. 3.1-10-30. Bond. Before entering upon the duties of their respective offices, all municipal officers, except aldermen and trustees, shall execute a bond with security, to be approved by the corporate authorities. The bond shall be payable to the municipality in the penal sum directed by resolution or ordinance, conditioned upon the faithful performance of the duties of the office and the payment of all money received by the officer, according to law and the ordinances of that municipality. The bond may provide that the obligation of the sureties shall not extend to any loss sustained by the insolvency, failure, or closing of any bank or savings and loan association organized and operating either under the laws of the State of Illinois or the United States in which the officer has placed funds in the officer's custody, if the bank or savings and loan association has been approved by the corporate authorities as a depository for those funds. In no case, however, shall the mayor's bond be fixed at less than $3,000. The treasurer's bond shall be an amount of money that is not less than 3 times the latest Federal census population or any subsequent census figure used for Motor Fuel Tax purposes. Bonds shall be filed with the municipal clerk, except the bond of the clerk, which shall be filed with the municipal treasurer.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-35) (from Ch. 24, par. 3.1-10-35)

Sec. 3.1-10-35. Duty to successor. Within 5 days after written notification and request, a person who has been an officer of a municipality shall deliver to the successor in office all property, books, and effects in the former officer's possession, belonging to the municipality. A former officer who violates this Section is liable for all the damages caused by the violation and is subject to the penalty prescribed by ordinance.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-40) (from Ch. 24, par. 3.1-10-40)

Sec. 3.1-10-40. Additional duties. Every officer shall perform duties in addition to those which may be prescribed by law, and be subject to other rules and regulations, as the corporate authorities may provide by ordinance.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-45) (from Ch. 24, par. 3.1-10-45)

Sec. 3.1-10-45. Appointment of subordinates. The municipal comptroller (if there is one), municipal clerk, municipal treasurer, and city collector, severally, shall appoint the various clerks and subordinates in their respective offices authorized by the corporate authorities. Those officers shall be held responsible, severally, for the fidelity of all persons so appointed by them. This power, however, is subject to the provisions of Division 1 of Article 10. The power of municipal clerks is also subject to the provisions of Section 3.1-30-10.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-50)

Sec. 3.1-10-50. Events upon which an elective office becomes vacant in municipality with population under 500,000.

(a) Vacancy by resignation. A resignation is not effective unless it is in writing, signed by the person holding the

elective office, and notarized.

(1) Unconditional resignation. An unconditional resignation by a person holding the elective office may specify a future date, not later than 60 days after the date the resignation is received by the officer authorized to fill the vacancy, at which time it becomes operative, but the resignation may not be withdrawn after it is received by the officer authorized to fill the vacancy. The effective date of a resignation that does not specify a future date at which it becomes operative is the date the resignation is received by the officer authorized to fill the vacancy. The effective date of a resignation that has a specified future effective date is that specified future date or the date the resignation is received by the officer authorized to fill the vacancy, whichever date occurs later.

(2) Conditional resignation. A resignation that does not become effective unless a specified event occurs can be withdrawn at any time prior to the occurrence of the specified event, but if not withdrawn, the effective date of the resignation is the date of the occurrence of the specified event or the date the resignation is received by the officer authorized to fill the vacancy, whichever date occurs later.

(3) Vacancy upon the effective date. For the purpose of determining the time period that would require an election to fill the vacancy by resignation or the commencement of the 60-day time period referred to in subsection (e), the resignation of an elected officer is deemed to have created a vacancy as of the effective date of the resignation.

(4) Duty of the clerk. If a resignation is delivered to the clerk of the municipality, the clerk shall forward a certified copy of the written resignation to the official who is authorized to fill the vacancy within 7 business days after receipt of the resignation.

(b) Vacancy by death or disability. A vacancy occurs in an office by reason of the death of the incumbent. The date of the death may be established by the date shown on the death certificate. A vacancy occurs in an office by permanent physical or mental disability rendering the person incapable of performing the duties of the office. The corporate authorities have the authority to make the determination whether an officer is incapable of performing the duties of the office because of a permanent physical or mental disability. A finding of mental disability shall not be made prior to the appointment by a court of a guardian ad litem for the officer or until a duly licensed doctor certifies, in writing, that the officer is mentally impaired to the extent that the officer is unable to effectively perform the duties of the office. If the corporate authorities find that an officer is incapable of performing the duties of the office due to permanent physical or mental disability, that person is removed from the office and the vacancy of the office occurs on the date of the determination.

(c) Vacancy by other causes.

(1) Abandonment and other causes. A vacancy occurs in an office by reason of abandonment of office; removal from office; or failure to qualify; or more than temporary removal of residence from the municipality; or in the case of an alderman of a ward or councilman or trustee of a district, more than temporary removal of residence from the ward or district, as the case may be. The corporate authorities have the authority to determine whether a vacancy under this subsection has occurred. If the

corporate authorities determine that a vacancy exists, the office is deemed vacant as of the date of that determination for all purposes including the calculation under subsections (e), (f), and (g).

(2) Guilty of a criminal offense. An admission of guilt of a criminal offense that upon conviction would disqualify the municipal officer from holding the office, in the form of a written agreement with State or federal prosecutors to plead guilty to a felony, bribery, perjury, or other infamous crime under State or federal law, constitutes a resignation from that office, effective on the date the plea agreement is made. For purposes of this Section, a conviction for an offense that disqualifies a municipal officer from holding that office occurs on the date of the return of a guilty verdict or, in the case of a trial by the court, on the entry of a finding of guilt.

(3) Election declared void. A vacancy occurs on the date of the decision of a competent tribunal declaring the election of the officer void.

(4) Owing a debt to the municipality. A vacancy occurs if a municipal official fails to pay a debt to a municipality in which the official has been elected or appointed to an elected position subject to the following:

(A) Before a vacancy may occur under this paragraph (4), the municipal clerk shall deliver, by personal service, a written notice to the municipal official that (i) the municipal official is in arrears of a debt to the municipality, (ii) that municipal official must either pay or contest the debt within 30 days after receipt of the notice or the municipal official will be disqualified and his or her office vacated, and (iii) if the municipal official chooses to contest the debt, the municipal official must provide written notice to the municipal clerk of the contesting of the debt. A copy of the notice, and the notice to contest, shall also be mailed by the municipal clerk to the appointed municipal attorney by certified mail. If the municipal clerk is the municipal official indebted to the municipality, the mayor or president of the municipality shall assume the duties of the municipal clerk required under this paragraph (4).

(B) In the event that the municipal official chooses to contest the debt, a hearing shall be held within 30 days of the municipal clerk's receipt of the written notice of contest from the municipal official. An appointed municipal hearing officer shall preside over the hearing, and shall hear testimony and accept evidence relevant to the existence of the debt owed by the municipal officer to the municipality.

(C) Upon the conclusion of the hearing, the hearing officer shall make a determination on the basis of the evidence presented as to whether or not the municipal official is in arrears of a debt to the municipality. The determination shall be in writing and shall be designated as findings, decision, and order. The findings, decision, and order shall include: (i) the hearing officer's findings of fact; (ii) a decision of whether or not the municipal official is in arrears of a debt to the municipality based upon the findings of fact; and (iii) an order that either directs the municipal official to pay the debt within 30 days or be disqualified and his or her office vacated or dismisses the matter if a debt owed to the municipality is not proved. A copy of the hearing officer's written

determination shall be served upon the municipal official in open proceedings before the hearing officer. If the municipal official does not appear for receipt of the written determination, the written determination shall be deemed to have been served on the municipal official on the date when a copy of the written determination is personally served on the municipal official or on the date when a copy of the written determination is deposited in the United States mail, postage prepaid, addressed to the municipal official at the address on record with the municipality.

(D) A municipal official aggrieved by the determination of a hearing officer may secure judicial review of such determination in the circuit court of the county in which the hearing was held. The municipal official seeking judicial review must file a petition with the clerk of the court and must serve a copy of the petition upon the municipality by registered or certified mail within 5 days after service of the determination of the hearing officer. The petition shall contain a brief statement of the reasons why the determination of the hearing officer should be reversed. The municipal official shall file proof of service with the clerk of the court. No answer to the petition need be filed, but the municipality shall cause the record of proceedings before the hearing officer to be filed with the clerk of the court on or before the date of the hearing on the petition or as ordered by the court. The court shall set the matter for hearing to be held within 30 days after the filing of the petition and shall make its decision promptly after such hearing.

(E) If a municipal official chooses to pay the debt, or is ordered to pay the debt after the hearing, the municipal official must present proof of payment to the municipal clerk that the debt was paid in full, and, if applicable, within the required time period as ordered by a hearing officer or circuit court judge.

(F) A municipal official will be disqualified and his or her office vacated pursuant to this paragraph (4) on the later of the following times if the municipal official: (i) fails to pay or contest the debt within 30 days of the municipal official's receipt of the notice of the debt; (ii) fails to pay the debt within 30 days after being served with a written determination under subparagraph (C) ordering the municipal official to pay the debt; or (iii) fails to pay the debt within 30 days after being served with a decision pursuant to subparagraph (D) upholding a hearing officer's determination that the municipal officer has failed to pay a debt owed to a municipality.

(G) For purposes of this paragraph, a "debt" shall mean an arrearage in a definitely ascertainable and quantifiable amount after service of written notice thereof, in the payment of any indebtedness due to the municipality, which has been adjudicated before a tribunal with jurisdiction over the matter. A municipal official is considered in arrears of a debt to a municipality if a debt is more than 30 days overdue from the date the debt was due.

(d) Election of an acting mayor or acting president. The election of an acting mayor or acting president pursuant to subsection (f) or (g) does not create a vacancy in the original office of the person on the city council or as a trustee, as the case may be, unless the person resigns from the original office following election as acting mayor or acting president. If the

person resigns from the original office following election as acting mayor or acting president, then the original office must be filled pursuant to the terms of this Section and the acting mayor or acting president shall exercise the powers of the mayor or president and shall vote and have veto power in the manner provided by law for a mayor or president. If the person does not resign from the original office following election as acting mayor or acting president, then the acting mayor or acting president shall exercise the powers of the mayor or president but shall be entitled to vote only in the manner provided for as the holder of the original office and shall not have the power to veto. If the person does not resign from the original office following election as acting mayor or acting president, and if that person's original term of office has not expired when a mayor or president is elected and has qualified for office, the acting mayor or acting-president shall return to the original office for the remainder of the term thereof.

(e) Appointment to fill alderman or trustee vacancy. An appointment by the mayor or president or acting mayor or acting president, as the case may be, of a qualified person as described in Section 3.1-10-5 of this Code to fill a vacancy in the office of alderman or trustee must be made within 60 days after the vacancy occurs. Once the appointment of the qualified person has been forwarded to the corporate authorities, the corporate authorities shall act upon the appointment within 30 days. If the appointment fails to receive the advice and consent of the corporate authorities within 30 days, the mayor or president or acting mayor or acting president shall appoint and forward to the corporate authorities a second qualified person as described in Section 3.1-10-5. Once the appointment of the second qualified person has been forwarded to the corporate authorities, the corporate authorities shall act upon the appointment within 30 days. If the appointment of the second qualified person also fails to receive the advice and consent of the corporate authorities, then the mayor or president or acting mayor or acting president, without the advice and consent of the corporate authorities, may make a temporary appointment from those persons who were appointed but whose appointments failed to receive the advice and consent of the corporate authorities. The person receiving the temporary appointment shall serve until an appointment has received the advice and consent and the appointee has qualified or until a person has been elected and has qualified, whichever first occurs.

(f) Election to fill vacancies in municipal offices with 4-year terms. If a vacancy occurs in an elective municipal office with a 4-year term and there remains an unexpired portion of the term of at least 28 months, and the vacancy occurs at least 130 days before the general municipal election next scheduled under the general election law, then the vacancy shall be filled for the remainder of the term at that general municipal election. Whenever an election is held for this purpose, the municipal clerk shall certify the office to be filled and the candidates for the office to the proper election authorities as provided in the general election law. If a vacancy occurs with less than 28 months remaining in the unexpired portion of the term or less than 130 days before the general municipal election, then:

(1) Mayor or president. If the vacancy is in the office of mayor or president, the vacancy must be filled by the corporate authorities electing one of their members as acting mayor or acting president. Except as set forth in subsection (d), the acting mayor or acting president shall perform the duties and possess all the rights and powers of the mayor or president until a mayor or president is elected at the next general municipal election and has qualified. However, in villages with a population of less

than 5,000, if each of the trustees either declines the election as acting president or is not elected by a majority vote of the trustees presently holding office, then the trustees may elect, as acting president, any other village resident who is qualified to hold municipal office, and the acting president shall exercise the powers of the president and shall vote and have veto power in the manner provided by law for a president.

(2) Alderman or trustee. If the vacancy is in the office of alderman or trustee, the vacancy must be filled by the mayor or president or acting mayor or acting president, as the case may be, in accordance with subsection (e).

(3) Other elective office. If the vacancy is in any elective municipal office other than mayor or president or alderman or trustee, the mayor or president or acting mayor or acting president, as the case may be, must appoint a qualified person to hold the office until the office is filled by election, subject to the advice and consent of the city council or the board of trustees, as the case may be.

(g) Vacancies in municipal offices with 2-year terms. In the case of an elective municipal office with a 2-year term, if the vacancy occurs at least 130 days before the general municipal election next scheduled under the general election law, the vacancy shall be filled for the remainder of the term at that general municipal election. If the vacancy occurs less than 130 days before the general municipal election, then:

(1) Mayor or president. If the vacancy is in the office of mayor or president, the vacancy must be filled by the corporate authorities electing one of their members as acting mayor or acting president. Except as set forth in subsection (d), the acting mayor or acting president shall perform the duties and possess all the rights and powers of the mayor or president until a mayor or president is elected at the next general municipal election and has qualified. However, in villages with a population of less than 5,000, if each of the trustees either declines the election as acting president or is not elected by a majority vote of the trustees presently holding office, then the trustees may elect, as acting president, any other village resident who is qualified to hold municipal office, and the acting president shall exercise the powers of the president and shall vote and have veto power in the manner provided by law for a president.

(2) Alderman or trustee. If the vacancy is in the office of alderman or trustee, the vacancy must be filled by the mayor or president or acting mayor or acting president, as the case may be, in accordance with subsection (e).

(3) Other elective office. If the vacancy is in any elective municipal office other than mayor or president or alderman or trustee, the mayor or president or acting mayor or acting president, as the case may be, must appoint a qualified person to hold the office until the office is filled by election, subject to the advice and consent of the city council or the board of trustees, as the case may be.

(h) In cases of vacancies arising by reason of an election being declared void pursuant to paragraph (3) of subsection (c), persons holding elective office prior thereto shall hold office until their successors are elected and qualified or appointed and confirmed by advice and consent, as the case may be.

(i) This Section applies only to municipalities with

populations under 500,000.
(Source: P.A. 99-449, eff. 8-24-15.)

(65 ILCS 5/3.1-10-51)

Sec. 3.1-10-51. Vacancies in municipalities with a population of 500,000 or more.

(a) Events upon which an elective office in a municipality of 500,000 or more shall become vacant:

(1) A municipal officer may resign from office. A vacancy occurs in an office by reason of resignation, failure to elect or qualify (in which case the incumbent shall remain in office until the vacancy is filled), death, permanent physical or mental disability rendering the person incapable of performing the duties of his or her office, conviction of a disqualifying crime, abandonment of office, removal from office, or removal of residence from the municipality or, in the case of an alderman of a ward, removal of residence from the ward.

(2) An admission of guilt of a criminal offense that would, upon conviction, disqualify the municipal officer from holding that office, in the form of a written agreement with State or federal prosecutors to plead guilty to a felony, bribery, perjury, or other infamous crime under State or federal law, shall constitute a resignation from that office, effective at the time the plea agreement is made. For purposes of this Section, a conviction for an offense that disqualifies the municipal officer from holding that office occurs on the date of the return of a guilty verdict or, in the case of a trial by the court, the entry of a finding of guilt.

(3) Owing a debt to the municipality. A vacancy occurs if a municipal official fails to pay a debt to a municipality in which the official has been elected or appointed to an elected position subject to the following:

(A) Before a vacancy may occur under this paragraph (3), the municipal clerk shall deliver, by personal service, a written notice to the municipal official that (i) the municipal official is in arrears of a debt to the municipality, (ii) that municipal official must either pay or contest the debt within 30 days after receipt of the notice or the municipal official will be disqualified and his or her office vacated, and (iii) if the municipal official chooses to contest the debt, the municipal official must provide written notice to the municipal clerk of the contesting of the debt. A copy of the notice, and the notice to contest, shall also be mailed by the municipal clerk to the appointed municipal attorney by certified mail. If the municipal clerk is the municipal official indebted to the municipality, the mayor or president of the municipality shall assume the duties of the municipal clerk required under this paragraph (3).

(B) In the event that the municipal official chooses to contest the debt, a hearing shall be held within 30 days of the municipal clerk's receipt of the written notice of contest from the municipal official. An appointed municipal hearing officer shall preside over the hearing, and shall hear testimony and accept evidence relevant to the existence of the debt owed by the municipal officer to the municipality.

(C) Upon the conclusion of the hearing, the hearing officer shall make a determination on the basis of the evidence presented as to whether or not the municipal official is in arrears of a debt to the

municipality. The determination shall be in writing and shall be designated as findings, decision, and order. The findings, decision, and order shall include: (i) the hearing officer's findings of fact; (ii) a decision of whether or not the municipal official is in arrears of a debt to the municipality based upon the findings of fact; and (iii) an order that either directs the municipal official to pay the debt within 30 days or be disqualified and his or her office vacated or dismisses the matter if a debt owed to the municipality is not proved. A copy of the hearing officer's written determination shall be served upon the municipal official in open proceedings before the hearing officer. If the municipal official does not appear for receipt of the written determination, the written determination shall be deemed to have been served on the municipal official on the date when a copy of the written determination is personally served on the municipal official or on the date when a copy of the written determination is deposited in the United States mail, postage prepaid, addressed to the municipal official at the address on record in the files of the municipality.

(D) A municipal official aggrieved by the determination of a hearing officer may secure judicial review of such determination in the circuit court of the county in which the hearing was held. The municipal official seeking judicial review must file a petition with the clerk of the court and must serve a copy of the petition upon the municipality by registered or certified mail within 5 days after service of the determination of the hearing officer. The petition shall contain a brief statement of the reasons why the determination of the hearing officer should be reversed. The municipal official shall file proof of service with the clerk of the court. No answer to the petition need be filed, but the municipality shall cause the record of proceedings before the hearing officer to be filed with the clerk of the court on or before the date of the hearing on the petition or as ordered by the court. The court shall set the matter for hearing to be held within 30 days after the filing of the petition and shall make its decision promptly after such hearing.

(E) If a municipal official chooses to pay the debt, or is ordered to pay the debt after the hearing, the municipal official must present proof of payment to the municipal clerk that the debt was paid in full, and, if applicable, within the required time period as ordered by a hearing officer.

(F) A municipal official will be disqualified and his or her office vacated pursuant to this paragraph (3) on the later of the following times the municipal official: (i) fails to pay or contest the debt within 30 days of the municipal official's receipt of the notice of the debt; (ii) fails to pay the debt within 30 days after being served with a written determination under subparagraph (C) ordering the municipal official to pay the debt; or (iii) fails to pay the debt within 30 days after being served with a decision pursuant to subparagraph (D) upholding a hearing officer's determination that the municipal officer has failed to pay a debt owed to a municipality.

(G) For purposes of this paragraph, a "debt" shall mean an arrearage in a definitely ascertainable and quantifiable amount after service of written notice thereof, in the payment of any indebtedness due to the

municipality, which has been adjudicated before a tribunal with jurisdiction over the matter. A municipal official is considered in arrears of a debt to a municipality if a debt is more than 30 days overdue from the date the debt was due.

(b) If a vacancy occurs in an elective municipal office with a 4-year term and there remains an unexpired portion of the term of at least 28 months, and the vacancy occurs at least 130 days before the general municipal election next scheduled under the general election law, then the vacancy shall be filled for the remainder of the term at that general municipal election. Whenever an election is held for this purpose, the municipal clerk shall certify the office to be filled and the candidates for the office to the proper election authorities as provided in the general election law. If the vacancy is in the office of mayor, the city council shall elect one of their members acting mayor. The acting mayor shall perform the duties and possess all the rights and powers of the mayor until a successor to fill the vacancy has been elected and has qualified. If the vacancy is in any other elective municipal office, then until the office is filled by election, the mayor shall appoint a qualified person to the office subject to the advice and consent of the city council.

(c) If a vacancy occurs later than the time provided in subsection (b) in a 4-year term, a vacancy in the office of mayor shall be filled by the corporate authorities electing one of their members acting mayor. The acting mayor shall perform the duties and possess all the rights and powers of the mayor until a mayor is elected at the next general municipal election and has qualified. A vacancy occurring later than the time provided in subsection (b) in a 4-year term in any elective office other than mayor shall be filled by appointment by the mayor, with the advice and consent of the corporate authorities.

(d) A municipal officer appointed or elected under this Section shall hold office until the officer's successor is elected and has qualified.

(e) An appointment to fill a vacancy in the office of alderman shall be made within 60 days after the vacancy occurs. The requirement that an appointment be made within 60 days is an exclusive power and function of the State and is a denial and limitation under Article VII, Section 6, subsection (h) of the Illinois Constitution of the power of a home rule municipality to require that an appointment be made within a different period after the vacancy occurs.

(f) This Section applies only to municipalities with a population of 500,000 or more.

(Source: P.A. 99-449, eff. 8-24-15.)

(65 ILCS 5/3.1-10-55) (from Ch. 24, par. 3.1-10-55)

Sec. 3.1-10-55. Quorum to fill vacancies. If there is a vacancy in an elective office and, for any reason, there is not a quorum in office of the corporate authorities, appointments to fill vacancies may be made or confirmed by a majority of the corporate authorities holding office at the time the appointment is made or confirmed.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-60) (from Ch. 24, par. 3.1-10-60)

Sec. 3.1-10-60. Interim appointments to vacancies. If a municipality has no mayor or president, no clerk, and no aldermen or trustees, the circuit court may, upon petition signed by at least 100 electors or 10% of the electors of the municipality, whichever is less, make interim appointments to fill all vacancies in the elective offices of the municipality

from among persons whose names are submitted by the petition or petitions. The interim appointees shall serve until the next regularly scheduled election under the general election law occurring not less than 120 days after all the offices have become vacant.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-65) (from Ch. 24, par. 3.1-10-65)
Sec. 3.1-10-65. Referendum to reduce terms.

(a) In any municipality of less than 500,000 inhabitants, a proposition to reduce the terms of the elective officers of the municipality from 4 years to 2 years may be submitted, within the discretion of the corporate authorities, to the electors of the municipality. The proposition shall also be submitted if a petition requesting that action is signed by electors of the municipality numbering not less than 10% of the total vote cast at the last election for mayor or president of the municipality and the petition is filed with the municipal clerk and certified in accordance with the general election law. The proposition shall be substantially in the following form:

Shall the term of the elective officers of (name of municipality) be reduced from 4 years to 2 years?

(b) If a majority of the electors voting on the proposition vote against it, the terms of the officers shall remain 4 years. If, however, a majority of those voting on the proposition vote in favor of it, the officers elected at the next regular election for officers in the municipality shall hold their offices for a term of 2 years and until their successors are elected and have qualified, except in the case of trustees and aldermen. In the case of aldermen and trustees: (i) at the first election of aldermen or trustees that occurs in an odd numbered year following the vote to reduce the length of terms, successors to aldermen or trustees whose terms expire in that year shall be elected for a term of one year and until their successors are elected and have qualified and (ii) thereafter, one-half of the aldermen or trustees shall be elected each year for terms of 2 years and until their successors are elected and have qualified.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-70) (from Ch. 24, par. 3.1-10-70)
Sec. 3.1-10-70. Elections for reduced 2 year terms. In municipalities that have provided for a 2 year term for elective officers under Section 3.1-10-65, the first election for municipal officers shall be held at the next general municipal election following the referendum at which the terms of the elective officers were reduced. In those municipalities, general elections shall be held annually thereafter.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-10-75) (from Ch. 24, par. 3.1-10-75)
Sec. 3.1-10-75. Referendum to lengthen terms.

(a) In any municipality of less than 500,000 inhabitants that, under Section 3.1-10-65, has voted to shorten the terms of elective officers, a proposition to lengthen the terms of the elective officers of the municipality from 2 years to 4 years may be submitted, within the discretion of the corporate authorities, to the electors of the municipality. The proposition shall be certified by the municipal clerk to the appropriate election authorities, who shall submit the proposition at an election in accordance with the general election law. The proposition shall also be submitted at an election if a petition requesting that action is signed by electors of the municipality numbering not less than 10% of the

total vote cast at the last election for mayor or president of the municipality and the petition is filed with the municipal clerk. The proposition shall be substantially in the following form:

Shall the term of the elective officers of (name of municipality) be lengthened from 2 years to 4 years?

(b) If a majority of the electors voting on the proposition vote against it, the terms of the officers shall remain 2 years. If, however, a majority of those voting on the proposition vote in favor of it, the officers elected at the next regular election for officers in the municipality shall hold their offices for a term of 4 years and until their successors are elected and have qualified, except in the case of trustees and aldermen. In the case of aldermen and trustees: (i) if the first election for aldermen or trustees, after approval of the proposition, occurs in an even numbered year, the aldermen or trustees elected in that even numbered year shall serve for terms of 3 years and until their successors are elected and have qualified, the terms for successors to those elected at the first even numbered year election shall be 4 years and until successors are elected and have qualified, the aldermen or trustees elected at the first odd numbered year election next following the first even numbered year election shall serve for terms of 4 years and until successors are elected and have qualified, and successors elected after the first odd numbered year shall also serve 4 year terms and until their successors are elected and have qualified and (ii) if the first election for aldermen or trustees, after approval of the proposition, occurs in an odd numbered year, the aldermen or trustees elected in that odd numbered year shall serve for terms of 4 years and until their successors are elected and have qualified, the terms for successors to those elected at the first odd numbered year election shall be for 4 years and until successors are elected and have qualified, the aldermen or trustees elected at the first even numbered year election next following the first odd numbered year election shall serve for terms of one year and until their successors are elected and have qualified, and the terms for successors to those elected at the first odd numbered year election shall be 4 years and until their successors are elected and have qualified.

(Source: P.A. 87-1119.)

(65 ILCS 5/Art. 3.1 Div. 15 heading)

DIVISION 15. ELECTED OFFICERS GENERALLY

(65 ILCS 5/3.1-15-5) (from Ch. 24, par. 3.1-15-5)

Sec. 3.1-15-5. Officers to be elected. In all cities incorporated under this Code there shall be elected a mayor, aldermen, a city clerk, and a city treasurer (except in the case of a city of 10,000 or fewer inhabitants that, by ordinance, allows for the appointment of a city treasurer by the mayor, subject to the advice and consent of the city council). In all villages and incorporated towns, there shall be elected a president, trustees, and a clerk, except as otherwise provided in this Code.

(Source: P.A. 87-1119; 88-572, eff. 8-11-94.)

(65 ILCS 5/3.1-15-10) (from Ch. 24, par. 3.1-15-10)

Sec. 3.1-15-10. Mayor; president. The chief executive officer of a city shall be a mayor. The chief executive officer of a village shall be a village president, who may also be called a mayor. The chief executive officer of an incorporated

town shall be a president, who may also be called a mayor. The chief executive officer shall hold office for 4 years and until a successor is elected and has qualified, except in municipalities that have adopted a 2 year term as provided in Section 3.1-10-65 and except in a village or incorporated town that, before January 1, 1942, has adopted a 2 year term for the chief executive officer.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-15-15) (from Ch. 24, par. 3.1-15-15)
Sec. 3.1-15-15. Holding other offices. A mayor, president, alderman, trustee, clerk, or treasurer shall not hold any other office under the municipal government during the term of that office, except when the officer is granted a leave of absence from that office or except as otherwise provided in Sections 3.1-10-50, 3.1-35-135, and 8-2-9.1. Moreover, an officer may serve as a volunteer fireman and receive compensation for that service.
(Source: P.A. 99-386, eff. 8-17-15.)

(65 ILCS 5/3.1-15-20) (from Ch. 24, par. 3.1-15-20)
Sec. 3.1-15-20. Administering oaths. The mayor of a city, the president of a village or incorporated town, the clerk, the chairman of a plan commission, and the chairman of a zoning board of appeals of a municipality have power to administer oaths and affirmations on all lawful occasions. The corporate authorities by ordinance may authorize other municipal officers to administer oaths.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-15-25) (from Ch. 24, par. 3.1-15-25)
Sec. 3.1-15-25. Conservators of the peace; service of warrants.
(a) After receiving a certificate attesting to the successful completion of a training course administered by the Illinois Law Enforcement Training Standards Board, the mayor, aldermen, president, trustees, marshal, deputy marshals, and policemen in municipalities shall be conservators of the peace. Those persons and others authorized by ordinance shall have power (i) to arrest or cause to be arrested, with or without process, all persons who break the peace or are found violating any municipal ordinance or any criminal law of the State, (ii) to commit arrested persons for examination, (iii) if necessary, to detain arrested persons in custody over night or Sunday in any safe place or until they can be brought before the proper court, and (iv) to exercise all other powers as conservators of the peace prescribed by the corporate authorities.
(b) All warrants for the violation of municipal ordinances or the State criminal law, directed to any person, may be served and executed within the limits of a municipality by any policeman or marshal of the municipality. For that purpose, policemen and marshals have all the common law and statutory powers of sheriffs.
(Source: P.A. 90-540, eff. 12-1-97.)

(65 ILCS 5/3.1-15-30) (from Ch. 24, par. 3.1-15-30)
Sec. 3.1-15-30. Minority representation.
(a) Whenever the question of incorporation as a city under this Code is submitted for adoption to the electors of any territory, village, incorporated town, or city under special charter, there may be submitted at the same time for adoption or rejection the question of minority representation in the city council. The proposition shall be in the following form:
Shall minority representation in the city council be

adopted?

(b) If a majority of the votes cast on the question at any election are for minority representation in the city council, the members of the city council, except as otherwise provided, thereafter shall be elected as provided in Section 3.1-15-35.

(c) The city council, at least 30 days before the first day fixed by law for the filing of candidate petitions for the next general municipal election, shall apportion the city by dividing its population, as ascertained by an official publication of any national, state, school, or city census, by any number not less than 2 nor more than 6. The quotient shall be the ratio of representation in the city council. Districts shall be formed of contiguous and compact territory and contain, as near as practicable, an equal number of inhabitants.

(d) If a majority of the votes cast on the question at any election are against minority representation in the city council, the members of the city council shall be elected as otherwise provided in this Code.

(e) At any time after the incorporation of a city under this Code, on petition of electors equal in number to one-eighth the number of legal votes cast at the next preceding general municipal election, the city clerk shall certify the question of the adoption or retention of minority representation to the proper election authority for submission to the electors of that city. The proposition shall be in the same form as provided in this Section, except that the word "retained" shall be substituted for the word "adopted" when appropriate. A question of minority representation, however, shall not be submitted more than once within 32 months.

(f) If the city council of any city adopting minority representation as provided in this Section has not fixed a ratio of representation and formed the districts by the time specified in this Section, those acts may be done by any later city council. All official acts done and ordinances passed by a city council elected at large by the electors of a city that has adopted a minority representation plan shall be as valid and binding as if the aldermen had been elected from districts.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-15-35) (from Ch. 24, par. 3.1-15-35)

Sec. 3.1-15-35. Aldermen under minority representation plan. Every district under a minority representation plan shall be entitled to 3 aldermen. Aldermen shall hold their offices for 4 years and until their successors have been elected and qualified, except in cities that have adopted a 2 year term under Section 3.1-10-65. There shall be elected in each district as many aldermen as the district is entitled to. In all of these elections for aldermen, each elector may cast as many votes as there are aldermen to be elected in the elector's district, or may distribute his or her votes, or equal parts of the votes, among the candidates as the elector sees fit. The candidate highest in votes is elected if only one alderman is elected; the candidates highest and next highest in votes are elected if only 2 aldermen are elected; and the 3 highest candidates in votes are elected when 3 aldermen are elected. Vacancies shall be filled as provided in Sections 3.1-10-50 and 3.1-10-55 by either interim election or appointment. An appointment to fill a vacancy shall be made within 60 days after the vacancy occurs. The requirement that an appointment be made within 60 days is an exclusive power and function of the State and is a denial and limitation under Article VII, Section 6, subsection (h) of the Illinois Constitution of the power of a home rule municipality to require that an appointment be made within a different period

after the vacancy occurs.
(Source: P.A. 87-1052; 87-1119; 88-45.)

(65 ILCS 5/3.1-15-40) (from Ch. 24, par. 3.1-15-40)

Sec. 3.1-15-40. Staggered elections under minority plans. In all cities that adopt or have adopted the minority representation plan for the election of aldermen and have not already staggered the terms of their aldermen, the city council may provide by ordinance that at any ensuing general municipal election for city officers the aldermen in every alternate district shall be elected for one term of 2 years and, at the expiration of that term of 2 years, for regular terms of 4 years. This Section does not prohibit a city from voting in favor of a 2 year term for city officers as provided in Section 3.1-10-65. The provisions of the general election law shall govern elections under this Section.
(Source: P.A. 87-1119.)

(65 ILCS 5/Art. 3.1 Div. 20 heading)

DIVISION 20. ELECTED CITY OFFICERS

(65 ILCS 5/3.1-20-5) (from Ch. 24, par. 3.1-20-5)

Sec. 3.1-20-5. Clerk and treasurer. The city clerk and the city treasurer shall be elected at the same time that the mayor is elected, except in the case of an election to fill a mayoral vacancy and except in the case of a city having 10,000 or fewer inhabitants in which, by ordinance, the position of city treasurer is an appointed position. If a vacancy occurs in the office of city clerk or city treasurer, it shall be filled by the mayor with the advice and consent of the city council. The person so appointed shall hold office for the unexpired term of the officer elected.
(Source: P.A. 87-1119; 88-572, eff. 8-11-94.)

(65 ILCS 5/3.1-20-10) (from Ch. 24, par. 3.1-20-10)

Sec. 3.1-20-10. Aldermen; number.

(a) Except as otherwise provided in this Section, Section 3.1-20-20, or as otherwise provided in the case of aldermen-at-large, the number of aldermen, when not elected by the minority representation plan, shall be determined using the most recent federal decennial census results as follows:

(1) in cities not exceeding 3,000 inhabitants, 6 aldermen;

(2) in cities exceeding 3,000 but not exceeding 15,000, 8 aldermen;

(3) in cities exceeding 15,000 but not exceeding 20,000, 10 aldermen;

(4) in cities exceeding 20,000 but not exceeding 50,000, 14 aldermen;

(5) in cities exceeding 50,000 but not exceeding 70,000, 16 aldermen;

(6) in cities exceeding 70,000 but not exceeding 90,000, 18 aldermen; and

(7) in cities exceeding 90,000 but not exceeding 500,000, 20 aldermen.

(b) Instead of the number of aldermen set forth in subsection (a), a municipality with 15,000 or more inhabitants may adopt, either by ordinance or by resolution, not more than one year after the municipality's receipt of the new federal decennial census results, the following number of aldermen: in cities exceeding 15,000 but not exceeding 20,000, 8 aldermen;

exceeding 20,000 but not exceeding 50,000, 10 aldermen; exceeding 50,000 but not exceeding 70,000, 14 aldermen; exceeding 70,000 but not exceeding 90,000, 16 aldermen; and exceeding 90,000 but not exceeding 500,000, 18 aldermen.

(c) Instead of the number of aldermen set forth in subsection (a), a municipality with 40,000 or more inhabitants may adopt, either by ordinance or by resolution, not more than one year after the municipality's receipt of the new federal decennial census results, the following number of aldermen: in cities exceeding 40,000 but not exceeding 50,000, 16 aldermen.

(d) If, according to the most recent federal decennial census results, the population of a municipality increases or decreases under this Section, then the municipality may adopt an ordinance or resolution to retain the number of aldermen that existed before the most recent federal decennial census results. The ordinance or resolution may not be adopted more than one year after the municipality's receipt of the most recent federal decennial census results.

(Source: P.A. 96-1156, eff. 7-21-10; 97-301, eff. 8-11-11; 97-1091, eff. 8-24-12.)

(65 ILCS 5/3.1-20-15) (from Ch. 24, par. 3.1-20-15)

Sec. 3.1-20-15. Division into wards. Except as otherwise provided in Section 3.1-20-20, every city shall have one-half as many wards as the total number of aldermen to which the city is entitled. The city council, from time to time, shall divide the city into that number of wards.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-20-20) (from Ch. 24, par. 3.1-20-20)

Sec. 3.1-20-20. Aldermen; restrict or reinstate number.

(a) In a city of less than 100,000 inhabitants, a proposition to restrict the number of aldermen to one-half of the total authorized by Section 3.1-20-10, with one alderman representing each ward, shall be certified by the city clerk to the proper election authorities, who shall submit the proposition at an election in accordance with the general election law, if a petition requesting that action is signed by electors of the city numbering not less than 10% of the total vote cast at the last election for mayor of the city and the petition is filed with the city clerk.

The proposition shall be substantially in the following form:

Shall (name of city) restrict the number of aldermen to (state number) (one-half of the total authorized by Section 3.1-20-10 of the Illinois Municipal Code), with one alderman representing each ward?

If a majority of those voting on the proposition vote in favor of it, all existing aldermanic terms shall expire as of the date of the next regular aldermanic election, at which time a full complement of aldermen shall be elected for the full term.

(b) In a city of less than 100,000 inhabitants, a proposition to restrict the number of aldermen to one alderman per ward, with one alderman representing each ward, plus an additional number of aldermen not to exceed the number of wards in the city to be elected at large, shall be certified by the city clerk to the proper election authorities, who shall submit the proposition at an election in accordance with the general election law, if a petition requesting that action is signed by electors of the city numbering not less than 10% of the total vote cast at the last election for mayor of the city and the petition is filed with the city clerk.

The proposition shall be substantially in the following

form:

Shall (name of city) restrict the number of aldermen to (number), with one alderman representing each ward, plus an additional (number) alderman (aldermen) to be elected at large?

If a majority of those voting on the proposition vote in favor of it, all existing aldermanic terms shall expire as of the date of the next regular aldermanic election, at which time a full complement of aldermen shall be elected for the full term.

(c) In a city of less than 100,000 inhabitants where a proposition under subsection (a) or (b) has been successful, a proposition to reinstate the number of aldermen in accordance with Section 3.1-20-10 shall be certified by the city clerk to the proper election authorities, who shall submit the proposition at an election in accordance with the general election law, if a petition requesting that action has been signed by electors of the city numbering not less than 10% of the total vote cast at the last election for mayor of the city and the petition has been filed with the city clerk.

The election authority must submit the proposition in substantially the following form:

Shall (name of city) reinstate the number of aldermen to (number of aldermen allowed by Section 3.1-20-10)?

The election authority must record the votes as "Yes" or "No".

If a majority of the electors voting on the proposition vote in the affirmative, then, if the restriction in the number of aldermen has taken effect, all existing aldermanic terms shall expire as of the date of the next regular aldermanic election, at which time a full complement of aldermen shall be elected for the full term and thereafter terms shall be determined in accordance with Section 3.1-20-35.

(Source: P.A. 92-727, eff. 7-25-02.)

(65 ILCS 5/3.1-20-22) (from Ch. 24, par. 3.1-20-22)

Sec. 3.1-20-22. Aldermen; staggered terms. In any city of less than 100,000 inhabitants, a proposition to stagger the terms of aldermen, with as nearly as possible one-half of the aldermen elected every 2 years, shall be certified by the city clerk to the proper election authority, who shall submit the proposition at an election in accordance with the general election law, if a petition requesting that action is signed by electors of the city numbering at least 10% of the total vote cast at the last election for mayor of the city and is filed with the city clerk.

The ballot shall have printed on it, but not as a part of the proposition submitted, the following information for voters: one alderman elected from each even-numbered ward shall serve a term of 2 years; one alderman elected from each odd-numbered ward shall serve a term of 4 years.

The proposition shall be substantially in the following form:

Shall (name of city) adopt a system of staggered terms for aldermen?

If a majority of those voting on the proposition vote in favor of it, then at the next regular election for aldermen one alderman shall be elected from each even-numbered ward for a term of 2 years and one alderman shall be elected from each odd-numbered ward for a term of 4 years. Thereafter, their successors shall be elected for terms of 4 years.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-20-25) (from Ch. 24, par. 3.1-20-25)

Sec. 3.1-20-25. Redistricting a city.

(a) In the formation of wards, the number of inhabitants of the city immediately preceding the division of the city into wards shall be as nearly equal in population, and the wards shall be of as compact and contiguous territory, as practicable. Wards shall be created in a manner so that, as far as practicable, no precinct shall be divided between 2 or more wards.

(b) Whenever an official decennial census shows that a city contains more or fewer wards than it is entitled to, the city council of the city, by ordinance, shall redistrict the city into as many wards as the city is entitled. This redistricting shall be completed not less than 30 days before the first day set by the general election law for the filing of candidate petitions for the next succeeding election for city officers. At this election there shall be elected the number of aldermen to which the city is entitled, except as provided in subsection (c).

(c) If it appears from any official decennial census that it is necessary to redistrict under subsection (b) or for any other reason, the city council shall immediately proceed to redistrict the city and shall hold the next city election in accordance with the new redistricting. At this election the aldermen whose terms of office are not expiring shall be considered aldermen for the new wards respectively in which their residences are situated. At this election, in a municipality that is not a newly incorporated municipality, a candidate for alderman may be elected from any ward that contains a part of the ward in which he or she resided at least one year next preceding the election that follows the redistricting, and, if elected, that person may be reelected from the new ward he or she represents if he or she resides in that ward for at least one year next preceding reelection. If there are 2 or more aldermen with terms of office not expiring and residing in the same ward under the new redistricting, the alderman who holds over for that ward shall be determined by lot in the presence of the city council, in the manner directed by the council, and all other aldermen shall fill their unexpired terms as aldermen-at-large. The aldermen-at-large, if any, shall have the same powers and duties as all other aldermen, but upon the expiration of their terms the offices of aldermen-at-large shall be abolished.

(d) If the redistricting results in one or more wards in which no aldermen reside whose terms of office have not expired, 2 aldermen shall be elected in accordance with Section 3.1-20-35, unless the city elected only one alderman per ward pursuant to a referendum under subsection (a) of Section 3.1-20-20.

(e) A redistricting ordinance that has decreased the number of wards of a city because of a decrease in population of the city shall not be effective if, not less than 60 days before the time fixed for the next succeeding general municipal election, an official census is officially published that shows that the city has regained a population that entitles it to the number of wards that it had just before the passage of the last redistricting ordinance.

(Source: P.A. 97-1091, eff. 8-24-12.)

(65 ILCS 5/3.1-20-30) (from Ch. 24, par. 3.1-20-30)

Sec. 3.1-20-30. Validation of actions. After an official census is officially published, if a city is divided into a greater number of wards and has elected a greater number of aldermen than the city is entitled to, the division and election shall, nevertheless, be valid and all acts, resolutions, and ordinances of the city council of that city, if in other respects in compliance with law, are valid.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-20-35) (from Ch. 24, par. 3.1-20-35)

Sec. 3.1-20-35. Determining terms.

(a) Aldermen elected at the first election for city officers after the election of aldermen for the initial terms provided for in Section 2-2-11 shall draw lots to determine which aldermen in each ward shall hold office for a 4 year term, and until a successor is elected and has qualified, and which aldermen in each ward shall hold office for a 2 year term, and until a successor is elected and has qualified. All aldermen thereafter elected shall hold office for a term of 4 years, and until their successors are elected and have qualified, except in cities that adopt a 2 year term under Section 3.1-10-65 and except as otherwise provided in Section 3.1-20-20.

(b) If a city that has had the minority representation plan has voted not to retain the plan, then at the first election for city officers following the vote 2 aldermen shall be elected from each ward in the city and their terms shall be staggered in the manner set forth in subsection (a). The tenure of these aldermen and their successors shall be the same as that stated in subsection (a).

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-20-40) (from Ch. 24, par. 3.1-20-40)

Sec. 3.1-20-40. Other officers; election rather than appointment. Instead of providing for the appointment of the following officers as provided in Section 3.1-30-5, the city council, in its discretion, may provide by ordinance passed by a two-thirds vote of all the aldermen elected for the election by the electors of the city of a city collector, a city marshal, a city superintendent of streets, a corporation counsel, a city comptroller, or any of them, and any other officers which the city council considers necessary or expedient. By ordinance or resolution, to take effect at the end of the current fiscal year, the city council, by a like vote, may discontinue any office so created and devolve the duties of that office on any other city officer. After discontinuance of an office, no officer filling that office before its discontinuance shall have any claim against the city for salary alleged to accrue after the date of discontinuance.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-20-45)

Sec. 3.1-20-45. Nonpartisan primary elections; uncontested office. A city incorporated under this Code that elects municipal officers at nonpartisan primary and general elections shall conduct the elections as provided in the Election Code, except that no office for which nomination is uncontested shall be included on the primary ballot and no primary shall be held for that office. For the purposes of this Section, an office is uncontested when not more than 4 persons to be nominated for each office have timely filed valid nominating papers seeking nomination for the election to that office.

Notwithstanding the preceding paragraph, when a person (i) who has not timely filed valid nomination papers and (ii) who intends to become a write-in candidate for nomination for any office for which nomination is uncontested files a written statement or notice of that intent with the proper election official with whom the nomination papers for that office are filed, if the write-in candidate becomes the fifth candidate filed, a primary ballot must be prepared and a primary must be held for the office. The statement or notice must be filed on or before the 61st day before the consolidated primary election. The statement must contain (i) the name and address of the

person intending to become a write-in candidate, (ii) a statement that the person intends to become a write-in candidate, and (iii) the office the person is seeking as a write-in candidate. An election authority has no duty to conduct a primary election or prepare a primary ballot unless a statement meeting the requirements of this paragraph is filed in a timely manner.

If there is a primary election, then candidates shall be placed on the ballot for the next succeeding general municipal election in the following manner:

(1) If one officer is to be elected, then the 2 candidates who receive the highest number of votes shall be placed on the ballot for the next succeeding general municipal election.

(2) If 2 aldermen are to be elected at large, then the 4 candidates who receive the highest number of votes shall be placed on the ballot for the next succeeding general municipal election.

(3) If 3 aldermen are to be elected at large, then the 6 candidates who receive the highest number of votes shall be placed on the ballot for the next succeeding general municipal election.

The name of a write-in candidate may not be placed on the ballot for the next succeeding general municipal election unless he or she receives a number of votes in the primary election that equals or exceeds the number of signatures required on a petition for nomination for that office or that exceeds the number of votes received by at least one of the candidates whose names were printed on the primary ballot for nomination for or election to the same office.

(Source: P.A. 97-81, eff. 7-5-11.)

(65 ILCS 5/Art. 3.1 Div. 25 heading)

DIVISION 25. ELECTED VILLAGE AND INCORPORATED TOWN OFFICERS

(65 ILCS 5/3.1-25-5) (from Ch. 24, par. 3.1-25-5)

Sec. 3.1-25-5. Trustees; terms. In each village incorporated under this Code, the electors of the village shall elect 6 trustees. The term of office of the trustees shall be 4 years and until their successors are elected and have qualified. Trustees elected at the first election for village officers after a village is incorporated, however, shall by lot designate one-half of their number, whose terms shall be 2 years and until their successors are elected and have qualified.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-10) (from Ch. 24, par. 3.1-25-10)

Sec. 3.1-25-10. Village board; composition; referendum. Any village board of a village of under 5,000 population incorporated under this Code may by resolution provide for a referendum on the question of whether the board of trustees shall be comprised of 4 members rather than 6 members. The referendum shall be held in accordance with the general election law. If a majority of those voting on the question vote in favor of reducing the number of trustees from 6 to 4, the number of trustees shall be reduced to 4. In order to provide for the transition from 6 member boards to 4 member boards, 2 trustees shall be elected at the general municipal election in each odd numbered year after the adoption of the referendum when trustees are elected for 4 year terms and at the general municipal election in each year after the adoption of the referendum when trustees are elected for 2 year terms. Any village that changes

from a 6 member board to a 4 member board may thereafter return to a 6 member board by the same procedure.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-15) (from Ch. 24, par. 3.1-25-15)

Sec. 3.1-25-15. President and trustees; general election.

(a) The election for the president in villages shall be held at the general municipal election in accordance with the general election law.

(b) The election for trustees in villages shall be held in accordance with the general election law, except as provided in Section 3.1-25-70.

(c) The day upon which the elections provided for in this Section are to be held is subject to the provisions of the general election law.

(d) Every village or incorporated town incorporated and existing under a special Act that has, before the effective date of this amendatory Act of 1992, held a general municipal election in even numbered years may continue to do so. Every village or incorporated town may also hold annual municipal elections if it is necessary to comply with the provisions of Section 3.1-25-70.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-20) (from Ch. 24, par. 3.1-25-20)

Sec. 3.1-25-20. Primary election. A village incorporated under this Code shall nominate and elect candidates for president and trustees in nonpartisan primary and general elections as provided in Sections 3.1-25-20 through 3.1-25-55 until the electors of the village vote to require the partisan election of the president and trustees at a referendum in the manner provided in Section 3.1-25-65 after January 1, 1992. The provisions of Sections 3.1-25-20 through 3.1-25-55 shall apply to all villages incorporated under this Code that have operated under those Sections without the adoption of those provisions by the referendum provided in Section 3.1-25-60 as well as those villages that have adopted those provisions by the referendum provided in Section 3.1-25-60 until the electors of those villages vote to require the partisan election of the president and trustees in the manner provided in Section 3.1-25-65. Villages that have nominated and elected candidates for president and trustees in partisan elections prior to January 1, 1992, may continue to hold partisan elections without conducting a referendum in the manner provided in Section 3.1-25-65. All candidates for nomination to be voted for at all general municipal elections at which a president or trustees, or both, are to be elected under this Article shall be nominated from the village at large by a primary election.

Notwithstanding any other provision of law, no primary shall be held in any village when the nomination for every office to be voted upon by the electors of the village is uncontested. If the nomination of candidates is uncontested as to one or more, but not all, of the offices to be voted upon by the electors of the village, then a primary must be held in the village, provided that the primary ballot shall not include those offices in the village for which the nomination is uncontested. For the purposes of this Section, an office is uncontested when not more than the number of persons to be nominated to the office have timely filed valid nominating papers seeking nomination for election to that office.

Notwithstanding the preceding paragraph, when a person (i) who has not timely filed valid nomination papers and (ii) who intends to become a write-in candidate for nomination for any office for which nomination is uncontested files a written

statement or notice of that intent with the proper election official with whom the nomination papers for that office are filed, a primary ballot must be prepared and a primary must be held for the office. The statement or notice must be filed on or before the 61st day before the consolidated primary election. The statement must contain (i) the name and address of the person intending to become a write-in candidate, (ii) a statement that the person intends to become a write-in candidate, and (iii) the office the person is seeking as a write-in candidate. An election authority has no duty to conduct a primary election or prepare a primary ballot unless a statement meeting the requirements of this paragraph is filed in a timely manner.

Only the names of those persons nominated in the manner prescribed in Sections 3.1-25-20 through 3.1-25-65 shall be placed on the ballot at the general municipal election. The village clerk shall certify the offices to be filled and the candidates for those offices to the proper election authority as provided in the general election law. A primary for those offices, if required, shall be held in accordance with the general election law.

(Source: P.A. 91-57, eff. 6-30-99.)

(65 ILCS 5/3.1-25-30) (from Ch. 24, par. 3.1-25-30)

Sec. 3.1-25-30. Petition of candidacy. The petition in the nomination papers shall contain a number of signatures of electors residing within the same village as the candidate equal to at least 1% of the total vote cast at the last preceding election in the village for president. The petition shall be in substantially the form provided in the general election law.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-35) (from Ch. 24, par. 3.1-25-35)

Sec. 3.1-25-35. Primary ballots. The proper election authority, in accordance with the general election law, shall have the primary ballots printed in the same manner, in the same number, and within the same time as ballots are printed under the general election law, except as otherwise provided in this Code. If the office of president is to be filled in the succeeding general municipal election, the names of the candidates for president shall be placed first on the primary ballots, in substantially the form specified in this Section. Following these names shall appear the names of the candidates for trustees in substantially the form specified in this Section. The primary ballots shall comply with the general election law, except as otherwise provided in this Code. The ballots shall designate no party, platform, political principle, appellation, or mark, nor shall any circle be printed at the head of the primary ballots.

The primary ballots shall be in substantially the following form:

OFFICIAL PRIMARY BALLOT

CANDIDATES FOR NOMINATION
FOR (PRESIDENT AND)
TRUSTEES OF (NAME OF VILLAGE)
AT THE PRIMARY ELECTION.

FOR PRESIDENT
(VOTE FOR ONE)

HENRY WHITE
JAMES SMITH
LARRY FRANG
RALPH WILSON

FOR TRUSTEES
(VOTE FOR NOT MORE THAN (NUMBER))

THOMAS WILLIAMS
WILLIAM BURKE
ALEXANDER HAMILTON
EDWARD STUART
MARY KURTIS
G.E. HAUSMANN
ARTHUR ROBBINS
MARK TANDY
HARRY BROWN
JOSEPH TROUT
IMMANUEL KANT
ROBERT BUCK
GEORGE MILLER
SARAH TOLLER
(Source: P.A. 95-862, eff. 8-19-08.)

(65 ILCS 5/3.1-25-40) (from Ch. 24, par. 3.1-25-40)
Sec. 3.1-25-40. Ballots.

(a) If the office of president is to be filled, only the names of the 4 candidates receiving the highest number of votes for president shall be placed on the ballot for president at the next succeeding general municipal election. The names of candidates in a number equal to 4 times the number of trustee positions to be filled receiving the highest number of votes for trustee, or the names of all candidates if less than 4 times the number of trustee positions to be filled, shall be placed on the ballot for that office at the municipal election.

(b) An elector, however, at either a primary election or a general municipal election held under Sections 3.1-25-20 through 3.1-25-55, may write in the names of the candidates of that elector's choice in accordance with the general election law. If, however, the name of only one candidate for a particular office appeared on the primary ballot, the name of the person having the largest number of write-in votes shall not be placed upon the ballot at the general municipal election unless the number of votes received in the primary election by that person was at least 10% of the number of votes received by the candidate for the same office whose name appeared on the primary ballot.

(c) If a nominee at a general primary election dies or withdraws before the general municipal election, there shall be placed on the ballot the name of the candidate receiving the next highest number of votes, and so on in case of the death or withdrawal of more than one nominee.

(d) If in the application of this Section there occurs the condition provided for in Section 3.1-25-45, there shall be placed on the ballot the name of the candidate who was not chosen by lot under that Section where one of 2 tied candidates had been placed on the ballot before the death or withdrawal occurred. If, however, in the application of this Section, the candidate with the next highest number of votes cannot be determined because of a tie among 2 or more candidates, the successor nominee whose name shall be placed on the ballot shall be determined by lot as provided in Section 3.1-25-45.
(Source: P.A. 95-699, eff. 11-9-07.)

(65 ILCS 5/3.1-25-45) (from Ch. 24, par. 3.1-25-45)

Sec. 3.1-25-45. Nomination; determination by lot. If, upon the canvass of the returns of the primary election specified in Section 3.1-25-20, the canvassing board finds that there are tied candidates for president or trustee so that the appropriate number of candidates receiving the highest number of votes cannot be determined, the canvassing board shall determine by lot which of the tied candidates shall be nominated for the

positions for which they are tied. In these cases the canvassing board shall issue to the tied candidates written notice of the tie vote, stating in the notice the place, the day (which shall not be more than 5 days thereafter), and the hour when the nomination is to be so determined.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-50) (from Ch. 24, par. 3.1-25-50)

Sec. 3.1-25-50. General election; ballot positions. On the ballots for the general municipal election, if the office of president is to be filled, the names of the nominees for president shall be placed first, in substantially the form specified in this Section. Following these names, the names of the nominees for trustees shall appear under each office, in substantially the form specified in this Section.

The ballots shall be in the form provided by the general election law, except as otherwise provided in this Code, but they shall designate no party, platform, political principle, appellation, or mark, nor shall any circle be printed at the head of the ballots. The ballots shall be in substantially the following form:

OFFICIAL BALLOT
NOMINEES FOR (PRESIDENT AND) TRUSTEES OF (NAME OF VILLAGE) AT THE GENERAL MUNICIPAL ELECTION
FOR PRESIDENT
(VOTE FOR ONE)
JAMES SMITH
LARRY FRANG
FOR TRUSTEES
(VOTE FOR NOT MORE THAN (NUMBER))
EDWARD STUART
ROBERT BUCK
GEORGE MILLER
WILLIAM BURKE
ARTHUR ROBBINS
HARRY BROWN
(Source: P.A. 95-862, eff. 8-19-08.)

(65 ILCS 5/3.1-25-55) (from Ch. 24, par. 3.1-25-55)

Sec. 3.1-25-55. General election; election contests. All general municipal elections under Sections 3.1-25-20 through 3.1-25-50 shall be held, conducted, and contested under the general election law, except that the contest of the election of president and trustees shall be conducted in the circuit court and the board of trustees shall not be the judge of the election and qualification of its members.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-60) (from Ch. 24, par. 3.1-25-60)

Sec. 3.1-25-60. Referendum to require primary elections. Any village incorporated under this Code that has not adopted the provisions of Section 3.1-25-45 or Articles 4, 5, or 6 of this Code may, by a vote of the electors of the village as provided in this Section, elect to require candidates for president and trustees to run in primary elections as provided in Sections 3.1-25-20 through 3.1-25-55.

The question of requiring candidates for president and trustees to run in primary elections as provided in Sections 3.1-25-20 through 3.1-25-55 shall be certified by the village clerk to the proper election authority, who shall submit the proposition to the electors of the village upon a resolution adopted by the council or upon petition filed with the village clerk and signed by electors of the village equal in number to at least 10% of the number of votes cast for the candidates for

president at the last preceding general municipal election. The proposition shall be in substantially the following form:

Shall candidates for president and trustees of (name of village) be elected in nonpartisan primary and general elections?

If a majority of the electors in the village voting on the question vote in the affirmative, candidates for president and trustees of the village shall be elected as provided in Sections 3.1-25-20 through 3.1-25-55.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-65) (from Ch. 24, par. 3.1-25-65)

Sec. 3.1-25-65. Referendum to discontinue primary elections. Any village operating under the provisions of Sections 3.1-25-20 through 3.1-25-55 may by referendum elect to have the president and trustees nominated and elected at partisan primary and general elections.

The question may be submitted to the electors of the village by the council or upon a petition signed by electors of the village equal in number to at least 10% of the number of votes cast for candidates for president at the last preceding general municipal election. The question shall be certified by the village clerk to the proper election authorities, who shall submit the proposition at an election in accordance with the general election law. The question shall be in substantially the following form:

Shall candidates for president and trustees of (name of village) no longer be elected in nonpartisan primary and general elections?

If a majority of the electors in the village voting on the question vote in the affirmative, candidates for president and trustees shall no longer be elected as provided in Sections 3.1-25-20 through 3.1-25-55.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-70) (from Ch. 24, par. 3.1-25-70)

Sec. 3.1-25-70. Trustees under special Acts.

(a) In every village and incorporated town incorporated and existing under any special Act that, before June 4, 1909, pursuant to any special Act, annually elected members of its legislative body, the electors in the village or incorporated town, instead of the legislative body now provided for by law, shall elect 6 trustees. They shall hold their offices until their respective successors are elected and have qualified. At the first meeting of this board of 6 trustees, the terms of office of the trustees shall be staggered, and thereafter shall be for the same length of time as provided for aldermen in Section 3.1-20-35.

(b) The electors of the village or incorporated town may, however, adopt a 2 year term for their trustees as provided in Section 3.1-10-65. If this 2 year term is adopted, then at the next general municipal election in the adopting village or incorporated town, 3 trustees shall be elected, and they shall hold their offices for terms of one year each. In the next succeeding year, and in each year thereafter, 3 trustees shall be elected in the adopting village or incorporated town, and they shall hold their offices for terms of 2 years each.

(c) A village or incorporated town that, before January 1, 1942, has adopted a 2 year term for its trustees and is now electing 3 trustees each year shall continue to elect 3 trustees each year for a term of 2 years each. A village or incorporated town that, before January 1, 1942, has adopted a 2 year term for its trustees but is not now electing 3 trustees each year shall elect 3 trustees at the next general municipal election in that

municipality, and they shall hold their offices for terms of one year each. In the next succeeding year, and in each year thereafter, 3 trustees shall be elected, and they shall hold their offices for terms of 2 years each.

(d) This Section shall not apply to or change the method of election of the members of the legislative body of incorporated towns that have superseded civil townships.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-75) (from Ch. 24, par. 3.1-25-75)

Sec. 3.1-25-75. Districts; election of trustees.

(a) After a village with a population of 5,000 or more adopts the provisions of this Section in the manner prescribed in Section 3.1-25-80, the board of trustees by ordinance shall divide and, whenever necessary thereafter, shall redistrict the village into 6 compact and contiguous districts of approximately equal population as required by law. This redistricting shall be completed not less than 30 days before the first day for the filing of nominating petitions for the next succeeding election of village officers held in accordance with the general election law.

(b) Each of the districts shall be represented by one trustee who shall have been an actual resident of the district for at least 6 months immediately before his or her election in the first election after a redistricting, unless the trustee is a resident of a newly incorporated municipality. Only the electors of a district shall elect the trustee from that district.

(c) The provisions of this Code relating to terms of office of aldermen in cities shall also apply to the terms of office of trustees under this Section.

(Source: P.A. 95-646, eff. 1-1-08.)

(65 ILCS 5/3.1-25-80) (from Ch. 24, par. 3.1-25-80)

Sec. 3.1-25-80. Referendum; districting and election of trustees. If a petition signed by not less than 5% of the electors of a village with a population of 5,000 or more requests that the question of districting the village and electing trustees, one from each district, be submitted to the electors of the village, this question shall be certified by the municipal clerk to the proper election authority, who shall submit the proposition at the next general state or municipal election in the village. The petition shall be presented in accordance with the general election law.

The proposition shall be in substantially the following form:

Shall the village be divided into 6 districts with one trustee elected from each district?

If the question receives the favorable vote of a majority of all votes cast on the proposition, the board of trustees shall proceed to district the village, and the election of trustees for the village thereafter shall be in accordance with Section 3.1-25-75.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-85) (from Ch. 24, par. 3.1-25-85)

Sec. 3.1-25-85. Method of election of trustees; abandonment. Any municipality that has operated for more than 4 years under the provisions of Section 3.1-25-75 may abandon its method of electing trustees under that Section and elect its trustees under the provisions of Section 3.1-25-5 then applicable to villages, by proceeding under this Section.

When a petition signed by not less than 5% of the electors of the village requests that the question of abandoning the

method of electing trustees from districts be submitted to the electors of the village, this question shall be certified by the municipal clerk to the appropriate election authority, who shall submit the proposition at the next general municipal election in the village. The petition shall be presented in accordance with the general election law.

The proposition shall be in substantially the following form:

Shall (name of village) abandon the method of electing trustees from districts so that trustees shall be hereafter elected on a village wide basis?

If a majority of the votes cast on this proposition are in favor of it, the trustees elected at the next succeeding general municipal election shall be elected in the manner then prescribed by Section 3.1-25-5. The trustees who have been duly elected, have qualified, and who are acting at the time this proposition takes effect shall continue in office until their respective terms expire or until they cease to function as trustees.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-90) (from Ch. 24, par. 3.1-25-90)

Sec. 3.1-25-90. Election or appointment of clerk; term; vacancy.

(a) Any village of fewer than 5,000 inhabitants may, by resolution adopted by not less than two-thirds of the village board, choose to have a clerk appointed by the village president with the concurrence of the village board. Otherwise, at the election for trustees in each village and incorporated town, whether incorporated under a general or special Act (other than a village that was incorporated under a special Act and that adopts Section 3.1-30-25), a clerk of the village or incorporated town shall be elected who shall hold office for a term of the same length of time as provided in this Article 3.1 for the mayor in a city, except that any such village or incorporated town that, before January 1, 1942, has adopted a 2 year term for village clerk shall continue to elect a village clerk for a term of 2 years. Whenever a vacancy in the office of a clerk elected under this Section occurs during the term, the vacancy shall be filled for the remainder of the term at the next general municipal election as provided by Section 3.1-10-50. During the period from the time the vacancy occurs until a clerk is elected as provided in this Section and has qualified, the vacancy may be filled by the appointment of an acting clerk by the president with the advice and consent of the trustees.

(b) In any village where the clerk is appointed as provided in this Section, the clerk may later be elected, but only after a referendum initiated and held as provided in this Section. The question of whether the village clerk shall be elected, rather than appointed, shall be submitted to the electors of the village upon the filing of a petition with the village clerk signed by electors equal in number to at least 10% of the highest number of votes cast for any candidate for village office at the last preceding municipal election. The question shall be certified by the village clerk to the proper election authorities, who shall submit the proposition at an election in accordance with the general election law. The question shall be in substantially the following form:

Shall the clerk in (name of village) be elected, rather than appointed?

If a majority of the electors in the village voting on the question vote in the affirmative, the village clerk shall thereafter be elected. If a majority of the electors voting on the question vote in the negative, the village clerk shall

continue to be appointed.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-25-95) (from Ch. 24, par. 3.1-25-95)

Sec. 3.1-25-95. Incorporated town officers. For the general municipal election to be held in the year 1985 in every incorporated town with a population of 25,000 or more by the last official census, and every 4 years thereafter, the municipal clerk shall certify the names of the candidates to the proper election authority as provided by the general election law. A president, a clerk, an assessor, a collector, and a supervisor shall be elected for a term of 4 years and until their successors are elected and have qualified. Whenever a vacancy occurs in the office of any of the specified officers, the vacancy shall be filled for the remainder of the term at the next general municipal election in that incorporated town as provided in Section 3.1-10-50. Whenever an election is held for this purpose, the municipal clerk shall certify the office to be filled and the candidates for that office to the election authorities as provided in the general election law. During the period from the time a vacancy occurs until a clerk, assessor, collector, or supervisor is elected and has qualified, the vacancy may be filled by appointment by the president and board of trustees of that incorporated town voting jointly. During the period from the time a vacancy occurs until a president is elected and has qualified, the vacancy may be filled by appointment by the board of trustees of that incorporated town.
(Source: P.A. 87-1119.)

(65 ILCS 5/Art. 3.1 Div. 30 heading)

DIVISION 30. APPOINTED OFFICERS IN ALL MUNICIPALITIES

(65 ILCS 5/3.1-30-5) (from Ch. 24, par. 3.1-30-5)

Sec. 3.1-30-5. Appointed officers in all municipalities.

(a) The mayor or president, as the case may be, by and with the advice and consent of the city council or the board of trustees, may appoint (1) a treasurer (if the treasurer is not an elected position in the municipality), (2) a collector, (3) a comptroller, (4) a marshal, (5) an attorney or a corporation counsel, (6) one or more purchasing agents and deputies, (7) the number of auxiliary police officers determined necessary by the corporate authorities, (8) police matrons, (9) a commissioner of public works, (10) a budget director or a budget officer, and (11) other officers necessary to carry into effect the powers conferred upon municipalities.

(b) By ordinance or resolution to take effect at the end of the current fiscal year, the corporate authorities, by a two-thirds vote, may discontinue any appointed office and devolve the duties of that office on any other municipal officer. After discontinuance, no officer filling the office before its discontinuance shall have any claim against the municipality for salary alleged to accrue after the date of discontinuance.

(c) Vacancies in all appointed municipal offices may be filled in the same manner as appointments are made under subsection (a). The city council or board of trustees of a municipality, by ordinance not inconsistent with this Code, may prescribe the duties, define the powers, and fix the term of office of all appointed officers of the municipality; but the term of office, except as otherwise expressly provided in this Code, shall not exceed that of the mayor or president of the municipality.

(d) An appointed officer of a municipality may resign from

his or her office. If an appointed officer resigns, he or she shall continue in office until a successor has been chosen and has qualified. If there is a failure to appoint a municipal officer, or the person appointed fails to qualify, the person filling the office shall continue in office until a successor has been chosen and has qualified. If an appointed municipal officer ceases to perform the duties of or to hold the office by reason of death, permanent physical or mental disability, conviction of a disqualifying crime, or dismissal from or abandonment of office, the mayor or president of the municipality may appoint a temporary successor to the officer.
(Source: P.A. 94-984, eff. 6-30-06.)

(65 ILCS 5/3.1-30-10) (from Ch. 24, par. 3.1-30-10)
Sec. 3.1-30-10. Deputy clerk.

(a) In municipalities with a population of 500,000 or more, the municipal clerk may appoint the number of deputy clerks necessary to discharge the functions and duties of the office of municipal clerk.

(b) In municipalities of less than 500,000, the municipal clerk, when authorized by the corporate authorities, may appoint the number of deputy clerks necessary to discharge the functions and duties of the office of municipal clerk, who need not be a resident of the municipality. The corporate authorities of the municipality may limit the number of deputy clerks that the municipal clerk may appoint.
(Source: P.A. 94-250, eff. 7-19-05.)

(65 ILCS 5/3.1-30-15) (from Ch. 24, par. 3.1-30-15)
Sec. 3.1-30-15. Clerk as collector. If, in any municipality, a collector is appointed, the corporate authorities may provide by ordinance that the clerk shall hold the office of collector.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-30-20) (from Ch. 24, par. 3.1-30-20)
Sec. 3.1-30-20. Auxiliary police officers.

(a) Auxiliary police officers shall not be members of the regular police department of the municipality. Auxiliary police officers shall not supplement members of the regular police department of any municipality in the performance of their assigned and normal duties, except as otherwise provided in this Code. Auxiliary police officers shall only be assigned to perform the following duties in a municipality: (i) to aid or direct traffic within the municipality, (ii) to aid in control of natural or man made disasters, and (iii) to aid in case of civil disorder as directed by the chief of police. When it is impractical for members of the regular police department to perform those normal and regular police duties, however, the chief of police of the regular police department may assign auxiliary police officers to perform those normal and regular police duties. Identification symbols worn by auxiliary police officers shall be different and distinct from those used by members of the regular police department. Auxiliary police officers shall at all times during the performance of their duties be subject to the direction and control of the chief of police of the municipality. Auxiliary police officers shall not carry firearms, except with the permission of the chief of police and while in uniform and in the performance of their duties. Auxiliary police officers, when on duty, shall also be conservators of the peace and shall have the powers specified in Section 3.1-15-25.

(b) Auxiliary police officers, before entering upon any of their duties, shall receive a course of training in the use of weapons and other police procedures appropriate for the exercise

of the powers conferred upon them under this Code. The training and course of study shall be determined and provided by the corporate authorities of each municipality employing auxiliary police officers. Before being permitted to carry a firearm, however, an auxiliary police officer must have the same course of training as required of peace officers under Section 2 of the Peace Officer and Probation Officer Firearm Training Act. The municipal authorities may require that all auxiliary police officers be residents of the municipality served by them. Before the appointment of an auxiliary police officer, the person's fingerprints shall be taken, and no person shall be appointed as an auxiliary police officer if that person has been convicted of a felony or other crime involving moral turpitude.

(c) The Line of Duty Compensation Act shall be applicable to auxiliary police officers upon their death in the line of duty described in this Code.

(Source: P.A. 98-725, eff. 1-1-15.)

(65 ILCS 5/3.1-30-21)

Sec. 3.1-30-21. Part-time police. A municipality may appoint, discipline, and discharge part-time police officers. A municipality that employs part-time police officers shall, by ordinance, establish hiring standards for part-time police officers and shall submit those standards to the Illinois Law Enforcement Training Standards Board.

Part-time police officers shall be members of the regular police department, except for pension purposes. Part-time police officers shall not be assigned under any circumstances to supervise or direct full-time police officers of a police department. Part-time police officers shall not be used as permanent replacements for permanent full-time police officers.

Part-time police officers shall be trained under the Intergovernmental Law Enforcement Officer's In-Service Training Act in accordance with the procedures for part-time police officers established by the Illinois Law Enforcement Training Standards Board. A part-time police officer hired after January 1, 1996 who has not yet received certification under Section 8.2 of the Illinois Police Training Act shall be directly supervised.

(Source: P.A. 89-170, eff. 1-1-96.)

(65 ILCS 5/3.1-30-25) (from Ch. 24, par. 3.1-30-25)

Sec. 3.1-30-25. Municipalities incorporated under special Acts. The corporate authorities of municipalities incorporated and existing under special Acts that now provide for or require the election of one or more of the appointed officers referred to in this Division 30 may adopt this Division 30 by resolution and may, instead of the provisions or requirements of the special Acts, provide by ordinance for the appointment of those officers by the corporate authorities and prescribe their terms, duties, compensation, and the amount of any bond required.

(Source: P.A. 87-1119.)

(65 ILCS 5/Art. 3.1 Div. 35 heading)

DIVISION 35. FUNCTIONS AND DUTIES OF CERTAIN MUNICIPAL OFFICERS

(65 ILCS 5/3.1-35-5) (from Ch. 24, par. 3.1-35-5)

Sec. 3.1-35-5. Mayor or president; general duties. The mayor or president shall perform all the duties which are prescribed by law, including ordinances, and shall take care that the laws and ordinances are faithfully executed. The mayor or president

from time to time may, and annually shall, give the corporate authorities information concerning the affairs of the municipality and may recommend for their consideration measures the mayor or president believes expedient.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-10) (from Ch. 24, par. 3.1-35-10)
Sec. 3.1-35-10. Mayor or president; removal of appointed officer. Except where otherwise provided by statute, the mayor or president may remove any officer appointed by the mayor or president under this Code, on any written charge, whenever the mayor or president is of the opinion that the interests of the municipality demand removal. The mayor or president shall report the reasons for the removal to the corporate authorities at a meeting to be held not less than 5 nor more than 10 days after the removal. If the mayor or president fails or refuses to report to the corporate authorities the reasons for the removal, or if the corporate authorities by a two-thirds vote of all members authorized by law to be elected disapprove of the removal, the officer thereupon shall be restored to the office from which the officer was removed. The vote shall be by yeas and nays, which shall be entered upon the journal of the corporate authorities. Upon restoration, the officer shall give a new bond and take a new oath of office. No officer shall be removed a second time for the same offense.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-15) (from Ch. 24, par. 3.1-35-15)
Sec. 3.1-35-15. Mayor or president; release of prisoners. The mayor or president may release any person imprisoned for violation of a municipal ordinance and shall report the release, together with the reasons for the release, to the corporate authorities at their first meeting after the release.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-20) (from Ch. 24, par. 3.1-35-20)
Sec. 3.1-35-20. Mayor or president; examination of records. The mayor or president at all times may examine and inspect the books, records, and papers of any agent, employee, or officer of the municipality.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-25) (from Ch. 24, par. 3.1-35-25)
Sec. 3.1-35-25. Mayor or president; calling out militia. Subject to the authority of the Governor as commander-in-chief of the militia, the mayor or president may call out the militia to aid in suppressing riots and other disorderly conduct or to aid in carrying into effect any law or ordinance.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-30) (from Ch. 24, par. 3.1-35-30)
Sec. 3.1-35-30. Mayor or president; designation for signing instruments. The mayor or president may designate in writing another person to affix the signature of the mayor or president to any written instrument or instruments required to be signed by the mayor or president. The mayor or president shall send written notice of this designation to the corporate authorities, stating the name of the person who has been selected and what instrument or instruments the person will have authority to sign. A written signature of the mayor or president executed by the designated person, with the signature of the designated person underneath, shall be attached to the notice. The notice, with the signatures attached, shall be recorded in the journal of the corporate authorities and then filed with the municipal

clerk. When the signature of the mayor or president is placed on a written instrument at the direction of the mayor or president in the specified manner, the instrument or instruments, in all respects, shall be as binding on the municipality as if signed by the mayor or president in person.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-35) (from Ch. 24, par. 3.1-35-35)
Sec. 3.1-35-35. Mayor or president pro tem; temporary chairman.

(a) If the mayor or president is temporarily absent because of an incapacity to perform official duties, but the incapacity does not create a vacancy in the office, the corporate authorities shall elect one of their members to act as mayor or president pro tem. The mayor or president pro tem, during this absence or disability, shall perform the duties and possess all the rights and powers of the mayor or president but shall not be entitled to vote both as mayor or president pro tem and as alderman or trustee.

(b) In the absence of the mayor, president, acting mayor or president, or mayor or president pro tem, the corporate authorities may elect one of their members to act as a temporary chairman. The temporary chairman shall have only the powers of a presiding officer and a right to vote only in the capacity as alderman or trustee on any ordinance, resolution, or motion.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-40) (from Ch. 24, par. 3.1-35-40)
Sec. 3.1-35-40. Treasurer; duties.

(a) The municipal treasurer shall receive all money belonging to the municipality and shall keep the treasurer's books and accounts in the manner prescribed by ordinance. These books and accounts shall always be subject to the inspection of any member of the corporate authorities. The municipality may, however, by ordinance designate a person or institution which, as bond trustee, shall receive from the county collector amounts payable to the municipality as taxes levied pursuant to a bond issuance.

(b) The treasurer shall keep a separate account of each fund or appropriation and the debits and credits belonging to the fund or appropriation.

(c) The treasurer shall give every person paying money into the treasury a receipt, specifying the date of payment and upon what account paid. The treasurer shall file copies of these receipts with the clerk, with the treasurer's monthly reports. If the treasurer has possession of money properly appropriated to the payment of any warrant lawfully drawn upon the treasurer, the treasurer shall pay the money specified in the warrant to the person designated by the warrant.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-45) (from Ch. 24, par. 3.1-35-45)
Sec. 3.1-35-45. Treasurer; reports. At the end of every month, and oftener if required by the corporate authorities, the municipal treasurer shall render an account under oath to the corporate authorities, or to an officer designated by ordinance, showing the state of the treasury at the date of the account and the balance of money in the treasury. The treasurer shall accompany the account with a statement of all money received into the treasury and on what account, together with all warrants redeemed and paid by the treasurer. On the day the treasurer renders an account, these warrants, with all vouchers held by the treasurer, shall be delivered to the municipal clerk and filed, together with the account, in the clerk's office. All

paid warrants shall be marked "paid". The treasurer shall keep a register of all warrants, which shall describe each warrant, showing its date, amount, and number, the fund from which paid, the name of the person to whom paid, and when paid.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-50) (from Ch. 24, par. 3.1-35-50)
Sec. 3.1-35-50. Treasurer; deposit of funds.

(a) The municipal treasurer may be required to keep all funds and money in the treasurer's custody belonging to the municipality in places of deposit designated by ordinance. When requested by the municipal treasurer, the corporate authorities shall designate one or more banks or savings and loan associations in which may be kept the funds and money of the municipality in the custody of the treasurer. When a bank or savings and loan association has been designated as a depository, it shall continue as a depository until 10 days have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities as required by this Section. When a new depository is designated, the corporate authorities shall notify the sureties of the municipal treasurer of that fact in writing at least 5 days before the transfer of funds. The treasurer shall be discharged from responsibility for all funds or money that the treasurer deposits in a designated bank or savings and loan association while the funds and money are so deposited.

(b) The municipal treasurer may require any bank or savings and loan association to deposit with the treasurer securities or mortgages that have a market value at least equal to the amount of the funds or moneys of the municipality deposited with the bank or savings and loan association that exceeds the insurance limitation provided by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.

(c) The municipal treasurer may enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment, or withdrawal of municipal funds.

(d) Notwithstanding any other provision of this Act or any other law, each official custodian of municipal funds, including, without limitation, each municipal treasurer or finance director or each person properly designated as the official custodian for municipal funds, including, without limitation, each person properly designated as official custodian for funds held by an intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity composed solely of participating municipalities, is permitted to:

(i) combine moneys from more than one fund of a single municipality, risk management entity, self-insurance pool, or other intergovernmental entity composed solely of participating municipalities for the purpose of investing such moneys;

(ii) join with any other official custodians or treasurers of municipal, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity composed solely of participating municipalities for the purpose of jointly investing the funds of which the official custodians or treasurers have custody; and

(iii) enter into agreements of any definite or indefinite term regarding the redeposit, investment, or withdrawal of municipal, risk management entity, self-insurance agency, waste management agency, or other intergovernmental entity funds.

When funds are combined for investment purposes as

authorized in this Section, the moneys combined for those purposes shall be accounted for separately in all respects, and the earnings from such investment shall be separately and individually computed, recorded, and credited to the fund, municipality, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity, as the case may be, for which the investment was acquired.

Joint investments shall be made only in investments authorized by law for investment of municipal funds. The grant of authority contained in this subsection is cumulative, supplemental, and in addition to all other power or authority granted by any other law and shall not be construed as a limitation of any power and authority otherwise granted.

(e) No bank or savings and loan association shall receive public funds as permitted by this Section unless it has complied with the requirements established by Section 6 of the Public Funds Investment Act.

(f) In addition to any other investments or deposits authorized under this Code, municipalities are authorized to invest the funds and public moneys in the custody of the municipal treasurer in accordance with the Public Funds Investment Act.

(Source: P.A. 98-297, eff. 1-1-14.)

(65 ILCS 5/3.1-35-55) (from Ch. 24, par. 3.1-35-55)

Sec. 3.1-35-55. Treasurer; personal use of funds. The municipal treasurer shall keep all money belonging to the municipality and in the treasurer's custody separate and distinct from the treasurer's own money and shall not use, either directly or indirectly, the municipality's money or warrants for the personal use and benefit of the treasurer or of any other person. Any violation of this provision shall subject the treasurer to immediate removal from office by the corporate authorities, who may declare the treasurer's office vacant.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-60) (from Ch. 24, par. 3.1-35-60)

Sec. 3.1-35-60. Treasurer; receipts and expenditures. The municipal treasurer shall report to the corporate authorities, as often as they require, a full and detailed account of all receipts and expenditures of the municipality, as shown by the treasurer's books, up to the time of the report.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-65) (from Ch. 24, par. 3.1-35-65)

Sec. 3.1-35-65. Treasurer; annual accounts.

(a) Within 6 months after the end of each fiscal year, the treasurer of each municipality having a population of less than 500,000, as determined by the last preceding federal census, shall annually prepare and file with the clerk of the municipality an account of moneys received and expenditures incurred during the preceding fiscal year as specified in this Section. The treasurer shall show in the account:

(1) All moneys received by the municipality, indicating the total amounts, in the aggregate, received in each account of the municipality, with a general statement concerning the source of receipts. In this paragraph, the term "account" does not mean each individual taxpayer, householder, licensee, utility user, or other persons whose payments to the municipality are credited to a general account.

(2) Except as provided in paragraph (3) of this subsection (a), all moneys paid out by the municipality

where the total amount paid during the fiscal year exceeds $2,500 in the aggregate, giving the name of each person to whom moneys were paid and the total paid to each person.

(3) All moneys paid out by the municipality as compensation for personal services, giving the name of each person to whom moneys were paid and the total amount paid to each person from each account, except that the treasurer may elect to report the compensation for personal services of all personnel by name, listing each employee in one of the following categories:

(A) under $25,000.00;
(B) $25,000.00 to $49,999.99;
(C) $50,000.00 to $74,999.99;
(D) $75,000.00 to $99,999.99;
(E) $100,000.00 to $124,999.99; or
(F) $125,000.00 and over.

(4) A summary statement of operations for all funds and account groups of the municipality, as excerpted from the annual financial report as filed with the appropriate State agency.

(b) Upon receipt of the account from the municipal treasurer, the municipal clerk shall publish the account at least once in one or more newspapers published in the municipality or, if no newspaper is published in the municipality, then in one or more newspapers having a general circulation within the municipality. In municipalities with a population of less than 500 in which no newspaper is published, however, publication may be made by posting a copy of the account in 3 prominent places within the municipality.
(Source: P.A. 92-354, eff. 8-15-01.)

(65 ILCS 5/3.1-35-70) (from Ch. 24, par. 3.1-35-70)

Sec. 3.1-35-70. Treasurer; copy of report filed with collector. Within 6 months after the end of each fiscal year the treasurer of each municipality, as provided in Section 3.1-35-65, shall file with each town or county collector of taxes who collects taxes levied by the municipality a copy of the annual account that is required to be filed with and published by the municipal clerk, as provided in Section 3.1-35-65, together with an affidavit of the municipal clerk stating that the copy is a true and correct copy of the annual account filed with the clerk, that it was published or posted as required by Section 3.1-35-65, the date of the filing and publication or posting, and, if published, the newspaper in which it was published.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-75) (from Ch. 24, par. 3.1-35-75)

Sec. 3.1-35-75. Treasurer; failure to file account. If a municipal treasurer fails to file the annual account and affidavit with the town or county collector within 6 months after the end of a fiscal year as required by Section 3.1-35-70, the town or county collector, as the case may be, shall withhold payment to the treasurer of any and all moneys due the municipality after the expiration of that 6 month period and until the annual account and affidavit are received by the collector. The failure of a municipal treasurer or municipal clerk to comply with the provisions of Sections 3.1-35-65 and 3.1-35-70 within 6 months after the end of a fiscal year shall not preclude the treasurer or clerk or the other officers of the municipality from preparing, publishing or posting, and filing the annual account and affidavit after the expiration of that 6 month period. If the clerk, treasurer, or other officers later comply with the provisions of this Division 35, the town or county collector, as the case may be, shall pay over to the

municipal treasurer the moneys withheld by the collector immediately upon the filing of the annual account and affidavit with the collector.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-80) (from Ch. 24, par. 3.1-35-80)

Sec. 3.1-35-80. Violations and penalties. A public officer who fails, neglects, or refuses to discharge any duty imposed on that officer by Sections 3.1-35-65 through 3.1-35-75, or who violates any provisions of Sections 3.1-35-65 through 3.1-35-80, is guilty of a petty offense and upon conviction shall be fined not less than $25 nor more than $100, in addition to any other penalties prescribed by law.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-85) (from Ch. 24, par. 3.1-35-85)

Sec. 3.1-35-85. Treasurer; special assessment funds. All money received on a special assessment shall be held by the municipal treasurer as a special fund to be applied to the payment of the improvement for which the assessment was made, and the money shall be used for no other purpose, except to reimburse the municipality for money expended for the improvement.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-90) (from Ch. 24, par. 3.1-35-90)

Sec. 3.1-35-90. Clerk; duties.

(a) The municipal clerk shall keep the corporate seal, to be provided by the corporate authorities, and all papers belonging to the municipality the custody and control of which are not given to other officers. The clerk shall attend all meetings of the corporate authorities including executive sessions and keep a full record of their proceedings in the journal, except if the clerk is the subject matter of the meeting and his or her presence creates a conflict of interest. The record of those proceedings shall be made available for public inspection within 7 days after being approved or accepted by the corporate authorities as the official minutes of their proceedings.

(b) The municipal clerk shall have other duties prescribed by the corporate authorities.

(c) Copies of all papers duly filed in the clerk's office and transcripts from the journals and other records and files of the clerk's office, certified by the clerk under the corporate seal, shall be evidence in all courts in like manner as if the originals were produced.
(Source: P.A. 96-294, eff. 8-11-09.)

(65 ILCS 5/3.1-35-95) (from Ch. 24, par. 3.1-35-95)

Sec. 3.1-35-95. Deputy clerks.

(a) A deputy clerk may execute all documents required by law to be executed by the municipal clerk and may affix the seal of the clerk wherever required. In signing any document, a deputy clerk shall sign the name of the clerk followed with the word "By" and the deputy clerk's own name and the words "Deputy Clerk".

(b) Except in municipalities with a population of 500,000 or more, the powers and duties of a deputy clerk shall be exercised only in the absence of the clerk from the place where the clerk's office is maintained, and only when either written direction has been given by the clerk to that deputy to exercise a power or the corporate authorities have determined by resolution that the municipal clerk is temporarily or permanently incapacitated to perform that function. In

municipalities with a population of 500,000 or more, the powers and duties of a deputy clerk shall be exercised upon the direction of the clerk, or when the corporate authorities have determined by resolution that the clerk is temporarily or permanently incapacitated to perform those functions and duties. When a deputy's signature is duly authorized as provided in this Section and is affixed by a deputy in the manner prescribed in this Section on any document (including but not limited to contracts, bonds, or other obligations of the municipality), the document shall have the same effect as if the document had been signed by the municipal clerk in person.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-100) (from Ch. 24, par. 3.1-35-100)
Sec. 3.1-35-100. Comptroller; duties.

(a) If a comptroller is elected or appointed in a municipality, the corporate authorities, by ordinance or resolution, may confer upon the comptroller the powers and provide for the performance of the duties that the corporate authorities deem necessary and proper.

(b) All of the provisions of this Code relating to the powers and duties of a municipal clerk in connection with (i) the finances, (ii) the treasurer, (iii) the collector, and (iv) the receipt and disbursements of money shall be exercised and performed by the comptroller, if one is elected or appointed. For that purpose, wherever the word "clerk" is used in this Code, it means "comptroller"; and wherever the words "clerk's office" are used, they mean "comptroller's office".
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-105) (from Ch. 24, par. 3.1-35-105)
Sec. 3.1-35-105. Comptroller; designation of person to sign instruments. The comptroller may designate, in writing, one or more persons who shall have authority to affix the comptroller's signature as comptroller to any written instrument that is required to be signed by the comptroller. When the comptroller's signature is so affixed to a written instrument at the comptroller's direction, the instrument, in all respects, shall be as binding on the municipality as if signed by the comptroller in person. When the comptroller designates a person for this purpose, however, the comptroller shall notify the corporate authorities to that effect and state in the notice the specific instruments that the person is authorized to sign.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-110) (from Ch. 24, par. 3.1-35-110)
Sec. 3.1-35-110. Comptroller; records of bonds issued. The comptroller, if one is elected or appointed (and if not, then the municipal clerk), shall keep in his or her office, in books used solely for that purpose, a correct list of all the outstanding bonds of the municipality, showing the number and amount of each and for and to whom the bonds were issued. When bonds are purchased, paid, or cancelled, these books shall show these additional facts. In the comptroller's annual report the comptroller shall describe, particularly, the bonds sold during the year and the terms of sale, with every item of expense incurred in connection with the bonds.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-115) (from Ch. 24, par. 3.1-35-115)
Sec. 3.1-35-115. Comptroller; duties.

(a) The comptroller, if one is elected or appointed in a municipality (and if not, then the municipal clerk), shall exercise a general supervision over all the officers of the

municipality charged in any manner with the receipt, collection, or disbursement of the municipal revenue, or with the collection and return of the municipal revenue, or with the collection and return of the municipal revenue into the treasury.

(b) The comptroller shall have custody and control of all municipal documents, books, and papers designated by the corporate authorities.

(c) On or before May 15 of each year, and before the annual appropriation ordinance is prepared by the corporate authorities, the comptroller shall submit to the corporate authorities a report of the comptroller's estimate, as nearly as may be, of the money necessary to defray the expenses of the municipality during the current fiscal year. For the purpose of making this report, the comptroller is authorized to require all officers to submit statements of the condition and expenses of their respective offices or departments, with any proposed municipal improvements and the probable expense of those improvements, all unperformed contracts, and the amount of all unexpended appropriations of the preceding year.

(d) In this report, the comptroller shall (i) classify the different objects and purposes of expenditure, giving, as nearly as may be, the amount required for each, (ii) show the aggregate income of the preceding fiscal year, from all sources, (iii) show the amount of liabilities upon which interest is to be paid, (iv) show the bonds and debts payable during the year, when due and payable, and (v) give all other information to the corporate authorities the comptroller deems necessary, so that the corporate authorities may fully understand the demands upon the municipality for the current fiscal year.

(e) In municipalities of 500,000 or more inhabitants, the preparation of the report required by this Section and its form and substance, including the classification of the different objects and purposes of expenditures, shall be performed by the budget director of the municipality. In those municipalities the comptroller shall prepare an annual post-audit of all funds for the preceding year which shall be known as the "comptroller's report", a copy of which shall be sent by the municipal comptroller to the State Comptroller.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-120) (from Ch. 24, par. 3.1-35-120)

Sec. 3.1-35-120. Collector; duties. A city collector, if one is elected or appointed, shall preserve all warrants returned to the collector and shall keep books and accounts in the manner prescribed by the corporate authorities. All of the collector's warrants, books, and vouchers, and all papers pertaining to the office, may be examined at any time by the mayor, city clerk, or any member or committee of the corporate authorities. Weekly, and oftener if required by the corporate authorities, the collector shall pay over to the treasurer all money collected by the collector from any source, taking the treasurer's receipt in duplicate and filing one of the receipts immediately with the clerk. At that time, or on demand, the clerk shall give the collector a copy of any receipt so filed.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-125) (from Ch. 24, par. 3.1-35-125)

Sec. 3.1-35-125. Collector; reports. When required by the corporate authorities or by ordinance, the collector shall make a written report to the corporate authorities (or to any officer designated by the corporate authorities) of all money collected by the collector, the account on which collected, or of any other official matter. Between the first and tenth of April of each year, the collector shall file with the clerk a statement

of (i) all the money collected by the collector during the year, (ii) the particular warrant, special assessment, or account on which collected, (iii) the balance of money uncollected on all warrants in the collector's possession, and (iv) the balance remaining uncollected at the time of the return on all warrants that the collector returned to the clerk during the preceding fiscal year. The clerk shall publish the statement at least once, within 10 days, in one or more newspapers published in the municipality or, if no newspaper is published in the municipality, then in one or more newspapers with a general circulation within the municipality. In municipalities with less than 500 population in which no newspaper is published, a publication may instead be made by posting a notice in 3 prominent places within the municipality.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-130) (from Ch. 24, par. 3.1-35-130)
Sec. 3.1-35-130. Collector; possession of money. The collector is prohibited from keeping the money of the municipality in his or her possession, or in the possession of any person for his or her use, beyond the time prescribed for its payment to the treasurer. Any violation of this provision shall subject the collector to immediate removal from office.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-135) (from Ch. 24, par. 3.1-35-135)
Sec. 3.1-35-135. Clerk as collector. In any municipality having a population of less than 1,000,000 in which the corporate authorities have provided for the appointment of a collector, the corporate authorities may provide by ordinance that the clerk shall hold the office of collector.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-140) (from Ch. 24, par. 3.1-35-140)
Sec. 3.1-35-140. Marshal; duties. The marshal shall perform the duties that the corporate authorities prescribe for the preservation of the public peace and the observance and enforcement of ordinances and laws.
(Source: P.A. 87-1119.)

(65 ILCS 5/Art. 3.1 Div. 40 heading)
DIVISION 40. CITY COUNCIL

(65 ILCS 5/3.1-40-5) (from Ch. 24, par. 3.1-40-5)
Sec. 3.1-40-5. Composition. The city council shall consist of the mayor and aldermen. It shall meet in accordance with the Open Meetings Act. It shall keep a journal of its own proceedings.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-10) (from Ch. 24, par. 3.1-40-10)
Sec. 3.1-40-10. Judge of elections. The city council shall be the sole judge of the election to office of the aldermen. It shall also be the sole judge whether under Section 3.1-10-5 aldermen are eligible to hold their offices. A court, however, shall not be prohibited from hearing and determining a proceeding in quo warranto.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-15) (from Ch. 24, par. 3.1-40-15)
Sec. 3.1-40-15. Rules; expulsion. The city council shall

determine its own rules of proceeding and punish its members for disorderly conduct. With the concurrence of two-thirds of the aldermen then holding office, it may expel an alderman from a meeting, but not a second time for the same incident.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-20) (from Ch. 24, par. 3.1-40-20)
Sec. 3.1-40-20. Quorum. A majority of the corporate authorities shall constitute a quorum to do business. A smaller number, however, may adjourn from time to time and may compel the attendance of absentees under penalties (including a fine for a failure to attend) prescribed by the council by ordinance.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-25) (from Ch. 24, par. 3.1-40-25)
Sec. 3.1-40-25. Meetings. The city council may prescribe, by ordinance, the times and places of the council meetings and the manner in which special council meetings may be called. The mayor or any 3 aldermen may call special meetings of the city council. In addition to any notice requirement prescribed by the city council, public notice of meetings must be given as prescribed in Sections 2.02 and 2.03 of the Open Meetings Act.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-30) (from Ch. 24, par. 3.1-40-30)
Sec. 3.1-40-30. Mayor presides. The mayor shall preside at all meetings of the city council. Except as provided in Articles 4 and 5 of this Code, the mayor shall not vote on any ordinance, resolution, or motion except the following: (i) where the vote of the aldermen has resulted in a tie; (ii) where one-half of the aldermen elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (iii) where a vote greater than a majority of the corporate authorities is required by this Code or an ordinance to adopt an ordinance, resolution, or motion. Nothing in this Section shall deprive an acting mayor or mayor pro tem from voting in the capacity as alderman, but he or she shall not be entitled to another vote in the capacity as acting mayor or mayor pro tem.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-35) (from Ch. 24, par. 3.1-40-35)
Sec. 3.1-40-35. Deferral of committee reports. Upon the request of any 2 aldermen present, any report of a committee of the council shall be deferred for final action to the next regular meeting of the council after the report is made.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-40) (from Ch. 24, par. 3.1-40-40)
Sec. 3.1-40-40. Vote required. The passage of all ordinances for whatever purpose, and of any resolution or motion (i) to create any liability against a city or (ii) for the expenditure or appropriation of its money shall require the concurrence of a majority of all members then holding office on the city council, including the mayor, unless otherwise expressly provided by this Code or any other Act governing the passage of any ordinance, resolution, or motion. Where the council consists of an odd number of aldermen, however, the vote of the majority of the aldermen shall be sufficient to pass an ordinance. The passage of an ordinance, resolution, or motion to sell any school property shall require the concurrence of three-fourths of all aldermen then holding office. The yeas and nays shall be taken upon the question of the passage of the designated ordinances, resolutions, or motions and recorded in the journal of the city council. In addition, the corporate authorities at any meeting

may by unanimous consent take a single vote by yeas and nays on the several questions of the passage of any 2 or more of the designated ordinances, orders, resolutions, or motions placed together for voting purposes in a single group. The single vote shall be entered separately in the journal under the designation "omnibus vote", and in that event the clerk may enter the words "omnibus vote" or "consent agenda" in the journal in each case instead of entering the names of the members of city council voting "yea" and those voting "nay" on the passage of each of the designated ordinances, orders, resolutions, and motions included in the omnibus group or consent agenda. The taking of a single or omnibus vote and the entries of the words "omnibus vote" or "consent agenda" in the journal shall be a sufficient compliance with the requirements of this Section to all intents and purposes and with like effect as if the vote in each case had been taken separately by yeas and nays on the question of the passage of each ordinance, order, resolution, and motion included in the omnibus group and separately recorded in the journal. Likewise, the yeas and nays shall be taken upon the question of the passage of any other resolution or motion at the request of any alderman and shall be recorded in the journal.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-45) (from Ch. 24, par. 3.1-40-45)

Sec. 3.1-40-45. Ordinances; approval; veto. All resolutions and motions (i) that create any liability against a city, (ii) that provide for the expenditure or appropriation of its money, or (iii) to sell any city or school property, and all ordinances, passed by the city council shall be deposited with the city clerk. Except as provided in Articles 4 and 5 of this Code, if the mayor approves an ordinance or resolution, the mayor shall sign it. Those ordinances, resolutions, and motions which the mayor disapproves shall be returned to the city council, with the mayor's written objections, at the next regular meeting of the city council occurring not less than 5 days after their passage. The mayor may disapprove of any one or more sums appropriated in any ordinance, resolution, or motion making an appropriation, and, if so, the remainder shall be effective. However, the mayor may disapprove entirely of an ordinance, resolution, or motion making an appropriation. If the mayor fails to return any ordinance or any specified resolution or motion with his written objections within the designated time, it shall become effective despite the absence of the mayor's signature.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-50) (from Ch. 24, par. 3.1-40-50)

Sec. 3.1-40-50. Reconsideration; passing over veto. Every resolution and motion specified in Section 3.1-40-45, and every ordinance, that is returned to the city council by the mayor shall be reconsidered by the city council at the next regular meeting following the regular meeting at which the city council receives the mayor's written objection. If, after reconsideration, two-thirds of all the aldermen then holding office on the city council agree at that regular meeting to pass an ordinance, resolution, or motion, notwithstanding the mayor's refusal to approve it, then it shall be effective. The vote on the question of passage over the mayor's veto shall be by yeas and nays and shall be recorded in the journal.

This Section does not apply to municipalities with more than 500,000 inhabitants.
(Source: P.A. 91-489, eff. 1-1-00.)

(65 ILCS 5/3.1-40-55) (from Ch. 24, par. 3.1-40-55)
Sec. 3.1-40-55. Reconsideration; requisites. No vote of the city council shall be reconsidered or rescinded at a special meeting unless there are present at the special meeting at least as many aldermen as were present when the vote was taken.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-40-60)
Sec. 3.1-40-60. Advisory referenda. By a vote of the majority of the members of the city council, the council may authorize an advisory question of public policy to be placed on the ballot at the next regularly scheduled election in the municipality. The city council shall certify the question to the proper election authority, which must submit the question at an election in accordance with the Election Code.
(Source: P.A. 93-574, eff. 8-21-03.)

(65 ILCS 5/Art. 3.1 Div. 45 heading)
DIVISION 45. BOARD OF TRUSTEES

(65 ILCS 5/3.1-45-5) (from Ch. 24, par. 3.1-45-5)
Sec. 3.1-45-5. Composition; manner of acting. The board of trustees shall consist of the president and trustees and, except as otherwise provided in this Code, shall exercise the same powers and perform the same duties as the city council in cities. It shall pass ordinances, resolutions, and motions in the same manner as a city council. The president of the board of trustees may exercise the same veto power and powers in Section 3.1-40-30, and with like effect, as the mayor of a city. The trustees may pass motions, resolutions, and ordinances over the president's veto in like manner as the aldermen of a city council.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-45-10) (from Ch. 24, par. 3.1-45-10)
Sec. 3.1-45-10. Officers; duties and fees. The president and board of trustees may prescribe the duties of the officers appointed under Section 3.1-30-5, and the amount to be charged for services rendered by those officers, and may require them to execute whatever bonds are prescribed by statute or ordinance.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-45-15) (from Ch. 24, par. 3.1-45-15)
Sec. 3.1-45-15. Powers and duties. The trustees, except as otherwise provided in this Code, shall perform the duties and exercise the powers conferred upon the aldermen of a city.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-45-20) (from Ch. 24, par. 3.1-45-20)
Sec. 3.1-45-20. Villages and towns under special Acts. The trustees in every village or incorporated town specified in Section 3.1-25-70 shall have the same powers and perform the same duties as have been given by any special Act to the legislative body of that specified village or incorporated town and that have been given or may later be given to trustees in villages or incorporated towns organized under this Code. This Section, however, does not authorize the trustees in a village or incorporated town to perform any act that its legislative body is specifically prohibited from performing under the terms of the Act creating that village or incorporated town. This Section shall not apply to or change the powers of the members

of the legislative body of incorporated towns that have superseded civil townships.
(Source: P.A. 87-1119.)

(65 ILCS 5/Art. 3.1 Div. 50 heading)
DIVISION 50. COMPENSATION

(65 ILCS 5/3.1-50-5) (from Ch. 24, par. 3.1-50-5)
Sec. 3.1-50-5. Establishment. All municipal officers, except as otherwise provided, shall receive the salary or other compensation that is fixed by ordinance. Salaries or other compensation shall not be increased or diminished so as to take effect during the term of any officer holding an elective office. The salaries, fees, or other compensation of any appointed municipal officer, not including those appointed to fill vacancies in elective offices, may be increased but not diminished so as to take effect during the term for which the officer was appointed.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-50-10) (from Ch. 24, par. 3.1-50-10)
Sec. 3.1-50-10. Fixing salaries. The corporate authorities of a municipality may fix the salaries of all municipal officers and employees in the annual appropriation or budget ordinance. They may fix the salary of all officers who hold elective office for a definite term in an ordinance other than the appropriation or budget ordinance. The salaries that are fixed in the annual appropriation ordinance shall neither be increased nor diminished during the fiscal year for which the appropriation is made. The salaries that are fixed by ordinance for those officers who hold elective office for a definite term shall neither be increased nor diminished during that term and shall be fixed at least 180 days before the beginning of the terms of the officers whose compensation is to be fixed.
(Source: P.A. 90-210, eff. 7-25-97.)

(65 ILCS 5/3.1-50-15) (from Ch. 24, par. 3.1-50-15)
Sec. 3.1-50-15. Compensation of members of corporate authorities.
(a) The ordinance fixing compensation for members of the corporate authorities shall specify whether those members are to be compensated (i) at an annual rate or (ii) for each meeting of the corporate authorities actually attended if public notice of the meeting was given.
(b) Each member of the corporate authorities may receive reimbursement from the municipality for expenses incurred by the member in attending committee meetings of the corporate authorities or for other expenses incurred by the member in the course of performing official duties.
(Source: P.A. 100-201, eff. 8-18-17.)

(65 ILCS 5/3.1-50-20) (from Ch. 24, par. 3.1-50-20)
Sec. 3.1-50-20. Compensation of employees. The compensation of employees shall be determined by the corporate authorities.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-50-25) (from Ch. 24, par. 3.1-50-25)
Sec. 3.1-50-25. Clerk serving as collector. In municipalities where the same person holds the elective office of municipal clerk and the appointive office of municipal collector, the corporate authorities may provide by ordinance

for that person to receive the compensation provided for each of these offices.
(Source: P.A. 87-1119.)

(65 ILCS 5/Art. 3.1 Div. 55 heading)
DIVISION 55. MISCELLANEOUS PROVISIONS

(65 ILCS 5/3.1-55-5) (from Ch. 24, par. 3.1-55-5)
Sec. 3.1-55-5. Certificate of appointment. Whenever a person has been appointed or elected to office, the mayor or president shall issue a certificate of appointment or election, under the corporate seal, to the municipal clerk. All officers elected or appointed under this Code, except the municipal clerk, alderman, mayor, trustees, and president, shall be commissioned by warrant, under the corporate seal, signed by the municipal clerk and the mayor, acting mayor, or mayor pro tem, or presiding officer of the corporate authorities.
(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-55-10)
Sec. 3.1-55-10. Interests in contracts.
(a) A municipal officer shall not be financially interested directly in the officer's own name or indirectly in the name of any other person, association, trust, or corporation, in any contract, work, or business of the municipality or in the sale of any article whenever the expense, price, or consideration of the contract, work, business, or sale is paid either from the treasury or by an assessment levied by statute or ordinance. A municipal officer shall not be interested, directly or indirectly, in the purchase of any property that (i) belongs to the municipality, (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the municipality. For the purposes of this Section only, however, a municipal officer shall not be deemed interested if the officer is an employee of a company or owns or holds an interest of 1% or less in the municipal officer's individual name in a company, or both, that company is involved in the transaction of business with the municipality, and that company's stock is traded on a nationally recognized securities market, provided the interested member (i) publicly discloses the fact that he or she is an employee or holds an interest of 1% or less in a company before deliberation of the proposed award of the contract; (ii) refrains from evaluating, recommending, approving, deliberating, or otherwise participating in the negotiation, approval, or both, of the contract, work, or business; (iii) abstains from voting on the award of the contract though he or she shall be considered present for purposes of establishing a quorum; and (iv) the contract is approved by a majority vote of those members currently holding office.
A municipal officer shall not be deemed interested if the officer owns or holds an interest of 1% or less, not in the officer's individual name but through a mutual fund or exchange-traded fund, in a company, that company is involved in the transaction of business with the municipality, and that company's stock is traded on a nationally recognized securities market.
This Section does not prohibit any person serving on a municipal advisory panel or commission or nongoverning board or commission from having an interest in a contract, work, or business of the municipality unless the municipal officer's duties include evaluating, recommending, approving, or voting to recommend or approve the contract, work, or business.

(b) Any elected or appointed member of the governing body may, however, provide materials, merchandise, property, services, or labor, subject to the following provisions under either (1) or (2):

(1) If:

(A) the contract is with a person, firm, partnership, association, corporation, or cooperative association in which the interested member of the governing body of the municipality member has less than a 7 1/2% share in the ownership;

(B) the interested member publicly discloses the nature and extent of the interest before or during deliberations concerning the proposed award of the contract;

(C) the interested member abstains from voting on the award of the contract (though the member shall be considered present for the purposes of establishing a quorum);

(D) the contract is approved by a majority vote of those members presently holding office;

(E) the contract is awarded after sealed bids to the lowest responsible bidder if the amount of the contract exceeds $1,500 (but the contract may be awarded without bidding if the amount is less than $1,500); and

(F) the award of the contract would not cause the aggregate amount of all contracts so awarded to the same person, firm, association, partnership, corporation, or cooperative association in the same fiscal year to exceed $25,000.

(2) If:

(A) the award of the contract is approved by a majority vote of the governing body of the municipality (provided that the interested member shall abstain from voting);

(B) the amount of the contract does not exceed $2,000;

(C) the award of the contract would not cause the aggregate amount of all contracts so awarded to the same person, firm, association, partnership, corporation, or cooperative association in the same fiscal year to exceed $4,000;

(D) the interested member publicly discloses the nature and extent of his interest before or during deliberations concerning the proposed award of the contract; and

(E) the interested member abstains from voting on the award of the contract (though the member shall be considered present for the purposes of establishing a quorum).

(b-5) In addition to the above exemptions, any elected or appointed member of the governing body may provide materials, merchandise, property, services, or labor if:

(1) the contract is with a person, firm, partnership, association, corporation, or cooperative association in which the interested member of the governing body of the municipality, advisory panel, or commission has less than a 1% share in the ownership; and

(2) the award of the contract is approved by a majority vote of the governing body of the municipality provided that any such interested member shall abstain from voting; and

(3) such interested member publicly discloses the nature and extent of his interest before or during deliberations concerning the proposed award of the

contract; and

(4) such interested member abstains from voting on the award of the contract, though he shall be considered present for the purposes of establishing a quorum.

(c) A contract for the procurement of public utility services by a municipality with a public utility company is not barred by this Section by one or more members of the governing body being an officer or employee of the public utility company, or holding an ownership interest in no more than 7 1/2% in the public utility company, or holding an ownership interest of any size if the municipality has a population of less than 7,500 and the public utility's rates are approved by the Illinois Commerce Commission. An elected or appointed member of the governing body or a nongoverning board or commission having an interest described in this subsection (d) does not have a prohibited interest under this Section.

(d) An officer who violates this Section is guilty of a Class 4 felony. In addition, any office held by an officer so convicted shall become vacant and shall be so declared as part of the judgment of the court.

(e) Nothing contained in this Section, including the restrictions set forth in subsections (b) and (c), shall preclude a contract of deposit of moneys, loans, or other financial services by a municipality with a local bank or local savings and loan association, regardless of whether a member of the governing body of the municipality is interested in the bank or savings and loan association as an officer or employee or as a holder of less than 7 1/2% of the total ownership interest. A member holding an interest described in this subsection (e) in a contract does not hold a prohibited interest for purposes of this Act. The interested member of the governing body must publicly state the nature and extent of the interest during deliberations concerning the proposed award of the contract but shall not participate in any further deliberations concerning the proposed award. The interested member shall not vote on the proposed award. A member abstaining from participation in deliberations and voting under this Section may be considered present for purposes of establishing a quorum. Award of the contract shall require approval by a majority vote of those members presently holding office. Consideration and award of a contract in which a member is interested may only be made at a regularly scheduled public meeting of the governing body of the municipality.

(f) Notwithstanding any other provision of this Section or any other law to the contrary, until January 1, 1994, a member of the city council of a municipality with a population under 20,000 may purchase real estate from the municipality, at a price of not less than 100% of the value of the real estate as determined by a written MAI certified appraisal or by a written certified appraisal of a State certified or licensed real estate appraiser, if the purchase is approved by a unanimous vote of the city council members then holding office (except for the member desiring to purchase the real estate, who shall not vote on the question).

(g) Under either of the following circumstances, a municipal officer may hold a position on the board of a not-for-profit corporation that is interested in a contract, work, or business of the municipality:

(1) If the municipal officer is appointed by the governing body of the municipality to represent the interests of the municipality on a not-for-profit corporation's board, then the municipal officer may actively vote on matters involving either that board or the municipality, at any time, so long as the membership on the

not-for-profit board is not a paid position, except that the municipal officer may be reimbursed by the not-for-profit board for expenses incurred as the result of membership on the not-for-profit board.

(2) If the municipal officer is not appointed to the governing body of a not-for-profit corporation by the governing body of the municipality, then the municipal officer may continue to serve; however, the municipal officer shall abstain from voting on any proposition before the municipal governing body directly involving the not-for-profit corporation and, for those matters, shall not be counted as present for the purposes of a quorum of the municipal governing body.

(Source: P.A. 96-277, eff. 1-1-10; 96-1058, eff. 7-14-10.)

(65 ILCS 5/3.1-55-15) (from Ch. 24, par. 3.1-55-15)

Sec. 3.1-55-15. Misconduct. Every municipal officer who is guilty of a culpable omission of duty, or who is guilty of willful and corrupt oppression, malconduct, or misfeasance in the discharge of the duties of office, shall be guilty of a business offense and, on conviction, shall be fined not less than $501 nor more than $1,000. The court entering the conviction shall enter an order removing the convicted officer from office.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-55-20) (from Ch. 24, par. 3.1-55-20)

Sec. 3.1-55-20. Appeal to finance committee. In the adjustment of the accounts of the municipal collector or municipal treasurer with the municipal clerk or municipal comptroller, if there is one, there shall be an appeal to the finance committee of the corporate authorities, whose decision in all matters of controversy arising between these officers shall be final unless the corporate authorities provide otherwise.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-55-25)

Sec. 3.1-55-25. Automatic abandonment of a form of municipal government. Notwithstanding the provisions of Sections 4-10-1, 5-5-1, 5-5-1.1, 5-5-2, 5-5-3, 5-5-4, 5-5-5, and 5-5-6 and any other provisions of this Act, if a municipality adopts a different form of municipal government under Article 4, 5, or 6, then its current form of municipal government is automatically abandoned when the new form of municipal government takes effect.

(Source: P.A. 92-727, eff. 7-25-02.)

UNITED CITY OF YORKVILLE
KENDALL COUNTY, ILLINOIS

ORDINANCE NO. 2013-31

AN ORDINANCE REGARDING CITY COUNCIL PROCEDURES

Passed by the City Council of the
United City of Yorkville, Kendall County, Illinois
This 16th day of May, 2013

Published in pamphlet form by the
authority of the Mayor and City Council
of the United City of Yorkville, Kendall
County, Illinois on May 22, 2013.

Ordinance No. 2013-31

AN ORDINANCE REGARDING CITY COUNCIL PROCEDURES

WHEREAS, the United City of Yorkville (the "*City*") is a duly organized and validly existing non-home-rule municipality created in accordance with Article VII, Section 7 of the Constitution of the State of Illinois of 1970; and,

WHEREAS, the City Council of the United City of Yorkville first passed a Procedural Ordinance on November 8, 2011 as Ordinance 2011-65, and revised said ordinance on April 24, 2012 as Ordinance 2012-09 and again on October 9, 2012 as Ordinance 2012-33; and,

WHEREAS, the City Council of the United City of Yorkville, in accordance with the Illinois Compiled State Statutes, has the right to determine procedures for organizing and conducting all meetings of the City Council acknowledging that the City is bound by certain state and federal laws as well as legal precedents which cannot be supplanted by City ordinance; and,

WHEREAS, in keeping with this right, the City Council has adopted Roberts Rules of Order to outline the procedure to be followed during meetings and to regulate the actions of Council members and the public in attendance at such meetings; and,

WHEREAS, the City Council has discussed implementing additional procedures to supplement Roberts Rules of Order regarding City Council meetings and the four standing committees of the City Council – Administration, Economic Development, Public Safety and Public Works.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, as follows:

Section 1. Procedures for City Council Meetings:

a. City Council Meetings shall be regularly scheduled to convene on the 2nd and 4th Tuesday of each month at 7:00 p.m. in the City Hall Council Chambers.

b. Citizens in attendance at any meeting of the City Council shall be entitled to address the City Council on any agenda item prior to the Council's consideration of the Consent Agenda in order to permit the work of the City Council to proceed. Citizens shall be entitled to address the City Council on any matter immediately prior to adjournment.

c. No application presented during a public hearing shall be voted on during the same City Council meeting in which that public hearing is held. This provision may be waived by a supermajority of the City Council.

d. City Council meeting agenda items may be added by the Mayor, consent of four (4) aldermen, or direction from a committee.

e. The Mayor shall preside over City Council meeting as the Chairman, unless the Mayor is unavailable, at which time the Mayor Pro Tem shall preside.

f. The City Council shall appoint the Mayor Pro Tem at the first City Council meeting each May. The appointment shall occur by calling for open nominations at the meeting, and then a roll call votes on the nominations.

Section 2. Procedures for Committee Meetings:

a. Committee meetings shall be regularly held monthly, at the dates, times and locations as approved by the Committees.

b. The Mayor shall be a non-voting member of all standing committees.

c. The Mayor shall select committee rosters at the first City Council meeting in May following a municipal consolidated election (i.e. every two years).

d. Committee rosters may be switched by mutual, unanimous consent of the aldermen trading seats and the Mayor.

e. The Mayor shall select committee chairmen and vice-chairmen.

f. Any alderman may add any agenda item to any committee agenda.

g. Chairmen shall select liaisons to other organizations and boards by any means they deem necessary, provided that the other organizations by-laws may govern the selection of the liaison.

h. The four committees shall be:
    i. Administration
    ii. Economic Development
    iii. Public Safety
    iv. Public Works

i. Each committee shall be presided over by its chairman, or in the absence of the chairman, the vice-chairman.

j. Committee meetings may be cancelled by the Chairman of the committee if there is a not a quorum of the members present, or there are no agenda items which require action by a committee.

k. When moving items from the committee agenda to a City Council agenda, the committee shall make a recommendation whether that item should be on consent agenda or the committee's report. If on the committee's report, the committee shall make a recommendation whether the item is up for first reading, or is on the City Council agenda for action.

Section 3. This Ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this 16 Day of MAY, A.D. 2013.

Beth Wanen
CITY CLERK

CARLO COLOSIMO	Y	KEN KOCH	Y
JACKIE MILSCHEWSKI	Y	LARRY KOT	Y
JOEL FRIEDERS	Y	CHRIS FUNKHOUSER	Y
ROSE ANN SPEARS	Y	DIANE TEELING	Y

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 21 Day of MAY, A.D. 2013.

Gary J. Golinski
MAYOR

1-5-1: MAYOR:

A. Presiding Officer: The mayor shall preside at all meetings of the city council. In case of a vacancy in the office of the mayor or when he is unable to perform the duties of his office by reason of temporary or continued absence or sickness, the city council shall appoint one of its number to preside over its meetings.

B. Powers And Duties:

1. General: The mayor shall at all times be active and vigilant in enforcing the laws and ordinances for the government of the city; he shall inspect the conduct of all subordinate officers of the city and cause negligence and positive violation of duty to be presented and punished; he shall from time to time communicate to the city council such information and recommend all such measures as, in his opinion, may tend to the improvement of the finances, the police, the health, security, comfort and ornament of the city. (RO 1882, Ord., 12-19-1881)

2. Authority To Call For Assistance: He is hereby authorized to call on every inhabitant of the city over the age of eighteen (18) years to aid in enforcing the laws and ordinances.

3. Require Officers To Exhibit Books And Records: He shall have power, whenever he may deem it necessary, to require of any officer of the city an exhibition of his books and papers. (RO 1882, Ord., 12-19-1881; amd. 1994 Code)

C. Acting Mayor: See 65 Illinois Compiled Statutes 5/3-4-6 regarding vacancy in office, and 5/3-11-7 for mayor pro tem. (1994 Code)

1-5-2: COUNCIL MEETINGS:

A. 1. The regular meetings of the city council of Yorkville shall be scheduled on the second and fourth Tuesdays of each month at seven o'clock (7:00) P.M. commencing January 1, 2002.

2. The regular meetings of the committee of the whole of Yorkville shall be scheduled on the first and third Tuesdays of each month at seven o'clock (7:00) P.M. commencing January 1, 2002.

3. The mayor and city council shall review the effectiveness of the meeting day change on an annual basis. (Ord. 2001-54, 11-29-2001)

B. All such regular council meetings shall be held at the time and place aforesaid until an amendment of this section, or until otherwise changed by lawful action of the city council; but notwithstanding anything to the contrary, special meetings of the city council shall be held at the time and in the manner specified by law.

C. The city clerk is directed to give all appropriate notices to all newspapers and public media, and the public generally, in accordance with the laws of the state of Illinois of the changes in the time of the regular meetings of the city council. (Ord. 1981-1, 1-8-1981; amd. Ord. 1982-1, 1-14-1982; Ord. 1983-1, 1-13-1983; 1994 Code)

D. A quorum of the city council must be physically present at the location of a regular meeting of the city council. If however, the regular meeting of the city council is held simultaneously at one of its offices and one or more other locations in a public building through an interactive video conference, and the city council provides public notice and public access as required under the open meetings act for all locations, then aldermen physically present in those locations all count towards determining a quorum.

E. 1. If a quorum of the city council is physically present as required by subsection D of this section, a majority of the city council may allow an alderman to attend the meeting by video or audio conference if the alderman is prevented from physically attending because of:

a. Personal illness or disability;

b. Employment purposes or the business of the city council; or

c. Family or other emergency.

2. The absent alderman's voice on the video or audio conference, after being identified by the rest of the council as belonging to the alderman, shall be simultaneously broadcast to the public present at the regular meeting and then to the media, and the absent alderman shall also be able to hear any public comment regarding the issue elicited at the meeting.

3. The alderman shall publicly state the reason for not being physically present at the regular meeting.

4. No more than three (3) aldermen shall be permitted to vote via video or audio conference at any public meeting. (Ord. 2008-07, 2-26-2008)

1-6-9: CITY DEPARTMENTS:

The United City Of Yorkville shall provide its services, and conduct its business via a departmental structure. The following shall be the standing departments of the city with the related department head:

Department		Department Head
Administration department		City administrator
Finance department		Director of finance
Public works department		Director of public works
Police department		Chief of police
Parks and recreation department		Director of parks and recreation
Building safety and zoning department		Building inspector/zoning officer
Engineering department		City engineer
Community development department		Director of community development

This code may contain specific provisions regarding each of these departments, and the department heads. (Ord. 2006-30, 3-28-2006)

Chapter 3
LIBRARY BOARD OF DIRECTORS

2-3-1: APPOINTMENT; COMPOSITION; TERMS OF OFFICE:

The Mayor shall, with approval of the City Council, appoint a Library Board of nine (9) Directors chosen from City residents with reference to their fitness for such office. Not more than one member of the City Council shall at any one time be a member of the Library Board. The Directors shall hold office as follows: one-third ($^1/_3$) for one year, one-third ($^1/_3$) for two (2) years, and one-third ($^1/_3$) for three (3) years from July 1 following their appointment, and at their first regular meeting shall cast lots for their respective terms. Annually thereafter, the Mayor shall, before July 1 of each year, appoint as before three (3) Directors to take the place of the retiring Directors who shall hold office for three (3) years and until their successors are appointed. (Ord. 1965-16, 8-12-65)

2-3-2: REMOVALS; VACANCIES IN OFFICE:

The Mayor may remove any Director appointed by him whenever he is of the opinion that the interests of the City demand removal, but he shall report the reasons for the removal to the City Council at a meeting to be held not less than five (5) nor more than ten (10) days after the removal, and if the Council, by two-thirds ($^2/_3$) vote of all its members, disapproves of the removal, the Director shall be restored to the office and not removed a second time for the same offense. Vacancies in the Board of Directors occasioned by removal, resignation or otherwise, shall be filled in a like manner as original appointments. (Ord. 1965-16, 8-12-65)

2-3-3: OFFICERS; BOND:

The Directors shall, immediately after appointment, meet and organize by the election of one of their number as president and one of their number as treasurer and such other officers as they may deem necessary, and the treasurer shall be designated as the custodian of the monies paid over to such Board and shall give bond, to be approved by the Board, in an amount of not less than one thousand dollars ($1,000.00) normore than ten thousand dollars ($10,000.00) as may be fixed by the Board, conditioned that he will safely keep and pay over, upon the order of the Board, all funds received and held by him for the Board of Directors. (Ord. 1965-16, 8-12-65)

2-3-4: POWERS AND DUTIES:

A. Generally: The Directors shall make and adopt such bylaws, rules and regulations for their own guidance and for the government of the library and reading room[1] as may be expedient, and shall have all the powers as those conferred upon the corporate authorities of cities under State law[2].

B. Report Required: Within fifteen (15) days after the expiration of each fiscal year of the City[3], the Board of Directors shall make a report to the City Council of the condition of its trust on the last day of the fiscal year. Said report shall be in writing, verified under oath and shall contain an itemized statement of the various sums of money received and expended for the previous fiscal year, a statement of the financial requirements of the library for the ensuing fiscal year and of the amount of money which, in the judgment of the Board of Directors, will be necessary to be levied for library purposes in the next annual tax levy ordinance, and all other statistics, information and suggestions that may be of interest or are required to be filed with the Illinois State Library. (Ord. 1965-16, 8-12-65)

2-3-5: DONATIONS AND GIFTS:

Any person desiring to make donations of money, personal property or real estate, may vest the title to the money or real estate in the Board of Directors of the library to be held and controlled by such Board when accepted according to the terms of the deed, gift, devise or bequest of such property, and the Board shall be held and considered to be a special trustee of such donated property. (Ord. 1965-16, 8-12-65)

2-3-6: COMPENSATION:

No Director shall receive compensation for services as such. (Ord. 1965-16, 8-12-65)

Footnote 1: See Title 7, Chapter 3 of this Code.
Footnote 2: S.H.A. 75 ILCS 5/4-7.
Footnote 3: See Section 1-3-2 of this Code for definition of fiscal year.

Chapter 5
PARK BOARD

2-5-1: BOARD CREATED; MEMBERSHIP, TERMS:

A park board of Yorkville is hereby created for the express purpose of managing all city parks and recreational facilities; to employ and manage with the consent of the city council and approved by the mayor, a "city parks and recreation director"; and to deal in all respects with personnel, programs, and budgeting necessary to operate the city parks and recreation departments. The park board shall consist of seven (7) persons who shall serve as voting members under 65 Illinois Compiled Statutes 5/11-95-3 (2002), of the Illinois municipal code. All members must be residents of the city, appointed by the mayor as follows: one of the members shall be appointed for a term of one year; one for a term of two (2) years; one for a term of three (3) years; one for a term of four (4) years; and one for a term of five (5) years. Their successors shall in all cases be appointed for terms of five (5) years, and all appointments to fill vacancies shall be for the unexpired terms. (Ord. 2010-60, 12-14-2010)

2-5-2: COMPENSATION OF BOARD MEMBERS:

The city park board members shall not receive compensation for their services as such board members. (Ord. 2001-28, 5-24-2001)

2-5-3: REPORTS BY PARK BOARD AND PARKS AND RECREATION DIRECTOR:

The time within which the city park board shall report on any matter or class of matters referred to it shall be in accordance with the provisions of the Illinois municipal code. The park board and/or its director shall furnish the city council with a current report, no less than once per month, so that said report may be considered at a regularly scheduled city council meeting each month. (Ord. 2001-28, 5-24-2001)

2-5-4: CITY COUNCIL PARTICIPATION:

In addition to the appointed and advisory members of the city park board, one city council member shall be designated by the mayor each fiscal year to serve as a liaison to said park board without voting powers. Said liaison shall report back to the city council of the various undertakings of the city park board, including any requests concerning budget and any explanation of the monthly report to be submitted by the park board or its director to the city council. (Ord. 2001-28, 5-24-2001)

2-5-5: BUDGET:

A. The park board shall establish a budget for necessary operations during any given calendar year. All park facilities and recreation facilities shall be owned in the name of Yorkville and the park board shall exercise jurisdiction for the daily maintenance, planning and improvement of said facilities.

B. The park board shall submit to the city council an annual budget request which shall be passed on and voted on in like budgetary matters by the city council no later than March 1 of each calendar year. Said budget submittals shall be for a fiscal year starting May 1 of each year and ending on April 30 of each year. No funds can be spent without budget process approval. (Ord. 2001-28, 5-24-2001)

2-5-6: RECOMMENDATIONS BY THE BOARD:

The city council and the mayor of Yorkville shall give serious consideration to any recommendations made by the park board for acquisition of land for the successful operation of the park department and the recreation programs of the city. The city council and mayor shall not be bound to acquire additional land unless they so pass an ordinance appropriating funds therefor. (Ord. 2001-28, 5-24-2001)

2-5-7: ACCEPTANCE OF GIFTS, GRANTS OR LEGACIES:

The park board shall have authority pursuant to 65 Illinois Compiled Statutes 5/11-95-5 (1998), of the Illinois municipal code to accept gifts, real estate, any legacy or devise from any estate, or grant, for the operation of park facilities or recreation programs. Any said acceptance shall be subject to the approval of the city council of Yorkville. (Ord. 2001-28, 5-24-2001)

2-5-8: FUNDING:

The park board may recommend to the city council that a referendum be created at any time, under 65 Illinois Compiled Statutes 5/11-95-7 for the purpose of funding the programs and operations of said parks and recreation department. (Ord. 2001-28, 5-24-2001)

2-5-9: EXECUTIVE DIRECTOR OF PARKS AND RECREATION:

2-5-9-1: OFFICE CREATED:

The office of executive director of parks and recreation is hereby created wherever in this code or other ordinances of the city the term "executive director of parks and recreation" shall appear, it shall mean and it shall be synonymous with the term "director of parks and recreation". (Ord. 2002-38, 10-8-2002)

2-5-9-2: APPOINTMENT, TERM, REMOVAL:

A. The executive director of parks and recreation shall be appointed by the mayor with recommendation by the park board, by and with the advice and consent of the city council at the time stated in section 1-6-1 of this code.

B. The mayor, with the approval of the city council, may remove the executive director of parks and recreation at any time pursuant to the requirements for removal of appointed officers established by the Illinois municipal code. (Ord. 2002-38, 10-8-2002; amd. Ord. 2006-30, 3-28-2006)

2-5-9-3: COMPENSATION:

The executive director of parks and recreation shall receive such compensation as shall be fixed from time to time by ordinance, resolution, or vote of the city council. (Ord. 2002-38, 10-8-2002)

2-5-9-4: GENERAL DUTIES:

It shall be the duty of the executive director of parks and recreation to administer and direct the operations and activities of the director's office, recreation department, and parks department. The director shall represent the park board at meetings, workshops, conferences and other relationships assigned. (Ord. 2002-38, 10-8-2002)

Chapter 7
BOARD OF FIRE AND POLICE COMMISSIONERS

2-7-1: CREATION:

A board of fire and police commissioners is hereby created to manage the affairs of the municipal police department of Yorkville, to provide rulemaking for the operation of said department, to assume all duties of hiring, discipline, retirement regulation and the like for the successful operation of the Yorkville municipal police department. The chief of police will remain a position appointed by the mayor with the advice and consent of the city council and will not be hired or disciplined by the board of fire and police commissioners. The deputy police chiefs shall be appointed by the chief of police and will not be hired or disciplined by the board of fire and police commissioners. (Ord. 2010-35, 7-13-2010)

2-7-2: TERM:

The mayor of Yorkville, with the consent of the city council shall appoint three (3) members to said police board within thirty (30) days of the passage of this chapter pursuant to section 5/10-2.1-2 of the Illinois municipal code[1]. One member shall serve by appointment until the end of the current fiscal year of April 30, 2002; one appointed member shall serve until the conclusion of the next city municipal fiscal year concluding on April 30, 2003; and the third member shall be appointed for a term that shall cease on April 30, 2004. Thereafter at the next successive appointment for each respective office, the commissioners so appointed shall be appointed for a three (3) year term by the mayor with the consent of the city council. (Ord. 2001-40, 7-12-2001, eff. 7-12-2001)

2-7-3: QUALIFICATIONS OF OFFICE:

Upon appointment as a commissioner to the Yorkville board of fire and police commissioners, the individuals so taking office shall execute an affidavit under oath prior to taking office setting forth the following qualifications in order to serve as a commissioner on the board of fire and police commissioners pursuant to the Illinois municipal code:

A. Affiant has not been convicted of a felony under the laws of this state or any comparable laws of any other state or the United States.

B. Affiant shall not be related either by blood or marriage up to the degree of first cousin to any elected official of Yorkville.

C. Affiant is aware that no more than two (2) members of the board of fire and police commissioners shall belong to the same political party existing in the municipality at the time of the appointment as defined in section 10-2.1 of the Illinois election code, or of any state or national political party.

D. Affiant may not be employed by, or hold an appointed or elected office of the municipality of Yorkville while serving as a member of the board of fire and police commissioners.

E. Affiant must be a registered voter of the municipality of Yorkville and have resided within Yorkville and qualified as an elector for at least one year prior to appointment as a commissioner.

F. Affiant shall not be interested directly or indirectly, in any contract, work or business of the municipality or sale of any article of goods, services, or contract of any kind to or with the municipality of Yorkville.

G. Affiant may not be a purchaser or seller of any real property to the municipality or be involved in the purchase or sale of real estate for delinquent real estate taxes within Yorkville. (Ord. 2001-40, 7-12-2001, eff. 7-12-2001)

Chapter 8
POLICE PENSION FUND BOARD

2-8-1: FUND CREATED:

There is hereby created and established a police pension fund in and for the city of Yorkville, Kendall County, Illinois, in accordance with 40 Illinois Compiled Statutes 5/3-101 et seq. (article 3 of the Illinois pension code). (Ord. 2001-52, 10-25-2001)

2-8-2: DEFINITIONS:

For the purpose of this chapter the term "police" and "board" or "Board of Trustees" are defined, respectively as full time police officers or full time police officers entitled to participate in the benefits of said pension fund as provided by said article 3 of said Illinois pension code and the board of trustees of said pension fund. (Ord. 2001-52, 10-25-2001)

2-8-3: POWERS AND DUTIES; BOARD:

The rights, powers, duties and functions of said board and the members thereof, as such, and the rights and benefits of the various beneficiaries of the pension fund shall be and are hereby declared to be in accordance with the law and particularly of article 3 of the Illinois pension code and all amendments thereof. (Ord. 2001-52, 10-25-2001)

2-8-4: OPERATION; COMPENSATION OF BOARD:

Such board shall be appointed and elected as therein provided; shall exercise such powers and perform such duties that shall be required of them by law. All monies and securities belonging to said fund shall be held by the municipal treasurer subject to the order of the board of trustees of the pension fund. An annual list of beneficiaries and report of funds shall be made as required by law. Members of said board of trustees of the pension fund shall serve without compensation. (Ord. 2001-52, 10-25-2001)

Chapter 9
PLANNING AND ZONING COMMISSION

2-9-1: ESTABLISHMENT:

Effective July 31, 2016, there is hereby established a planning and zoning commission that shall assume jurisdiction of all matters previously assigned to the zoning board of appeals and the plan commission. Any reference in this title or in this code to the zoning board of appeals or the plan commission shall mean the planning and zoning commission as established in this chapter. (Ord. 2016-45, 6-28-2016)

2-9-2: MEMBERSHIP; APPOINTMENT; COMPENSATION:

The planning and zoning commission shall be composed of seven (7) members, all of whom shall reside within the city. The commission members shall be appointed by the mayor, with the advice and consent of the city council. One of the members appointed shall be named as chairperson at the time of his appointment. At the beginning of each fiscal year, the commission shall elect a vice chairperson. In the performance of its duties, the commission may incur such expenditures as shall be authorized by the corporate authorities. Each member of the commission shall receive for their services such compensation, if any, as is determined from time to time by the corporate authorities. (Ord. 2016-45, 6-28-2016)

2-9-3: TERMS OF OFFICE; VACANCIES; REMOVAL:

Each member of the commission will serve respectively for the following terms and until a successor has been appointed: two (2) for one year, two (2) for two (2) years, two (2) for three (3) years, one for four (4) years; the successor to each member appointed shall serve for a term of four (4) years. Vacancies on the commission shall be filled for the unexpired term of the member whose place has become vacant in the same manner as providing for the appointment of new members. The mayor shall have the power to remove any member of the commission for cause after a public hearing. (Ord. 2016-45, 6-28-2016)

2-9-4: MEETINGS; QUORUM:

Meetings of the commission shall be held at the call of the chairperson or community development director and at such other times as the commission may determine. All regular meetings of the commission shall be held at city hall and all meetings shall be open to the public in accordance with the open meetings act. The chairperson or, in his or her absence, the vice chairperson may administer

oaths and compel attendance of witnesses. The presence of at least four (4) members of the commission shall be necessary to constitute a quorum. The affirmative vote of at least four (4) members shall be required to approve or recommend any action to the mayor and city council. (Ord. 2016-45, 6-28-2016)

2-9-5: RECORDS:

The commission may adopt its own rules of procedures consistent with this title and applicable state statutes. The commission shall keep a record of its own proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall also keep records of its hearings and other official actions. Findings of fact shall be included in the minutes of each case where required and the reasons for approving or denying such case shall be specified. All records of proceedings, findings, determinations and actions of the commission shall be filed immediately in the office of the community development director and shall be a public record. (Ord. 2016-45, 6-28-2016)

2-9-6: DUTIES:

The duties of the planning and zoning commission are as follows:

A. To perform such duties as provided by the previous plan commission as specified in section 2-1-5, "Powers", of this title.

B. To perform such duties as provided by the previous zoning board of appeals as specified in section 2-2-4, "Jurisdiction And Authority", of this title.

C. To perform such duties of a plan commission as authorized by division 12 of the Illinois municipal code[1].

D. To perform such duties of a zoning board of appeals as authorized by division 13 of the Illinois municipal code[2].

E. To perform such additional duties as are outlined in the Yorkville zoning ordinance, this code or the Illinois municipal code. (Ord. 2016-45, 6-28-2016)

Information maintained by the Legislative Reference Bureau

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as Public Acts soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the Guide.

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

GENERAL PROVISIONS
(5 ILCS 140/) Freedom of Information Act.

(5 ILCS 140/1) (from Ch. 116, par. 201)

Sec. 1. Pursuant to the fundamental philosophy of the American constitutional form of government, it is declared to be the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.

The General Assembly hereby declares that it is the public policy of the State of Illinois that access by all persons to public records promotes the transparency and accountability of public bodies at all levels of government. It is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible in compliance with this Act.

This Act is not intended to cause an unwarranted invasion of personal privacy, nor to allow the requests of a commercial enterprise to unduly burden public resources, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the fore-mentioned rights of the people to access to information.

This Act is not intended to create an obligation on the part of any public body to maintain or prepare any public record which was not maintained or prepared by such public body at the time when this Act becomes effective, except as otherwise required by applicable local, State or federal law.

Restraints on access to information, to the extent permitted by this Act, are limited exceptions to the principle that the people of this State have a right to full disclosure of information relating to the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people. The provisions of this Act shall be construed in accordance with this principle. This Act shall be construed to require disclosure of requested information as expediently and efficiently as possible and adherence to the deadlines established in this Act.

The General Assembly recognizes that this Act imposes fiscal obligations on public bodies to provide adequate staff and equipment to comply with its requirements. The General Assembly declares that providing records in compliance with the requirements of this Act is a primary duty of public bodies to the people of this State, and this Act should be construed to this end, fiscal obligations notwithstanding.

The General Assembly further recognizes that technology may advance at a rate that outpaces its ability to address those

advances legislatively. To the extent that this Act may not expressly apply to those technological advances, this Act should nonetheless be interpreted to further the declared policy of this Act that public records shall be made available upon request except when denial of access furthers the public policy underlying a specific exemption.

This Act shall be the exclusive State statute on freedom of information, except to the extent that other State statutes might create additional restrictions on disclosure of information or other laws in Illinois might create additional obligations for disclosure of information to the public.
(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/1.1) (from Ch. 116, par. 201.1)

Sec. 1.1. This Act may be cited as the Freedom of Information Act.
(Source: P.A. 86-1475.)

(5 ILCS 140/1.2)

Sec. 1.2. Presumption. All records in the custody or possession of a public body are presumed to be open to inspection or copying. Any public body that asserts that a record is exempt from disclosure has the burden of proving by clear and convincing evidence that it is exempt.
(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/2) (from Ch. 116, par. 202)

Sec. 2. Definitions. As used in this Act:

(a) "Public body" means all legislative, executive, administrative, or advisory bodies of the State, state universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of this State, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof, and a School Finance Authority created under Article 1E of the School Code. "Public body" does not include a child death review team or the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act, or a regional youth advisory board or the Statewide Youth Advisory Board established under the Department of Children and Family Services Statewide Youth Advisory Board Act.

(b) "Person" means any individual, corporation, partnership, firm, organization or association, acting individually or as a group.

(c) "Public records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.

(c-5) "Private information" means unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.

(c-10) "Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

(d) "Copying" means the reproduction of any public record by means of any photographic, electronic, mechanical or other process, device or means now known or hereafter developed and available to the public body.

(e) "Head of the public body" means the president, mayor, chairman, presiding officer, director, superintendent, manager, supervisor or individual otherwise holding primary executive and administrative authority for the public body, or such person's duly authorized designee.

(f) "News media" means a newspaper or other periodical issued at regular intervals whether in print or electronic format, a news service whether in print or electronic format, a radio station, a television station, a television network, a community antenna television service, or a person or corporation engaged in making news reels or other motion picture news for public showing.

(g) "Recurrent requester", as used in Section 3.2 of this Act, means a person that, in the 12 months immediately preceding the request, has submitted to the same public body (i) a minimum of 50 requests for records, (ii) a minimum of 15 requests for records within a 30-day period, or (iii) a minimum of 7 requests for records within a 7-day period. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered in calculating the number of requests made in the time periods in this definition when the principal purpose of the requests is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

For the purposes of this subsection (g), "request" means a written document (or oral request, if the public body chooses to honor oral requests) that is submitted to a public body via personal delivery, mail, telefax, electronic mail, or other means available to the public body and that identifies the particular public record the requester seeks. One request may identify multiple records to be inspected or copied.

(h) "Voluminous request" means a request that: (i) includes more than 5 individual requests for more than 5 different categories of records or a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or (ii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages. "Single requested record" may include, but is not limited to, one report, form, e-mail, letter, memorandum, book, map, microfilm, tape, or recording.

"Voluminous request" does not include a request made by news media and non-profit, scientific, or academic organizations if the principal purpose of the request is: (1) to access and disseminate information concerning news and current or passing events; (2) for articles of opinion or features of interest to

the public; or (3) for the purpose of academic, scientific, or public research or education.

For the purposes of this subsection (h), "request" means a written document, or oral request, if the public body chooses to honor oral requests, that is submitted to a public body via personal delivery, mail, telefax, electronic mail, or other means available to the public body and that identifies the particular public record or records the requester seeks. One request may identify multiple individual records to be inspected or copied.

(i) "Severance agreement" means a mutual agreement between any public body and its employee for the employee's resignation in exchange for payment by the public body.

(Source: P.A. 98-806, eff. 1-1-15; 98-1129, eff. 12-3-14; 99-78, eff. 7-20-15; 99-478, eff. 6-1-16.)

(5 ILCS 140/2.5)

Sec. 2.5. Records of funds. All records relating to the obligation, receipt, and use of public funds of the State, units of local government, and school districts are public records subject to inspection and copying by the public.

(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/2.10)

Sec. 2.10. Payrolls. Certified payroll records submitted to a public body under Section 5(a)(2) of the Prevailing Wage Act are public records subject to inspection and copying in accordance with the provisions of this Act; except that contractors' employees' addresses, telephone numbers, and social security numbers must be redacted by the public body prior to disclosure.

(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/2.15)

Sec. 2.15. Arrest reports and criminal history records.

(a) Arrest reports. The following chronologically maintained arrest and criminal history information maintained by State or local criminal justice agencies shall be furnished as soon as practical, but in no event later than 72 hours after the arrest, notwithstanding the time limits otherwise provided for in Section 3 of this Act: (i) information that identifies the individual, including the name, age, address, and photograph, when and if available; (ii) information detailing any charges relating to the arrest; (iii) the time and location of the arrest; (iv) the name of the investigating or arresting law enforcement agency; (v) if the individual is incarcerated, the amount of any bail or bond; and (vi) if the individual is incarcerated, the time and date that the individual was received into, discharged from, or transferred from the arresting agency's custody.

(b) Criminal history records. The following documents maintained by a public body pertaining to criminal history record information are public records subject to inspection and copying by the public pursuant to this Act: (i) court records that are public; (ii) records that are otherwise available under State or local law; and (iii) records in which the requesting party is the individual identified, except as provided under Section 7(1)(d)(vi).

(c) Information described in items (iii) through (vi) of subsection (a) may be withheld if it is determined that disclosure would: (i) interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement agency; (ii) endanger the life or physical safety of law enforcement or correctional personnel or any other

person; or (iii) compromise the security of any correctional facility.

(d) The provisions of this Section do not supersede the confidentiality provisions for law enforcement or arrest records of the Juvenile Court Act of 1987.
(Source: P.A. 99-298, eff. 8-6-15.)

(5 ILCS 140/2.20)

Sec. 2.20. Settlement and severance agreements. All settlement and severance agreements entered into by or on behalf of a public body are public records subject to inspection and copying by the public, provided that information exempt from disclosure under Section 7 of this Act may be redacted.
(Source: P.A. 99-478, eff. 6-1-16.)

(5 ILCS 140/3) (from Ch. 116, par. 203)

Sec. 3. (a) Each public body shall make available to any person for inspection or copying all public records, except as otherwise provided in Sections 7 and 8.5 of this Act. Notwithstanding any other law, a public body may not grant to any person or entity, whether by contract, license, or otherwise, the exclusive right to access and disseminate any public record as defined in this Act.

(b) Subject to the fee provisions of Section 6 of this Act, each public body shall promptly provide, to any person who submits a request, a copy of any public record required to be disclosed by subsection (a) of this Section and shall certify such copy if so requested.

(c) Requests for inspection or copies shall be made in writing and directed to the public body. Written requests may be submitted to a public body via personal delivery, mail, telefax, or other means available to the public body. A public body may honor oral requests for inspection or copying. A public body may not require that a request be submitted on a standard form or require the requester to specify the purpose for a request, except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver. All requests for inspection and copying received by a public body shall immediately be forwarded to its Freedom of Information officer or designee.

(d) Each public body shall, promptly, either comply with or deny a request for public records within 5 business days after its receipt of the request, unless the time for response is properly extended under subsection (e) of this Section. Denial shall be in writing as provided in Section 9 of this Act. Failure to comply with a written request, extend the time for response, or deny a request within 5 business days after its receipt shall be considered a denial of the request. A public body that fails to respond to a request within the requisite periods in this Section but thereafter provides the requester with copies of the requested public records may not impose a fee for such copies. A public body that fails to respond to a request received may not treat the request as unduly burdensome under subsection (g).

(e) The time for response under this Section may be extended by the public body for not more than 5 business days from the original due date for any of the following reasons:

(i) the requested records are stored in whole or in part at other locations than the office having charge of the requested records;

(ii) the request requires the collection of a substantial number of specified records;

(iii) the request is couched in categorical terms and requires an extensive search for the records responsive to

it;

(iv) the requested records have not been located in the course of routine search and additional efforts are being made to locate them;

(v) the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions;

(vi) the request for records cannot be complied with by the public body within the time limits prescribed by paragraph (c) of this Section without unduly burdening or interfering with the operations of the public body;

(vii) there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

The person making a request and the public body may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the public body agree to extend the period for compliance, a failure by the public body to comply with any previous deadlines shall not be treated as a denial of the request for the records.

(f) When additional time is required for any of the above reasons, the public body shall, within 5 business days after receipt of the request, notify the person making the request of the reasons for the extension and the date by which the response will be forthcoming. Failure to respond within the time permitted for extension shall be considered a denial of the request. A public body that fails to respond to a request within the time permitted for extension but thereafter provides the requester with copies of the requested public records may not impose a fee for those copies. A public body that requests an extension and subsequently fails to respond to the request may not treat the request as unduly burdensome under subsection (g).

(g) Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information. Before invoking this exemption, the public body shall extend to the person making the request an opportunity to confer with it in an attempt to reduce the request to manageable proportions. If any public body responds to a categorical request by stating that compliance would unduly burden its operation and the conditions described above are met, it shall do so in writing, specifying the reasons why it would be unduly burdensome and the extent to which compliance will so burden the operations of the public body. Such a response shall be treated as a denial of the request for information.

Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under this Act shall be deemed unduly burdensome under this provision.

(h) Each public body may promulgate rules and regulations in conformity with the provisions of this Section pertaining to the availability of records and procedures to be followed, including:

(i) the times and places where such records will be made available, and

(ii) the persons from whom such records may be obtained.

(i) The time periods for compliance or denial of a request

to inspect or copy records set out in this Section shall not apply to requests for records made for a commercial purpose, requests by a recurrent requester, or voluminous requests. Such requests shall be subject to the provisions of Sections 3.1, 3.2, and 3.6 of this Act, as applicable.
(Source: P.A. 98-1129, eff. 12-3-14.)

(5 ILCS 140/3.1)
Sec. 3.1. Requests for commercial purposes.

(a) A public body shall respond to a request for records to be used for a commercial purpose within 21 working days after receipt. The response shall (i) provide to the requester an estimate of the time required by the public body to provide the records requested and an estimate of the fees to be charged, which the public body may require the person to pay in full before copying the requested documents, (ii) deny the request pursuant to one or more of the exemptions set out in this Act, (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions, or (iv) provide the records requested.

(b) Unless the records are exempt from disclosure, a public body shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

(c) It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.
(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/3.2)
Sec. 3.2. Recurrent requesters.

(a) Notwithstanding any provision of this Act to the contrary, a public body shall respond to a request from a recurrent requester, as defined in subsection (g) of Section 2, within 21 business days after receipt. The response shall (i) provide to the requester an estimate of the time required by the public body to provide the records requested and an estimate of the fees to be charged, which the public body may require the person to pay in full before copying the requested documents, (ii) deny the request pursuant to one or more of the exemptions set out in this Act, (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions, or (iv) provide the records requested.

(b) Within 5 business days after receiving a request from a recurrent requester, as defined in subsection (g) of Section 2, the public body shall notify the requester (i) that the public body is treating the request as a request under subsection (g) of Section 2, (ii) of the reasons why the public body is treating the request as a request under subsection (g) of Section 2, and (iii) that the public body will send an initial response within 21 business days after receipt in accordance with subsection (a) of this Section. The public body shall also notify the requester of the proposed responses that can be asserted pursuant to subsection (a) of this Section.

(c) Unless the records are exempt from disclosure, a public body shall comply with a request within a reasonable period considering the size and complexity of the request.
(Source: P.A. 97-579, eff. 8-26-11; 98-756, eff. 7-16-14.)

(5 ILCS 140/3.3)
Sec. 3.3. This Act is not intended to compel public bodies

to interpret or advise requesters as to the meaning or significance of the public records.
(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/3.5)

Sec. 3.5. Freedom of Information officers.

(a) Each public body shall designate one or more officials or employees to act as its Freedom of Information officer or officers. Except in instances when records are furnished immediately, Freedom of Information officers, or their designees, shall receive requests submitted to the public body under this Act, ensure that the public body responds to requests in a timely fashion, and issue responses under this Act. Freedom of Information officers shall develop a list of documents or categories of records that the public body shall immediately disclose upon request.

Upon receiving a request for a public record, the Freedom of Information officer shall:

(1) note the date the public body receives the written request;

(2) compute the day on which the period for response will expire and make a notation of that date on the written request;

(3) maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and

(4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

(b) All Freedom of Information officers shall, within 6 months after the effective date of this amendatory Act of the 96th General Assembly, successfully complete an electronic training curriculum to be developed by the Public Access Counselor and thereafter successfully complete an annual training program. Thereafter, whenever a new Freedom of Information officer is designated by a public body, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position. Successful completion of the required training curriculum within the periods provided shall be a prerequisite to continue serving as a Freedom of Information officer.
(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/3.6)

Sec. 3.6. Voluminous requests.

(a) Notwithstanding any provision of this Act to the contrary, a public body shall respond to a voluminous request within 5 business days after receipt. The response shall notify the requester: (i) that the public body is treating the request as a voluminous request; (ii) the reasons why the public body is treating the request as a voluminous request; (iii) that the requester must respond to the public body within 10 business days after the public body's response was sent and specify whether the requester would like to amend the request in such a way that the public body will no longer treat the request as a voluminous request; (iv) that if the requester does not respond within 10 business days or if the request continues to be a voluminous request following the requester's response, the public body will respond to the request and assess any fees the public body charges pursuant to Section 6 of this Act; (v) that the public body has 5 business days after receipt of the requester's response or 5 business days from the last day for the requester to amend his or her request, whichever is sooner,

to respond to the request; (vi) that the public body may request an additional 10 business days to comply with the request; (vii) of the requester's right to review of the public body's determination by the Public Access Counselor and provide the address and phone number for the Public Access Counselor; and (viii) that if the requester fails to accept or collect the responsive records, the public body may still charge the requester for its response pursuant to Section 6 of this Act and the requester's failure to pay will be considered a debt due and owing to the public body and may be collected in accordance with applicable law.

(b) A public body shall provide a person making a voluminous request 10 business days from the date the public body's response pursuant to subsection (a) of this Section is sent to amend the request in such a way that the public body will no longer treat the request as a voluminous request.

(c) If a request continues to be a voluminous request following the requester's response under subsection (b) of this Section or the requester fails to respond, the public body shall respond within the earlier of 5 business days after it receives the response from the requester or 5 business days after the final day for the requester to respond to the public body's notification under this subsection. The response shall: (i) provide an estimate of the fees to be charged, which the public body may require the person to pay in full before copying the requested documents; (ii) deny the request pursuant to one or more of the exemptions set out in this Act; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or (iv) provide the records requested.

(d) The time for response by the public body under subsection (c) of this Section may be extended by the public body for not more than 10 business days from the final day for the requester to respond to the public body's notification under subsection (c) of this Section for any of the reasons provided in subsection (e) of Section 3 of this Act.

The person making a request and the public body may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the public body agree to extend the period for compliance, a failure by the public body to comply with any previous deadlines shall not be treated as a denial of the request for the records.

(e) If a requester does not pay a fee charged pursuant to Section 6 of this Act for a voluminous request, the debt shall be considered a debt due and owing to the public body and may be collected in accordance with applicable law. This fee may be charged by the public body even if the requester fails to accept or collect records the public body has prepared in response to a voluminous request.

(Source: P.A. 98-1129, eff. 12-3-14.)

(5 ILCS 140/4) (from Ch. 116, par. 204)

Sec. 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, each of the following:

(a) A brief description of itself, which will include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory

capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act.

A public body that maintains a website shall also post this information on its website.
(Source: P.A. 96-542, eff. 1-1-10; 96-1000, eff. 7-2-10.)

(5 ILCS 140/5) (from Ch. 116, par. 205)

Sec. 5. As to public records prepared or received after the effective date of this Act, each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. The list shall be reasonably detailed in order to aid persons in obtaining access to public records pursuant to this Act. Each public body shall furnish upon request a description of the manner in which public records stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.
(Source: P.A. 83-1013.)

(5 ILCS 140/6) (from Ch. 116, par. 206)

Sec. 6. Authority to charge fees.

(a) When a person requests a copy of a record maintained in an electronic format, the public body shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the public body shall furnish it in the format in which it is maintained by the public body, or in paper format at the option of the requester. A public body may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium. If a request is not a request for a commercial purpose or a voluminous request, a public body may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Except to the extent that the General Assembly expressly provides, statutory fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.

(a-5) If a voluminous request is for electronic records and those records are not in a portable document format (PDF), the public body may charge up to $20 for not more than 2 megabytes of data, up to $40 for more than 2 but not more than 4 megabytes of data, and up to $100 for more than 4 megabytes of data. If a voluminous request is for electronic records and those records are in a portable document format, the public body may charge up to $20 for not more than 80 megabytes of data, up to $40 for more than 80 megabytes but not more than 160 megabytes of data, and up to $100 for more than 160 megabytes of data. If the responsive electronic records are in both a portable document format and not in a portable document format, the public body may separate the fees and charge the requester under both fee scales.

If a public body imposes a fee pursuant to this subsection (a-5), it must provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request

for public records.

(b) Except when a fee is otherwise fixed by statute, each public body may charge fees reasonably calculated to reimburse its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested by a requester. The fee for black and white, letter or legal sized copies shall not exceed 15 cents per page. If a public body provides copies in color or in a size other than letter or legal, the public body may not charge more than its actual cost for reproducing the records. In calculating its actual cost for reproducing records or for the use of the equipment of the public body to reproduce records, a public body shall not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records, except for commercial requests as provided in subsection (f) of this Section. Such fees shall be imposed according to a standard scale of fees, established and made public by the body imposing them. The cost for certifying a record shall not exceed $1.

(c) Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this subsection, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the public body may take into consideration the amount of materials requested and the cost of copying them.

(d) The imposition of a fee not consistent with subsections (6)(a) and (b) of this Act constitutes a denial of access to public records for the purposes of judicial review.

(e) The fee for each abstract of a driver's record shall be as provided in Section 6-118 of "The Illinois Vehicle Code", approved September 29, 1969, as amended, whether furnished as a paper copy or as an electronic copy.

(f) A public body may charge up to $10 for each hour spent by personnel in searching for and retrieving a requested record or examining the record for necessary redactions. No fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. A public body may charge the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the public body. If a public body imposes a fee pursuant to this subsection (f), it must provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records. The provisions of this subsection (f) apply only to commercial requests.

(Source: P.A. 97-579, eff. 8-26-11; 98-1129, eff. 12-3-14.)

(5 ILCS 140/7) (from Ch. 116, par. 207)

Sec. 7. Exemptions.

(1) When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under this Section, but also contains information that is not exempt from disclosure, the public body may elect to redact the

information that is exempt. The public body shall make the remaining information available for inspection and copying. Subject to this requirement, the following shall be exempt from inspection and copying:

(a) Information specifically prohibited from disclosure by federal or State law or rules and regulations implementing federal or State law.

(b) Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order.

(b-5) Files, documents, and other data or databases maintained by one or more law enforcement agencies and specifically designed to provide information to one or more law enforcement agencies regarding the physical or mental status of one or more individual subjects.

(c) Personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. "Unwarranted invasion of personal privacy" means the disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information. The disclosure of information that bears on the public duties of public employees and officials shall not be considered an invasion of personal privacy.

(d) Records in the possession of any public body created in the course of administrative enforcement proceedings, and any law enforcement or correctional agency for law enforcement purposes, but only to the extent that disclosure would:

(i) interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency that is the recipient of the request;

(ii) interfere with active administrative enforcement proceedings conducted by the public body that is the recipient of the request;

(iii) create a substantial likelihood that a person will be deprived of a fair trial or an impartial hearing;

(iv) unavoidably disclose the identity of a confidential source, confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by agencies of local government, except when disclosure would interfere with an active criminal investigation conducted by the agency that is the recipient of the request;

(v) disclose unique or specialized investigative techniques other than those generally used and known or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct, and disclosure would result in demonstrable harm to the agency or public body that is the recipient of the request;

(vi) endanger the life or physical safety of law enforcement personnel or any other person; or

(vii) obstruct an ongoing criminal investigation by the agency that is the recipient of the request.

(d-5) A law enforcement record created for law enforcement purposes and contained in a shared electronic record management system if the law enforcement agency that is the recipient of the request did not create the record, did not participate in or have a role in any of the events which are the subject of the record, and only has access to the record through the shared electronic record management system.

(e) Records that relate to or affect the security of correctional institutions and detention facilities.

(e-5) Records requested by persons committed to the Department of Corrections or a county jail if those materials are available in the library of the correctional facility or jail where the inmate is confined.

(e-6) Records requested by persons committed to the Department of Corrections or a county jail if those materials include records from staff members' personnel files, staff rosters, or other staffing assignment information.

(e-7) Records requested by persons committed to the Department of Corrections if those materials are available through an administrative request to the Department of Corrections.

(e-8) Records requested by a person committed to the Department of Corrections or a county jail, the disclosure of which would result in the risk of harm to any person or the risk of an escape from a jail or correctional institution or facility.

(e-9) Records requested by a person in a county jail or committed to the Department of Corrections containing personal information pertaining to the person's victim or the victim's family, including, but not limited to, a victim's home address, home telephone number, work or school address, work telephone number, social security number, or any other identifying information, except as may be relevant to a requester's current or potential case or claim.

(e-10) Law enforcement records of other persons requested by a person committed to the Department of Corrections or a county jail, including, but not limited to, arrest and booking records, mug shots, and crime scene photographs, except as these records may be relevant to the requester's current or potential case or claim.

(f) Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body. The exemption provided in this paragraph (f) extends to all those records of officers and agencies of the General Assembly that pertain to the preparation of legislative documents.

(g) Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.

The information included under this exemption includes all trade secrets and commercial or financial information obtained by a public body, including a public

pension fund, from a private equity fund or a privately held company within the investment portfolio of a private equity fund as a result of either investing or evaluating a potential investment of public funds in a private equity fund. The exemption contained in this item does not apply to the aggregate financial performance information of a private equity fund, nor to the identity of the fund's managers or general partners. The exemption contained in this item does not apply to the identity of a privately held company within the investment portfolio of a private equity fund, unless the disclosure of the identity of a privately held company may cause competitive harm.

Nothing contained in this paragraph (g) shall be construed to prevent a person or business from consenting to disclosure.

(h) Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the body, until an award or final selection is made. Information prepared by or for the body in preparation of a bid solicitation shall be exempt until an award or final selection is made.

(i) Valuable formulae, computer geographic systems, designs, drawings and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss. The exemption for "computer geographic systems" provided in this paragraph (i) does not extend to requests made by news media as defined in Section 2 of this Act when the requested information is not otherwise exempt and the only purpose of the request is to access and disseminate information regarding the health, safety, welfare, or legal rights of the general public.

(j) The following information pertaining to educational matters:

(i) test questions, scoring keys and other examination data used to administer an academic examination;

(ii) information received by a primary or secondary school, college, or university under its procedures for the evaluation of faculty members by their academic peers;

(iii) information concerning a school or university's adjudication of student disciplinary cases, but only to the extent that disclosure would unavoidably reveal the identity of the student; and

(iv) course materials or research materials used by faculty members.

(k) Architects' plans, engineers' technical submissions, and other construction related technical documents for projects not constructed or developed in whole or in part with public funds and the same for projects constructed or developed with public funds, including but not limited to power generating and distribution stations and other transmission and distribution facilities, water treatment facilities, airport facilities, sport stadiums, convention centers, and all government owned, operated, or occupied buildings, but only to the extent that disclosure would compromise security.

(l) Minutes of meetings of public bodies closed to the public as provided in the Open Meetings Act until the public body makes the minutes available to the public under

Section 2.06 of the Open Meetings Act.

(m) Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.

(n) Records relating to a public body's adjudication of employee grievances or disciplinary cases; however, this exemption shall not extend to the final outcome of cases in which discipline is imposed.

(o) Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials exempt under this Section.

(p) Records relating to collective negotiating matters between public bodies and their employees or representatives, except that any final contract or agreement shall be subject to inspection and copying.

(q) Test questions, scoring keys, and other examination data used to determine the qualifications of an applicant for a license or employment.

(r) The records, documents, and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under the Eminent Domain Act, records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated.

(s) Any and all proprietary information and records related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool. Insurance or self insurance (including any intergovernmental risk management association or self insurance pool) claims, loss or risk management information, records, data, advice or communications.

(t) Information contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of a public body responsible for the regulation or supervision of financial institutions or insurance companies, unless disclosure is otherwise required by State law.

(u) Information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures under the Electronic Commerce Security Act.

(v) Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the

destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement them or the public. Information exempt under this item may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.

(w) (Blank).

(x) Maps and other records regarding the location or security of generation, transmission, distribution, storage, gathering, treatment, or switching facilities owned by a utility, by a power generator, or by the Illinois Power Agency.

(y) Information contained in or related to proposals, bids, or negotiations related to electric power procurement under Section 1-75 of the Illinois Power Agency Act and Section 16-111.5 of the Public Utilities Act that is determined to be confidential and proprietary by the Illinois Power Agency or by the Illinois Commerce Commission.

(z) Information about students exempted from disclosure under Sections 10-20.38 or 34-18.29 of the School Code, and information about undergraduate students enrolled at an institution of higher education exempted from disclosure under Section 25 of the Illinois Credit Card Marketing Act of 2009.

(aa) Information the disclosure of which is exempted under the Viatical Settlements Act of 2009.

(bb) Records and information provided to a mortality review team and records maintained by a mortality review team appointed under the Department of Juvenile Justice Mortality Review Team Act.

(cc) Information regarding interments, entombments, or inurnments of human remains that are submitted to the Cemetery Oversight Database under the Cemetery Care Act or the Cemetery Oversight Act, whichever is applicable.

(dd) Correspondence and records (i) that may not be disclosed under Section 11-9 of the Illinois Public Aid Code or (ii) that pertain to appeals under Section 11-8 of the Illinois Public Aid Code.

(ee) The names, addresses, or other personal information of persons who are minors and are also participants and registrants in programs of park districts, forest preserve districts, conservation districts, recreation agencies, and special recreation associations.

(ff) The names, addresses, or other personal information of participants and registrants in programs of park districts, forest preserve districts, conservation districts, recreation agencies, and special recreation associations where such programs are targeted primarily to minors.

(gg) Confidential information described in Section 1-100 of the Illinois Independent Tax Tribunal Act of 2012.

(hh) The report submitted to the State Board of Education by the School Security and Standards Task Force under item (8) of subsection (d) of Section 2-3.160 of the School Code and any information contained in that report.

(ii) Records requested by persons committed to or detained by the Department of Human Services under the Sexually Violent Persons Commitment Act or committed to the Department of Corrections under the Sexually Dangerous

Persons Act if those materials: (i) are available in the library of the facility where the individual is confined; (ii) include records from staff members' personnel files, staff rosters, or other staffing assignment information; or (iii) are available through an administrative request to the Department of Human Services or the Department of Corrections.

(jj) Confidential information described in Section 5-535 of the Civil Administrative Code of Illinois.

(1.5) Any information exempt from disclosure under the Judicial Privacy Act shall be redacted from public records prior to disclosure under this Act.

(2) A public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under this Act, shall be considered a public record of the public body, for purposes of this Act.

(3) This Section does not authorize withholding of information or limit the availability of records to the public, except as stated in this Section or otherwise provided in this Act.

(Source: P.A. 99-298, eff. 8-6-15; 99-346, eff. 1-1-16; 99-642, eff. 7-28-16; 100-26, eff. 8-4-17; 100-201, eff. 8-18-17.)

(5 ILCS 140/7.1)

Sec. 7.1. (Repealed).

(Source: P.A. 95-331, eff. 8-21-07. Repealed by P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/7.5)

(Text of Section from P.A. 100-20)

Sec. 7.5. Statutory exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying:

(a) All information determined to be confidential under Section 4002 of the Technology Advancement and Development Act.

(b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

(c) Applications, related documents, and medical records received by the Experimental Organ Transplantation Procedures Board and any and all documents or other records prepared by the Experimental Organ Transplantation Procedures Board or its staff relating to applications it has received.

(d) Information and records held by the Department of Public Health and its authorized representatives relating to known or suspected cases of sexually transmissible disease or any information the disclosure of which is restricted under the Illinois Sexually Transmissible Disease Control Act.

(e) Information the disclosure of which is exempted under Section 30 of the Radon Industry Licensing Act.

(f) Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

(g) Information the disclosure of which is restricted and exempted under Section 50 of the Illinois Prepaid Tuition Act.

(h) Information the disclosure of which is exempted

under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

(i) Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code.

(j) Information and data concerning the distribution of surcharge moneys collected and remitted by carriers under the Emergency Telephone System Act.

(k) Law enforcement officer identification information or driver identification information compiled by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code.

(l) Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(m) Information provided to the predatory lending database created pursuant to Article 3 of the Residential Real Property Disclosure Act, except to the extent authorized under that Article.

(n) Defense budgets and petitions for certification of compensation and expenses for court appointed trial counsel as provided under Sections 10 and 15 of the Capital Crimes Litigation Act. This subsection (n) shall apply until the conclusion of the trial of the case, even if the prosecution chooses not to pursue the death penalty prior to trial or sentencing.

(o) Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act.

(p) Security portions of system safety program plans, investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair County Transit District under the Bi-State Transit Safety Act.

(q) Information prohibited from being disclosed by the Personnel Records Review Act.

(r) Information prohibited from being disclosed by the Illinois School Student Records Act.

(s) Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act.

(t) All identified or deidentified health information in the form of health data or medical records contained in, stored in, submitted to, transferred by, or released from the Illinois Health Information Exchange, and identified or deidentified health information in the form of health data and medical records of the Illinois Health Information Exchange in the possession of the Illinois Health Information Exchange Authority due to its administration of the Illinois Health Information Exchange. The terms "identified" and "deidentified" shall be given the same meaning as in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, or any subsequent amendments thereto, and any regulations promulgated thereunder.

(u) Records and information provided to an independent team of experts under Brian's Law.

(v) Names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owners Identification Card Act or applied for or received a concealed carry license under the Firearm Concealed Carry Act, unless otherwise authorized by the Firearm Concealed Carry Act; and databases under the Firearm Concealed Carry Act, records of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act, and law enforcement agency objections under the Firearm Concealed Carry Act.

(w) Personally identifiable information which is exempted from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act.

(x) Information which is exempted from disclosure under Section 5-1014.3 of the Counties Code or Section 8-11-21 of the Illinois Municipal Code.

(y) Confidential information under the Adult Protective Services Act and its predecessor enabling statute, the Elder Abuse and Neglect Act, including information about the identity and administrative finding against any caregiver of a verified and substantiated decision of abuse, neglect, or financial exploitation of an eligible adult maintained in the Registry established under Section 7.5 of the Adult Protective Services Act.

(z) Records and information provided to a fatality review team or the Illinois Fatality Review Team Advisory Council under Section 15 of the Adult Protective Services Act.

(aa) Information which is exempted from disclosure under Section 2.37 of the Wildlife Code.

(bb) Information which is or was prohibited from disclosure by the Juvenile Court Act of 1987.

(cc) Recordings made under the Law Enforcement Officer-Worn Body Camera Act, except to the extent authorized under that Act.

(dd) Information that is prohibited from being disclosed under Section 45 of the Condominium and Common Interest Community Ombudsperson Act.

(ee) Information that is exempted from disclosure under Section 30.1 of the Pharmacy Practice Act.

(Source: P.A. 99-78, eff. 7-20-15; 99-298, eff. 8-6-15; 99-352, eff. 1-1-16; 99-642, eff. 7-28-16; 99-776, eff. 8-12-16; 99-863, eff. 8-19-16; 100-20, eff. 7-1-17.)

(Text of Section from P.A. 100-22)

Sec. 7.5. Statutory exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying:

(a) All information determined to be confidential under Section 4002 of the Technology Advancement and Development Act.

(b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

(c) Applications, related documents, and medical records received by the Experimental Organ Transplantation Procedures Board and any and all documents or other records prepared by the Experimental Organ Transplantation Procedures Board or its staff relating to applications it has received.

(d) Information and records held by the Department of Public Health and its authorized representatives relating to known or suspected cases of sexually transmissible disease or any information the disclosure of which is

restricted under the Illinois Sexually Transmissible Disease Control Act.

(e) Information the disclosure of which is exempted under Section 30 of the Radon Industry Licensing Act.

(f) Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

(g) Information the disclosure of which is restricted and exempted under Section 50 of the Illinois Prepaid Tuition Act.

(h) Information the disclosure of which is exempted under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

(i) Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code.

(j) Information and data concerning the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act.

(k) Law enforcement officer identification information or driver identification information compiled by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code.

(l) Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(m) Information provided to the predatory lending database created pursuant to Article 3 of the Residential Real Property Disclosure Act, except to the extent authorized under that Article.

(n) Defense budgets and petitions for certification of compensation and expenses for court appointed trial counsel as provided under Sections 10 and 15 of the Capital Crimes Litigation Act. This subsection (n) shall apply until the conclusion of the trial of the case, even if the prosecution chooses not to pursue the death penalty prior to trial or sentencing.

(o) Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act.

(p) Security portions of system safety program plans, investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair County Transit District under the Bi-State Transit Safety Act.

(q) Information prohibited from being disclosed by the Personnel Records Review Act.

(r) Information prohibited from being disclosed by the Illinois School Student Records Act.

(s) Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act.

(t) All identified or deidentified health information in the form of health data or medical records contained in, stored in, submitted to, transferred by, or released from the Illinois Health Information Exchange, and identified or deidentified health information in the form of health data

and medical records of the Illinois Health Information Exchange in the possession of the Illinois Health Information Exchange Authority due to its administration of the Illinois Health Information Exchange. The terms "identified" and "deidentified" shall be given the same meaning as in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, or any subsequent amendments thereto, and any regulations promulgated thereunder.

(u) Records and information provided to an independent team of experts under Brian's Law.

(v) Names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owners Identification Card Act or applied for or received a concealed carry license under the Firearm Concealed Carry Act, unless otherwise authorized by the Firearm Concealed Carry Act; and databases under the Firearm Concealed Carry Act, records of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act, and law enforcement agency objections under the Firearm Concealed Carry Act.

(w) Personally identifiable information which is exempted from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act.

(x) Information which is exempted from disclosure under Section 5-1014.3 of the Counties Code or Section 8-11-21 of the Illinois Municipal Code.

(y) Confidential information under the Adult Protective Services Act and its predecessor enabling statute, the Elder Abuse and Neglect Act, including information about the identity and administrative finding against any caregiver of a verified and substantiated decision of abuse, neglect, or financial exploitation of an eligible adult maintained in the Registry established under Section 7.5 of the Adult Protective Services Act.

(z) Records and information provided to a fatality review team or the Illinois Fatality Review Team Advisory Council under Section 15 of the Adult Protective Services Act.

(aa) Information which is exempted from disclosure under Section 2.37 of the Wildlife Code.

(bb) Information which is or was prohibited from disclosure by the Juvenile Court Act of 1987.

(cc) Recordings made under the Law Enforcement Officer-Worn Body Camera Act, except to the extent authorized under that Act.

(dd) Information that is prohibited from being disclosed under Section 45 of the Condominium and Common Interest Community Ombudsperson Act.

(ee) Information that is exempted from disclosure under Section 30.1 of the Pharmacy Practice Act.

(ff) Information that is exempted from disclosure under the Revised Uniform Unclaimed Property Act.

(Source: P.A. 99-78, eff. 7-20-15; 99-298, eff. 8-6-15; 99-352, eff. 1-1-16; 99-642, eff. 7-28-16; 99-776, eff. 8-12-16; 99-863, eff. 8-19-16; 100-22, eff. 1-1-18.)

(Text of Section from P.A. 100-201)

Sec. 7.5. Statutory exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying:

(a) All information determined to be confidential under Section 4002 of the Technology Advancement and Development Act.

(b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

(c) Applications, related documents, and medical records received by the Experimental Organ Transplantation Procedures Board and any and all documents or other records prepared by the Experimental Organ Transplantation Procedures Board or its staff relating to applications it has received.

(d) Information and records held by the Department of Public Health and its authorized representatives relating to known or suspected cases of sexually transmissible disease or any information the disclosure of which is restricted under the Illinois Sexually Transmissible Disease Control Act.

(e) Information the disclosure of which is exempted under Section 30 of the Radon Industry Licensing Act.

(f) Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

(g) Information the disclosure of which is restricted and exempted under Section 50 of the Illinois Prepaid Tuition Act.

(h) Information the disclosure of which is exempted under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

(i) Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code.

(j) Information and data concerning the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act.

(k) Law enforcement officer identification information or driver identification information compiled by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code.

(l) Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(m) Information provided to the predatory lending database created pursuant to Article 3 of the Residential Real Property Disclosure Act, except to the extent authorized under that Article.

(n) Defense budgets and petitions for certification of compensation and expenses for court appointed trial counsel as provided under Sections 10 and 15 of the Capital Crimes Litigation Act. This subsection (n) shall apply until the conclusion of the trial of the case, even if the prosecution chooses not to pursue the death penalty prior to trial or sentencing.

(o) Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act.

(p) Security portions of system safety program plans, investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair

County Transit District under the Bi-State Transit Safety Act.

(q) Information prohibited from being disclosed by the Personnel Records Review Act.

(r) Information prohibited from being disclosed by the Illinois School Student Records Act.

(s) Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act.

(t) All identified or deidentified health information in the form of health data or medical records contained in, stored in, submitted to, transferred by, or released from the Illinois Health Information Exchange, and identified or deidentified health information in the form of health data and medical records of the Illinois Health Information Exchange in the possession of the Illinois Health Information Exchange Authority due to its administration of the Illinois Health Information Exchange. The terms "identified" and "deidentified" shall be given the same meaning as in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, or any subsequent amendments thereto, and any regulations promulgated thereunder.

(u) Records and information provided to an independent team of experts under Brian's Law.

(v) Names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owners Identification Card Act or applied for or received a concealed carry license under the Firearm Concealed Carry Act, unless otherwise authorized by the Firearm Concealed Carry Act; and databases under the Firearm Concealed Carry Act, records of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act, and law enforcement agency objections under the Firearm Concealed Carry Act.

(w) Personally identifiable information which is exempted from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act.

(x) Information which is exempted from disclosure under Section 5-1014.3 of the Counties Code or Section 8-11-21 of the Illinois Municipal Code.

(y) Confidential information under the Adult Protective Services Act and its predecessor enabling statute, the Elder Abuse and Neglect Act, including information about the identity and administrative finding against any caregiver of a verified and substantiated decision of abuse, neglect, or financial exploitation of an eligible adult maintained in the Registry established under Section 7.5 of the Adult Protective Services Act.

(z) Records and information provided to a fatality review team or the Illinois Fatality Review Team Advisory Council under Section 15 of the Adult Protective Services Act.

(aa) Information which is exempted from disclosure under Section 2.37 of the Wildlife Code.

(bb) Information which is or was prohibited from disclosure by the Juvenile Court Act of 1987.

(cc) Recordings made under the Law Enforcement Officer-Worn Body Camera Act, except to the extent authorized under that Act.

(dd) Information that is prohibited from being disclosed under Section 45 of the Condominium and Common Interest Community Ombudsperson Act.

(ee) Information that is exempted from disclosure under Section 30.1 of the Pharmacy Practice Act.

(Source: P.A. 99-78, eff. 7-20-15; 99-298, eff. 8-6-15; 99-352, eff. 1-1-16; 99-642, eff. 7-28-16; 99-776, eff. 8-12-16; 99-863, eff. 8-19-16; 100-201, eff. 8-18-17.)

(Text of Section from P.A. 100-373)

Sec. 7.5. Statutory exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying:

(a) All information determined to be confidential under Section 4002 of the Technology Advancement and Development Act.

(b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

(c) Applications, related documents, and medical records received by the Experimental Organ Transplantation Procedures Board and any and all documents or other records prepared by the Experimental Organ Transplantation Procedures Board or its staff relating to applications it has received.

(d) Information and records held by the Department of Public Health and its authorized representatives relating to known or suspected cases of sexually transmissible disease or any information the disclosure of which is restricted under the Illinois Sexually Transmissible Disease Control Act.

(e) Information the disclosure of which is exempted under Section 30 of the Radon Industry Licensing Act.

(f) Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

(g) Information the disclosure of which is restricted and exempted under Section 50 of the Illinois Prepaid Tuition Act.

(h) Information the disclosure of which is exempted under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

(i) Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code.

(j) Information and data concerning the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act.

(k) Law enforcement officer identification information or driver identification information compiled by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code.

(l) Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(m) Information provided to the predatory lending database created pursuant to Article 3 of the Residential Real Property Disclosure Act, except to the extent authorized under that Article.

(n) Defense budgets and petitions for certification of compensation and expenses for court appointed trial counsel as provided under Sections 10 and 15 of the Capital Crimes Litigation Act. This subsection (n) shall apply

until the conclusion of the trial of the case, even if the prosecution chooses not to pursue the death penalty prior to trial or sentencing.

(o) Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act.

(p) Security portions of system safety program plans, investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair County Transit District under the Bi-State Transit Safety Act.

(q) Information prohibited from being disclosed by the Personnel Records Review Act.

(r) Information prohibited from being disclosed by the Illinois School Student Records Act.

(s) Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act.

(t) All identified or deidentified health information in the form of health data or medical records contained in, stored in, submitted to, transferred by, or released from the Illinois Health Information Exchange, and identified or deidentified health information in the form of health data and medical records of the Illinois Health Information Exchange in the possession of the Illinois Health Information Exchange Authority due to its administration of the Illinois Health Information Exchange. The terms "identified" and "deidentified" shall be given the same meaning as in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, or any subsequent amendments thereto, and any regulations promulgated thereunder.

(u) Records and information provided to an independent team of experts under Brian's Law.

(v) Names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owners Identification Card Act or applied for or received a concealed carry license under the Firearm Concealed Carry Act, unless otherwise authorized by the Firearm Concealed Carry Act; and databases under the Firearm Concealed Carry Act, records of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act, and law enforcement agency objections under the Firearm Concealed Carry Act.

(w) Personally identifiable information which is exempted from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act.

(x) Information which is exempted from disclosure under Section 5-1014.3 of the Counties Code or Section 8-11-21 of the Illinois Municipal Code.

(y) Confidential information under the Adult Protective Services Act and its predecessor enabling statute, the Elder Abuse and Neglect Act, including information about the identity and administrative finding against any caregiver of a verified and substantiated decision of abuse, neglect, or financial exploitation of an eligible adult maintained in the Registry established under Section 7.5 of the Adult Protective Services Act.

(z) Records and information provided to a fatality review team or the Illinois Fatality Review Team Advisory Council under Section 15 of the Adult Protective Services Act.

(aa) Information which is exempted from disclosure

under Section 2.37 of the Wildlife Code.

(bb) Information which is or was prohibited from disclosure by the Juvenile Court Act of 1987.

(cc) Recordings made under the Law Enforcement Officer-Worn Body Camera Act, except to the extent authorized under that Act.

(dd) Information that is prohibited from being disclosed under Section 45 of the Condominium and Common Interest Community Ombudsperson Act.

(ee) Information that is exempted from disclosure under Section 30.1 of the Pharmacy Practice Act.

(ff) Information that is prohibited from being disclosed under Section 7-603.5 of the Illinois Vehicle Code.

(Source: P.A. 99-78, eff. 7-20-15; 99-298, eff. 8-6-15; 99-352, eff. 1-1-16; 99-642, eff. 7-28-16; 99-776, eff. 8-12-16; 99-863, eff. 8-19-16; 100-373, eff. 1-1-18.)

(Text of Section from P.A. 100-464)

Sec. 7.5. Statutory exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying:

(a) All information determined to be confidential under Section 4002 of the Technology Advancement and Development Act.

(b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

(c) Applications, related documents, and medical records received by the Experimental Organ Transplantation Procedures Board and any and all documents or other records prepared by the Experimental Organ Transplantation Procedures Board or its staff relating to applications it has received.

(d) Information and records held by the Department of Public Health and its authorized representatives relating to known or suspected cases of sexually transmissible disease or any information the disclosure of which is restricted under the Illinois Sexually Transmissible Disease Control Act.

(e) Information the disclosure of which is exempted under Section 30 of the Radon Industry Licensing Act.

(f) Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

(g) Information the disclosure of which is restricted and exempted under Section 50 of the Illinois Prepaid Tuition Act.

(h) Information the disclosure of which is exempted under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

(i) Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code.

(j) Information and data concerning the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act.

(k) Law enforcement officer identification information or driver identification information compiled

by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code.

(l) Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(m) Information provided to the predatory lending database created pursuant to Article 3 of the Residential Real Property Disclosure Act, except to the extent authorized under that Article.

(n) Defense budgets and petitions for certification of compensation and expenses for court appointed trial counsel as provided under Sections 10 and 15 of the Capital Crimes Litigation Act. This subsection (n) shall apply until the conclusion of the trial of the case, even if the prosecution chooses not to pursue the death penalty prior to trial or sentencing.

(o) Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act.

(p) Security portions of system safety program plans, investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair County Transit District under the Bi-State Transit Safety Act.

(q) Information prohibited from being disclosed by the Personnel Records Review Act.

(r) Information prohibited from being disclosed by the Illinois School Student Records Act.

(s) Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act.

(t) All identified or deidentified health information in the form of health data or medical records contained in, stored in, submitted to, transferred by, or released from the Illinois Health Information Exchange, and identified or deidentified health information in the form of health data and medical records of the Illinois Health Information Exchange in the possession of the Illinois Health Information Exchange Authority due to its administration of the Illinois Health Information Exchange. The terms "identified" and "deidentified" shall be given the same meaning as in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, or any subsequent amendments thereto, and any regulations promulgated thereunder.

(u) Records and information provided to an independent team of experts under Brian's Law.

(v) Names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owners Identification Card Act or applied for or received a concealed carry license under the Firearm Concealed Carry Act, unless otherwise authorized by the Firearm Concealed Carry Act; and databases under the Firearm Concealed Carry Act, records of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act, and law enforcement agency objections under the Firearm Concealed Carry Act.

(w) Personally identifiable information which is exempted from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act.

(x) Information which is exempted from disclosure

under Section 5-1014.3 of the Counties Code or Section 8-11-21 of the Illinois Municipal Code.

(y) Confidential information under the Adult Protective Services Act and its predecessor enabling statute, the Elder Abuse and Neglect Act, including information about the identity and administrative finding against any caregiver of a verified and substantiated decision of abuse, neglect, or financial exploitation of an eligible adult maintained in the Registry established under Section 7.5 of the Adult Protective Services Act.

(z) Records and information provided to a fatality review team or the Illinois Fatality Review Team Advisory Council under Section 15 of the Adult Protective Services Act.

(aa) Information which is exempted from disclosure under Section 2.37 of the Wildlife Code.

(bb) Information which is or was prohibited from disclosure by the Juvenile Court Act of 1987.

(cc) Recordings made under the Law Enforcement Officer-Worn Body Camera Act, except to the extent authorized under that Act.

(dd) Information that is prohibited from being disclosed under Section 45 of the Condominium and Common Interest Community Ombudsperson Act.

(ee) Information that is exempted from disclosure under Section 30.1 of the Pharmacy Practice Act.

(ff) Records that are exempt from disclosure under Section 1A-16.7 of the Election Code.

(Source: P.A. 99-78, eff. 7-20-15; 99-298, eff. 8-6-15; 99-352, eff. 1-1-16; 99-642, eff. 7-28-16; 99-776, eff. 8-12-16; 99-863, eff. 8-19-16; 100-464, eff. 8-28-17.)

(Text of Section from P.A. 100-465)

Sec. 7.5. Statutory exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying:

(a) All information determined to be confidential under Section 4002 of the Technology Advancement and Development Act.

(b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

(c) Applications, related documents, and medical records received by the Experimental Organ Transplantation Procedures Board and any and all documents or other records prepared by the Experimental Organ Transplantation Procedures Board or its staff relating to applications it has received.

(d) Information and records held by the Department of Public Health and its authorized representatives relating to known or suspected cases of sexually transmissible disease or any information the disclosure of which is restricted under the Illinois Sexually Transmissible Disease Control Act.

(e) Information the disclosure of which is exempted under Section 30 of the Radon Industry Licensing Act.

(f) Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

(g) Information the disclosure of which is restricted and exempted under Section 50 of the Illinois Prepaid Tuition Act.

(h) Information the disclosure of which is exempted

under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

(i) Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code.

(j) Information and data concerning the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act.

(k) Law enforcement officer identification information or driver identification information compiled by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code.

(l) Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(m) Information provided to the predatory lending database created pursuant to Article 3 of the Residential Real Property Disclosure Act, except to the extent authorized under that Article.

(n) Defense budgets and petitions for certification of compensation and expenses for court appointed trial counsel as provided under Sections 10 and 15 of the Capital Crimes Litigation Act. This subsection (n) shall apply until the conclusion of the trial of the case, even if the prosecution chooses not to pursue the death penalty prior to trial or sentencing.

(o) Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act.

(p) Security portions of system safety program plans, investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair County Transit District under the Bi-State Transit Safety Act.

(q) Information prohibited from being disclosed by the Personnel Records Review Act.

(r) Information prohibited from being disclosed by the Illinois School Student Records Act.

(s) Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act.

(t) All identified or deidentified health information in the form of health data or medical records contained in, stored in, submitted to, transferred by, or released from the Illinois Health Information Exchange, and identified or deidentified health information in the form of health data and medical records of the Illinois Health Information Exchange in the possession of the Illinois Health Information Exchange Authority due to its administration of the Illinois Health Information Exchange. The terms "identified" and "deidentified" shall be given the same meaning as in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, or any subsequent amendments thereto, and any regulations promulgated thereunder.

(u) Records and information provided to an independent team of experts under Brian's Law.

(v) Names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owners Identification Card Act or applied for or received a concealed carry license under the Firearm Concealed Carry Act, unless otherwise authorized by the Firearm Concealed Carry Act; and databases under the Firearm Concealed Carry Act, records of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act, and law enforcement agency objections under the Firearm Concealed Carry Act.

(w) Personally identifiable information which is exempted from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act.

(x) Information which is exempted from disclosure under Section 5-1014.3 of the Counties Code or Section 8-11-21 of the Illinois Municipal Code.

(y) Confidential information under the Adult Protective Services Act and its predecessor enabling statute, the Elder Abuse and Neglect Act, including information about the identity and administrative finding against any caregiver of a verified and substantiated decision of abuse, neglect, or financial exploitation of an eligible adult maintained in the Registry established under Section 7.5 of the Adult Protective Services Act.

(z) Records and information provided to a fatality review team or the Illinois Fatality Review Team Advisory Council under Section 15 of the Adult Protective Services Act.

(aa) Information which is exempted from disclosure under Section 2.37 of the Wildlife Code.

(bb) Information which is or was prohibited from disclosure by the Juvenile Court Act of 1987.

(cc) Recordings made under the Law Enforcement Officer-Worn Body Camera Act, except to the extent authorized under that Act.

(dd) Information that is prohibited from being disclosed under Section 45 of the Condominium and Common Interest Community Ombudsperson Act.

(ee) Information that is exempted from disclosure under Section 30.1 of the Pharmacy Practice Act.

(ff) Information which is exempted from disclosure under Section 2505-800 of the Department of Revenue Law of the Civil Administrative Code of Illinois.

(Source: P.A. 99-78, eff. 7-20-15; 99-298, eff. 8-6-15; 99-352, eff. 1-1-16; 99-642, eff. 7-28-16; 99-776, eff. 8-12-16; 99-863, eff. 8-19-16; 100-465, eff. 8-31-17.)

(Text of Section from P.A. 100-512)

Sec. 7.5. Statutory exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying:

(a) All information determined to be confidential under Section 4002 of the Technology Advancement and Development Act.

(b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

(c) Applications, related documents, and medical records received by the Experimental Organ Transplantation Procedures Board and any and all documents or other records prepared by the Experimental Organ Transplantation Procedures Board or its staff relating to applications it has received.

(d) Information and records held by the Department of

Public Health and its authorized representatives relating to known or suspected cases of sexually transmissible disease or any information the disclosure of which is restricted under the Illinois Sexually Transmissible Disease Control Act.

(e) Information the disclosure of which is exempted under Section 30 of the Radon Industry Licensing Act.

(f) Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

(g) Information the disclosure of which is restricted and exempted under Section 50 of the Illinois Prepaid Tuition Act.

(h) Information the disclosure of which is exempted under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

(i) Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code.

(j) Information and data concerning the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act.

(k) Law enforcement officer identification information or driver identification information compiled by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code.

(l) Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(m) Information provided to the predatory lending database created pursuant to Article 3 of the Residential Real Property Disclosure Act, except to the extent authorized under that Article.

(n) Defense budgets and petitions for certification of compensation and expenses for court appointed trial counsel as provided under Sections 10 and 15 of the Capital Crimes Litigation Act. This subsection (n) shall apply until the conclusion of the trial of the case, even if the prosecution chooses not to pursue the death penalty prior to trial or sentencing.

(o) Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act.

(p) Security portions of system safety program plans, investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair County Transit District under the Bi-State Transit Safety Act.

(q) Information prohibited from being disclosed by the Personnel Records Review Act.

(r) Information prohibited from being disclosed by the Illinois School Student Records Act.

(s) Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act.

(t) All identified or deidentified health information in the form of health data or medical records contained in,

stored in, submitted to, transferred by, or released from the Illinois Health Information Exchange, and identified or deidentified health information in the form of health data and medical records of the Illinois Health Information Exchange in the possession of the Illinois Health Information Exchange Authority due to its administration of the Illinois Health Information Exchange. The terms "identified" and "deidentified" shall be given the same meaning as in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, or any subsequent amendments thereto, and any regulations promulgated thereunder.

(u) Records and information provided to an independent team of experts under Brian's Law.

(v) Names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owners Identification Card Act or applied for or received a concealed carry license under the Firearm Concealed Carry Act, unless otherwise authorized by the Firearm Concealed Carry Act; and databases under the Firearm Concealed Carry Act, records of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act, and law enforcement agency objections under the Firearm Concealed Carry Act.

(w) Personally identifiable information which is exempted from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act.

(x) Information which is exempted from disclosure under Section 5-1014.3 of the Counties Code or Section 8-11-21 of the Illinois Municipal Code.

(y) Confidential information under the Adult Protective Services Act and its predecessor enabling statute, the Elder Abuse and Neglect Act, including information about the identity and administrative finding against any caregiver of a verified and substantiated decision of abuse, neglect, or financial exploitation of an eligible adult maintained in the Registry established under Section 7.5 of the Adult Protective Services Act.

(z) Records and information provided to a fatality review team or the Illinois Fatality Review Team Advisory Council under Section 15 of the Adult Protective Services Act.

(aa) Information which is exempted from disclosure under Section 2.37 of the Wildlife Code.

(bb) Information which is or was prohibited from disclosure by the Juvenile Court Act of 1987.

(cc) Recordings made under the Law Enforcement Officer-Worn Body Camera Act, except to the extent authorized under that Act.

(dd) Information that is prohibited from being disclosed under Section 45 of the Condominium and Common Interest Community Ombudsperson Act.

(ee) Information that is exempted from disclosure under Section 30.1 of the Pharmacy Practice Act.

(ff) Information prohibited from disclosure under the Seizure and Forfeiture Reporting Act.

(Source: P.A. 99-78, eff. 7-20-15; 99-298, eff. 8-6-15; 99-352, eff. 1-1-16; 99-642, eff. 7-28-16; 99-776, eff. 8-12-16; 99-863, eff. 8-19-16; 100-512, eff. 7-1-18.)

(Text of Section from P.A. 100-517)

Sec. 7.5. Statutory exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt

from inspection and copying:

(a) All information determined to be confidential under Section 4002 of the Technology Advancement and Development Act.

(b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

(c) Applications, related documents, and medical records received by the Experimental Organ Transplantation Procedures Board and any and all documents or other records prepared by the Experimental Organ Transplantation Procedures Board or its staff relating to applications it has received.

(d) Information and records held by the Department of Public Health and its authorized representatives relating to known or suspected cases of sexually transmissible disease or any information the disclosure of which is restricted under the Illinois Sexually Transmissible Disease Control Act.

(e) Information the disclosure of which is exempted under Section 30 of the Radon Industry Licensing Act.

(f) Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

(g) Information the disclosure of which is restricted and exempted under Section 50 of the Illinois Prepaid Tuition Act.

(h) Information the disclosure of which is exempted under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

(i) Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code.

(j) Information and data concerning the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act.

(k) Law enforcement officer identification information or driver identification information compiled by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code.

(l) Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(m) Information provided to the predatory lending database created pursuant to Article 3 of the Residential Real Property Disclosure Act, except to the extent authorized under that Article.

(n) Defense budgets and petitions for certification of compensation and expenses for court appointed trial counsel as provided under Sections 10 and 15 of the Capital Crimes Litigation Act. This subsection (n) shall apply until the conclusion of the trial of the case, even if the prosecution chooses not to pursue the death penalty prior to trial or sentencing.

(o) Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act.

(p) Security portions of system safety program plans,

investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair County Transit District under the Bi-State Transit Safety Act.

(q) Information prohibited from being disclosed by the Personnel Records Review Act.

(r) Information prohibited from being disclosed by the Illinois School Student Records Act.

(s) Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act.

(t) All identified or deidentified health information in the form of health data or medical records contained in, stored in, submitted to, transferred by, or released from the Illinois Health Information Exchange, and identified or deidentified health information in the form of health data and medical records of the Illinois Health Information Exchange in the possession of the Illinois Health Information Exchange Authority due to its administration of the Illinois Health Information Exchange. The terms "identified" and "deidentified" shall be given the same meaning as in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, or any subsequent amendments thereto, and any regulations promulgated thereunder.

(u) Records and information provided to an independent team of experts under Brian's Law.

(v) Names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owners Identification Card Act or applied for or received a concealed carry license under the Firearm Concealed Carry Act, unless otherwise authorized by the Firearm Concealed Carry Act; and databases under the Firearm Concealed Carry Act, records of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act, and law enforcement agency objections under the Firearm Concealed Carry Act.

(w) Personally identifiable information which is exempted from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act.

(x) Information which is exempted from disclosure under Section 5-1014.3 of the Counties Code or Section 8-11-21 of the Illinois Municipal Code.

(y) Confidential information under the Adult Protective Services Act and its predecessor enabling statute, the Elder Abuse and Neglect Act, including information about the identity and administrative finding against any caregiver of a verified and substantiated decision of abuse, neglect, or financial exploitation of an eligible adult maintained in the Registry established under Section 7.5 of the Adult Protective Services Act.

(z) Records and information provided to a fatality review team or the Illinois Fatality Review Team Advisory Council under Section 15 of the Adult Protective Services Act.

(aa) Information which is exempted from disclosure under Section 2.37 of the Wildlife Code.

(bb) Information which is or was prohibited from disclosure by the Juvenile Court Act of 1987.

(cc) Recordings made under the Law Enforcement Officer-Worn Body Camera Act, except to the extent authorized under that Act.

(dd) Information that is prohibited from being

disclosed under Section 45 of the Condominium and Common Interest Community Ombudsperson Act.

(ee) Information that is exempted from disclosure under Section 30.1 of the Pharmacy Practice Act.

(ff) Information and reports that are required to be submitted to the Department of Labor by registering day and temporary labor service agencies but are exempt from disclosure under subsection (a-1) of Section 45 of the Day and Temporary Labor Services Act.

(Source: P.A. 99-78, eff. 7-20-15; 99-298, eff. 8-6-15; 99-352, eff. 1-1-16; 99-642, eff. 7-28-16; 99-776, eff. 8-12-16; 99-863, eff. 8-19-16; 100-517, eff. 6-1-18.)

(5 ILCS 140/7.6)

Sec. 7.6. Natural disaster credit. Nothing in this Act prohibits the disclosure of information by officials of a county or municipality involving reports of damaged property or the owners of damaged property if that disclosure is made to a township or county assessment official in connection with the natural disaster credit under Section 226 of the Illinois Income Tax Act.

(Source: P.A. 100-555, eff. 11-16-17.)

(5 ILCS 140/8)

Sec. 8. (Repealed).

(Source: P.A. 85-1357. Repealed by P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/8.5)

Sec. 8.5. Records maintained online.

(a) Notwithstanding any provision of this Act to the contrary, a public body is not required to copy a public record that is published on the public body's website. The public body shall notify the requester that the public record is available online and direct the requester to the website where the record can be reasonably accessed.

(b) If the person requesting the public record is unable to reasonably access the record online after being directed to the website pursuant to subsection (a) of this Section, the requester may re-submit his or her request for the record stating his or her inability to reasonably access the record online, and the public body shall make the requested record available for inspection or copying as provided in Section 3 of this Act.

(Source: P.A. 98-1129, eff. 12-3-14.)

(5 ILCS 140/9) (from Ch. 116, par. 209)

Sec. 9. (a) Each public body denying a request for public records shall notify the requester in writing of the decision to deny the request, the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, and the names and titles or positions of each person responsible for the denial. Each notice of denial by a public body shall also inform such person of the right to review by the Public Access Counselor and provide the address and phone number for the Public Access Counselor. Each notice of denial shall inform such person of his right to judicial review under Section 11 of this Act.

(b) When a request for public records is denied on the grounds that the records are exempt under Section 7 of this Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. Copies of all notices of denial shall be

retained by each public body in a single central office file that is open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested.

(c) Any person making a request for public records shall be deemed to have exhausted his or her administrative remedies with respect to that request if the public body fails to act within the time periods provided in Section 3 of this Act.
(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/9.5)

Sec. 9.5. Public Access Counselor; opinions.

(a) A person whose request to inspect or copy a public record is denied by a public body, except the General Assembly and committees, commissions, and agencies thereof, may file a request for review with the Public Access Counselor established in the Office of the Attorney General not later than 60 days after the date of the final denial. The request for review must be in writing, signed by the requester, and include (i) a copy of the request for access to records and (ii) any responses from the public body.

(b) A person whose request to inspect or copy a public record is made for a commercial purpose as defined in subsection (c-10) of Section 2 of this Act may not file a request for review with the Public Access Counselor. A person whose request to inspect or copy a public record was treated by the public body as a request for a commercial purpose under Section 3.1 of this Act may file a request for review with the Public Access Counselor for the limited purpose of reviewing whether the public body properly determined that the request was made for a commercial purpose.

(b-5) A person whose request to inspect or copy a public record was treated by a public body, except the General Assembly and committees, commissions, and agencies thereof, as a voluminous request under Section 3.6 of this Act may file a request for review with the Public Access Counselor for the purpose of reviewing whether the public body properly determined that the request was a voluminous request.

(c) Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines that the alleged violation is unfounded, he or she shall so advise the requester and the public body and no further action shall be undertaken. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the public body within 7 business days after receipt and shall specify the records or other documents that the public body shall furnish to facilitate the review. Within 7 business days after receipt of the request for review, the public body shall provide copies of records requested and shall otherwise fully cooperate with the Public Access Counselor. If a public body fails to furnish specified records pursuant to this Section, or if otherwise necessary, the Attorney General may issue a subpoena to any person or public body having knowledge of or records pertaining to a request for review of a denial of access to records under the Act. To the extent that records or documents produced by a public body contain information that is claimed to be exempt from disclosure under Section 7 of this Act, the Public Access Counselor shall not further disclose that information.

(d) Within 7 business days after it receives a copy of a request for review and request for production of records from the Public Access Counselor, the public body may, but is not required to, answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum.

The Public Access Counselor shall forward a copy of the answer to the person submitting the request for review, with any alleged confidential information to which the request pertains redacted from the copy. The requester may, but is not required to, respond in writing to the answer within 7 business days and shall provide a copy of the response to the public body.

(e) In addition to the request for review, and the answer and the response thereto, if any, a requester or a public body may furnish affidavits or records concerning any matter germane to the review.

(f) Unless the Public Access Counselor extends the time by no more than 30 business days by sending written notice to the requester and the public body that includes a statement of the reasons for the extension in the notice, or decides to address the matter without the issuance of a binding opinion, the Attorney General shall examine the issues and the records, shall make findings of fact and conclusions of law, and shall issue to the requester and the public body an opinion in response to the request for review within 60 days after its receipt. The opinion shall be binding upon both the requester and the public body, subject to administrative review under Section 11.5.

In responding to any request under this Section 9.5, the Attorney General may exercise his or her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion. The decision not to issue a binding opinion shall not be reviewable.

Upon receipt of a binding opinion concluding that a violation of this Act has occurred, the public body shall either take necessary action immediately to comply with the directive of the opinion or shall initiate administrative review under Section 11.5. If the opinion concludes that no violation of the Act has occurred, the requester may initiate administrative review under Section 11.5.

A public body that discloses records in accordance with an opinion of the Attorney General is immune from all liabilities by reason thereof and shall not be liable for penalties under this Act.

(g) If the requester files suit under Section 11 with respect to the same denial that is the subject of a pending request for review, the requester shall notify the Public Access Counselor, and the Public Access Counselor shall take no further action with respect to the request for review and shall so notify the public body.

(h) The Attorney General may also issue advisory opinions to public bodies regarding compliance with this Act. A review may be initiated upon receipt of a written request from the head of the public body or its attorney, which shall contain sufficient accurate facts from which a determination can be made. The Public Access Counselor may request additional information from the public body in order to assist in the review. A public body that relies in good faith on an advisory opinion of the Attorney General in responding to a request is not liable for penalties under this Act, so long as the facts upon which the opinion is based have been fully and fairly disclosed to the Public Access Counselor.

(Source: P.A. 97-579, eff. 8-26-11; 98-1129, eff. 12-3-14.)

(5 ILCS 140/10)

Sec. 10. (Repealed).

(Source: P.A. 83-1013. Repealed by P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/11) (from Ch. 116, par. 211)

Sec. 11. (a) Any person denied access to inspect or copy any public record by a public body may file suit for injunctive or

declaratory relief.

(a-5) In accordance with Section 11.6 of this Act, a requester may file an action to enforce a binding opinion issued under Section 9.5 of this Act.

(b) Where the denial is from a public body of the State, suit may be filed in the circuit court for the county where the public body has its principal office or where the person denied access resides.

(c) Where the denial is from a municipality or other public body, except as provided in subsection (b) of this Section, suit may be filed in the circuit court for the county where the public body is located.

(d) The circuit court shall have the jurisdiction to enjoin the public body from withholding public records and to order the production of any public records improperly withheld from the person seeking access. If the public body can show that exceptional circumstances exist, and that the body is exercising due diligence in responding to the request, the court may retain jurisdiction and allow the agency additional time to complete its review of the records.

(e) On motion of the plaintiff, prior to or after in camera inspection, the court shall order the public body to provide an index of the records to which access has been denied. The index shall include the following:

(i) A description of the nature or contents of each document withheld, or each deletion from a released document, provided, however, that the public body shall not be required to disclose the information which it asserts is exempt; and

(ii) A statement of the exemption or exemptions claimed for each such deletion or withheld document.

(f) In any action considered by the court, the court shall consider the matter de novo, and shall conduct such in camera examination of the requested records as it finds appropriate to determine if such records or any part thereof may be withheld under any provision of this Act. The burden shall be on the public body to establish that its refusal to permit public inspection or copying is in accordance with the provisions of this Act. Any public body that asserts that a record is exempt from disclosure has the burden of proving that it is exempt by clear and convincing evidence.

(g) In the event of noncompliance with an order of the court to disclose, the court may enforce its order against any public official or employee so ordered or primarily responsible for such noncompliance through the court's contempt powers.

(h) Except as to causes the court considers to be of greater importance, proceedings arising under this Section shall take precedence on the docket over all other causes and be assigned for hearing and trial at the earliest practicable date and expedited in every way.

(i) If a person seeking the right to inspect or receive a copy of a public record prevails in a proceeding under this Section, the court shall award such person reasonable attorney's fees and costs. In determining what amount of attorney's fees is reasonable, the court shall consider the degree to which the relief obtained relates to the relief sought. The changes contained in this subsection apply to an action filed on or after January 1, 2010 (the effective date of Public Act 96-542).

(j) If the court determines that a public body willfully and intentionally failed to comply with this Act, or otherwise acted in bad faith, the court shall also impose upon the public body a civil penalty of not less than $2,500 nor more than $5,000 for each occurrence. In assessing the civil penalty, the court shall consider in aggravation or mitigation the budget of the public

body and whether the public body has previously been assessed penalties for violations of this Act. The court may impose an additional penalty of up to $1,000 for each day the violation continues if:

(1) the public body fails to comply with the court's order after 30 days;

(2) the court's order is not on appeal or stayed; and

(3) the court does not grant the public body additional time to comply with the court's order to disclose public records.

The changes contained in this subsection made by Public Act 96-542 apply to an action filed on or after January 1, 2010 (the effective date of Public Act 96-542).

(k) The changes to this Section made by this amendatory Act of the 99th General Assembly apply to actions filed on or after the effective date of this amendatory Act of the 99th General Assembly.

(Source: P.A. 99-586, eff. 1-1-17; 99-642, eff. 7-28-16.)

(5 ILCS 140/11.5)

Sec. 11.5. Administrative review. A binding opinion issued by the Attorney General shall be considered a final decision of an administrative agency, for purposes of administrative review under the Administrative Review Law (735 ILCS 5/Art. III). An action for administrative review of a binding opinion of the Attorney General shall be commenced in Cook or Sangamon County. An advisory opinion issued to a public body shall not be considered a final decision of the Attorney General for purposes of this Section.

(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 140/11.6)

Sec. 11.6. Noncompliance with binding opinion.

(a) The requester may file an action under Section 11 and there shall be a rebuttable presumption that the public body willfully and intentionally failed to comply with this Act for purposes of subsection (j) of Section 11 if:

(1) the Attorney General issues a binding opinion pursuant to Section 9.5;

(2) the public body does not file for administrative review of the binding opinion within 35 days after the binding opinion is served on the public body; and

(3) the public body does not comply with the binding opinion within 35 days after the binding opinion is served on the public body.

For purposes of this subsection (a), service of the binding opinion shall be by personal delivery or by depositing the opinion in the United States mail as provided in Section 3-103 of the Code of Civil Procedure.

(b) The presumption in subsection (a) may be rebutted by the public body showing that it is making a good faith effort to comply with the binding opinion, but compliance was not possible within the 35-day time frame.

(c) This Section applies to binding opinions of the Attorney General requested or issued on or after the effective date of this amendatory Act of the 99th General Assembly.

(Source: P.A. 99-586, eff. 1-1-17.)

Information maintained by the Legislative Reference Bureau

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as Public Acts soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the Guide.

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

GENERAL PROVISIONS
(5 ILCS 120/) Open Meetings Act.

(5 ILCS 120/1) (from Ch. 102, par. 41)

Sec. 1. Policy. It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.

The General Assembly further declares it to be the public policy of this State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

To implement this policy, the General Assembly declares:

(1) it is the intent of this Act to protect the citizen's right to know; and

(2) the provisions for exceptions to the open meeting requirements shall be strictly construed against closed meetings.

(Source: P.A. 88-621, eff. 1-1-95.)

(5 ILCS 120/1.01) (from Ch. 102, par. 41.01)

Sec. 1.01. This Act shall be known and may be cited as the Open Meetings Act.

(Source: P.A. 82-378.)

(5 ILCS 120/1.02) (from Ch. 102, par. 41.02)

Sec. 1.02. For the purposes of this Act:

"Meeting" means any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business or, for a 5-member public body, a quorum of the members of a public body held for the purpose of discussing public business.

Accordingly, for a 5-member public body, 3 members of the body constitute a quorum and the affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required.

"Public body" includes all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school

districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof. "Public body" includes tourism boards and convention or civic center boards located in counties that are contiguous to the Mississippi River with populations of more than 250,000 but less than 300,000. "Public body" includes the Health Facilities and Services Review Board. "Public body" does not include a child death review team or the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act, an ethics commission acting under the State Officials and Employees Ethics Act, a regional youth advisory board or the Statewide Youth Advisory Board established under the Department of Children and Family Services Statewide Youth Advisory Board Act, or the Illinois Independent Tax Tribunal.
(Source: P.A. 97-1129, eff. 8-28-12; 98-806, eff. 1-1-15.)

(5 ILCS 120/1.05)

Sec. 1.05. Training.

(a) Every public body shall designate employees, officers, or members to receive training on compliance with this Act. Each public body shall submit a list of designated employees, officers, or members to the Public Access Counselor. Within 6 months after the effective date of this amendatory Act of the 96th General Assembly, the designated employees, officers, and members must successfully complete an electronic training curriculum, developed and administered by the Public Access Counselor, and thereafter must successfully complete an annual training program. Thereafter, whenever a public body designates an additional employee, officer, or member to receive this training, that person must successfully complete the electronic training curriculum within 30 days after that designation.

(b) Except as otherwise provided in this Section, each elected or appointed member of a public body subject to this Act who is such a member on the effective date of this amendatory Act of the 97th General Assembly must successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed within one year after the effective date of this amendatory Act.

Except as otherwise provided in this Section, each elected or appointed member of a public body subject to this Act who becomes such a member after the effective date of this amendatory Act of the 97th General Assembly shall successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed not later than the 90th day after the date the member:

(1) takes the oath of office, if the member is required to take an oath of office to assume the person's duties as a member of the public body; or

(2) otherwise assumes responsibilities as a member of the public body, if the member is not required to take an oath of office to assume the person's duties as a member of the governmental body.

Each member successfully completing the electronic training curriculum shall file a copy of the certificate of completion with the public body.

Completing the required training as a member of the public body satisfies the requirements of this Section with regard to the member's service on a committee or subcommittee of the

public body and the member's ex officio service on any other public body.

The failure of one or more members of a public body to complete the training required by this Section does not affect the validity of an action taken by the public body.

An elected or appointed member of a public body subject to this Act who has successfully completed the training required under this subsection (b) and filed a copy of the certificate of completion with the public body is not required to subsequently complete the training required under this subsection (b).

(c) An elected school board member may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization created under Article 23 of the School Code. The course of training shall include, but not be limited to, instruction in:

(1) the general background of the legal requirements for open meetings;

(2) the applicability of this Act to public bodies;

(3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;

(4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and

(5) penalties and other consequences for failing to comply with this Act.

If an organization created under Article 23 of the School Code provides a course of training under this subsection (c), it must provide a certificate of course completion to each school board member who successfully completes that course of training.

(d) A commissioner of a drainage district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents the drainage districts created under the Illinois Drainage Code. The course of training shall include, but not be limited to, instruction in:

(1) the general background of the legal requirements for open meetings;

(2) the applicability of this Act to public bodies;

(3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;

(4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and

(5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the drainage districts created under the Illinois Drainage Code provides a course of training under this subsection (d), it must provide a certificate of course completion to each commissioner who successfully completes that course of training.

(e) A director of a soil and water conservation district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents soil and water conservation districts created under the Soil and Water Conservation Districts Act. The course of training shall include, but not be limited to, instruction in:

(1) the general background of the legal requirements for open meetings;

(2) the applicability of this Act to public bodies;

(3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;

(4) procedures and requirements for holding an open

meeting and for holding a closed meeting under this Act; and

(5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the soil and water conservation districts created under the Soil and Water Conservation Districts Act provides a course of training under this subsection (e), it must provide a certificate of course completion to each director who successfully completes that course of training.

(f) An elected or appointed member of a public body of a park district, forest preserve district, or conservation district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents the park districts created in the Park District Code. The course of training shall include, but not be limited to, instruction in:

(1) the general background of the legal requirements for open meetings;

(2) the applicability of this Act to public bodies;

(3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;

(4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and

(5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the park districts created in the Park District Code provides a course of training under this subsection (f), it must provide a certificate of course completion to each elected or appointed member of a public body who successfully completes that course of training. (Source: P.A. 97-504, eff. 1-1-12; 97-1153, eff. 1-25-13; 98-900, eff. 8-15-14.)

(5 ILCS 120/2) (from Ch. 102, par. 42)

Sec. 2. Open meetings.

(a) Openness required. All meetings of public bodies shall be open to the public unless excepted in subsection (c) and closed in accordance with Section 2a.

(b) Construction of exceptions. The exceptions contained in subsection (c) are in derogation of the requirement that public bodies meet in the open, and therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The exceptions authorize but do not require the holding of a closed meeting to discuss a subject included within an enumerated exception.

(c) Exceptions. A public body may hold closed meetings to consider the following subjects:

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

(6) The setting of a price for sale or lease of property owned by the public body.

(7) The sale or purchase of securities, investments, or investment contracts. This exception shall not apply to the investment of assets or income of funds deposited into the Illinois Prepaid Tuition Trust Fund.

(8) Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

(9) Student disciplinary cases.

(10) The placement of individual students in special education programs and other matters relating to individual students.

(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

(13) Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency for their enforcement.

(14) Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.

(15) Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of

a statewide association of which the public body is a member.

(17) The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals, or for the discussion of matters protected under the federal Patient Safety and Quality Improvement Act of 2005, and the regulations promulgated thereunder, including 42 C.F.R. Part 3 (73 FR 70732), or the federal Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder, including 45 C.F.R. Parts 160, 162, and 164, by a hospital, or other institution providing medical care, that is operated by the public body.

(18) Deliberations for decisions of the Prisoner Review Board.

(19) Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.

(20) The classification and discussion of matters classified as confidential or continued confidential by the State Government Suggestion Award Board.

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

(22) Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.

(23) The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

(24) Meetings of a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(25) Meetings of an independent team of experts under Brian's Law.

(26) Meetings of a mortality review team appointed under the Department of Juvenile Justice Mortality Review Team Act.

(27) (Blank).

(28) Correspondence and records (i) that may not be disclosed under Section 11-9 of the Illinois Public Aid Code or (ii) that pertain to appeals under Section 11-8 of the Illinois Public Aid Code.

(29) Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

(30) Those meetings or portions of meetings of a fatality review team or the Illinois Fatality Review Team Advisory Council during which a review of the death of an eligible adult in which abuse or neglect is suspected, alleged, or substantiated is conducted pursuant to Section 15 of the Adult Protective Services Act.

(31) Meetings and deliberations for decisions of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act.

(32) Meetings between the Regional Transportation

Authority Board and its Service Boards when the discussion involves review by the Regional Transportation Authority Board of employment contracts under Section 28d of the Metropolitan Transit Authority Act and Sections 3A.18 and 3B.26 of the Regional Transportation Authority Act.

(33) Those meetings or portions of meetings of the advisory committee and peer review subcommittee created under Section 320 of the Illinois Controlled Substances Act during which specific controlled substance prescriber, dispenser, or patient information is discussed.

(34) Meetings of the Tax Increment Financing Reform Task Force under Section 2505-800 of the Department of Revenue Law of the Civil Administrative Code of Illinois.

(d) Definitions. For purposes of this Section:

"Employee" means a person employed by a public body whose relationship with the public body constitutes an employer-employee relationship under the usual common law rules, and who is not an independent contractor.

"Public office" means a position created by or under the Constitution or laws of this State, the occupant of which is charged with the exercise of some portion of the sovereign power of this State. The term "public office" shall include members of the public body, but it shall not include organizational positions filled by members thereof, whether established by law or by a public body itself, that exist to assist the body in the conduct of its business.

"Quasi-adjudicative body" means an administrative body charged by law or ordinance with the responsibility to conduct hearings, receive evidence or testimony and make determinations based thereon, but does not include local electoral boards when such bodies are considering petition challenges.

(e) Final action. No final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.
(Source: P.A. 99-78, eff. 7-20-15; 99-235, eff. 1-1-16; 99-480, eff. 9-9-15; 99-642, eff. 7-28-16; 99-646, eff. 7-28-16; 99-687, eff. 1-1-17; 100-201, eff. 8-18-17; 100-465, eff. 8-31-17.)

(5 ILCS 120/2.01) (from Ch. 102, par. 42.01)

Sec. 2.01. All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

A quorum of members of a public body must be physically present at the location of an open meeting. If, however, an open meeting of a public body (i) with statewide jurisdiction, (ii) that is an Illinois library system with jurisdiction over a specific geographic area of more than 4,500 square miles, (iii) that is a municipal transit district with jurisdiction over a specific geographic area of more than 4,500 square miles, or (iv) that is a local workforce investment area with jurisdiction over a specific geographic area of more than 4,500 square miles is held simultaneously at one of its offices and one or more other locations in a public building, which may include other of its offices, through an interactive video conference and the public body provides public notice and public access as required under this Act for all locations, then members physically present in those locations all count towards determining a quorum. "Public building", as used in this Section, means any building or portion thereof owned or leased by any public body. The requirement that a quorum be physically present at the location of an open meeting shall not apply, however, to State

advisory boards or bodies that do not have authority to make binding recommendations or determinations or to take any other substantive action.

A quorum of members of a public body that is not (i) a public body with statewide jurisdiction, (ii) an Illinois library system with jurisdiction over a specific geographic area of more than 4,500 square miles, (iii) a municipal transit district with jurisdiction over a specific geographic area of more than 4,500 square miles, or (iv) a local workforce innovation area with jurisdiction over a specific geographic area of more than 4,500 square miles must be physically present at the location of a closed meeting. Other members who are not physically present at a closed meeting of such a public body may participate in the meeting by means of a video or audio conference. For the purposes of this Section, "local workforce innovation area" means any local workforce innovation area or areas designated by the Governor pursuant to the federal Workforce Innovation and Opportunity Act or its reauthorizing legislation.

(Source: P.A. 100-477, eff. 9-8-17.)

(5 ILCS 120/2.02) (from Ch. 102, par. 42.02)

Sec. 2.02. Public notice of all meetings, whether open or closed to the public, shall be given as follows:

(a) Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting shall be posted at the principal office of the public body and at the location where the meeting is to be held at least 48 hours in advance of the holding of the meeting. A public body that has a website that the full-time staff of the public body maintains shall also post on its website the agenda of any regular meetings of the governing body of that public body. Any agenda of a regular meeting that is posted on a public body's website shall remain posted on the website until the regular meeting is concluded. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting, but the validity of any action taken by the public body which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice under subsection (b) of this Section.

(b) Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting or, if no such office exists, at the building in which the meeting is to be held. In addition, a public body that has a website that the full-time staff of the public body maintains shall post notice on its website of all meetings of the governing body of the public body. Any notice of an annual schedule of meetings shall remain on the website until a new public notice of the schedule of regular meetings is approved.

Any notice of a regular meeting that is posted on a public body's website shall remain posted on the website until the regular meeting is concluded. The body shall supply copies of the notice of its regular meetings, and of the notice of any special, emergency, rescheduled or reconvened meeting, to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, emergency, rescheduled or reconvened meetings in the same manner as is given to members of the body provided such news medium has given the public body an address or telephone number within the territorial jurisdiction of the public body at which such notice may be given. The failure of a public body to post on its website notice of any meeting or the agenda of any meeting shall not invalidate any meeting or any actions taken at a meeting.

(c) Any agenda required under this Section shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting. The public body conducting a public meeting shall ensure that at least one copy of any requested notice and agenda for the meeting is continuously available for public review during the entire 48-hour period preceding the meeting. Posting of the notice and agenda on a website that is maintained by the public body satisfies the requirement for continuous posting under this subsection (c). If a notice or agenda is not continuously available for the full 48-hour period due to actions outside of the control of the public body, then that lack of availability does not invalidate any meeting or action taken at a meeting.
(Source: P.A. 97-827, eff. 1-1-13.)

(5 ILCS 120/2.03) (from Ch. 102, par. 42.03)

Sec. 2.03. In addition to the notice required by Section 2.02, each body subject to this Act must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.

If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. However, in the case of bodies of local governmental units with a population of less than 500 in which no newspaper is published, such 10 days' notice may be given by posting a notice of such change in at least 3 prominent places within the governmental unit. Notice of such change shall also be posted at the principal office of the public body or, if no such office exists, at the building in which the meeting is to be held. Notice of such change shall also be supplied to those news media which have filed an annual request for notice as provided in paragraph (b) of Section 2.02.
(Source: Laws 1967, p. 1960.)

(5 ILCS 120/2.04) (from Ch. 102, par. 42.04)

Sec. 2.04. The notice requirements of this Act are in addition to, and not in substitution of, any other notice required by law. Failure of any news medium to receive a notice provided for by this Act shall not invalidate any meeting provided notice was in fact given in accordance with this Act.
(Source: Laws 1967, p. 1960.)

(5 ILCS 120/2.05) (from Ch. 102, par. 42.05)

Sec. 2.05. Recording meetings. Subject to the provisions of Section 8-701 of the Code of Civil Procedure, any person may record the proceedings at meetings required to be open by this Act by tape, film or other means. The authority holding the

meeting shall prescribe reasonable rules to govern the right to make such recordings.

If a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal, refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, the authority holding the meeting shall prohibit such recording during the testimony of the witness. Nothing in this Section shall be construed to extend the right to refuse to testify at any meeting not subject to the provisions of Section 8-701 of the Code of Civil Procedure.

(Source: P.A. 94-1058, eff. 1-1-07.)

(5 ILCS 120/2.06) (from Ch. 102, par. 42.06)

Sec. 2.06. Minutes; right to speak.

(a) All public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to:

(1) the date, time and place of the meeting;

(2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and

(3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

(b) A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with the other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.

(c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

(1) the public body approves the destruction of a particular recording; and

(2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.

(d) Each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The failure of a public body to strictly comply with the semi-annual review of closed session written minutes, whether before or after the effective date of this amendatory Act of the 94th General Assembly, shall not cause the written minutes or related verbatim record to

become public or available for inspection in any judicial proceeding, other than a proceeding involving an alleged violation of this Act, if the public body, within 60 days of discovering its failure to strictly comply with the technical requirements of this subsection, reviews the closed session minutes and determines and thereafter reports in open session that either (1) the need for confidentiality still exists as to all or part of the minutes or verbatim record, or (2) that the minutes or recordings or portions thereof no longer require confidential treatment and are available for public inspection.

(e) Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act. In the case of a civil action brought to enforce this Act, the court, if the judge believes such an examination is necessary, must conduct such in camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of this Act. In the case of a criminal proceeding, the court may conduct an examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. Any such initial inspection must be held in camera. If the court determines that a complaint or suit brought for noncompliance under this Act is valid it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege. The provisions of this subsection do not supersede the privacy or confidentiality provisions of State or federal law. Access to verbatim recordings shall be provided to duly elected officials or appointed officials filling a vacancy of an elected office in a public body, and access shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order. Nothing in this subsection (e) is intended to limit the Public Access Counselor's access to those records necessary to address a request for administrative review under Section 7.5 of this Act.

(f) Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, except that duly elected officials or appointed officials filling a vacancy of an elected office in a public body shall be provided access to minutes of meetings closed to the public. Access to minutes shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No minutes of meetings closed to the public shall be removed from the public body's main office or official storage location, except by vote of the public body or by court order. Nothing in this subsection (f) is intended to limit the Public Access Counselor's access to those records necessary to address a request for administrative review under Section 7.5 of this Act.

(g) Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.

(Source: P.A. 99-515, eff. 6-30-16.)

(5 ILCS 120/2a) (from Ch. 102, par. 42a)

Sec. 2a. A public body may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than 3 months of the vote. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of this Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. Nothing in this Section or this Act shall be construed to require that any meeting be closed to the public.

At any open meeting of a public body for which proper notice under this Act has been given, the body may, without additional notice under Section 2.02, hold a closed meeting in accordance with this Act. Only topics specified in the vote to close under this Section may be considered during the closed meeting.
(Source: P.A. 88-621, eff. 1-1-95; 89-86, eff. 6-30-95.)

(5 ILCS 120/2b)

Sec. 2b. (Repealed).
(Source: Repealed by P.A. 88-621, eff. 1-1-95.)

(5 ILCS 120/3) (from Ch. 102, par. 43)

Sec. 3. (a) Where the provisions of this Act are not complied with, or where there is probable cause to believe that the provisions of this Act will not be complied with, any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, or in which the affected public body has its principal office, prior to or within 60 days of the meeting alleged to be in violation of this Act or, if facts concerning the meeting are not discovered within the 60-day period, within 60 days of the discovery of a violation by the State's Attorney or, if the person timely files a request for review under Section 3.5, within 60 days of the decision by the Attorney General to resolve a request for review by a means other than the issuance of a binding opinion under subsection (e) of Section 3.5.

Records that are obtained by a State's Attorney from a public body for purposes of reviewing whether the public body has complied with this Act may not be disclosed to the public. Those records, while in the possession of the State's Attorney, are exempt from disclosure under the Freedom of Information Act.

(b) In deciding such a case the court may examine in camera any portion of the minutes of a meeting at which a violation of the Act is alleged to have occurred, and may take such additional evidence as it deems necessary.

(c) The court, having due regard for orderly administration and the public interest, as well as for the interests of the parties, may grant such relief as it deems appropriate, including granting a relief by mandamus requiring that a meeting be open to the public, granting an injunction against future violations of this Act, ordering the public body to make available to the public such portion of the minutes of a meeting as is not authorized to be kept confidential under this Act, or declaring null and void any final action taken at a closed meeting in violation of this Act.

(d) The court may assess against any party, except a State's Attorney, reasonable attorney's fees and other litigation costs reasonably incurred by any other party who substantially prevails in any action brought in accordance with this Section, provided that costs may be assessed against any private party or parties bringing an action pursuant to this Section only upon the court's determination that the action is malicious or frivolous in nature.
(Source: P.A. 99-714, eff. 8-5-16.)

(5 ILCS 120/3.5)

Sec. 3.5. Public Access Counselor; opinions.

(a) A person who believes that a violation of this Act by a public body has occurred may file a request for review with the Public Access Counselor established in the Office of the Attorney General not later than 60 days after the alleged violation. If facts concerning the violation are not discovered within the 60-day period, but are discovered at a later date, not exceeding 2 years after the alleged violation, by a person utilizing reasonable diligence, the request for review may be made within 60 days of the discovery of the alleged violation. The request for review must be in writing, must be signed by the requester, and must include a summary of the facts supporting the allegation. The changes made by this amendatory Act of the 99th General Assembly apply to violations alleged to have occurred at meetings held on or after the effective date of this amendatory Act of the 99th General Assembly.

(b) Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines from the request for review that the alleged violation is unfounded, he or she shall so advise the requester and the public body and no further action shall be undertaken. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the public body within 7 working days. The Public Access Counselor shall specify the records or other documents that the public body shall furnish to facilitate the review. Within 7 working days after receipt of the request for review, the public body shall provide copies of the records requested and shall otherwise fully cooperate with the Public Access Counselor. If a public body fails to furnish specified records pursuant to this Section, or if otherwise necessary, the Attorney General may issue a subpoena to any person or public body having knowledge of or records pertaining to an alleged violation of this Act. For purposes of conducting a thorough review, the Public Access Counselor has the same right to examine a verbatim recording of a meeting closed to the public or the minutes of a closed meeting as does a court in a civil action brought to enforce this Act.

(c) Within 7 working days after it receives a copy of a request for review and request for production of records from the Public Access Counselor, the public body may, but is not required to, answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum. Upon request, the public body may also furnish the Public Access Counselor with a redacted copy of the answer excluding specific references to any matters at issue. The Public Access Counselor shall forward a copy of the answer or redacted answer, if furnished, to the person submitting the request for review. The requester may, but is not required to, respond in writing to the answer within 7 working days and shall provide a copy of the response to the public body.

(d) In addition to the request for review, and the answer and the response thereto, if any, a requester or a public body

may furnish affidavits and records concerning any matter germane to the review.

(e) Unless the Public Access Counselor extends the time by no more than 21 business days by sending written notice to the requester and public body that includes a statement of the reasons for the extension in the notice, or decides to address the matter without the issuance of a binding opinion, the Attorney General shall examine the issues and the records, shall make findings of fact and conclusions of law, and shall issue to the requester and the public body an opinion within 60 days after initiating review. The opinion shall be binding upon both the requester and the public body, subject to administrative review under Section 7.5 of this Act.

In responding to any written request under this Section 3.5, the Attorney General may exercise his or her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion. The decision not to issue a binding opinion shall not be reviewable.

Upon receipt of a binding opinion concluding that a violation of this Act has occurred, the public body shall either take necessary action as soon as practical to comply with the directive of the opinion or shall initiate administrative review under Section 7.5. If the opinion concludes that no violation of the Act has occurred, the requester may initiate administrative review under Section 7.5.

(f) If the requester files suit under Section 3 with respect to the same alleged violation that is the subject of a pending request for review, the requester shall notify the Public Access Counselor, and the Public Access Counselor shall take no further action with respect to the request for review and shall so notify the public body.

(g) Records that are obtained by the Public Access Counselor from a public body for purposes of addressing a request for review under this Section 3.5 may not be disclosed to the public, including the requester, by the Public Access Counselor. Those records, while in the possession of the Public Access Counselor, shall be exempt from disclosure by the Public Access Counselor under the Freedom of Information Act.

(h) The Attorney General may also issue advisory opinions to public bodies regarding compliance with this Act. A review may be initiated upon receipt of a written request from the head of the public body or its attorney. The request must contain sufficient accurate facts from which a determination can be made. The Public Access Counselor may request additional information from the public body in order to facilitate the review. A public body that relies in good faith on an advisory opinion of the Attorney General in complying with the requirements of this Act is not liable for penalties under this Act, so long as the facts upon which the opinion is based have been fully and fairly disclosed to the Public Access Counselor.
(Source: P.A. 99-402, eff. 8-19-15.)

(5 ILCS 120/4) (from Ch. 102, par. 44)

Sec. 4. Any person violating any of the provisions of this Act, except subsection (b), (c), (d), (e), or (f) of Section 1.05, shall be guilty of a Class C misdemeanor.
(Source: P.A. 97-504, eff. 1-1-12; 97-1153, eff. 1-25-13; 98-900, eff. 8-15-14.)

(5 ILCS 120/5) (from Ch. 102, par. 45)

Sec. 5. If any provision of this Act, or the application of this Act to any particular meeting or type of meeting is held invalid or unconstitutional, such decision shall not affect the validity of the remaining provisions or the other applications

of this Act.
(Source: Laws 1957, p. 2892.)

(5 ILCS 120/6) (from Ch. 102, par. 46)

Sec. 6. The provisions of this Act constitute minimum requirements for home rule units; any home rule unit may enact an ordinance prescribing more stringent requirements binding upon itself which would serve to give further notice to the public and facilitate public access to meetings.
(Source: P.A. 78-448.)

(5 ILCS 120/7)

Sec. 7. Attendance by a means other than physical presence.

(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.

(b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical.

(c) A majority of the public body may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the public body. The rules must conform to the requirements and restrictions of this Section, may further limit the extent to which attendance by other means is allowed, and may provide for the giving of additional notice to the public or further facilitate public access to meetings.

(d) The limitations of this Section shall not apply to (i) closed meetings of (A) public bodies with statewide jurisdiction, (B) Illinois library systems with jurisdiction over a specific geographic area of more than 4,500 square miles, (C) municipal transit districts with jurisdiction over a specific geographic area of more than 4,500 square miles, or (D) local workforce innovation areas with jurisdiction over a specific geographic area of more than 4,500 square miles or (ii) open or closed meetings of State advisory boards or bodies that do not have authority to make binding recommendations or determinations or to take any other substantive action. State advisory boards or bodies, public bodies with statewide jurisdiction, Illinois library systems with jurisdiction over a specific geographic area of more than 4,500 square miles, municipal transit districts with jurisdiction over a specific geographic area of more than 4,500 square miles, and local workforce investment areas with jurisdiction over a specific geographic area of more than 4,500 square miles, however, may permit members to attend meetings by other means only in accordance with and to the extent allowed by specific procedural rules adopted by the body. For the purposes of this Section, "local workforce innovation area" means any local workforce innovation area or areas designated by the Governor pursuant to the federal Workforce Innovation and Opportunity Act or its reauthorizing legislation.
(Source: P.A. 100-477, eff. 9-8-17.)

(5 ILCS 120/7.3)

Sec. 7.3. Duty to post information pertaining to benefits offered through the Illinois Municipal Retirement Fund.

(a) Within 6 business days after an employer participating

in the Illinois Municipal Retirement Fund approves a budget, that employer must post on its website the total compensation package for each employee having a total compensation package that exceeds $75,000 per year. If the employer does not maintain a website, the employer must post a physical copy of this information at the principal office of the employer. If an employer maintains a website, it may choose to post a physical copy of this information at the principal office of the employer in lieu of posting the information directly on the website; however, the employer must post directions on the website on how to access that information.

(b) At least 6 days before an employer participating in the Illinois Municipal Retirement Fund approves an employee's total compensation package that is equal to or in excess of $150,000 per year, the employer must post on its website the total compensation package for that employee. If the employer does not maintain a website, the employer shall post a physical copy of this information at the principal office of the employer. If an employer maintains a website, it may choose to post a physical copy of this information at the principal office of the employer in lieu of posting the information directly on the website; however, the employer must post directions on the website on how to access that information.

(c) For the purposes of this Section, "total compensation package" means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted.

(Source: P.A. 97-609, eff. 1-1-12.)

(5 ILCS 120/7.5)

Sec. 7.5. Administrative review. A binding opinion issued by the Attorney General shall be considered a final decision of an administrative agency, for purposes of administrative review under the Administrative Review Law (735 ILCS 5/Art. III). An action for administrative review of a binding opinion of the Attorney General shall be commenced in Cook or Sangamon County. An advisory opinion issued to a public body shall not be considered a final decision of the Attorney General for purposes of this Section.

(Source: P.A. 96-542, eff. 1-1-10.)

ITEM #6

STATE OF ILLINOIS)
)ss
COUNTY OF KENDALL)

RESOLUTION NO: 2005-14

RESOLUTION APPROVING MAYOR PRO TEM POLICY

WHEREAS, the Mayor and City Council deem it in the best interest of the United City of Yorkville to develop a Mayor Pro Tem Policy; and

WHEREAS, the purpose of such a policy is for the Council of Alderpersons to elect one of its members to act as Mayor Pro Tem in the event of a temporary absence or a disability causing the Mayor to be incapacitated from the performance of his duties;

WHEREAS, after extensive study and review, the City Staff, Mayor and City Council developed a Mayor Pro Tem Policy which is attached hereto as Exhibit "A";

NOW THEREFORE BE IT RESOLVED BY THE UNITED CITY OF YORKVILLE, upon motion duly made, seconded, and approved by a majority of those Aldermen voting, that the City hereby adopts the United City of Yorkville Mayor Pro Tem Policy attached hereto as Exhibit "A".

PAUL JAMES	Y	MARTY MUNNS	Y
RICHARD STICKA	Y	WANDA OHARE	Y
VALERIE BURD	Y	ROSE SPEARS	Y
LARRY KOT	Y	JOSEPH BESCO	Y

APPROVED by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 22 day of February, 2005.

Arthur Kaneklis
Mayor

PASSED by the City Council of the United City of Yorkville, Kendall County, Illinois this 22 day of February 2005.

City Clerk

Prepared by:
City Clerk's Office
United City of Yorkville
800 Game Farm Road
Yorkville, IL 60560
630/553-4350
Fax: 630-553-7575

United City of Yorkville
Mayor Pro Tem Policy – Approved 2/22/05

MAYOR PRO TEM.

(A) There is created the office of Mayor Pro Tem for the City.

(B) In the event of a temporary absence, or a disability causing the Mayor of the City to be incapacitated from the performance of his duties, but which by law does not create a vacancy in the office of Mayor, the Council of Alderpersons shall elect one of its members to act as Mayor Pro Tem. The Mayor Pro Tem, during the absence or disability of the Mayor, shall perform the duties and possess all the rights and powers of the Mayor.

(C) The selection of a Mayor Pro Tem shall be made on an annual basis at the first City Council meeting in May. The Council of Alderpersons shall vote to elect one of its members Mayor Pro Tem. No member may be elected as Mayor Pro Tem for two consecutive years. However, the Mayor Pro Tem shall not act as Mayor Pro Tem unless and until the Mayor is temporarily absent or is disabled to an extent so as to incapacitate him from the performance of his duties.

(D) In the event the Mayor fails to attend a meeting of the City Council, the Mayor Pro Tem shall act as a temporary chairman for the meeting of the City Council, and while so serving as temporary chairman, shall have only the power of a presiding officer and a right to vote in his capacity as Alderperson on any ordinance, resolution, or motion.

Statutory reference:
Mayor pro tem, see ILCS Ch. 65, Act 5 § 3.1-35-35

1-6-5: SALARIES:

A. Officials; Annual Salaries:

1. Mayor: Eight thousand five hundred dollars ($8,500.00) (includes $1,000.00 liquor control commissioner) plus one hundred dollars ($100.00) for each city council meeting attended.

2. Aldermen: Three thousand six hundred dollars ($3,600.00) (all aldermen) plus one hundred dollars ($100.00) for each city council meeting attended.

3. City Clerk: Three thousand six hundred dollars ($3,600.00) plus one hundred dollars ($100.00) for each city council meeting attended.

4. Treasurer: Three thousand six hundred dollars ($3,600.00) plus one hundred dollars ($100.00) for each city council meeting attended. (Ord. 2008-03, 1-22-2008)

5. Deputy Clerk: One thousand dollars ($1,000.00) plus one hundred dollars ($100.00) for each city council meeting attended.

6. Deputy Treasurer: One thousand dollars ($1,000.00).

7. Special Meetings: If there is a "special" city council meeting called, there is an additional one hundred thirty five dollars ($135.00) to the mayor, city clerk, deputy clerk, treasurer and each alderman attending. (Ord. 2013-48, 8-13-2013)

B. Date Of Payment Of Municipal Compensation: Elected officials shall be paid each month for one-twelfth ($^{1}/_{12}$) of their annual salary plus compensation for city council meetings attended the previous month. (Ord. 2012-46, 11-13-2012)

C. Health Insurance Plan Participation: Effective with those officials elected at the next municipal election in 2015, and subsequent municipal elections, their compensation shall not include participation in the city's health insurance program; provided, however, that all elected officials elected at the next municipal election in 2015, and subsequent municipal elections, may participate in the city's health, dental, vision and life insurance, as from time to time offered to its full time employees and their families, so long as such elected officials pay one hundred percent (100%) of all premiums related thereto. (Ord. 2014-37, 8-12-2014)

UNITED CITY OF YORKVILLE
KENDALL COUNTY, ILLINOIS

ORDINANCE NO. 2014-37

AN ORDINANCE OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS, AMENDING THE COMPENSATION OF ELECTED OFFICIALS

Passed by the City Council of the
United City of Yorkville, Kendall County, Illinois
This 12th day of August, 2014

Published in pamphlet form by the
authority of the Mayor and City Council
of the United City of Yorkville, Kendall
County, Illinois on September 18, 2014.

Ordinance No. 2014-37

AN ORDINANCE OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS, AMENDING THE COMPENSATION OF ELECTED OFFICIALS

WHEREAS, the United City of Yorkville (the "*City*") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, section 3.1-50-5 of the Illinois Municipal Code (65 ILCS 5/3.1-50-5) provides that the compensation of municipal officers shall be established by ordinance and shall not be amended during the term of any officer holding an elective office; and,

WHEREAS, the Mayor and City Council desire to amend the compensation of officials elected at the next and subsequent municipal elections by eliminating the health insurance benefit, as set forth in Section 1-6-5 of the Yorkville City Code, the cost of which has been paid by the City for those elected officials.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, as follows:

Section 1. The above recitals are incorporated and made a part of this Ordinance.

Section 2. Title 1, Chapter 6, Section 1-6-5 of the Yorkville City Code is hereby amended by deleting Subsection C. and replacing said Subsection with the following in its stead:

"C. Health Insurance Plan Participation: That effective with those officials elected at the next municipal election in 2015 and subsequent municipal elections, their compensation shall not include participation in the City's health insurance program; provided, however, that all elected officials elected at the next municipal election in 2015 and subsequent municipal elections may participate in the City's health, dental, vision and life insurance, as from time-to-time offered to its full-time employees and their families, so long as such elected officials pay one hundred percent (100%) of all premiums related thereto."

Section 3. This Ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law.

Adopted by the City Council of the United City of Yorkville, Kendall County, Illinois this 12 day of AUGUST, 2014.

Beth Warren
CITY CLERK

CARLO COLOSIMO	Y	KEN KOCH	—
JACKIE MILSCHEWSKI	Y	LARRY KOT	Y
CHRIS FUNKHOUSER	Y	JOEL FRIEDERS	Y
ROSE ANN SPEARS	N	DIANE TEELING	Y

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 18 day of AUGUST, 2014.

MAYOR

Attest:

CITY CLERK

Introduction to Robert's Rules of Order

1. What is Parliamentary Procedure?
2. Why is Parliamentary Procedure Important?
3. Example of the Order of Business
4. Motions
5. Types of Motions
6. How are Motions Presented?
7. Voting on a Motion

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.

9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
    a. Wait until the last speaker has finished.
    b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
    c. Wait until the Chairman recognizes you.
2. Make Your Motion
    a. Speak in a clear and concise manner.
    b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
    c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a

second.

5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
    a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
    b. The membership then either debates your motion, or may move directly to a vote.
    c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
    a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
    b. The mover is always allowed to speak first.
    c. All comments and debate must be directed to the chairman.
    d. Keep to the time limit for speaking that has been established.
    e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
    a. The Chairman asks, "Are you ready to vote on the question?"
    b. If there is no more discussion, a vote is taken.
    c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a

count unless the chairman so desires. Members raise their hands or stand.

5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

ORDER OF PRECEDENCE OF MOTIONS.

[Editor's note: This is a modified version of the original, to adapt it to the needs of an online document.]

The ordinary motions rank as follows, the lowest in rank being at the bottom and the highest at the top of the list. When any one of them is immediately pending the motions above it in the list are in order, and those below are out of order.

1	2	3	4	5	Motion
-	X	a	X	-	Fix the Time to which to Adjourn.
-	X	b	-	-	Adjourn.
-	X	c	X	-	Take a Recess.
-	X	-	-	-	Raise a Question of Privilege.
-	X	-	-	-	Call for the Orders of the Day.
-	-	-	-	-	Lay on the Table.
-	-	-	-	X	Previous Question.
-	-	-	-	X	Limit or Extend Limits of Debate.
X	-	-	X	-	Postpone to a Certain Time.
X	-	-	X	-	Commit or Refer.
X	-	-	X	-	Amend.
X	-	-	-	-	Postpone Indefinitely.
X	-	-	X	-	A Main Motion.

Columns:

1 - Debatable
2 - Usually Privileged
3 - Not always privileged:
    a - Privileged only when made while another question is pending, and in an assembly that has made no provision for another meeting on the same or the next day.
    b - Loses its privileged character and is a main motion if in any way qualified, or if its effect, if adopted, is to dissolve the assembly without any provision for its meeting again.
    c - Privileged only when made while other business is pending.
4 - Can be amended
5 - Require a 2/3 vote for their adoption; the others require only a majority.

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. **§** indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

STATE OF ILLINOIS)
) ss
COUNTY OF KENDALL)

ORDINANCE No. 2006-97

ORDINANCE AMENDING CITY CODE TITLE 1 – ADMINISTRATION, CHAPTER 5 – MAYOR AND CITY COUNCIL REGARDING DISSEMINATION OF INFORMATION

Whereas the United City of Yorkville has taken up, discussed and considered amending the City Code (Title and Chapter as referenced above) regarding dissemination of information, and

Whereas the Mayor and City Council have discussed that it may be prudent to amend Title 1 -- Administration, Chapter 5 – Dissemination of Information by adding Section 1-5-5 as depicted on the attached Exhibit "A".

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE UNITED CITY OF YORKVILLE, upon Motion duly made, seconded and approved by a majority of those so voting, that Title 1 -- Administration, Chapter 5 – Dissemination of Information of the City Code of the United City of Yorkville is hereby amended by adding Section 1-5-5, as depicted on the attached Exhibit "A".

This Ordinance shall be effective upon its passage.

JAMES BOCK	Y	JOSEPH BESCO	Y
VALERIE BURD	Y	PAUL JAMES	Y
DEAN WOLFER	Y	MARTY MUNNS	Y
ROSE SPEARS	Y	JASON LESLIE	Y

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 26 day of Sept, A.D. 2006.

MAYOR

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this 26 day of Sept, A.D. 2006.

ATTEST:

CITY CLERK

Prepared by:

John Justin Wyeth
City Attorney
United City of Yorkville
800 Game Farm Road
Yorkville, IL 60560

United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560
Telephone: 630-553-4350
Fax: 630-553-7575

Amendment to the United City of Yorkville City Code Title 1, Chapter 5
1-5-5

Dissemination of Information

A. Realizing that it is in the best interest of a municipality to have informed representatives making decisions based on all available information, and that it is in the best interest of a municipality to have an informed electorate, the following have been enacted:

1. The aldermen of the United City of Yorkville, together and independently, have the right to request and receive existing information relating to all areas of City business from any appropriate city official or appropriate employee. Such information should be received by the alderman or aldermen making the request within five working days after the request has been made.

   Any employee, official or department head who refuses to comply with the request for information, or willfully obstructs or retards the dissemination of such information, will be found to be derelict in his or her duties, and may face disciplinary action or termination.

2. The Corporate Authorities as a body have the sole right to determine what information will be made available to the public, based on the Illinois Freedom of Information Act as interpreted by the Attorney General of the State of Illinois.

UNITED CITY OF YORKVILLE
KENDALL COUNTY, ILLINOIS

ORDINANCE NO. 2017-03

AN ORDINANCE OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS, AMENDING THE YORKVILLE CITY CODE AS IT RELATES TO THE APPOINTMENT OF MUNICIPAL OFFICERS

Passed by the City Council of the
United City of Yorkville, Kendall County, Illinois
This 14th day of February, 2017

Published in pamphlet form by the
authority of the Mayor and City Council
of the United City of Yorkville, Kendall
County, Illinois on March 6, 2017.

Ordinance No. 2017-03

AN ORDINANCE OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS, AMENDING THE YORKVILLE CITY CODE AS IT RELATES TO THE APPOINTMENT OF MUNICIPAL OFFICERS

WHEREAS, the United City of Yorkville, Kendall County, Illinois (the "*City*") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, the Mayor and City Council desire to amend the Yorkville City Code as it related to the appointment of Municipal Officers.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, as follows:

Section 1. That Title 1 of the Yorkville City Code is hereby amended by deleting Section 1-6-1 in its entirety and inserting in lieu thereof the following:

1-6-1: MUNICIPAL OFFICERS:

A. Appointive Officers: At the first meeting of the fiscal year after the election of the mayor meeting, the mayor by and with the advice and consent of the city council shall appoint the following officers: city clerk, city treasurer, city administrator, director of finance, director of public works, chief of police, director of parks and recreation, building inspector/zoning officer, city engineer, city attorney, budget officer. Each appointment shall be in effect until the removal from office of the officer (see section 1-6-2 of this chapter), but in no event shall extend beyond the term of the mayor.

B. Elected Officials: The annual election for four (4) aldermen and mayor shall be held on the first Tuesday of April in each odd numbered year. Said aldermen shall hold their offices for the terms of four (4) years and until their successors are elected and qualified.

All elected municipal officers shall commence their term at the first regular or special meeting of the corporate authorities during the month of May following such election.

Section 2. That Title 1 of the Yorkville City Code is hereby amended by deleting Section 1-6A-1 in its entirety and inserting in lieu thereof the following:

The city clerk shall receive such compensation as shall be fixed from time to time by ordinance, resolution, or vote of the city council as recommended through the adopted city salary schedule.

Section 3. That Title 1 of the Yorkville City Code is hereby amended by deleting Section 1-6A-2 in its entirety and inserting in lieu thereof the following:

It shall be the duty of the city clerk to:

A. Attend all regular and special meetings of the City Council including executive sessions and keep minutes of the same.

B. Maintain the power and duty to execute all documents required by law or ordinance.

C. Perform all other duties defined statutorily to be performed by the city clerk as well as any additional duties as determined from time to time by the corporate authorities.

Section 4. That Title 1 of the Yorkville City Code is hereby amended as follows:

"1-6B-1: Duties" shall be renumbered as "1-6B-2: Duties" and Section 1-6B-1 shall now read "The city treasurer shall receive such compensation as shall be fixed from time to time by ordinance, resolution, or vote of the city council as recommended through the adopted city salary schedule."

"1-6B-2: Deputy Treasurer" shall be renumbered as "1-6B-3: Deputy Treasurer"

"1-6B-2-1: Position Created" shall be renumbered as "1-6B-3-1: Position Created"

"1-6B-2-2: Appointment, Term, Removal" shall be renumbered as "1-6B-3-2: Appointment, Term, Removal"

"1-6B-2-3: Compensation" shall be renumbered as "1-6B-3-3: Compensation"

"1-6B-2-4: General Duties" shall be renumbered as "1-6B-3-4: General Duties"

Section 5. This Ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this 14 day of February, 2017.

Beth Warren
CITY CLERK

CARLO COLOSIMO	Y	KEN KOCH	Y
JACKIE MILSCHEWSKI	Y	JOEL FRIEDERS	Y
CHRIS FUNKHOUSER	Y	SEAVER TARULIS	Y
DIANE TEELING	Y		

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 17 day of FEBRUARY, 2017.

Gary J. Kolb
MAYOR

Attest:
Beth Warren
City Clerk

STATE OF ILLINOIS)
) ss.
COUNTY OF KENDALL)

Resolution No. 2008-46

RESOLUTION APPROVING A REVISED ECONOMIC INCENTIVE POLICY

WHEREAS, the City Council of the United City of Yorkville has considered and discussed the importance of updating the United City of Yorkville's Economic Incentive Policy; and,

WHEREAS, the City Council has determined that it desires to update the Economic Incentive Policy; and,

WHEREAS, after a thorough discussion of proposed revisions to the Economic Incentive Policy previously adopted by the City Council, it has been determined to be in the best interests of the United City of Yorkville to repeal the previous Economic Incentive Policy and adopt a new policy in the form attached hereto in *Exhibit A*.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, that the Economic Incentive Policy in the form set forth on *Exhibit A* attached hereto and incorporated herein is hereby adopted as the Economic Incentive Policy of the City and the Economic Incentive Policy heretofor adopted by the City Council is hereby repealed in its entirety.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois, this 9 day of December, A.D. 2008.

ROBYN SUTCLIFF	Y	JOSEPH BESCO	Y
ARDEN JOE PLOCHER	Y	WALLY WERDERICH	Y
GARY GOLINSKI	Y	MARTY MUNNS	Y
ROSE SPEARS	Y	BOB ALLEN	Y

APPROVED by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 9 day of DECEMBER, A.D. 2008.

Valerie Burd
Mayor

Attest:

City Clerk

EXHIBIT "A"

ECONOMIC INCENTIVE POLICY

Policy Purpose

The purpose of this policy is to provide the City Council a framework for determining the appropriate economic incentives to offer developers or businesses locating or expanding within the City. Each development project is different; therefore, incentives appropriate to one project may be very different than incentives appropriate to another. Economic incentive agreements will be evaluated on an individual basis based upon the merits of the specific project and with consideration to the value that project has on the economy of the City. The City's role in subsidizing the cost of new development or redevelopment should be in recognition that the project would not move forward without the financial assistance of the City and the amount should be in proportion to the quality of new full-time jobs created and the new tax dollars generated.

General Incentive Parameters

1. Project must be able to show that it generates new sales tax dollars or creates new professional, skilled or semi-skilled full-time jobs.

2. Incentive must be based on a defined gap between project costs and anticipated revenues.

3. Specific project milestones must be tied to incentives (i.e. Square feet constructed, key retailers operating, incremental new tax dollars generated, type of jobs created)

4. Duration for payback, both in terms of amount of time and money, must be in the agreement

Evaluation Criteria

The City shall consider all aspects of a proposed project including:

1) financial feasibility

2) type of project being proposed (mixed-use, lifestyle center, traditional retail, manufacturing, office)

3) businesses which would enhance and diversify the City's tax base (department store, electronics specialty, furniture, auto dealer)

4) location within the community

5) amount of estimated new tax revenues to be generated

6) amount of quality full-time jobs created

7) benefits generated to city beyond project site

8) review of project costs, private sector financing, public improvement costs and any gaps between available funding and total project costs

9) incentive should be contingent upon construction of the proposed project and the attainment of new sales taxes generated.

Section 2.18.2 Criminal Inspections/Searches

When a supervisor or an employee has reasonable suspicion that a criminal act or threat of violence has or will occur he or she shall contact the local police department immediately. The local police will determine if an inspection is warranted and conduct such inspection. Only law enforcement personnel shall conduct such inspection. Any abuse of this provision within the employee manual by any employee shall be subject to disciplinary action up to termination.

Section 2.19 Nepotism

Section 2.19.1 Prohibition on Employing the Spouse/Relatives of Department Heads/Elected Officials/Paid Appointed Officers (Anti-Nepotism)

a. It shall be the policy of the City that it shall not employ the spouse or a relative of the following Department Heads, Elected Officials, or Paid Appointed Officers: Mayor, Aldermen, Clerk, Treasurer, City Administrator, Chief of Police, Director of Parks and Recreation, Director of Finance, City Engineer, Director of Public Works, Community Development Director, Building and Zoning Officer, and City Attorney. For this purpose, a relative is deemed to mean a spouse, parents, grandparents, children or grandchildren, siblings, aunts, uncles, in-laws, and step relatives within the same categories.
b. This policy restricting employment of certain spouses and relatives shall not apply to any prohibited relationships existing on the date of passage of this provision.

Section 2.19.2 Spouse/Relatives of Department Heads/Elected Officials

a. The employment of a spouse or a relative of any Department Head or elected official may be subject to a confidentiality disclosure agreement or conflict of interest agreement as deemed necessary by the City Attorney. For this purpose, a relative is deemed to mean a spouse, parents, grandparents, children or grandchildren, siblings, aunts, uncles, in-laws, and step relatives within these categories.
b. This policy is intended to comply with the requirements of all applicable federal, state, and local laws. The City Administrator is responsible for the coordination, administration and implementation of the provisions of this policy as approved by the City Council.

Section 2.19.3 Relatives of All Employees

a. The purpose of this policy is to establish consistent guidelines concerning the employment of relatives of employees of the City. Relative is deemed to mean a spouse, parents, grandparents, children or grandchildren, siblings, aunts and uncles, in-laws and step-relatives, within these categories. It is the policy of the City to provide all employees with equal employment opportunities for career advancement without fear of favoritism or penalty, actual or implied, based on family relations.
b. The employment of a relative of any full-time City employee, in a full or part-time position, is prohibited if such employment shall cause the new employee to come under direct supervision of or provide direct supervision to the related full-time employee.

c. Full-time City employees will not be considered for promotion or transfer if such change shall cause the employee to come under, or to provide direct supervision to a related City employee.
d. If employees in a supervisory relationship become related after employment, every effort will be made to transfer one of the employees to a position where no supervisory relationship exists. If neither employee volunteers to transfer, the City Administrator will arrange an involuntary transfer at his or her discretion. Transfer decisions may be based on, but are not limited to, such factors as the grade of each affected employee's position, the availability of openings for which the affected employees are qualified, and the availability of replacement candidates for the affected employees' positions.
e. This policy is intended to comply with the requirements of all applicable federal, state and local laws.
f. The Mayor or his designee is responsible for the coordination, administration and implementation of the provisions of this policy as approved by the City Council. Prior to the application of this policy regarding employment or transfer decisions with respect to spouses, supervisors must contact the Mayor to ensure compliance with applicable federal, state and local laws.

Section 2.20 Dissemination of Information Policy

Title 1, Chapter 5, Section 5 of the City code outlines the Dissemination of Information Policy:

A. Realizing that it is in the best interest of a municipality to have informed representatives making decisions based on all available information, and that it is in the best interest of a municipality to have an informed electorate, the following have been enacted:

1. The aldermen of the United City of Yorkville, together and independently, have the right to request and receive existing information relating to all areas of city business from any appropriate city official or appropriate employee. Such information should be received by the alderman or aldermen making the request within five (5) working days after the request has been made.

2. Any employee, official or department head who refuses to comply with the request for information, or willfully obstructs or retards the dissemination of such information, will be found to be derelict in his or her duties, and may face disciplinary action or termination.

3. The corporate authorities as a body have the sole right to determine what information will be made available to the public, based on the Illinois freedom of information act as interpreted by the attorney general of the state of Illinois.

STATE OF ILLINOIS)
) ss
COUNTY OF KENDALL)

ORDINANCE No. 2005-46

REGARDING PROHIBITING CONTRACTUAL RELATIONSHIPS WITH SPOUSES AND RELATIVES OR CERTAIN ELECTED OFFICIALS, OFFICERS AND EMPLOYEES OF THE UNITED CITY OF YORKVILLE

Whereas the United City of Yorkville has taken up, discussed and considered prohibiting engaging or contracting for services or products certain persons, firms or companies related to specific elected officials, officers and employees of the City; and,

Whereas, said policy is intended to avoid any actual, or perceived conflict of interest, wrongdoing or favoritism in the processes of engaging or contracting for products and/or services by the United City of Yorkville and its elected officials, officers and employees; and,

Whereas, the Mayor and Aldermen do not find that any problematic conflicts exist at the present time, it is prudent to establish this policy before such time that such a conflict, wrongdoing, or favoritism may occur; and

Whereas the Mayor and Aldermen have discussed that it may be prudent to establish such a policy by Ordinance in the form depicted on the attached Exhibit "A".

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE UNITED CITY OF YORKVILLE, upon Motion duly made, seconded and approved by a majority of those so voting, that provisions set forth in Exhibit "A" are hereby approved and adopted and that said provisions shall be set forth in the Yorkville City Code as new

Section 1-13-1 et seq. (Title 1 -- Administration, Chapter 13 – Prohibited Contracts with Spouses or Relatives, Section 1)

WANDA OHARE	Y	JOSEPH BESCO	Y
VALERIE BURD	Y	PAUL JAMES	Y
DEAN WOLFER	Y	MARTY MUNNS	Y
ROSE SPEARS	Y	JASON LESLIE	Y

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 24 Day of May, A.D. 2005.

MAYOR

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this 24 day of May, A.D. 2005.

ATTEST:

CITY CLERK

Prepared by:

John Justin Wyeth
City Attorney
United City of Yorkville
800 Game Farm Road
Yorkville, IL 60560

TITLE 1 -- ADMINISTRATION

Chapter 13

Prohibited Contracts with Spouses or Relatives (Anti-Nepotism)

1-13-1 PROHIBITED CONTRACTS AND ENGAGMENTS:

a. It shall be the policy of the City that it shall not engage or contract for the provision or services or products, nor shall it engage or contract with entities, firms or corporations owned or controlled by the spouse or a relative of the following Department Heads, Elected Officials, or Paid Appointed Officers: Mayor, Aldermen, Clerk, Treasurer, City Administrator, Chief of Police, Executive Director of Parks and Recreation, Finance Director, City Engineer, Director of Public Works, Building and Zoning Officer, City Attorney.

b. For this purpose, a relative is deemed to mean a spouse, parents, grandparents, children or grandchildren, siblings, aunts, uncles, in-laws, and step relatives within the same categories.

c. For this purpose," owns or controls" shall be defined as, 1. personally providing the product or service, 2. any position of management wherein the prohibited relative shall work on the provision of the service or product to the City, or 3. any ownership interest in excess of 5% of the entity, firm or corporation.

d. This policy restricting the employment spouses and relatives shall not effect, and have no impact whatsoever on any currently engaged business relationship of the City existing on the date of passage of this provision. However, said relationship will not be renewed after the conclusion of the contract or engagement.

UNITED CITY OF YORKVILLE
APPLICATION FOR "SNOWBIRD POLICY"

Pursuant to City code, a utility customer that will be absent from their residence for a period of more than 60 consecutive days with intent to reoccupy the residence, may apply to have their water and refuse charges waived for that period. However, all other utility billing charges would remain in effect for each billing cycle, as listed below:

- Yorkville Bristol Sanitary District (YBSD) wastewater treatment fee (will be reduced to $25.45 per billing cycle).
- Sewer Maintenance Fee.
- Sewer Infrastructure Fee.
- Water Infrastructure Fee.
- Road Infrastructure Fee.

For more information regarding charges for the City's "Snowbird Policy", please visit the City's website at http://www.yorkville.il.us/168/Snowbird-Utility-Policy.

Resident's Name _____

Service Address _____

Phone Number_____ Account Number _____

E-Mail Address_____

Forwarding Address _____

_____

I Will Be Leaving On _____ I Will Return On _____

Please note that it will be your responsibility to notify the City upon your return, by contacting Judy Dyon, Utility Billing Clerk, at (630) 553-8522 or by e-mail at jdyon@yorkville.il.us.

Snowbird Utility Policy

If you are absent from your residence for a period of 60 consecutive days or more you qualify for the Snowbird Utility Account Policy. The United City of Yorkville utility charges for water, sewer and refuse will be waived during your absence; however, the bi-monthly infrastructure fees totaling $60.76 will still be assessed.

Water Shut Off

If you wish to have your water shut off at the curb box during your vacancy you will be charged a $25 shut off fee that is to be paid prior to the shut off order being issued.

Wastewater Treatment

The Yorkville-Bristol Sanitary District wastewater treatment charge of $76.11 per unit will be reduced to $25.45. That is the debt service loan portion of the bill. The operation and maintenance fee of $50.66 will be waived.

Snowbird Bill

The total snowbird bill will be $86.21. For Grande Reserve residents the total snowbird fee is $60.76.

Snowbird Application

It is your responsibility to inform the city of your return. The Snowbird Application Form can be completed online.

1-7-3: CONTRACTS AND PURCHASES[1]:

A. Definitions: The expression "lowest responsible bidder", as used in this section and in the City's bidding documents, shall be deemed to mean the lowest bidder whose offer best represents in quality, fitness and capacity the requirements of the proposed work or usage. (Ord. 1975-8, 6-26-1975)

B. Bids For All Contracts For Services Of Materials Over Twenty Five Thousand Dollars:

1. Advertising For Bids: Except as otherwise provided herein, all contracts of whatever nature for labor, services or work, and for the purchase or lease of materials or supplies involving amounts in excess of twenty five thousand dollars ($25,000.00) made by or on behalf of the City shall be let to the lowest responsible bidder following notice as required in the following subsections:

   a. Notice shall be published in a newspaper of general circulation throughout the City at least once which publication shall be at least fifteen (15) days prior to the time designated for opening bids. The notice shall include a general description of the article or service desired, shall state the time, date and place of bid opening, and shall designate where bidding documents may be obtained.

   b. All purchases or contracts to be let shall be noticed by posting on the public bulletin board in the City Hall. (Ord. 2017-72, 11-28-2017)

2. Bidding Procedures:

   a. Bidder's Security: All bids must be sealed and, in the case of contracts for construction of Municipal buildings or facilities or for labor, shall be accompanied by security, either cash, cashier's check, certified check or surety bond, in a sum equal to ten percent (10%) of the total aggregate of the bid. The successful bidder shall forfeit his bid security upon such bidder's failure or refusal to execute the contract within the time designated in the bid documents. The City Council, in such event, may award the contract to the new lowest responsible bidder.

   b. Other Bond Requirements: A faithful performance bond, labor and material bond and other bonds may be required by the City Council in amounts reasonably necessary to protect the City's interests in obtaining the services or work involved. If bonds are required, the form and amount thereof shall be designated in the notice inviting bids.

   c. Bid Opening Procedures: All bids shall be submitted to the City Clerk, who shall safeguard them in a sealed condition until the time noticed for public bid opening. At the time and place stated in the public notices, the City Clerk or designee shall publicly open all bids. The tabulation of all bids or copies of bids received shall be available for public inspection in the Clerk's Office for a period of not less than thirteen (13) days after the bid opening.

   d. Award Of Contracts:

      (1) Lowest Responsible Bidder: The City Council may make an award of contract to the lowest responsible bidder. If considered to be in the best interest of the City, selected portions of the lowest responsible bid may be accepted and award made accordingly. In the alternative, the City Council may either reject all bids and readvertise or authorize the City itself to perform the work and directly acquire the items desired in accordance with the immediately following provision.

      (2) Direct Method: After bids are rejected or if no bids are received, the City Council, by resolution and act of majority vote of the Council, including the Mayor, may authorize the work done by City personnel and equipment or may authorize the purchase of the material and equipment for services involved on the open market without complying with the requirements of this section, provided that the City Council reserves competent information or data that the City itself is capable of completing the project involved in a more satisfactory or economical manner or that the materials, equipment or services may be purchased more economically on the open market.

e. Tie Bids: If two (2) or more bids are received which are in all respects equal, the contract shall be awarded to the bidder maintaining a place of business in the City. However, if all or none of said bidders maintain a place of business in the City, then the contract shall be awarded by drawing lots.

3. Exemptions From Bidding Requirements:

a. Notwithstanding any provisions of this section to the contrary, the competitive bidding procedures and requirements may be dispensed within any of the following instances:

(1) When a commodity being purchased is standardized in a manner to be compatible with equipment or articles in existing City use and in order to obtain more function or economic use from such existing equipment or articles, together with such commodity.

(2) When in public session, the City Council has received competent information, data and sworn testimony supporting the facts that the product or service desired is provided only by one person or firm.

(3) The City Council may authorize the purchase of materials, supplies, equipment and services or may order work performed by the City upon a finding of support by competent information or data that such purchase or work is urgent and immediately necessary for the preservation of life, health and property. The term "urgent and immediately" as used herein shall be deemed to mean threatening to happen at once, such as an impending danger or calamity.

(4) When an agreement involves acquisition of services, equipment or any agreement entered into with another governmental entity.

(5) The City may award a renewal or extension of an existing contract or agreement with any supplier or vendor of services, equipment, materials or work performed by or on behalf of the City in the event that the City is satisfied with the past performance of the entity providing said service, equipment or work. In the event the City Council wishes to make a renewal or extension of an existing agreement with the City, no competitive bidding shall be required by the City Council by a vote of the majority of the Aldermen then holding office. Nothing contained herein shall be interpreted to restrict the power of the City to amend the terms of any existing agreement upon renewal or extension thereof so long as the City Council passes a resolution approving the terms of any amendment or modification of an existing agreement.

(6) The City may award any contract or approve any purchase of materials without advertising for bids if authorized by two-thirds ($^2/_3$) of the Aldermen then holding office. (Ord. 2008-33, 5-13-2008)

C. Bids For All Contracts For Services Of Materials Five Thousand Dollars To Twenty Five Thousand Dollars:

1. Soliciting Quotes: Except as otherwise provided herein, all contracts of whatever nature for labor, services or work, and for the purchase or lease of materials or supplies involving amounts from five thousand dollars ($5,000.00) to twenty five thousand dollars ($25,000.00) made by or on behalf of the City shall be let to the lowest responsible bidder as required in the following subsections:

a. No expenditures for labor, services or work for the purchase or lease of materials or supplies may be made unless the cost thereof was included in the budget of the City department requesting such expenditure.

b. Solicitation for quotes shall be in writing to all businesses located within the City boundaries providing such labor, services or work or manufacturing, selling or distributing the materials or supplies which have registered with the City as hereinafter provided.

c. Signature of department head or their designee, written bids and Council approval of the expenditure shall be required.

d. For the purpose of soliciting and obtaining quotes, e-mail shall constitute a writing in addition to any other handwritten or typewritten communication. (Ord. 2017-72, 11-28-2017)

D. Registration Of City Businesses:

1. All businesses located within City boundaries shall have the right, but not the obligation, to register with the City Clerk on a form provided by the City Clerk, itemizing all of the services or materials provided by such business and stating a contact person, e-mail address or such other method for communication or correspondence as deemed sufficient to permit such business to submit a quote to the City for the provision of services or materials. (Ord. 2008-33, 5-13-2008)

E. Expenditures Under Five Thousand Dollars:

1. Every contract or purchase involving an expenditure of less than five thousand dollars ($5,000.00) shall require a receipt or invoice for such expenditure from the provider or seller and shall be signed by the department head or their designee. (Ord. 2011-11, 3-22-2011)

UNITED CITY OF YORKVILLE
FUND BALANCE POLICY

Purpose

A Fund Balance Policy establishes a minimum level at which the projected end-of-year fund balance should observe, as a result of the constraints imposed upon the resources reported by the governmental funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the United City of Yorkville will be able to respond to emergencies with fiscal resiliency. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

It is the City's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of funds balance to mitigate current and future risks and to ensure tax rates. Fund balance levels are also crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the General Fund to evaluate the City's continued creditworthiness.

Definitions

Governmental Funds

The fund balance will be composed of three primary categories:

1) Nonspendable Fund Balance – portion of a Governmental Fund's fund balance that are not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

2) Restricted Fund Balance – portion of a Governmental Fund's fund balance that are subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).

3) Unrestricted Fund Balance – is made up of three components:

   A) Committed Fund Balance – the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal City Council action. The same action is required to remove the commitment of fund balance.

   B) Assigned Fund Balance – the portion of a Governmental Fund's fund balance to denote an intended use of resources but with no formal City Council action.

   C) Unassigned Fund Balance – available expendable financial resources in a governmental fund that is not the object of tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned).

Flow of Funds

The United City of Yorkville assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

Authority
Governmental Funds

Committed Fund Balance – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the City Council. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance. Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.

Assigned Fund Balance – An informal, self-imposed constraint on spending the fund balance based on the City's intent to use fund balance for a specific purpose. The Budget Officer will determine if a portion of fund balance should be assigned.

Minimum Unrestricted Fund Balance Levels

Governmental Funds

General Fund

Purpose – Is a major fund and the general operating fund of the United City of Yorkville. It is used to account for all activities that are not accounted for in another fund.

Fund Balance – Unrestricted fund balance targets should represent no less than 30% of the annual General Fund appropriations budget.

Special Revenue Fund

Purpose - Used to account for and report the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes other than debt service or capital projects.

Financing – Special revenue funds are provided by a specific annual property tax levy or other restricted and/or committed revenue source. Financing may also be received from charges for services, etc.

Fund Balance – Derived from property taxes (or another restricted revenue source); therefore, legally restricted. The portion of fund balance derived from property taxes will be legally restricted. The remaining fund balance amount (restricted and/or committed) will vary and be adjusted annually with the adoption of the annual budgets for these funds.

Debt Service Fund

Purpose – Established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Financing – The municipality levies an amount or transfers in an amount close to the principal and interest that is anticipated to be paid.

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should be at maximum the amount of the subsequent fiscal year's principal and interest payments.

Capital Projects Fund

Purpose - Established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds.

Financing – Debt financing, grants, licenses and permits and interfund transfers are used to finance projects.

Fund Balance – Considered segregated for maintenance, construction and/or development; therefore, considered committed, restricted, or assigned depending on the intended source and use of the funds.

Proprietary Funds

Proprietary funds include enterprise and internal service funds.

Enterprise Fund

Purpose – For financial reporting purposes, and Enterprise Fund is established to account for and report financial resources at are invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the fund. The focus of enterprise fund measurement is based upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Financing – User fees, debt financing, and/or grants are used to finance operations, capital outlay and improvements, and debt service retirements.

Fund Balance Equivalent – For financial reporting purposes, the equity portion of a proprietary (enterprise or internal service) fund's balance sheet is comprised of "Net Assets", which is equal to total fund assets less total fund liabilities. Net Assets are comprised of three primary components: 1.) *Invested in Capital Assets, Net of Related Debt* (i.e., amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets); 2.) *Restricted Net Assets* relate to bond covenant reserves as outlined in the bond ordinance; and 3.) *Unrestricted Net Assets*.

For budgetary purposes management has chosen to deviate from the traditional full accrual presentation of enterprise funds, and instead uses a modified accrual approach. This modified accrual approach converts net assets into a "fund balance equivalent", by excluding long-term assets and liabilities. It is management's assertion that the modified accrual approach is preferable for budgetary purposes, because it more accurately reflects the funds ability to satisfy short-term obligations (operations, capital outlay and debt service) in current and subsequent fiscal years. Fund Balance Equivalency targets for enterprise funds should be maintained at no less than 25% of the annual appropriations budget.

Other Considerations

In establishing the above policies for unrestricted fund balance levels, the United City of Yorkville considered the following factors:

- The predictability of the City's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile).
- The City's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts).
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund).
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained).
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose).

If any of the above factors change, the City should readdress current unrestricted fund balance levels to ensure amounts are appropriate.

RESOLUTION NO. 2012- 31

RESOLUTION APPROVING A REVISED INVESTMENT POLICY

WHEREAS, the City Council of the United City of Yorkville has considered and discussed the importance of updating the United City of Yorkville Investment Policy, and

WHEREAS, the text of the United City of Yorkville Investment Policy the City Council now desires to adopt is set forth on the attached Exhibit "A" which is incorporated herein, and

WHEREAS, it has been determined to be in the best interests of the United City of Yorkville to repeal the previous Investment Policy, approved on December 16, 1999 as Resolution No. 1999-40, and adopt a revised policy titled United City of Yorkville Investment Policy in the form attached hereto in Exhibit "A".

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, that the Investment Policy in the form set forth on Exhibit "A" attached hereto and incorporated herein is hereby adopted as the Investment Policy of the City and the previous Investment Policy heretofor adopted by the City Council is hereby repealed in its entirety.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this 27 day of November, A.D. 2012.

Beth Warren

CITY CLERK

CHRIS FUNKHOUSER	Y	DIANE TEELING	Y
LARRY KOT	Y	JACKIE MILSCHEWSKI	Y
CARLO COLOSIMO	Y	MARTY MUNNS	Y
ROSE ANN SPEARS	Y	KEN KOCH	Y

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 3 day of DECEMBER, A.D. 2012.

Gary J. Golinski

MAYOR

Exhibit A

United City of Yorkville
Investment Policy

I. Purpose

It is the policy of the United City of Yorkville (the City) to invest public funds in a manner which will maximize return, minimize risk, meet the daily cash flow needs of the City and conform to all applicable federal, state and/or local statutes governing the investment of public funds.

II. Scope

This policy covers all funds governed by the City Council. It does not include the investment of employee retirement funds, which is governed by other policies.

A. *Pooling of Funds*

Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. Objectives

The City will invest idle funds based on the following objectives:

A. *Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

i). Credit Risk - The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer by:

- Limiting investments to the safest types of securities.
- Pre-qualifying the financial institutions, brokers, intermediaries and advisers with which the City will do business.
- Diversifying the investment portfolio so potential losses on individual securities will be minimized.

ii). Interest Rate Risk – The City will minimize interest rate risk, which is risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash flow requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

B. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or re-sale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

C. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The cores of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity.

D. *Local Considerations*

Where possible, funds may be invested for the betterment of the local economy. The City may accept a proposal from an eligible institution which provides a reduced rate of interest that such institution documents the use of deposited funds for community development projects.

The portfolio shall be reviewed quarterly as to its effectiveness in meeting the City's needs for safety, liquidity, rate of return, diversification and its general performance.

IV. Standards of Care

A. *Prudence*

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The City Treasurer, Director of Finance or their designee, acting in accordance with this policy and any other written procedures pertaining to the administration and management of City assets and exercising due diligence, shall be relieved of personal responsibility, if any, for credit risk or market price changes of a particular security, provided that deviations from expectations are timely noted and appropriate action is taken to control and prevent further adverse developments.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as the probable income to be derived.

B. *Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program,

or that could impair their ability to make impartial decisions. Such individuals shall disclose to the City Treasurer any material financial interests in financial institutions that conduct business within the City, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the timing of purchases and sales.

C. *Delegation of Authority*

Authority to manage the investment program is granted to the City Treasurer and Director of Finance, who shall act in accordance with established procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy. The City Treasurer and Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate or any other person involved in such transactions for the City.

V. Authorized Financial Institutions, Depositories and Brokers/Dealers

The Director of Finance shall maintain a list of financial institutions authorized to provide investment and depository services and provide them with a copy of the City's investment policy. All authorized financial dealers and institutions shall, prior to receiving City funds, provide the Director of Finance with an affirmative statement that they have read the City's investment policy and agree to conform to its requirements. These institutions shall comply with all qualifications and requirements as set forth in Illinois Compiled Statutes (30 ILCS 235/6) as well as any and all other laws, statutes, and fiduciary responsibilities not mentioned within this policy.

VI. Suitable and Authorized Investments

The City may invest in any type of security allowed by Illinois law, notably 30 Illinois Complied Statues 235 (30 ICS 235). A summary of allowable investments is as follows:

A. Passbook savings account.

B. Now, Super Now, and Money Market Accounts.

C. Commercial Paper - issuer must be a U.S. Corporation with more than $500 million in assets, rating must be within three highest classifications by two standard rating services, must mature within 270 days of purchase, and such purchase cannot exceed 10% of the corporations' outstanding obligations.

D. Local Government Investment Pools (i.e. The Illinois Funds and Illinois Metropolitan Investment Fund (IMET).

E. Money Market Mutual Funds - registered under the Investment Company Act of 1940, provided the Portfolio is limited to bonds, notes, certificates, treasury bills, or other securities which are guaranteed by the federal government as to principal and interest.

F. Repurchase Agreement collateralized by U.S. Treasury securities.

G. Certificates of Deposit, Time Deposits and Certificate of Deposit Account Registry Service (CDARS).

H. Constituting direct obligations of any bank as defined by the Illinois Banking Act and only those insured by the Federal Deposit Insurance Corporation (FDIC).

I. Legally issuable by savings and loan associations incorporated under the laws of the State of Illinois or any other state or under the laws of the United States and only in those savings and loan associations insured by the FDIC.

J. Bonds, notes, certificates of indebtedness, Treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest.

VII. Safekeeping and Custody

A. *Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

B. *Safekeeping of Securities*

Third party safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office.
- At another custodial facility generally in a trust department through book-entry at the Federal Reserve, unless physical securities are involved.
- By an escrow agent of the pledging institution.
- A financial institution on the Illinois State Treasurer's approval list of safekeeping banks.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement.

C. *Collateralization*

Funds on deposit (e.g., checking accounts, certificates of deposit, etc.) in excess of FDIC limits shall be secured by the deposit of marketable U.S. government or other approved securities or surety bonds issued by top-rated insurers, having a value of at least 110% of the deposits. Collateral is required as security whenever deposits exceed the insurance limits of the FDIC. The collateral required to secure City funds must be held in safekeeping and pursuant to written collateral agreements, which would prohibit the release or substitution of pledged assets without proper written notification and authorization of the City Treasurer. Repurchase agreements must also be collateralized in an amount of 105% of market value of principal and accrued interest. Collateral shall be held at an independent, third party institution in the name of the United City of Yorkville. The third party institution shall comply with all qualifications and requirements as set forth in the Illinois Complied Statutes 30 ILCS 235/6.

D. *Internal Controls*

The City Treasurer and Director of Finance are responsible for establishing and maintaining an internal control structure designed to insure that the invested assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets and imprudent actions by authorized investment officers. The system of internal controls and operational procedures shall be documented in writing and made available to individuals authorized to invest funds on behalf of the City.

The internal controls shall address the following points:

- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Development of a wire transfer agreement with lead bank and third-party custodian

VIII. Investment Parameters

A. *Diversification*

It is the policy of the City to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the City Treasurer and Director of Finance.

B. *Maximum Maturities*

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. Reserve funds may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council.

IX. Reporting

A report of the City's investment portfolio shall be presented to the City Council at the end of each fiscal quarter. The report should include the date of purchase, maturity, type of investment, firm invested, yield, interest rate and comparison to the benchmark(s) set forth in this policy.

A. *Performance Standards*

The City's investment portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which could be the average return on three-month

U.S. Treasury bills, Illinois Funds rate, Illinois Metropolitan Investment Fund (IMET) Convenience Fund rate or the average rate of Fed funds.

B. *Marking to Market*

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. In defining market value, the City will follow applicable GASB pronouncements.

X. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the City Council of the United City of Yorkville and reviewed annually.

Ordinance No. 2008-06

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS, PROVIDING FOR THE INDEMNIFICATION OF ELECTED OFFICIALS

WHEREAS, the United City of Yorkville (the "*City*") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, in order to encourage qualified and capable individuals to vie for elective public office, it is in the best interests of the City to indemnify its elected officials to the extent the elected official's conduct is within the scope of their powers and authority.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, as follows:

Section 1. Title 1, Chapter 6 of the United City of Yorkville Code of Ordinances is hereby amended by adding the following new Section 10:

1-6-10: INDEMNIFICATION OF CITY OFFICIALS:

A. To the fullest extent permitted by the Constitution of the State of Illinois of 1970 and all other applicable laws, the mayor and members of the city council shall be indemnified, defended, and held harmless by the city from and against all liabilities, expenses of defense and investigation, judgments, and amounts paid in settlement which may be imposed upon or reasonably incurred or paid by such official in connection with or resulting from any claim made against him or her, or any action, suit, proceeding, or investigation in which he or she may be involved, by reason of being or having been elected or appointed to the city council as such official of the city and as a result of conduct within the scope of the duties of office, whether or not he or she continues to be such official at the time of such claim, action, suit, proceeding, or investigation.

B. The indemnity provided for in subsection (A) shall not extend to any of the following:

1. Any liability or cost with respect to any matter as to which such official is finally adjudged to be guilty of bad faith or actual malice or willful and wanton misconduct in the performance of the duties of such official;

2. Any payment, expense, or cost arising out of a settlement of any claim, action, suit, or proceeding, unless (i) such settlement shall be approved by the court having jurisdiction over such claim, action, suit, or proceeding, with express knowledge of the existence of the indemnification provided hereby, or (ii) such settlement shall have been made upon the written opinion of the city's attorney or independent legal counsel to the effect that there is no reasonable ground for any finding of bad faith or of actual malice or willful and wanton misconduct on the part of such official and that

the anticipated cost of such settlement will not substantially exceed the estimated cost and expense of defending such claim, action, suit, or proceeding to a final conclusion;

3. Any claim, action, suit, proceeding, or investigation in respect of which such official has failed to deliver notice to the city as provided in this subsection. Notice, for the purposes of this subsection, means a written notice signed by such official and identifying, in reasonable detail, the particular claim, action, suit, proceeding, or investigation and the date upon and manner in which such official first learned of the pendency of such claim, action, suit, proceeding, or investigation. It shall be sufficient delivery of the notice if the notice shall be mailed by registered mail, postage prepaid, addressed to the city, city hall, attention: mayor, provided such mailing takes place no later than the first of the following to occur: (i) twenty (20) days after the date upon which such official first learned of the pendency of such claim, action, suit, proceeding, or investigation; or (ii) twenty (20) days prior to the date upon which any response to the claim, action, suit, proceeding, or investigation is required by law;

4. Any proceeding brought by the city or any liability or judgment payable to the city itself;

5. The cost of independent legal representation in any such action, suit, or proceeding if the city offers or otherwise indicates its willingness to provide a legal defense with respect to such claim, action, suit, proceeding or investigation.

C. In the event the city shall not have employed independent legal counsel to have charge of the defense of any such claim, action, suit, proceeding, or investigation or such claim, action, suit, proceeding or investigation is asserted against both the city and such official, and such official shall have reasonably concluded that there may be defenses available to him which are different from or additional to those available to the city (in which case the city shall not have the right to direct the defense of such action on behalf of such official), legal and other expenses incurred by such official shall be borne by the city.

D. The foregoing rights of indemnification shall apply to any criminal action or proceeding, if the indemnified person had no reasonable cause to believe the conduct (which must be within the scope of the duties of office) was unlawful. The termination of any action or proceeding by judgment or settlement, conviction or upon a plea of *nolo contendere* or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner reasonably believed to be in or not opposed to best interests of the city, and with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

E. The foregoing rights of indemnification shall be in addition to any other rights to which such official may otherwise be entitled as a matter of law.

Section 2. This Ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois, this 26 day of February 2008.

CITY CLERK

ROBYN SUTCLIFF	Y	JOSEPH BESCO	—
GARY GOLINSKI	Y	ARDEN JOSEPH PLOCHER	Y
WALTER WERDERICH	Y	MARTY MUNNS	Y
ROSE ANN SPEARS	Y	JASON LESLIE	Y

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 26 day of FEBRUARY 2008.

Valerie Burd
MAYOR

FISCAL YEAR 2019

May 1, 2018 - April 30, 2019

UNITED CITY OF YORKVILLE
800 Game Farm Road
Yorkville, Illinois 60560
(630) 553-4350
www.yorkville.il.us

United City of Yorkville, Illinois

Fiscal Year 2019 Budget

May 1, 2018 to April 30, 2019

Elected Officials

Mayor: Gary J. Golinski

1st Ward Alderman: Carlo Colosimo
1st Ward Alderman: Ken Koch

2nd Ward Alderman: Jackie Milschewski
2nd Ward Alderman: Joe Plocher

3rd Ward Alderman: Joel Frieders
3rd Ward Alderman: Chris Funkhouser

4th Ward Alderman: Seaver Tarulis
4th Ward Alderman: Alex Alejandro

City Clerk: Beth Warren

Administration

City Administrator: Bart Olson
Director of Finance/Deputy Treasurer: Rob Fredrickson
Director of Public Works: Eric Dhuse
Chief of Police: Rich Hart
Director of Community Development: Krysti Barksdale-Noble
Director of Parks & Recreation: Tim Evans
Library Director: Elisa Topper

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INTRODUCTION

This section includes a variety of information regarding the United City of Yorkville, including:

- Vision Statement
- Organization Chart
- Personnel Summary
- Community Profile
- Budget Memorandum

UNITED CITY OF YORKVILLE VISION STATEMENT

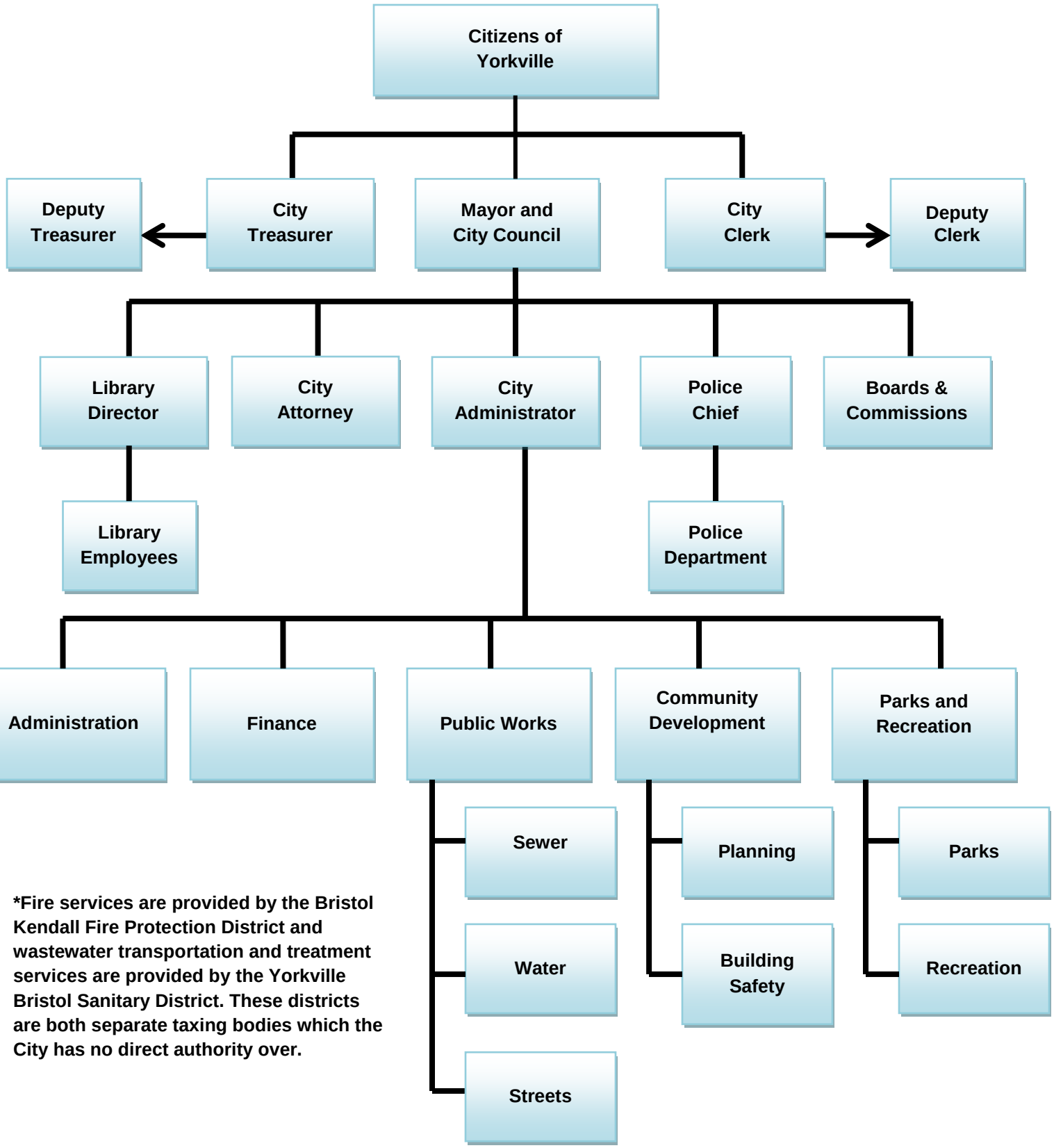
Yorkville continues to embody the social and physical characteristics of a small town—epitomized by a sense of community and a charming, revitalized downtown. The mechanisms established to engage residents, businesses, youth, seniors, and special populations, help leaders make decisions. Our strategic location will encourage continued development and expansion of the community, for which we have effectively planned. Successful planning efforts have achieved a mutually advantageous balance among retail, service, industrial and residential development. Such plans, in combination with development exaction programs, assist Yorkville in maintaining a reasonable tax base to fund services. Foresight has also prevented growth from outpacing quality service provision to an increasingly diverse population—requiring housing alternatives to accommodate a variety of income levels and accessibility preferences. Development will challenge residents' ability to effectively traverse the community. However, the City continues to encourage neighborhood connections through its planning processes—ensuring opportunities for vehicular, pedestrian and non-vehicular travel to avoid congestion, primarily created by Route 47. Blending community with nature through beautification efforts remains a high priority. By requiring developments to provide and improve large open spaces and by creating walking paths along the river, Yorkville has ensured there is room for both recreation and relaxation in beautiful public areas. We realize that growth, diversity, and state funding limitations are all critical challenges for the community to navigate in order to maintain Yorkville's reputation for an excellent public school system. Finally, recognizing the importance of collaborative relationships to Yorkville's long-term success, we seek to foster an environment of mutual benefit among and between elected officials, staff, citizens, and other state and local governments.

Our vision is brought to life through perceptions, decision-making, activities, events and experiences such as:

- Emphasizing the river and downtown as a focal points of the community's identity
- Acknowledging and celebrating our history to provide a commonality of citizenship
- Supporting community events that encourage a sense of family, community and affiliation
- Maintaining community assets
- Fostering relationships and developing systems that prepare the City for development opportunities
- Assessing the transportation and development impact of the Prairie Parkway
- Establishing efficient development processes that allow the City to compete for targeted development types
- Safeguarding property values by adhering to high building standards
- Expanding the park system and recreational programs to support community growth
- Seeking input routinely from the community on issues of significant concern
- Providing opportunities for people of similar ages and/or interests to interact
- Becoming a recognized leader in environmental matters, including community sustainability
- Creating systems for routine collaboration among and between organizations that influence City goals

United City of Yorkville

Fiscal Year 2019 Organization Structure



***Fire services are provided by the Bristol Kendall Fire Protection District and wastewater transportation and treatment services are provided by the Yorkville Bristol Sanitary District. These districts are both separate taxing bodies which the City has no direct authority over.**

United City of Yorkville

Full-Time Equivalent (FTE) Personnel Summary

Fiscal Year 2019 Budget

	Projected			Adopted		
	FY 2018 Full-time	**FY 2018 Part-time**	**FY 2018 Total**	**FY 2019 Full-time**	**FY 2019 Part-time**	**FY 2019 Total**
Personnel by Department						
Administration	5.50	0.00	5.50	5.50	0.00	5.50
Finance	4.00	0.00	4.00	4.00	0.00	4.00
Police	33.00	1.53	34.53	33.00	2.09	35.09
Community Development	5.00	0.76	5.76	5.00	1.92	6.92
Public Works	13.99	0.88	14.87	13.99	2.40	16.39
Street Operations	*5.33*	*0.43*	5.76	*5.33*	*0.96*	6.29
Water Operations	*5.33*	*0.45*	5.78	*5.33*	*1.44*	6.77
Sewer Operations	*3.33*	*0.00*	3.33	*3.33*	*0.00*	3.33
Parks	7.50	1.64	9.14	7.50	1.68	9.18
Recreation	6.00	3.74	9.74	6.00	4.21	10.21
Library	4.00	6.84	10.84	4.00	7.21	11.21
	78.99	**15.40**	**94.39**	**78.99**	**19.52**	**98.51**
Personnel by Fund						
General	51.83	2.73	54.56	51.83	4.98	56.81
Water	6.33	0.45	6.78	6.33	1.44	7.77
Sewer	3.33	0.00	3.33	3.33	0.00	3.33
Park and Recreation	13.50	5.38	18.88	13.50	5.89	19.39
Library	4.00	6.84	10.84	4.00	7.21	11.21
	78.99	**15.40**	**94.39**	**78.99**	**19.52**	**98.51**
Personnel by Department						
Administration						
City Administrator	1.00	0.00	1.00	1.00	0.00	1.00
Assistant City Administrator	1.00	0.00	1.00	1.00	0.00	1.00
Executive Assistant	1.00	0.00	1.00	1.00	0.00	1.00
Administrative Assistant	1.00	0.00	1.00	1.00	0.00	1.00
Administrative Secretary	1.00	0.00	1.00	1.00	0.00	1.00
Receptionist	0.50	0.00	0.50	0.50	0.00	0.50
Finance						
Finance Director	1.00	0.00	1.00	1.00	0.00	1.00
Senior Accounting Clerk	1.00	0.00	1.00	1.00	0.00	1.00
Accounting Clerk	1.00	0.00	1.00	1.00	0.00	1.00
Utility Billing Clerk (Water Fund)	1.00	0.00	1.00	1.00	0.00	1.00
Police						
Chief of Police	1.00 *	0.00	1.00	1.00 *	0.00	1.00
Deputy Chief of Police	2.00 *	0.00	2.00	2.00 *	0.00	2.00
Sergeants	6.00 *	0.00	6.00	6.00 *	0.00	6.00
Police Officers	21.00 *	0.22 *	21.22	21.00 *	0.36 *	21.36
Executive Assistant	1.00	0.00	1.00	1.00	0.00	1.00
Record Clerks	2.00	0.59	2.59	2.00	0.63	2.63
Evidence Custodian	0.00	0.14 *	0.14	0.00	0.24 *	0.24
Community Service Officers (CSO)	0.00	0.20	0.20	0.00	0.48	0.48
Crossing Guards	0.00	0.38	0.38	0.00	0.38	0.38
* *sworn*	30.00	0.36	30.36	30.00	0.60	30.60

United City of Yorkville

Full-Time Equivalent (FTE) Personnel Summary

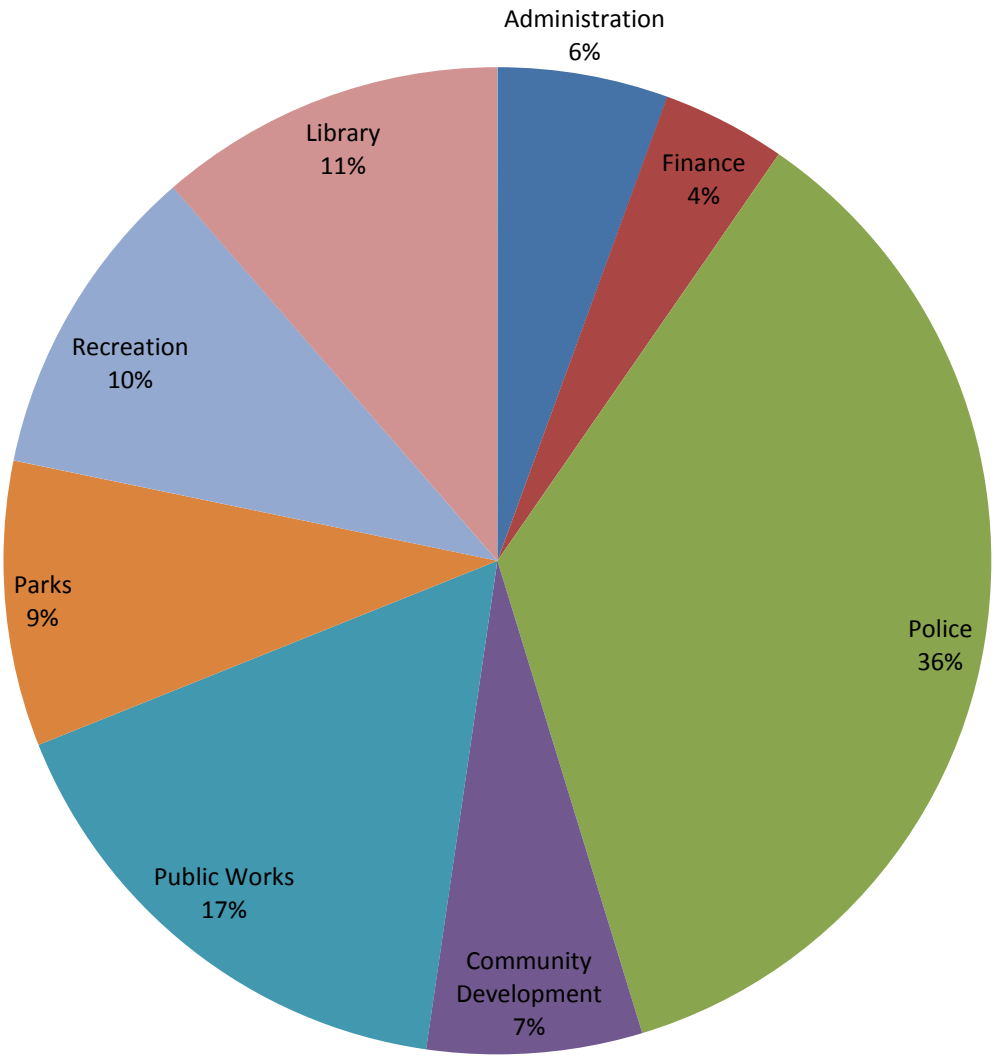
Fiscal Year 2019 Budget

	Projected			Adopted		
	FY 2018 Full-time	FY 2018 Part-time	FY 2018 Total	FY 2019 Full-time	FY 2019 Part-time	FY 2019 Total
Community Development						
Community Development Director	1.00	0.00	1.00	1.00	0.00	1.00
Building Code Official	1.00	0.00	1.00	1.00	0.00	1.00
Senior Planner	1.00	0.00	1.00	1.00	0.00	1.00
Building Administrative Assistant	1.00	0.00	1.00	1.00	0.00	1.00
Inspectors	1.00	0.56	1.56	1.00	0.96	1.96
Office Assistant	0.00	0.00	0.00	0.00	0.48	0.48
Planning Intern	0.00	0.21	0.21	0.00	0.48	0.48
Public Works - Street Operations						
Public Works Director	0.33	0.00	0.33	0.33	0.00	0.33
Foreman	1.00	0.00	1.00	1.00	0.00	1.00
Operator	2.00	0.00	2.00	2.00	0.00	2.00
Maintenance Worker II	2.00	0.00	2.00	2.00	0.00	2.00
Seasonal Staff	0.00	0.43	0.43	0.00	0.96	0.96
Public Works - Water Operations						
Public Works Director	0.33	0.00	0.33	0.33	0.00	0.33
Foreman	1.00	0.00	1.00	1.00	0.00	1.00
Operator	1.00	0.00	1.00	1.00	0.00	1.00
Maintenance Worker II	3.00	0.00	3.00	3.00	0.00	3.00
Seasonal Staff	0.00	0.22	0.22	0.00	0.48	0.48
Meter Readers	0.00	0.23	0.23	0.00	0.96	0.96
Public Works - Sewer Operations						
Public Works Director	0.33	0.00	0.33	0.33	0.00	0.33
Foreman	1.00	0.00	1.00	1.00	0.00	1.00
Operator	1.00	0.00	1.00	1.00	0.00	1.00
Maintenance Worker II	1.00	0.00	1.00	1.00	0.00	1.00
Parks						
Director of Parks and Recreation	0.50	0.00	0.50	0.50	0.00	0.50
Parks Superintendent	1.00	0.00	1.00	1.00	0.00	1.00
Foreman	1.00	0.00	1.00	1.00	0.00	1.00
Operator	1.00	0.00	1.00	1.00	0.00	1.00
Maintenance Worker I	3.00	0.00	3.00	3.00	0.00	3.00
Maintenance Worker II	1.00	0.00	1.00	1.00	0.00	1.00
Seasonal Staff	0.00	1.64	1.64	0.00	1.68	1.68
Recreation						
Director of Parks and Recreation	0.50	0.00	0.50	0.50	0.00	0.50
Recreation Superintendent	1.00	0.00	1.00	1.00	0.00	1.00
Recreation Manager	1.00	0.00	1.00	1.00	0.00	1.00
Recreation Coordinator	2.00	0.00	2.00	2.00	0.00	2.00
Child Development Coordinator	1.00	0.00	1.00	1.00	0.00	1.00
Receptionist	0.50	0.00	0.50	0.50	0.00	0.50
Instructors	0.00	1.40	1.40	0.00	1.44	1.44
Preschool Staff	0.00	1.67	1.67	0.00	1.68	1.68
Concession Staff	0.00	0.67	0.67	0.00	1.08	1.08
Library						
Library Director	1.00	0.00	1.00	1.00	0.00	1.00
Director of Adult Services	1.00	0.00	1.00	1.00	0.00	1.00
Director of Technical Services	1.00	0.00	1.00	1.00	0.00	1.00
Circulation Manager	1.00	0.00	1.00	1.00	0.00	1.00
Library Clerks	0.00	5.92	5.92	0.00	6.25	6.25
Custodians	0.00	0.92	0.92	0.00	0.96	0.96

United City of Yorkville

Full-Time Equivalents (FTE) by Department

Fiscal Year 2019



United City of Yorkville

Personnel Summary

Fiscal Year 2019 Budget

	Projected			Adopted		
	FY 2018 Full-time	**FY 2018 Part-time**	**FY 2018 Total**	**FY 2019 Full-time**	**FY 2019 Part-time**	**FY 2019 Total**
Personnel by Department						
Administration	5.50	0.00	5.50	5.50	0.00	5.50
Finance	4.00	0.00	4.00	4.00	0.00	4.00
Police	33.00	13.00	46.00	33.00	16.00	49.00
Community Development	5.00	2.00	7.00	5.00	3.00	8.00
Public Works	13.99	3.00	16.99	13.99	4.00	17.99
Street Operations	*5.33*	*3.00*	8.33	*5.33*	*3.00*	8.33
Water Operations	*5.33*	*0.00*	5.33	*5.33*	*1.00*	6.33
Sewer Operations	*3.33*	*0.00*	3.33	*3.33*	*0.00*	3.33
Parks	7.50	7.00	14.50	7.50	7.00	14.50
Recreation	6.00	33.00	39.00	6.00	35.00	41.00
Library	4.00	24.00	28.00	4.00	24.00	28.00
	78.99	**82.00**	**160.99**	**78.99**	**89.00**	**167.99**
Personnel by Fund						
General	51.83	18.00	69.83	51.83	22.00	73.83
Water	6.33	0.00	6.33	6.33	1.00	7.33
Sewer	3.33	0.00	3.33	3.33	0.00	3.33
Park and Recreation	13.50	40.00	53.50	13.50	42.00	55.50
Library	4.00	24.00	28.00	4.00	24.00	28.00
	78.99	**82.00**	**160.99**	**78.99**	**89.00**	**167.99**

Personnel by Department

Administration										
City Administrator	1.00		0.00		1.00	1.00		0.00		1.00
Assistant City Administrator	1.00		0.00		1.00	1.00		0.00		1.00
Executive Assistant	1.00		0.00		1.00	1.00		0.00		1.00
Administrative Assistant	1.00		0.00		1.00	1.00		0.00		1.00
Administrative Secretary	1.00		0.00		1.00	1.00		0.00		1.00
Office Receptionist	0.50		0.00		0.50	0.50		0.00		0.50
Finance										
Finance Director	1.00		0.00		1.00	1.00		0.00		1.00
Senior Accounting Clerk	1.00		0.00		1.00	1.00		0.00		1.00
Accounting Clerk	1.00		0.00		1.00	1.00		0.00		1.00
Utility Billing Clerk (Water Fund)	1.00		0.00		1.00	1.00		0.00		1.00
Police										
Chief of Police	1.00	*	0.00		1.00	1.00	*	0.00		1.00
Deputy Chief of Police	2.00	*	0.00		2.00	2.00	*	0.00		2.00
Sergeants	6.00	*	0.00		6.00	6.00	*	0.00		6.00
Police Officers	21.00	*	3.00	*	24.00	21.00	*	3.00	*	24.00
Executive Assistant	1.00		0.00		1.00	1.00		0.00		1.00
Record Clerks	2.00		3.00		5.00	2.00		3.00		5.00
Evidence Custodian	0.00		1.00	*	1.00	0.00		1.00	*	1.00
Community Service Officers (CSO)	0.00		0.00		0.00	0.00		3.00		3.00
Crossing Guards	0.00		6.00		6.00	0.00		6.00		6.00
* *sworn*	30.00		4.00		34.00	30.00		4.00		34.00

United City of Yorkville

Personnel Summary

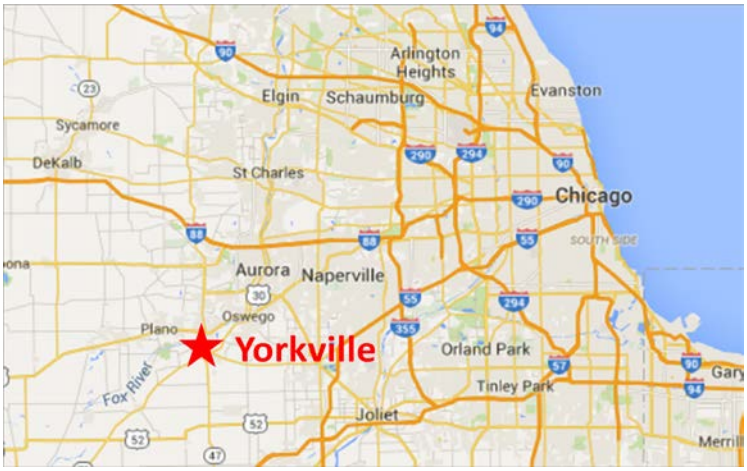
Fiscal Year 2019 Budget

	Projected			Adopted		
	FY 2018 Full-time	FY 2018 Part-time	FY 2018 Total	FY 2019 Full-time	FY 2019 Part-time	FY 2019 Total
Community Development						
Community Development Director	1.00	0.00	1.00	1.00	0.00	1.00
Building Code Official	1.00	0.00	1.00	1.00	0.00	1.00
Senior Planner	1.00	0.00	1.00	1.00	0.00	1.00
Building Administrative Assistant	1.00	0.00	1.00	1.00	0.00	1.00
Inspectors	1.00	1.00	2.00	1.00	1.00	2.00
Office Assistant	0.00	0.00	0.00	0.00	1.00	1.00
Planning Intern	0.00	1.00	1.00	0.00	1.00	1.00
Public Works - Street Operations						
Public Works Director	0.33	0.00	0.33	0.33	0.00	0.33
Foreman	1.00	0.00	1.00	1.00	0.00	1.00
Operator	2.00	0.00	2.00	2.00	0.00	2.00
Maintenance Worker II	2.00	0.00	2.00	2.00	0.00	2.00
Seasonal Staff	0.00	3.00	3.00	0.00	3.00	3.00
Public Works - Water Operations						
Public Works Director	0.33	0.00	0.33	0.33	0.00	0.33
Foreman	1.00	0.00	1.00	1.00	0.00	1.00
Operator	1.00	0.00	1.00	1.00	0.00	1.00
Maintenance Worker II	3.00	0.00	3.00	3.00	0.00	3.00
Seasonal Staff	0.00	0.00	0.00	0.00	0.00	0.00
Meter Readers	0.00	0.00	0.00	0.00	1.00	1.00
Public Works - Sewer Operations						
Public Works Director	0.33	0.00	0.33	0.33	0.00	0.33
Foreman	1.00	0.00	1.00	1.00	0.00	1.00
Operator	1.00	0.00	1.00	1.00	0.00	1.00
Maintenance Worker II	1.00	0.00	1.00	1.00	0.00	1.00
Parks						
Director of Parks and Recreation	0.50	0.00	0.50	0.50	0.00	0.50
Parks Superintendent	1.00	0.00	1.00	1.00	0.00	1.00
Foreman	1.00	0.00	1.00	1.00	0.00	1.00
Operator	1.00	0.00	1.00	1.00	0.00	1.00
Maintenance Worker I	3.00	0.00	3.00	3.00	0.00	3.00
Maintenance Worker II	1.00	0.00	1.00	1.00	0.00	1.00
Seasonal Staff	0.00	7.00	7.00	0.00	7.00	7.00
Recreation						
Director of Parks and Recreation	0.50	0.00	0.50	0.50	0.00	0.50
Recreation Superintendent	1.00	0.00	1.00	1.00	0.00	1.00
Recreation Manager	1.00	0.00	1.00	1.00	0.00	1.00
Recreation Coordinator	2.00	0.00	2.00	2.00	0.00	2.00
Child Development Coordinator	1.00	0.00	1.00	1.00	0.00	1.00
Office Receptionist	0.50	0.00	0.50	0.50	0.00	0.50
Instructors	0.00	15.00	15.00	0.00	15.00	15.00
Preschool Staff	0.00	7.00	7.00	0.00	8.00	8.00
Concession Staff	0.00	11.00	11.00	0.00	12.00	12.00
Library						
Library Director	1.00	0.00	1.00	1.00	0.00	1.00
Director of Adult Services	1.00	0.00	1.00	1.00	0.00	1.00
Director of Technical Services	1.00	0.00	1.00	1.00	0.00	1.00
Director of Children's Department	0.00	2.00	2.00	0.00	2.00	2.00
Circulation Manager	1.00	0.00	1.00	1.00	0.00	1.00
Library Clerks	0.00	18.00	18.00	0.00	18.00	18.00
Custodians	0.00	4.00	4.00	0.00	4.00	4.00

United City of Yorkville
Community Profile

Community

The United City of Yorkville is a primarily residential in nature with supporting commercial, industrial and manufacturing activity. The City is centrally located in Kendall County about 45 miles southwest of Chicago and 13 miles southwest of Aurora (the state's second largest city). The City is approximately 15 miles west of Interstate 55 (I-55); almost 20 miles north of Interstate 80 (I-80); and nearly 12 miles south of Interstate 88 (I-88). Illinois Route 47 and US Route 34 intersect the City. Other municipalities in close proximity to Yorkville include the Village of Oswego (pop. 30,355) to the northeast, the Village of Sugar Grove (pop. 8,997) to the north and the City of Plano (pop. 10,856) to the west.



Kendall County is considered to be one of the fastest growing counties in Illinois. As a result of this, the City has experienced a sharp increase in population over the first ten years of the new century. A special census, conducted in 2008, reported a population of 16,838, nearly three times the amount shown on the 2000 census (6,189). The 2010 census reported a population of 16,921, and a special census conducted in 2017 put the City's population at 19,022.

City Government

Yorkville was first settled in 1833 and has been the county seat of Kendall County since 1859. The Village of Yorkville was incorporated on July 8, 1874, with a population of approximately 500 people. At that time the Village of Yorkville only encompassed land on the south side of the Fox River; another village, called Bristol, was located directly across from Yorkville on the north side of the river. In 1957 the two villages merged, via referendum, to form the United City of Yorkville.

The City is a non-home rule municipality that operates under a Mayor/Council form of government, as defined in Illinois state statutes. The Mayor, Clerk, and Treasurer are elected on at-large basis and serve four year terms. The eight aldermen (council members) are elected by ward (two representing each of the four wards) and serve four year, staggered terms. The Mayor appoints, with Council consent, a City Administrator to manage the day-to-day operations of the City. In addition, the City has the following advisory boards and commissions that advise the City Council on various issues and proposals under review: Planning & Zoning Commission, Fire & Police Commission, Park Board, Police Pension Fund Board, and the Library Board.

The City provides a full range of municipal services including: public safety (police), the construction and maintenance of highways, streets, and infrastructure, water distribution, parks and recreation, planning and zoning, and general administrative services. The Yorkville Public Library is a department of the City, with a library board appointed by the Mayor and City Council, which sets policy and develops a budget for approval by the City Council.

Public Schools

The Yorkville Community Unit School District #115 covers 85 square miles in Kendall and Kane Counties in Illinois. District 115 serves students living in Yorkville, Montgomery, Bristol, Oswego and Plano with three grade schools, four elementary schools, one middle school and one high school.

Enrollment: 6,026
Website: www.y115.org

Public Library

The Yorkville Public Library provides resources through our collections and technology to support the present and future needs of the community. The Library provides a comfortable environment for our patrons, wireless network, and access to the Internet, individual study rooms, as well as a large reading room for quiet study. Library users have access to a variety of databases, including full-text articles. The Yorkville Public Library provides an extensive collection for children as well as young adults and programming for all ages.

Website: www.yorkville.lib.il.us

Parks and Recreation

The mission of the Parks and Recreation Department is to create unique recreational and park experiences that enrich lives and create a sense of community. The Yorkville Parks and Recreation Department strives to respond to the leisure needs and desires of the Yorkville community; implement the Parks and Open Space Master Plan; plan, acquire, develop, maintain and preserve parks, facilities, natural and historic areas; provide the community with opportunities to play, gather, celebrate, learn and enjoy nature; utilize financial resources efficiently and equitably.

One of the City's major recreational destinations is the Bicentennial Riverfront Park and Marge Cline Whitewater Course, located in downtown Yorkville at 301 E Hydraulic Ave. Bicentennial Riverfront Park features a 5-12 year old playground, fishing pier, picnic areas, shelters and walking trials. The Marge Cline Whitewater Course was created for canoes and kayaks to bypass the Glen D. Palmer Dam. This 1,100 lineal foot whitewater course offers Class I and II rapids, creating a place to learn and practice whitewater kayaking, rafting, SUP (Stand Up Paddling) skills and a ADA kayak/canoe launching system.

The ARC (Administration-Recreation Classrooms) Building is a 4,000 sq. ft. building owned by the City and operated by the City's Parks and Recreation Department. The facility houses the preschool program and additional recreational programming throughout the year. The Van Emmon Activity Center was recently purchased by the City with the intent to utilize the parking lot and property for public use. While the City decides the ultimate use of the property, the parking lot has been repaved and available for the public to use and the Parks & Recreation Department will be expanding various fitness and recreation programming inside the facility. In addition to park and recreational facilities, the City's Parks and Recreation Department offer several athletic leagues, such as youth soccer, adult softball, youth basketball, Preschool programs for children ages 2-5, as well as numerous community events throughout the year including:

February – Mother & Sons Strikes of Fun, & I Love My Grandparents
March – Bunny Breakfast & Egg Hunt, Top Golf Outing, & St. Patrick's Day Parade & Celebration
April – Youth Baseball Tournaments
May –PeppeRUNi 5K Run/Walk
June – City Golf Outing & Summer Solstice Festival
June thru August –Cruise Nights, Movie Nights, & Wine'd Down Wednesday
July 4th – Yorkville Area 4th of July Celebration
July – River Fest and Illinois Whitewater Festival
Labor Day Weekend – Hometown Days Festival
October – The Great Pumpkin Pull & Halloween Egg Hunt
November – Yorkville Holiday Celebration & Winter Wonderland Festival, & Chili Chase 5K Run/Walk

Website: www.yorkvilleparksandrecreation.com
Facebook Page: www.facebook.com/yorkvilleparksandrec

Fire Protection District

The Bristol-Kendall Fire Protection District provides emergency responses to fires, emergency medical services, explosions, hazardous material responses and other emergencies that may arise within the Bristol Kendall Fire District, Kendall County, Illinois and/or surrounding areas.

Website: www.bkfire.org

Sanitary District

Wastewater services are provided by the Yorkville-Bristol Sanitary District (YBSD), which has one wastewater treatment plant facility that is designed to treat 3.6 million gallons of wastewater per day, or serve a population of 36,200 people. The district covers 6.6 square miles and is an independent municipal corporation, pursuant to the Illinois Sanitary District Act of 1917. The YBSD also maintains all sewer interceptor lines, while the City maintains all other sewer lines that are fifteen inches or less in diameter.

Website: www.ybsd.org

Chamber of Commerce

The Yorkville Area Chamber of Commerce, founded in 1971, provides networking, educational, and promotional opportunities to over 300 member businesses.

Website: www.yorkvillechamber.org

Main City Facilities

- City Hall & Police Station – *800 & 804 Game Farm Road*
- Public Works Facility – *610 Tower Lane*
- Public Library – *902 Game Farm Road*
- Beecher Center (Senior Services) – *908 Game Farm Road*
- Parks & Recreation Administration Building – *201 W Hydraulic Avenue*

Contact Information

United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560-1133
(630) 553-4350
www.yorkville.il.us
City of Yorkville 2.0: Facebook, Twitter, and YouTube

Key Statistics

BASIC FACTS

Date of Incorporation:	July 8, 1874 (Village of Yorkville)
Form of Government:	Mayor-Council
Land Area (square miles):	20.2
Number of Employees (FTE):	94.39
City Bond Rating:	AA (Standard & Poor's) AA- (Fitch Ratings)

INFRASTUCTURE

Road System

Miles of Streets:	90
Number of Traffic Signals:	26
Miles of Storm Sewer Line:	96
Miles of Bike Paths:	14
Miles of Sidewalks:	123

Water System

Number of Treatment Facilities:	3
Number of Booster Stations:	3
Number of Pressure Reducing Stations:	2
Number of Storage Tanks:	5
Number of Wells:	4
Miles of Water Mains:	77
Number of Fire Hydrants:	1,515

Sewer System

Miles of Sanitary Sewer Line:	68
Number of Lift Stations:	7

CULTURE & RECREATION

Parks and Recreation

Number of Parks:	35
Number of Playgrounds:	24
Acres of Parkland:	285

Library

Number of Sites:	1
Patron Cardholders:	6,380
Circulation:	107,520
Number of Patron Visits:	73,690
Total Program Attendance:	7,752
Number of Books:	55,345
Number of DVD's:	2,659

PUBLIC SAFETY

Number of Sworn Officers:	30
Number of Fire Stations:	3

EDUCATION*

School Enrollment- approximately:	6,026
Number of Schools	
Grade (EC or K-3):	3
Elementary (K-6):	3
Intermediate (4-6):	1
Middle School (7-8):	1
High School Academy (9):	1
High School (10-12):	1

*Excludes Private Institutions

DEMOGRAPHICS (2012-2016 American Community Survey)

Population Characteristics

Total Population (2017 Special Census):	19,022
Median Age:	32.3
Household Median Income:	$85,045
Family Median Income:	$99,720

Population by Age

Under 20:	6,683
20 & over:	10,231
65 & over:	1,522

Ethnic Makeup

White:	14,953 (81.1%)
African American:	1,357 (7.4%)
Asian:	875 (4.7%)
Other:	1,251 (6.8%)

Housing

Total Housing Units:	6,201
Occupied Units:	5,738
Owner Occupied Units:	4,537
Renter Occupied Units:	1,201
Median Home Value:	$233,100

BUSINESS

2016 Principal Employers

Raging Waves (Seasonal)
Wrigley Manufacturing Co.
Super Target
Jewel/Osco
Newlywed Foods
Menards Mega Store
Boombah, Inc.
Kohl's
Home Depot
Hillside Health Care Center
Aurora Specialty Textiles
Wheatland Title
Yorkville Animal Hospital
Rush-Copley Medical Center

2017 Kind of Business Report

Businesses paying sales tax: 537

Sales Category	Sales Volume	%
General Merchandise	$ 581,090	19.6%
Food	$ 417,028	14.1%
Drinking and Eating Places	$ 401,725	13.6%
Apparel	$ 94,459	3.2%
Furniture, Household	$ 1,590	0.1%
Lumber/Building/Hardware	$ 539,670	18.2%
Automotive/Filling Stations	$ 187,127	6.3%
Drugs and Misc. Retail	$ 487,129	16.5%
Agriculture & All Others	$ 213,964	7.2%
Manufacturers	$ 36,167	1.2%
Total	$ 2,960,039	

Memorandum

To: City Council
From: Bart Olson, City Administrator
CC: Department Heads
Date:
Subject: FY 19 budget narrative

Purpose:

Please accept this report and budget spreadsheet as proposal for the FY 19 budget. The budget proposed for approval by the City Council is for expenses and revenues scheduled to be spent and collected, respectively, between May 1, 2018 and April 30, 2019.

Background and "the big picture":

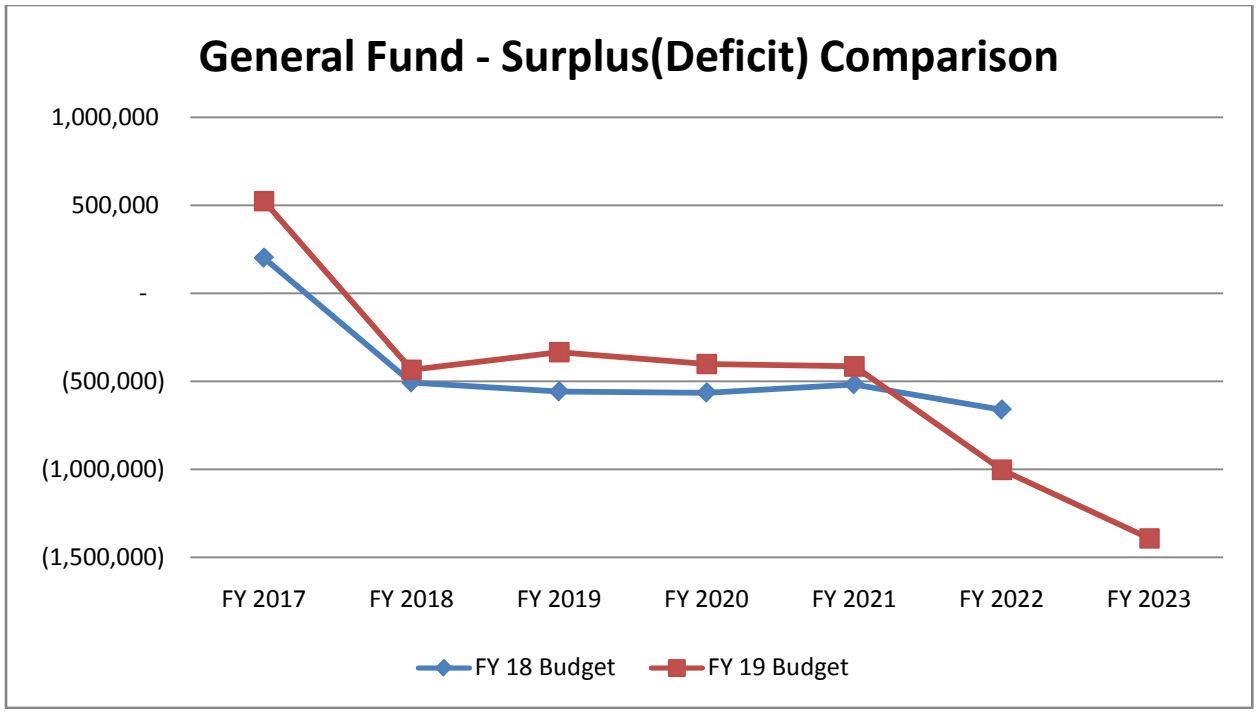
The City Council last discussed a comprehensive budget proposal in April 2017, when we approved the FY 18 budget, with additional information for FY 19, FY 20, FY 21, and FY 22. This approval represented the sixth five year budget for the City, and we return to a five year-budget again this year.

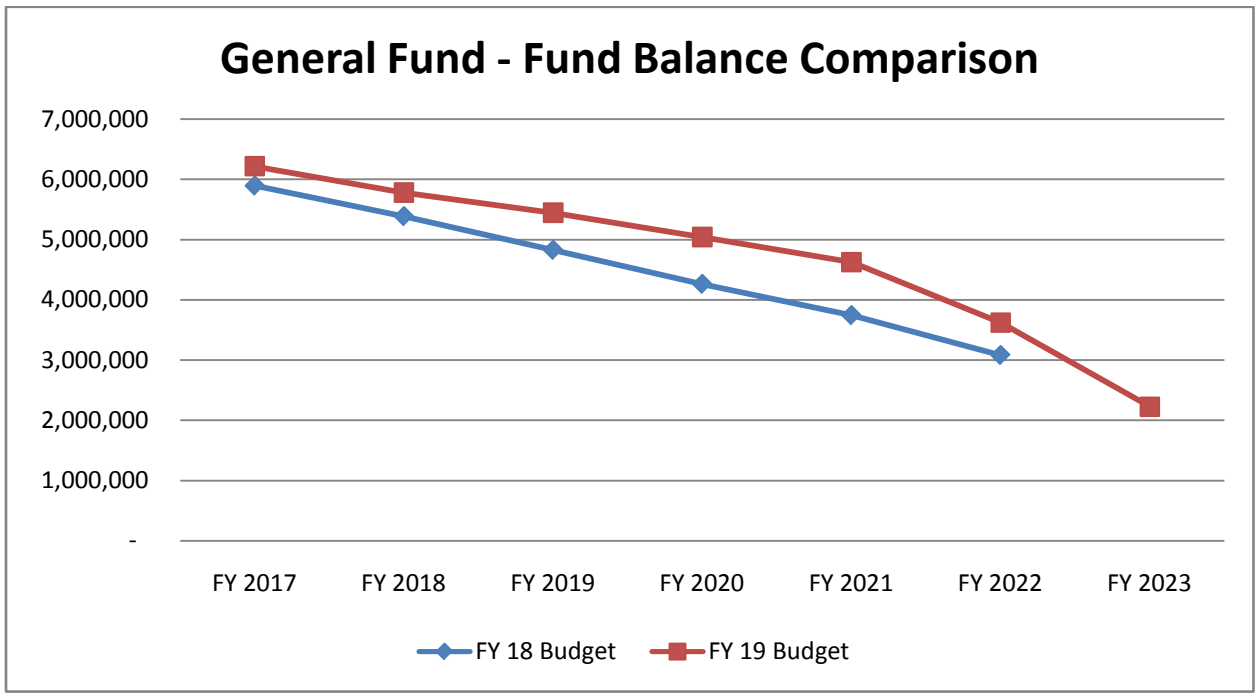
Last year's budget discussion focused on revenue growth. The City had been able to reduce and/or freeze property taxes for the past several years because of continued growth in revenues in the general fund. Sales taxes had increased 3% between FY 15 and FY 16, and the City saw almost 6% growth in sales taxes between FY 16 and FY 17. While other minor revenue streams had lagged, strong sales tax growth from residential growth and a strengthened local economy drove a significant positive impact to the general fund. The City's previous annual sales tax growth assumptions of 2% were revised upward to 3%, which helped to chip away at the expected deterioration of the general fund.

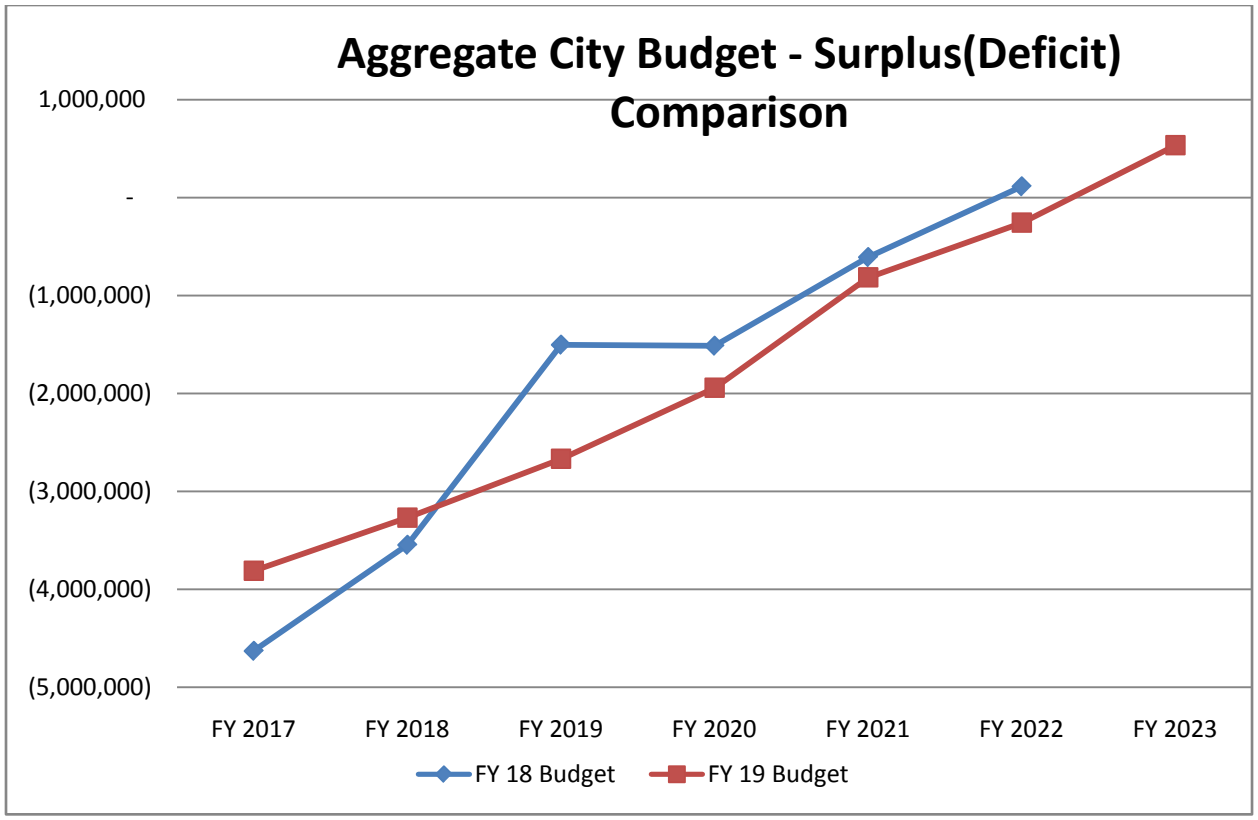
This year, sales tax has lagged our budget estimates (0.8% growth expected vs. 3% budgeted) and income tax distributions were cut 10% by the State. These two issues will likely result in an underperformance of almost $250,000 in FY 18. However, completion of the special census resulting in higher per capita income tax distributions, building permits, and other minor revenue streams have outperformed estimates, leading to a flat and tenuous revenue picture. The City's next major indicator will be the sales tax report, released the first week of March 2018, from the state which covers December consumer sales. If December consumer sales match or outperform budget estimates, we will have less cause for concern. If December consumer sales underperform budget estimates, we will need to recommend some modest project deferrals in the remaining month of FY 18 in hopes of shoring up the FY 18 budget picture. After the sales tax report in March, the next indicator will be the FYE 18 audit figures which will be released in September or October, but will be somewhat known by staff in August.

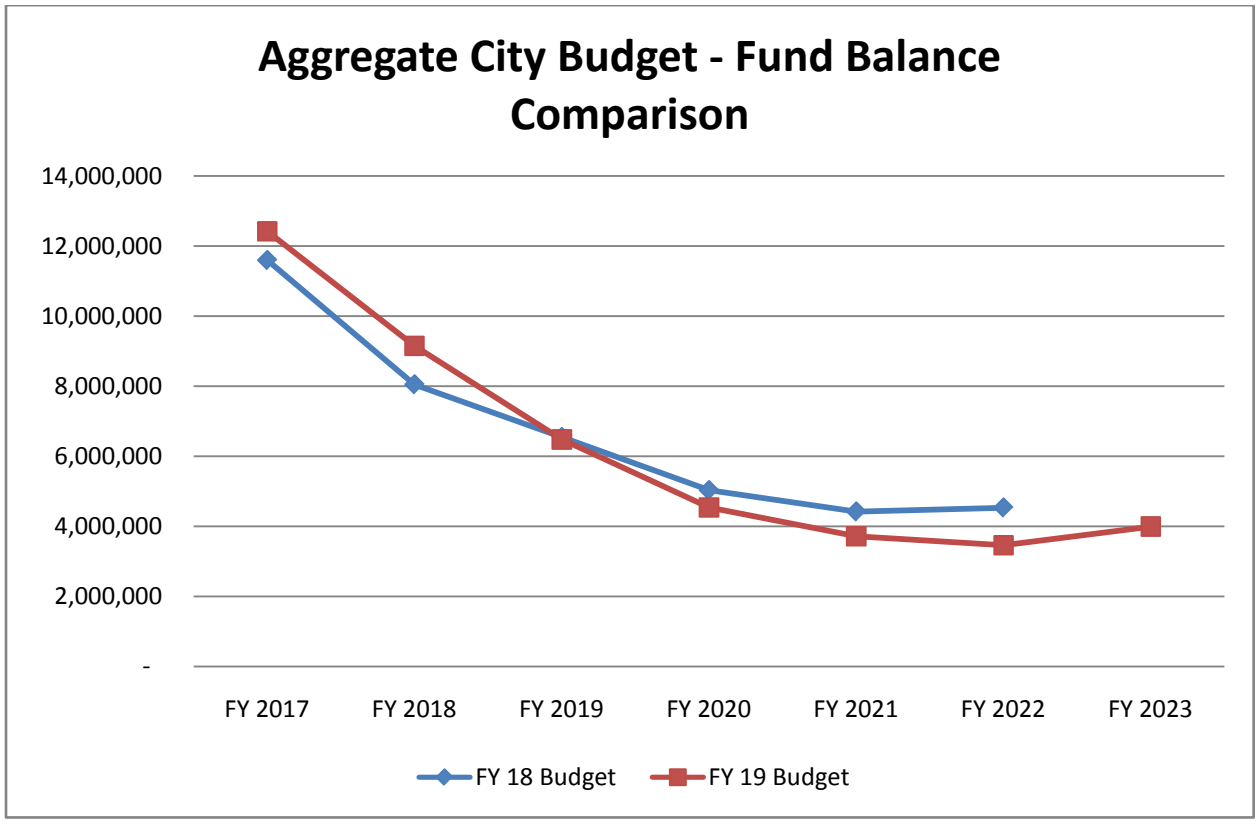
With last year's strengthened revenue picture and a fund balance that was above the minimum set by City Council policy, the City acquired two properties in 2017 for long-term use

by the City. These purchases have reduced the effective fund balance in the general fund to near policy minimums which shortens our decision making timelines during any future downturn. While we expect FY 18 figures to be moderately better than budgeted, the five year budget outlook has not significantly changed from last year's budget proposal:






Aggregate City Budget - Surplus(Deficit) Comparison
1,000,000
-
(1,000,000)
(2,000,000)
(3,000,000)
(4,000,000)
(5,000,000)
FY 2017
FY 2018
FY 2019
FY 2020
FY 2021
FY 2022
FY 2023
FY 18 Budget
FY 19 Budget


Aggregate City Budget - Fund Balance Comparison
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
FY 2017
FY 2018
FY 2019
FY 2020
FY 2021
FY 2022
FY 2023
FY 18 Budget
FY 19 Budget

As a result of the above, we expect to monitor FY 18 and FY 19 revenues for the next several months. In the event that revenues underperform expectations through the first half of FY 19, the City would have to propose a number of project deferrals or cuts for the latter half of FY 19 and/or FY 20. However, the City is well positioned to track the financials, communicate performance to City Council, choose to defer projects from a long-list of capital initiatives if needed, and make decisions with adequate due diligence periods.

Changes in budgeting

Last year's budget narrative memo included a fiscal snapshot of each of the general fund, water fund, sewer fund, and aggregated budget and highlight of significant capital improvements. We return to that format this year, as there only a few modest changes to the budget from last year.

There are no significant changes in budget format from last year to this year. We did eliminate fund 83, which contained Library debt service revenues and expenditures. Those line-items have been moved into fund 82, Library operations. We have also added fund 89, which will house the Downtown TIF II fund, should it be approved by City Council in spring 2018.

Year-by-year summary, FY 18 projections

The outlook for FY 18 has not changed since the FY 18 budget was approved in April 2017. We expect expenditures to come in very close to the original budget amount and revenues to improve a modest, but tenuous, ~$200,000. We refer to revenues as modest but tenuous as sales taxes are up less than 1% over FY 17 figures, income taxes are down significantly because of State initiatives and despite the City's certification of new population in the middle of FY 18, and building permits are significantly increased thanks to a better than expected 2017 construction season. The approved general fund deficit of $584,000 is expected to come in around $430,000 but this modest improvement could be offset by holiday-related sales tax figures which will be reported by the state in the first week of March 2018. While fund balance is expected to hold around 37% by the end of FY 18, this number is weighed down by negative fund balances in the Countryside TIF fund and the Downtown TIF fund – both of which will be exacerbated by TIF incentive payouts and debt repayment in FY 19.

The outlook for the water fund is very positive, thanks to the third year in a row of water revenues exceeding expectations. As a result, we recommend keeping the planned rate freeze in effect for FY 19, even though we have a significant amount of capital projects planned for the next five years.

The outlook for the sewer fund is very positive, thanks to an influx of revenue from sewer connection fees on permits that did not use the BUILD program. Because the sewer fund has such strong fund balance and relatively few capital projects, we propose to decrease the transfer into the sewer fund from the general fund in the upcoming years.

The aggregate budget outlook is moderately improved but still stable. Capital projects in the water fund and city-wide capital have been deferred slightly due to construction timelines, and revenues in the water and sewer fund have beat expectations. We expect aggregate fund balances to be above $9.1m at FYE 18.

The FY 18 project list occurred as expected. The multi-year Countryside subdivision road and water infrastructure improvements were concluded. Kennedy Road and the 2017 Road to Better Roads program was completed as expected, although some of the project costs are expected to bleed into FY 19. Route 34 eastern and western sections were commenced as planned. Kennedy Road multi-use path is expected to be substantially completed. OSLAD grant projects were completed along modified timelines. Well 7 rehab was pushed back to a future year due to emergency repairs to Well 9.

Year-by-year summary, FY 19 projections

General Fund

Surplus (Deficit)	($335,502)
Fund Balance	34%

Notes

1) Variable merit and COLA increases for staff
2) No new staff

Water Fund

Surplus (Deficit)	($299,313)
Fund Balance	41%

Notes

1) No water rate increases, no revenue growth assumed

Sewer Fund

Surplus (Deficit)	($584,484)
Fund Balance	25%

Notes

1) Fund Balance Equivalent projected to be drawn down immediately to 25%

Aggregate Budget

Surplus (Deficit)	($2,668,077)
Fund Balance	$6,480,883

Notes

1) General Fund projected to remain stable, although some major revenue streams have been underperforming historical averages. Continued deficits and negative fund balance in the TIF Funds add additional strain the General Fund.

Capital Projects List

Road to Better Roads and study update, Route 34 eastern & western expansion continues, Pavilion Road stream bank stabilization, Rte 71 (eastern portion) begins, Rte 71 water/sewer main replacement begins, land acquisition or other components related to the regional water study continues, Bristol Bay 65 regional park and Riverfront park construction completed (funded by OSLAD grant - contingent upon availability of grant proceeds), Blackberry Creek Nature preserve, Windett Ridge park construction, Well #7 rehab, Well #3 abandonment cation media exchange begins.

Year-by-year summary, FY 20 projections

General Fund

Surplus (Deficit)	($402,315)
Fund Balance	31%

Notes

1) Undetermined merit increases for staff
2) No new full-time staff

Water Fund

Surplus (Deficit)	($686,774)
Fund Balance	24%

Notes

1) Deficit primarily caused by a $1M increase in the amount of principal payments on the 2016 refunding bonds
2) Water sales increase approx 5% - due to projected rate increase & new housing starts

Sewer Fund

Surplus (Deficit)	($165,060)
Fund Balance	25%

Notes

1) Final PMT for Lennar - Raintree Sewer Recapture
2) Final debt service payment on 2004B bond

Aggregate Budget

Surplus (Deficit)	($1,943,094)
Fund Balance	$4,537,789

Notes

1) Fund balance in the General Fund moderately declines. Countryside TIF fund turns a surplus, but negative fund balance in the TIF Funds add additional strain the General Fund. Projected aggregate cash flow is tenuous, with fiscal distress likely.

Capital Projects List

Road to Better Roads, Route 34 eastern expansion completes, Route 34 western expansion continues, Rte 71 (eastern portion) continues, Well #7 stand-by generator, land acquisition or other regional water study continues, cation media exchange continues, Caledonia park completed.

Year-by-year summary, FY 21 projections

General Fund

Surplus (Deficit)	($416,262)
Fund Balance	28%

Notes

1) Undetermined merit increases for staff
2) No new staff

Water Fund

Surplus (Deficit)	($181,983)
Fund Balance	22%

Notes

1) Regional water study completed
2) Water sales increase approx 5% - due to projected rate increase & new housing starts

Sewer Fund

Surplus (Deficit)	($31,737)
Fund Balance	25%

Notes

1) No major initiatives

Aggregate Budget

Surplus (Deficit)	($816,050)
Fund Balance	$3,721,739

Notes

1) Fund balance in the General Fund continues to decline. Countryside TIF continues to generate a surplus. However, continued deficits and negative fund balances in the TIF Funds add additional strain the General Fund. Projected aggregate cash flow is tenuous, with fiscal distress likely.

Capital Projects List

Road to Better Roads, Route 34 western project completes, Route 71 project completes, water study completed, Cation media exchange completes

Year-by-year summary, FY 22 and FY 23 projections

General Fund	FY 22	FY 23
Surplus (Deficit)	($1,003,762)	($1,393,662)
Fund Balance	21%	12%

Notes
1) Undetermined merit increases for staff
2) No new staff

Water Fund		
Surplus (Deficit)	$638,262	$1,123,977
Fund Balance	40%	70%

Notes
1) Water sales increase approx 5% - due to projected rate increase & new housing starts

Sewer Fund		
Surplus (Deficit)	$131,343	$581,859
Fund Balance	28%	57%

Notes
1) Sewer SCADA system funded in FY 22

Aggregate Budget		
Surplus (Deficit)	($257,011)	$533,009
Fund Balance	$3,464,728	$3,997,737

Notes
1) Aggregate budget close to break even, turning positive in FY 23. Fund balance in the General Fund continues to decline due to declining revenues and an increase in the sewer transfer related to developer obligations. Majority of cash flow now in water and sewer fund, indicating tenuous general fund position and need to allocate water and sewer funds for long-term capital projects.

Capital Projects List

Road to Better Roads, cation media exchange completes (FY 22), sewer scada system (FY22), and Beecher Park replacement in FY 23

Items to note – big picture

Items of note – Purchasing Manager savings report

The United City of Yorkville (City) and The Village of Oswego (Village) have entered into an Intergovernmental Agreement regarding joint employment of a Purchasing Manager. The Purchasing Manager works for both municipalities streamlining and managing the purchasing of both communities. In addition, the Purchasing Manager is intended to find cost savings by combining volume or similar services. Annie Callahan was hired as the Purchasing Manager and began employment on March 27, 2017. One of the first accomplishments was creating a contract template that could be used for both the City and the Village, separately and combined. In addition to managing the formal purchasing process for the City, Purchasing Manager Callahan has found many cost savings opportunities between both municipalities. Cost savings might be defined as the difference between the budget amount and the actual value of the contract, combining with the Village to take advantage of economies of scale, or implementing a new process for savings. So far, a cost savings of approximately $33,000 has been implemented for the City. The most successful projects have been the SSA management contract negotiations with a cost savings of $14,600 and the downtown wayfinding signage program generating a cost savings of $11,580. Both projects were successfully bid under the established budget. In addition, the City can anticipate an annual savings of $12,000 in labor costs (time savings) with the implementation of the police timesheet software later this month. Purchasing Manager Callahan continues to work on implementing cost savings by identifying joint purchases and bid opportunities for both municipalities. The City can expect more cost savings by the end of the fiscal year 2018.

Items to note – Bond Ratings and refinancing

The City received two bond rating upgrades two years ago from Standard & Poor's and Fitch Ratings, and was reaffirmed at its current rating with Fitch last year. A higher bond rating allows the City to issue and refinance debt at a lower rate of interest. This is crucial as we continue to plan for future capital projects. Upgrades are based on several factors including a favorable economic outlook, budgetary flexibility (increasing revenues and/or decreasing expenditures/expenses), and relatively high fund balance (reserves) levels. In order to maintain these new ratings, the City will need to continue to keep spending within or just slightly above projected revenues allowing the City to be able to adapt to changing economic conditions. Increased revenue, reserves and overall economic expansion within the City may help to improve our ratings even further.

At the time of this memo, there are no proposed plans to refinance bonds this year. Staff will continue to seek opportunities and guidance from our financial advisors as refinancing can provide ample interest savings. Last year, the 2016 Refunding Bond refinanced the 2006A debt certificates and the 2007A bonds, which resulted in approximately $654,000 in nominal interest savings.

Items to note – Property taxes

For fiscal years 2015 through 2018, the City unofficially adopted a plan to reduce its tax levy by 2% in FY 15 followed by a 1% each year through FY 18. In reality, property taxes decreased at a rate quicker than we expected with 3% in FY 15, 1.66% in FY 16, and 1.68% in FY 17. As a result, the FY 18 property tax levy was held flat (0%), and the staff recommendation for the December 2017 (FY 19) property tax levy matched new construction EAV growth in the City (2.1%). Property owners who see their EAV unchanged from year to year should pay the same share of City taxes as the year prior. The property tax budget assumptions within this proposal assume modest increases (2%) each year in the future.

Along with this approval, the City Council also permitted separating the City and Library levies for the second year in a row. In the past when the levies were joined, property tax growth was determined in different ways for the City and the Library. This resulted in the Library's levy amount growing at a much higher rate than that of the City. Essentially, this reduced the amount available to the City as the Library's increase had to be accounted for within the City's PTELL maximum.

Items to Note- Downtown TIF

City staff approached the school district, county, fire protection district, Kendall Township, and community college district in fall 2017 with a request to extend the Downtown TIF 1. At time of this memo draft, written approvals have been received by the fire district, written approval is expected from the community college district, the county has narrowly not approved the extension letter, and the City is still working with the township and school district to secure support.

The creation of Downtown TIF 2 will be considered by the City Council in spring 2018. Accordingly, we have planned for the creation of a TIF 2 fund in this budget proposal with a placeholder for costs incurred during the creation process. In the scenario that TIF 2 is not created, the City would simply ignore the fund.

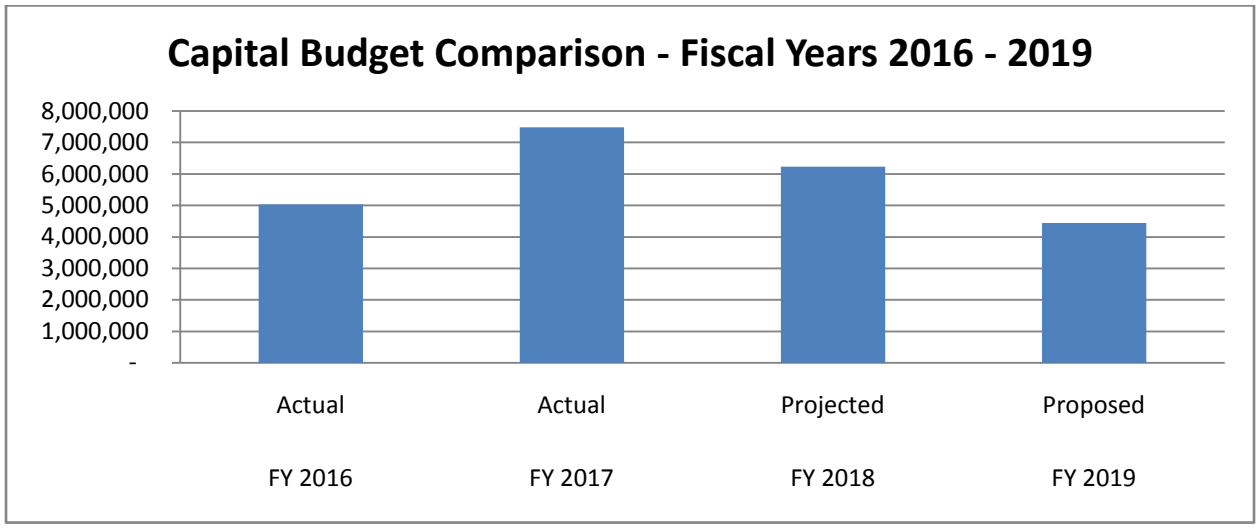
The only major project proposed within the TIF 1 fund is the ITEP grant for landscaping on the courthouse hill. The budget proposal assumption is that the City receives this grant and completes the project at a net cost to the City of around $210,000. In a scenario that this grant is not received, the City would simply ignore the line-item. No further projects have been proposed in either Downtown TIF fund as major projects are contingent upon TIF 1 extension and/or TIF 2 creation.

Items to note – Capital Projects

The City's Capital Improvement Plan is attached for your use. Some of these projects are wholly within the City's control (road, water and sewer improvements), some are within the State's control (Route 71 expansion, US Rte 34) and others are dependent upon a variety of factors (water projects related to new wells and/or treatment plants). The biggest discussion the

City is faced with is how to balance the maintenance needs of existing infrastructure against the concerns by residents against higher taxes and fees both in the present and future.

An outline of the proposed yearly capital projects is included in the year-by-year summaries above. In general, capital budgets will be going down in FY 19, due to the completion of the large Countryside infrastructure project and the substantial completion of Riverfront & Bristol Bay parks in FY 18.



Items to note – Capital Projects, Road to Better Roads

The City Council's main focus for capital projects has been pavement rehabilitation via the Road to Better Roads program. Since the first year of the program in summer 2013, we have spent over $5.75 million between pavement, water, and sewer projects. In summer 2018, we are proposing over $1 million in Road to Better Roads projects.

Out of our annual Road to Better Roads budget, $580,000 is allocated to pavement improvements for primary projects. Of note, the majority of the pavement expenditures this year will be coded in the MFT fund instead of the City-Wide Capital Fund. We are also proposing a list of alternate projects and would recommend moving forward with those if bids come in favorably low. Either scenario is still far short of our $2 million annual target to keep our road system from deteriorating.

The last scan of pavement conditions occurred in 2012 and the City is proposing to complete a full lidar scan, survey of pavement conditions, and quantitative update in 2018. The City has budgeted $65,000 for the scan in the City-Wide Capital Fund. The five-year Road to Better Roads schedule will then be set by City Council. In the meantime, the City will complete E Spring St, Teri Lane, parts of Walsh Drive, and Pavilion Road.

Items to note – Capital Projects, unfunded

1) Beecher Center Maintenance (City-wide Capital Fund)
    a. The HVAC unit in the Beecher Center was originally installed in 1980. Its useful life span should have been 15 years. Our most recent estimate for a complete replacement for the existing units is $400,000, because it is under the roof (the roof would have to be rebuilt). Even if individual components of the unit go out, we would not be able to replace them because nobody makes replacement parts for the HVAC unit. Staff has begun drafting an RFP which will be open for bid in spring 2018. Even though this project is not budgeted, we felt it was prudent to have Purchasing Manager Callahan both test the market to see if our cost estimate is correct and have a reputable low bidder in waiting should the HVAC unit fail. Another longer-term thought by staff, should this project become a necessity, is to spend an additional $250,000 ($650,000 total) and have the HVAC unit installed on the ground near the building, have new ducts run, and update the kitchen in the facility (economies of scale to do the projects all at once). If the HVAC unit were installed on the ground, as opposed to on the roof, we could save the roof replacement costs in the future when the HVAC unit has to be replaced again.
    b. Cost estimate - $400,000 or $650,000, whenever the HVAC breaks or we think we should replace it.

2) Elizabeth St water main replacement (Water Fund)
    a. 60 year old water main on Elizabeth Street. This main services over 24 homes directly, and many more indirectly. Replacement would improve fire protection and water quality.
    b. Cost estimate - $512,000

3) South Main St water main replacement (Water Fund)
    a. 80+ year old water main in the area near Van Emmon Street to Beecher St. This main serves over 30 homes directly, many more indirectly. Replacement would improve fire protection and water quality.
    b. Cost estimate - $880,000

4) Orange Street water main replacement (Water Fund)
    a. Water main replacement near Orange Street and Olsen Street, which will tie to dead end mains together. Connecting two dead ends in a loop will improve fire protection and water quality.
    b. Cost estimate - $167,500

5) Orange Street #2 water main replacement (Water Fund)
    a. 60+ old year 4” water main in the area along Orange St. from South Main Street to east end. Replacement would improve fire protection and water quality. This project is being looked at under a funded design engineering contract with EEI in 2018, but construction is not yet funded.
    b. Cost estimate - $660,000

6) East Washington Street water main replacement (Water Fund)
    a. 80+ year water main in the area of E Washington Street from Rt 47 to Mill St. Replacement would improve fire protection and water quality.
    b. Cost estimate - $324,000

7) Morgan Street water main replacement (Water Fund)
    a. 80+ year water main on Morgan from Fox to Dolph. Replacement would improve fire protection and water quality.
    b. Cost estimate - $376,000

8) East Fox Street water main replacement (Water Fund)
    a. 80+ year water main on East Fox from Mill St to Bell St. Replacement would improve fire protection and water quality.
    b. Cost estimate - $142,000

9) Appletree Court water main replacement (Water Fund)
    a. Water main has a high number of breaks and replacement would improve fire protection and water quality.
    b. Cost estimate - $180,000

10) Bristol Bay intersection improvements (City-Wide Capital Fund)
    a. Pursuant to the 2010 annexation agreement amendment with Bristol Bay, the City is responsible for intersection improvements at Route 30 and Route 47, Galena Road and Route 47, and at Bristol Bay Drive and Route 47. The total cost of these three improvements is over $3.72 million. The intersection improvements at Route 47 intersections of Galena Road and Route 30 are $1.36 million and $740,000 respectively. The remaining $1.62 million is associated with the additional subdivision entrance and traffic signal at Bristol Bay Drive.
    b. Cost estimate - $3.72 million in total.

11) Fox Hill water and sewer recapture (Water Fund and Sewer Fund)
    a. In 2003, the City required Fox Hill developers to oversize water and sewer mains out to the Fox Hill subdivision. This original cost for water and sewer over sizing was $807,000. In the recapture agreement for these projects, the City agreed to compound interest with final payback by the City due in 2023. If a developer develops in the recapture area prior to 2023, the City has the right to charge the developer their portion of the recapture fee (which then gets forwarded to the Fox Hill developer).
    b. Cost estimate – At FYE 2018, total amount will be $2.06 million. The original principal on this obligation was $807,847, meaning we have racked up over $1.25 million in interest in 15 years.

12) Building maintenance issues
    a. The City completed a building conditions study in 2017. The study looked at 40+ buildings and structures owned by the City and recommended maintenance schedules. EMG's reports include an assessment of all City-owned buildings, structures and parking facilities. An equipment inventory was also completed. Bar-coding of the

equipment and start-up with facility dude, which is an online portal that will hold the database information, will not be initiated until the reports are finalized. Another major goal of the reports was to calculate the Facility Condition Index (FCI), which gives an indication of a building's overall condition. This rating can be used as a guide for each facility when determining to maintain facilities or to replace facilities. .The Administration Committee and Public Works Committee have been reviewing building condition reports each month since study completion, and have had some high level discussion about which buildings to continue to maintain and which buildings to defer maintenance. A Facility Manager will be jointly hired by Yorkville and Oswego in spring 2018. This person will begin working on a five year plan for building maintenance as well as develop procedures and standards for cleaning repair and general maintenance.

b. Cost estimate – Based on the EMG reports and a conservative estimate of which buildings the City will likely keep maintaining, the annual recommended maintenance expenditures are approximately $600,000.

13) Baseline Road

a. One of the worst rated roads in the City. The City has been monitoring the condition of the deck of the bridge for the past year. In the event the bridge inspection comes back unfavorable, the City would proceed forward with closing the road. If the Route 47 north expansion project gets funded by the state, the cost of the bridge replacement would be heavily subsidized by the State.
b. Cost estimate - $560,000

14) Well No. 6 and Water Treatment Plant

a. Once the City reaches a population of 27,000, we will need an extra well and water treatment plant in order to keep adequate water supply and pressure throughout town. The City has planned for this well and treatment facility to be sited at the Bristol Bay water tower, but would need to update the plans for the facility (it would mimic the Grande Reserve facility). Further, this actual project will be the first major water system improvement contemplated after the City's comprehensive water system study and regional water supply study was completed last year. The City could eliminate this project if water consumption decreases, or the City has an alternate supply source lined up.
b. Cost estimate - $4,855,000 for Well 6 and the Treatment Plant

<u>Items to note – Water Rates</u>

Water fund revenues are expected to beat projections for the third year in a row. This is a combination of higher than expected usage on a per-home basis and the better than expected residential growth in the City.

The City had approved a five year rate increase in April 2014 that brought rates up to $17 per billing cycle for the first 350 cubic feet plus $4.30 for each additional 100 cubic feet in FY 17. The five year program had a rate freeze scheduled for both FY 18 and FY 19. In last year's budget proposal, we kept the rate freeze in place for FY 18 and discussed revisiting the FY 19

freeze in this year's budget proposal. Because water revenues have outperformed expectations for the third year in a row, and because the water fund has a healthy fund balance each year throughout the five-year budget estimate, we propose to keep the rate freeze in place for FY 19. We are budgeting for a 5% year-over-year increase from FY 20 through FY 23. That growth could come from rate increases at an inflationary level and/or straight increase in residential units in the City. We propose to revisit those rate increases as part of the FY 20 budget proposal.

Items to note – IMET Loss on Investment in FY 15

To date the City has recovered $15,909. Based on the amount of projected proceeds from the hotel sales, lawsuit settlement, and other seized assets, management currently estimates that the City may receive anywhere from $120,000 to $150,000 in recovery proceeds, which would put the overall recovery between 43% and 50%. It should be noted that these projected recovery amounts are contingent and will be subject to Court approval before any disbursement can take place. IMET has informed the City that as of January 2, 2018 the Overall Receiver had cash balances on hand of $79.6M, however, distributions cannot be made by the Overall Receiver until the priority claims of the USDA and IRS have been resolved by the Court. Further updates regarding these priority claims should follow later on this spring, and management remains optimistic that further distribution of recovered proceeds will occur sometime in the next fiscal year.

Items to note - City Council top ten goals

During the goal setting session in October 2017, City Council passed a total of 21 goals for FY 19. Goals are ordered in rank of priority and the City Council has reviewed action plans related to all goals. Each goal's action plan has various proposals, some of which may be tied into a budget line-item and mentioned in the small picture section of this memo. City Council reviewed the action plan for the #1 goal, Manufacturing and Industrial Development at the February 13, 2018 City Council meeting. No immediate budget impacts for that goal were apparent at time of this memo.

Items to note- Building Inspection Load

At the beginning of FY18 the City employed 1 Full-Time Building Code Official and 1 Full-Time Building Inspector. During Calendar Year 2017 the City of Yorkville completed approximately 3,500 inspections. On average the FT Building Code Official completed approximately 1,750 and the PT inspector completed approximately 1,500. Please see the below table for a comparison to other neighboring communities in regards to inspections conducted in Calendar Year 2017. Yorkville ranked second in total number of inspections per calendar year. Although Plainfield, had a higher number of inspections conducted during calendar year 2017, they also have higher staff counts.

City or Town	Full – Time	Part Time	# Insp 2017	Avg per/Inspector	Avg Inspections Per Day/Per Inspector	Outsourced Inspections	Inspections Requiring IL Plumb License
Oswego	3	0	2,620	873	4	6	310
Plainfield	4	0	8,735	2,183	10	0	3,888
North Aurora	1	1	1,425		6	20	250
Montgomery	1	0	1,044		5	377	377
Kendall County	1	0	911	911	4	99 Consultant 11 Yorkville	99
Yorkville	2	0	3,271	1,757 PR 1,514 BC	7	23 Kendall Co 63 Consultant	739

Items to note – engineering department cost analysis

We have been reviewing engineering department costs since choosing to outsource in 2011. Using EEI continues to be less expensive for the City than in-house staff. Engineering costs in FY 17 with EEI were approximately $96,000 less than in FY 10 with in-house staff. That calculation is based upon:

1) In FY 10, our engineering department had 5 employees and the cost of the department was about $535,000.
2) In FY 17, our outsourced costs were $439,970
    a. $267,325 for routine engineering
    b. $172,645 for subdivision inspections

On a related note, EEI is billing out about $96,000 per year to developers that is being reimbursed to the City, and an additional $711,384 in gross project expenses for capital projects (net $629,007) that the City would not have been able to complete with in-house staff.

Items to Note- Parks and Recreation Facility

City sold a portion of Bristol Bay Regional Park for $250,000 in June 2016 to Go For It Sports, which opened to the public in late 2017. Park Board made a two-part recommendation in 2017 that has not been included in a budget proposal, nor has it been acted upon by City Council. The first recommendation was to construct a 50x70 building for $250,000 which would allow them to expand recreation programming. Second would be to ask the City Council for an additional $250,000 amount for a total of $500,000 and construct a larger building of approximately 90x120, which would be the size of a small gym. This small gym would allow for open gym and after school programs. The Board is looking for this facility to be located at Beecher Park and/or be attached to the Beecher Center.

Items to Note – BUILD Program closeout

In late 2017, the City Council voted to end the BUILD program in December 2017. BUILD applications were accepted up until December 31, 2017. The program application allows for the construction of the home to occur one year after initial application (and payout to the homeowner occurs at time of completion of the home). As of February 2018, around 40

homes are still under construction from BUILD program applications filed in 2017. City staff has made some modest assumptions for revenue increases in the water and sewer fund due to the closure of the program and we would not expect to see fully increased water and sewer connection fee revenues until the FY 20 budget after all BUILD permit homes have been completed.

Items to Note – Land-Cash Fund

The City expects to close out the Riverfront Park and Bristol Bay Regional Park OSLAD grants in FY 19 and receive grant reimbursement from the state in the same fiscal year. When these projects are completed, the land-cash fund will have no grant-associated projects for the first time in several years. Between the receipt of these OSLAD grant funds, miscellaneous parks land-cash fees from building permits, and our limited park projects, the fund would expect to have a few hundred thousand dollars in unrestricted fund balance within the five year budget. During budget preparation, Director Evans was asked to come up with a five year plan to spend down those impact fees. His recommendation settled upon replacement of the Beecher Park playground and various paving projects throughout the downtown, Riverfront Park area, and Bristol Bay Regional Park. Staff felt this recommendation was warranted given age of the Beecher Park playground and the status of Bristol Bay and Riverfront Park as regional attractions. As miscellaneous land-cash fees are received by the City that are not otherwise tied to a subdivision-specific park, the City will need to come up with a plan to use the land-cash funds.

Items to Note – Municipal Facilities Master Plan

As discussed in the City Council goal setting session and action plan, staff proposes to fund a municipal facilities master plan in FY 19 and FY 20. The City last completed a municipal facilities master plan and space needs analysis in 2006, when it hired an architecture firm to address space needs for long-term staffing levels and provide cost estimates for a new City Hall, Police Station, Public Works Facility, Recreation Center, and Senior Center. These cost estimates were used to provide justification for the City's municipal building impact fee, which rose from $150 to $5,509 at the time. The City has since revised the municipal building impact fee to under $2,000.

Items to Note – Sewer Fund

The City Council made a decision to slowly draw down sewer fund reserves over a number of years until they hit the City's reserve policy of 25% of annual expenses. That decision is changed this year by accelerating the drawdown immediately to 25%. This leaves the sewer fund, which has limited projects to fund, with 25% until FY 22 and FY 23 when amounts are earmarked within the fund balance for developer commitments. The reduction of the transfer amounts into the sewer fund leaves the general fund and its associated funds with a better financial outlook. The additional funds will be used to fund the general fund debt service obligations for the 2014B bond (debt service fund), some modest city-wide capital expenditures, and to offset the general fund's modest FY 19 deficit.

The small picture – items to note in the general fund

Please accept the following information as discussion on individual line-items within the budget. These individual line-items may change between now and the date of approval based on City Council direction or staff recommendation (due to new information). Revenues are listed as "R#", and expenditures are listed as "E#".

R1) Property Taxes – Corporate Levy 01-000-40-00-4000

a. The FY 19 dollar amount actually increased from the FY 18 budget proposal. The police pension performed better than expected, which allowed the City to direct more money into the corporate levy than expected. Between FY 20 and FY 23, we project increases of 2% per annum. This line item does not include police pension, bond-related, library operations, and library debt service taxes.

R2) Property Taxes – Police Pension 01-000-40-00-4010

a. The police pension fund had a good return on investments in FY 2017, and so the FY 19 actuarial determined contribution will decrease from the FY 18 figure. FY 19 will represent the fifth year in a row that the City will meet its actuarial determined contribution. As the City continues to fully fund this obligation, the Police Pension Fund percent funded should continue to increase from its current amount of 42%. Future years funding amounts are estimates only, and will be analyzed each year by the City's actuary.

R3) Municipal Sales Tax 01-000-40-00-4030

a. Sales taxes saw a ~6% increase between FY 16 and FY 17, but FY 18 figures have been nearly flat in relation to the previous fiscal year. Staff currently projects the FY 18 amount to be approximately 0.8% higher than in FY 17. This underperformance is cause for concern and monitoring, given that the City's population increase should drive sales tax growth. However, trends towards online retail sales could be offsetting population growth. In last year's five year budget projection, we proposed a 3% annual sales tax growth. Given the recent underperformance, we are revising the annual sales tax growth estimate downward to 1.5%.

R4) Non-Home Rule Sales Tax 01-000-40-00-4035

a. We have budgeted for the same growth trends in non-home rule sales taxes as for municipal sales taxes.

R5) Hotel Tax 01-000-40-00-4050

Hotel tax revenues have been trending upwards over the past few years with the continued success of the Hampton Inn. The City's hotel tax rate is 3%, well below the allowed maximum of 5%. There is potential that this line-item could increase substantially with the addition of the Holiday Inn Express in late 2018. For conservative budget purposes and because of the possibility of transfer sales between the hotels, we have not budgeted for any net increase in hotel taxes.

R6) Video Gaming Tax 01-000-40-00-4055

a. The budgeted amount represents the amount of revenue expected to be generated from the video gaming machines at 15 establishments throughout the City.

R7) Amusement Tax 01-000-40-00-4060

a. This is the 3% tax charged on all amusement devices and tickets within the City. The maximum amount allowable under law for this tax is 5%. The majority of this line-item is generated by Raging Waves, which has a large percentage of out-of-town visitors. The second largest contributor to this amount is NCG Movie Theater, although this amount currently has no net impact on the budget, as we are rebating 100% of the amusement tax to the movie theater developer until we rebate $200,000 total. We expect that figure to be reached sometime in FY 20, which is an earlier than we expected in last year's budget proposal. At that point, the rebate drops to 50% for 10 years from the development agreement.

R8) Admissions Tax 01-000-40-00-4065

a. This is the 2.75% admissions tax charged at Raging Waves, authorized by their annexation agreement. This amount is remitted to Raging Waves to offset their on-site infrastructure costs.

R9) Business District Tax – Kendall Mrkt 01-000-40-00-4070

a. This line item represents the additional 0.5% general merchandise sales tax applicable to the Kendall Marketplace Business District. These proceeds are rebated in full (out of Admin Services) in order to pay debt service on the Kendall Marketplace bonds.

R10) Business District Tax – Downtown 01-000-40-00-4071

a. This line item represents the additional 1.0% general merchandise sales tax applicable to the Downtown Business District. These proceeds are rebated in full (out of Admin Services) to Imperial Investments, pursuant to their development agreement with the City.

R11) Business District Tax – Countryside 01-000-40-00-4072

a. This line item represents the additional 1.0% general merchandise sales tax applicable to the Countryside Business District. These proceeds are rebated in full (out of Admin Services) to Kendall Crossing LLC, pursuant to their development agreement with the City.

R12) State Income Tax 01-000-41-00-4100

a. The State of Illinois accelerated the timing of payments in FY 18 but cut the per capita distribution in an equal amount, which resulted in a net loss of funds in FY 18 because the City uses the accrual basis of accounting. The Governor is expected to recommend a sweep of income tax revenues for state purposes in the state budget address on February 14, 2018, but these proposals have not been accepted in years past. The IML per capita projection for FY 19 is $95.80, which is modestly higher than the FY 18 ($95.00) and FY 17 ($94.70) estimates but lower than the FY 16

estimate of $106.78. The reduction in the estimates is primarily due to the state economic climate. As a counterpoint, the City finished the Special Census in 2017 and began to receive income tax distributions for a higher population at the end of 2017. This resulted in a net increase in revenues in FY 19 and beyond. After FY 19, the City projects a 2% increase in annual state income tax revenues.

R13) Local Use Tax 01-000-41-00-4105

a. The IML is projecting $26.30 per capita for FY 19. This increase from FY 18's per capita estimate of around $25, as well as the City's increase in population, should result in a modest increase in revenue in FY 19. After FY 19, we estimate a 2% annual growth rate.

R14) Liquor licenses 01-000-42-00-4200

a. The City increased liquor license fees across many levels in late 2017. These increases are reflected in the modest increase in revenues in FY 19.

R15) Building Permits 01-000-42-00-4210

a. Revenue figures within this line-item are budgeted at $275,000 which will help offset costs associated with all employees tasked with conducting inspections and support. If during the year, all those costs are met, any excess building permit revenue will be transferred into the City-Wide Capital fund for the use of one-time capital expenses. This prevents us from using one-time revenues for operating costs in the future.

R16) Garbage Surcharge 01-000-44-00-4400

a. This line-item represents all revenue the City receives from residents for garbage services. The gross revenue decreased between FY 17 and FY 18 because the cost of the service was decreased after successful bidding of the contract. Increases in this line-item reflect housing growth only, and there is no material net impact within the budget as the cost of service is generally matched by revenues.

R17) Administrative Chargeback 01-000-44-00-4415

a. This revenue represents that the general fund will be reimbursed from the water, sewer, and TIF funds for a portion of personnel costs. This is according to the time that employees whose salaries come out of the general fund spend on water, sewer, and TIF related issues. Exact percentages and employee info can be found in appended to this memo.

R18) Reimbursement – Engineering Expenses 01-000-46-00-4604

a. Revenue figures within this line-item will offset the line item for engineering expenses in order to net out the engineering services to equal the $240,000 contract amount.

R19) Miscellaneous Income 01-000-48-00-4850

a. This revenue line-item primarily represents rebate money earned from simply using City issued credit cards to make purchases. Approximately $15,000 is expected to be earned in FY 18.

E1) Salaries – All Departments Multiple #'s

a. We are proposing a 3% COLA increase and contract-appropriate step increases for all employees covered by a union contract. We have budgeted for the variable-rate compensation plan for non-union employees that will be proposed and discussed at the March Administration Committee meeting. We have budgeted for reasonable, but undetermined, salary increases in FY 20 through FY 23.

E2) Health Insurance – All Departments Multiple #'s

a. We are assuming an 8% increase in health insurance costs each year through FY 23. The actual year-end figures may fluctuate based on employees changing health plans and/or the changes in overall rates.

E3) IMRF – All Departments Multiple #'s

a. While the IMRF fund is very well funded compared to other state-wide pension funds, we are budgeting conservative increases in the employer contribution rates each year for FY 19 through FY 23.

E4) Tuition Reimbursement – All Departments Multiple #'s

a. Per the City's tuition reimbursement policy, any approved degree programs are shown in the appropriate budget. Currently, Deputy Clerk Pickering (Administration Department) and Officer Goldsmith (Police Department) are both enrolled in separate Bachelor's Degree programs at Aurora University.

E5) Training and Travel – All Departments Multiple #'s

a. The same training and conference levels are proposed as last year. Department heads have been asked to budget for attendance at one national level or state conference per year to keep up to date with the latest trends in management and government. Increases in individual line-items reflect this request of the department heads.
b. A new program is budgeted within the Administration department budget, titled the "Leadership Development Program". Throughout this past year, staff has continued to work with Oswego and Montgomery on integrating shared services. For FY 19 staff is working together to develop programs and training opportunities collectively. This program would be developed to promote a productive and engaged workforce and to provide an opportunity for individuals interested in developing their leadership skills in order to be better prepared for career advancement. The program will include participation in a leadership course, a mentor relationship, job shadowing opportunities and completion of a special project. Participants in the program will be decided on at a later date. Details of the program will be reviewed by the Administration Committee in spring 2018.

E6) Commodity Assumptions – All Departments Multiple #'s

a. Graduated increases in gasoline, electricity, natural gas, and simple contractual services are not based on any particular estimate of the details of the line-item, except where specifically noted in this budget section. From a conservative budgeting principle, we are purposefully trying to overestimate costs to hedge on unanticipated price increases on everything from gasoline to office cleaning.

E7) Professional Services – All Departments Multiple #'s

a. Professional services expenditures vary in each department and can be for a variety of services. For each department, we've included a brief sampling of the expenses coded out of this line-item. Full expense reports for any line-item can be obtained from the Finance Department at any time.
b. Administration – Expenses for the minute taker, safe deposit box, background checks and professional photos of staff and elected officials.
c. Finance – GFOA CAFR award fee, utility billing fees, police pension actuarial fee, and the annual accounting software maintenance agreement.
d. Police – Expenses for onsite shredding notaries, Lexipol Policy Manual, Bassett Licenses and Notary certificates, and searches.
e. Community Development – Access to iWorQ (code enforcement and permit management software, expenses for the minute taker, plates and title for 2 vehicles and scanning of building plan documents
f. Street Operations – Plates and Title for 1 Trailer, parkway tree trimming, and CDL license renewal.
g. Water Operations – Electronic meter reading services, utility billing fees, well 7 and Raintree tower radio maintenance and BSI backflow monitoring.
h. Sewer Operations –Sewer cleaning, alarm monitoring, utility billing fees, and manhole repair.
i. Parks – background checks and copy charges.
j. Recreation – Referees and umpires, recreation class instructors, graphic design, web track maintenance agreement, pest control, background checks, and park board minute taker fees.
k. Library – Plumbing Inspection, Sound Maintenance, background checks, copy charges, pest control, copier charges, IT services and minute taker fees.

E8) Salaries – City Treasurer 01-110-50-00-5004

a. This elected position was eliminated via referendum, to go into effect in FY 19.

E9) Salaries – City Clerk 01-110-50-00-5003

a. This elected position was eliminated via referendum, to go into effect in FY 19. This results in an approximate $8,000 savings per year.

E10) Auditing Services 01-120-54-00-5414

a. The City went out to RFP in 2017 and awarded a five-year contract to Lauterbach and Amen which will expire in FY 22.

E11) Salaries – Police Officers 01-210-50-00-5008

a. No new hires are proposed in the police department. At this time we are slightly under regional averages for staffing. If the City's five year budget outlook improves, we would recommend revisiting this position.

Municipality	Population*	Total Full-Time Officers	Officers per 1,000
Aurora	201,110	284	1.41
Batavia	26,391	40	1.52
Carpentersville	38,291	59	1.54
East Dundee	3,182	12	3.77
Elburn	5,757	7	1.22
Elgin	112,123	182	1.62
Geneva	21,880	36	1.65
Gilberts	7,724	8	1.04
Hampshire	6,247	11	1.76
North Aurora	17,426	29	1.66
Sleepy Hollow	3,329	7	2.10
St. Charles	32,717	52	1.59
Sugar Grove	9,573	12	1.25
West Chicago	27,221	44	1.62
West Dundee	7,361	18	2.45
Winfield	9,637	17	1.67
Average	33,123.06	51	1.76
Midwest (10,000-24,999)**	6,761,176	11,494	1.70
Total Illinois**	5,279,933	13,295	2.52
National (10,000-25,000)**	25,662,681	47,085	1.80
Yorkville (FY 18)	19,022	30	1.58

*Based off of 2016 U.S. Census population estimate

** Only agencies that participate in FBI Uniform Crime Reporting

E12) Police Commission 01-210-54-00-5411

a. The spikes in the Police Commission line-item represent applicant testing years. In FY 21, the spike represents sergeant testing.

E13) Vehicle and Equipment Chargeback 01-210-54-00-5422

a. This line-item represents the gap between police impact fees and the amount of expenditures related to police-car purchases.

E14) Legal Services 01-210-54-00-5466

a. This line item had previously covered the expenses for any miscellaneous grievances that occur. Given that it was so infrequently used, we felt it would be more appropriate to code any future expenses to the City's line-item for special counsel.

E15) Professional Services 01-220-54-00-5462

a. This line-item contains funds for updating the subdivision control ordinance with consultant assistance. Further information will be proposed to the EDC at a later date.

E16) Vehicle & Equipment Chargeback 01-410-54-00-5422

a. This line-item represents the gap between public works impact fees and the amount of expenditures related to public works vehicle purchases.

E17) Mosquito Control 01-410-54-00-5455

a. The line-item expense for mosquito control represents treatment of storm sewer inlets only.

E18) Hanging Baskets 01-410-56-00-5626

a. The hanging basket replacement program was originally postponed because of the Route 47 project. Now that the light poles have been installed, we are proposing to re-implement this program, which will be funded through donations but coded to the CW Capital fund.

E19) Garbage Services – Senior Subsidies 01-540-54-00-5441

a. This line item represents the total amount of the current senior garbage subsidy. The subsidy is 20% for all seniors and 50% for all seniors on the Circuit Breaker program, and those amounts will hold through FY 23. Currently, we have 724 senior accounts and 15 circuit breaker senior programs.

E20) Purchasing Services 01-640-54-00-5418

a. This line-item represents the hiring of a purchasing manager by the Village of Oswego in March 2017 and the City utilizing that employee and reimbursing the Village of Oswego 50% of the cost of the employee. The original term of the intergovernmental agreement is four years, but staff recommends continuing this position through FY 23 because of its already positive impact.

E21) GC Housing Rental Assistance Program 01-640-54-00-5427

a. This line-item represents the City's cost to run the housing assistance program for the GC Housing development, as approved in Ordinance 2016-21. The $12,000 annual appropriate can be amended upwards or downwards in the future, but we felt that $12,000 is adequate for the first year. We would expect to have a more refined estimate after initial applicants are vetted in spring 2018.

E22) Utility Tax Rebate 01-640-54-00-5428

a. This line-item represents the electric and natural gas utility taxes rebated to Wrigley as part of the Skittles factory expansion. The project was given a permanent certificate of occupancy in early 2017 and we would expect the first rebates to occur in spring 2018. The $14,375 in this line-item represents the maximum amount that the City would rebate annually.

E23) Facility Management Services 01-640-54-00-5432

a. This line-item represents the hiring of a facility services manager with Oswego, as approved by the City Council in 2017. City staff is reviewing applicants in spring 2018 and expects to have an individual hired by the end of FY 18. In general, this position is proposed to be tasked with coordinating all building and grounds maintenance at every facility in the City.

E24) Amusement Tax Rebate 01-640-54-00-5439

a. As part of the Countryside redevelopment project incentives, the City is refunding a portion of the amusement tax to the Movie Theater developer. This amount should equal the amount of amusement tax generated by the Movie Theater up to $200,000. We expect that this incentive will be satisfied in FY 20, which is one year earlier than we projected in last year's budget proposal. All further proceeds will be rebated at 50%.

E25) KenCom 01-640-54-00-5449

a. This line-item represents the City's contributions to KenCom, based on the intergovernmental agreement for annual funding, the intergovernmental agreement for New World software usage, and the KenCom budget. This line-item is estimated by staff in February of each year for the upcoming FY budget, but the actual dollar amounts are not finalized until the end of each calendar year. This timing delay results in the City experiencing unexpected increases mid-way through its fiscal year, as seen in FY 18.

E26) Information Technology Services 01-640-54-00-5450

a. This line-item covers 20 hours per week of consultant costs, all Microsoft Office licensing, and various other licenses for network components. All equipment purchases for all departments are now coded in each department as the City will be implementing a three year replacement schedule for all laptops and four year replacement schedule for all computers.

E27) Engineering Services 01-640-54-00-5465

a. This is the gross cost of all EEI expenses which are not related to capital projects. It includes $240,000 of contract-related expenses, $125,000 worth of subdivision-infrastructure inspection related expenses, and $25,000 in reimbursable development work. For reasons explained in the Items to Note section, we still recommend the City outsource its engineering work for the foreseeable future.

E28) Economic Development 01-640-54-00-5486

a. The YEDC was formally disbanded at the end of 2015. In order to continue attracting new business and promoting expansion of existing business, Lynn Dubajic, former director has been hired as a part-time economic development consultant. Her salary of $145 per hour at 15 hours per week plus quarterly travel charges and hourly overages makes up the majority of this line item of $145,000.

E29) Sales Tax Rebate 01-640-54-00-5492

This line item represents the 50% share of rebated sales tax to developers, pursuant to past economic incentive agreements entered into with the City. Sales tax rebate growth is pegged to overall sales tax growth, as mentioned above.

E30) Business District Rebate 01-640-54-00-5493

a. Currently, this expenditure line-item corresponds with a revenue line-item of the same amount, as this tax is rebated 100% to the developers of the Kendall Marketplace, Kendall Crossing and the downtown business district.

E31) Admissions Tax Rebate 01-640-54-00-5494

a. Currently, this expenditure line-item corresponds with a revenue line-item of the same amount, as this tax is rebated 100% to Raging Waves. This rebate is set to expire in FY 2022.

E32) Transfer to Debt Service 01-640-99-00-9942

a. This line-item represents amount the general fund covers of the 2014B bond, which covered streets rehab program from the mid-2000s. The property taxes on the 2014B bond were completely abated in the 2016 tax levy cycle (FY 18 budget).

E33) Transfer to Sewer 01-640-99-00-9952

a. This line-item represents the City's transfer of non-home rule sales tax dollars being transferred into the sewer fund to pay for a portion of the yearly debt service on the 2011 refinancing bond. As mentioned in the Items to Note section above, the Sewer Fund transfer is reduced in FY 19, 20, and 21 to cover some general fund operating and capital expenditures and to offset the general fund deficit.

E34) Transfer to Parks and Recreation 01-640-99-00-9979

a. This line-item represents the City's operational transfer to fund Parks and Recreation expenses.

E35) Transfer to Library Operations 01-640-99-00-9982

a. This line-item transfer covers liability and unemployment insurance for the library.

The small picture – all other funds

Fox Hill SSA

R1) Property Taxes 11-000-40-00-4000

a. The FY 19 revenue figure reflects a ~$60 per home per year tax amount, which was the tax levy ordinance approved by City Council in December 2017. Of note, the long-term debt on past projects and the negative fund equity will not be cleared until FY 25.

E1) Professional Services 11-111-54-00-5462

a. This line-item reflects half of the HOA management contract with Baum Property Management that was approved by the City Council for the Sunflower Estates and Fox Hill subdivision.

E2) Outside Repair and Maintenance 11-111-54-00-5417

a. The FY 19 amount reflects our best estimate for the annual maintenance contract for mowing and landscaping. The FY 20 amount reflects the re-installation of the subdivision entrance sign. That project is being offset by funds given to the City by IDOT for the Route 34 project in FY 17.

Sunflower SSA

R1) Property Taxes 12-000-40-00-4000

The FY 19, FY 20, and FY 21 revenue figure reflect the $133, $155, and $182 respective levies per home that were discussed by the City Council during the levy approved in December 2017. Of note, the long-term debt on past projects and the negative fund equity is not projected to be cleared until FY 25.

E1) Pond Maintenance 12-112-54-00-5416

a. In FY 19 and beyond, the City is budgeting for annual algae treatments and inspection by Encap to monitor the basin condition.

E2) Professional Services 12-112-54-00-5462

a. This line-item reflects half of the HOA management contract with Baum Property Management that was approved by the City Council for the Sunflower Estates and Fox Hill subdivision.

E3) Outside Repair and Maintenance 12-112-54-00-5495

a. This line-item reflects our best estimate for the annual maintenance contract for mowing and landscaping the subdivision entrances. The FY 19 column also contains $5k for comprehensive replacement of landscaping at the entrances.

Motor Fuel Tax Fund

E1) Salt Storage 15-155-54-00-5438
E2) Street Lighting 15-155-54-00-5482
E3) Salt 15-155-56-00-5618
E4) Signs 15-155-56-00-5619
E5) Cold Patch 15-155-56-00-5633
E6) Hot Patch 15-155-56-00-5634
E7) Street Lighting Supplies 15-155-56-00-5642

a. All of these expenditures have been transferred into the general fund. Hot and cold patch have been combined into one line item called Asphalt Patching. Staff felt it would be easier administratively to code the majority of Road to Better Road projects in the MFT fund and take all of these line-items out of MFT.

E8) Baseline Road Bridge Repairs 15-155-60-00-6004

a. Original estimates on the bridge repair in FY 16 came in much higher than expected, so staff recommended closure of the bridge instead. This item was pushed along through the remainder of FY 16, FY 17, and FY 18 because ongoing bridge inspections have not justified total closure of the bridge. Per the Bridge Inspection Report completed in 2016, the superstructure (surface) is in poor condition, while the substructure is in good condition. The 2016 report did not indicate an immediate need to close the bridge based on structural/safety concerns. Inspections are scheduled once every two years, per IDOT policy, and the next inspection will occur in summer 2018. If the inspection comes back with an issue, we would recommend proceeding forward with bridge closure. Until then, we recommend leaving the bridge as-is until the State expands Route 47 in the area.

E9) Road to Better Roads 15-155-60-00-6004

a. Staff has chosen to code all 2018 planned Road to Better Roads in the MFT fund as it easier to complete paperwork for pavement projects than the previously listed seven Public Works operational line-items. The amount in FY 19 reflects the City's RTBR program as adopted in late 2017. We anticipate completing a pavement study in 2018 and increasing the expenditures back up to historical amounts in FY 20 and beyond.

E10) Route 47 Expansion 15-155-60-00-6079

a. Per the City's intergovernmental agreement with IDOT, MFT related Route 47 project expenses were spread over ten fiscal years. By April 2018 the City will have made 67 of its 120 payments.

City-Wide Capital Fund

R1) Building Permits 23-000-42-00-4210

a. Any excess of building permit revenues over the cost of building department operations will be placed in this line item. In order to budget conservatively, we are leaving this number at zero. The current threshold for funds to cross over into City-wide capital is approximately $300,000.

R2) Road Infrastructure Fee 23-000-44-00-4440

a. We are not proposing any change to the Road Infrastructure Fee through FY 23. This is something which can and will be reevaluated each year, as the sunset date for the infrastructure fee is April 30, 2018.

E1) Property & Building Maintenance Services 23-216-54-00-5446

E2) Property & Building Maintenance Supplies 23-216-56-00-5656

a. As mentioned in the items to note section, we propose a full municipal facilities master plan in FY 19 and FY 20. We expect the study to cost around $200,000.

E3) Buildings and Structures 23-216-60-00-6020

a. The FY 19 expenditures reflect the installation of a permanent gasoline fueling tank and station at one of the City's facilities. This will allow the City to buy fuel in bulk. Purchasing Manager Callahan expects this project to have a positive return on investment within two years from installation.

E4) Engineering Services 23-230-54-00-5465

a. The FY 19 column represents the cost of doing a full pavement study update.

E5) Hanging Baskets 23-216-54-00-5626

a. With the Route 47 project completed, the City is poised to implement a hanging basket and/or banner program. The $2000 expenditure budgeted represents the old program and may not adequately cover the scope of a new program. However, the old program was of neutral cost and we would expect the new program to be neutral. The City should have a proposal for a program to present to a committee in late spring 2018.

E6) US 34 (Center / Eldamain) project 23-230-60-00-6016

a. This line-item reflects the City's local share of costs for the Route 34 expansion project. This project is underway in FY 18, and we expect the invoices to be paid by the City through FY 21.

E7) Pavilion Rd Stream bank Stabilization 23-230-60-00-6021

a. The City did some paving and engineering along Pavilion Rd, and plans to complete some additional paving and stream bank stabilization in FY 19.

E8) Fountain Village Subdivision Improvements 23-230-60-00-6023

a. The City Council accepted private developer money in 2017 in exchange for the completion of private subdivision infrastructure after the developer failed to complete the infrastructure. This line-item represents those private infrastructure improvements and is offset by a corresponding revenue line-item within the City-Wide Capital Fund.

E9) Road to Better Roads Program 23-230-60-00-6025

a. This line item represents a minor program within the FY 19 RTBR budget and some carry over expenditures from FY 18.

E10) Sidewalk Construction 23-230-60-00-6041

a. The City will repair damaged areas as necessary by removal and replacement or by use of the grinder. We plan on renting the grinder at least 2 times this year and using it for a week at a time. Our large project will be the sidewalk near the east alley. We will remove and replace the walk between the Farm Bureau and The Law Office in preparation for the new railing installation. We are performing this work in house to save money.

E11) Route 71 (RT 47- RT 126) Project 23-230-60-00-6058

a. The City Council is reviewing a Route 71 funding agreement at the February Public Works Committee meeting. This line-item represents the City's expected local share of the project related to sidewalks, trails, and other non-utility categories. IDOT plans to bid this project out in early 2018 and could begin construction at the end of 2018.

E12) US 34 (IL 47 / Orchard Rd) Project 23-230-60-00-6059

a. This project is underway and is expected to occur until FY 20. The funds budgeted are based on the IDOT approved bids but do not take into account any possible change orders.

E13) Kennedy Rd Bike Trail 23-230-60-00-6094

a. This line item contains the final gross expenses from the construction of the trail. Pursuant to the commitment made by the Push for the Path group in 2012, the City's estimated local share in the amount of $217,000was covered entirely through private donations.

E14) Principal Payment 23-230-81-00-8000

E15) Interest Payment 23-230-81-00-8050

a. This line-item contains the debt service for a 20-year bond associated with the Game Farm Road project.

E16) Principal Payment 23-230-97-00-8000

a. This line-item represents the City's 6-year payback of River Road Bridge expenses to Kendall County at 0% interest. The City will pay back the final $84,675 in FY 19.

Vehicle and Equipment

R1) Police Chargeback 25-000-44-00-4420

R2) Public Works Chargeback 25-000-44-00-4421

R3) Parks & Recreation Chargeback 25-000-44-00-4427

a. As discussed in the general fund line-item narrative, these line-items represent transfers from the general fund (police & public works) and parks and recreation

fund to cover the gap between vehicle purchases and available funds in the respective departments.

E1) Equipment (Police) 25-205-60-00-6060
a. This line item is budgeted at $5,000 in order to replace squad laptops and cameras.

E2) Vehicles 25-205-60-00-6070
a. This line-item currently covers one police vehicles planned for replacement in FY 19.

E3) Principle Payment (PW 185 Wolf Street bldg.) 25-215-92-00-8000
E4) Interest Payment (PW 185 Wolf Street bldg.) 25-215-92-00-8050
a. These line-items cover the annual purchase installment payments to the property seller for the Public Works south building. The final payment will not occur until November 2028.

Debt Service Fund

R1) Property Taxes - 2014B Bond 42-000-40-00-4000
a. The City fully abated the property taxes on this bond in December 2016 for the FY 18 budget, and FY 19 represents the second straight year the City has fully abated the property taxes.

Water Fund

R1) Water Sales 51-000-44-00-4424
a. As discussed in the Items to Note section above, the volume of water sold in FY 18 was above our projections for the third year in a row and we propose to keep the rates frozen for FY 19. Aggregate increases in water revenues of 5% are planned for each year after FY 19, and that amount could come from usage, City growth, and/or an inflationary rate increase.

R2) Water Infrastructure Fee 51-000-44-00-4440
a. No change is proposed for the Water Infrastructure Fee for FY 19. It is currently set at $8.25 per month through the end of FY 18 and will need to be reauthorized for FY 19.

R3) Water Connection Fees 51-000-44-00-4450
a. For FY 19, we expect 120 new housing starts, which should net approximately $1,100 in revenue per home, after accounting for the BUILD program. Each subdivision has its own water connection fee amount, depending on when the subdivision was annexed.

R4) Rental Income 51-000-48-00-4820
a. This line-item contains rental and lease fees from various cellular and internet antennas on City water towers.

E1) Land Acquisition 51-000-60-00-6011

a. This line-item represents the potential acquisition of land for a Fox River water plant, either Yorkville-alone or regionally.

E2) Well Rehabilitations 51-510-60-00-6022

a. In FY 19, the City is planning to rehab Well #7 and finish decommissioning and deconstructing Well #3 (near the west alley in the downtown). We expect to review an RFP for teardown of the Well #3 building in spring 2018.

E3) Road to Better Roads Program 51-510-60-00-6025

a. The line item expenditure represents the dollar amount we are able to fund for water infrastructure as part of the program through FY 23.

E4) Equipment 51-510-60-00-6060

a. The large expenditure planned for FY 20 is the City's previously-unfunded Well #7 standby generator. Staff thinks this is an important project to secure the City's water supply in the event of city-wide outage or disaster. A back-up generator at Well No. 7 would allow us to supply drinking water to the entire City, even during a multi-day power outage.

E5) Route 71 Watermain Relocation 51-510-60-00-6066

a. The Public Works Committee will be reviewing a project agreement at the February 2018 meeting. While the City has seen the estimate of the watermain work decrease over the years, and the staff have proposed a way to reduce costs, this project will cost several hundred thousands of dollars. However, the Route 71 project in Yorkville city limits is being split into two phases, with an eastern section expected to begin at the end of 2018 and the western section delayed for a few more years. The budget amounts shown reflect IDOT's estimate for time and money on the immediate, eastern section, and the City's best guess as to the timing for the western section.

E6) Route 47 Expansion 51-510-60-00-6079

a. This line-item represents all water related utility costs associated with the Route 47 expansion project. These amounts are scheduled in equal annual payments for 10 years. By April 2018 the City will have made 67 of its 120 payments.

E7) Cation Exchange Media Replacement 51-510-60-00-6081

a. The City's water treatment facilities contain cation exchange units that are necessary to keep potable water within radium compliance. The media (resin) within the units has a useful life and typically needs to be replaced every 10-15 years to remain effective. The City's water treatment plants were all constructed in the mid-2000's and the media is reaching the end of its useful life. Within this line-item, we've budgeted for full replacement of all media on each of the five water treatment plants by FY 23.

E8) 2015 Bond Principal 51-510-77-00-8000
E9) 2015 Bond Interest 51-510-77-00-8050
a. These two line-items represent the debt service payments associated with the Countryside water main project.

Sewer Fund

R1) Sewer Maintenance Fees 52-000-44-00-4435
a. The bi-monthly sewer maintenance fee for FY 19 is $20.87, authorized by ordinance in April 2014.

R2) Sewer Infrastructure Fee 52-000-44-00-4440
a. No change in the sewer infrastructure fee is proposed in FY 19. It is currently $4 per unit per month.

R3) Transfers from General Fund 52-000-49-00-4901
This line-item represents the non-home rule sales tax transfers from the general fund, used to offset portions of the 2011 Refunding Bond.

E1) Scada System 52-520-60-00-6001
a. The City has SCADA systems on its water facilities, which allows for remote monitoring and control of industrial facilities. Installing this on our sewer lift stations and pump stations would improve safety and prevent backups. This was a previously unfunded capital project that we project to be able to afford in FY 22.

E2) Road to Better Roads Program 52-520-60-00-6025
a. The line item expenditure represents the dollar amount we are able to fund for sewer infrastructure as part of the program through FY 22.

Land Cash Fund

R1) OSLAD Grant – Riverfront Park 72-000-41-00-4175
R2) OSLAD Grant – Bristol Bay Regional 72-000-41-00-4186
a. Both projects were reinstated in FY 17 and the City moved forward with both projects in FY 18. Contamination issues in Riverfront were remediated and Bristol Bay's dirt work was accelerated – both at extra cost to the City. As a result of our decision making on both projects in FY 18, we expect to close out both projects in FY 19 and receive grant reimbursement in the same year.

R3) Caledonia 72-000-47-00-4706
a. Ryan Homes has built a number of homes in FY 18, resulting in a modest ~$30,000 in parks land-cash fees. The City expects similar home building and impact fee revenues in FY 19 and FY 20, which will allow us to plan for the playground installation mentioned below.

E1) Park Improvements 72-720-60-00-6010

a. This project is a placeholder for a number of upcoming proposals from Parks and Recreation for land-cash eligible improvements. The City Attorney is reviewing a number of items for land-cash eligibility. This may include new parks and improvements to existing parks. This line-item would be contingent upon receipt of the OSLAD grant funds from the state in FY19 and serves only to make sure the City is committing to spend land-cash funds once they are received.

E2) Caledonia Park 72-720-60-00-6029

a. The City has already received around $30,000 in Parks land-cash fees at the beginning of 2018, and we expect that similar revenues will be generated in 2019. Accordingly, we plan to secure those impact fees in 2018/2019, conduct park planning exercises in 2019 and construct a new park in 2020.

E3) Bristol Bay Regional Park 72-720-60-00-6043

a. This line-item represents the Bristol Bay Regional park project, which is funded through the State's OSLAD grant program. We expect construction to be completed in FY 19.

E4) Riverfront Park 72-720-60-00-6045

a. This line-item represents the Riverfront Park project, which is funded through the State's OSLAD grant program. We expect construction to be completed in FY 19.

E5) Blackberry Creek Nature Preserve 72-720-60-00-6067

a. Blackberry Creek Nature Preserve was part of a land match from the OSLAD Grant program. The City is obligated to do some small development features, such as creating a mowed path, interpretive signage and possibly a small parking lot adjacent to well #8. We anticipate completing this project in 2018 or early 2019.

E6) Windett Ridge Park 72-720-60-00-6069

a. The City was paid $50,000 from the developer in late 2017. We are looking at doing park planning in early 2018 and constructing the lot by the end of 2018.

Parks and Recreation Fund

R1) Special Events 79-000-44-00-4402

a. Staff is continuing to add to the special events schedule in offering unique recreation opportunities to the residents of Yorkville and raise revenue for the benefit of the overall department budget. FY18 brought two new and successful events, I Love My Grandparents and a Topgolf event.

R2) Child Development 79-000-44-00-4403

a. Enrollment within the child development programs continues to increase bringing a consistent and substantial revenue stream throughout FY 18, causing us to increase our revenue projections.

R3) Rental Income 79-000-48-00-4820

a. This line-item includes rental revenue from the leased buildings on Hydraulic in Riverfront Park, and the cell tower lease at Wheaton Woods Park.

R4) Park Rentals 79-000-48-00-4825

a. The revenue generated by this line item is primarily from baseball and soccer field rentals for tournaments, daily field usage and individual park rentals.

R5) Hometown Days 79-000-48-00-4843

a. In FY 18, Hometown Days exceeded the budgeted $8,000 profit amount by $12,000, with a total profit of $20,000. In addition to the financial success, we continue to collaborate with community groups and businesses to provide a well rounded festival that entertains all interests including the Friday Night Christian Bands sponsored by Cross Lutheran, Used Book Sale hosted by the Yorkville Public Library, the Jr. Women's Craft Show, and several other community organizations and businesses that volunteered their time to make the festival a successful community event.

E1) Outside Repair and Maintenance (Parks) 79-790-54-00-5495

a. Capital purchases continue to be deferred due to budget constraints, which mean we spend modestly higher on repairs each year. For FY 19, we have built in a contingency above historical averages.

E2) Computer Equipment and Software (Parks) 79-790-56-00-5635

a. The Parks Department has $20,000 budgeted in FY 19 for a new Parks maintenance database program.

Countryside TIF Fund

R1) Property Taxes 87-000-40-00-4000

a. In FY 18, the movie theater paid its third full year of property taxes and Lighthouse Academy paid its second full year of property taxes. Together, these two large revenues were greater than the debt service payments in the fund for the third year in a row. This trend will reverse in FY 19 due to the incentive payment for the Holiday Inn Express and banquet facility set to open at the end of 2018, but the FY 20 figures should be much greater due to both facilities being on the tax rolls. By FY 23, the revenues generated from the hotel and banquet facility should get the fund close to break even.

E1) TIF Incentive Payout 87-870-54-00-5425

a. T he Holiday Inn Express and yet unnamed banquet facility are currently targeting a December 2018 opening, which means the $700,000 incentive payout will occur in FY 19.

Downtown TIF Fund

R1) Federal Grants – ITEP Downtown Hill 88-000-41-00-4163

a. The City applied for an ITEP grant for ~$550,000 worth of landscaping and improvements on the courthouse hill. We would expect to hear back from the state about a grant award sometime in mid-2018. For purposes of conservative budgeting, we have assumed that the City will receive this grant and will execute it in FY 19. If the City does not proceed with this grant project, the Downtown TIF fund will see a net benefit of around $230,000.

E1) Legal Services 88-880-54-00-5466

a. This line item represents any legal services used by the City in relation to TIF projects or incentive agreements.

E2) TIF Incentive Payout 88-880-54-00-5425

a. Based on historical payouts, we've set the FY 19 figure at $20,000. This could change dramatically if the TIF improves. In FY 19, we would expect to issue incentive payouts to Imperial Investments and the owner of the Law Office.

E3) Project Costs 88-880-60-00-6000

a. This line-item is for minor City-initiated projects within the TIF districts. We have a limited amount of money for way finding signage in FY 19.

E4) Downtown Hill 88-880-60-00-6015

a. This is the expenditure line-item for the possible state ITEP grant project referenced above.

E5) Route 47 Expansion 88-880-60-00-6079

a. This line-item represents various improvements within the TIF district associated with the Route 47 expansion project. These amounts are scheduled in equal annual payments to be made over a 10 year period. By April 2017 the City will have made 55 of its 120 payments.

E6) Principal Payment 88-880-81-00-8000

E7) Interest Payment 88-880-81-00-8050

a. These line-items represent the short term debt service payments on the downtown bank building purchase. The City's first debt service payment occurs in FY 19 and the debt should be retired in FY 21.

Downtown TIF II Fund

R1) Property Taxes 89-000-40-00-4000

a. Downtown TIF 2 is set to be considered by the City Council in spring 2018. The City has not estimated property taxes generated for the first five years of TIF 2, because there are no major projects proposed.

E1) Legal Services 89-890-54-00-5466

a. This line-item represents all legal costs incurred during the creation of the TIF.

Cash Flow – Surplus (Deficit)

This section of the budget shows the surpluses and deficits for every fund in the entire budget, and can be used to see the City's "overall budget" performance. The total at the bottom of the column for each fiscal year is the basis for whether the City's overall budget is running a surplus or deficit. As stated in the big picture narrative, we are recommending four years in a row of total budget deficit with a turn towards positive cash flow in FY 23. In last year's budget proposal, we expected to hit positive cash flow in FY 22. In all years, deficits in the general fund (including the TIF funds) and large capital projects in the city-wide capital fund, water fund, and sewer fund are the main driver of the projected deficits. As we stated earlier in this memo, these amounts are highly speculative and variable.

Cash Flow – Fund Balance

This section of the budget is directly related to the "Cash Flow – Surplus (Deficit)" section above. Fund balance, by definition, is the accumulated surplus of the City since its founding, and therefore these amounts represent the approximate amount of projected cash the City should expect to have on hand at the end of each fiscal year.

As we discussed in the big picture narrative, we expect fund balance in the general fund to stay above 30% through FY 21, but this is due in part to the drawdown of the sewer fund reserves and is tempered by the negative fund balances in the Countryside TIF fund (hotel incentive payout) and the Downtown TIF fund (downtown bank building purchase). The water fund is highly variable for the next three years but is expected to be in strong position in FY 22 and beyond due to retirement of debt within the fund. As discussed throughout this budget proposal, the sewer fund runs modest deficits in FY 19 and FY 20 due to the decision to decrease the general fund transfer into the fund.

The total at the bottom of each column represents the City's overall aggregate fund balance. The past few years has benchmarked severe fiscal problems at $3m in aggregate fund balance. We are moving that benchmark to $4m in aggregate this year, as we have four out of five budget years planned for under $5m aggregate. If the City is ends up below $6.5m at the end of FY 19, we would expect to begin implementing project deferrals and service cuts.

Allocated Items – Aggregated

This section carries forward from last year, and contains aggregate costs from all departments, including liability insurance, employee health, dental and vision insurance, property taxes, non-abated property taxes, building permit revenue, employee salaries, other capital projects in excess of $500,000, etc.

FINANCIAL POLICIES AND ANALYSIS

- Annual Budget Process & Calendar
- Summary of Accounting & Financial Polices
- Summary of Debt Issuance & Outstanding Debt
- Major Revenue Trend Analysis

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UNITED CITY OF YORKVILLE
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Annual Budget Process

The United City of Yorkville's budget is on a fiscal year basis, beginning May 1st and ending April 30th of the following year. The City's budget process involves several primary groups including the Mayor, City Council, City Administrator, Department heads, staff and the residents of Yorkville. In an effort to enhance citizen participation in the budget process, the City conducts an annual internet survey each February, allowing residents to comment on core City services as well as economic development initiatives. This survey aids City Officials in setting the price of government (the price citizens are willing to pay for each service) by allowing citizens to have a voice as to where City spending priorities lie for the following fiscal year.

Long-Term Operating & Capital Planning

Beginning in July and continuing on thru December, the City Administrator and Finance Director coordinate the initial preparation of the City's Five-Year Operating and Capital Plan, based on information and recommendations provided by the City's Police, Public Works, Community Development and Parks and Recreation departments. The City's Five-Year Operating and Capital Plan is developed in conjunction with the annual budget, and includes projected revenues, expenditures and capital outlays over the next five subsequent fiscal years. The City's Five-Year Operating and Capital Plan is included in the annual budget document, in order to assist management and the City Council proactively plan for the future.

Budget Preparation

- Preparation for the annual budget begins with a series of preliminary meetings between the City Administrator (Budget Officer), Finance Director and various department heads, conducted between the months of July and December. These meetings establish the ground work for the formal budget process (which begins in February once the budget draft has been disseminated to the City Council) and the City's Five-Year Operating and Capital Plan that is conducted in conjunction with the preparation of the annual budget. In these meetings revenues and expenditures for the current year's budget are reviewed for accuracy and adjusted accordingly, based on trends and other developments that have come to fruition since the passing of the current year's budget. In addition, capital projects are identified and prioritized over the next five fiscal years, based on the level of funding available.

- In January, the preliminary budget is compiled by the Finance Department. In addition, the City Administrator and Finance Director hold a final round of budget meetings with each department, in order to verify the accuracy and completeness of their respective budgets. Once this final round of budget meetings is complete, a draft budget is prepared and submitted to the Mayor and City Council in early February.

- In February, an overview of the budget is presented by the Budget Officer to the Mayor and City Council. A Public Hearing for the budget is held during the first City Council meeting in March, in which the public has the opportunity to comment on any issues concerning next year's budget.

- Beginning in March, and continuing on into April, the City Council deliberates over the budget and directs staff to make changes as it deems appropriate. Any final changes to the budget are compiled by the Finance Department, and the City Council will formally adopt the budget no later than the second meeting in April.

Budget Amendments and Budgetary Control

The Budget Officer is authorized to transfer budgeted amounts between departments in any fund. However, any revisions that alter the total revenues or expenditures of any fund must be approved by the City Council with the adoption of a formal budget amendment (ordinance). The City's budgetary control is established at the departmental level within the General Fund and at the fund level for all other budgetary funds. The City adopts budgets for all its governmental and proprietary funds.

Fiscal Year 2019 Budget Calendar

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Preliminary Budget Meetings										
Fiscal Year 2017 Audit Presentation										
Mid-Year Financial Review										
Final Budget Meetings with Departments										
Draft Budget submitted to City Council										
Presentation of Budget Overview										
Budget - Public Hearing - Mar 13th										
City Council Budget Deliberations										
Budget Adoption - April 10th										

UNITED CITY OF YORKVILLE
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Summary of Accounting & Financial Policies

The accounting and financial policies of the United City of Yorkville provide management with guidance during the preparation of the annual budget. The following is a summary of significant accounting and financial policies and practices.

Upon the culmination of each fiscal year, the City prepares financial reports in accordance with accounting principles generally accepted in the United States of America. An independent firm of certified public accountants performs an annual financial and compliance audit according to Generally Accepted Accounting Standards (GAAS) and publicly issues an opinion which is incorporated in the Comprehensive Annual Financial Report (CAFR) under the Independent Auditors Report. In addition, the City annually seeks the Government Financial Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

A balanced budget shall be defined as a budget in which revenues and reserves meet or exceed expenditures (expenses).

FUND STRUCTURE

For accounting purposes, the City is divided into smaller, separate entities known as funds. The operations of each fund is accounted for using a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. The City has three main fund categories: governmental, proprietary and fiduciary. These categories are further broken down into several different fund types, which are identified below. Fund types are either classified as "Major" or "Nonmajor" for financial reporting purposes. The impact of this distinction is that the activity of nonmajor funds is reported in the aggregate in the audited financial statements, whereas the activities of major funds are reported separately. The City has six major funds, which are comprised of the General Fund, Library Fund, Parks & Recreation Fund, City-Wide Capital Fund, Water Fund and Sewer Fund. Fund categories and types, and each fund budgeted for by the City (which falls into a particular fund classification category and type) is described below:

Governmental Funds are used to account for government-type activities. The City has four Governmental Fund types.

General Fund (01 - Major Fund) – is the principal operating fund of the City. It accounts for all revenues and expenditures not accounted for in other funds. Most governmental services are provided by the General Fund, including general administration, finance, police, community development, street operations and health and sanitation. Primary revenue sources include property, sales and other taxes, and charges for service relating to the disposal of refuse.

Debt Service Fund (42) – is used to account for the accumulation of resources for, and the payment of, principal, interest and related costs of general long-term debt. The City has one debt service fund. The funds primary revenue source is property taxes, with some investment earnings and permit fee revenue.

Special Revenue Funds are used to account for specific revenues that are restricted to expenditures for particular purposes. The City has eight special revenue funds.

Motor Fuel Tax Fund (15) – is used to account for the allotments of motor fuel taxes from the State of Illinois made on a per capita basis. These taxes are used to fund street maintenance operations and related capital projects, as authorized by the Illinois Department of Transportation (IDOT).

Fox Hill SSA Fund (11) – is used to account for the revenues and expenditures associated with the maintenance of the common areas of the Fox Hill Estates subdivision. Revenue for the fund is derived from property taxes levied on the homeowners within the special service area (SSA).

Sunflower Estates SSA Fund (12) – is used to account for the revenues and expenditures associated with the maintenance of the common areas of the Sunflower Estates subdivision. Revenue for the fund is derived from property taxes levied on the homeowners within the special service area (SSA).

Parks and Recreation Fund (79 - Major Fund) – is used to account for the revenues and expenditures associated with Yorkville's Parks and Recreation departments. Revenue for the fund is derived from charges for services relating to recreational activities, along with a subsidy (interfund transfer) from the General Fund.

Land Cash Fund (72) – is used to account for the revenues and expenditures associated with the construction of park facilities. Revenue for the fund is derived from developers, per the City's contribution ordinance, and other intergovernmental proceeds.

Countryside TIF Fund (87) – is used to account for the City's Route 34 and Route 47 Tax Increment Finance (TIF) District resources and activities. The funds resources are provided through the collection of the TIF property tax increment created from the district.

Downtown TIF Fund (88) – is used to account for the City's Downtown TIF District resources and activities. This TIF provides a funding mechanism for downtown infrastructure improvements and redevelopment.

Downtown TIF II Fund (89) – is used to account for the City's Downtown TIF District resources and activities. The Downtown TIF II was created in 2018, in order to help promote downtown redevelopment and support the existing Downtown TIF.

Capital Project Funds are used to account for the financial resources used to acquire and construct capital assets, financed primarily through the issuance of debt. The City has two capital project funds.

Vehicle & Equipment Fund (25) – is used to account for financial resources accumulated to purchase vehicles and equipment for the City's police, general government, streets and parks & recreation departments. This fund was created in fiscal year 2014, and represents a consolidation of the Police Capital Fund, Public Works Capital Fund and the Parks & Recreation Capital Fund. Revenue for the fund is primarily derived from development fees, fines and capital asset sales.

City-Wide Capital Fund (23 – Major Fund) – is used to account for financial resources accumulated for the maintenance of public infrastructure (excluding water and sewer infrastructure), and to fund new capital improvements that benefit the citizens of the United City of Yorkville. Revenue for the fund is derived primarily from grants, development fees, building permits, infrastructure fees and a transfer from the General Fund.

Proprietary Funds are used to account for operations that are financed in a manner similar to a private business, where the costs of providing services to the public is financed primarily through user charges. There are two types of proprietary funds: enterprise and internal service funds. The City has two enterprise funds (the City does not currently have any internal service funds established).

> **Water Fund** (51 - Major Fund) – is used to account for the operation and infrastructure maintenance of the City-owned water distribution system and construction of new water systems. In addition, all administrative, financing and related debt service, and billing and collection activities related to the provision of water services to residents and businesses are included in this fund. Primary revenue sources include user charges, infrastructure and connection fees.
>
> **Sewer Fund** (52 - Major Fund) – is used to account for the operation and infrastructure maintenance of the City-owned sewer system and construction of new sewer systems. Primary revenue sources include user maintenance, infrastructure and connection fees.

Fiduciary Funds are used when a government is responsible for managing financial resources in an agent or fiduciary capacity. There are two categories of Fiduciary Funds: Trust Funds and Agency Funds. The City has one Trust Fund and two Agency Funds, as shown below:

> **Police Pension Fund** – is a trust fund for the safekeeping and operation of the local Police Pension system. The fund is administered by a separate Police Pension Board, comprised of two active officers, one retired officer, two trustees appointed by the Mayor and the Deputy City Treasurer, who is the ex-officio member. Revenues are derived from member pension contributions (at rates fixed per state statute), investment earnings and annual property tax contributions from the City. The annual appropriation budget for this Fund is adopted by the Yorkville Police Pension Board during their quarterly meeting each May.
>
> **Developer Deposit Fund** (90) – is an agency fund used to account for developer deposits that are used to reimburse the City for expenses incurred as a result of processing developer applications and requests.
>
> **Escrow Deposit Fund** (95) – is an agency fund used to account for various funds collected on behalf of other governmental agencies.

BUDGETARY BASIS OF ACCOUNTING

All governmental fund types (General, Debt Service, Capital Project and Special Revenue) are budgeted and accounted for using the modified accrual basis, in accordance with Generally Accepted Accounting Principles (GAAP). The modified accrual basis of accounting stipulates revenues and other financial resources are recognized when they become "measurable" and "available" to current expenditures of the period. "Available" means that the revenues are realized in the current period or soon enough thereafter to satisfy the obligations of the current period. Expenditures are recognized when incurred.

The proprietary funds (Water and Sewer) are accounted for using the accrual basis, in accordance with GAAP. The accrual basis of accounting stipulates that revenues are recognized when earned, whether or not cash is actually received. Expenses are recognized when incurred, regardless of when they are actually paid.

For budgetary purposes management has chosen to deviate from the traditional full accrual presentation of proprietary funds, and instead use a modified accrual approach. This modified accrual approach converts net position into a "fund balance equivalent", by excluding long-term assets and liabilities. It is

management's assertion that the modified accrual approach is preferable for budgetary purposes, because it more accurately reflects the funds ability to satisfy short-term obligations (operations, capital outlay and debt service) in current and subsequent fiscal years. Other deviations from GAAP, regarding the City's budgeting of proprietary funds are noted below:

- Depreciation and amortization expense is recorded for financial reporting purposes only.
- Capital outlay is expensed, rather than capitalized as it is for financial reporting purposes.
- Principal payments of long-term debt are expensed, rather than deducted from bonds payable as they are for financial reporting purposes.

Since the City's responsibilities are fiduciary in nature regarding its trust and agency funds, no formal budgets for these funds are adopted by the City Council. Agency Funds are accounted for using the cash basis of accounting, since transactions are only recognized when cash either increases or decreases.

LONG RANGE OPERATING AND CAPITAL PLAN

This year's budget document includes the City's Long Range Operating and Capital Plan for fiscal years 2020 – 2023. The main purposes of this plan is to address future revenue and expenditure issues before they become imminent, in an effort to avoid future financial difficulties and remain financially resilient.

OPERATING BUDGET POLICIES

The City prepares monthly financial reports, comparing actual revenues and expenditures to itemized budgeted amounts (i.e., Monthly Budget Report), as well as a Monthly Treasurer's Report which shows aggregated revenues and expenditures for each budgeted fund. These financial reports are available on the City's website at http://www.yorkville.il.us/155/Monthly-Financial-Reports.

POST ISSUANCE COMPLIANCE POLICY

The purpose of this policy is to ensure that City remains in compliance with federal tax laws after the issuance of tax-exempt debt. The policy addresses several post-issuance requirements for tax-exempt issuers including: record retention; rebate and yield restrictions, investment of bond proceeds; monitoring possible private business use; use of bond financed property; and the review of completed projects. The responsibilities are carried out by the Finance Director (i.e. Responsible Officer), with assistance from Bond Counsel.

FUND BALANCE POLICY

The City's fund balance policy establishes a minimum level at which the projected end-of-year fund balance should observe, as a result of the constraints imposed upon the resources reported by the governmental funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the United City of Yorkville will be able to respond to emergencies with fiscal resiliency.

Pursuant to GASB 54, the City's fund balance is broken down into five components for financial reporting purposes, which are identified and explained below:

- Nonspendable Fund Balance – funds that cannot be spent because of their form – i.e. prepaid expenses.

- Restricted Fund Balance – funds that are subject to externally enforceable legal restrictions – e.g., motor fuel and property taxes.

- Committed Fund Balance – funds whose use is constrained by the City's highest level of decision making (i.e., City Council). These are formal restrictions (passed by ordinance) and would require the same action to remove the restriction.

- Assigned Fund Balance – these are funds whose intended use is established by City Council or management without a formal action.

- Unassigned Fund Balance – total fund balance in the General Fund that cannot be classified in any of the four categories mentioned above. Only the General Fund can have positive unassigned fund balance. Other governmental funds would only classify their fund balance as unassigned if it were negative.

The United City of Yorkville assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

Unrestricted fund balance targets should represent no less than 30% of the annual General Fund appropriations budget. Fund balance equivalency targets for enterprise funds should be maintained at no less than 25% of their annual appropriations budget.

CAPITAL ASSET POLICY

The purpose of the City's capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. A capital asset is defined as having a useful life of greater than one year with an initial, individual cost in excess of the capitalization threshold for its respective asset class. Capital assets are depreciated using the straight-line method over the following estimated useful lives are shown below:

	Useful Life	Capitalization Threshold
Land (including Right-of-Way)	N/A	$ 25,000
Land Improvements	N/A	25,000
Buildings	10-50 Years	50,000
Building Improvements	10-20 Years	25,000
Machinery & Equipment	5-75 Years	20,000
Vehicles	5-15 Years	20,000
Software	2-5 Years	25,000
Infrastructure	10-75 Years	100,000

INVESTMENT POLICY

It is the policy of the United City of Yorkville to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds. The primary objectives of the City's investment activities are legality, safety, liquidity and yield. To the extent possible, the City shall attempt to ladder its investments with anticipated cash flow requirements. The Finance Department provides a cash and investment report to the City Council on a monthly basis.

Suitable investments may be made in savings, checking, money market accounts, certificates of deposit, Illinois Funds and the Illinois Metropolitan Investment Fund (IMET). Any other investment type requires City Council approval. Collateral is required as security whenever bank deposits exceed the insurance limits of the Federal Deposit Insurance Corporation (FDIC). The collateral required to secure City funds must be held in safekeeping and pursuant to written collateral agreements, which would prohibit the release or substitution of pledged assets without proper written notification and authorization of the Deputy City Treasurer. Collateral shall be held by an independent, third party institution in the name of the City. The third party institution shall comply with all qualifications and requirements as set forth in the Illinois Complied Statutes 30 ILCS 235, the Public Funds Investing Act.

PENSION FUNDING POLICY

The purpose of this policy statement is to define the manner in which the United City of Yorkville funds the long-term cost of benefits promised to plan participants and defines the calculation of Yorkville's "actuarial determined contribution" (ADC) to the Yorkville Police Pension and Illinois Municipal Retirement Funds. The objectives of the policy are as follows:

- **Actuarially Determined Contributions** - Ensure pension funding plans are based on actuarially determined contributions (ADC) that incorporates both the cost of current benefits and the amortization of the plan's unfunded actuarial accrued liability.

- **Funding Discipline** - Build funding discipline into the policy to remit timely contributions to the pension funds to ensure that sufficient assets will be available to pay benefits as promised.

- **Intergenerational Equity** - Maintain intergenerational equity so that the cost of benefits is paid by the generation of taxpayers who receive services from pension participants.

- **Contributions as a Stable Percentage of Payroll** - Contributions should be managed so that employer costs remain consistent as a percentage of payroll over time.

- **Accountability and Transparency** – Clear reporting of pension funding should include an assessment of whether, how and when the City will ensure sufficient assets will be available to pay benefits as promised.

The United City of Yorkville will determine its Actuarial Determined Contribution (ADC) for the Yorkville Police Pension Fund using the following principles:

- The ADC will be calculated by an enrolled actuary and will include the normal cost for current service and amortization to collect or refund any under or over funded amount.

- The normal cost will be calculated using the entry age normal level of percentage of payroll actuarial cost method using the following annual assumptions: an investment rate of return of 7% and an increase in salaries of 5%. Non-economic assumptions, such as rates of separation, disability, retirement, mortality, etc., shall be determined by City management in consultation with the actuary to reflect current experience.

- The difference between the accrued liability and actuarial value of assets will be amortized to achieve 100% funding in 2040 (a 30 year closed period that began in 2011) based upon a level percentage of payroll. Actuarial assets will be determined using market valuation.

The City will make its actuarially determined contribution to the Yorkville Police Pension Fund in monthly installments each year, based on the amount received per the property tax levy each month.

As required by State Statute, the City will, at minimum, fund the Illinois Municipal Retirement Fund (IMRF) in the amounts determined by IMRF. The City does not obtain a separate actuarial report for IMRF and instead relies on the information provided by IMRF. IMRF costs are allocated to each department's budget activities in which the related salary expenditures are recorded. The majority of IMRF costs are funded by the City's property tax levy. Other City funds (ex. Water, Sewer and Parks & Recreation) pay their IMRF costs from revenues dedicated to those funds. Both employer and employee contributions to IMRF will occur on a monthly basis in accordance with statutory requirements.

Current City Funds

Fund Type	Fund Name	Fund No.	Major Fund	Description	Primary Revenue Sources	Department/ Budget Responsibility
General	General	01	✓	The City's principal operating fund. It accounts for all revenues and expenditures not accounted for in other funds.	Property, sales, and other taxes, and charges for service relating to the disposal of refuse.	Administration; Finance; Public Works; Police; Community Development
Special Revenue	Motor Fuel Tax	15		Accounts for the allotments of motor fuel taxes from the State of Illinois made on a per capita basis. These taxes are used to fund street maintenance operations and related capital projects, as authorized by the Illinois Department of Transportation (IDOT).	Motor Fuel Tax Allotments from the State of Illinois.	Finance; Public Works; Engineering
	Fox Hill SSA	11		Accounts for the maintenance of the common areas of the Fox Hill subdivision.	Property taxes levied on the homeowners within the SSA.	Public Works; Finance
	Sunflower Estates SSA	12		Accounts for the maintenance of the common areas of the Sunflower Estates subdivision.	Property taxes levied on the homeowners within the SSA.	Public Works; Finance
	Parks and Recreation Fund	79	✓	Accounts for the revenues and expenditures associated with Yorkville's Parks and Recreation department.	Charges for services relating to recreational activities, along with a subsidy (interfund transfer) from the General Fund.	Parks and Recreation
	Land Cash Fund	72		Accounts for the revenues and expenditures associated with the construction of park facilities.	Developer contributions and other intergovernmental proceeds.	Parks and Recreation
	Countryside TIF Fund	87		Accounts for the City's Route 34 and Route 47 TIF District resources and activities.	Property taxes within district that are beyond "base assessed" value (i.e. incremental property taxes).	Administration; Finance; Community Development
	Downtown TIF Fund	88		Accounts for the City's Downtown TIF District resources and activities.	Property taxes within district that are beyond "base assessed" value (i.e. incremental property taxes).	Administration; Finance; Community Development
	Downtown TIF Fund II	89		Accounts for the City's Downtown TIF II District resources and activities.	Property taxes within district that are beyond "base assessed" value (i.e. incremental property taxes).	Administration; Finance; Community Development
	Library Operations Capital Fund	82 84	✓	Accounts for the revenues and expenditures associated with the Yorkville Public Library.	Property tax, library fines, and charges for services.	Library

Fund Type	Fund Name	Fund No.	Major Fund	Description	Primary Revenue Sources	Department/ Budget Responsibility
Debt Service	Debt Service	42		Accounts for the accumulation of resources for, and the payment of, principal, interest and related costs of general long-term debt.	Property taxes, with some investment earnings and permit fee revenue.	Finance
Proprietary	Water	51	✓	Accounts for the expenses of water capital construction, maintenance, and operation as well as the provision of water services to customers within the City.	User charges, infrastructure and connection fees.	Public Works; Finance; Administration
	Sewer	52	✓	Accounts for the operation and infrastructure maintenance of the City-owned sewer system and construction of new sewer systems.	User maintenance, infrastructure and connection fees.	Public Works; Finance; Administration
Capital Projects	Vehicle and Equipment	25		Accounts for financial resources accumulated to purchase vehicles and equipment for the City's police, general government, streets and parks & recreation departments.	Development fees, chargebacks, fines and capital asset sales.	Police; Parks & Recreation; Public Works; Finance
	City-Wide Capital	23	✓	Accounts for the cost of capital projects (excluding water and sewer).	Grants, development fees, building permits, infrastructure fees and a transfer from the General Fund.	Public Works; Engineering
Fiduciary	Police Pension			Accounts for the accumulation of resources to be used for the retirement annuity payments to sworn police officers.	Member pension Contributions, investment earnings and annual property tax contributions from the City.	Finance
	Developer Deposit	90		Accounts for developer deposits that are used to reimburse the City for expenses incurred as a result of processing developer applications and requests.	Developer deposits.	Finance; Community Development
	Escrow Deposit	95		Accounts for various funds collected on behalf of other governmental agencies.		Finance

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UNITED CITY OF YORKVILLE
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Summary of Debt Issuance and Outstanding Debt

Debt restriction in the State of Illinois differ between home rule and non-home rule municipalities. The United City of Yorkville is a non-home rule municipality. As such, the City cannot incur debt in excess of 8.625% of its equalized assessed valuation (EAV). In addition, the City may not issue any general obligation (GO) bonds without prior consent of the residents via referendum.

The City's taxable equalized assessed valuation for the 2017 tax levy year is $489,281,362. Using the current debt limit restriction for non-home rule municipalities of 8.625%, the maximum debt limit allowed based on the City's current EAV is $42,200,517. At the beginning of fiscal year 2019, the City had $6,045,000 in outstanding total principal that is applicable to the debt limit and a debt limit ratio of 14.32%.

Total principal and interest outstanding (excluding developer commitments), at the beginning of fiscal year 2019, equals $42,040,742 and is comprised as follows:

Total Principal & Interest Outstanding

	Total		Principal	Interest
Total GO Debt	5,834,489		5,035,000	799,489
Total ARS Debt	32,128,840		26,160,000	5,968,840
Total Debt Certs	1,135,571		1,010,000	125,571
Total IEPA	1,223,333		1,108,551	114,782
Note/Loan Payable	1,718,509		1,500,823	217,686
	42,040,742		34,814,374	7,226,368

Excludes other obligation (sewer recapture) amount of $1,890 owed to J. Conover for sewer extension in Fiscal Year 2023.

The above mentioned alternate revenue sourced (ARS) bonds are supported by the following pledged revenues: the 2004B, 2014C and 2016 bond issues are supported by water and sewer revenues and state income taxes; the 2015A and 2014 bonds are supported by sales and incremental property taxes for the Countryside TIF district; the 2014A bond is supported by sales tax; the 2014B bond is supported by utility taxes; and the 2011 Refunding bond is supported by non-home rule (special) sales tax.

The City's current bond rating is AA, which was upgraded from AA- on September 29, 2016 by Standard & Poor's. Fitch Ratings upgraded the City's debt to AA- from A+ on August 31, 2016; which was affirmed on October 26, 2017. Gross debt per capita, based on the 2017 special census count of 19,022, is $2,210 at the beginning of fiscal year 2019.

SUMMARY OF OUTSTANDING DEBT ISSUES

Debt Service Fund (42)

Alternate Revenue Source Bond Series 2014B
Date of Maturity: December 30, 2022 — Principal & Interest Paid-to-Date: $972,403
Date of Issuance: August 5, 2014 — Principal & Interest Outstanding: $1,629,050
Original Issue Amount: $2,300,000
Description: This bond was issued to refund the Series 2005A bonds, which were originally issued to finance Phase I of the City's In-Town Road program. Debt service payments are currently supported by utility taxes.

Countryside TIF Fund (87)

Alternate Revenue Source Bond Series 2015A
Date of Maturity: December 1, 2034 — Principal & Interest Paid-to-Date: $207,865
Date of Issuance: July 8, 2015 — Principal & Interest Outstanding: $1,883,687
Original Issue Amount: $5,575,000
Description: This bond was issued to refunding the remaining principal on the 2005 Countryside Bond (which was originally issued to finance anticipated retail development at Countryside Center) and to finance water infrastructure improvements in the Countryside Subdivision. Of the $5,575,000 issued, $1,475,000 (26.46%) is applicable to the Countryside TIF Fund. Debt service is supported by incremental property and sales taxes.

Alternate Revenue Source Bond Series 2014
Date of Maturity: December 1, 2029 — Principal & Interest Paid-to-Date: $197,929
Date of Issuance: January 6, 2014 — Principal & Interest Outstanding: $1,748,153
Original Issue Amount: $1,235,000
Description: This bond was issued as a partial refunding of the 2005 Countryside bonds. Debt service is supported by incremental property and sales taxes.

Library Fund (83)

General Obligation Bond Series 2006
Date of Maturity: December 30, 2024 — Principal & Interest Paid-to-Date: $1,541,813
Date of Issuance: August 1, 2006 — Principal & Interest Outstanding: $636,977
Original Issue Amount: $1,500,000
Description: This bond was issued to finance the Yorkville Public Library expansion. Debt service payments for this bond are supported by property taxes.

General Obligation Refunding Bond Series 2013
Date of Maturity: December 30, 2024 — Principal & Interest Paid-to-Date: $2,950,712
Date of Issuance: May 9, 2013 — Principal & Interest Outstanding: $5,197,513
Original Issue Amount: $6,625,000
Description: This bond refunded the 2005B Library bonds in May of 2013. Debt Service payments for this bond are supported by property taxes.

SUMMARY OF OUTSTANDING DEBT ISSUES (continued)

Vehicle & Equipment Fund (25)

Adjustable Rate Note
Date of Maturity: November 2028 — Principal & Interest Paid-to-Date: $734,044
Date of Issuance: July 2008 — Principal & Interest Outstanding: $772,947
Original Issue Amount: $937,500
Description: This note was issued to acquire the Public Works building located at 185 Wolf Street. Principal and interest payments for this note are supported by permit income, mowing fines and a General Fund chargeback. The interest rate for this note adjusts every five years, based on the five-year Treasury bond. The current rate of interest is 4.43%, with the next adjustment scheduled to occur in December of 2018.

City-Wide Capital Fund (23)

Kendall County River Road Bridge Loan
Date of Maturity: October 2018 — Principal Paid-to-Date: $375,000
Date of Issuance: July 2008 — Principal Outstanding: $84,675
Total Amount of Loan: $459,675
Description: This zero-interest loan was issued to fund design engineering, land acquisition and construction costs associated with the replacement of River Road Bridge over Blackberry Creek. Principal payments for this loan are supported by development fees and a General Fund transfer. Pursuant to the intergovernmental agreement with Kendall County, the principal of this loan may not exceed $500,000 and will be paid back in six installments, with the final payment due October 31, 2018.

Alternate Revenue Source Bond Series 2014A
Date of Maturity: December 1, 2033 — Principal & Interest Paid-to-Date: $988,662
Date of Issuance: August 5, 2014 — Principal & Interest Outstanding: $5,079,588
Original Issue Amount: $4,295,000
Description: This bond was issued to finance roadway improvements for Game Farm Road and the Countryside subdivision. Debt service payments are supported by sales tax.

Downtown TIF Fund (88)

First National Bank of Omaha (FNBO) Loan
Date of Maturity: June 1, 2021 — Principal & Interest Paid-to-Date: $0
Date of Issuance: May 10, 2017 — Principal & Interest Outstanding: $860,887
Original Issue Amount: $800,000
Description: This loan was issued to acquire real estate at 102 East Van Emmon Street in the downtown area.

Water Fund (51)

Alternate Revenue Source Refunding Bond Series 2014C
Date of Maturity: December 30, 2024 — Principal & Interest Paid-to-Date: $463,560
Date of Issuance: August 5, 2014 — Principal & Interest Outstanding: $1,039,300
Original Issue Amount: $1,290,000
Description: This bond was issued to refinance the 2005C bonds, which were originally issued to finance the improvements to the City's water distribution system at Mill Street and Van Emmon Road. Debt service payments are supported by water and sewer revenues and state income taxes.

SUMMARY OF OUTSTANDING DEBT ISSUES (continued)

Series 2003 Debt Certificates
Date of Maturity: December 15, 2018 — Principal & Interest Paid-to-Date: $5,631,263
Date of Issuance: July 9, 2003 — Principal & Interest Outstanding: $313,050
Original Issue Amount: $4,800,000
Description: This debt certificate was issued to finance improvements to the City's water system associated with radium compliance. Debt service payments are supported by water revenues. In fiscal year 2007, $4,000,000 of this issue was refunded by proceeds from the 2006A and 2007A Debt Certificates.

Alternate Revenue Source Bond Series 2015A
Date of Maturity: December 1, 2034 — Principal & Interest Paid-to-Date: $577,716
Date of Issuance: July 8, 2015 — Principal & Interest Outstanding: $5,235,313
Original Issue Amount: $5,575,000
Description: This bond was issued to refunding the remaining principal on the 2005 Countryside Bond and to finance water infrastructure improvements in the Countryside Subdivision. Of the $5,575,000 issued, $4,100,000 (73.54%) is applicable to the Water Fund. Debt service is supported by incremental property and sales taxes.

Alternate Revenue Source Bond Series 2016
Date of Maturity: December 30, 2022 — Principal & Interest Paid-to-Date: $679,629
Date of Issuance: October 27, 2016 — Principal & Interest Outstanding: $5,945,450
Original Issue Amount: $5,800,000
Description: This bond was issued to refund the 2006A Debt Certificates and 2007A Bonds. Debt service is supported by income tax and water and sewer revenues.

IEPA Loan L17-156300
Date of Maturity: August 9, 2026 — Principal & Interest Paid-to-Date: $1,334,167
Date of Issuance: November 9, 2006 — Principal & Interest Outstanding: $1,062,758
Original Issue Amount: $1,889,245
Description: This loan from the Illinois Environmental Agency (IEPA) was issued to construct water infrastructure improvements. Principal and interest payments for this loan are supported by water revenues.

Sewer Fund (52)

Alternate Revenue Source Bond Series 2011 Refunding
Date of Maturity: December 30, 2025 — Principal & Interest Paid-to-Date: $6,220,565
Date of Issuance: November 10, 2011 — Principal & Interest Outstanding: $9,095,100
Original Issue Amount: $11,150,000
Description: This bond was issued to refund the 2005D and 2008 Refunding bonds. Debt service payments are supported by non-home rules sales taxes.

Alternate Revenue Source Bond Series 2004B
Date of Maturity: December 30, 2018 — Principal & Interest Paid-to-Date: $4,333,336
Date of Issuance: March 1, 2004 — Principal & Interest Outstanding: $473,200
Original Issue Amount: $3,500,000
Description: This bond was issued to construct sanitary sewer infrastructure in the Autumn Creek subdivision.

SUMMARY OF OUTSTANDING DEBT ISSUES (continued)

Series 2003A Illinois Rural Bond Bank (IRBB) Debt Certificates
Date of Maturity: February 1, 2023 — Principal & Interest Paid-to-Date: $2,327,717
Date of Issuance: September 24, 2003 — Principal & Interest Outstanding: $822,521
Original Issue Amount: $2,035,000
Description: These debt certificates were issued to construct the Bruell Street lift station. Debt service payments for these certificates are supported by sewer revenues.

IEPA Loan L17-115300
Date of Maturity: September 6, 2019 — Principal & Interest Paid-to-Date: $1,964,965
Date of Issuance: November 23, 1999 — Principal & Interest Outstanding: $160,575
Original Issue Amount: $1,656,809
Description: This loan from the IEPA was issued to construct sewer infrastructure in conjunction with the 1999 sewer repair and rehab program. Principal and interest payments for this loan are supported by sewer revenues.

Future debt service payments are summarized below with a more detailed schedule on the following two pages.

Fiscal	Governmental Activities		Business-Type Activities		Debt Service
Year	Principal	Interest	Principal	Interest	Totals
2019	1,454,908	506,610	2,618,147	794,965	5,374,630
2020	1,470,255	470,582	3,022,748	691,074	5,654,659
2021	1,541,014	426,713	3,034,898	571,851	5,574,476
2022	1,604,698	377,322	2,667,299	449,326	5,098,645
2023	1,452,124	325,934	2,601,090	351,787	4,730,935
2024	1,189,933	272,295	1,593,629	255,366	3,311,223
2025	1,236,535	225,738	1,647,562	191,932	3,301,767
2026	575,497	177,366	1,379,326	126,209	2,258,398
2027	589,696	156,265	223,538	69,755	1,039,254
2028	620,348	134,343	169,148	62,511	986,350
2029	610,479	109,269	176,502	55,745	951,995
2030	601,143	85,525	183,857	48,685	919,210
2031	343,789	60,669	191,211	41,331	637,000
2032	351,435	46,917	198,565	33,683	630,600
2033	364,081	32,860	205,919	25,740	628,600
2034	376,726	18,297	213,274	17,503	625,800
2035	80,696	3,229	224,304	8,971	317,200
Totals	**$ 14,463,357**	**$ 3,429,934**	**$ 20,351,017**	**$ 3,796,434**	**$ 42,040,742**

Debt Service Summary

	Series 2006	Series 2013	Series 2014B	Series 2015A	Series 2015A	Note Payable	Series 2014C	Series 2014	Loan Payable
Type	G.O. Bond	G.O. Bond	A.R.S. Bond	A.R.S. Bond	A.R.S. Bond	Adj. Rate	A.R.S. Bond	A.R.S. Bond	Kendall Co. Loan
Org. Issue	$ 1,500,000	$ 6,625,000	$ 2,300,000	$ 1,475,000	$ 4,100,000	$ 937,500	$ 1,290,000	$ 1,235,000	$ 459,675
O/S Principal	$ 525,000	$ 4,510,000	$ 1,500,000	$ 1,407,534	$ 3,912,466	$ 616,148	$ 930,000	$ 1,235,000	$ 84,675
Fund	Library D/S	Library D/S	Debt Service	Countryside TIF	Water	Veh & Equip	Water	Countryside TIF	City-Wide Capital
Purpose	Library Expansion	Refunding of 2005B Bonds	Refunding of 2005A Bonds	Refunding 2005 Countryside Bonds	Countryside Subdivision	Bldg on 185 Wolf Street	Refunding of 2005C Bonds	Partial Refi of 2005 Bonds	River Road Bridge
Funding Source(s)	Property Taxes	Property Taxes	Property / Utility Taxes	Incr P-Tax / Sales Tax	Incr P-Tax / Sales Tax	Veh & Equip Revenues	Wa & Sw Rev / Income Taxes	Incr P-Tax / Sales Tax	General Fund Transfer
Remaining Principal and Interest Payments									
FY 2019	74,988	717,112	324,250	98,633	274,167	73,034	155,350	50,715	84,675
FY 2020	72,613	724,400	323,550	159,115	442,285	73,034	147,750	50,715	-
FY 2021	95,238	731,850	322,750	157,580	438,020	73,034	150,250	50,715	-
FY 2022	91,675	748,550	328,900	158,586	440,814	73,034	151,350	50,715	-
FY 2023	88,113	759,200	329,600	158,057	439,343	73,034	147,300	50,715	-
FY 2024	109,550	757,200	-	158,691	441,109	73,035	148,250	50,715	-
FY 2025	104,800	759,200	-	157,792	438,608	73,035	139,050	50,715	-
FY 2026	-	-	-	83,975	233,425	73,035	-	280,715	-
FY 2027	-	-	-	83,023	230,777	73,035	-	276,515	-
FY 2028	-	-	-	83,341	231,659	73,035	-	277,115	-
FY 2029	-	-	-	83,553	232,247	42,602	-	277,193	-
FY 2030	-	-	-	83,658	232,542	-	-	281,610	-
FY 2031	-	-	-	83,658	232,542	-	-	-	-
FY 2032	-	-	-	83,552	232,248	-	-	-	-
FY 2033	-	-	-	83,341	231,659	-	-	-	-
FY 2034	-	-	-	83,023	230,777	-	-	-	-
FY 2035	-	-	-	83,925	233,275	-	-	-	-
Totals	**$ 636,977**	**$ 5,197,512**	**$ 1,629,050**	**$ 1,883,503**	**$ 5,235,497**	**$ 772,947**	**$ 1,039,300**	**$ 1,748,153**	**$ 84,675**

Debt Service Summary (continued)

	Series 2016	Series 2003	IEPA Loan	Series 2011	Series 2004B	Series 2003A	Series 2014A	IEPA Loan	Loan Payable
Type	A.R.S. Bond	Debt Certs	L17 - 156300	A.R.S. Bond	A.R.S. Bond	Debt Certs	A.R.S. Bond	L17 - 115300	FNBO Loan
Org. Issue	$ 5,800,000	$ 4,800,000	$ 1,886,000	$ 11,150,000	$ 3,500,000	$ 2,035,000	$ 4,295,000	$ 1,656,809	$ 800,000
O/S Principal	$ 5,370,000	$ 300,000	$ 952,100	$ 7,565,000	$ 455,000	$ 710,000	$ 3,785,000	$ 156,451	$ 800,000
Fund	Water	Water	Water	Sewer	Sewer	Sewer	CW Capital	Sewer	Downtown TIF
Purpose	Refund 2006A D/C & 2007A	Radium Compliance	Drinking Water Loan	Rfd - 2005D & 2008 Ref Issues	Sanitary Sewer Imprv	Bruell St Lift Station	Game Farm Road Project	Sw Main / 1999 SSES	Acquisition of 102 E Van Emmon Bldg
Funding Source(s)	Inc Taxes / Wa & Sw Revenues	Water Revenues	Water Revenues	Non-HR Sales Tax	Wa & Sw Rev / Inc Taxes	Sewer Revenues	Sales Tax	Sewer Revenues	Incremental Taxes
Remaining Principal and Interest Payments									
FY 2019	665,250	313,050	125,030	1,133,782	473,200	166,233	322,888	107,050	215,222
FY 2020	1,646,450	-	125,030	1,134,114	-	164,668	322,188	53,525	215,221
FY 2021	1,592,650	-	125,031	1,137,948	-	162,850	321,338	-	215,222
FY 2022	1,098,650	-	125,031	1,135,070	-	165,710	315,338	-	215,222
FY 2023	942,450	-	125,030	1,135,694	-	163,060	319,338	-	-
FY 2024	-	-	125,030	1,134,606	-	-	313,038	-	-
FY 2025	-	-	125,030	1,136,806	-	-	316,738	-	-
FY 2026	-	-	125,030	1,147,080	-	-	315,138	-	-
FY 2027	-	-	62,516	-	-	-	313,383	-	-
FY 2028	-	-	-	-	-	-	321,200	-	-
FY 2029	-	-	-	-	-	-	316,400	-	-
FY 2030	-	-	-	-	-	-	321,400	-	-
FY 2031	-	-	-	-	-	-	320,800	-	-
FY 2032	-	-	-	-	-	-	314,800	-	-
FY 2033	-	-	-	-	-	-	313,600	-	-
FY 2034	-	-	-	-	-	-	312,000	-	-
Totals	**$ 5,945,450**	**$ 313,050**	**$ 1,062,758**	**$ 9,095,100**	**$ 473,200**	**$ 822,521**	**$ 5,079,587**	**$ 160,575**	**$ 860,887**

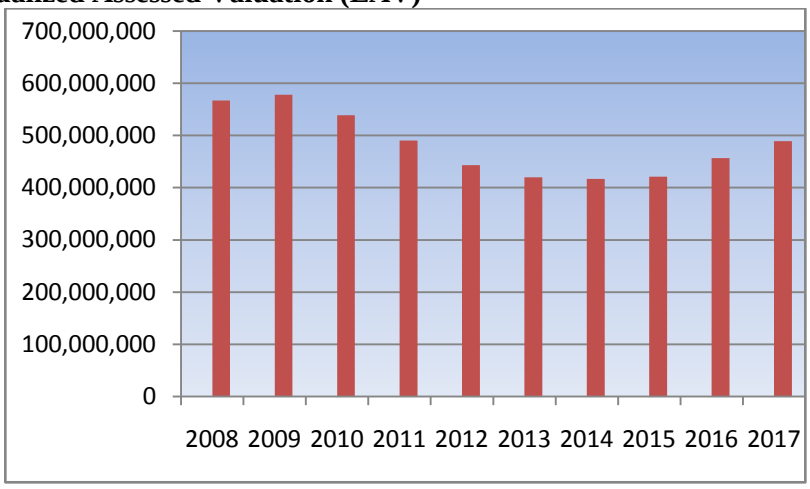
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Major Revenue Trend Analysis

PROPERTY TAXES

Levy Year	EAV	% Change
2008	567,239,492	11.30%
2009	578,268,436	1.94%
2010	539,068,780	-6.78%
2011	490,105,177	-9.08%
2012	443,122,808	-9.59%
2013	420,042,332	-5.21%
2014	416,828,406	-0.77%
2015	421,322,327	1.08%
2016	456,432,578	8.33%
2017	489,281,362	7.20%

United City of Yorkville
Equalized Assessed Valuation (EAV)



Over the last ten years the Equalized Assessed Valuation (EAV) for the United City of Yorkville has decreased at an average rate of 0.16%. In response to the housing downturn and economic recession, EAV slowed in 2009, posting a nominal increase of 1.94%, before declining an average of 6.28% in levy years 2010 through 2014. After a slight increase of 1.08% in levy year 2015, EAV increased substantially in levy years 2016 (8.33%) and 2017 (7.20%), respectively, but remains significantly below its 2009 pre-recession high. Despite recent increases in EAV, the City's levies were previously constrained by low inflation (0.7% for 2016 levy); however, the rate of inflation (i.e. Consumer Price Index or CPI) has returned to more of a historical norm (2.1%) beginning with the 2017 levy year.

When developing the 2017 (Fiscal Year 2019) levy request, the City Council made the decision to increase the levy only by the additional EAV generated from new construction, which equates to approximately $64,000. As indicated by the table on the subsequent page, the pension fund will receive $963,361 in Fiscal Year 2019, which is a slight decrease of $2,861 in comparison to what was extended last year. This nominal decrease in the contribution amount is due to the Pension Funds actual return exceeding its assumed rate; and mortality table revisions. This will be the sixth consecutive year in which the City has either met or exceeded its actuarial determined contribution to the Yorkville Police Pension Fund.

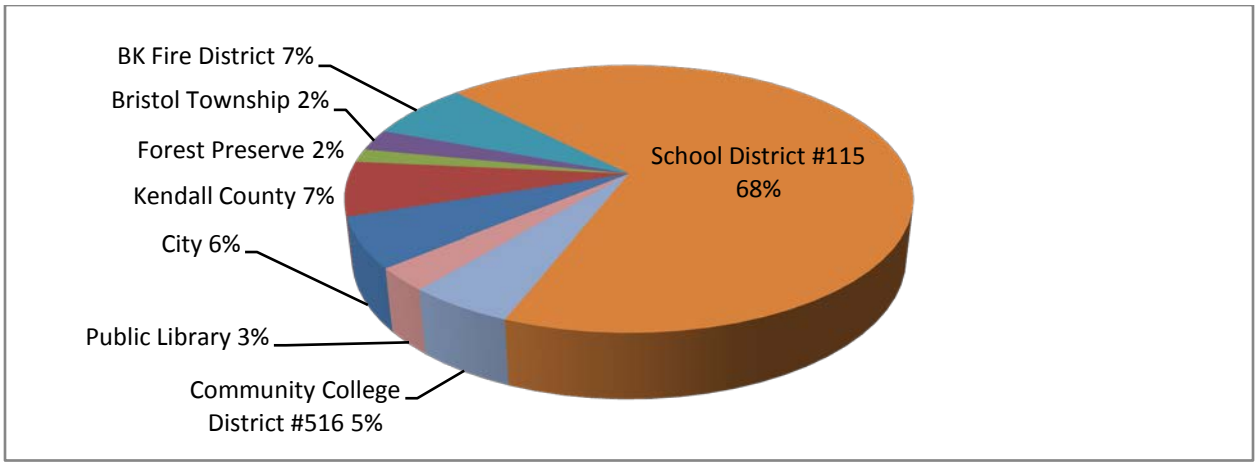
The 2017 levy year represents the second time that the property tax cap (i.e. PTELL) was applied to both the City and Library levies, which caps property tax increases at CPI (2.1% for 2017) or 5%, whichever is lower. In previous periods the Library's levy was pegged to EAV rather than inflation, which resulted in the City's levy being diminished in years where the increase in EAV exceeded the increase in inflation. Going forward the levy growth rate will be set by CPI, which management and City Council believe is more equitable to both the City and the Library. In 2016 the Library was extended $645,554 in property taxes for operations, which resulted in a tax rate of $0.14144 per $100 of EAV (maximum tax rate for library operations under Illinois law is 0.15). This year the Library will be extended $672,505, which is a $26,951 increase from the prior year's extension. In aggregate, the combined levy will increase by $123,150 ($91,465 of which is subject to PTELL), which should result in the average homeowners property tax bill for the City and Library portions increasing by approximately $25 over the previous year. All debt service remains fully abated in the 2017 levy.

Property Tax Levy for Fiscal Year 2019 Budget *

	2015 Levy Extension	2016 Levy Extension	2017 Levy Request	2017 Levy Extension	2017 Actual Rate
Corporate	1,002,536	1,002,554	1,002,536	1,002,538	0.20490
Bonds & Interest *	47,525	-	-	-	-
IMRF Pension	-	-	-	-	-
Police Protection	1,014,081	912,454	979,754	979,786	0.20025
Police Pension	825,413	966,222	963,361	963,395	0.19690
Audit	28,903	30,033	30,000	30,042	0.00614
Liability Insurance	38,509	40,029	40,000	40,023	0.00818
Social Security	144,219	150,029	150,000	150,014	0.03066
School Crossing Guard	-	-	-	-	-
Unemployment Insurance	-	-	-	-	-
Subtotal City	**3,101,185**	**3,101,321**	**3,165,651**	**3,165,798**	**0.64703**
Library Operations	631,958	645,554	672,505	672,542	0.13746
Library Bonds & Interest	752,788	760,433	792,100	792,118	0.16190
Subtotal Library	**1,384,745**	**1,405,987**	**1,464,606**	**1,464,660**	**0.29936**
Total City (PTELL & Non-PTELL)	**4,485,930**	**4,507,308**	**4,630,257**	**4,630,458**	**0.94639**
less Bonds & Interest	800,313	760,433	792,100	792,118	0.16190
PTELL Totals	**3,685,617**	**3,746,875**	**3,838,156**	**3,838,340**	**0.78449**

** 2015 levy extension amounts were received in Fiscal Year 2017; 2016 levy extension amounts were received in Fiscal Year 2018; and 2017 levy extension amounts will be received in Fiscal Year 2019. Property taxes are typically received in seven installments between the months of May and November.*

2017 Property Tax Percentage Breakdown (to be collected in Fiscal Year 2019)

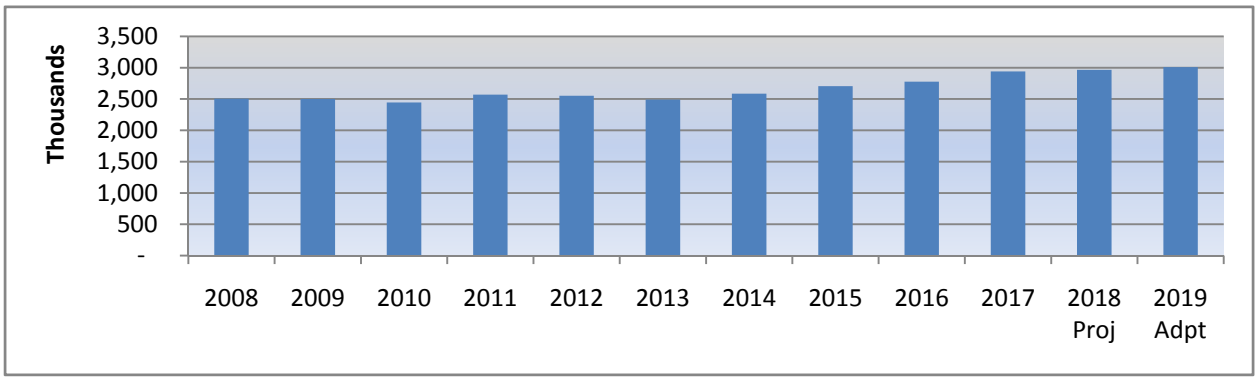


Source: Office of the Kendall County Clerk. Representative tax rates for other governmental units are from Bristol Township.

MUNICIPAL SALES TAX

Fiscal Year	Amount
2008	2,506,434
2009	2,500,285
2010	2,446,099
2011	2,569,233
2012	2,552,483
2013	2,490,503
2014	2,586,460
2015	2,704,651
2016	2,778,116
2017	2,940,976
2018 Projected	2,965,000
2019 Adopted	3,009,475

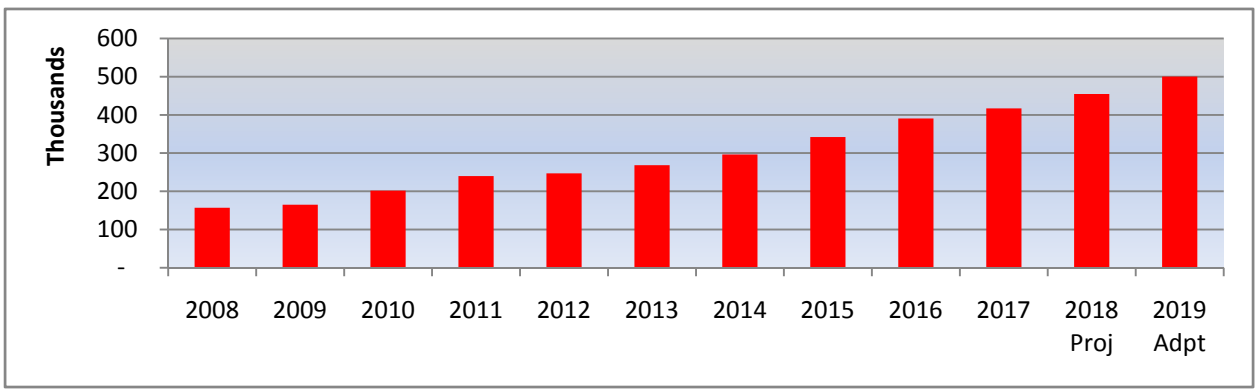
The United City of Yorkville receives 1% of the 6.25% State sales tax rate on general merchandise and 100% of the 1% State sales tax rate on qualifying food, drugs and medical appliances. Municipal sales tax is directly affected by economic conditions within the City and is also influenced by aggregate economic conditions in general. Sales tax is one of the largest sources of revenue for the General Fund, accounting for approximately 19% of total General Fund revenues for the FYE 2016. Sales tax revenues increased substantially over the first seven years of the new century, reflecting the vast population and economic growth the City experienced during that time frame. After declining by about 2.5% in FY 2013, sales tax revenues remained resilient over the next four fiscal years, increasing an average of 4.25% per annum. For the FYE 2018 sales taxes are currently estimated to increase by 0.8% over the prior year.



LOCAL USE TAX

Fiscal Year	Amount
2008	157,093
2009	165,054
2010	201,681
2011	240,047
2012	246,963
2013	268,285
2014	296,298
2015	341,880
2016	390,605
2017	417,212
2018 Projected	454,679
2019 Adopted	500,279

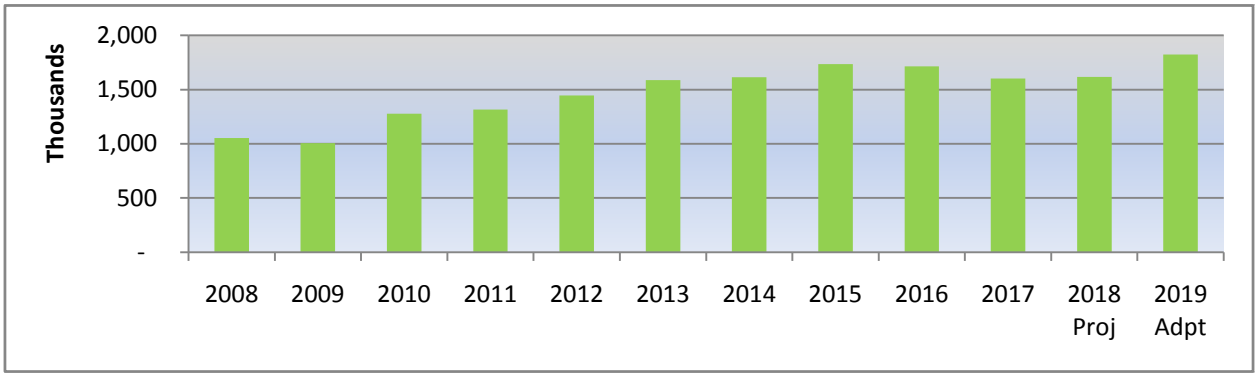
Use tax is a sales tax that is imposed on the privilege of using, in Illinois, any tangible personal property purchased out-of-state. If the seller does not collect at least 6.25% on general merchandise or 1% on qualifying food, drug and medical appliance purchases, the purchaser is responsible for the difference. Of the total amount collected by the State, 20% is distributed to local government agencies based on population (i.e., per capita basis). The increase in State use tax (local use tax) is directly correlated to the City's population growth over the past decade. Local use tax has been particularly robust in recent years, increasing an average of 12% per year since FY 2014. Projected revenues for FY 2018 are expected to increase approximately 9% based on current revenue trends and the increase in per capita pursuant to the results of the 2017 special census.



INCOME TAXES

Fiscal Year	Amount
2008	1,053,292
2009	1,004,980
2010	1,277,889
2011	1,315,321
2012	1,444,426
2013	1,587,324
2014	1,613,102
2015	1,735,422
2016	1,715,155
2017	1,602,410
2018 Projected	1,617,435
2019 Adopted	1,822,308

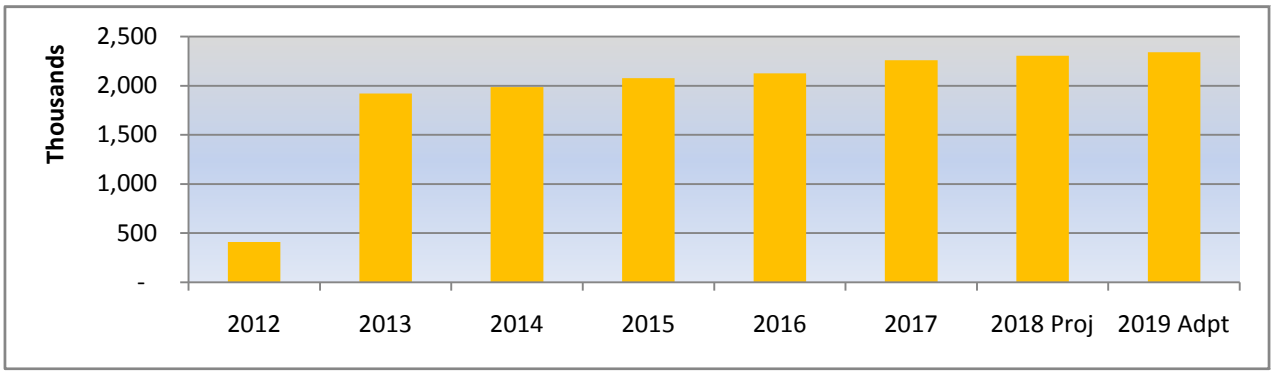
Income tax is based on average statewide income and is distributed on a per capita basis. Per the State budget for FY 2019, ~6% of total collections are deposited in the Local Government Distributive Fund (LGDF) for distribution to counties and municipalities based on their proportionate share of the State's population. Income tax revenues historically fluctuate with the economy; however the significant increase in FY 2010 (27%) is directly attributable to the City's population growth from the decennial census. Income tax grew sharply by approximately 10% in FY 2012 and FY 2013, and again in FY 2015 (8% increase). After peaking in FY 2015, income taxes decreased by an average of 4% over the next two fiscal years; but are expected to rebound in FY 2018 with an estimated increase of 1% (even though the State cut the LGDF by 10% in the current fiscal year). Looking ahead into FY 2019, income tax proceeds are expected to grow substantially from the incremental per capita generated from the 2017 special census.



NON-HOME RULE SALES TAX

Fiscal Year	Amount
2012	410,327
2013	1,919,423
2014	1,986,566
2015	2,078,061
2016	2,126,851
2017	2,259,787
2017 Projected	2,305,000
2018 Adopted	2,339,575

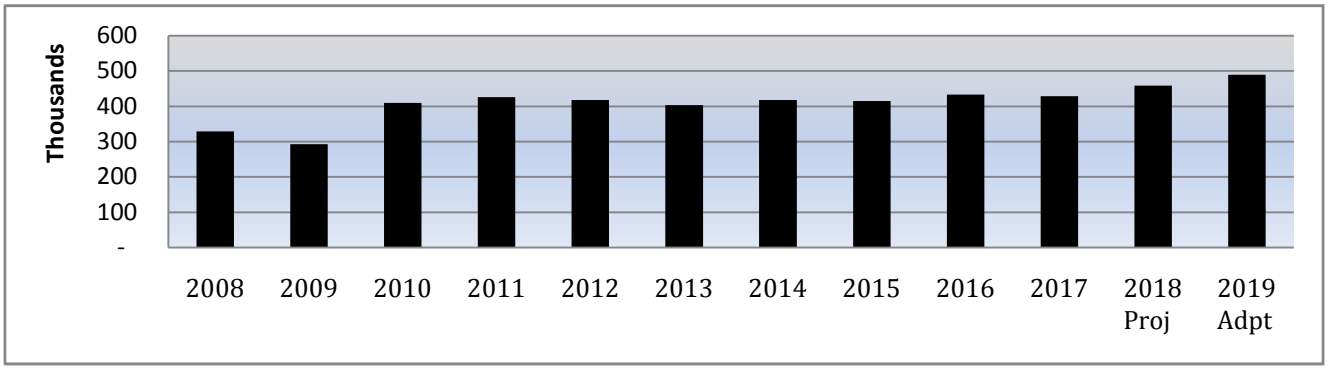
The City receives 1% of the 8.25% total Yorkville sales tax rate on general merchandise items only. Qualifying food, drugs and medical appliances are exempt from non-home rule sales tax. Like municipal sales tax, non-home rule sales tax is directly affected by economic conditions within the City and is also influenced by aggregate economic conditions in general. This tax was voted into existence via referendum and was implemented on January 1, 2012, as a funding mechanism for the 2011 Refunding Bond. Each year approximately $1.1 million is transferred to the Sewer Fund for debt service, while the remainder is used by the General Fund for corporate purposes. In FY 2018, the State imposed a 2% administration fee on local imposed sales tax proceeds, which was reduced to 1.5% in the upcoming fiscal year.



MOTOR FUEL TAXES

Fiscal Year	Amount
2008	328,650
2009	292,372
2010	409,576
2011	425,971
2012	417,416
2013	402,932
2014	417,742
2015	414,685
2016	432,820
2017	428,888
2018 Projected	458,258
2019 Adopted	489,817

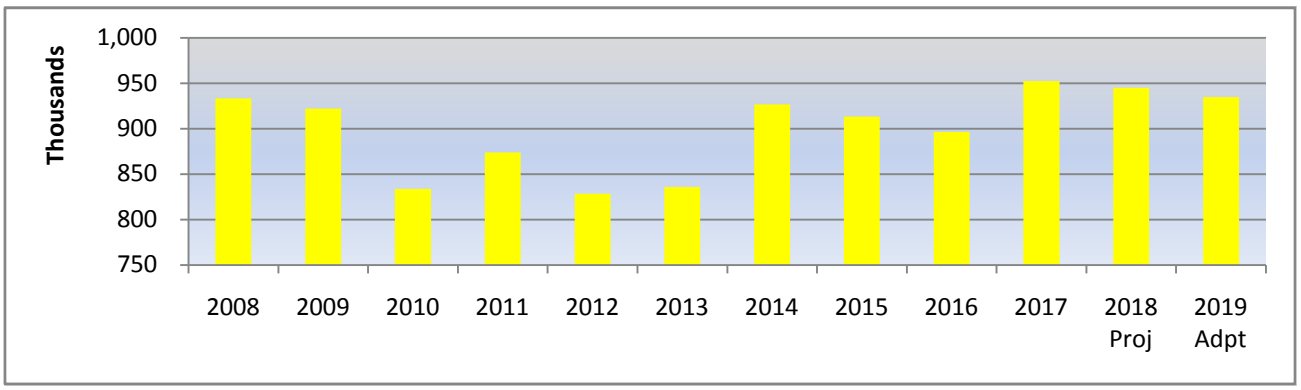
Motor fuel taxes (MFT) are state shared revenues that are distributed on a per capita basis and derived from taxes on gasoline and diesel fuels. Motor fuel taxes fluctuate based on vehicle use and gasoline consumption; and since FY 2009, have increased an average 6% per annum. After holding relatively steady for FYE 2014 and FYE 2015, motor fuel taxes increased by 4% for the FYE 2016. Management estimates that FY 2018 and FY 2019 amounts will increase between 6-7% per year, based on IML estimates and the additional per capita generated from the 2017 special census.



UTILITY TAXES

Fiscal Year	Amount
2008	933,623
2009	922,095
2010	833,669
2011	873,999
2012	828,426
2013	835,972
2014	926,857
2015	913,447
2016	896,635
2017	952,591
2018 Projected	945,000
2019 Adopted	935,000

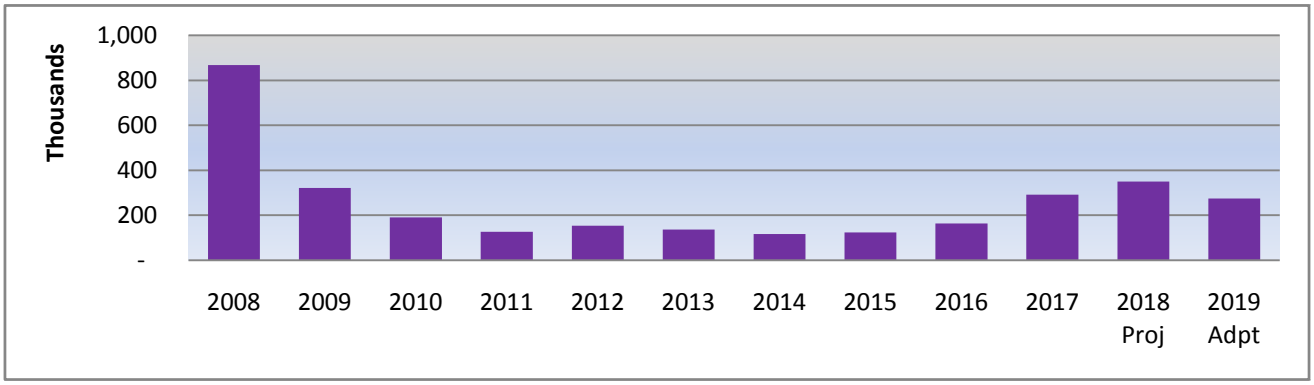
This revenue stream is comprised of both electric and natural gas utility taxes. This tax is collected by ComEd (electric) and Nicor (natural gas) and remitted to the City on either a quarterly (electric) or monthly (natural gas) basis. Over the last three fiscal periods, utility tax revenue has averaged approximately $920,000 per year, although this number does fluctuate based on the severity of weather patterns. For FY 2019, management remains conservative in its projections, which are based on historical trends and current revenue streams.



BUILDING PERMITS

Fiscal Year	Amount
2008	867,869
2009	322,160
2010	190,579
2011	126,829
2012	153,393
2013	137,260
2014	116,182
2015	123,702
2016	163,107
2017	291,580
2018 Projected	350,000
2019 Adopted	275,000

Building permits are one of the more volatile revenue streams in the General Fund, and tend to follow the aggregate economy as indicated by graph below. Since Fiscal Year 2012 the City has used building permit revenue to cover the costs of Building Department personnel (part of the Community Development cost center located within the General Fund), with excess revenues going to the City-Wide Capital Fund to help finance current and future capital projects. Permit revenues were particularly robust during the housing boom of the last decade, but have significantly declined since the 2008 recession. However, recent trends show that building and development are starting to once again pick-up in the City, as indicated by the dramatic increases in permit revenues for FY 2017 and FY 2018 (projected).



BUDGET OVERVIEW

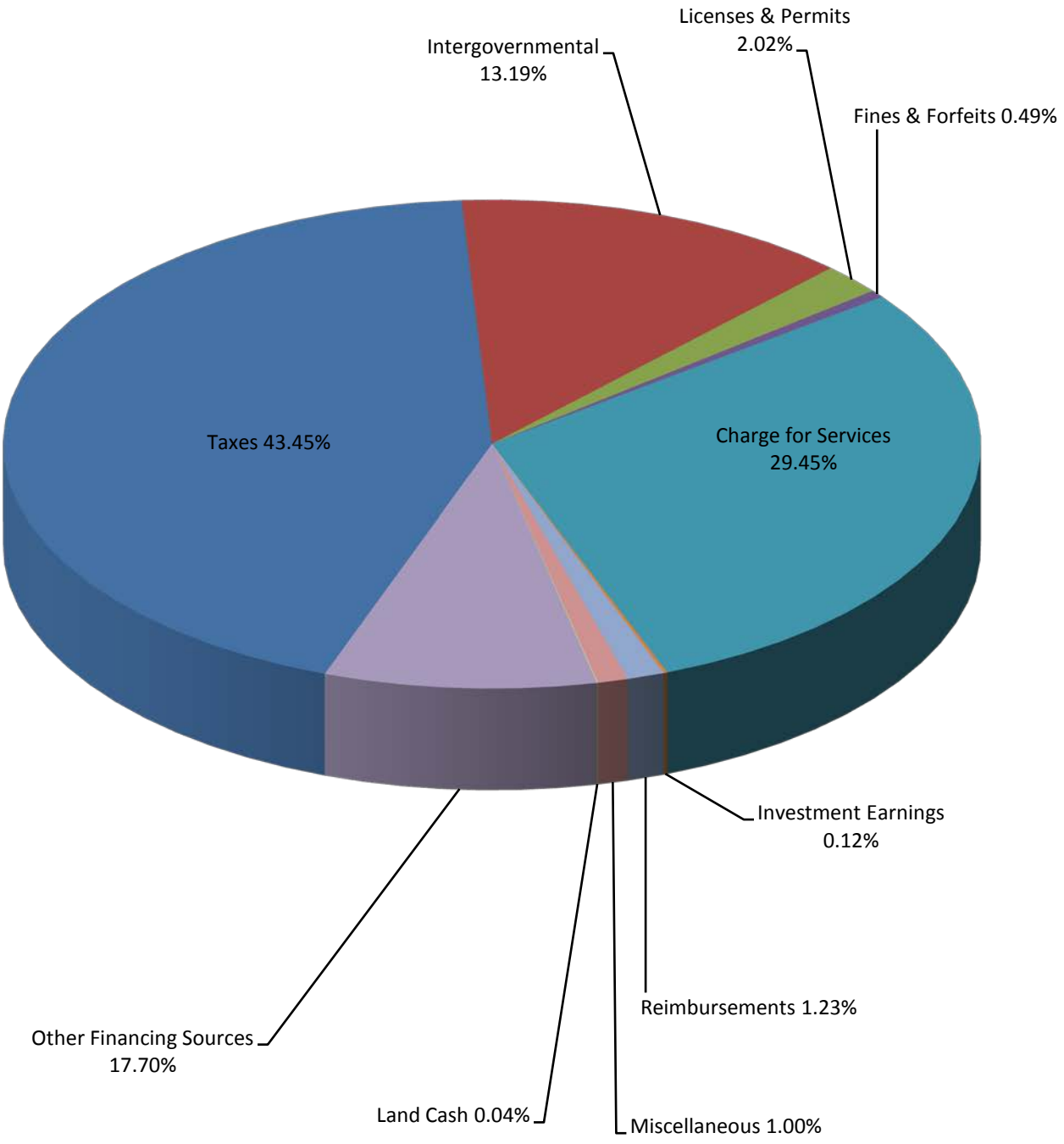
United City of Yorkville

Revenues by Category

Fiscal Year 2019

FUND	Taxes	Inter-governmental	Licenses & Permits	Fines & Forfeits	Charges for Services	Investment Earnings	Reimb-ursements	Miscel-laneous	Land Cash	Other Financing Sources	Fund Total
General Fund	11,014,213	2,512,487	336,000	130,400	1,535,112	20,000	55,000	21,750	-	18,000	15,642,962
Special Revenue Funds											
Motor Fuel Tax	-	530,817	-	-	-	5,000	-	-	-	-	535,817
Parks and Recreation	-	81,815	-	-	430,000	500	-	201,000	-	1,295,515	2,008,830
Land Cash	-	702,474	-	-	-	-	-	-	11,639	-	714,113
Countryside TIF	246,261	-	-	-	-	-	-	-	-	-	246,261
Downtown TIF	80,000	50,536	-	-	-	-	-	-	-	-	130,536
Downtown TIF II	-	-	-	-	-	-	-	-	-	-	-
Fox Hill SSA	13,381	-	-	-	-	-	-	-	-	-	13,381
Sunflower SSA	15,637	-	-	-	-	-	-	-	-	-	15,637
		-									
Debt Service Fund	-	-	6,000	-	-	-	-	-	-	318,725	324,725
Capital Project Funds											
Vehicle & Equipment	-	-	120,600	6,700	107,861	150	-	2,000	-	-	237,311
City-Wide Capital	-	-	91,500	-	730,000	1,000	309,077	2,000	-	-	1,133,577
Enterprise Funds											
Water	-	-	-	-	4,326,486	7,000	-	62,491	-	142,541	4,538,518
Sewer	-	-	-	-	1,558,658	1,250	-	-	-	856,583	2,416,491
Library Funds											
Library Operations	1,464,606	18,350	-	8,500	11,000	1,750	-	6,750	-	25,179	1,536,135
Library Capital	-	-	43,200	-	-	10	-	-	-	-	43,210
TOTAL REVENUES	**12,834,098**	**3,896,479**	**597,300**	**145,600**	**8,699,117**	**36,660**	**364,077**	**295,991**	**11,639**	**2,656,543**	**29,537,504**

United City of Yorkville
Revenues by Category
Fiscal Year 2019



United City of Yorkville

Expenditures by Category

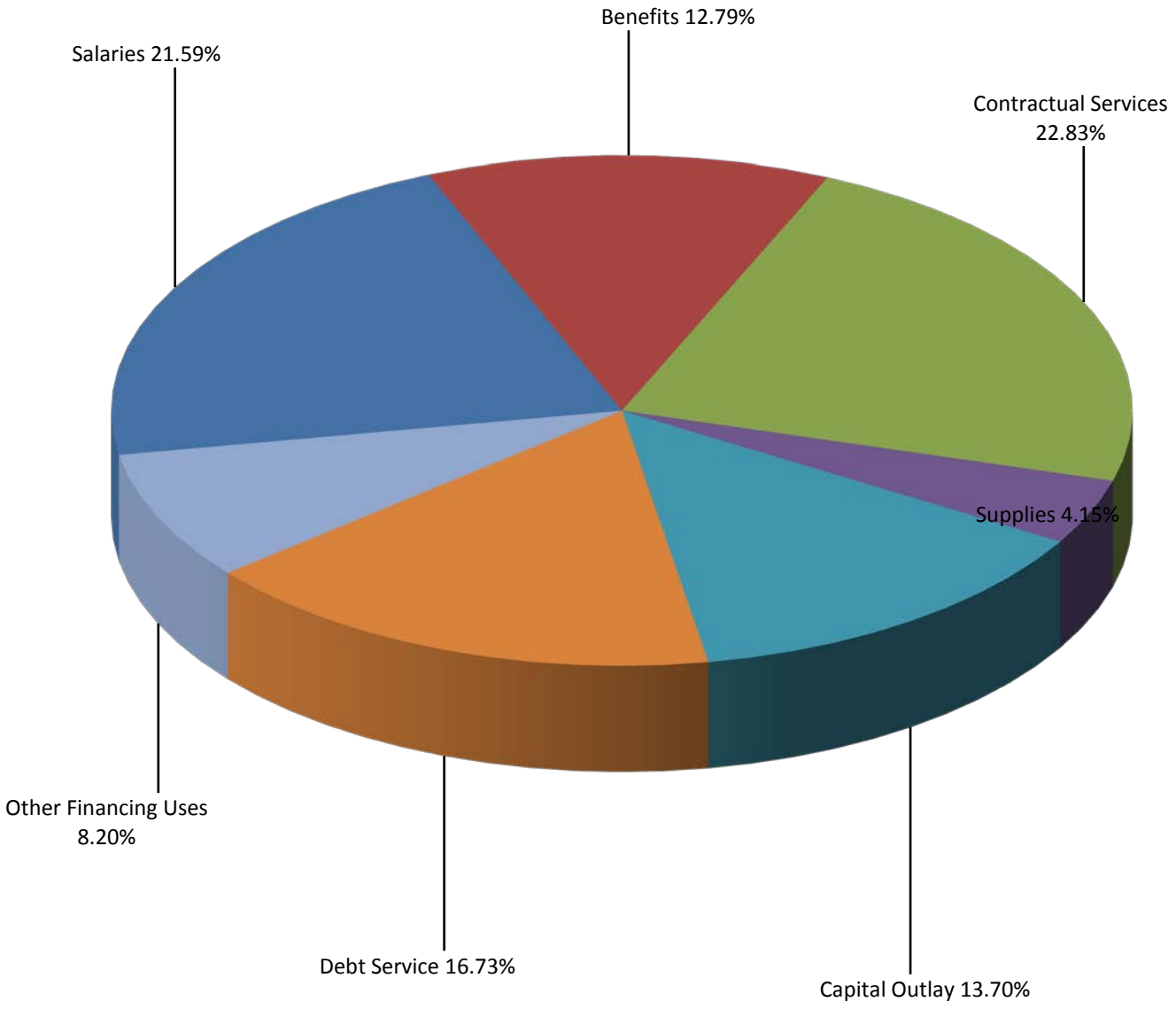
Fiscal Year 2019

FUND	Salaries	Benefits	Contractual Services	Supplies	Capital Outlay	Developer Commitments	Debt Service	Other Financing Uses	Fund Total
General Fund	4,892,639	3,133,925	5,034,900	420,998	-	-	-	2,496,002	15,978,464
Special Revenue Funds									
Motor Fuel Tax	-	-	-	-	578,787	-	-	-	578,787
Parks and Recreation	972,772	450,688	294,214	386,735	-	-	-	-	2,104,409
Land Cash	-	-	-	-	465,000	-	-	-	465,000
Countryside TIF	-	-	713,749	-	-	-	149,358	-	863,107
Downtown TIF	-	-	72,533	-	120,910	-	225,800	-	419,243
Downtown TIF II	-	-	10,000	-	-	-	-	-	10,000
Fox Hill SSA	-	-	8,835	-	-	-	-	-	8,835
Sunflower SSA	-	-	18,835	-	-	-	-	-	18,835
Debt Service Fund	-	-	475	-	-	-	324,250	-	324,725
Capital Project Funds									
Vehicle & Equipment	-	-	10,500	36,411	157,000	-	73,034	-	276,945
City-Wide Capital	-	-	216,675	27,000	1,146,624	-	407,563	82,866	1,880,728
Enterprise Funds									
Water	441,121	268,146	734,523	354,448	1,506,756	-	1,532,837	-	4,837,831
Sewer	234,507	117,353	139,140	51,080	465,017	35,938	1,880,265	77,675	3,000,975
Library Funds									
Library Operations	455,386	173,198	140,940	21,000	-	-	792,101	-	1,582,625
Library Capital	-	-	3,500	48,600	-	-	-	-	52,100
TOTAL EXPENDITURES	**6,996,425**	**4,143,310**	**7,398,819**	**1,346,272**	**4,440,094**	**35,938**	**5,385,208**	**2,656,543**	**32,402,609**

United City of Yorkville

Expenditures by Category

Fiscal Year 2019



United City of Yorkville

Fund Balance History

Fiscal Years 2016 - 2019

FUND	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted Budget
General Fund	5,691,706	6,214,089	5,383,778	5,777,996	5,442,494
Special Revenue Funds					
Motor Fuel Tax	883,223	792,224	438,871	584,506	541,536
Parks and Recreation	500,762	445,875	296,597	411,240	315,661
Land Cash	212,318	250,318	56,726	(186,751)	62,362
Countryside TIF	(549,946)	(495,754)	(434,861)	(460,497)	(1,077,343)
Downtown TIF	253,703	97,556	(681,353)	(905,573)	(1,194,280)
Downtown TIF II	-	-	-	-	(10,000)
Fox Hill SSA	(3,780)	14,742	(21,485)	5,408	9,954
Sunflower SSA	(31,175)	(15,774)	(35,099)	(25,038)	(28,236)
Debt Service Fund	-	-	-	-	-
Capital Project Funds					
Vehicle & Equipment	1,841	270,407	-	303,435	263,801
City-Wide Capital	3,003,908	1,355,530	144,741	734,173	(12,978)
Enterprise Funds *					
Water	5,196,289	2,826,144	2,285,570	2,290,008	1,990,695
Sewer	1,570,874	1,378,030	913,772	1,334,728	750,244
Library Fund					
Library Operations	499,355	489,057	396,472	485,393	438,903
Library Capital	14,807	19,904	23,999	40,164	31,274
Totals	**17,243,885**	**13,642,348**	**8,767,728**	**10,389,192**	**7,524,087**

* Fund Balance Equivalency

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United City of Yorkville

Revenue Budget Summary - All Funds

Fiscal Years 2016 - 2019

FUND	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted Budget
General Fund	14,529,786	15,010,788	15,137,621	15,309,222	15,642,962
Special Revenue Funds					
Motor Fuel Tax	600,899	508,122	494,116	506,819	535,817
Parks and Recreation	1,718,263	1,787,614	1,899,933	1,987,762	2,008,830
Land Cash	125,532	130,863	90,500	213,762	714,113
Countryside TIF	1,741,077	215,360	225,000	198,294	246,261
Downtown TIF	69,107	68,763	70,000	76,186	130,536
Fox Hill SSA	7,072	29,263	9,365	9,366	13,381
Sunflower SSA	18,609	20,456	13,480	13,480	15,637
Debt Service Fund	306,387	321,064	320,225	320,225	324,725
Capital Project Funds					
Vehicle & Equipment	528,026	637,389	329,845	390,549	237,311
City-Wide Capital	1,588,515	1,726,285	2,705,765	2,833,961	1,133,577
Enterprise Funds					
Water	8,061,730	10,551,626	4,297,767	4,567,116	4,538,518
Sewer	2,526,917	2,538,383	2,404,442	2,698,549	2,416,491
Library Funds					
Library Operations	1,444,624	1,443,490	1,476,453	1,476,581	1,536,135
Library Capital	36,118	53,792	35,010	70,010	43,210
TOTAL REVENUES	**33,302,662**	**35,043,258**	**29,509,522**	**30,671,882**	**29,537,504**

United City of Yorkville

Expenditure Budget Summary - All Funds

Fiscal Years 2016 - 2019

FUND	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted Budget
General Fund	13,664,138	14,488,405	15,721,945	15,745,315	15,978,464
Special Revenue Funds					
Motor Fuel Tax	637,955	599,121	756,137	714,537	578,787
Parks and Recreation	1,775,036	1,842,499	1,977,311	2,022,397	2,104,409
Land Cash	30,644	92,865	362,355	650,831	465,000
Fox Industrial TIF	-	-	-	-	-
Countryside TIF	1,686,204	161,167	163,516	163,037	863,107
Downtown TIF	54,498	224,910	1,132,742	1,079,315	419,243
Downtown TIF II	-	-	-	-	10,000
Fox Hill SSA	26,314	10,741	23,000	18,700	8,835
Sunflower SSA	29,676	5,057	29,735	22,744	18,835
Debt Service Fund	314,229	321,064	320,225	320,225	324,725
Capital Project Funds					
Municipal Building	-	-	-	-	-
Vehicle & Equipment	631,762	368,822	599,925	357,521	276,945
City-Wide Capital	3,269,314	3,374,664	3,669,526	3,455,318	1,880,728
Enterprise Funds					
Water	3,965,434	12,921,770	5,158,503	5,103,252	4,837,831
Sewer	2,785,644	2,731,226	2,805,500	2,741,851	3,000,975
Library Fund					
Library Operations	1,411,951	1,453,791	1,560,550	1,480,245	1,582,625
Library Capital	34,026	48,695	35,000	49,750	52,100
TOTAL EXPENDITURES	**30,316,825**	**38,644,797**	**34,315,970**	**33,925,038**	**32,402,609**

United City of Yorkville

Fiscal Year 2019 Budget

Fund Balance Summary

FUND	Beginning Fund Balance	Budgeted Revenues	Budgeted Expenditures	Surplus (Deficit)	Ending Fund Balance
General Fund	5,777,996	15,642,962	15,978,464	(335,502)	5,442,494
Special Revenue Funds					
Motor Fuel Tax	584,506	535,817	578,787	(42,970)	541,536
Parks and Recreation	411,240	2,008,830	2,104,409	(95,579)	315,661
Land Cash	(186,751)	714,113	465,000	249,113	62,362
Countryside TIF	(460,497)	246,261	863,107	(616,846)	(1,077,343)
Downtown TIF	(905,573)	130,536	419,243	(288,707)	(1,194,280)
Downtown TIF II	-	-	10,000	(10,000)	(10,000)
Fox Hill SSA	5,408	13,381	8,835	4,546	9,954
Sunflower SSA	(25,038)	15,637	18,835	(3,198)	(28,236)
Debt Service Fund	-	324,725	324,725	-	-
Capital Project Funds					
Vehicle & Equipment	303,435	237,311	276,945	(39,634)	263,801
City-Wide Capital	734,173	1,133,577	1,880,728	(747,151)	(12,978)
Enterprise Funds					
Water	2,290,008	4,538,518	4,837,831	(299,313)	1,990,695
Sewer	1,334,728	2,416,491	3,000,975	(584,484)	750,244
Library Fund					
Library Operations	485,393	1,536,135	1,582,625	(46,490)	438,903
Library Capital	40,164	43,210	52,100	(8,890)	31,274
Totals	**10,389,192**	**29,537,504**	**32,402,609**	**(2,865,105)**	**7,524,087**

GENERAL FUND (01)

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund. There are six budgeted departments in the General Fund:

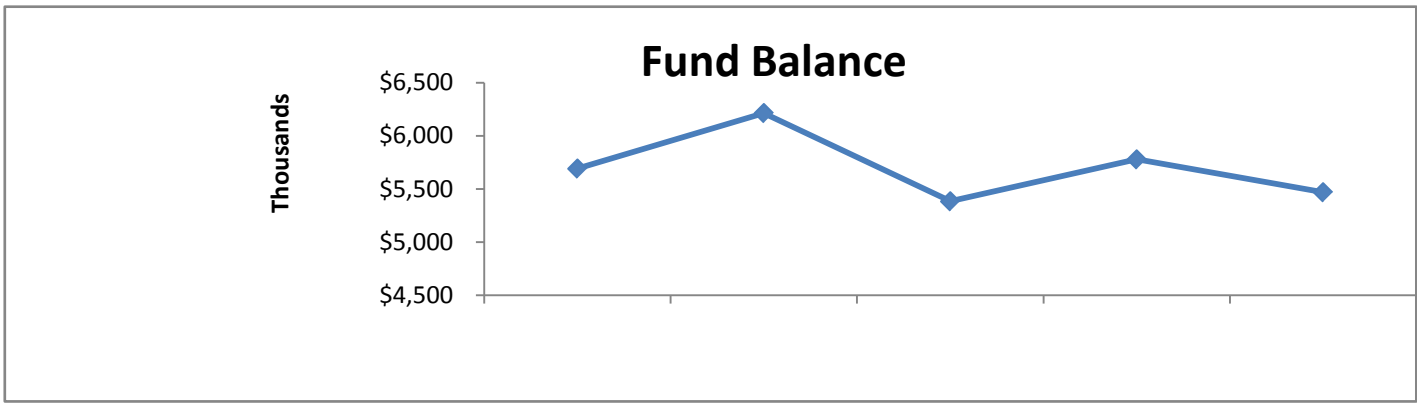
- Administration (110)
- Finance (120)
- Police (210)
- Community Development (220)
- Public Works – Streets & Sanitation (410)
- Administrative Services (640)

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GENERAL FUND (01)

The General Fund is the City's primary operating fund. It accounts for major tax revenue used to support administrative and public safety functions.

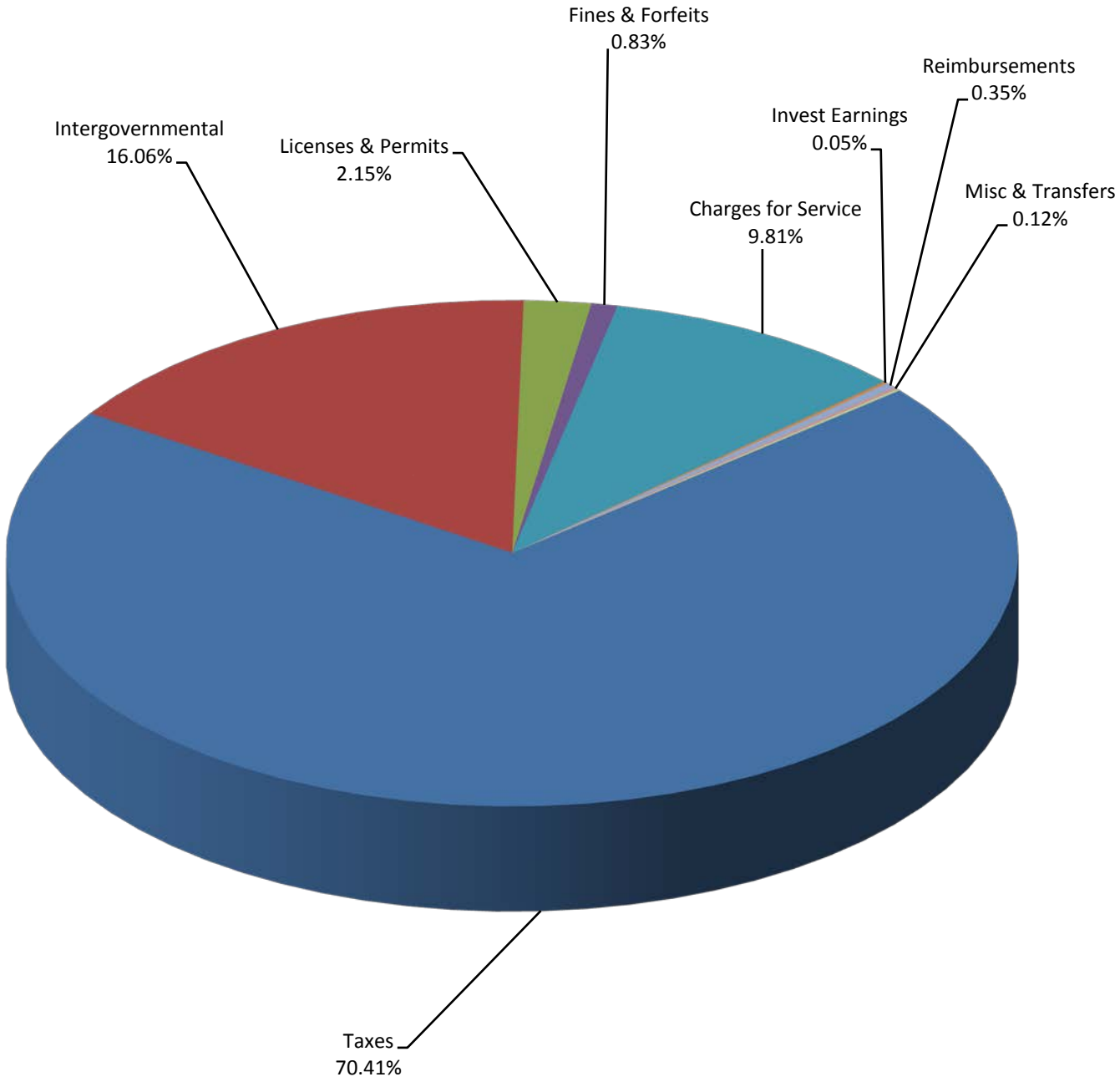
	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Taxes	10,330,920	10,736,464	10,899,060	10,910,998	11,014,213
Intergovernmental	2,311,978	2,235,395	2,379,022	2,259,827	2,512,487
Licenses & Permits	213,451	315,862	253,000	361,000	336,000
Fines & Forfeits	123,639	140,250	140,225	125,545	130,400
Charges for Service	1,401,384	1,465,678	1,365,564	1,500,764	1,535,112
Investment Earnings	6,394	21,197	15,000	35,000	20,000
Reimbursements	113,024	66,449	55,000	64,338	55,000
Miscellaneous	21,919	19,848	23,750	21,750	21,750
Other Financing Sources	7,077	9,645	7,000	30,000	18,000
Total Revenue	**14,529,786**	**15,010,788**	**15,137,621**	**15,309,222**	**15,642,962**
Expenditures					
Salaries	3,958,489	4,212,964	4,618,075	4,575,428	4,901,639
Benefits	2,447,779	2,635,062	3,086,500	2,903,642	3,056,457
Contractual Services	4,593,459	4,793,382	4,794,807	4,960,921	4,937,900
Supplies	216,288	197,932	274,353	274,642	330,998
Other Financing Uses	2,448,123	2,649,065	2,948,210	3,030,682	2,725,186
Total Expenditures	**13,664,138**	**14,488,405**	**15,721,945**	**15,745,315**	**15,952,180**
Surplus (Deficit)	865,648	522,383	(584,324)	(436,093)	(309,218)
Ending Fund Balance	**5,691,706**	**6,214,089**	**5,383,778**	**5,777,996**	**5,468,778**
	41.7%	*42.9%*	*34.2%*	*36.7%*	*34.3%*



United City of Yorkville

Revenue by Category

General Fund Fiscal Year 2019 Budget



United City of Yorkville

General Fund

01

GENERAL FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Taxes						
01-000-40-00-4000	PROPERTY TAXES - CORPORATE LEVY	2,278,321	2,206,925	2,124,299	2,129,984	2,191,279
01-000-40-00-4010	PROPERTY TAXES - POLICE PENSION	703,105	817,490	966,211	963,908	958,544
	TBD annually by Actuarial Valuation					
01-000-40-00-4030	MUNICIPAL SALES TAX	2,778,116	2,940,976	3,012,750	2,965,000	3,009,475
01-000-40-00-4035	NON-HOME RULE SALES TAX	2,126,851	2,259,787	2,332,950	2,305,000	2,339,575
01-000-40-00-4040	ELECTRIC UTILITY TAX	689,084	710,892	675,000	705,000	695,000
01-000-40-00-4041	NATURAL GAS UTILITY TAX	207,551	241,699	240,000	240,000	240,000
01-000-40-00-4043	EXCISE TAX	393,680	359,947	361,000	335,000	325,000
	Formerly Telecommunications Tax					
01-000-40-00-4044	TELEPHONE UTILITY TAX	8,499	8,340	8,300	8,340	8,340
01-000-40-00-4045	CABLE FRANCHISE FEES	286,944	294,275	285,000	294,000	290,000
01-000-40-00-4050	HOTEL TAX	80,422	72,407	85,000	80,000	80,000
	90% Rebated to Aurora Chamber of Commerce					
01-000-40-00-4055	VIDEO GAMING TAX	74,734	100,457	90,000	110,000	110,000
01-000-40-00-4060	AMUSEMENT TAX	201,216	200,284	200,000	200,000	200,000
01-000-40-00-4065	ADMISSIONS TAX	121,799	122,007	120,000	130,766	120,000
	100% Rebated					
01-000-40-00-4070	BUSINESS DISTRICT TAX - KENDALL MRKT	350,589	359,093	372,300	400,000	408,000
	100% Rebated					
01-000-40-00-4071	BUSINESS DISTRICT TAX - DOWNTOWN	6,879	15,992	4,000	20,000	15,000
	100% Rebated					
01-000-40-00-4072	BUSINESS DISTRICT TAX - COUNTRYSIDE	11,431	12,071	11,000	11,000	11,000
	100% Rebated					
01-000-40-00-4075	AUTO RENTAL TAX	11,699	13,822	11,250	13,000	13,000
	Total: Taxes	**$10,330,920**	**$10,736,464**	**$10,899,060**	**$10,910,998**	**$11,014,213**
Intergovernmental						
01-000-41-00-4100	STATE INCOME TAX	1,715,155	1,602,410	1,739,021	1,617,435	1,822,308
01-000-41-00-4105	LOCAL USE TAX	390,605	417,212	436,101	454,679	500,279
01-000-41-00-4110	ROAD & BRIDGE TAX	148,223	145,522	150,000	131,612	135,000
01-000-41-00-4120	PERSONAL PROPERTY TAX	16,065	17,845	17,000	17,000	17,000
01-000-41-00-4160	FEDERAL GRANTS	17,726	16,810	15,000	16,000	16,000
	HIDTA Reimbursements *Vest Grant Reimbursements*					
01-000-41-00-4168	TRAFFIC SIGNAL MAINTENANCE	21,342	31,606	21,000	22,201	21,000
01-000-41-00-4170	STATE GRANTS	2,000	3,000	-	-	-

United City of Yorkville

General Fund

01

GENERAL FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
01-000-41-00-4182	MISC INTERGOVERNMENTAL	862	990	900	900	900
	Pull Tab & Jar Games					
	Total: Intergovernmental	**$2,311,978**	**$2,235,395**	**$2,379,022**	**$2,259,827**	**$2,512,487**
Licenses & Permits						
01-000-42-00-4200	LIQUOR LICENSE	46,442	52,852	50,000	56,000	56,000
01-000-42-00-4205	OTHER LICENSES & PERMITS	3,902	6,795	3,000	5,000	5,000
01-000-42-00-4210	BUILDING PERMITS	163,107	256,215	200,000	300,000	275,000
	Total: Licenses & Permits	**$213,451**	**$315,862**	**$253,000**	**$361,000**	**$336,000**
Fines & Forfeits						
01-000-43-00-4310	CIRCUIT COURT FINES	43,063	41,512	45,000	45,000	45,000
01-000-43-00-4320	ADMINISTRATIVE ADJUDICATION	24,406	33,512	30,000	30,000	30,000
01-000-43-00-4323	OFFENDER REGISTRATION	220	420	225	545	400
01-000-43-00-4325	POLICE TOWS	55,950	64,806	65,000	50,000	55,000
	Total: Fines & Forfeits	**$123,639**	**$140,250**	**$140,225**	**$125,545**	**$130,400**
Charges for Services						
01-000-44-00-4400	GARBAGE SURCHARGE	1,218,991	1,284,044	1,000,000	1,129,000	1,157,225
01-000-44-00-4405	UB COLLECTION FEES	153,292	158,062	154,000	160,000	160,000
01-000-44-00-4407	LATE PENALTIES - GARBAGE	22,972	22,772	23,000	23,000	23,000
01-000-44-00-4415	ADMINISTRATIVE CHARGEBACK	-	-	188,064	188,064	194,387
	Chargeback from Water, Sewer & TIF Funds					
01-000-44-00-4474	POLICE SPECIAL DETAIL	6,129	800	500	700	500
	Cancels out with Special Detail in Admin Srvcs					
	Total: Charges for Services	**$1,401,384**	**$1,465,678**	**$1,365,564**	**$1,500,764**	**$1,535,112**
Investment Earnings						
01-000-45-00-4500	INVESTMENT EARNINGS	6,394	21,197	15,000	35,000	20,000
	Total: Investment Earnings	**$6,394**	**$21,197**	**$15,000**	**$35,000**	**$20,000**
Reimbursements						
01-000-46-00-4604	REIMB - ENGINEERING EXPENSES	15,196	6,684	25,000	971	25,000
01-000-46-00-4680	REIMB - LIABILITY INSURANCE	32,294	9,213	5,000	15,000	5,000
	Canceled out by Reimbursable Repairs in Admin Srvcs					
01-000-46-00-4685	REIMB - CABLE CONSORTIUM	21,030	33,163	20,000	23,267	20,000

United City of Yorkville

General Fund

01

GENERAL FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
01-000-46-00-4690	REIMB - MISCELLANEOUS	44,504	17,389	5,000	25,100	5,000
	Fingerprinting, Postage, FOIA, Accident Reports, Subpoena Fees, etc.					
	Total: Reimbursements	**$113,024**	**$66,449**	**$55,000**	**$64,338**	**$55,000**
Miscellaneous						
01-000-48-00-4820	RENTAL INCOME	6,905	7,285	6,750	6,750	6,750
	Beecher Lease Agreement & Rentals					
01-000-48-00-4845	DONATIONS	-	-	2,000	-	-
	Hanging Basket proceeds					
01-000-48-00-4850	MISCELLANEOUS INCOME	15,014	12,563	15,000	15,000	15,000
	Cash Over/Under, City Credit Card Rebates, Etc.					
	Total: Miscellaneous	**$21,919**	**$19,848**	**$23,750**	**$21,750**	**$21,750**
Other Financing Sources						
01-000-49-00-4916	TRANSFER FROM CW MUNICIPAL BLDG	7,077	9,645	7,000	30,000	18,000
	Re-payment for Close Out Transfer in FY 2014					
	Total: Other Financing Sources	**$7,077**	**$9,645**	**$7,000**	**$30,000**	**$18,000**
	Total: GENERAL FUND REVENUE	**$14,529,786**	**$15,010,788**	**$15,137,621**	**$15,309,222**	**$15,642,962**

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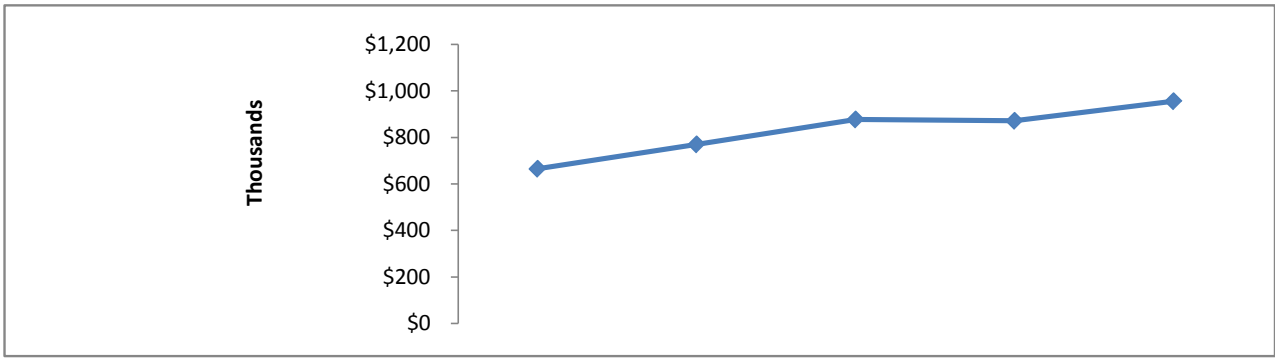
ADMINISTRATION DEPARTMENT

The Administration Department includes both elected official and management expenditures. Elected officials consist of the Mayor, City Council, Treasurer and Clerk. The City Administrator is hired by the Mayor with the consent of the City Council. City staff report to the City Administrator. It is the role of the City Administrator to direct staff in the daily administration of City services.

Operational Functions

- Corporate Governance	- Personnel Administration
- Maintain City Records	- Analysis of Policies and Procedures
- Community Relations	- Facilitate Adoption of Policies and Programs

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Expenditures					
Salaries	388,629	460,265	525,478	528,800	579,552
Benefits	150,348	161,660	206,137	199,235	224,357
Contractual Services	115,668	140,692	135,660	133,522	141,990
Supplies	10,624	7,563	10,000	10,000	10,000
Total Administration Department	**665,269**	**770,180**	**877,275**	**871,557**	**955,899**



Personnel *

Full-time Personnel: **					
City Administrator	1.00	1.00	1.00	1.00	1.00
Assistant City Administrator	0.00	0.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	0.00	0.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Office Receptionist	0.00	0.00	0.00	0.50	0.50
Total Full-time Personnel	4.00	4.00	5.00	5.50	5.50
Part-time Personnel:					
Administrative Intern	0.45	0.27	0.00	0.00	0.00
Total Full-Time Equivalent Personnel	**4.45**	**4.27**	**5.00**	**5.50**	**5.50**

** All personnel numbers presented as Full-Time Equivalents (FTE).*

*** All full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

ADMINISTRATION DEPARTMENT

Fiscal Year 2018 Administration Department Highlights

Staffing - The City added a Facilities Manager position, which is a shared employee with the Village of Oswego.

IT Vendor and Consortium - With Oswego, the City approved a shared information technology vendor and joined the GovITC consortium. The contract with the consortium vendor, Interdev, has been increased from 8 hours to 24 hours per week and went from approximately $32,000 to roughly $112,000 per year. The City was able to achieve a lower hourly rate with Interdev through a joint bid for IT services with Oswego. Additionally, the purpose of the consortium is to standardize processes and equipment, and to conduct joint purchasing. Rather than analyze and vet IT issues in-house, Yorkville will have the combined knowledge of several other cities and staff.

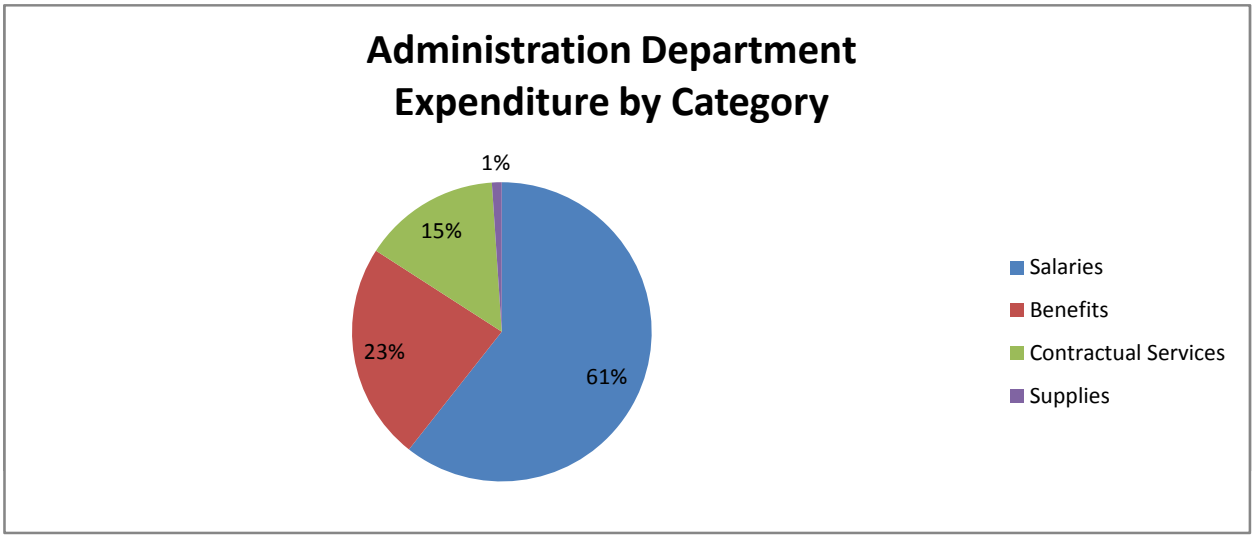
Fiscal Year 2019 Administration Department Goals & Objectives

- Staff will continue to work with Oswego and Montgomery on integrating shared services, training and equipment sharing.
- In 2017, Yorkville and Oswego engaged AECom to conduct a feasibility study for Lake Michigan water supply via the DuPage Water Commission. This study was authorized a staff level after mutual discussions on the possibility that previous cost estimates for a Lake Michigan water supply were higher than the cost estimates Bartlett is estimating. Bartlett is currently transitioning from Elgin/Fox River water supply to Lake Michigan water supply through the DuPage Water Commission. A supplemental route study will be conducted this year between Oswego and AECom. The purpose of the route study is to have a tighter cost estimate for the long transmission mains needed between the DuPage Water Commission, Oswego, and Yorkville. Yorkville believes that there is value in having more analysis of the potential transmission main routes and a tighter cost estimate and will be contributing financially to this route study.
- The City has made several steps forward with positive recruitment in manufacturing and industrial development. Some of those steps include the approval of the Enterpise Zone for the Eldamain project area. Staff also maintains a close relationship with Metra and BNSF as the area on the BNSF tracks heading west toward Eldamain Road continues to be studied for passenger rail service. Staff is also investigating the BNSF Site Certification process. That allows the future industrial/manufacturing area to be set-up for future BNSF service with approvals already on the rail. Staff is continuing to support Wrigley anticipating a roll-out of a future expansion.
- In terms of public relations, staff is currently finalizing the results of the City-wide service survey. The results are expected to be presented to City Council in summer 2018. Staff has also initiated an e-blast weekly newsletter that residents can subscribe to and is also available on our City website. In the spring of 2017, the City Council held its first “Coffee with the Council” at the Farmers Market. This event was very well received and we plan to continue it several times in 2018. These informal conversations over coffee between elected officials and the public promote community engagement in a relaxed setting. In the fall, the City will also participate in the national effort of “Coffee with a Cop” which began in 2016.

ADMINISTRATION DEPARTMENT

Administration Department Performance Metrics

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual
City Clerk's Office					
Ordinances Approved	79	79	61	79	77
Resolutions Approved	25	34	20	36	39
# of FOIA requests completed	89	79	105	94	108
% of FOIAs responded to within statutory time requirement	100%	100%	100%	100%	100%



United City of Yorkville

General Fund

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ADMINISTRATION

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
01-110-50-00-5001	SALARIES - MAYOR	9,735	10,175	11,000	10,300	11,000
01-110-50-00-5002	SALARIES - LIQUOR COMMISIONER	1,000	1,000	1,000	1,000	1,000
01-110-50-00-5003	SALARIES - CITY CLERK	6,935	7,440	9,000	7,500	8,000
01-110-50-00-5004	SALARIES - CITY TREASURER	1,000	1,000	1,000	1,000	1,000
01-110-50-00-5005	SALARIES - ALDERMAN	48,690	46,465	52,000	49,000	52,000
01-110-50-00-5010	SALARIES - ADMINISTRATION	317,586	389,175	450,978	460,000	506,552
01-110-50-00-5015	PART-TIME SALARIES	3,683	4,984	-	-	-
01-110-50-00-5020	OVERTIME	-	26	500	-	-
	Total: Salaries	**$388,629**	**$460,265**	**$525,478**	**$528,800**	**$579,552**
Benefits						
01-110-52-00-5212	RETIREMENT PLAN CONTRIBUTION	36,387	41,833	49,506	49,506	54,119
01-110-52-00-5214	FICA CONTRIBUTION	25,422	30,324	36,665	36,000	40,339
01-110-52-00-5216	GROUP HEALTH INSURANCE	81,297	82,328	111,978	104,948	120,465
01-110-52-00-5222	GROUP LIFE INSURANCE	491	492	557	675	451
01-110-52-00-5223	DENTAL INSURANCE	5,516	5,924	6,612	7,145	7,853
01-110-52-00-5224	VISION INSURANCE	721	759	819	961	1,130
01-110-52-00-5235	ELECTED OFFICIAL - GROUP HEALTH INSURANCE	489	-	-	-	-
01-110-52-00-5236	ELECTED OFFICIAL - GROUP LIFE INSURANCE	4	-	-	-	-
01-110-52-00-5237	ELECTED OFFICIAL - DENTAL INSURANCE	(40)	-	-	-	-
01-110-52-00-5238	ELECTED OFFICIAL - VISION INSURANCE	61	-	-	-	-
	Total: Benefits	**$150,348**	**$161,660**	**$206,137**	**$199,235**	**$224,357**
Contractual Services						
01-110-54-00-5410	TUITION REIMBURSEMENT	3,216	8,040	12,000	7,500	13,000
01-110-54-00-5412	TRAINING & CONFERENCES	5,440	11,051	20,800	20,800	17,000
	Includes add'l $5,000 for Leadership Training					
01-110-54-00-5415	TRAVEL & LODGING	8,241	12,097	9,000	9,000	9,000
01-110-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	4,568
	4 New Computers					
01-110-54-00-5426	PUBLISHING & ADVERTISING	1,262	6,219	5,000	5,000	5,000
01-110-54-00-5430	PRINTING & DUPLICATING	2,890	2,376	4,000	4,000	3,250
01-110-54-00-5440	TELECOMMUNICATIONS	13,620	15,623	16,000	18,500	19,000
01-110-54-00-5448	FILING FEES	49	212	500	250	500
01-110-54-00-5451	CODIFICATION	12,002	1,579	5,000	5,000	5,000
01-110-54-00-5452	POSTAGE & SHIPPING	2,418	1,297	3,500	2,500	3,000
01-110-54-00-5460	DUES & SUBSCRIPTIONS	15,869	16,251	17,000	17,000	17,000

United City of Yorkville

General Fund

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ADMINISTRATION

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
01-110-54-00-5462	PROFESSIONAL SERVICES	18,739	28,261	11,000	12,000	12,000
01-110-54-00-5480	UTILITIES	14,862	16,959	16,960	18,500	19,610
01-110-54-00-5485	RENTAL & LEASE PURCHASE	2,224	2,102	2,400	2,150	2,400
01-110-54-00-5488	OFFICE CLEANING	14,836	18,625	12,500	11,322	11,662
Total:	**Contractual Services**	**$115,668**	**$140,692**	**$135,660**	**$133,522**	**$141,990**
Supplies						
01-110-56-00-5610	OFFICE SUPPLIES	10,624	7,563	10,000	10,000	10,000
Total:	**Supplies**	**$10,624**	**$7,563**	**$10,000**	**$10,000**	**$10,000**
	Total: ADMINISTRATION	**$665,269**	**$770,180**	**$877,275**	**$871,557**	**$955,899**

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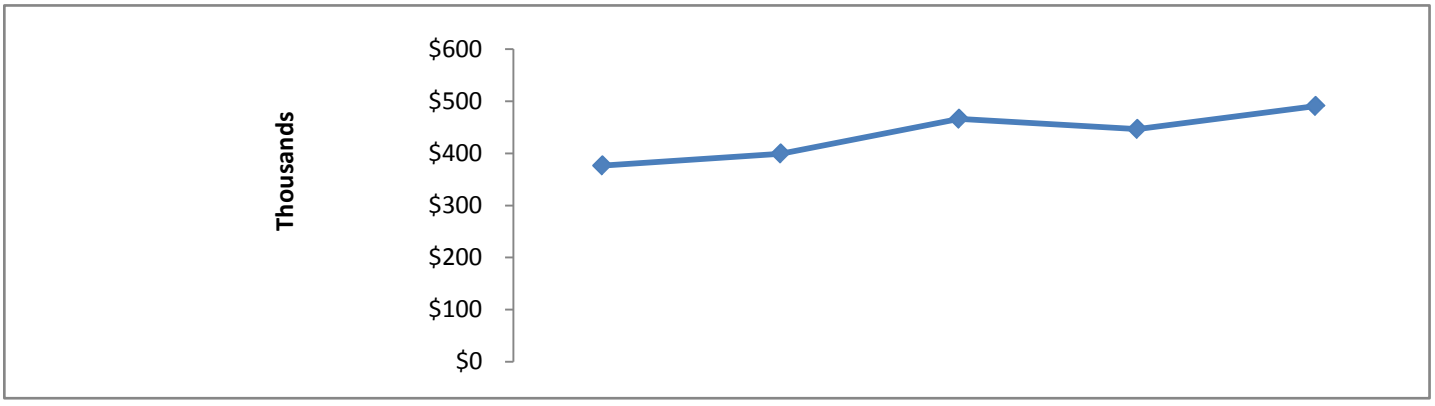
FINANCE DEPARTMENT

The Finance Department is responsible for overseeing the fiscal operations of the City. Primary responsibilities of the department include accounting, budgeting, investment management, establishing and maintaining internal controls, managing and coordinating the City's independent annual financial audit, tax levy preparation, debt administration and assisting the Administration Department with various human resource functions. Additionally, the department performs accounting and related administrative services for the Yorkville Public Library and the Yorkville Police Pension Fund.

Operational Functions

- Daily Cash Management
- Accounts Payable Processing
- Utility Bill Processing & Collection
- Cash Receipt Processing
- Financial Reporting & Analysis
- Payroll Processing
- Accounts Receivable Processing
- Employee Benefit Services

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Expenditures					
Salaries	218,467	234,874	252,079	252,079	272,370
Benefits	75,570	78,103	115,958	105,375	119,623
Contractual Services	79,872	83,934	95,420	86,400	95,936
Supplies	2,650	2,528	2,700	2,700	2,700
Total Finance Department	**376,559**	**399,439**	**466,157**	**446,554**	**490,629**



Personnel *					
Full-time Personnel: **					
Finance Director	1.00	1.00	1.00	1.00	1.00
Senior Accounting Clerk	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Personnel	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**

** All personnel numbers presented as Full-Time Equivalents (FTE).*

*** All full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

FINANCE DEPARTMENT

Fiscal Year 2018 Finance Department Highlights

Bond Rating - In September, Fitch Ratings affirmed the City's bond rating at AA-. Standard & Poor's current bond rating for the City is AA.

GFOA CAFR Award - The City was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada for the 7th consecutive year.

Fiscal Year 2019 Finance Department Goals & Objectives

- Oversee the implementation of the City's budget as well as continue to evaluate and initiate cost control ideas and programs.
- Continue to achieve the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting.
- Work in conjunction with the City's Financial Advisor to identify existing debt issuances for potential refunding, yielding savings in excess of 3%.
- Continue to utilize the City's credit card program to generate cost sharing revenue for the City. Over the last four fiscal years the credit card program has generated over $56,000 in rebate revenue.

Finance Department Performance Metrics

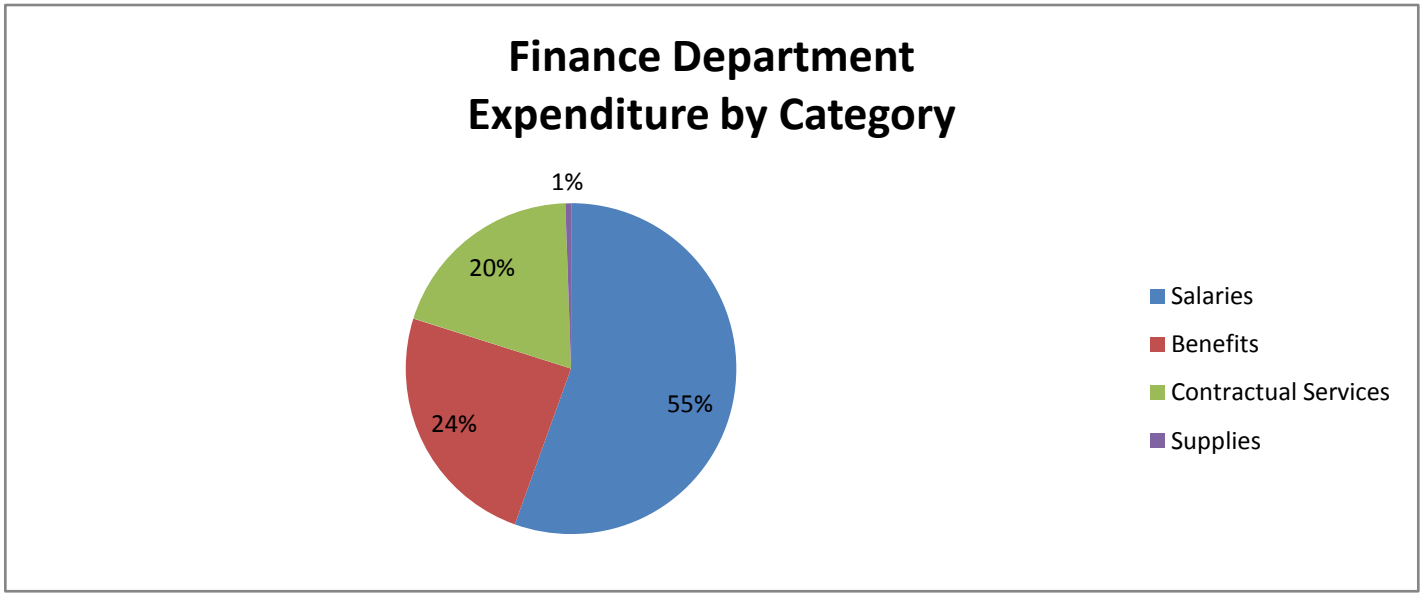
Financial Reporting	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Receive GFOA CAFR Award	Yes	Yes	Yes	Yes	TBD
Number of CAFR Award Comments	5	3	3	4	TBD
Number of Auditor Mgmt Comments	2	1	0	0	TBD
Finance Department Operations					
Checks Processed - Accounts Payable		3,042	2,899	3,063	3,142
Total $ Amount of Accounts Payable Processing		$ 17,161,933	$ 17,767,245	$ 20,397,654	$ 19,843,528
Invoices Processed - Accounts Receivable		148	203	131	145
Total $ Amount of Accounts Receivable Processing		$ 2,440,670	$ 529,956	$ 1,003,390	$ 481,094

FINANCE DEPARTMENT

Finance Department Performance Metrics (continued)

Utility Billing Transactional Metrics

Number of Over-the-Counter Transactions (OTC)	18,207	12,930	10,612	9,119
Total $ Amount Processed OTC	$ 3,614,904	$ 2,992,761	$ 2,639,258	$ 2,363,875
Number of Lockbox Transactions	9,051	11,493	10,177	9,651
Total $ Amount Processed Lockbox	$ 1,824,001	$ 2,641,399	$ 2,577,350	$ 2,444,983
Number of MyGovHub Transactions	790	6,828	10,712	12,118
Total $ Amount Processed MyGovHub	$ 145,168	$ 1,460,723	$ 2,322,128	$ 2,617,644
Number of RPPS Program Transactions	n/a	1,925	5,017	5,280
Total $ Amount Processed RPPS Program	n/a	$ 386,451	$ 1,036,720	$ 1,093,179



United City of Yorkville

General Fund

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FINANCE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
01-120-50-00-5010	SALARIES & WAGES	218,467	234,874	252,079	252,079	272,370
	Total: Salaries	**$218,467**	**$234,874**	**$252,079**	**$252,079**	**$272,370**
Benefits						
01-120-52-00-5212	RETIREMENT PLAN CONTRIBUTION	24,017	25,473	27,519	27,519	29,100
01-120-52-00-5214	FICA CONTRIBUTION	16,643	17,647	18,884	19,125	19,988
01-120-52-00-5216	GROUP HEALTH INSURANCE	28,500	28,337	62,533	52,370	64,390
01-120-52-00-5222	GROUP LIFE INSURANCE	368	334	334	334	246
01-120-52-00-5223	DENTAL INSURANCE	5,385	5,655	6,031	5,319	5,192
01-120-52-00-5224	VISION INSURANCE	657	657	657	708	707
	Total: Benefits	**$75,570**	**$78,103**	**$115,958**	**$105,375**	**$119,623**
Contractual Services						
01-120-54-00-5412	TRAINING & CONFERENCES	3,167	2,911	3,500	3,500	3,500
01-120-54-00-5414	AUDITING SERVICES	33,000	34,000	35,420	29,000	33,200
01-120-54-00-5415	TRAVEL & LODGING	274	261	1,500	500	1,000
01-120-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	2,836
	3 New Computers					
01-120-54-00-5430	PRINTING & DUPLICATING	2,853	2,572	4,000	3,000	3,500
01-120-54-00-5440	TELECOMMUNICATIONS	1,153	1,150	1,200	1,200	1,250
01-120-54-00-5452	POSTAGE & SHIPPING	1,104	1,033	1,300	1,000	1,200
01-120-54-00-5460	DUES & SUBSCRIPTIONS	528	1,010	1,000	1,000	1,250
01-120-54-00-5462	PROFESSIONAL SERVICES	35,714	39,002	45,000	45,000	46,000
01-120-54-00-5485	RENTAL & LEASE PURCHASE	2,079	1,995	2,500	2,200	2,200
	Total: Contractual Services	**$79,872**	**$83,934**	**$95,420**	**$86,400**	**$95,936**
Supplies						
01-120-56-00-5610	OFFICE SUPPLIES	2,650	2,528	2,700	2,700	2,700
	Total: Supplies	**$2,650**	**$2,528**	**$2,700**	**$2,700**	**$2,700**
	Total: FINANCE	**$376,559**	**$399,439**	**$466,157**	**$446,554**	**$490,629**

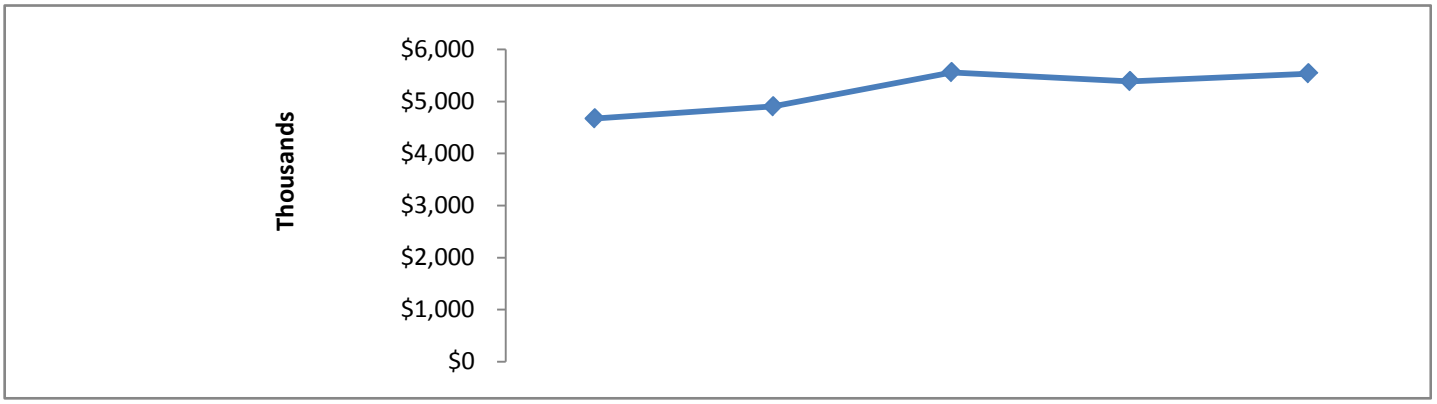
POLICE DEPARTMENT

The mission of the Yorkville Police Department is to work in partnership with the community to protect life and property, assist neighborhoods with solving their problems and enhance the quality of life in our City.

Operational Functions

- Investigate Crimes
- Adjudication Operations & Collections
- Maintenance of Evidence & Crime Records
- Traffic Enforcement
- Daily Patrol of City
- Special Events Assistance
- Crime Prevention
- School Resource Officers

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Expenditures					
Salaries	2,659,975	2,780,763	2,974,162	2,946,009	3,151,723
Benefits	1,565,443	1,728,589	2,001,658	1,911,606	1,960,422
Contractual Services	349,348	297,858	447,697	406,442	296,620
Supplies	98,647	96,715	134,700	123,039	127,560
Total Police Department	**4,673,413**	**4,903,925**	**5,558,217**	**5,387,096**	**5,536,325**



POLICE DEPARTMENT

		FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Personnel *						
	Full-time Personnel: **					
^	Chief of Police	1.00	1.00	1.00	1.00	1.00
^	Deputy Chief of Police	2.00	2.00	2.00	2.00	2.00
^	Sergeants	5.00	6.00	6.00	6.00	6.00
^	Police Officers	21.00	20.00	21.00	21.00	21.00
	Executive Assistant	1.00	1.00	1.00	1.00	1.00
	Record Clerks	2.00	2.00	2.00	2.00	2.00
	Total Full-time Personnel	32.00	32.00	33.00	33.00	33.00
	^ sworn	*29.00*	*29.00*	*30.00*	*30.00*	*30.00*
	Part-time Personnel:					
^	Police Officers	0.28	0.20	0.48	0.22	0.36
^	Evidence Custodian	0.13	0.09	0.36	0.14	0.24
	Community Service Officers	0.50	0.52	0.58	0.20	0.48
	Record Clerks	0.34	0.69	0.74	0.59	0.63
	Crossing Guards	0.34	0.34	0.36	0.38	0.38
	Total Part-Time Personnel	1.59	1.84	2.52	1.53	2.09
	^ sworn	*0.41*	*0.29*	*0.84*	*0.36*	*0.60*
Total Full-Time Equivalent Personnel		**33.59**	**33.84**	**35.52**	**34.53**	**35.09**
	** Total sworn*	*29.41*	*29.29*	*30.84*	*30.36*	*30.60*

** All personnel numbers presented as Full-Time Equivalents (FTE).*

^ All sworn, full-time Police Officers participate in the Police Pension Fund.

*** All non-sworn, full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

POLICE DEPARTMENT

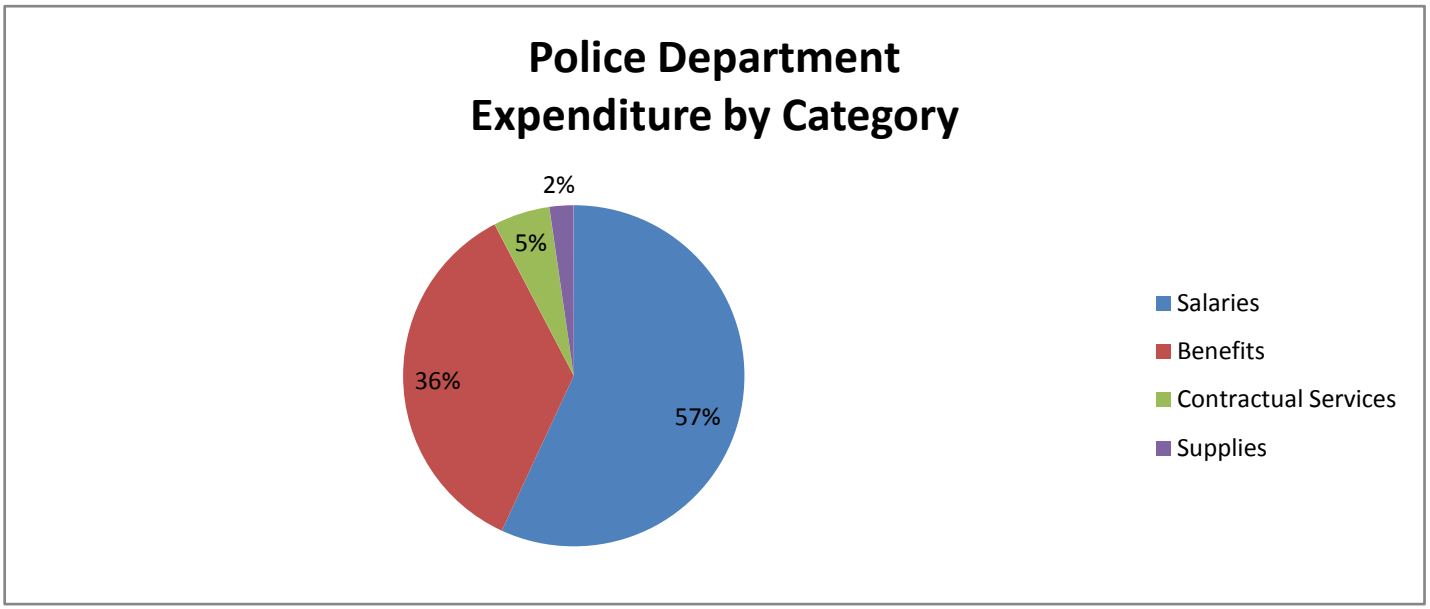
Fiscal Year 2018 Police Department Highlights

Vehicle Additions - Added three police squad vehicles to the fleet, pursuant to vehicle replacement schedule

Lexipol - Continued implementing Lexipol (i.e. updated, reviewed and maintained department's set of standardized rules, policies and procedures)

Fiscal Year 2019 Police Department Goals & Objectives

- Purchase and install new in-car cameras for police vehicles; camera data stored on a dedicated server
- Continue to add additional police vehicles to the fleet, pursuant to the vehicle replacement schedule



United City of Yorkville

General Fund

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POLICE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
01-210-50-00-5008	SALARIES - POLICE OFFICERS	1,585,447	1,542,800	1,660,659	1,655,000	1,775,116
01-210-50-00-5011	SALARIES - POLICE CHIEF & DEPUTIES	341,359	351,000	370,238	366,000	385,551
01-210-50-00-5012	SALARIES - SERGEANTS	447,154	577,455	593,259	593,259	616,592
01-210-50-00-5013	SALARIES - POLICE CLERKS	132,096	136,050	147,006	153,750	169,464
01-210-50-00-5014	SALARIES - CROSSING GUARD	22,945	23,437	22,000	22,000	24,000
01-210-50-00-5015	PART-TIME SALARIES	43,667	50,180	70,000	45,000	70,000
01-210-50-00-5020	OVERTIME	87,307	99,841	111,000	111,000	111,000
	Total: Salaries	**$2,659,975**	**$2,780,763**	**$2,974,162**	**$2,946,009**	**$3,151,723**
Benefits						
01-210-52-00-5212	RETIREMENT PLAN CONTRIBUTION	14,283	14,661	16,048	16,500	18,105
01-210-52-00-5213	EMPLOYER CONTRI - POLICE PENSION	722,940	825,413	966,211	966,211	963,361
	Police Pension Portion of P-Tax Levy					
01-210-52-00-5214	FICA CONTRIBUTION	195,360	204,346	221,572	218,000	234,853
01-210-52-00-5216	GROUP HEALTH INSURANCE	576,302	626,179	734,805	651,856	686,289
01-210-52-00-5222	GROUP LIFE INSURANCE	3,817	3,416	3,514	4,125	2,619
01-210-52-00-5223	DENTAL INSURANCE	46,802	48,646	53,189	48,269	48,434
01-210-52-00-5224	VISION INSURANCE	5,939	5,928	6,319	6,645	6,761
	Total: Benefits	**$1,565,443**	**$1,728,589**	**$2,001,658**	**$1,911,606**	**$1,960,422**
Contractual Services						
01-210-54-00-5410	TUITION REIMBURSEMENT	3,216	9,832	21,547	8,442	15,000
01-210-54-00-5411	POLICE COMMISSION	996	3,198	15,000	15,000	4,000
	Increased for Triennially Sgt's Testing					
01-210-54-00-5412	TRAINING & CONFERENCE	7,879	12,433	21,000	21,000	21,000
01-210-54-00-5415	TRAVEL & LODGING	2,671	1,253	10,000	7,000	10,000
01-210-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	174,263	97,459	167,600	150,656	31,450
	Police Chargeback to Veh & Equip Fund					
01-210-54-00-5424	COMPUTER RELACEMENT CHARGEBACK	-	-	-	-	9,358
	10 New Computers					
01-210-54-00-5426	PUBLISHING & ADVERTISING	-	395	200	-	-
01-210-54-00-5430	PRINTING & DUPLICATING	4,863	7,931	4,500	4,500	4,500
01-210-54-00-5440	TELECOMMUNICATIONS	29,512	35,130	36,500	36,500	36,500
	Includes Wireless Card Service for MDT's					
01-210-54-00-5452	POSTAGE & SHIPPING	980	1,129	1,600	1,200	1,600
01-210-54-00-5460	DUES & SUBSCRIPTIONS	1,990	9,100	3,750	5,300	5,300
	Includes SRT, Mobile Command Unit, Major Crimes Task Force & NEMRT Dues					
01-210-54-00-5462	PROFESSIONAL SERVICES	16,861	21,923	31,000	30,000	30,000
	Lexipol maint & Scheduling software					

United City of Yorkville

General Fund

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POLICE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
01-210-54-00-5466	LEGAL SERVICES	-	-	5,000	-	-
01-210-54-00-5467	ADJUDICATION SERVICES	16,684	18,560	20,000	20,000	20,000
01-210-54-00-5469	NEW WORLD LIVE SCAN	16,921	12,489	19,500	19,500	19,500
01-210-54-00-5472	KENDALL CO. JUVE PROBATION	2,894	3,239	4,000	4,000	4,000
01-210-54-00-5484	MDT - ALERTS FEE	6,660	6,660	7,000	6,660	7,000
01-210-54-00-5485	RENTAL & LEASE PURCHASE	5,903	6,010	7,000	5,362	5,750
01-210-54-00-5488	OFFICE CLEANING	-	-	12,500	11,322	11,662
01-210-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	57,055	51,117	60,000	60,000	60,000
	Total: Contractual Services	**$349,348**	**$297,858**	**$447,697**	**$406,442**	**$296,620**
Supplies						
01-210-56-00-5600	WEARING APPAREL	12,562	10,641	23,000	15,000	15,000
01-210-56-00-5610	OFFICE SUPPLIES	2,299	1,883	4,500	4,500	4,500
01-210-56-00-5620	OPERATING SUPPLIES	14,123	9,123	10,000	16,000	16,000
01-210-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	5,473	5,961	12,000	12,500	12,500
01-210-56-00-5640	REPAIR & MAINTENANCE	302	604	3,000	-	-
01-210-56-00-5650	COMMUNITY SERVICES	300	1,012	2,000	1,039	1,500
01-210-56-00-5690	BALLISTIC VESTS	5,281	4,636	6,000	6,000	6,000
	Partially Reimbursable - DOJ Vest Grant					
01-210-56-00-5695	GASOLINE	58,009	54,933	64,200	58,000	62,060
01-210-56-00-5696	AMMUNITION	298	7,922	10,000	10,000	10,000
	Total: Supplies	**$98,647**	**$96,715**	**$134,700**	**$123,039**	**$127,560**
	Total: POLICE DEPARTMENT	**$4,673,413**	**$4,903,925**	**$5,558,217**	**$5,387,096**	**$5,536,325**

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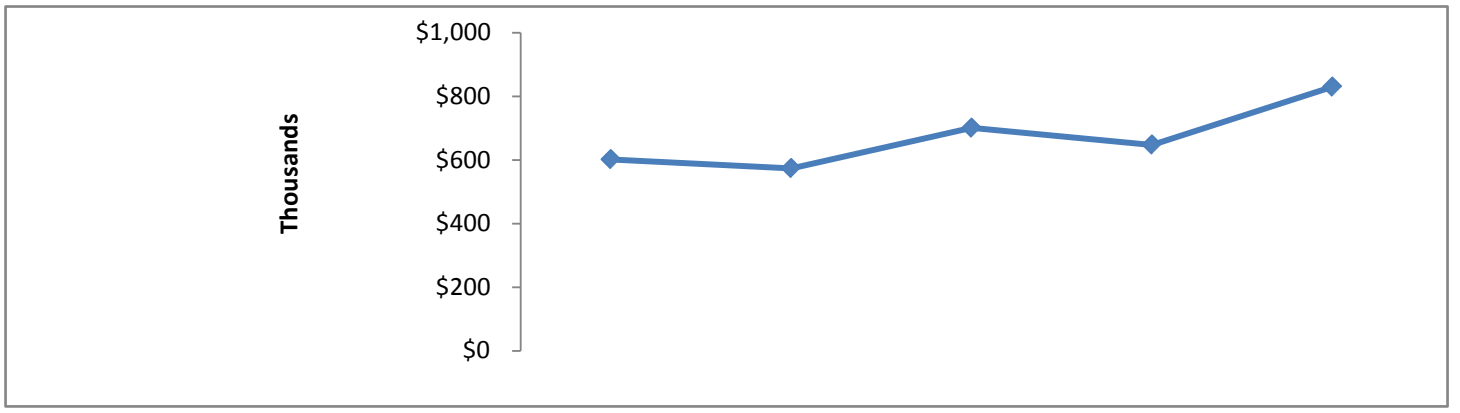
COMMUNITY DEVELOPMENT

The primary focus of the Community Development Department is to ensure that all proposed new developments are consistent with the overall development goals of the City. Emphasis is placed on planning and economic development strategies to promote a diversified tax base ensuring an economically sustainable future as the city grows. The department also provides staff support to the City Council, Plan Commission and the Zoning Board of Appeals and assists in the review of all development plans and building plans proposed within the United City of Yorkville. Other staff functions involve public hearings for zoning amendments, variances and special use permits, as well as building code and property maintenance enforcement.

Operational Functions

- Community Development	- City Planning
- Zoning Regulation	- Building Code Enforcement
- Subdivision Platting	- City Mapping

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Expenditures					
Salaries	339,512	374,208	457,067	435,000	488,585
Benefits	150,738	138,585	177,490	150,301	179,347
Contractual Services	102,815	49,929	51,900	48,950	153,174
Supplies	8,877	11,236	14,190	13,640	8,540
Total Community Development Dept	**601,942**	**573,958**	**700,647**	**647,891**	**829,646**



Personnel *

Full-time Personnel: **					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Building Code Official	1.00	1.00	1.00	1.00	1.00
Senior Planner	0.00	1.00	1.00	1.00	1.00
Planner I	1.00	0.00	0.00	0.00	0.00
Inspector	0.00	0.00	1.00	1.00	1.00
Building Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Total Full-time Personnel	4.00	4.00	5.00	5.00	5.00

Personnel * (continued)	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Part-time Personnel:					
Inspectors	0.50	1.16	0.96	0.56	0.96
Office Assistant	0.00	0.00	0.00	0.00	0.48
Planning Intern	0.00	0.09	0.48	0.21	0.48
Total Part-Time Personnel	0.50	1.25	1.44	0.77	1.92
Total Full-Time Equivalent Personnel	**4.50**	**5.25**	**6.44**	**5.77**	**6.92**

** All personnel numbers presented as Full-Time Equivalents (FTE).*

*** All full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

Fiscal Year 2018 Community Development Department Highlights

Downtown Overlay District - In November 2017, the City Council approved a contract with Farr Associates to prepare a Downtown Overlay District Streetscape Master Plan with Formed Based Codes for Yorkville. The plan will establish goals, objectives, implementation strategies, design, and development guidelines to implement the vision of the City's downtown core. The streetscape master plan component is intended to allow flexibility for the aesthetics of the various downtown corridors (IL Route 47, Van Emmon Street, Hydraulic Street and Main Street), while the form-based code is meant to encourage compatibility with the character of the area without stifling the creativity of designers. Farr Associates have started on a preliminary draft and are expected to complete the plan for City Council review and approval in later summer/early fall 2018.

Casey's Gas Station – In September 2017, the City Council approved the annexation, rezoning, special use and final plat for a new Casey's gas station and convenience store at the intersection of US 34 and McHugh Road. The 1.5-acre site will consist of an eight (8) pump gas station and a 4,600 square foot convenience store. Construction on the project began in April 2018 and is expected to open in late summer 2018.

Holiday Inn – In 2017, the City Council approved an incentive agreement for the construction of a new four-story Holiday Inn hotel building with a banquet facility within the Kendall Crossing development. Construction on the approximately 54,000 square foot hotel, which will have about 90 rooms for guests, an indoor pool and a connected 12,000 square foot banquet facility, began in November 2017 and is expected to be finished by December 2019 and open to the public no later than March 2020.

Downtown Wayfinding Signage – On December 12, 2017, the City Council awarded a contract to Michaels' Sign Company of Racine, Wisconsin for the fabrication and installation of eight (8) pole-mounted wayfinding and directional signs within the downtown and two (2) ground mounted kiosks. The wayfinding signage, located throughout the city's downtown, will provide a cohesiveness to the aesthetics of the downtown as well as guide pedestrian and vehicular traffic to local destinations. The signs are expected to be installed in the summer of 2018.

Cedarhurst Living – On February 28, 2017, the City Council approved a new two-story assisted living with memory care facility, located on approximately 6.7-acres of vacant land at the northeast corner of US 34 (Veterans Parkway) and Cannonball Trail in Yorkville. This new facility is scheduled to open in the Fall of 2018.

BUILD Program – On September 13, 2016, the City Council voted to extend the innovative residential construction incentive program, Buyers of Undeveloped Infill Lot Discount (BUILD), for another year to continue to spur new single-family detached home starts in Yorkville. The program reduces the price of permit fees, allows the builder to delay the payment of permit fees until issuance of the final certificate of occupancy, and rebates a portion of the building permit fees to the new homeowner up to $10,000.00. Since its original approval of the program in 2012 until its termination on December 31, 2017, there have been 428 BUILD Program permits issued.

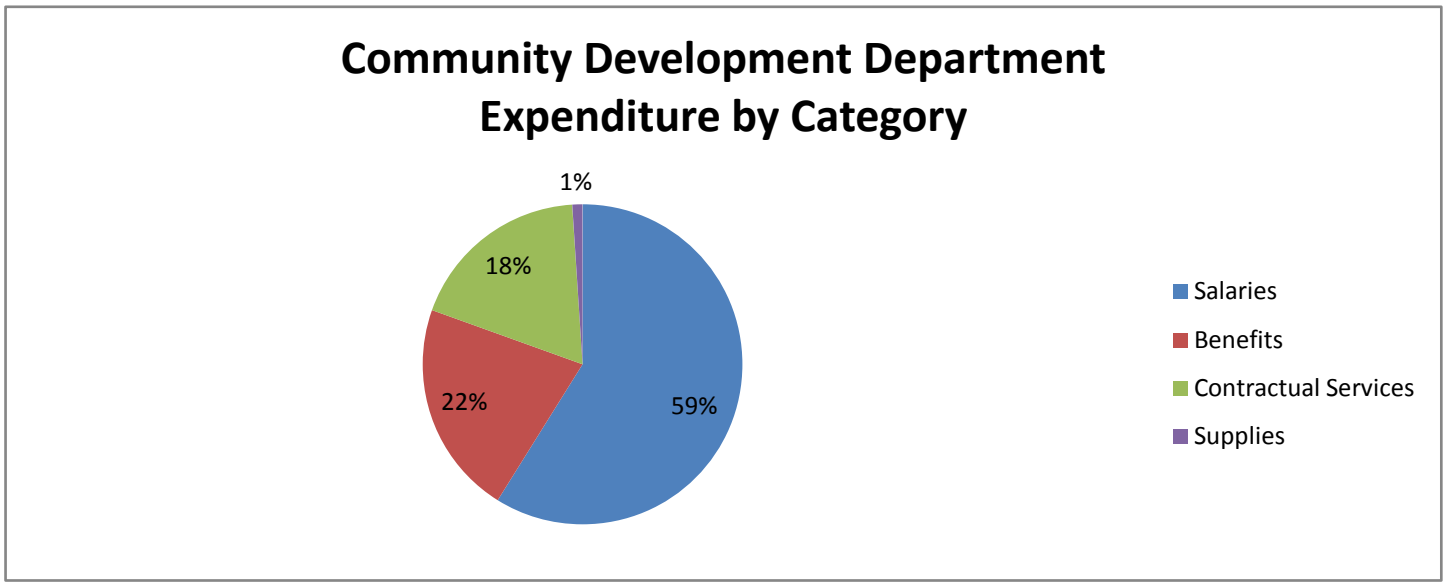
COMMUNITY DEVELOPMENT

Fiscal Year 2019 Community Development Department Goals & Objectives

- **Downtown Planning Projects**
  - Landscape Hill Project Implementation
  - Downtown Façade Improvement Program adoption
  - Downtown Overlay District – Streetscape Master Plan/Form-Based Code adoption
  - Wayfinding Signage Plan/Decorative Streetlight Signage Implementation
- **Ordinance Updates**
  - Unified Development Ordinance (UDO)/Subdivision Control Ordinance Adoption
  - Update to International Building Code regulations
  - Sign Ordinance update
- **Demographics & Geographical Information Systems**
  - Update to GIS online mapping system
  - Updating of residential construction spreadsheets and Population Projections
  - Updating and publishing of Economic Development demographics of commercial land uses
- **Special Projects**
  - Strategic Annexations
  - Extending existing and entering into new boundary agreements with surrounding corporate authorities.
  - Digitizing all archived and currently active residential and commercial building permits and plans.

Community Development Department Performance Metrics

Types of Permits Issued	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Single Family - Detached	25	4	14	55	95
% Change	*-26.47%*	*-84.00%*	*250.00%*	*292.86%*	*72.73%*
BUILD Program	48	67	84	104	71
% Change	*6.67%*	*39.58%*	*25.37%*	*23.81%*	*-31.73%*
Commercial	120	112	136	125	167
% Change	*-9.09%*	*-6.67%*	*21.43%*	*-8.09%*	*33.60%*
Miscellaneous	381	393	447	587	621
% Change	*-0.26%*	*3.15%*	*13.74%*	*31.32%*	*5.79%*
Community Development Department Performance Metrics (continued)					
Total Permits Issued	574	576	684	871	1,003
% Change	*-3.71%*	*0.32%*	*18.87%*	*27.32%*	*15.15%*
Construction Costs	$ 19,422,489	$ 54,764,327	$ 22,745,981	$ 38,778,983	$ 75,816,094
% Change	*0.02%*	*181.96%*	*-58.47%*	*70.49%*	*95.51%*
Permit Fees	$ 967,625	$ 1,189,540	$ 1,283,317	$ 1,972,943	$ 3,160,745
% Change	*-10.81%*	*22.93%*	*7.88%*	*53.74%*	*60.20%*



United City of Yorkville

General Fund

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COMMUNITY DEVELOPMENT

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
01-220-50-00-5010	SALARIES & WAGES	321,278	331,861	409,067	411,000	440,585
01-220-50-00-5015	PART-TIME SALARIES	18,234	42,347	48,000	24,000	48,000
	PT Inspector/Office Assistant/Intern					
	Total: Salaries	**$339,512**	**$374,208**	**$457,067**	**$435,000**	**$488,585**
Benefits						
01-220-52-00-5212	RETIREMENT PLAN CONTRIBUTION	34,748	35,454	44,657	44,657	47,071
01-220-52-00-5214	FICA CONTRIBUTION	24,811	27,585	34,320	32,500	36,504
01-220-52-00-5216	GROUP HEALTH INSURANCE	84,090	69,889	90,525	66,291	88,827
01-220-52-00-5222	GROUP LIFE INSURANCE	491	401	557	491	393
01-220-52-00-5223	DENTAL INSURANCE	5,866	4,669	6,612	5,590	5,706
01-220-52-00-5224	VISION INSURANCE	732	587	819	772	846
	Total: Benefits	**$150,738**	**$138,585**	**$177,490**	**$150,301**	**$179,347**
Contractual Services						
01-220-54-00-5412	TRAINING & CONFERENCES	3,789	1,537	6,800	5,200	7,300
01-220-54-00-5415	TRAVEL & LODGING	5,316	219	6,500	6,500	6,500
01-220-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	-	-	-	40,000
01-220-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	3,624
	4 New Computers					
01-220-54-00-5426	PUBLISHING & ADVERTISING	2,450	3,659	2,500	2,500	2,500
01-220-54-00-5430	PRINTING & DUPLICATING	1,286	883	2,000	1,500	1,500
01-220-54-00-5440	TELECOMMUNICATIONS	3,011	4,008	3,500	4,000	4,000
01-220-54-00-5452	POSTAGE & SHIPPING	610	535	2,500	1,000	1,000
01-220-54-00-5459	INSPECTIONS	455	595	5,000	5,000	5,000
01-220-54-00-5460	DUES & SUBSCRIPTIONS	1,570	2,222	2,100	2,100	2,100
01-220-54-00-5462	PROFESSIONAL SERVICES	81,028	33,139	18,000	18,000	76,500
	Includes $50,000 for Subdivision Control Ord					
01-220-54-00-5485	RENTAL & LEASE PURCHASE	3,300	3,132	3,000	3,150	3,150
	Total: Contractual Services	**$102,815**	**$49,929**	**$51,900**	**$48,950**	**$153,174**
Supplies						
01-220-56-00-5610	OFFICE SUPPLIES	2,862	1,742	1,500	1,500	1,500
01-220-56-00-5620	OPERATING SUPPLIES	3,848	4,575	4,200	4,200	3,000
01-220-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	857	2,985	5,100	5,100	1,000
01-220-56-00-5645	BOOKS & PUBLICATIONS	508	254	1,250	700	750
01-220-56-00-5695	GASOLINE	802	1,680	2,140	2,140	2,290
	Total: Supplies	**$8,877**	**$11,236**	**$14,190**	**$13,640**	**$8,540**
	Total: COMMUNITY DEVELOPMENT	**$601,942**	**$573,958**	**$700,647**	**$647,891**	**$829,646**

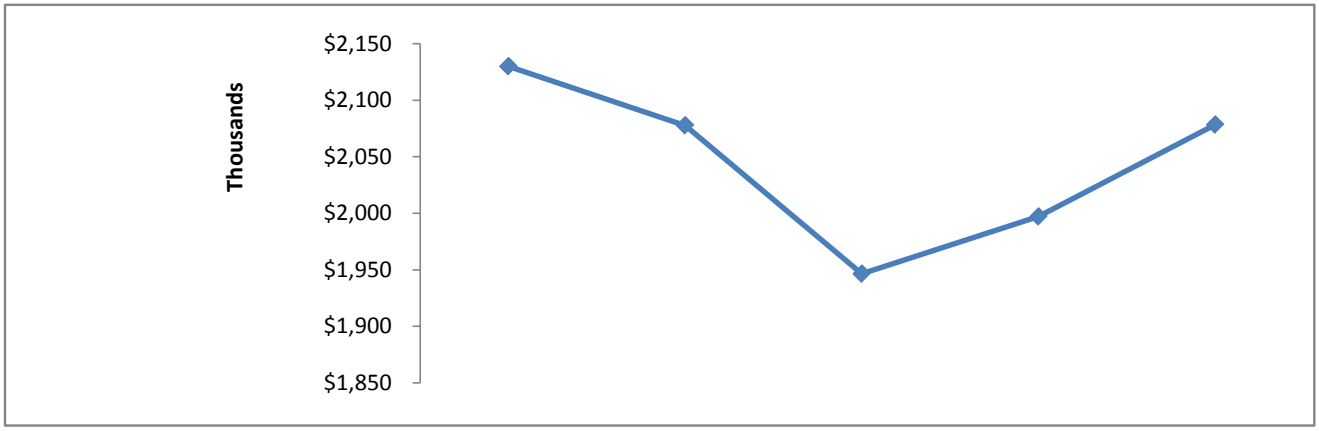
PUBLIC WORKS DEPARTMENT - STREETS & SANITATION

The Public Works Department is an integral part of the United City of Yorkville. The Street Department maintains a comprehensive road and storm sewer network to ensure the safety and quality of life for the citizens of Yorkville. Disposal of refuse is contracted out to Advanced Disposal.

Operational Functions

- Street Sweeping	- Snow & Ice Removal
- Refuse, Leaf & Brush Pick-up	- Roadway Repair & Maintenance
- Traffic & Street Light Repairs	- City Vehicle Maintenance
- Storm Sewer Maintenance	- Administer e-Recycling Program

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Expenditures					
Salaries	345,777	362,054	382,325	396,100	408,909
Benefits	178,885	196,446	214,046	200,756	197,100
Contractual Services	1,537,504	1,450,218	1,242,124	1,289,737	1,304,948
Supplies	67,617	68,784	107,763	110,263	167,198
Total Public Works Department	**2,129,783**	**2,077,502**	**1,946,258**	**1,996,856**	**2,078,155**



Personnel *

	Full-time Personnel: **					
^	Public Works Director	0.33	0.33	0.33	0.33	0.33
	Foreman	1.00	1.00	1.00	1.00	1.00
	Operator	2.00	2.00	2.00	2.00	2.00
	Maintenance Worker II	2.00	2.00	2.00	2.00	2.00
	Part-time Personnel:					
	Seasonal Worker	0.39	0.57	0.96	0.43	0.96
Total Full-Time Equivalent Personnel		**5.72**	**5.90**	**6.29**	**5.76**	**6.29**

** All personnel numbers presented as Full-Time Equivalents (FTE).*

^ Salary and benefits are split equally between General, Water and Sewer Funds.

*** All full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

PUBLIC WORKS DEPARTMENT - STREETS & SANITATION

Public Works - Street Operations Department Expenditures

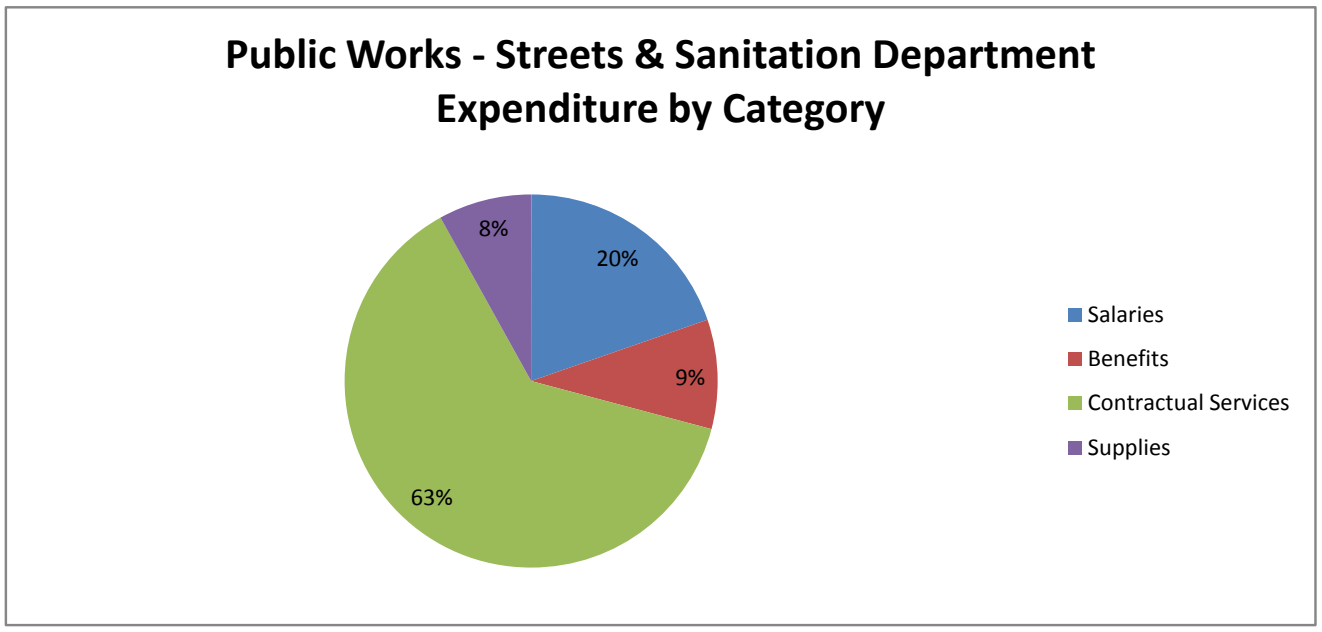
Expenditures					
Salaries	345,777	362,054	382,325	396,100	408,909
Benefits	178,885	196,446	214,046	200,756	197,100
Contractual Services	297,804	148,823	203,124	147,087	130,721
Supplies	67,617	68,784	107,763	110,263	167,198
Total Streets Department	**890,083**	**776,107**	**907,258**	**854,206**	**903,928**

Public Works - Health & Sanitation Department Expenditures

Expenditures					
Contractual Services	1,239,700	1,301,395	1,039,000	1,142,650	1,174,227
Total Health & Sanitation Department	**1,239,700**	**1,301,395**	**1,039,000**	**1,142,650**	**1,174,227**

Public Works - Streets & Sanitation Department Performance Metrics

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of Refuse Accounts	5,408	5,430	5,536	5,660	5,751
Regular	*4,692*	*4,737*	*4,810*	*4,924*	*4,990*
Senior	*704*	*675*	*709*	*721*	*736*
Senior Circuit Breaker	*12*	*18*	*17*	*15*	*25*



United City of Yorkville

General Fund

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PUBLIC WORKS - STREET OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
01-410-50-00-5010	SALARIES & WAGES	329,967	339,927	355,725	357,500	382,309
01-410-50-00-5015	PART-TIME SALARIES	7,709	8,455	11,600	11,600	11,600
	3 Seasonal Workers					
01-410-50-00-5020	OVERTIME	8,101	13,672	15,000	27,000	15,000
	Total: Salaries	**$345,777**	**$362,054**	**$382,325**	**$396,100**	**$408,909**
Benefits						
01-410-52-00-5212	RETIREMENT PLAN CONTRIBUTION	36,546	37,768	40,471	41,000	42,448
01-410-52-00-5214	FICA CONTRIBUTION	25,567	26,608	28,250	29,000	30,161
01-410-52-00-5216	GROUP HEALTH INSURANCE	106,676	121,383	134,171	121,269	115,626
01-410-52-00-5222	GROUP LIFE INSURANCE	645	610	594	594	437
01-410-52-00-5223	DENTAL INSURANCE	8,406	9,010	9,461	7,827	7,363
01-410-52-00-5224	VISION INSURANCE	1,045	1,067	1,099	1,066	1,065
	Total: Benefits	**$178,885**	**$196,446**	**$214,046**	**$200,756**	**$197,100**
Contractual Services						
01-410-54-00-5412	TRAINING & CONFERENCES	6,514	2,895	3,000	3,000	3,000
01-410-54-00-5415	TRAVEL & LODGING	-	1,157	2,000	2,000	2,000
01-410-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	194,379	63,626	75,965	38,831	-
	Street Ops Chargeback to Veh & Equip Fund					
01-410-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	1,523
	2 New Computers					
01-410-54-00-5435	TRAFFIC SIGNAL MAINTENANCE	23,108	18,871	25,000	20,000	20,000
01-410-54-00-5440	TELECOMMUNICATIONS	2,449	2,751	3,000	3,500	3,500
01-410-54-00-5455	MOSQUITO CONTROL	7,002	7,142	7,142	7,142	7,499
01-410-54-00-5458	TREE & STUMP REMOVAL	8,225	8,980	20,000	10,000	15,000
01-410-54-00-5462	PROFESSIONAL SERVICES	3,906	6,428	3,500	3,500	4,000
01-410-54-00-5482	STREET LIGHTING	3,296	426	750	450	9,000
	One Month prorated - remainder to MFT Fund					
01-410-54-00-5483	JULIE SERVICES	-	-	-	-	3,000
	Allocated between Streets, Water & Sewer					
01-410-54-00-5485	RENTAL & LEASE PURCHASE	793	6,162	3,600	2,500	6,000
	Increase due to Sidewalk Grinding Rental					
01-410-54-00-5488	OFFICE CLEANING	-	-	4,167	1,164	1,199
01-410-54-00-5490	VEHICLE MAINTENANCE SERVICES	48,132	30,385	55,000	55,000	55,000
	Total: Contractual Services	**$297,804**	**$148,823**	**$203,124**	**$147,087**	**$130,721**

United City of Yorkville

General Fund

410

PUBLIC WORKS - STREET OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Supplies						
01-410-56-00-5600	WEARING APPAREL	5,043	4,620	4,863	4,863	5,100
01-410-56-00-5619	SIGNS	-	-	-	-	15,000
	Moved to MFT Fund					
01-410-56-00-5620	OPERATING SUPPLIES	8,828	5,287	20,500	25,000	10,000
01-410-56-00-5626	HANGING BASKETS	-	-	2,000	-	-
	Moved to CW Capital Fund					
01-410-56-00-5628	VEHICLE MAINTENACE SUPPLIES	15,265	27,441	34,000	34,000	30,000
01-410-56-00-5630	SMALL TOOLS & EQUIPMENT	3,415	3,270	5,000	5,000	6,000
01-410-56-00-5632	ASPHALT PATCHING	-	-	-	-	35,000
	Moved to MFT Fund					
01-410-56-00-5640	REPAIR & MAINTENANCE	20,580	12,775	20,000	20,000	25,000
01-410-56-00-5642	STREET LIGHTING SUPPLIES	-	-	-	-	17,000
01-410-56-00-5665	JULIE SUPPLIES	-	-	-	-	1,200
01-410-56-00-5695	GASOLINE	14,486	15,391	21,400	21,400	22,898
Total:	**Supplies**	**$67,617**	**$68,784**	**$107,763**	**$110,263**	**$167,198**
Total:	**STREET OPERATIONS**	**$890,083**	**$776,107**	**$907,258**	**$854,206**	**$903,928**

United City of Yorkville

General Fund

540

PUBLIC WORKS - HEALTH AND SANITATION

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
01-540-54-00-5441	GARBAGE SERVICES - SENIOR SUBSIDY	33,486	35,103	33,000	31,306	32,089
01-540-54-00-5442	GARBAGE SERVICES	1,201,414	1,262,212	1,000,000	1,107,504	1,137,138
01-540-54-00-5443	LEAF PICKUP	4,800	4,080	6,000	3,840	5,000
	Total: Contractual Services	**$1,239,700**	**$1,301,395**	**$1,039,000**	**$1,142,650**	**$1,174,227**
	Total: HEALTH AND SANITATION	**$1,239,700**	**$1,301,395**	**$1,039,000**	**$1,142,650**	**$1,174,227**

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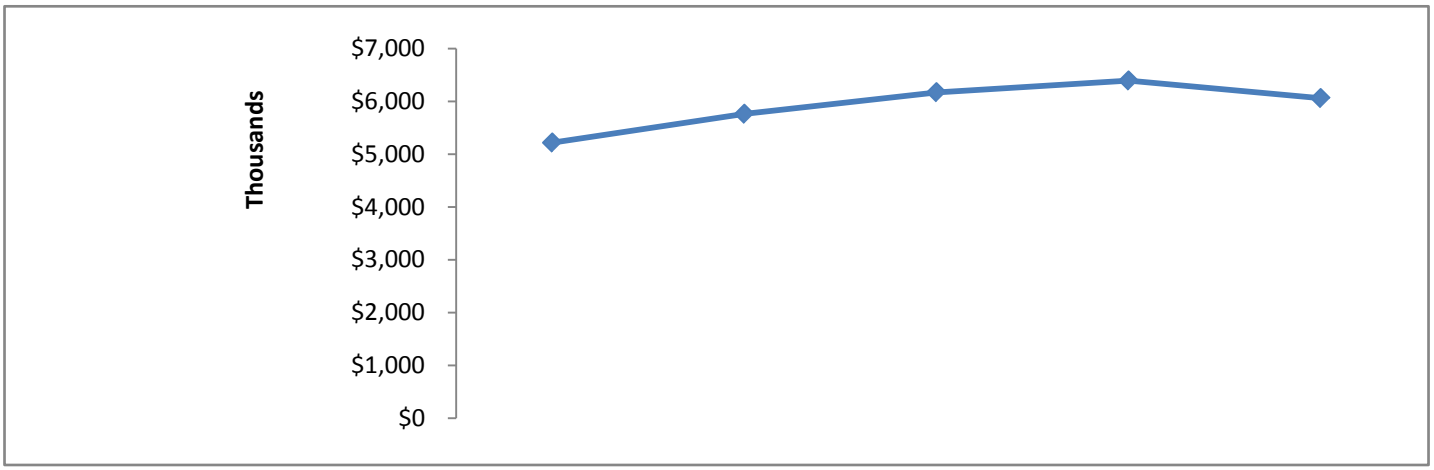
ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department accounts for General Fund expenditures that are shared by all departments and cannot be easily classified in one department.

Administrative Services Cost Centers

- Police Special Detail
- Information Technology Services
- Tax Rebate Agreements
- Engineering Services
- Liability & Workers Compensation Insurance
- Legal Services
- Reimbursable Repairs
- Interfund Transfers

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Expenditures					
Salaries	6,129	800	26,964	17,440	500
Benefits	326,795	331,679	371,211	336,369	375,608
Contractual Services	2,408,252	2,770,751	2,822,006	2,995,870	2,945,232
Supplies	27,873	11,106	5,000	15,000	15,000
Other Financing Uses	2,448,123	2,649,065	2,948,210	3,030,682	2,725,186
Total Administrative Services Department	**5,217,172**	**5,763,401**	**6,173,391**	**6,395,361**	**6,061,526**



United City of Yorkville

General Fund

640

ADMINISTRATIVE SERVICES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
01-640-50-00-5016	SALARIES - SPECIAL CENSUS	-	-	26,464	16,740	-
01-640-50-00-5092	POLICE SPECIAL DETAIL WAGES	6,129	800	500	700	500
	Total: Salaries	**$6,129**	**$800**	**$26,964**	**$17,440**	**$500**
Benefits						
01-640-52-00-5214	FICA CONTRIBUTION-SPECIAL CENSUS	-	-	-	1,281	-
01-640-52-00-5230	UNEMPLOYMENT INSURANCE	18,460	11,298	20,000	10,527	20,000
01-640-52-00-5231	LIABILITY INSURANCE	279,135	286,792	308,503	295,955	313,712
01-640-52-00-5240	RETIREES - GROUP HEALTH INSURANCE	27,988	33,255	42,101	27,999	41,367
01-640-52-00-5241	RETIREES - DENTAL INSURANCE	1,052	260	530	530	449
01-640-52-00-5242	RETIREES - VISION INSURANCE	160	74	77	77	80
	Total: Benefits	**$326,795**	**$331,679**	**$371,211**	**$336,369**	**$375,608**
Contractual Services						
01-640-54-00-5418	PURCHASING SERVICES	-	5,187	50,000	51,863	53,419
	IGA with Village of Oswego					
01-640-54-00-5421	PPRT TAX REBATE	2,045	-	-	-	-
01-640-54-00-5423	IDOR ADMINISTRATION FEE	-	-	-	51,934	57,357
	2% NHR Sales/BDD/Auto Rental; 0.5% Excise					
01-640-54-00-5427	GC HOUSING RENTAL ASSISTANCE	-	-	12,000	3,000	12,000
01-640-54-00-5428	UTILITY TAX REBATE	-	-	14,375	14,375	14,375
	WM Wrigley Economic Incentive Agreement					
01-640-54-00-5432	FACILITY MANAGEMENT SERVICES	-	-	35,000	6,000	50,000
	IGA with Village of Oswego					
01-640-54-00-5439	AMUSEMENT TAX REBATE	60,628	61,613	64,000	62,000	60,000
	NCG Cinemas Economic Incentive Agreement					
01-640-54-00-5449	KENCOM	72,679	74,842	78,584	119,559	110,958
	Includes New World Maint & Record Mgmt Fees					
01-640-54-00-5450	INFORMATION TECHNOLOGY SERVICES	50,875	117,691	160,280	210,000	136,000
01-640-54-00-5456	CORPORATE COUNSEL	88,017	102,825	120,000	105,000	110,000
01-640-54-00-5461	LITIGATION COUNSEL	166,659	211,454	120,000	200,000	120,000
01-640-54-00-5463	SPECIAL COUNSEL	19,767	4,815	25,000	10,000	20,000
01-640-54-00-5465	ENGINEERING SERVICES	368,071	350,899	390,000	390,000	390,000
01-640-54-00-5473	KENDALL AREA TRANSIT	23,550	23,550	25,000	23,550	25,000
01-640-54-00-5475	CABLE CONSORTIUM FEE	86,054	92,765	85,000	92,000	92,000
01-640-54-00-5478	SPECIAL CENSUS	-	108,093	-	3,349	-
01-640-54-00-5481	HOTEL TAX REBATE	72,375	65,166	76,500	72,000	72,000
	90% of Hotel Tax proceeds are Rebated					
01-640-54-00-5486	ECONOMIC DEVELOPMENT	47,564	160,359	114,100	145,725	145,000

United City of Yorkville

General Fund

640

ADMINISTRATIVE SERVICES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
01-640-54-00-5491	CITY PROPERTY TAX REBATE	1,286	1,286	1,500	1,233	1,500
01-640-54-00-5492	SALES TAX REBATE	856,785	879,408	941,367	914,584	928,303
01-640-54-00-5493	BUSINESS DISTRICT REBATE	368,899	387,157	387,300	387,182	425,320
	Kendall Marketplace, Countryside & Downtown					
01-640-54-00-5494	ADMISSIONS TAX REBATE	121,799	122,007	120,000	130,766	120,000
	100% Rebated - Raging Waves - expires FY 2022					
01-640-54-00-5499	BAD DEBT	1,199	1,634	2,000	1,750	2,000
	Refuse Portion of Utility Billing					
	Total: Contractual Services	**$2,408,252**	**$2,770,751**	**$2,822,006**	**$2,995,870**	**$2,945,232**
Supplies						
01-640-56-00-5625	REIMBURSABLE REPAIRS	27,873	11,106	5,000	15,000	15,000
	Canceled out by Reimb - Liability Insurance					
	Total: Supplies	**$27,873**	**$11,106**	**$5,000**	**$15,000**	**$15,000**
Other Financing Uses						
01-640-99-00-9915	TRANSFER TO MOTOR FUEL TAX	25,407	33,750	-	-	-
01-640-99-00-9923	TRANSFER TO CITY-WIDE CAPITAL	-	-	-	-	250,000
01-640-99-00-9916	TRANSFER TO CW BUILDINGS & GROUNDS	58,060	71,602	160,000	247,415	-
01-640-99-00-9942	TRANSFER TO DEBT SERVICE	127,243	266,979	315,225	313,725	318,725
	2014B Debt Service					
01-640-99-00-9952	TRANSFER TO SEWER	1,134,654	1,134,052	1,137,166	1,137,166	856,583
	2011 Ref Bond Debt Service					
01-640-99-00-9979	TRANSFER TO PARK & RECREATION	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699
	Operational Transfer					
01-640-99-00-9982	TRANSFER TO LIBRARY OPERATIONS	25,928	24,044	27,236	23,793	25,179
	Transfer to Offset Liability Insurance charges					
	Total: Other Financing Uses	**$2,448,123**	**$2,649,065**	**$2,948,210**	**$3,030,682**	**$2,725,186**
	Total: ADMINISTRATIVE SERVICES	**$5,217,172**	**$5,763,401**	**$6,173,391**	**$6,395,361**	**$6,061,526**

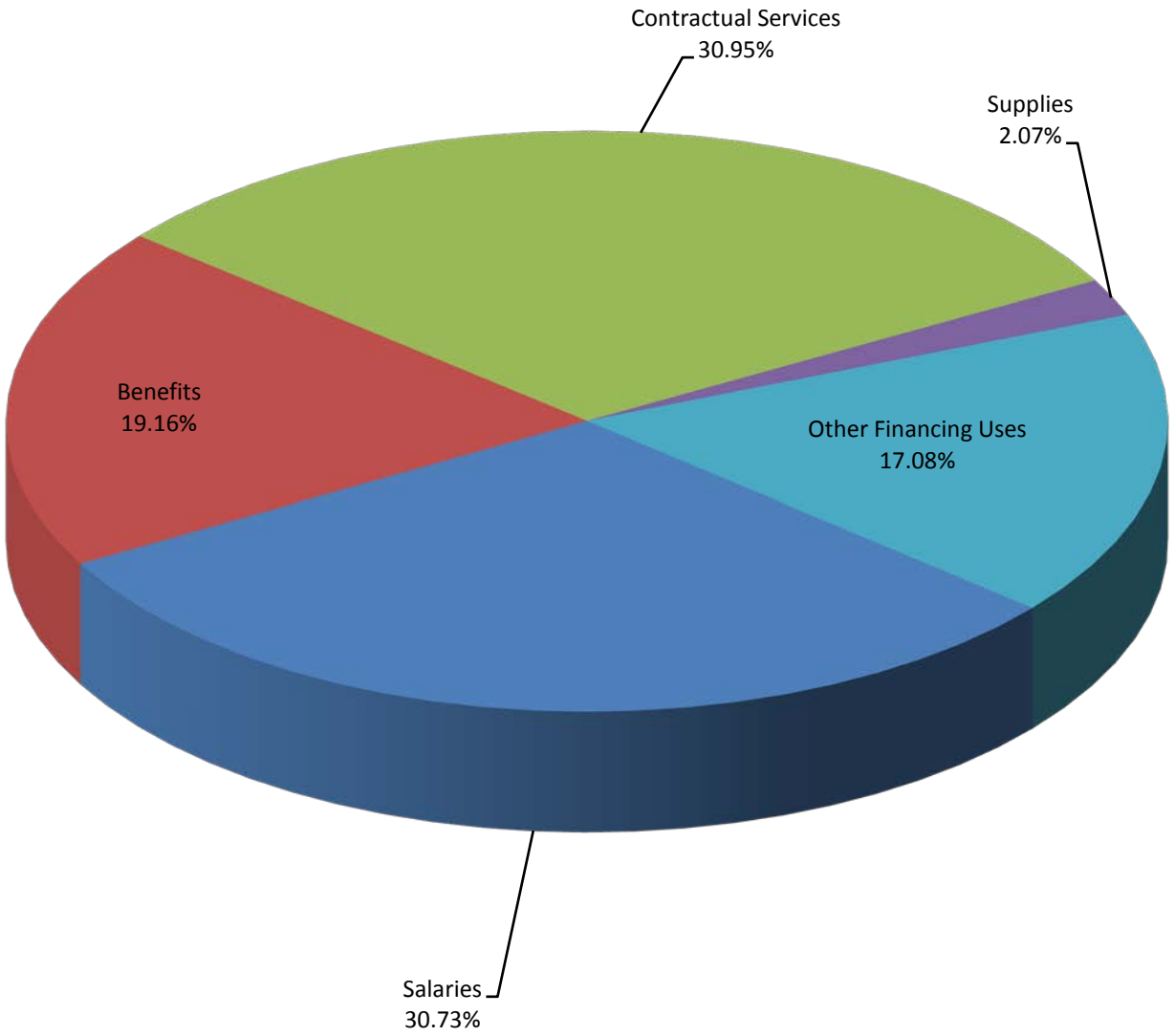
United City of Yorkville

General Fund Expenditures by Category

Fiscal Year 2019 Budget

	Salaries	Benefits	Contractual Services	Supplies	Other Financing Uses	Department Total
Administration	*579,552*	*224,357*	*141,990*	*10,000*	*-*	*955,899*
Finance	*272,370*	*119,623*	*95,936*	*2,700*	*-*	*490,629*
Police	*3,151,723*	*1,960,422*	*296,620*	*127,560*	*-*	*5,536,325*
Community Development	*488,585*	*179,347*	*153,174*	*8,540*	*-*	*829,646*
Public Works	*408,909*	*197,100*	*1,304,948*	*167,198*	*-*	*2,078,155*
Street Operations	408,909	197,100	130,721	167,198	-	903,928
Health and Sanitation	-	-	1,174,227	-	-	1,174,227
Administrative Services	*500*	*375,608*	*2,945,232*	*15,000*	*2,725,186*	*6,061,526*
Total Expenditures and Transfers	**4,901,639**	**3,056,457**	**4,937,900**	**330,998**	**2,725,186**	**15,952,180**
	30.73%	*19.16%*	*30.95%*	*2.07%*	*17.08%*	

United City of Yorkville
Expenditures by Category
General Fund Fiscal Year 2019 Budget



United City of Yorkville

General Fund Expenditures by Category & Department

Fiscal Year 2019 Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Administration	*665,269*	*770,180*	*877,275*	*871,557*	*955,899*
Salaries	388,629	460,265	525,478	528,800	579,552
Benefits	150,348	161,660	206,137	199,235	224,357
Contractual Services	115,668	140,692	135,660	133,522	141,990
Supplies	10,624	7,563	10,000	10,000	10,000
Finance	*376,559*	*399,439*	*466,157*	*446,554*	*490,629*
Salaries	218,467	234,874	252,079	252,079	272,370
Benefits	75,570	78,103	115,958	105,375	119,623
Contractual Services	79,872	83,934	95,420	86,400	95,936
Supplies	2,650	2,528	2,700	2,700	2,700
Police	*4,673,413*	*4,903,925*	*5,558,217*	*5,387,096*	*5,536,325*
Salaries	2,659,975	2,780,763	2,974,162	2,946,009	3,151,723
Benefits	1,565,443	1,728,589	2,001,658	1,911,606	1,960,422
Contractual Services	349,348	297,858	447,697	406,442	296,620
Supplies	98,647	96,715	134,700	123,039	127,560
Community Development	*601,942*	*573,958*	*700,647*	*647,891*	*829,646*
Salaries	339,512	374,208	457,067	435,000	488,585
Benefits	150,738	138,585	177,490	150,301	179,347
Contractual Services	102,815	49,929	51,900	48,950	153,174
Supplies	8,877	11,236	14,190	13,640	8,540
Public Works - Street Operations	*890,083*	*776,107*	*907,258*	*854,206*	*903,928*
Salaries	345,777	362,054	382,325	396,100	408,909
Benefits	178,885	196,446	214,046	200,756	197,100
Contractual Services	297,804	148,823	203,124	147,087	130,721
Supplies	67,617	68,784	107,763	110,263	167,198
Public Works - Health & Sanitation	*1,239,700*	*1,301,395*	*1,039,000*	*1,142,650*	*1,174,227*
Contractual Services	1,239,700	1,301,395	1,039,000	1,142,650	1,174,227
Total Public Works	2,129,783	2,077,502	1,946,258	1,996,856	2,078,155

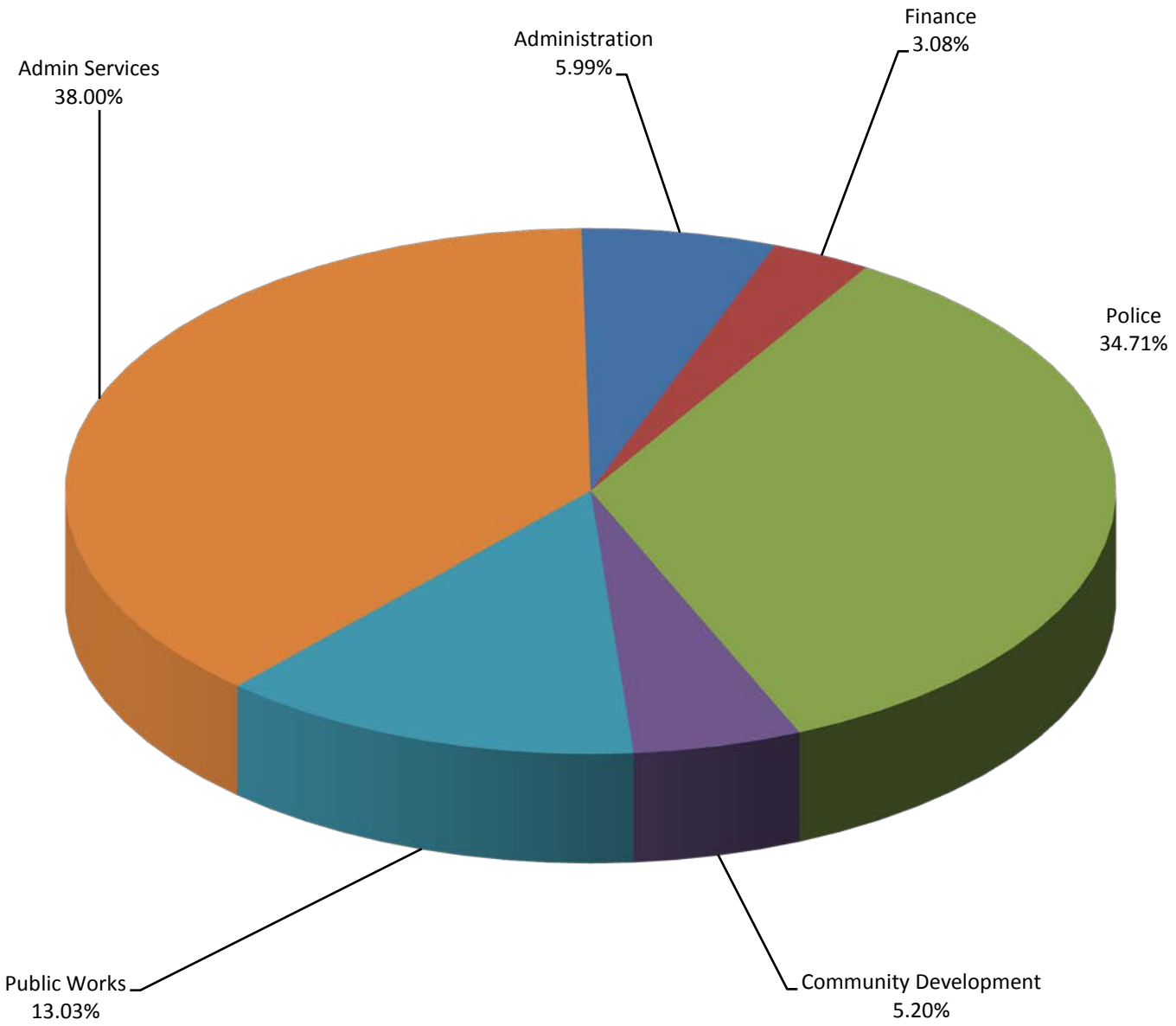
United City of Yorkville

General Fund Expenditures by Category & Department

Fiscal Year 2019 Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Administrative Services	*5,217,172*	*5,763,401*	*6,173,391*	*6,395,361*	*6,061,526*
Salaries	6,129	800	26,964	17,440	500
Benefits	326,795	331,679	371,211	336,369	375,608
Contractual Services	2,408,252	2,770,751	2,822,006	2,995,870	2,945,232
Supplies	27,873	11,106	5,000	15,000	15,000
Other Financing Uses	2,448,123	2,649,065	2,948,210	3,030,682	2,725,186
Total Expenditures and Transfers	**13,664,138**	**14,488,405**	**15,721,945**	**15,745,315**	**15,952,180**

United City of Yorkville
Expenditures by Department
General Fund Fiscal Year 2019 Budget



SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for specific revenues that are restricted to expenditures for particular purposes. The City has eight budgeted special revenue funds:

- Motor Fuel Tax Fund (15)
- Parks & Recreation Fund (79)
- Land Cash Fund (72)
- Countryside TIF Fund (87)
- Downtown TIF Fund (88)
- Downtown TIF II Fund (89)
- Fox Hill SSA Fund (11)
- Sunflower SSA Fund (12)

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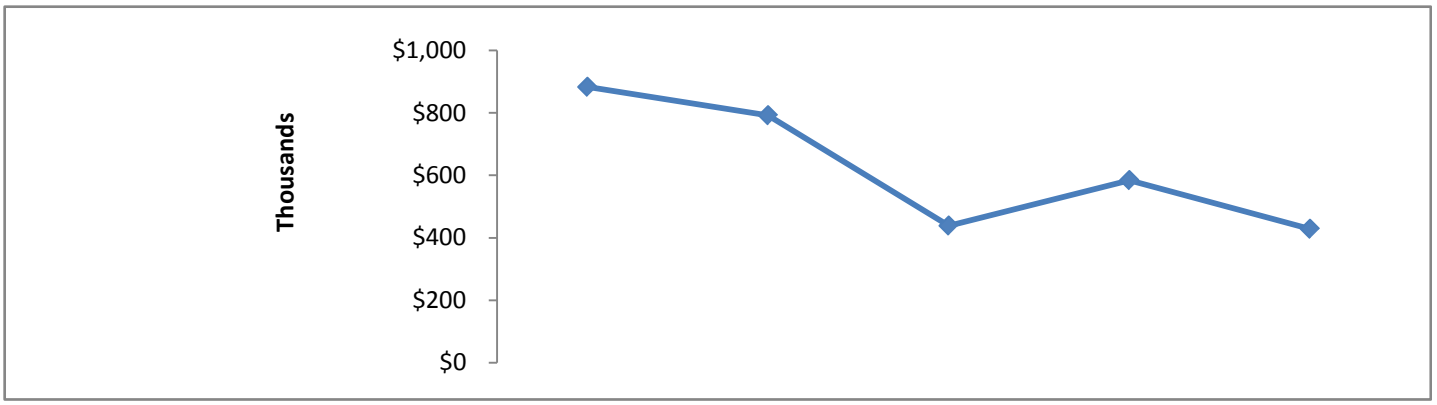
MOTOR FUEL TAX FUND (15)

The Motor Fuel Tax (MFT) Fund is used to maintain existing and construct new City owned roadways, alleys and parking lots. The fund also purchases materials used in the maintenance and operation of those facilities and infrastructure.

Motor Fuel Tax Cost Centers

- Various MFT Eligible Capital Projects
- Electricity for Street Lights
- Purchase of Street Signs

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Intergovernmental	565,571	470,816	492,616	499,319	530,817
Investment Earnings	813	3,556	1,500	7,500	5,000
Reimbursements	3,564	-	-	-	-
Other Financing Sources	30,951	33,750	-	-	-
Total Revenue	**600,899**	**508,122**	**494,116**	**506,819**	**535,817**
Expenditures					
Contractual Services	102,418	105,673	124,350	107,750	97,000
Supplies	136,390	119,661	208,000	208,000	90,000
Capital Outlay	399,147	373,787	423,787	398,787	504,787
Total Expenditures	**637,955**	**599,121**	**756,137**	**714,537**	**691,787**
Surplus (Deficit)	(37,056)	(90,999)	(262,021)	(207,718)	(155,970)
Ending Fund Balance	**883,223**	**792,224**	**438,871**	**584,506**	**428,536**
	138.4%	*132.2%*	*58.0%*	*81.8%*	*61.9%*



United City of Yorkville

Motor Fuel Tax Fund

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MOTOR FUEL TAX FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Intergovernmental						
15-000-41-00-4112	MOTOR FUEL TAX	432,820	428,888	450,716	458,258	489,817
15-000-41-00-4113	MFT HIGH GROWTH	41,912	41,928	41,900	41,061	41,000
15-000-41-00-4184	STATE GRANTS - DOWNTOWN PARKING LOT	87,238	-	-	-	-
15-000-41-00-4187	FEDERAL GRANTS - CANNONBALL LAFO	3,601	-	-	-	-
	Total: Intergovernmental	**$565,571**	**$470,816**	**$492,616**	**$499,319**	**$530,817**
Investment Earnings						
15-000-45-00-4500	INVESTMENT EARNINGS	813	3,556	1,500	7,500	5,000
	Total: Investment Earnings	**$813**	**$3,556**	**$1,500**	**$7,500**	**$5,000**
Reimbursements						
15-000-46-00-4690	REIMB - MISCELLANEOUS	3,564	-	-	-	-
	Total: Reimbursements	**$3,564**	**$0**	**$0**	**$0**	**$0**
Other Financing Sources						
15-000-49-00-4901	TRANSFER FROM GENERAL	25,407	33,750	-	-	-
15-000-49-00-4923	TRANSFER FROM CITY-WIDE CAPITAL	5,544	-	-	-	-
	Total: Other Financing Sources	**$30,951**	**$33,750**	**$0**	**$0**	**$0**
	Total: MFT FUND REVENUE	**$600,899**	**$508,122**	**$494,116**	**$506,819**	**$535,817**

United City of Yorkville

Motor Fuel Tax Fund

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MOTOR FUEL TAX FUND EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
15-155-54-00-5438	SALT STORAGE	7,750	7,750	7,750	7,750	-
	$45k Total - $7,500/Yr - thru FY 2018					
15-155-54-00-5482	STREET LIGHTING	94,668	97,923	116,600	100,000	97,000
	Prorated 11 months					
	Total: Contractual Services	**$102,418**	**$105,673**	**$124,350**	**$107,750**	**$97,000**
Supplies						
15-155-56-00-5618	SALT	103,119	64,396	140,000	140,000	90,000
15-155-56-00-5619	SIGNS	8,797	15,640	15,000	15,000	-
	Moved to General Fund - Streets Dept					
15-155-56-00-5633	COLD PATCH	11,706	8,892	19,000	19,000	-
	Moved to General Fund - Streets Dept					
15-155-56-00-5634	HOT PATCH	12,768	15,352	19,000	19,000	-
	Moved to General Fund - Streets Dept					
15-155-56-00-5642	STREET LIGHTING SUPPLIES	-	15,381	15,000	15,000	-
	Moved to General Fund - Streets Dept					
	Total: Supplies	**$136,390**	**$119,661**	**$208,000**	**$208,000**	**$90,000**
Capital Outlay						
15-155-60-00-6004	BASELINE ROAD BRIDGE REPAIRS	1,190	-	50,000	25,000	25,000
15-155-60-00-6025	ROAD TO BETTER ROADS PROGRAM	300,000	300,000	300,000	300,000	406,000
15-155-60-00-6072	DOWNTOWN PARKING LOT	8,558	-	-	-	-
15-155-60-00-6079	ROUTE 47 EXPANSION	73,787	73,787	73,787	73,787	73,787
15-155-60-00-6089	CANNONBALL LAFO PROJECT	15,612	-	-	-	-
	Total: Capital Outlay	**$399,147**	**$373,787**	**$423,787**	**$398,787**	**$504,787**
	Total: MFT EXPENDITURES	**$637,955**	**$599,121**	**$756,137**	**$714,537**	**$691,787**

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PARKS & RECREATION FUND (79)

This fund accounts for the daily operations of the Parks and Recreation Department. Programs, classes, special events and maintenance of City wide park land and public facilities make up the day to day operations. Programs and classes consist of a wide variety of options serving children through senior citizens. Special events range from Music Under the Stars to Home Town Days. City wide maintenance consists of over two hundred acres at more than fifty sites including buildings, boulevards, parks, utility locations and natural areas.

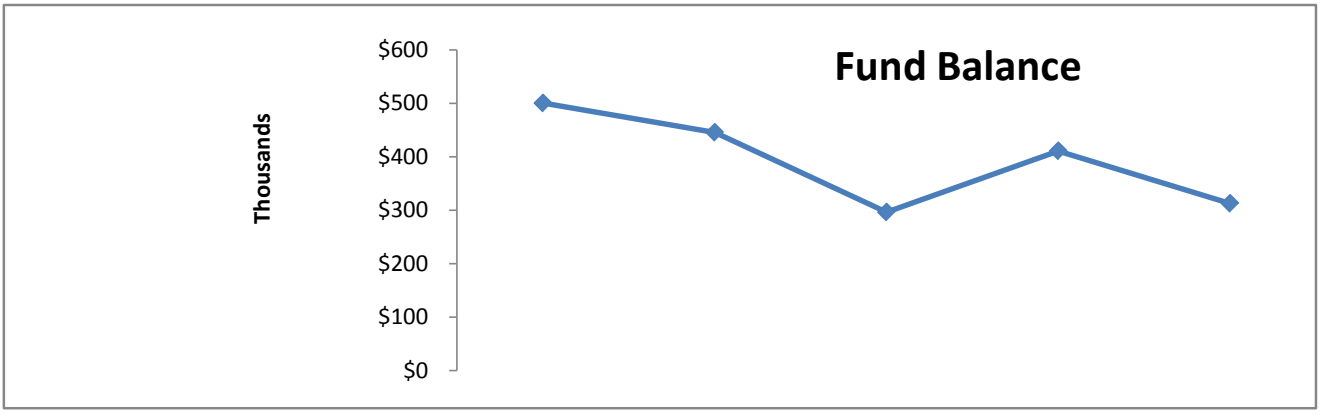
Operational Functions - Parks Department

- Create & Support City Parks & Landscapes
- Preserve Open Space & Park Areas
- Assemble & Maintain Playgrounds
- Construction & Maintenance of Athletic Fields

Operational Functions - Recreation Department

- Coordinate Special Events for the City
- Build & Promote Positive Relationships with Stakeholders
- Oversee Youth & Adult Athletic Leagues
- Direct Childhood Development Programs

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Charges for Service	408,469	455,676	395,000	446,186	511,815
Investment Earnings	369	328	350	500	500
Reimbursements	12,890	3,002	-	174	-
Miscellaneous	219,704	209,970	196,000	232,319	201,000
Other Financing Sources	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699
Total Revenue	**1,718,263**	**1,787,614**	**1,899,933**	**1,987,762**	**1,988,014**
Expenditures					
Salaries	723,194	805,190	903,518	883,460	972,772
Benefits	325,538	365,079	453,922	401,188	432,587
Contractual Services	252,132	311,346	274,720	330,131	294,214
Supplies	474,172	360,884	345,151	407,618	386,735
Total Expenditures	**1,775,036**	**1,842,499**	**1,977,311**	**2,022,397**	**2,086,308**
Surplus (Deficit)	(56,773)	(54,885)	(77,378)	(34,635)	(98,294)
Ending Fund Balance	**500,762**	**445,875**	**296,597**	**411,240**	**312,946**
	28.2%	*24.2%*	*15.0%*	*20.3%*	*15.0%*



PARKS & RECREATION FUND (79)

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Personnel - Parks Department *					
Full-time Personnel: **					
^ Director of Parks & Recreation	0.50	0.50	0.50	0.50	0.50
Parks Superintendent	1.00	1.00	1.00	1.00	1.00
Foreman	1.00	1.00	1.00	1.00	1.00
Operator	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I	1.00	2.00	2.00	3.00	3.00
Maintenance Worker II	2.00	2.00	2.00	1.00	1.00
Total Full-Time Personnel	6.50	7.50	7.50	7.50	7.50
Part-time Personnel:					
Seasonal Staff	1.30	1.58	1.59	1.64	1.68
Total Personnel - Parks	**7.80**	**9.08**	**9.09**	**9.14**	**9.18**
Personnel - Recreation Department *					
Full-time Personnel: **					
^ Director of Parks & Recreation	0.50	0.50	0.50	0.50	0.50
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00
Recreation Manager	0.00	0.00	1.00	0.00	0.00
Recreation Coordinator	2.00	2.00	1.00	2.00	2.00
Child Development Coordinator	1.00	1.00	1.00	1.00	1.00
Receptionist	0.00	0.00	0.00	0.50	0.50
Office Supervisor	1.00	1.00	1.00	0.00	0.00
Total Full-Time Personnel	5.50	5.50	5.50	5.00	5.00
Part-time Personnel: ***					
Instructors	0.54	0.60	0.60	1.40	1.44
Preschool Staff	0.84	1.24	1.32	1.67	1.68
Concession Staff	1.04	1.03	1.08	0.67	1.08
Total Part-Time Personnel	2.42	2.87	3.00	3.74	4.20
Total Personnel - Recreation	**7.92**	**8.37**	**8.50**	**8.74**	**9.20**
Total Full-Time Equivalent Personnel	**15.72**	**17.45**	**17.59**	**17.88**	**18.38**

** All personnel numbers presented as Full-Time Equivalents (FTE).*

^ Salary and benefits are split equally between the Parks and Recreation departments.

*** All full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

**** Per the prior consent of the City Council up to 10 part-time positions in the Recreation (79) department are eligible for IMRF benefits at the discretion of the Recreation Superintendent and Director of Parks & Recreation.*

PARKS & RECREATION FUND (79)

Fiscal Year 2018 Parks & Recreation Fund Highlights

Redevelopment Grants - Started Bristol Bay and Riverfront Park Redevelopment grant projects

Activity Center - Opened Van Emmon Activity Center for new fitness and various recreation programs

Operation Consolidation - Combined registration function with City Hall Administrative staff; moved all Parks & Recreation registration operations to City Hall

New Event - a St. Patrick's Day parade was added in the current fiscal year.

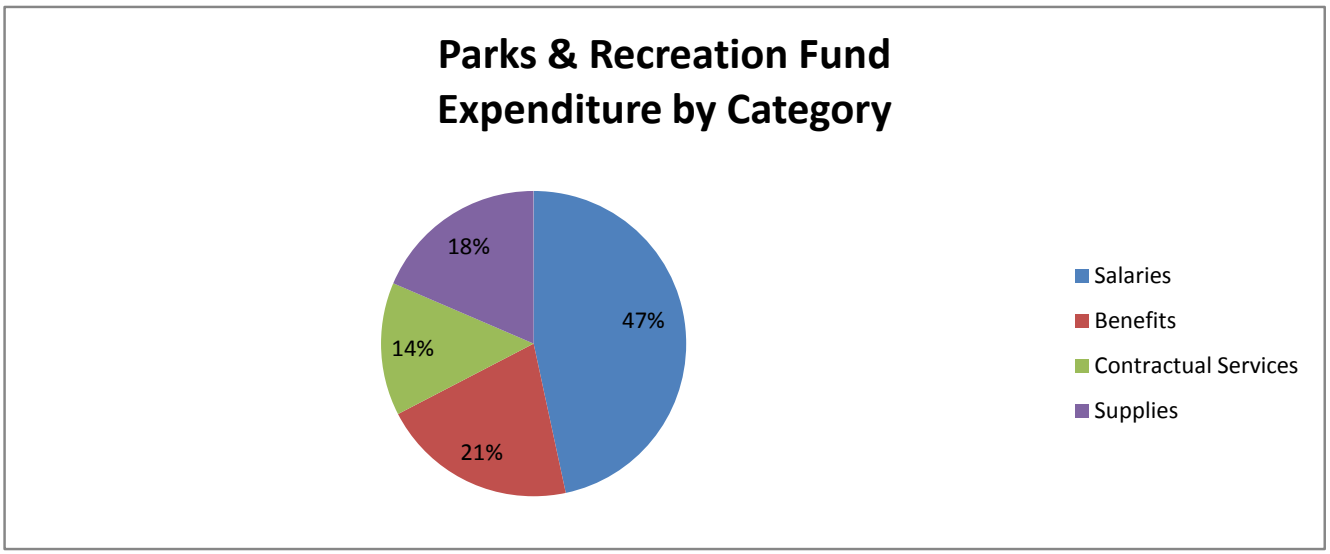
Fiscal Year 2019 Parks & Recreation Fund Goals & Objectives

- Complete Bristol Bay and Riverfront Redevelopment Grant projects
- Install new playground in the Windette Ridge subdivision
- Continue to expand programming by utilizing the new facilities such as the Van Emmon Activity Center and lighted Volleyball Courts as well as partnering with community organizations to enhance special events
- Expand sponsorship opportunities throughout the Department that will bring additional revenue

Parks & Recreation Department Performance Metrics

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Staff Certification				
Illinois Parks and Recreation Professional Development School Graduates	2	5	5	6
National Recreation and Parks Association Certified Employees	3	3	4	4
Certified Playground Safety Inspectors	2	2	2	2
USDA Pesticide Licensed Employees	4	4	6	6
Registration				
Catalog Household Delivery - per Season (3 times per year)	19,500	19,500	19,500	19,750
Total Number Of Registrations	2,265	3,482	3,485	3,658
Total Number of Registration On-Line	247	940	1,054	1,151
Percentage Of Registration On-Line	10.91%	27.00%	30.24%	31.46%
Number of Facilities				
Parks	40	40	40	35
Playgrounds	24	24	24	26
Baseball Fields	19	19	19	19
Soccer Fields	12	12	12	12
Total Park Acres To Maintain	240	240	240	250

PARKS & RECREATION FUND (79)



United City of Yorkville

Parks and Recreation Fund

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PARKS AND RECREATION FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Charges for Services						
79-000-41-00-4175	OSLAD GRANT - RIVERFRONT PARK	-	-	-	-	81,815
	Reimb - Playground Equip purchased in FY 16					
79-000-44-00-4402	SPECIAL EVENTS	100,756	109,109	85,000	90,000	90,000
79-000-44-00-4403	CHILD DEVELOPMENT	110,861	135,445	120,000	140,000	130,000
79-000-44-00-4404	ATHLETICS AND FITNESS	163,420	178,613	160,000	185,000	180,000
79-000-44-00-4441	CONCESSION REVENUE	33,432	32,509	30,000	31,186	30,000
	Total: Charges for Services	**$408,469**	**$455,676**	**$395,000**	**$446,186**	**$511,815**
Investment Earnings						
79-000-45-00-4500	INVESTMENT EARNINGS	369	328	350	500	500
	Total: Investment Earnings	**$369**	**$328**	**$350**	**$500**	**$500**
Reimbursements						
79-000-46-00-4690	REIMB - MISCELLANEOUS	12,890	3,002	-	174	-
	Total: Reimbursements	**$12,890**	**$3,002**	**$0**	**$174**	**$0**
Miscellaneous						
79-000-48-00-4820	RENTAL INCOME	50,921	53,345	50,000	55,000	55,000
	Verizon Water Tower Lease - Wheaton Woods *Foxy's Ice Cream* *Ginger & Soul*					
79-000-48-00-4825	PARK RENTALS	19,602	13,221	15,000	20,163	15,000
79-000-48-00-4843	HOMETOWN DAYS	106,579	117,354	108,000	128,156	108,000
79-000-48-00-4846	SPONSORSHIPS/DONATIONS	18,917	20,547	20,000	20,000	20,000
79-000-48-00-4850	MISCELLANEOUS INCOME	23,685	5,503	3,000	9,000	3,000
	Total: Miscellaneous	**$219,704**	**$209,970**	**$196,000**	**$232,319**	**$201,000**
Other Financing Sources						
79-000-49-00-4901	TRANSFER FROM GENERAL	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699
	Total: Other Financing Sources	**$1,076,831**	**$1,118,638**	**$1,308,583**	**$1,308,583**	**$1,274,699**
	Total: PARKS & REC REVENUE	**$1,718,263**	**$1,787,614**	**$1,899,933**	**$1,987,762**	**$1,988,014**

United City of Yorkville

Parks and Recreation Fund

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PARKS DEPARTMENT EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
79-790-50-00-5010	SALARIES & WAGES	387,634	425,198	459,839	457,000	485,686
79-790-50-00-5015	PART-TIME SALARIES	24,382	35,251	45,000	45,000	50,000
79-790-50-00-5020	OVERTIME	1,884	2,091	3,000	3,000	3,000
	Total: Salaries	**$413,900**	**$462,540**	**$507,839**	**$505,000**	**$538,686**
Benefits						
79-790-52-00-5212	RETIREMENT PLAN CONTRIBUTION	41,923	46,256	52,224	51,800	54,010
79-790-52-00-5214	FICA CONTRIBUTION	30,890	34,143	37,601	37,000	39,814
79-790-52-00-5216	GROUP HEALTH INSURANCE	102,203	119,781	163,947	137,906	155,114
79-790-52-00-5222	GROUP LIFE INSURANCE	790	884	808	900	580
79-790-52-00-5223	DENTAL INSURANCE	7,978	8,353	10,883	9,700	10,417
79-790-52-00-5224	VISION INSURANCE	947	1,002	1,250	1,325	1,457
	Total: Benefits	**$184,731**	**$210,419**	**$266,713**	**$238,631**	**$261,392**
Contractual Services						
79-790-54-00-5412	TRAINING & CONFERENCES	2,136	4,410	7,000	4,500	7,000
79-790-54-00-5415	TRAVEL & LODGING	85	807	3,000	500	3,000
79-790-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	53,908	-	70,000	-
79-790-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	5,200
	6 New Computers					
79-790-54-00-5440	TELECOMMUNICATIONS	5,312	6,278	6,000	6,000	6,500
79-790-54-00-5462	PROFESSIONAL SERVICES	7,206	2,461	3,000	3,000	3,000
79-790-54-00-5466	LEGAL SERVICES	5,415	663	6,000	6,000	6,000
79-790-54-00-5485	RENTAL & LEASE PURCHASE	2,461	2,334	2,500	5,000	2,500
79-790-54-00-5495	OFFICE CLEANING	-	-	6,250	2,718	2,800
79-790-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	36,800	22,411	50,000	25,000	50,000
	Broad Weed Control in Parks *Vehicle Maintenance*					
	Total: Contractual Services	**$59,415**	**$93,272**	**$83,750**	**$122,718**	**$86,000**
Supplies						
79-790-56-00-5600	WEARING APPAREL	5,759	5,344	5,441	5,441	6,220
79-790-56-00-5610	OFFICE SUPPLIES	-	-	-	-	-
79-790-56-00-5620	OPERATING SUPPLIES	147,028	23,577	25,300	28,000	25,000
79-790-56-00-5630	SMALL TOOLS & EQUIPMENT	5,518	1,576	4,500	4,500	6,000
79-790-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	2,000	2,000	2,000	2,000	20,000
	New Playground Maintenance Software					

United City of Yorkville
Parks and Recreation Fund

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PARKS DEPARTMENT EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
79-790-56-00-5640	REPAIR & MAINTENANCE	64,517	69,160	56,000	62,000	66,000
79-790-56-00-5695	GASOLINE	11,694	12,439	12,840	13,500	14,445
Total:	**Supplies**	**$236,516**	**$114,096**	**$106,081**	**$115,441**	**$137,665**
	Total: PARK DEPT EXPENDITURES	**$894,562**	**$880,327**	**$964,383**	**$981,790**	**$1,023,743**

United City of Yorkville

Parks and Recreation Fund

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RECREATION DEPARTMENT EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
79-795-50-00-5010	SALARIES & WAGES	261,071	283,924	303,179	293,460	324,086
79-795-50-00-5015	PART-TIME SALARIES	6,537	9,989	25,000	18,000	30,000
79-795-50-00-5045	CONCESSION WAGES	7,549	7,891	15,000	11,000	15,000
79-795-50-00-5046	PRE-SCHOOL WAGES	23,902	30,091	37,500	36,000	40,000
79-795-50-00-5052	INSTRUCTORS WAGES	10,235	10,755	15,000	20,000	25,000
	Total: Salaries	**$309,294**	**$342,650**	**$395,679**	**$378,460**	**$434,086**
Benefits						
79-795-52-00-5212	RETIREMENT PLAN CONTRIBUTION	28,362	30,328	38,272	32,210	39,956
79-795-52-00-5214	FICA CONTRIBUTION	23,119	25,585	29,305	28,150	32,367
79-795-52-00-5216	GROUP HEALTH INSURANCE	83,005	91,187	111,170	94,513	90,945
79-795-52-00-5222	GROUP LIFE INSURANCE	618	396	529	447	440
79-795-52-00-5223	DENTAL INSURANCE	4,987	6,362	7,070	6,369	6,539
79-795-52-00-5224	VISION INSURANCE	716	802	863	868	948
	Total: Benefits	**$140,807**	**$154,660**	**$187,209**	**$162,557**	**$171,195**
Contractual Services						
79-795-54-00-5412	TRAINING & CONFERENCES	3,481	2,951	5,000	3,500	5,000
79-795-54-00-5415	TRAVEL & LODGING	354	1,028	3,000	500	3,000
79-795-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	20,000	-	-	-
79-795-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	4,412
	5 New Computers					
79-795-54-00-5426	PUBLISHING & ADVERTISING	49,207	52,018	50,000	51,000	55,000
79-795-54-00-5440	TELECOMMUNICATIONS	7,231	7,064	8,000	7,250	8,000
79-795-54-00-5447	SCHOLARSHIPS	121	-	2,500	1,250	2,500
79-795-54-00-5452	POSTAGE & SHIPPING	1,008	2,609	3,500	3,500	3,500
79-795-54-00-5460	DUES & SUBSCRIPTIONS	1,231	1,155	2,500	4,000	3,000
79-795-54-00-5462	PROFESSIONAL SERVICES	94,757	101,289	90,500	115,000	100,000
79-795-54-00-5480	UTILITIES	10,596	11,976	12,720	12,720	13,483
79-795-54-00-5485	RENTAL & LEASE PURCHASE	3,019	1,808	4,000	2,500	3,000
79-795-54-00-5488	OFFICE CLEANING	-	-	6,250	4,193	4,319
79-795-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	6,770	6,061	3,000	2,000	3,000
79-795-54-00-5496	PROGRAM REFUNDS	14,942	10,115	-	-	-
	Line Item Discontinued					
	Total: Contractual Services	**$192,717**	**$218,074**	**$190,970**	**$207,413**	**$208,214**

United City of Yorkville

Parks and Recreation Fund

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RECREATION DEPARTMENT EXPENDITURES

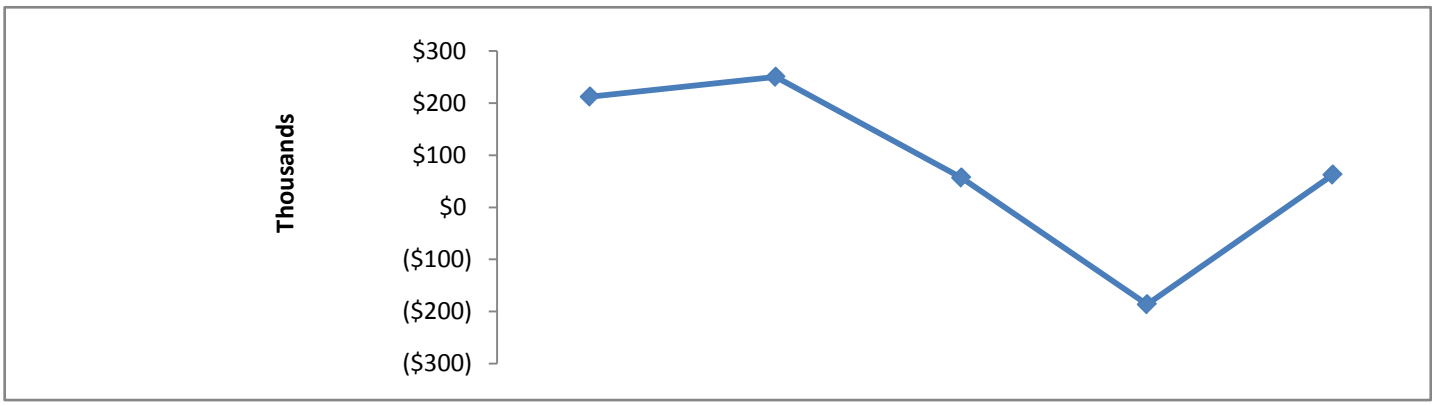
Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Supplies						
79-795-56-00-5602	HOMETOWN DAYS SUPPLIES	94,845	96,287	100,000	108,177	100,000
79-795-56-00-5606	PROGRAM SUPPLIES *Includes 4th of July Expenditures*	108,100	121,860	100,000	131,000	110,000
79-795-56-00-5607	CONCESSION SUPPLIES	19,299	14,926	18,000	17,000	18,000
79-795-56-00-5610	OFFICE SUPPLIES	2,212	2,325	3,000	3,000	3,000
79-795-56-00-5620	OPERATING SUPPLIES	11,373	9,240	15,000	30,000	15,000
79-795-56-00-5640	REPAIR & MAINTENANCE	1,009	1,230	2,000	2,000	2,000
79-795-56-00-5695	GASOLINE	818	920	1,070	1,000	1,070
Total:	**Supplies**	**$237,656**	**$246,788**	**$239,070**	**$292,177**	**$249,070**
Total:	**RECREATION EXPENDITURES**	**$880,474**	**$962,172**	**$1,012,928**	**$1,040,607**	**$1,062,565**

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LAND CASH FUND (72)

Land Cash funds are dedicated by developers through the contribution ordinance to serve the immediate and future needs of park and recreation of residents in new subdivisions. Land for park development and cash spent on recreational facilities is often matched through grant funding to meet the community's recreation needs at a lower cost to the City.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Intergovernmental	-	15,711	-	-	702,474
Licenses & Permits	3,570	1,103	-	-	-
Reimbursements	-	63,796	-	5,466	-
Land Cash Contributions	121,962	47,753	88,000	205,796	11,639
Other Financing Sources	-	2,500	2,500	2,500	-
Total Revenue	**125,532**	**130,863**	**90,500**	**213,762**	**714,113**
Expenditures					
Contractual Services	3,570	1,103	-	-	-
Capital Outlay	27,074	91,762	362,355	650,831	465,000
Total Expenditures	**30,644**	**92,865**	**362,355**	**650,831**	**465,000**
Surplus (Deficit)	94,888	37,998	(271,855)	(437,069)	249,113
Ending Fund Balance	**212,318**	**250,318**	**56,726**	**(186,751)**	**62,362**
	692.9%	*269.6%*	*15.7%*	*-28.7%*	*13.4%*



United City of Yorkville

Land Cash Fund

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LAND CASH REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Intergovernmental						
72-000-41-00-4175	OSLAD GRANT - RIVERFRONT PARK	-	5,514	-	-	312,671
72-000-41-00-4186	OSLAD GRANT - BRISTOL BAY	-	10,197	-	-	389,803
Total:	**Intergovernmental**	**$0**	**$15,711**	**$0**	**$0**	**$702,474**
Licenses & Permits						
72-000-42-00-4216	BUILD PROGRAM PERMITS	3,570	-	-	-	-
72-000-42-00-4244	RENEW PROGRAM PERMITS	-	1,103	-	-	-
Total:	**Licenses & Permits**	**$3,570**	**$1,103**	**$0**	**$0**	**$0**
Reimbursements						
72-000-46-00-4655	REIMB - GRANDE RESERVE PARK *Developer Reimb for Park Standards portion of Grande Reserve Park A*	-	63,796	-	5,466	-
Total:	**Reimbursements**	**$0**	**$63,796**	**$0**	**$5,466**	**$0**
Land Cash Contributions						
72-000-47-00-4703	AUTUMN CREEK	34,125	27,690	30,000	-	-
72-000-47-00-4704	BLACKBERRY WOODS	9,659	7,955	6,000	16,000	-
72-000-47-00-4706	CALEDONIA	-	2,013	-	32,000	11,639
72-000-47-00-4707	RIVER'S EDGE	-	-	-	671	-
72-000-47-00-4708	COUNTRY HILLS	5,383	4,614	-	3,845	-
72-000-47-00-4709	SALEK	-	-	-	3,213	-
72-000-47-00-4711`	FOX HIGHLANDS DETENTION	1,406	-	-	-	-
72-000-47-00-4713	PRESTWICK	67,600	-	-	-	-
72-000-47-00-4720	WOODWORTH	-	1,071	-	-	-
72-000-47-00-4722	GC HOUSING (ANTHONY'S PLACE)	-	-	-	97,162	-
72-000-47-00-4723	WINDETT RIDGE	-	-	50,000	50,000	-
72-000-47-00-4736	BRIARWOOD	3,789	4,410	2,000	2,905	-
Total:	**Land Cash Contributions**	**$121,962**	**$47,753**	**$88,000**	**$205,796**	**$11,639**
Other Financing Sources						
72-000-49-00-4910	SALE OF CAPITAL ASSETS *Sale of Caboose*	-	2,500	2,500	2,500	-
Total:	**Other Financing Sources**	**$0**	**$2,500**	**$2,500**	**$2,500**	**$0**
Total:	**LAND CASH REVENUE**	**$125,532**	**$130,863**	**$90,500**	**$213,762**	**$714,113**

United City of Yorkville

Land Cash Fund

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LAND CASH EXPENDITURES

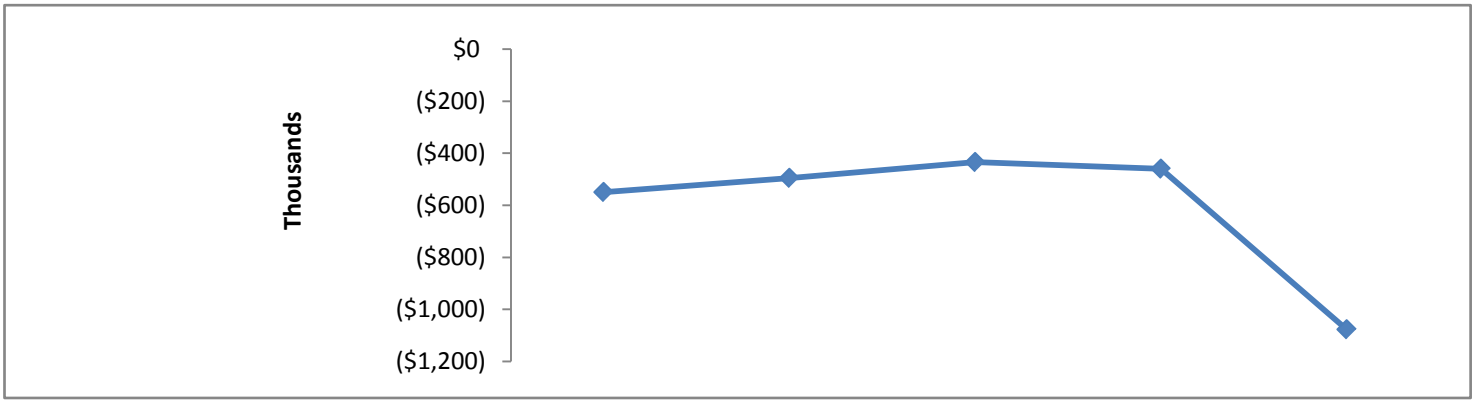
Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Adopted
Contractual Services						
72-720-54-00-5405	BUILD PROGRAM	3,570	1,103	-	-	-
	Total: Contractual Services	**$3,570**	**$1,103**	**$0**	**$0**	**$0**
Capital Outlay						
72-720-60-00-6010	PARK IMPROVEMENTS	-	-	-	-	300,000
	Bristol Bay/Riverfront Park Paving					
72-720-60-00-6032	MOSER HOLDING COSTS	12,000	8,612	-	-	-
72-720-60-00-6043	BRISTOL BAY REGIONAL PARK	-	10,197	183,783	360,000	50,000
	Oslad Grant Funded					
72-720-60-00-6045	RIVERFRONT PARK	5,362	9,864	178,572	285,000	40,000
	Oslad Grant Funded					
72-720-60-00-6046	GRANDE RESERVE PARK A	9,562	63,089	-	5,831	-
72-720-60-00-6047	GRANDE RESERVE PARK B	150	-	-	-	-
72-720-60-00-6067	BLACKBERRY CREEK NATURE PRESERVE	-	-	-	-	25,000
72-720-60-00-6069	WINDETT RIDGE PARK	-	-	-	-	50,000
	Total: Capital Outlay	**$27,074**	**$91,762**	**$362,355**	**$650,831**	**$465,000**
	Total: LAND CASH EXPENDITURES	**$30,644**	**$92,865**	**$362,355**	**$650,831**	**$465,000**

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COUNTRYSIDE TIF FUND (87)

The Countryside TIF was created in February of 2005, with the intent of constructing a future retail development at Countryside Center. This TIF is located at the northwest corner of US Route 34 and IL Route 47.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Taxes	143,784	215,360	225,000	198,294	246,261
Investment Earnings	5	-	-	-	-
Other Financing Sources	1,597,288	-	-	-	-
Total Revenue	**1,741,077**	**215,360**	**225,000**	**198,294**	**246,261**
Expenditures					
Contractual Services	16,477	1,940	13,841	13,362	713,749
Debt Service	87,743	159,227	149,675	149,675	149,358
Other Financing Sources	1,581,984	-	-	-	-
Total Expenditures	**1,686,204**	**161,167**	**163,516**	**163,037**	**863,107**
Surplus (Deficit)	54,873	54,193	61,484	35,257	(616,846)
Ending Fund Balance	**(549,946)**	**(495,754)**	**(434,861)**	**(460,497)**	**(1,077,343)**
	-32.6%	*-307.6%*	*-265.9%*	*-282.4%*	*-124.8%*



United City of Yorkville

Countryside TIF Fund

87

COUNTRYSIDE TIF FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Taxes						
87-000-40-00-4000	PROPERTY TAXES	143,784	215,360	225,000	198,294	246,261
	Total: Taxes	**$143,784**	**$215,360**	**$225,000**	**$198,294**	**$246,261**
Investment Earnings						
87-000-45-00-4500	INVESTMENT EARNINGS	5	-	-	-	-
	Total: Investment Earnings	**$5**	**$0**	**$0**	**$0**	**$0**
Other Financing Sources						
87-000-49-00-4902	BOND ISSUANCE	1,475,000	-	-	-	-
	2015A Refunding Bond					
87-000-49-00-4903	PREMIUM ON BOND ISSUANCE	122,288	-	-	-	-
	Total: Other Financing Sources	**$1,597,288**	**$0**	**$0**	**$0**	**$0**
	Total: COUNTRYSIDE TIF REVENUE	**$1,741,077**	**$215,360**	**$225,000**	**$198,294**	**$246,261**

United City of Yorkville

Countryside TIF Fund

870

COUNTRYSIDE TIF FUND EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
87-870-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	10,701	10,701	11,049
87-870-54-00-5402	BOND ISSUANCE COSTS	15,304	-	-	-	-
87-870-54-00-5425	TIF INCENTIVE PAYOUT	-	-	-	-	700,000
	New Hotel & Convention Center					
87-870-54-00-5462	PROFESSIONAL SERVICES	638	1,281	2,000	2,000	2,000
87-870-54-00-5498	PAYING AGENT FEES	535	659	1,140	661	700
	Total: Contractual Services	**$16,477**	**$1,940**	**$13,841**	**$13,362**	**$713,749**
Debt Service - 2015A Bond						
87-870-77-00-8000	PRINCIPAL PAYMENT	-	26,457	41,013	41,013	42,336
87-870-77-00-8050	INTEREST PAYMENT	-	82,055	57,947	57,947	56,307
	Total: Debt Service -2015A Bond	**$0**	**$108,512**	**$98,960**	**$98,960**	**$98,643**
Debt Service - 2005 Bond						
87-870-80-00-8050	INTEREST PAYMENT	68,073	-	-	-	-
	Refunded by 2014 & 2015A Bonds					
	Total: Debt Service - 2005 Bond	**$68,073**	**$0**	**$0**	**$0**	**$0**
Debt Service - 2014 Refunding Bond						
87-870-93-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-
87-870-93-00-8050	INTEREST PAYMENT	19,670	50,715	50,715	50,715	50,715
	Total: Debt Service - 2014 Bond	**$19,670**	**$50,715**	**$50,715**	**$50,715**	**$50,715**
Other Financing Uses						
87-870-99-00-9960	PAYMENT TO ESCROW AGENT	1,581,984	-	-	-	-
	2015A Refunding Bond					
	Total: Other Financing Uses	**$1,581,984**	**$0**	**$0**	**$0**	**$0**
	Total: COUNTRYSIDE TIF	**$1,686,204**	**$161,167**	**$163,516**	**$163,037**	**$863,107**

UNITED CITY OF YORKVILLE, ILLINOIS

Countryside TIF Debt Service Summary Schedule

PRINCIPAL AND INTEREST REQUIREMENTS
FISCAL YEARS 2006 - 2035

Fiscal Year	Principal	Interest	Totals
2006 - 2010	165,000	673,067	838,067
2010 - 2011	170,000	137,093	307,093
2011 - 2012	175,000	131,143	306,143
2012 - 2013	180,000	124,668	304,668
2013 - 2014	1,235,000	117,738	1,352,738
2014 - 2015	-	113,857	113,857
2015 - 2016	1,600,000	118,788	1,718,788
2016 - 2017	26,460	133,159	159,619
2017 - 2018	41,013	108,662	149,675
2018 - 2019	42,336	107,022	149,358
2019 - 2020	104,517	105,328	209,845
2020 - 2021	107,163	101,148	208,311
2021 - 2022	112,455	96,861	209,316
2022 - 2023	116,424	92,363	208,787
2023 - 2024	121,716	87,706	209,422
2024 - 2025	125,685	82,837	208,522
2025 - 2026	286,889	77,810	364,699
2026 - 2027	293,212	66,334	359,546
2027 - 2028	305,858	54,606	360,464
2028 - 2029	318,504	42,249	360,753
2029 - 2030	336,150	29,127	365,277
2030 - 2031	68,796	14,871	83,667
2031 - 2032	71,442	12,119	83,561
2032 - 2033	74,088	9,261	83,349
2033 - 2034	76,734	6,297	83,031
2034 - 2035	80,703	3,228	83,931
	$ 6,235,145	**$ 2,647,343**	**$ 8,882,488**

UNITED CITY OF YORKVILLE, ILLINOIS

Countryside TIF Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Bond of 2005

Date of Maturity	December 1, 2024	**Principal & Interest Paid-to-Date**	**$**	**4,844,854**
Date of Issuance	March 15, 2005			
Authorized Issue	$3,525,000	**Principal & Interest Outstanding**	**$**	-
Interest Rates	3.50% - 4.35%			
Interest Dates	June 1st and December 1st			
Principal Maturity Dates	December 1st			
Payable at	BNY Midwest Trust Company			
Purpose	Countryside TIF			

PRINCIPAL AND INTEREST REQUIREMENTS

		Debt Service Requirements			Interest Due on			
Fiscal Year		Principal	Interest	Totals	June 1st	Amount	Dec 1st	Amount
2005 - 2006		-	101,595	101,595	2005	-	2005	101,595
2006 - 2007		-	142,868	142,868	2006	71,434	2006	71,434
2007 - 2008		-	142,868	142,868	2007	71,434	2007	71,434
2008 - 2009		-	142,868	142,868	2008	71,434	2008	71,434
2009 - 2010		165,000	142,868	307,868	2009	71,434	2009	71,434
2010 - 2011		170,000	137,093	307,093	2010	68,547	2010	68,547
2011 - 2012		175,000	131,143	306,143	2011	65,572	2011	65,572
2012 - 2013		180,000	124,668	304,668	2012	62,334	2012	62,334
2013 - 2014	*	1,235,000	117,738	1,352,738	2013	58,869	2013	58,869
2014 - 2015		-	68,073	68,073	2014	34,036	2014	34,036
2015 - 2016	^	1,600,000	68,073	1,668,073	2015	34,036	2015	34,036
2016 - 2017		-	-	-	2016	-	2016	-
2017 - 2018		-	-	-	2017	-	2017	-
2018 - 2019		-	-	-	2018	-	2018	-
2019 - 2020		-	-	-	2019	-	2019	-
2020 - 2021		-	-	-	2020	-	2020	-
2021 - 2022		-	-	-	2021	-	2021	-
2022 - 2023		-	-	-	2022	-	2022	-
2023 - 2024		-	-	-	2023	-	2023	-
2024 - 2025		-	-	-	2024	-	2024	-
		$ 3,525,000	$ 1,319,854	$ 4,844,854		$ 609,130		$ 710,725

* $1,050,000 of this issue was refunded by proceeds from the 2014 ARS bonds in FY 2014. Principal payment in FY 2014 prior to refunding was $185,000.

UNITED CITY OF YORKVILLE, ILLINOIS

Countryside TIF Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Refunding Bond of 2014

Date of Maturity	December 1, 2029	**Principal & Interest Paid-to-Date**	**$**	**197,929**
Date of Issuance	January 6, 2014			
Authorized Issue	$1,235,000	**Principal & Interest Outstanding**	**$**	**1,748,153**
Interest Rates	4.00% - 4.30%			
Interest Dates	June 1st and December 1st			
Principal Maturity Dates	December 1st			
Payable at	BNY Midwest Trust Company			
Purpose	Partial Refunding of the Series 2005 ARS Countryside TIF Bonds			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on				
Fiscal Year	Principal	Interest	Totals	June 1st	Amount		Dec 1st	Amount
2014 - 2015	-	45,784	45,784	2014	22,892	*	2014	22,892
2015 - 2016	-	50,715	50,715	2015	25,358	**	2015	25,358
2016 - 2017	-	50,715	50,715	2016	25,358		2016	25,358
2017 - 2018	-	50,715	50,715	2017	25,358		2017	25,358
2018 - 2019	-	50,715	50,715	2018	25,358		2018	25,358
2019 - 2020	-	50,715	50,715	2019	25,358		2019	25,358
2020 - 2021	-	50,715	50,715	2020	25,358		2020	25,358
2021 - 2022	-	50,715	50,715	2021	25,358		2021	25,358
2022 - 2023	-	50,715	50,715	2022	25,358		2022	25,358
2023 - 2024	-	50,715	50,715	2023	25,358		2023	25,358
2024 - 2025	-	50,715	50,715	2024	25,358		2024	25,358
2025 - 2026	230,000	50,715	280,715	2025	25,358		2025	25,358
2026 - 2027	235,000	41,515	276,515	2026	20,758		2026	20,758
2027 - 2028	245,000	32,115	277,115	2027	16,058		2027	16,058
2028 - 2029	255,000	22,193	277,193	2028	11,096		2028	11,096
2029 - 2030	270,000	11,610	281,610	2029	5,805		2029	5,805
	$ 1,235,000	$ 711,082	$ 1,946,082		$ 355,541			$ 355,541

* Fiscal Year 2015 interest will be paid in full by capitalized proceeds in connection with the 2005 Countryside bond refinancing.
** One half ($25,538) of the Fiscal Year 2016 interest will be paid by capitalized proceeds in connection with the 2005 Countryside bond refinancing.

UNITED CITY OF YORKVILLE, ILLINOIS

Countryside TIF Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Bond of 2015A *

Date of Maturity	December 1, 2034	**Principal & Interest Paid-to-Date**	**$**	**207,865**
Date of Issuance	July 8, 2015			
Authorized Issue	$5,575,000	**Principal & Interest Outstanding**	**$**	**1,883,687**
Interest Rates	4.000%			
Interest Dates	June 1st and December 1st			
Principal Maturity Dates	December 1st			
Payable at	Amalgamated Bank			
Purpose	Refunding the remainder of the Series 2005 ARS Countryside Bonds & Countryside Subdivision Improvements			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 1st	Amount	Dec 1st	Amount
2016 - 2017	26,460	82,444	108,904	2016	52,941	2016	29,503
2017 - 2018	41,013	57,947	98,960	2017	28,974	2017	28,974
2018 - 2019	42,336	56,307	98,643	2018	28,153	2018	28,153
2019 - 2020	104,517	54,613	159,130	2019	27,307	2019	27,307
2020 - 2021	107,163	50,433	157,596	2020	25,216	2020	25,216
2021 - 2022	112,455	46,146	158,601	2021	23,073	2021	23,073
2022 - 2023	116,424	41,648	158,072	2022	20,824	2022	20,824
2023 - 2024	121,716	36,991	158,707	2023	18,496	2023	18,496
2024 - 2025	125,685	32,122	157,807	2024	16,061	2024	16,061
2025 - 2026	56,889	27,095	83,984	2025	13,548	2025	13,548
2026 - 2027	58,212	24,819	83,031	2026	12,410	2026	12,410
2027 - 2028	60,858	22,491	83,349	2027	11,246	2027	11,246
2028 - 2029	63,504	20,057	83,561	2028	10,028	2028	10,028
2029 - 2030	66,150	17,517	83,667	2029	8,758	2029	8,758
2030 - 2031	68,796	14,871	83,667	2030	7,435	2030	7,435
2031 - 2032	71,442	12,119	83,561	2031	6,059	2031	6,059
2032 - 2033	74,088	9,261	83,349	2032	4,631	2032	4,631
2033 - 2034	76,734	6,297	83,031	2033	3,149	2033	3,149
2034 - 2035	80,703	3,228	83,931	2034	1,614	2034	1,614
	$ 1,475,145	$ 616,407	$ 2,091,552		$ 319,923		$ 296,484

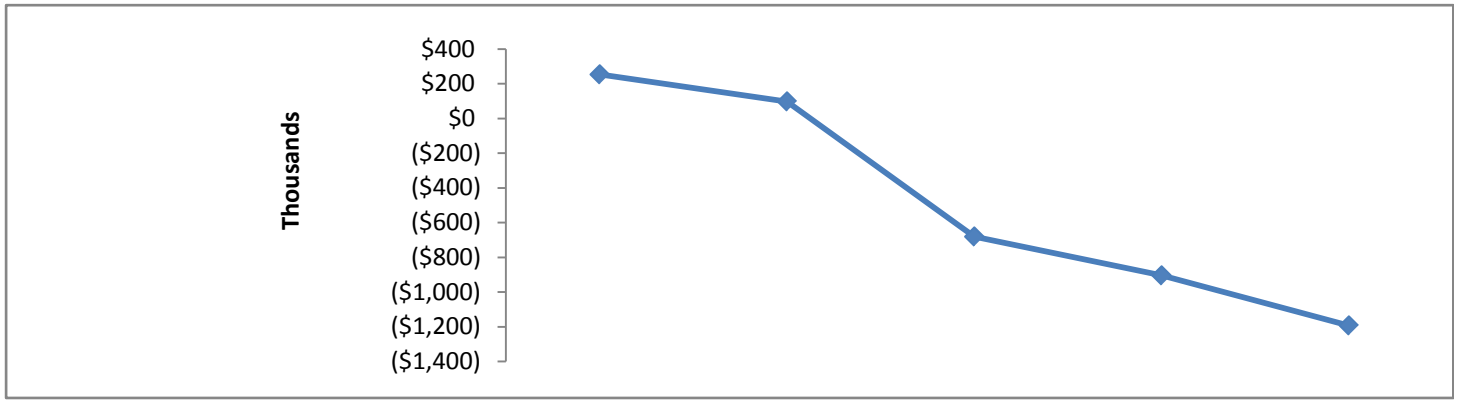
* Principal is allocated as follows: $4.1M (73.54%) Countryside Subdivision Water Improvements; $1.475M (26.46%) Refunding of 2005 Countryside Bonds.

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DOWNTOWN TIF FUND (88)

The Downtown TIF was created in 2006, in order to finance a mixed use development in the downtown area.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Taxes	68,868	67,307	70,000	76,186	80,000
Investment Earnings	3	-	-	-	-
Intergovernmental	-	-	-	-	50,536
Miscellaneous	236	1,456	-	-	-
Total Revenue	**69,107**	**68,763**	**70,000**	**76,186**	**130,536**
Expenditures					
Contractual Services	17,830	32,016	65,659	71,288	72,533
Capital Outlay	36,668	192,894	1,067,083	1,008,027	120,910
Debt Service	-	-	-	-	225,800
Total Expenditures	**54,498**	**224,910**	**1,132,742**	**1,079,315**	**419,243**
Surplus (Deficit)	14,609	(156,147)	(1,062,742)	(1,003,129)	(288,707)
Ending Fund Balance	**253,703**	**97,556**	**(681,353)**	**(905,573)**	**(1,194,280)**
	465.5%	*43.4%*	*-60.2%*	*-83.9%*	*-284.9%*



United City of Yorkville

Downtown TIF Fund

88

DOWNTOWN TIF FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Taxes						
88-000-40-00-4000	PROPERTY TAXES	68,868	67,307	70,000	76,186	80,000
	Total: Taxes	**$68,868**	**$67,307**	**$70,000**	**$76,186**	**$80,000**
Intergovernmental						
88-000-41-00-4163	FEDERAL GRANTS-ITEP DOWNTOWN HILL	-	-	-	-	50,536
	Total: Intergovernmental	**$0**	**$0**	**$0**	**$0**	**$50,536**
Investment Earnings						
88-000-45-00-4500	INVESTMENT EARNINGS	3	-	-	-	-
	Total: Investment Earnings	**$3**	**$0**	**$0**	**$0**	**$0**
Miscellaneous						
88-000-48-00-4850	MISCELLANEOUS INCOME	236	1,456	-	-	-
	Total: Miscellaneous	**$236**	**$1,456**	**$0**	**$0**	**$0**
	Total: DOWNTOWN TIF REVENUE	**$69,107**	**$68,763**	**$70,000**	**$76,186**	**$130,536**

United City of Yorkville

Downtown TIF Fund

880

DOWNTOWN TIF FUND EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
88-880-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	30,284	30,284	31,533
88-880-54-00-5425	TIF INCENTIVE PAYOUT	15,223	20,558	20,000	20,000	20,000
	Per Imperial Investments Redevelopment Agreement					
88-880-54-00-5462	PROFESSIONAL SERVICES	2,051	304	375	1,004	6,000
	Includes $5k for Neighborhood Design Manual					
88-880-54-00-5466	LEGAL SERVICES	556	11,154	15,000	20,000	15,000
	Total: Contractual Services	**$17,830**	**$32,016**	**$65,659**	**$71,288**	**$72,533**
Capital Outlay						
88-880-60-00-6000	PROJECT COSTS	29,248	71,970	306,663	306,663	20,320
	Downtown Signage					
88-880-60-00-6011	PROPERTY ACQUISITION	-	10,000	363,000	364,449	-
	Down Payment for 102 E Van Emmon Bldg					
88-880-60-00-6015	DOWNTOWN HILL	-	-	-	-	63,170
	Pending ITEP Grant Funding					
88-880-60-00-6045	RIVERFRONT PARK	-	-	360,000	329,495	-
88-880-60-00-6048	DOWNTOWN STREETSCAPE IMPROVEMENT	-	103,504	30,000	-	30,000
88-880-60-00-6079	ROUTE 47 EXPANSION	7,420	7,420	7,420	7,420	7,420
	Total: Capital Outlay	**$36,668**	**$192,894**	**$1,067,083**	**$1,008,027**	**$120,910**
Debt Service - FNBO Loan - 102 E Van Emmon Building						
88-880-81-00-8000	PRINCIPAL PAYMENT	-	-	-	-	200,000
80-880-81-00-8050	INTEREST PAYMENT	-	-	-	-	25,800
	Total: Debt Service - FNBO Loan	**$0**	**$0**	**$0**	**$0**	**$225,800**
	Total: DOWNTOWN TIF EXPENDITURES	**$54,498**	**$224,910**	**$1,132,742**	**$1,079,315**	**$419,243**

UNITED CITY OF YORKVILLE, ILLINOIS

Downtown TIF Fund
Long-Term Debt Requirements

First National Bank of Omaha Loan - City Building on 102 East Van Emmon

Date of Maturity	June 1, 2021	**Principal & Interest Paid-to-Date**	**$**	**-**
Date of Issuance	May 10, 2017			
Authorized Issue	$800,000	**Principal & Interest Outstanding**	**$**	**862,333**
Interest Rates	3.00%			
Principal Maturity Dates	June 1st			
Payable at	First National Bank of Omaha			
Purpose	Acquisition of real estate at 102 East Van Emmon Street			

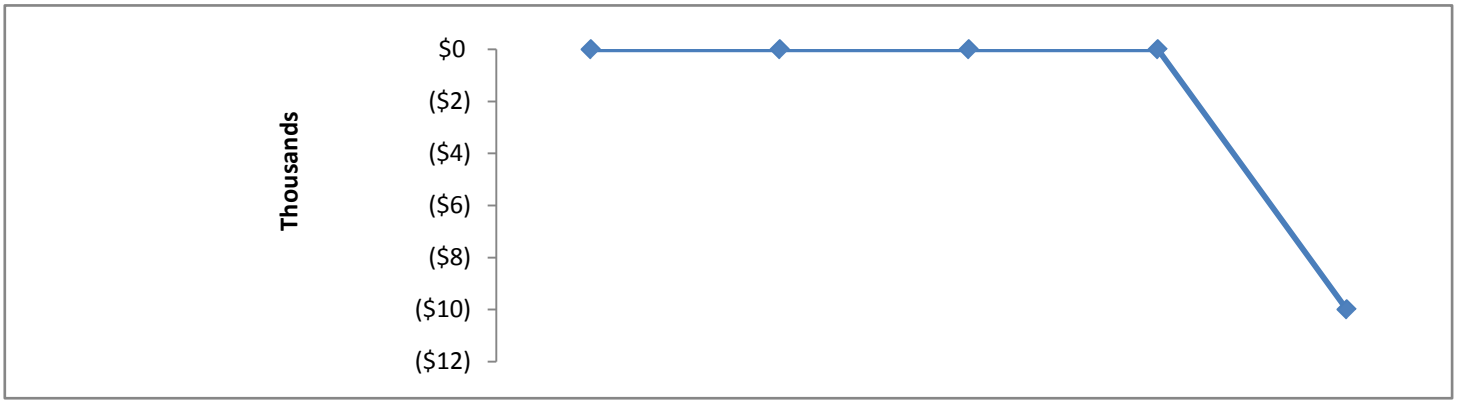
PRINCIPAL AND INTEREST REQUIREMENTS (ANNUALIZED)

	Debt Service Requirements		
Fiscal Year	Principal	Interest	Totals
2018 - 2019	200,000	25,800	225,800
2019 - 2020	200,000	18,250	218,250
2020 - 2021	200,000	12,200	212,200
2021 - 2022	200,000	6,083	206,083
	$ 800,000	**$ 62,333**	**$ 862,333**

DOWNTOWN TIF II FUND (89)

The Downtown TIF II was created in 2018, in order to help promote downtown redevelopment and support the existing Downtown TIF.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Taxes	-	-	-	-	-
Investment Earnings	-	-	-	-	-
Total Revenue	**-**	**-**	**-**	**-**	**-**
Expenditures					
Contractual Services	-	-	-	-	10,000
Total Expenditures	**-**	**-**	**-**	**-**	**10,000**
Surplus (Deficit)	0	0	0	0	(10,000)
Ending Fund Balance	**0**	**0**	**0**	**0**	**(10,000)**



United City of Yorkville

Downtown TIF II Fund

890

DOWNTOWN TIF II FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Taxes						
89-000-40-00-4000	PROPERTY TAXES	-	-	-	-	-
	Total: Taxes	**$0**	**$0**	**$0**	**$0**	**$0**
Investment Earnings						
89-000-45-00-4500	INVESTMENT EARNINGS	-	-	-	-	-
	Total: Investment Earnings	**$0**	**$0**	**$0**	**$0**	**$0**
	Total: DOWNTOWN TIF REVENUE	**$0**	**$0**	**$0**	**$0**	**$0**

United City of Yorkville

Downtown TIF II Fund

890

DOWNTOWN TIF II FUND EXPENDITURES

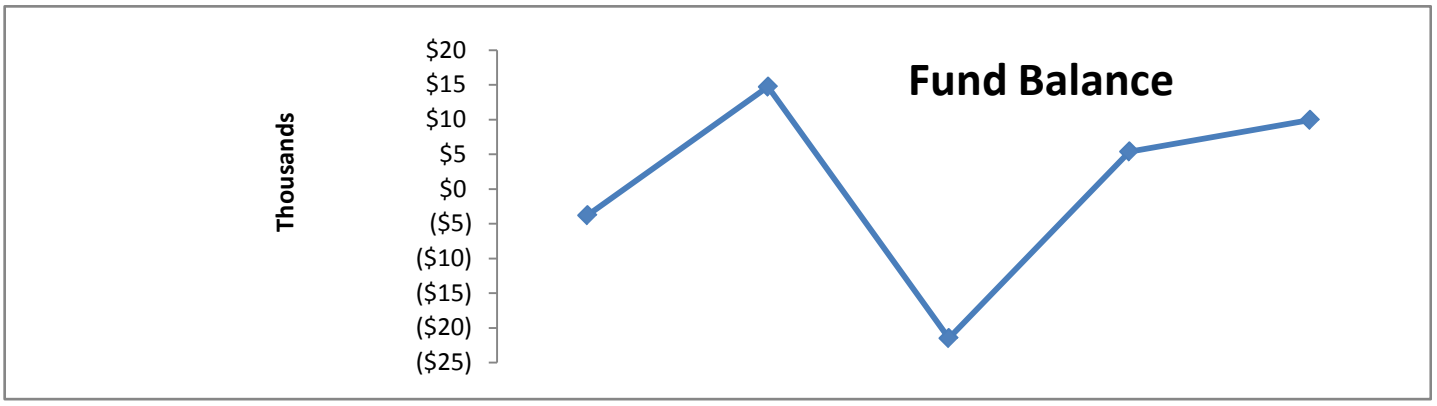
Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
89-890-54-00-5466	LEGAL SERVICES	-	-	-	-	10,000
Total:	**Contractual Services**	**$0**	**$0**	**$0**	**$0**	**$10,000**
Total:	**DOWNTOWN TIF EXPENDITURES**	**$0**	**$0**	**$0**	**$0**	**$10,000**

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FOX HILL SSA FUND (11)

This fund was created for the purpose of maintaining the common areas of the Fox Hill Estates (SSA 2004-201) subdivision. Revenues for the fund are derived from property taxes levied on homeowners in the subdivision.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Taxes	7,072	7,263	9,365	9,366	13,381
Total Revenue	**7,072**	**7,263**	**9,365**	**9,366**	**13,381**
Expenditures					
Contractual Services	26,314	10,741	23,000	18,700	8,835
Total Expenditures	**26,314**	**10,741**	**23,000**	**18,700**	**8,835**
Surplus (Deficit)	(19,242)	(3,478)	(13,635)	(9,334)	4,546
Ending Fund Balance	**(3,780)**	**14,742**	**(21,485)**	**5,408**	**9,954**
	-14.4%	*137.2%*	*-93.4%*	*28.9%*	*112.7%*



United City of Yorkville

Fox Hill Special Service Area Fund

11

FOX HILL SSA FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Taxes						
11-000-40-00-4000	PROPERTY TAXES	7,072	7,263	9,365	9,366	13,381
	Special Service Area Tax - $60.55 per Unit					
	Total: Taxes	**$7,072**	**$7,263**	**$9,365**	**$9,366**	**$13,381**
	Total: FOX HILL SSA REVENUE	**$7,072**	**$7,263**	**$9,365**	**$9,366**	**$13,381**

United City of Yorkville

Fox Hill Special Service Area Fund

111

FOX HILL SSA EXPENDITURES

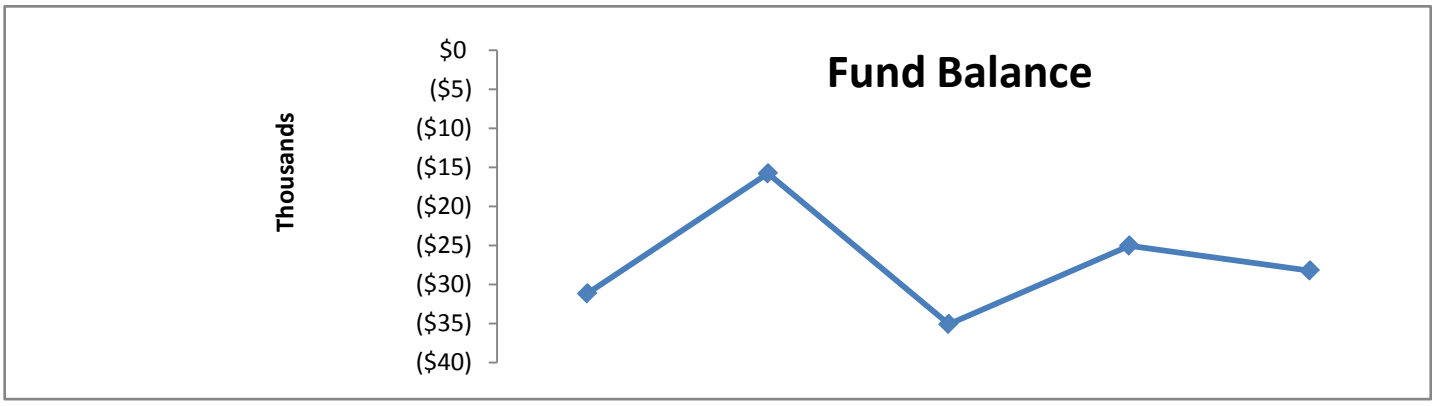
Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
11-111-54-00-5417	TRAIL MAINTENANCE	21,141	-	-	-	-
11-111-54-00-5462	PROFESSIONAL SERVICES	-	-	7,000	2,700	2,835
	Management Company Fees					
11-111-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	5,173	10,741	16,000	16,000	6,000
	Total: Contractual Services	**$26,314**	**$10,741**	**$23,000**	**$18,700**	**$8,835**
	Total: FOX HILL SSA EXPENDITURES	**$26,314**	**$10,741**	**$23,000**	**$18,700**	**$8,835**

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SUNFLOWER SSA FUND (12)

This fund was created for the purpose of maintaining the common areas of the Sunflower Estates (SSA 2006-119) subdivision. Revenues for the fund are derived from property taxes levied on homeowners in the subdivision.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Taxes	18,609	20,456	13,480	13,480	15,637
Total Revenue	**18,609**	**20,456**	**13,480**	**13,480**	**15,637**
Expenditures					
Contractual Services	29,676	5,057	29,735	22,744	18,835
Total Expenditures	**29,676**	**5,057**	**29,735**	**22,744**	**18,835**
Surplus (Deficit)	(11,067)	15,399	(16,255)	(9,264)	(3,198)
Ending Fund Balance	**(31,175)**	**(15,774)**	**(35,099)**	**(25,038)**	**(28,236)**
	-105.1%	*-311.9%*	*-118.0%*	*-110.1%*	*-149.9%*



United City of Yorkville

Sunflower Special Service Area Fund

12

SUNFLOWER SSA FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Taxes						
12-000-40-00-4000	PROPERTY TAXES	18,608	20,456	13,480	13,480	15,637
	Special Service Area Tax - $133.65 per Unit					
12-000-45-00-4500	INVESTMENT EARNINGS	1	-	-	-	-
	Total: Taxes	**$18,609**	**$20,456**	**$13,480**	**$13,480**	**$15,637**
	Total: SUNFLOWER SSA REVENUE	**$18,609**	**$20,456**	**$13,480**	**$13,480**	**$15,637**

United City of Yorkville

Sunflower Special Service Area Fund

112

SUNFLOWER SSA EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
12-112-54-00-5416	POND MAINTENANCE	26,551	2,512	8,735	8,735	5,000
12-112-54-00-5462	PROFESSIONAL SERVICES	-	-	10,000	2,700	2,835
	Management Company Fees					
12-112-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	3,125	2,545	11,000	11,309	11,000
	Total: Contractual Services	**$29,676**	**$5,057**	**$29,735**	**$22,744**	**$18,835**
	Total: SUNFLOWER SSA EXPENDITURES	**$29,676**	**$5,057**	**$29,735**	**$22,744**	**$18,835**

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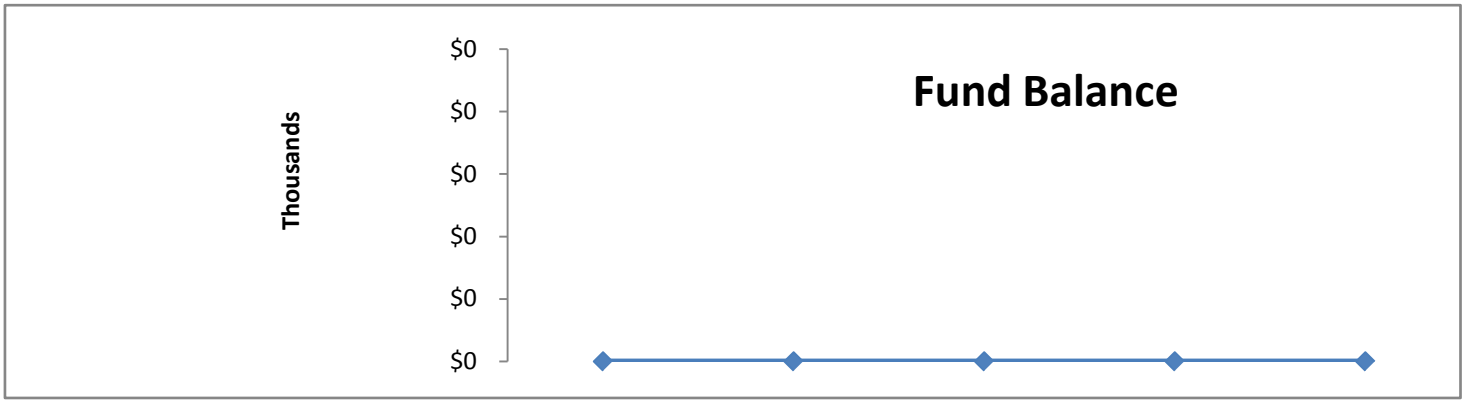
DEBT SERVICE FUND (42)

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DEBT SERVICE FUND (42)

This fund accumulates monies for payment of the 2014B bonds, which refunded the 2005A Bonds which were originally issued to finance road improvements.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Taxes	164,852	47,070	-	-	-
Licenses & Permits	14,281	7,015	5,000	6,500	6,000
Investment Earnings	11	-	-	-	-
Other Financing Sources	127,243	266,979	315,225	313,725	318,725
Total Revenue	**306,387**	**321,064**	**320,225**	**320,225**	**324,725**
Expenditures					
Contractual Services	3,979	914	475	475	475
Debt Service	310,250	320,150	319,750	319,750	324,250
Total Expenditures	**314,229**	**321,064**	**320,225**	**320,225**	**324,725**
Surplus (Deficit)	(7,842)	0	0	0	0
Ending Fund Balance	**0**	**0**	**0**	**0**	**0**



United City of Yorkville

Debt Service Fund

42

DEBT SERVICE FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Taxes						
42-000-40-00-4000	PROPERTY TAXES - 2014B BOND	164,852	47,070	-	-	-
	Total: Taxes	**$164,852**	**$47,070**	**$0**	**$0**	**$0**
License & Permits						
42-000-42-00-4208	RECAPTURE FEES - WATER & SEWER	10,777	6,577	5,000	6,500	6,000
42-000-42-00-4216	BUILD PROGRAM PERMITS	3,466	425	-	-	-
42-000-42-00-4224	RENEW PROGRAM	38	13	-	-	-
	Total: Licenses & Permits	**$14,281**	**$7,015**	**$5,000**	**$6,500**	**$6,000**
Investment Earnings						
42-000-45-00-4500	INVESTMENT EARNINGS	11	-	-	-	-
	Total: Investment Earnings	**$11**	**$0**	**$0**	**$0**	**$0**
Other Financing Sources						
42-000-49-00-4901	TRANSFER FROM GENERAL *2014B Debt Service*	127,243	266,979	315,225	313,725	318,725
	Total: Other Financing Sources	**$127,243**	**$266,979**	**$315,225**	**$313,725**	**$318,725**
	Total: DEBT SERVICE FUND REVENUE	**$306,387**	**$321,064**	**$320,225**	**$320,225**	**$324,725**

United City of Yorkville

Debt Service Fund

420

DEBT SERVICE FUND EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
42-420-54-00-5405	BUILD PROGRAM	3,466	425	-	-	-
42-420-54-00-5406	RENEW PROGRAM	38	13	-	-	-
42-420-54-00-5498	PAYING AGENT FEES	475	476	475	475	475
Total:	**Contractual Services**	**$3,979**	**$914**	**$475**	**$475**	**$475**
Debt Service - 2014B Bond						
42-420-79-00-8000	PRINCIPAL PAYMENT	255,000	270,000	275,000	275,000	285,000
42-420-79-00-8050	INTEREST PAYMENT	55,250	50,150	44,750	44,750	39,250
Total:	**Debt Service - 2014B Bond**	**$310,250**	**$320,150**	**$319,750**	**$319,750**	**$324,250**
	Total: DEBT SERVICE	**$314,229**	**$321,064**	**$320,225**	**$320,225**	**$324,725**

UNITED CITY OF YORKVILLE, ILLINOIS

Debt Service Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Refunding Bond Series 2014B

Date of Maturity	December 30, 2022	**Principal & Interest Paid-to-Date**	**$ 972,403**
Date of Issuance	August 5, 2014		
Authorized Issue	$2,300,000	**Principal & Interest Outstanding**	**$ 1,629,050**
Interest Rates	2.00% - 3.00%		
Interest Dates	June 30th and December 30th		
Principal Maturity Dates	December 30th		
Payable at	Amalgamated Bank		
Purpose	Refunding of the Series 2005A Bonds		

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2014 - 2015	-	22,253	22,253	2014	11,127	2014	11,127
2015 - 2016	255,000	55,250	310,250	2015	27,625	2015	27,625
2016 - 2017	270,000	50,150	320,150	2016	25,075	2016	25,075
2017 - 2018	275,000	44,750	319,750	2017	22,375	2017	22,375
2018 - 2019	285,000	39,250	324,250	2018	19,625	2018	19,625
2019 - 2020	290,000	33,550	323,550	2019	16,775	2019	16,775
2020 - 2021	295,000	27,750	322,750	2020	13,875	2020	13,875
2021 - 2022	310,000	18,900	328,900	2021	9,450	2021	9,450
2022 - 2023	320,000	9,600	329,600	2022	4,800	2022	4,800
	$ 2,300,000	$ 301,453	$ 2,601,453		$ 150,727		$ 150,727

CAPITAL PROJECT FUNDS

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities. The City has two budgeted capital project funds:

- Vehicle & Equipment Fund (25)

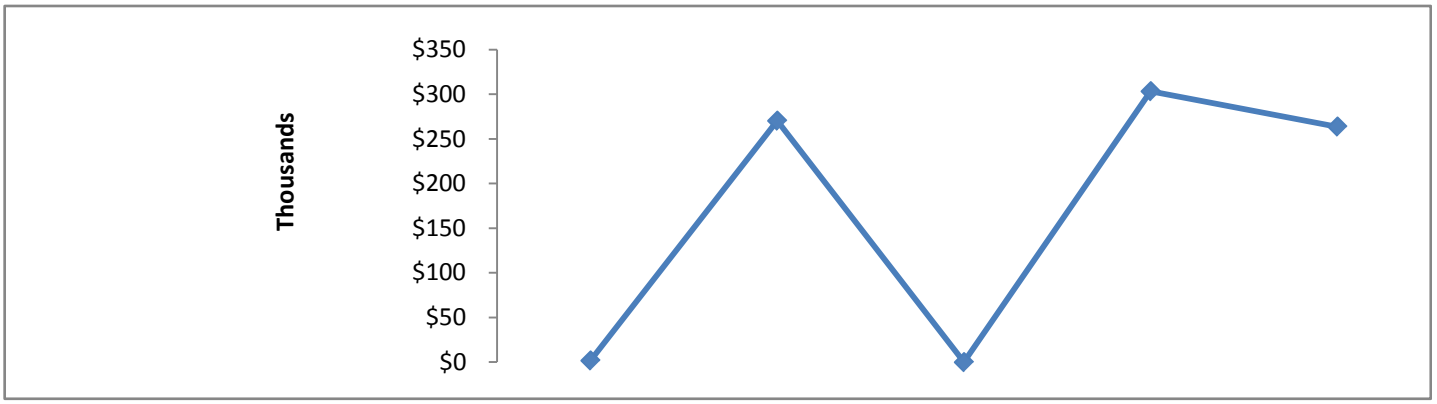
- City-Wide Capital Fund (23)

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VEHICLE & EQUIPMENT FUND (25)

This fund primarily derives its revenue from monies collected from building permits, fines and development fees. Revenues are used to purchase vehicles and equipment for use in the operations of the Police, General Government, Public Works Street Operations and Park & Recreation departments.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Licenses & Permits	89,150	134,050	73,500	122,000	120,600
Fines & Forfeits	11,374	6,608	7,700	6,700	6,700
Charges for Service	374,386	236,948	246,565	260,116	107,861
Investment Earnings	43	86	80	150	150
Miscellaneous	53,073	259,697	2,000	1,583	2,000
Total Revenue	**528,026**	**637,389**	**329,845**	**390,549**	**237,311**
Expenditures					
Contractual Services	52,553	31,526	9,750	8,815	10,500
Supplies	-	-	2,000	1,583	36,411
Capital Outlay	506,175	264,262	515,141	274,089	157,000
Debt Service	73,034	73,034	73,034	73,034	73,034
Total Expenditures	**631,762**	**368,822**	**599,925**	**357,521**	**276,945**
Surplus (Deficit)	(103,736)	268,567	(270,080)	33,028	(39,634)
Ending Fund Balance	**1,841**	**270,407**	**0**	**303,435**	**263,801**
	0.3%	*73.3%*	*0.0%*	*84.9%*	*95.3%*



United City of Yorkville

Vehicle & Equipment Fund

25

VEHICLE & EQUIPMENT FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Licenses & Permits						
25-000-42-00-4215	DEVELOPMENT FEES - POLICE CAPITAL	12,900	32,100	25,000	33,000	30,600
25-000-42-00-4216	BUILD PROGRAM PERMITS	43,410	28,700	-	-	-
25-000-42-00-4218	ENGINEERING CAPITAL FEES	3,250	8,600	6,000	9,000	12,000
25-000-42-00-4219	DEVELOPMENT FEES - PW CAPITAL	26,240	60,350	40,000	75,000	72,000
25-000-42-00-4220	DEVELOPMENT FEES - PARK CAPITAL	1,625	4,300	2,500	5,000	6,000
25-000-42-00-4224	RENEW PROGRAM PERMITS	1,725	-	-	-	-
	Total: Licenses & Permits	**$89,150**	**$134,050**	**$73,500**	**$122,000**	**$120,600**
Fines & Forfeits						
25-000-43-00-4315	DUI FINES	10,803	5,865	7,000	6,000	6,000
25-000-43-00-4316	ELECTRONIC CITATION FEES	571	743	700	700	700
	Total: Fines & Forfeits	**$11,374**	**$6,608**	**$7,700**	**$6,700**	**$6,700**
Charges for Service						
25-000-44-00-4418	MOWING INCOME	5,744	1,955	3,000	629	2,000
25-000-44-00-4419	COMMUNITY DEVELOPMENT CHARGEBACK	-	-	-	-	40,000
25-000-44-00-4420	POLICE CHARGEBACK	174,263	97,459	167,600	150,656	31,450
25-000-44-00-4421	PUBLIC WORKS CHARGEBACK	194,379	63,626	75,965	38,831	-
25-000-44-00-4427	PARKS & RECREATION CHARGEBACK	-	73,908	-	70,000	-
25-000-44-00-4428	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	34,411
	Total: Charges for Service	**$374,386**	**$236,948**	**$246,565**	**$260,116**	**$107,861**
Investment Earnings						
25-000-45-00-4522	INVESTMENT EARNINGS - PARK CAPITAL	43	86	80	150	150
	Total: Investment Earnings	**$43**	**$86**	**$80**	**$150**	**$150**
Miscellaneous						
25-000-48-00-4852	MISCELLANEOUS INCOME - POLICE CAPITAL	624	435	-	-	-
25-000-48-00-4854	MISCELLANEOUS INCOME - PW CAPITAL	3,929	5,100	2,000	1,583	2,000
25-000-48-00-4855	MISCELLANEOUS INCOME - PARK CAPITAL	74	-	-	-	-
25-000-49-00-4920	SALE OF CAPITAL ASSETS - POLICE CAPITAL	3,475	5,990	-	-	-
25-000-49-00-4921	SALE OF CAPITAL ASSETS - PW CAPITAL	44,171	-	-	-	-
25-000-49-00-4922	SALE OF CAPITAL ASSETS - PARK CAPITAL	800	248,172	-	-	-
	Total: Miscellaneous	**$53,073**	**$259,697**	**$2,000**	**$1,583**	**$2,000**
	Total: VEHICLE & EQUIP REVENUE	**$528,026**	**$637,389**	**$329,845**	**$390,549**	**$237,311**

United City of Yorkville

Vehicle & Equipment Fund

205

POLICE CAPITAL EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
25-205-54-00-5405	BUILD PROGRAM	9,750	2,700	-	-	-
25-205-54-00-5406	RENEW PROGRAM	450	-	-	-	-
25-205-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	5,517	760	8,000	8,570	8,750
	Maint - Emergency Sirens & Lighting Detectors					
	Total: Contractual Services	**$15,717**	**$3,460**	**$8,000**	**$8,570**	**$8,750**
Capital Outlay						
25-205-60-00-6060	EQUIPMENT	2,369	-	27,300	27,300	5,000
	In-Car Squad Video Cameras					
25-205-60-00-6070	VEHICLES	194,750	141,832	165,000	154,486	55,000
	One New Squad including Build Out					
	Total: Capital Outlay	**$197,119**	**$141,832**	**$192,300**	**$181,786**	**$60,000**
	Total: POLICE CAPITAL EXPENDITURES	**$212,836**	**$145,292**	**$200,300**	**$190,356**	**$68,750**

United City of Yorkville
Vehicle & Equipment Fund

212

GENERAL GOVERNMENT CAPITAL

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Supplies						
25-212-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	34,411
	City-Wide Computer Replacement Program					
	Total: Supplies	**$0**	**$0**	**$0**	**$0**	**$34,411**
Capital Outlay						
25-212-60-00-6070	VEHICLES	-	-	-	-	40,000
	New Comm Dvlp Vehicle					
	Total: Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$40,000**
	Total: GENERAL GOVERNMENT CAPITAL	**$0**	**$0**	**$0**	**$0**	**$74,411**

United City of Yorkville

Vehicle & Equipment Fund

215

PUBLIC WORKS CAPITAL EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
25-215-54-00-5405	BUILD PROGRAM	32,510	25,950	-	-	-
25-215-54-00-5406	RENEW PROGRAM	1,200	-	-	-	-
25-215-54-00-5448	FILING FEES	1,901	294	1,750	245	1,750
	Mowing Liens					
	Total: Contractual Services	**$35,611**	**$26,244**	**$1,750**	**$245**	**$1,750**
Supplies						
25-215-56-00-5620	OPERATING SUPPLIES	-	-	2,000	1,583	2,000
	Total: Supplies	**$0**	**$0**	**$2,000**	**$1,583**	**$2,000**
Capital Outlay						
25-215-60-00-6060	EQUIPMENT	15,084	24,098	7,400	7,400	7,000
	Plow & Lights for One-Ton Truck					
25-215-60-00-6070	VEHICLES	169,807	44,424	45,000	45,000	-
	Total: Capital Outlay	**$184,891**	**$68,522**	**$52,400**	**$52,400**	**$7,000**
Debt Service - Public Works Building						
25-215-92-00-8000	PRINCIPAL PAYMENT	39,638	41,430	43,303	43,303	45,261
25-215-92-00-8050	INTEREST PAYMENT	31,177	29,385	27,512	27,512	25,554
	Total: Debt Service - PW Building	**$70,815**	**$70,815**	**$70,815**	**$70,815**	**$70,815**
	Total: PW CAPITAL EXPENDITURES	**$291,317**	**$165,581**	**$126,965**	**$125,043**	**$81,565**

United City of Yorkville

Vehicle & Equipment Fund

225

PARKS & RECREATION CAPITAL EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
25-225-54-00-5405	BUILD PROGRAM	1,150	50	-	-	-
25-225-54-00-5406	RENEW PROGRAM	75	-	-	-	-
25-225-54-00-5462	PROFESSIONAL SERVICES	-	1,772	-	-	-
Total:	**Contractual Services**	**$1,225**	**$1,822**	**$0**	**$0**	**$0**
Capital Outlay						
25-225-60-00-6020	BUILDINGS & STRUCTURES	-	-	250,441	-	-
25-225-60-00-6060	EQUIPMENT	78,936	53,908	-	20,000	50,000
	New Playground Equip - Purcell Park					
25-225-60-00-6068	TRAIL IMPROVEMENTS	20,347	-	-	-	-
25-225-60-00-6070	VEHICLES	24,882	-	20,000	19,903	-
Total:	**Capital Outlay**	**$124,165**	**$53,908**	**$270,441**	**$39,903**	**$50,000**
Debt Service - Public Works Building						
25-225-92-00-8000	PRINCIPAL PAYMENT	1,242	1,298	1,357	1,357	1,418
25-225-92-00-8050	INTEREST PAYMENT	977	921	862	862	801
Total:	**Debt Service - PW Building**	**$2,219**	**$2,219**	**$2,219**	**$2,219**	**$2,219**
Total:	**PARK & REC CAPITAL EXPENDITURES**	**$127,609**	**$57,949**	**$272,660**	**$42,122**	**$52,219**

UNITED CITY OF YORKVILLE, ILLINOIS

Vehicle & Equipment Fund
Long-Term Debt Requirements

Adjustable Rate Note - Public Works Building on 185 Wolf Street

Date of Maturity	October 1, 2028	**Principal & Interest Paid-to-Date**	**$**	**734,044**
Date of Issuance	October 1, 2008			
Authorized Issue	* $937,500	**Principal & Interest Outstanding**	**$**	**772,947**
Interest Rates	** 4.430%			
Current Monthly Payment	$6,086			
Payable at	Betzwiser Development			
Purpose	Additional shop and storage space for Public Works & Park Dept operations			

PRINCIPAL AND INTEREST REQUIREMENTS (ANNUALIZED)

	Debt Service Requirements		
Fiscal Year	Principal	Interest	Totals
2008 - 2009	9,940	24,350	34,290
2009 - 2010	24,937	57,358	82,295
2010 - 2011	26,544	55,751	82,295
2011 - 2012	28,254	54,041	82,295
2012 - 2013	30,074	52,221	82,295
2013 - 2014	34,223	44,213	78,436
2014 - 2015	39,112	33,922	73,034
2015 - 2016	40,880	32,154	73,034
2016 - 2017	42,728	30,306	73,034
2017 - 2018	44,660	28,374	73,034
2018 - 2019	46,679	26,355	73,034
2019 - 2020	48,790	24,245	73,034
2020 - 2021	50,995	22,039	73,034
2021 - 2022	53,301	19,733	73,034
2022 - 2023	55,711	17,324	73,034
2023 - 2024	58,229	14,805	73,034
2024 - 2025	60,862	12,172	73,034
2025 - 2026	63,614	9,421	73,034
2026 - 2027	66,490	6,545	73,034
2027 - 2028	69,496	3,539	73,034
2028 - 2029	41,981	622	42,603
	$ 937,500	**$ 569,490**	**$ 1,506,990**

* The original purchase price was $1,251,900 with an initial cash payment of $314,400 and the remaining $937,500 to be financed by the seller at an initial interest rate of 6.26% through 2013 at which point the rate adjusts every five years (60 consecutive payments) based on five-year US Treasury bond.

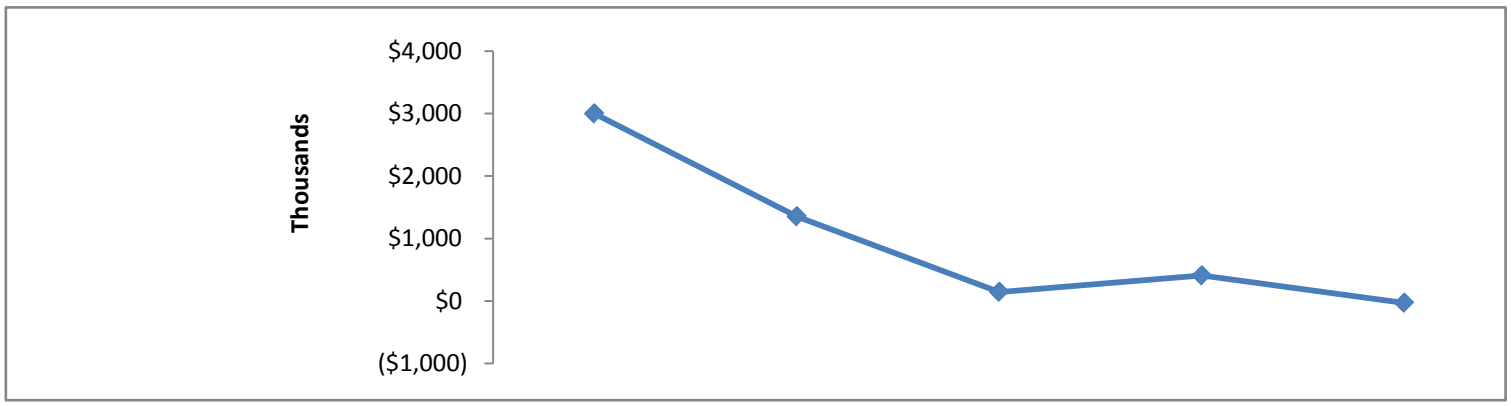
** Interest rate is scheduled to adjust in December 2018 and 2023.

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CITY-WIDE CAPITAL FUND (23)

The City-Wide Capital Fund is used to maintain existing and construct new public infrastructure, and to fund other improvements that benefit the public.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Intergovernmental	135,722	534,354	200,224	292,754	-
Licenses & Permits	141,203	196,003	73,000	173,500	91,500
Charges for Service	700,156	718,872	700,000	730,000	730,000
Investment Earnings	1,630	3,703	1,000	6,750	1,000
Reimbursements	399,561	199,851	472,617	367,560	1,109,077
Miscellaneous	-	-	-	-	2,000
Other Financing Sources	210,243	73,502	1,258,924	1,263,397	250,000
Total Revenue	**1,588,515**	**1,726,285**	**2,705,765**	**2,833,961**	**2,183,577**
Expenditures					
Contractual Services	130,762	107,274	161,675	267,144	218,675
Supplies	8,913	27,847	35,000	25,000	65,000
Capital Outlay	2,711,081	2,825,760	2,990,753	2,990,926	1,848,049
Debt Service	405,937	404,138	403,588	403,588	407,563
Other Financing Uses	12,621	9,645	78,510	95,074	82,866
Total Expenditures	**3,269,314**	**3,374,664**	**3,669,526**	**3,781,732**	**2,622,153**
Surplus (Deficit)	(1,680,799)	(1,648,379)	(963,761)	(947,771)	(438,576)
Ending Fund Balance	**3,003,908**	**1,355,530**	**144,741**	**407,759**	**(30,817)**
	91.9%	*40.2%*	*3.9%*	*10.8%*	*-1.2%*



Fiscal Year 2018 City-Wide Capital Fund Highlights

Center & Countryside Parkways - This mill and overlay roadway project was completed in the current fiscal year and was financed by remaining proceeds from the 2015A bond, via a transfer from the Water Fund. Total cost for the project was approximately $230,000.

ADA Transition Plan - This study, which was substantially complete at fiscal year end, evaluated the transitions between sidewalk & roadways throughout Yorkville, devising strategies to address any non-compliant sidewalk transitions.

Road to Better Roads (RTBR) Program - The 2017 RTBR Program focused on the resurfacing and paving of several local roadways including: Tower Lane; Madison Court; Pavilion Road; Walsh Drive; South Main; Washington; Fox; Madison; and portions of East Spring Streets.

Kennedy Road Resurfacing - This project, which resurfaced Kennedy Road from Galena to Autumn Creek Subdivision, was substantially complete by the end of the current fiscal year. Final construction costs are estimated to be around $350,000; although these costs were partially offset by a reimbursement from Kendall County in the amount of $160,000.

Countryside Subdivision - The final lift of asphalt and landscape improvements were completed in the Summer of 2017, which culminated this multi-year project which cost approximately $5.2 million; of which $1.89 million is directly attributable to the City-Wide Capital Fund.

Building Conditions Survey - This survey, which was substantially completed in FY 2018, assessed all City-owned facilities (including all systems & components of those facilities) & sites for the purposes of identify physical deficiencies and devising a long-term plan to facilitate repair and replacement.

Kennedy Road Bike Path Project - This project was substantially complete by the end of the current fiscal year, with only landscape punchlist items remaining. Accumulated costs for this projected total around $1.13 million at the end of the current fiscal year, with funding provided by grant proceeds (80%) and donations (20%) from the community group known as "Push For the Path" (P4P).

Fiscal Year 2019 City-Wide Capital Fund Goals & Objectives

- Construction for the completion of public infrastructure improvements in Whispering Meadows - Units one, two and four is slated to begin in the Spring of 2018 at an estimated cost of approximately $1.1 million; of which $1.07 million is directly attributable to roadway improvements. These costs will be partially offset from settlement proceeds in the amount of $800,000
- The 2018 Road to Better Roads (RTBR) Program will focus on the resurfacing and paving of several local roadways including: Walsh Drive; Teri Lane; Pavilion Road; and Spring Street.
- A facilities master plan is scheduled over the next two fiscal years, at a budgeted cost of $100,000 per annum. This plan will address space needs for long-term staffing levels, in addition to planning for future expansion. This plan will be a guide in maintaining and making capital improvements to the City's buildings and facilities. The goal is to reduce costs, deliver services effectively and efficiently while planning for population growth in the City.
- A Road Study Update has been included in the FY 2019 budget, at an approximate cost of $65,000. The new study will include gathering of field data along with preparing updated exhibits and a five-year plan.
- A new permanent gasoline fueling tank and station is planned for the upcoming fiscal year at a budgeted cost of $40,000; thus allowing the City to buy fuel in bulk.
- Stream bank stabilization maintenance has been slated for the upcoming fiscal year on Pavillion Road, at a budgeted cost of $110,000.

United City of Yorkville

City-Wide Capital Fund

23

CITY-WIDE CAPITAL FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Intergovernmental						
23-000-41-00-4161	FEDERAL GRANTS - ITEP DOWNTOWN *80% Reimb - Construction Engineering*	11,244	31,109	1,600	540	-
23-000-41-00-4169	FEDERAL GRANTS - MILL STREET LAFO	1,075	24,606	-	-	-
23-000-41-00-4178	FEDERAL GRANTS - ITEP KENNEDY RD TRAIL	71,327	2,475	133,424	227,014	-
23-000-41-00-4188	STATE GRANTS - EDP WRIGLEY (RTE 47)	52,076	476,164	65,200	65,200	-
	Total: Intergovernmental	**$135,722**	**$534,354**	**$200,224**	**$292,754**	**$0**
Licenses & Permits						
23-000-42-00-4210	BUILDING PERMITS	-	35,365	-	50,000	-
23-000-42-00-4214	DEVELOPMENT FEES - CW CAPITAL	6,150	1,085	6,000	3,500	3,500
23-000-42-00-4216	BUILD PROGRAM PERMITS	85,565	61,008	-	-	-
23-000-42-00-4218	DEVELOPMENT FEES - MUNI BLDG	7,077	9,645	7,000	30,000	18,000
23-000-42-00-4222	ROAD CONTRIBUTION FEE	40,000	88,000	60,000	90,000	70,000
23-000-42-00-4224	RENEW PROGRAM PERMITS	2,411	900	-	-	-
	Total: Licenses & Permits	**$141,203**	**$196,003**	**$73,000**	**$173,500**	**$91,500**
Charges for Service						
23-000-44-00-4440	ROAD INFRASTRUCTURE FEE	700,156	718,872	700,000	730,000	730,000
	Total: Charges for Service	**$700,156**	**$718,872**	**$700,000**	**$730,000**	**$730,000**
Investment Earnings						
23-000-45-00-4500	INVESTMENT EARNINGS	1,630	3,703	1,000	6,750	1,000
	Total: Investment Earnings	**$1,630**	**$3,703**	**$1,000**	**$6,750**	**$1,000**
Reimbursements						
23-000-46-00-4606	REIMB - COM ED	316,905	-	-	-	-
23-000-46-00-4607	REIMB - BLACKBERRY WOODS	11,999	131,574	-	7,797	7,549
23-000-46-00-4608	REIMB - KENNEDY RD IMPROVEMENTS	-	-	160,000	160,000	-
23-000-46-00-4620	REIMB - PULTE (AUTUMN CREEK)	25,703	-	-	-	-
23-000-46-00-4621	REIMB - FOUNTAIN VILLAGE	-	-	-	16,820	256,528
23-000-46-00-4622	REIMB - WHISPERING MEADOWS *Settlement Proceeds*	-	-	-	-	800,000
23-000-46-00-4630	REIMB - STAGECOACH CROSSING	-	63,404	-	-	-
23-000-46-00-4660	REIMB - PUSH FOR THE PATH	38,618	1,413	312,617	118,943	29,000
23-000-46-00-4690	REIMB - MISCELLANEOUS	6,336	3,460	-	64,000	16,000
	Total: Reimbursements	**$399,561**	**$199,851**	**$472,617**	**$367,560**	**$1,109,077**

United City of Yorkville
City-Wide Capital Fund

23

CITY-WIDE CAPITAL FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Miscellaneous						
23-000-48-00-4845	DONATIONS	-	-	-	-	2,000
	Hanging Baskets - moved from General Fund					
	Total: Miscellaneous	**$0**	**$0**	**$0**	**$0**	**$2,000**
Other Financing Sources						
23-000-49-00-4905	LOAN PROCEEDS	152,183	-	-	-	-
	KC Loan for River Road Bridge Construction					
23-000-49-00-4910	SALE OF CAPITAL ASSETS	-	1,900	-	-	-
23-000-49-00-4916	TRANSFER FROM GENERAL - CW B&G	58,060	71,602	160,000	247,415	-
23-000-49-00-4923	TRANSFER FROM GENERAL - CW CAPITAL	-	-	-	-	250,000
23-000-49-00-4951	TRANSFER FROM WATER	-	-	1,098,924	1,015,982	-
	Remaining 2015A Bond Proceeds					
	Total: Other Financing Sources	**$210,243**	**$73,502**	**$1,258,924**	**$1,263,397**	**$250,000**
	Total: CITY-WIDE CAPITAL REVENUE	**$1,588,515**	**$1,726,285**	**$2,705,765**	**$2,833,961**	**$2,183,577**

United City of Yorkville

City-Wide Capital Fund

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CITY-WIDE BUILDING & GROUNDS EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
23-216-54-00-5405	BUILD PROGRAM	8,945	4,850	-	-	-
23-216-54-00-5446	PROPERTY & BLDG MAINT SERVICES	40,202	43,755	125,000	222,415	150,000
	Includes Costs for Master Facilities Plan - $100k					
23-216-56-00-5626	HANGING BASKETS	-	-	-	-	2,000
	Moved from General Fund - Streets Dept					
	Total: Contractual Services	**$49,147**	**$48,605**	**$125,000**	**$222,415**	**$152,000**
Supplies						
23-216-56-00-5656	PROPERTY & BLDG MAINT SUPPLIES	8,913	27,847	35,000	25,000	25,000
23-216-60-00-6020	BUILDINGS & STRUCTURES	-	-	-	-	40,000
	Fueling Station					
	Total: Supplies	**$8,913**	**$27,847**	**$35,000**	**$25,000**	**$65,000**
Other Financing Uses						
23-216-99-00-9901	TRANSFER TO GENERAL	7,077	9,645	7,000	30,000	18,000
	Re-payment for Close Out Transfer in FY 2014					
	Total: Other Financing Uses	**$7,077**	**$9,645**	**$7,000**	**$30,000**	**$18,000**
	Total: CW B&G EXPENDITURES	**$65,137**	**$86,097**	**$167,000**	**$277,415**	**$235,000**

United City of Yorkville

City-Wide Capital Fund

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CITY-WIDE CAPITAL EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
23-230-54-00-5405	BUILD PROGRAM	76,620	56,158	-	-	-
23-230-54-00-5406	RENEW PROGRAM	2,411	900	-	-	-
23-230-54-00-5465	ENGINEERING SERVICES	1,370	-	35,000	35,000	65,000
	Road Study Update					
23-230-54-00-5497	PROPERTY TAX PAYMENT	-	-	-	8,054	-
	609 N. Bridge Property					
23-230-54-00-5498	PAYING AGENT FEES	475	475	475	475	475
23-230-54-00-5499	BAD DEBT	739	1,136	1,200	1,200	1,200
	Road Infrastructure Fee Portion of Utility Bill					
	Total: Contractual Services	**$81,615**	**$58,669**	**$36,675**	**$44,729**	**$66,675**
Capital Outlay						
23-230-60-00-6007	KENNEDY ROAD - AUTUMN CREEK	25,703	-	-	-	-
23-230-60-00-6008	BEECHER & CORNEILS ROAD	318,507	-	-	-	-
23-230-60-00-6009	WRIGLEY (RTE 47) EXPANSION	57,430	454,548	65,200	65,200	-
	Project Costs - 100% Reimbursable					
23-230-60-00-6011	PROPERTY ACQUISITION	-	160,877	-	-	-
	609 N Bridge Street					
23-230-60-00-6014	BLACKBERRY WOODS	11,999	131,574	-	7,797	7,549
	100% Reimbursable from Surety Bond					
23-230-60-00-6016	US34 (CENTER/ELDAMIAN RD) PROJECT	-	-	151,300	19,500	110,226
23-230-60-00-6017	STAGECOACH CROSSING	-	63,304	-	-	-
	100% Reimbursable from First Midwest LOC					
23-230-60-00-6018	GREENBRIAR POND NATURALIZATION	12,632	8,649	4,672	5,109	5,000
23-230-60-00-6019	BRISTOL BAY ACCESS ROAD	-	-	50,000	40,699	-
23-230-60-00-6021	PAVILLION ROAD STREAMBANK STABILIZATION	-	-	-	-	110,000
23-230-60-00-6023	FOUNTAIN VILLAGE SUBDIVISION	-	-	-	16,820	256,528
23-230-60-00-6025	ROAD TO BETTER ROADS PROGRAM	509,430	695,767	400,000	771,007	100,000
23-230-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	1,070,000
23-230-60-00-6041	SIDEWALK CONSTRUCTION	3,598	806	7,500	3,000	5,000
23-230-60-00-6048	DOWNTOWN STREETSCAPE IMPROVEMENT	14,055	39,088	2,000	675	-
23-230-60-00-6058	RT 71 (IL 47/ORCHARD RD) PROJECT	-	-	-	-	30,333
23-230-60-00-6059	US 34 (IL 47/ORCHARD RD) PROJECT	-	16,497	94,600	81,682	98,413
23-230-60-00-6073	GAME FARM ROAD PROJECT	1,377,783	13,364	-	328,914	-
23-230-60-00-6075	RIVER ROAD BRIDGE PROJECT	152,183	-	-	-	-
23-230-60-00-6082	COUNTRYSIDE PKY IMPROVEMENTS	117,202	1,211,639	645,940	627,417	-
23-230-60-00-6084	CENTER & COUNTRYSIDE IMPROVEMENTS	-	-	522,000	228,480	-
23-230-60-00-6086	KENNEDY ROAD IMPROVEMENTS	-	25,753	601,500	384,669	10,000

United City of Yorkville

City-Wide Capital Fund

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CITY-WIDE CAPITAL EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
23-230-60-00-6094	KENNEDY ROAD BIKE TRAIL	109,946	3,894	446,041	409,957	45,000
	80% Reimb - Construction Engineering *Remainder to be Reimb from Push for the Path Proceeds*					
23-230-60-00-6095	SUNFLOWER ESTATES - DRAINAGE IMPROV	613	-	-	-	-
	Total: Capital Outlay	**$2,711,081**	**$2,825,760**	**$2,990,753**	**$2,990,926**	**$1,848,049**
Debt Service - 2014A Bond						
23-230-78-00-8000	PRINCIPAL PAYMENT	135,000	185,000	190,000	190,000	190,000
23-230-78-00-8050	INTEREST PAYMENT	195,937	144,138	138,588	138,588	132,888
	Total: Debt Service - 2014A Bond	**$330,937**	**$329,138**	**$328,588**	**$328,588**	**$322,888**
Kendall County Loan - River Road Bridge						
23-230-97-00-8000	PRINCIPAL PAYMENT	75,000	75,000	75,000	75,000	84,675
	Final PMT					
	Total: Kendall Co Loan - River Rd Bridge	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$84,675**
Other Financing Uses						
23-230-99-00-9915	TRANSFER TO MOTOR FUEL TAX	5,544	-	-	-	-
23-230-99-00-9951	TRANSFER TO WATER	-	-	71,510	65,074	64,866
	~24% of Annual Debt Service Amount for 2015A Bonds					
	Total: Other Financing Uses	**$5,544**	**$0**	**$71,510**	**$65,074**	**$64,866**
	Total: CITY-WIDE CAP EXPENDITURES	**$3,204,177**	**$3,288,567**	**$3,502,526**	**$3,504,317**	**$2,387,153**

UNITED CITY OF YORKVILLE, ILLINOIS

City-Wide Capital Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Bond of 2014A

Date of Maturity	December 1, 2033
Date of Issuance	August 5, 2014
Authorized Issue	$4,295,000
Interest Rates	3.00% - 4.30%
Interest Dates	June 1st and December 1st
Principal Maturity Dates	December 1st
Payable at	Amalgamated Bank
Purpose	Game Farm Road Project

Principal & Interest Paid-to-Date	**$**	**988,662**
Principal & Interest Outstanding	**$**	**5,079,588**

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 1st	Amount	Dec 1st	Amount
2015 - 2016	135,000	195,937	330,937	2015	121,843	2015	74,094
2016 - 2017	185,000	144,138	329,138	2016	72,069	2016	72,069
2017 - 2018	190,000	138,588	328,588	2017	69,294	2017	69,294
2018 - 2019	190,000	132,888	322,888	2018	66,444	2018	66,444
2019 - 2020	195,000	127,188	322,188	2019	63,594	2019	63,594
2020 - 2021	200,000	121,338	321,338	2020	60,669	2020	60,669
2021 - 2022	200,000	115,338	315,338	2021	57,669	2021	57,669
2022 - 2023	210,000	109,338	319,338	2022	54,669	2022	54,669
2023 - 2024	210,000	103,038	313,038	2023	51,519	2023	51,519
2024 - 2025	220,000	96,738	316,738	2024	48,369	2024	48,369
2025 - 2026	225,000	90,138	315,138	2025	45,069	2025	45,069
2026 - 2027	230,000	83,388	313,388	2026	41,694	2026	41,694
2027 - 2028	245,000	76,200	321,200	2027	38,100	2027	38,100
2028 - 2029	250,000	66,400	316,400	2028	33,200	2028	33,200
2029 - 2030	265,000	56,400	321,400	2029	28,200	2029	28,200
2030 - 2031	275,000	45,800	320,800	2030	22,900	2030	22,900
2031 - 2032	280,000	34,800	314,800	2031	17,400	2031	17,400
2032 - 2033	290,000	23,600	313,600	2032	11,800	2032	11,800
2033 - 2034	300,000	12,000	312,000	2033	6,000	2033	6,000
	$ 4,295,000	$ 1,773,249	$ 6,068,249		$ 910,499		$ 862,750

ENTERPRISE FUNDS

Enterprise Funds are established to account for the financing of self-supporting activities of governmental units which render services to the general public on a user charge basis. The City has two* budgeted enterprise funds:

- Water Fund (51)

- Sewer Fund (52)

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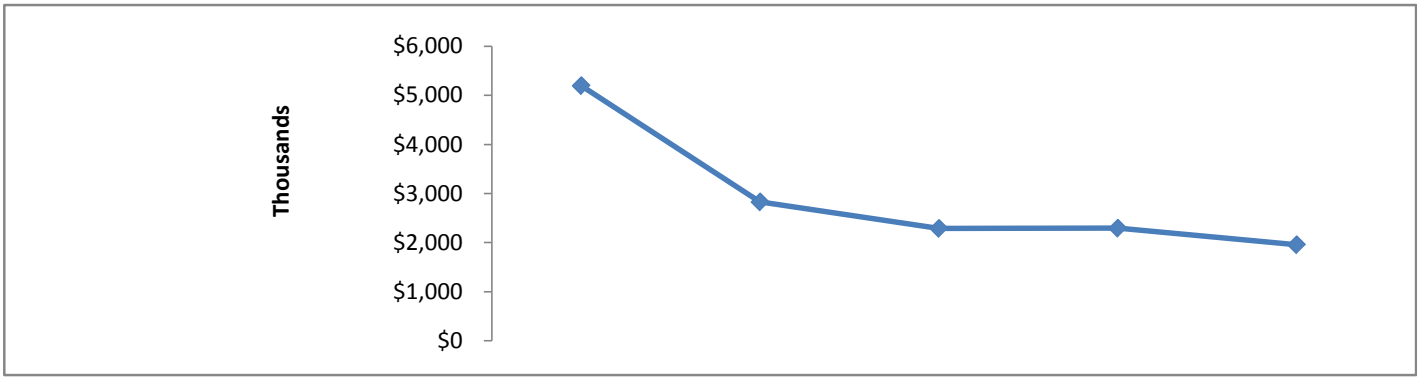
WATER FUND (51)

The Water Fund is an enterprise fund which is comprised of both a capital and operational budget. The capital portion is used for the improvement and expansion of water infrastructure, while the operational side is used to service and maintain City water systems.

Operational Functions

- Preparation of Annual Water Quality Report
- Water Meter Repairs
- Repair and Maintenance of Water Mains
- Operate & Maintain Water Treatment Plant
- Perform Utility Locates
- Maintenance of Fire Hydrants
- Respond to Resident Questions & Concerns
- Maintenance of Towers & Pressure Reduction Stations

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Licenses & Permits	162,468	171,840	-	-	-
Charges for Service	3,461,906	3,955,944	4,088,800	4,356,416	4,326,486
Investment Earnings	5,492	9,729	5,000	10,500	7,000
Reimbursements	4,605	27,256	-	200	-
Miscellaneous	57,261	60,865	58,582	61,051	62,491
Other Financing Sources	4,369,998	6,325,992	145,385	138,949	142,541
Total Revenue	**8,061,730**	**10,551,626**	**4,297,767**	**4,567,116**	**4,538,518**
Expenditures					
Salaries	376,019	390,595	430,549	421,000	441,121
Benefits	218,947	235,050	266,965	249,501	257,466
Contractual Services	887,201	827,278	886,366	717,206	734,523
Supplies	266,102	326,045	323,013	334,570	354,448
Capital Outlay	1,069,736	3,499,902	807,937	1,020,244	1,555,976
Debt Service	1,147,429	1,449,609	1,344,749	1,344,749	1,532,837
Other Financing Uses	-	6,193,291	1,098,924	1,015,982	-
Total Expenses	**3,965,434**	**12,921,770**	**5,158,503**	**5,103,252**	**4,876,371**
Surplus (Deficit)	4,096,296	(2,370,144)	(860,736)	(536,136)	(337,853)
Ending Fund Balance Equivalent	**5,196,289**	**2,826,144**	**2,285,570**	**2,290,008**	**1,952,155**
	131.0%	*21.9%*	*44.3%*	*44.9%*	*40.0%*



WATER FUND (51)

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Personnel *					
Full-time Personnel: **					
^ Public Works Director	0.33	0.33	0.33	0.33	0.33
Foreman	1.00	1.00	1.00	1.00	1.00
Operator	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	2.00	2.00	2.00	3.00	3.00
Maintenance Worker I	1.00	1.00	1.00	0.00	0.00
Utility Billing Clerk (Finance)	1.00	1.00	1.00	1.00	1.00
Part-time Personnel:					
Seasonal Worker	0.09	0.00	0.48	0.22	0.48
Meter Readers	0.09	0.09	0.96	0.23	0.96
Total Full-Time Equivalent Personnel	**6.51**	**6.42**	**7.77**	**6.78**	**7.77**

** All personnel numbers presented as Full-Time Equivalents (FTE).*

^ Salary and benefit amounts are split equally between General, Water and Sewer Funds.

*** All full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

Fiscal Year 2018 Water Fund Highlights

Countryside Subdivision - The final lift of asphalt and landscape improvements were completed in the Summer of 2017, which culminated this multi-year project which cost approximately $5.2 million; of which $3.26 million is directly attributable to the Water Fund.

Water Well Repairs - Well #7 improvements were deferred until the subsequent fiscal year due to emergency repairs to Well #9. Emergency pump repairs to Well #9 were completed in Fiscal Year 2018 at a total cost of approximately $230,000.

Road to Better Roads (RTBR) Program - This year's RTBR Program focused on water main improvements on West Washington Street, which were completed in the current fiscal year.

WATER FUND (51)

Fiscal Year 2019 Water Fund Goals & Objectives

- The Engineering Services & Property acquisition line items have been budgeted at $200,000 in aggregate, in order to fund land acquisition and engineering costs associated with the Regional Water Study.
- The purchase of a new one-ton pick-up truck, including all relevant attachments, has been budgeted, at a cost of $50,000.
- Construction for the completion of public infrastructure improvements in Whispering Meadows - Units one, two and four is slated to begin in the Spring of 2018 at an estimated cost of approximately $1.1 million; of which $50,000 is directly attributable to water improvements.
- Over $500,000 has been budgeted for water improvements on the eastern portion of Illinois Route 71, which includes the Fox Highlands & Raintree Village subdivision watermain interconnects.
- Construction engineering will continue on the East Orange Street infrastructure improvement project, just east of the Bridge Street intersection, in conjunction with the 2018 Road to Better Roads Program.
- Well #7 is scheduled to be rehabed at a budgeted cost of $157,500. The remaining $100,000 in the Well Rehabilitation line item will be applied to the demolition and site restoration of the former Well #3.
- Cation media exchange replacements are budgeted to be conducted in the upcoming fiscal year at water treatment plants #8 and #9.

Water Department Performance Metrics

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of Utility Accounts	6,251	6,360	6,465	6,644	6,805
Residential	*5,837*	*5,943*	*6,037*	*6,206*	*6,354*
Commercial	*331*	*334*	*345*	*353*	*361*
Industrial	*51*	*51*	*50*	*51*	*51*
Government	*32*	*32*	*33*	*34*	*39*
Number of Direct Deposit Customers	684	665	664	712	743
Percentage of Total Accounts	*10.89%*	*10.45%*	*10.27%*	*10.72%*	*10.92%*
Number of e-Billing Customers	n/a	214	458	523	634
Percentage of Total Accounts	*-*	*3.36%*	*7.08%*	*7.87%*	*9.32%*
Volume of Water Billed (in cubic feet)	62,743,823	56,658,370	60,475,069	64,208,149	68,062,433
Percent Change	*-5.37%*	*-9.70%*	*6.74%*	*6.17%*	*6.00%*

United City of Yorkville

Water Fund

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WATER FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Licenses & Permits						
51-000-42-00-4216	BUILD PROGRAM PERMIT	162,468	171,840	-	-	-
	Total: Licenses & Permits	**$162,468**	**$171,840**	**$0**	**$0**	**$0**
Charges for Services						
51-000-44-00-4424	WATER SALES	2,463,058	2,952,074	2,956,000	3,105,000	3,105,000
	Water Rates unchanged from FY 2018					
51-000-44-00-4425	BULK WATER SALES	(6,660)	5,250	5,000	2,000	5,000
51-000-44-00-4426	LATE PENALTIES - WATER	101,208	104,425	105,000	120,000	120,000
51-000-44-00-4430	WATER METER SALES	38,102	66,280	50,000	75,000	58,206
51-000-44-00-4440	WATER INFRASTRUCTURE FEE	717,028	734,552	725,000	745,000	745,000
51-000-44-00-4450	WATER CONNECTION FEES	149,170	93,363	247,800	309,416	293,280
	Total: Charges for Services	**$3,461,906**	**$3,955,944**	**$4,088,800**	**$4,356,416**	**$4,326,486**
Investment Earnings						
51-000-45-00-4500	INVESTMENT EARNINGS	5,492	9,729	5,000	10,500	7,000
	Total: Investment Earnings	**$5,492**	**$9,729**	**$5,000**	**$10,500**	**$7,000**
Reimbursements						
51-000-46-00-4690	REIMB - MISCELLANEOUS	4,605	27,256	-	200	-
	Total: Reimbursements	**$4,605**	**$27,256**	**$0**	**$200**	**$0**
Miscellaneous						
51-000-48-00-4820	RENTAL INCOME	56,888	60,495	58,582	61,051	62,491
	Prime Directive Water Tower Lease *Sprint Water Tower Lease* *Verizon Water Tower Lease - Lehman Crossing*					
51-000-48-00-4850	MISCELLANEOUS INCOME	373	370	-	-	-
	Total: Miscellaneous	**$57,261**	**$60,865**	**$58,582**	**$61,051**	**$62,491**
Other Financing Sources						
51-000-49-00-4900	BOND PROCEEDS	4,100,000	-	-	-	-
	2015A Bond Issue					
51-000-49-00-4902	BOND ISSUANCE	-	5,800,000	-	-	-
	2016 Refunding Issue					
51-000-49-00-4903	PREMIUM ON BOND ISSUANCE	193,723	449,023	-	-	-
51-000-49-00-4910	SALE OF CAPITAL ASSETS	-	1,894	-	-	-

United City of Yorkville

Water Fund

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WATER FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
51-000-49-00-4923	TRANSFER FROM CITY-WIDE CAPITAL	-	-	71,510	65,074	64,866
	Funds ~24% of 2015A Annual Debt Service					
51-000-49-00-4952	TRANSFER FROM SEWER	76,275	75,075	73,875	73,875	77,675
	One Half the 2014C Debt Service PMT					
	Total: Other Financing Sources	**$4,369,998**	**$6,325,992**	**$145,385**	**$138,949**	**$142,541**
	Total: WATER FUND REVENUE	**$8,061,730**	**$10,551,626**	**$4,297,767**	**$4,567,116**	**$4,538,518**

United City of Yorkville
Water Fund

510
WATER OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
51-510-50-00-5010	SALARIES & WAGES	365,077	375,148	388,749	391,000	414,121
51-510-50-00-5015	PART-TIME SALARIES	3,611	5,530	29,800	18,000	15,000
	One Part Time Employee					
51-510-50-00-5020	OVERTIME	7,331	9,917	12,000	12,000	12,000
	Total: Salaries	**$376,019**	**$390,595**	**$430,549**	**$421,000**	**$441,121**
Benefits						
51-510-52-00-5212	RETIREMENT PLAN CONTRIBUTION	40,267	41,132	43,749	43,000	45,526
51-510-52-00-5214	FICA CONTRIBUTION	27,354	28,326	31,730	31,000	32,370
51-510-52-00-5216	GROUP HEALTH INSURANCE	113,806	127,757	148,964	136,852	139,233
51-510-52-00-5222	GROUP LIFE INSURANCE	777	705	705	705	519
51-510-52-00-5223	DENTAL INSURANCE	8,712	9,147	9,605	8,808	8,260
51-510-52-00-5224	VISION INSURANCE	1,131	1,131	1,165	1,218	1,218
51-510-52-00-5230	UNEMPLOYMENT INSURANCE	1,785	1,148	2,000	1,182	2,000
51-510-52-00-5231	LIABILITY INSURANCE	25,115	25,704	29,047	26,736	28,340
	Total: Benefits	**$218,947**	**$235,050**	**$266,965**	**$249,501**	**$257,466**
Contractual Services						
51-510-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	108,154	108,154	111,629
51-510-54-00-5402	BOND ISSUANCE COSTS	40,456	55,732	-	-	-
51-510-54-00-5405	BUILD PROGRAM	162,468	171,840	-	-	-
51-510-54-00-5412	TRAINING & CONFERENCES	3,072	3,178	6,500	6,500	6,500
51-510-54-00-5415	TRAVEL & LODGING	1,193	2,123	1,600	1,600	2,000
51-510-54-00-5415	COMPUTER REPLACEMNET CHARGEBACK	-	-	-	-	2,627
	3 New Computers					
51-510-54-00-5426	PUBLISHING & ADVERTISING	211	605	1,000	-	500
51-510-54-00-5429	WATER SAMPLES	6,842	7,607	12,000	10,000	10,000
51-510-54-00-5430	PRINTING & DUPLICATING	2,679	2,405	3,000	3,000	3,250
51-510-54-00-5440	TELECOMMUNICATIONS	24,715	30,807	30,000	30,000	30,000
51-510-54-00-5445	TREATMENT FACILITY SERVICES	113,208	143,204	120,000	120,000	145,000
51-510-54-00-5448	FILING FEES	3,753	2,058	5,000	4,000	4,000
	Water Liens					
51-510-54-00-5452	POSTAGE & SHIPPING	18,206	16,838	19,000	19,000	19,000
51-510-54-00-5460	DUES & SUBSCRIPTIONS	1,080	1,603	1,600	1,600	1,800
51-510-54-00-5462	PROFESSIONAL SERVICES	47,595	39,025	45,000	45,000	45,000
51-510-54-00-5465	ENGINEERING SERVICES	187,840	46,960	200,000	40,000	15,000
	Regional Water Study - Engineering Costs					
51-510-54-00-5466	LEGAL SERVICES	-	-	2,000	-	-

United City of Yorkville

Water Fund

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WATER OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
51-510-54-00-5480	UTILITIES	239,114	256,914	270,300	270,300	286,518
51-510-54-00-5483	JULIE SERVICES	4,300	7,849	6,500	6,500	3,000
51-510-54-00-5485	RENTAL & LEASE PURCHASE	464	423	750	1,000	1,000
51-510-54-00-5488	OFFICE CLEANING	-	-	4,167	1,164	1,199
51-510-54-00-5490	VEHICLE MAINTENANCE SERVICES	14,551	8,862	15,000	15,000	12,000
51-510-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	6,994	15,096	25,000	25,000	25,000
51-510-54-00-5498	PAYING AGENT FEES	2,241	1,415	2,295	1,888	2,000
51-510-54-00-5499	BAD DEBT	6,219	12,734	7,500	7,500	7,500
	Water Sales/Infra Fees on Utility Bill					
	Total: Contractual Services	**$887,201**	**$827,278**	**$886,366**	**$717,206**	**$734,523**
Supplies						
51-510-56-00-5600	WEARING APPAREL	5,194	4,264	4,200	4,500	5,100
51-510-56-00-5620	OPERATING SUPPLIES	5,993	7,744	15,000	7,500	7,500
51-510-56-00-5628	VEHICLE MAINTENACE SUPPLIES	1,082	699	5,000	2,500	2,500
51-510-56-00-5630	SMALL TOOLS & EQUIPMENT	1,144	4,447	2,000	2,000	4,000
51-510-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	641	850	2,000	170	-
51-510-56-00-5638	TREATMENT FACILITY SUPPLIES	151,829	173,204	181,913	175,000	183,750
51-510-56-00-5640	REPAIR & MAINTENANCE	12,970	19,307	20,000	20,000	27,500
51-510-56-00-5664	METERS & PARTS	72,039	97,378	70,000	100,000	100,000
51-510-56-00-5665	JULIE SUPPLIES	1,272	3,669	1,500	1,500	1,200
51-510-56-00-5695	GASOLINE	13,938	14,483	21,400	21,400	22,898
	Total: Supplies	**$266,102**	**$326,045**	**$323,013**	**$334,570**	**$354,448**
Capital Outlay						
51-510-60-00-6022	WELL REHABILITATIONS	128,876	174,197	203,000	246,954	257,500
	Well 7 Rehab / Well 3 Abandonment					
51-510-60-00-6011	PROPERTY ACQUISITION	-	-	-	-	200,000
	Regional Water Study					
51-510-60-00-6025	ROAD TO BETTER ROADS PROGRAM	259,341	316,911	250,000	290,356	250,000
51-510-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	49,220
51-510-60-00-6059	US34 (IL RT47/ORCHARD RD) PROJECT	-	-	10,000	26,676	4,212
51-510-60-00-6060	EQUIPMENT	-	3,248	10,000	10,000	5,000
	New Locator & Handheld					
51-510-60-00-6066	RTE 71 WATERMAIN RELOCATION	15,955	24,195	14,580	47,935	533,500
51-510-60-00-6070	VEHICLES	-	65,710	-	-	50,000
	New One-Ton Truck					
51-510-60-00-6079	ROUTE 47 EXPANSION	197,544	197,544	197,544	197,544	197,544

United City of Yorkville

Water Fund

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WATER OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
51-510-60-00-6081	CATION EXCHANGE MEDIA REPLACEMENT	-	-	-	-	9,000
	Water Treatment Plants #8 & 9					
51-510-60-00-6082	COUNTRYSIDE PKY IMPROVEMENTS	468,020	2,718,097	122,813	200,779	-
	Total: Capital Outlay	**$1,069,736**	**$3,499,902**	**$807,937**	**$1,020,244**	**$1,555,976**
Debt Service - 2015A Bond						
51-510-77-00-8000	PRINCIPAL PAYMENT	-	73,543	113,987	113,987	117,664
51-510-77-00-8050	INTEREST PAYMENT	-	228,066	161,053	161,053	156,493
	Total: Debt Service - 2015A Bond	**$0**	**$301,609**	**$275,040**	**$275,040**	**$274,157**
Debt Service - 2007A Bond						
51-510-83-00-8000	PRINCIPAL PAYMENT	15,000	15,000	-	-	-
51-510-83-00-8050	INTEREST PAYMENT	121,793	121,163	-	-	-
	Refunded by 2016 Refunding Bond					
	Total: Debt Service - 2007A Bond	**$136,793**	**$136,163**	**$0**	**$0**	**$0**
Debt Service - 2016 Refunding Bond						
51-510-85-00-8000	PRINCIPAL PAYMENT	-	-	430,000	430,000	470,000
51-510-85-00-8050	INTEREST PAYMENT	-	-	249,629	249,629	195,250
	Total: Debt Service - 2016 Refunding Bond	**$0**	**$0**	**$679,629**	**$679,629**	**$665,250**
Debt Service - 2003 Debt Certificates						
51-510-86-00-8000	PRINCIPAL PAYMENT	100,000	100,000	100,000	100,000	300,000
51-510-86-00-8050	INTEREST PAYMENT	25,450	21,450	17,300	17,300	13,050
	Total: Debt Service - 2003 Debt Certificates	**$125,450**	**$121,450**	**$117,300**	**$117,300**	**$313,050**
Debt Service - 2006A Refunding Debt Certificates						
51-510-87-00-8000	PRINCIPAL PAYMENT	435,000	460,000	-	-	-
51-510-87-00-8050	INTEREST PAYMENT	172,606	155,206	-	-	-
	Refunded by 2016 Refunding Bond					
	Total: Debt Service - 2006A Refunding	**$607,606**	**$615,206**	**$0**	**$0**	**$0**
Debt Service - IEPA Loan L17-156300						
51-510-89-00-8000	PRINCIPAL PAYMENT	94,544	96,923	99,361	99,361	101,860
51-510-89-00-8050	INTEREST PAYMENT	30,486	28,108	25,669	25,669	23,170
	Total: Debt Service - IL EPA Loan 156300	**$125,030**	**$125,031**	**$125,030**	**$125,030**	**$125,030**
Debt Service - 2014C Refunding Bond						
51-510-94-00-8000	PRINCIPAL PAYMENT	120,000	120,000	120,000	120,000	130,000
51-510-94-00-8050	INTEREST PAYMENT	32,550	30,150	27,750	27,750	25,350
	Total: Debt Service - 2014C Ref Bond	**$152,550**	**$150,150**	**$147,750**	**$147,750**	**$155,350**

United City of Yorkville

Water Fund

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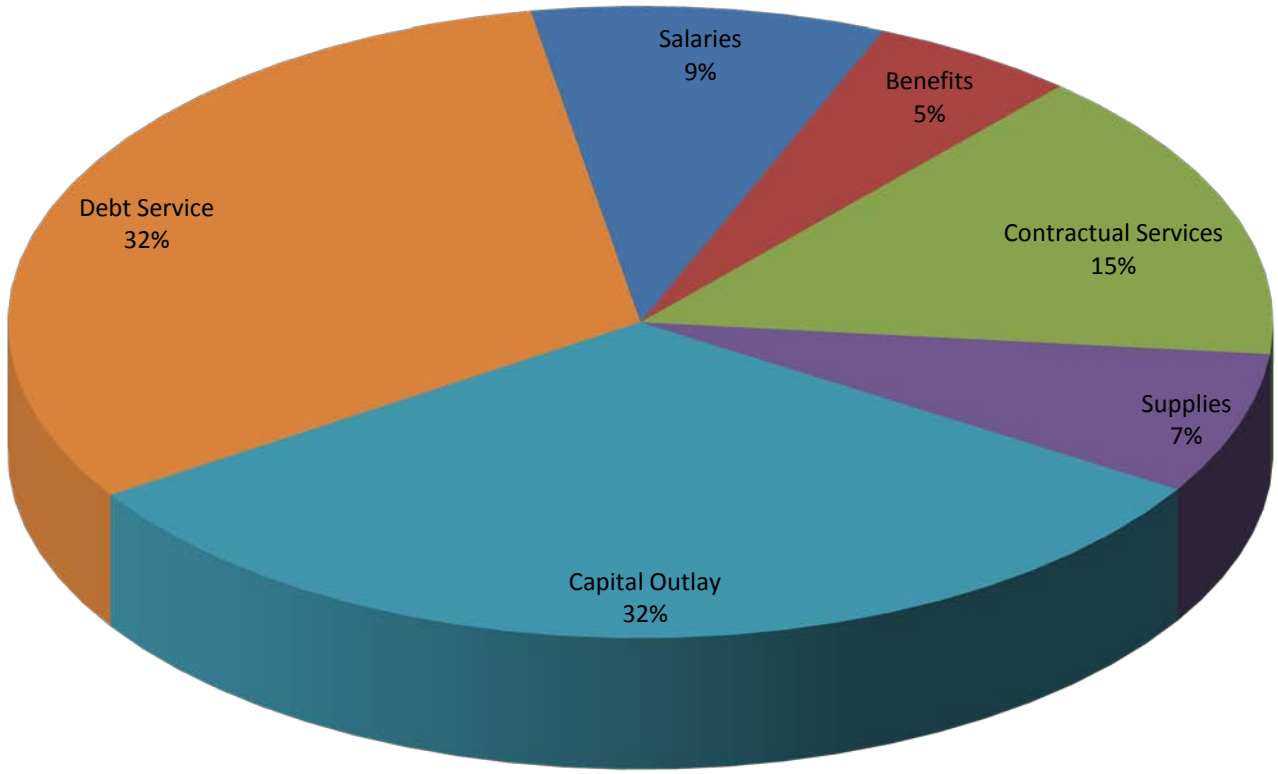
WATER OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Other Financing Uses						
51-510-99-00-9923	TRANSFER TO CITY-WIDE CAPITAL	-	-	1,098,924	1,015,982	-
	Remaining 2015A Bond Proceeds					
51-510-99-00-9960	PAYMENT TO ESCROW AGENT	-	6,193,291	-	-	-
	2016 Refunding Bond Issuance					
	Total: Other Financing Uses	**$0**	**$6,193,291**	**$1,098,924**	**$1,015,982**	**$0**
	Total: WATER OPERATIONS	**$3,965,434**	**$12,921,770**	**$5,158,503**	**$5,103,252**	**$4,876,371**

United City of Yorkville

Expenses by Category

Water Fund Fiscal Year 2019 Budget



UNITED CITY OF YORKVILLE, ILLINOIS

Water Debt Service Summary Schedule

PRINCIPAL AND INTEREST REQUIREMENTS
FISCAL YEARS 2005 - 2035

Fiscal Year	Principal	Interest	Totals
2004 - 2005	-	339,363	339,363
2005 - 2006	-	233,150	233,150
2006 - 2007	4,000,000	233,150	4,233,150
2007 - 2008	91,880	276,766	368,646
2008 - 2009	88,947	289,770	378,717
2009 - 2010	101,451	293,102	394,553
2010 - 2011	163,500	290,253	453,753
2011 - 2012	165,600	284,952	450,552
2012 - 2013	452,754	413,687	866,441
2013 - 2014	609,961	396,866	1,006,827
2014 - 2015	627,224	387,095	1,014,319
2015 - 2016	764,544	382,885	1,147,429
2016 - 2017	7,060,463	585,213	7,645,676
2017 - 2018	863,348	481,400	1,344,748
2018 - 2019	1,119,524	413,313	1,532,837
2019 - 2020	1,989,906	371,594	2,361,500
2020 - 2021	2,009,887	296,048	2,305,935
2021 - 2022	1,597,288	218,542	1,815,830
2022 - 2023	1,486,079	168,029	1,654,108
2023 - 2024	593,617	120,756	714,373
2024 - 2025	602,550	100,123	702,673
2025 - 2026	279,320	79,126	358,446
2026 - 2027	223,532	69,753	293,285
2027 - 2028	169,142	62,509	231,651
2028 - 2029	176,496	55,743	232,239
2029 - 2030	183,850	48,683	232,533
2030 - 2031	191,204	41,329	232,533
2031 - 2032	198,558	33,681	232,239
2032 - 2033	205,912	25,739	231,651
2033 - 2034	213,266	17,503	230,769
2034 - 2035	224,297	8,972	233,269
	$ 26,454,100	**$ 7,019,096**	**$ 33,473,196**

UNITED CITY OF YORKVILLE, ILLINOIS

Water Fund
Long-Term Debt Requirements

Debt Certificates of 2003

Date of Maturity	December 15, 2018	**Principal & Interest Paid-to-Date**	**$**	**5,631,263**
Date of Issuance	July 9, 2003			
Authorized Issue	$4,800,000	**Principal & Interest Outstanding**	**$**	**313,050**
Interest Rates	3.80% - 4.35%			
Interest Dates	June 15th and December 15th			
Principal Maturity Dates	December 15th			
Payable at	BNY Midwest Trust Company			
Purpose	Radium Compliance			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 15th	Amount	Dec 15th	Amount
2004 - 2005	-	339,363	339,363	2004	222,788	2004	116,575
2005 - 2006	-	233,150	233,150	2005	116,575	2005	116,575
2006 - 2007 *	4,000,000	233,150	4,233,150	2006	116,575	2006	116,575
2007 - 2008	-	33,150	33,150	2007	16,575	2007	16,575
2008 - 2009	-	33,150	33,150	2008	16,575	2008	16,575
2009 - 2010	-	33,150	33,150	2009	16,575	2009	16,575
2010 - 2011	-	33,150	33,150	2010	16,575	2010	16,575
2011 - 2012	-	33,150	33,150	2011	16,575	2011	16,575
2012 - 2013	-	33,150	33,150	2012	16,575	2012	16,575
2013 - 2014	100,000	33,150	133,150	2013	16,575	2013	16,575
2014 - 2015	100,000	29,350	129,350	2014	14,675	2014	14,675
2015 - 2016	100,000	25,450	125,450	2015	12,725	2015	12,725
2016 - 2017	100,000	21,450	121,450	2016	10,725	2016	10,725
2017 - 2018	100,000	17,300	117,300	2017	8,650	2017	8,650
2018 - 2019	300,000	13,050	313,050	2018	6,525	2018	6,525
	$ 4,800,000	$ 1,144,313	$ 5,944,313		$ 625,263		$ 519,050

* $4,000,000 of this issue was refunded by proceeds from the 2006A and 2007A Debt Certificates in Fiscal Year 2007.

UNITED CITY OF YORKVILLE, ILLINOIS

Water Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Refunding Bond of 2007A

Date of Maturity	December 30, 2022	**Principal & Interest Paid-to-Date**	**$**	**4,234,609**
Date of Issuance	February 22, 2007			
Authorized Issue	$3,020,000	**Principal & Interest Outstanding**	**$**	**-**
Interest Rates	4.0% - 4.25%			
Interest Dates	June 30th and December 30th			
Principal Maturity Dates	December 30th			
Payable at	The Bank of New York Trust Company			
Purpose	Refunded a Portion of the 2003 Debt Certificates			

PRINCIPAL AND INTEREST REQUIREMENTS

		Debt Service Requirements			Interest Due on			
Fiscal Year		Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2007 - 2008		30,000	104,871	134,871	2007	41,738	2007	63,133
2008 - 2009		10,000	125,066	135,066	2008	62,533	2008	62,533
2009 - 2010		10,000	124,666	134,666	2009	62,333	2009	62,333
2010 - 2011		10,000	124,266	134,266	2010	62,133	2010	62,133
2011 - 2012		10,000	123,866	133,866	2011	61,933	2011	61,933
2012 - 2013		10,000	123,454	133,454	2012	61,727	2012	61,727
2013 - 2014		15,000	123,041	138,041	2013	61,521	2013	61,521
2014 - 2015		15,000	122,423	137,423	2014	61,212	2014	61,212
2015 - 2016		15,000	121,793	136,793	2015	60,897	2015	60,897
2016 - 2017	*	2,895,000	121,163	3,016,163	2016	60,581	2016	60,581
2017 - 2018		-	-	-	2017	-	2017	-
2018 - 2019		-	-	-	2018	-	2018	-
2019 - 2020		-	-	-	2019	-	2019	-
2020- 2021		-	-	-	2020	-	2020	-
2021 - 2022		-	-	-	2021	-	2021	-
2022 - 2023		-	-	-	2022	-	2022	-
		$ 3,020,000	$ 1,214,609	$ 4,234,609		$ 596,607		$ 618,002

* This issue was refunded by proceeds from the 2016 Refunding Bonds in Fiscal Year 2017.

UNITED CITY OF YORKVILLE, ILLINOIS

Water Fund
Long-Term Debt Requirements

Refunding Debt Certificates of 2006A

Date of Maturity	December 30, 2022	**Principal & Interest Paid-to-Date**	**$ 6,956,381**
Date of Issuance	December 19, 2006		
Authorized Issue	$5,555,000	**Principal & Interest Outstanding**	**$ -**
Interest Rates	4.00% - 4.20%		
Interest Dates	June 30th and December 30th		
Principal Maturity Dates	December 30th		
Payable at	The Bank of New York Trust Company		
Purpose	Refunded Portions of 2002 Capital Appreciation, 2002A and 2003 Debt Certificates		

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2007 - 2008	5,000	95,127 *	100,127	2007	48,974	2007	46,153
2008 - 2009	10,000	92,106 *	102,106	2008	46,053	2008	46,053
2009 - 2010	10,000	91,706 *	101,706	2009	45,853	2009	45,853
2010 - 2011	70,000	91,306 *	161,306	2010	45,653	2010	45,653
2011 - 2012	70,000	88,506 *	158,506	2011	44,253	2011	44,253
2012 - 2013	355,000	219,806	574,806	2012	109,903	2012	109,903
2013 - 2014	405,000	205,606	610,606	2013	102,803	2013	102,803
2014 - 2015	420,000	189,406	609,406	2014	94,703	2014	94,703
2015 - 2016	435,000	172,606	607,606	2015	86,303	2015	86,303
2016 - 2017	3,775,000	155,206 ^	3,930,206	2016	77,603	2016	77,603
2017 - 2018	-	-	-	2017	-	2017	-
2018 - 2019	-	-	-	2018	-	2018	-
2019 - 2020	-	-	-	2019	-	2019	-
2020 - 2021	-	-	-	2020	-	2020	-
2021 - 2022	-	-	-	2021	-	2021	-
2022 - 2023	-	-	-	2022	-	2022	-
	$ 5,555,000	$ 1,401,381	$ 6,956,381		$ 702,101		$ 699,280

* Amounts held in escrow reduce each interest payment by $67,050 ($134,100 per fiscal year) through December 31, 2011.

UNITED CITY OF YORKVILLE, ILLINOIS

Water Fund
Long-Term Debt Requirements

IEPA (L17 - 156300) Loan Payable of 2007

Date of Maturity	August 9, 2026	**Principal & Interest Paid-to-Date**	**$ 1,334,167**
Date of Issuance	August 9, 2007		
Authorized Issue	$1,889,245	**Principal & Interest Outstanding**	**$ 1,062,758**
Interest Rate	2.50%		
Interest Dates	August 9th and February 9th		
Principal Maturity Dates	August 9th and February 9th		
Payable at	Illinois Environmental Protection Agency		
Purpose	Drinking Water Loan		

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	Aug 9th	Amount	Feb 9th	Amount
2007 - 2008	56,880	43,618	100,498	2007	26,354	2007	17,264
2008 - 2009	68,947	39,448	108,395	2008	16,906	2008	22,542
2009 - 2010	81,451	43,580	125,031	2009	22,043	2009	21,537
2010 - 2011	83,500	41,531	125,031	2010	21,025	2010	20,506
2011 - 2012	85,600	39,430	125,030	2011	19,981	2011	19,449
2012 - 2013	87,754	37,277	125,031	2012	18,911	2013	18,366
2013 - 2014	89,961	35,069	125,030	2013	17,814	2014	17,255
2014 - 2015	92,224	32,806	125,030	2014	16,689	2015	16,117
2015 - 2016	94,544	30,486	125,030	2015	15,537	2016	14,949
2016 - 2017	96,923	28,108	125,031	2016	14,355	2017	13,753
2017 - 2018	99,361	25,669	125,030	2017	13,143	2018	12,526
2018 - 2019	101,860	23,170	125,030	2018	11,901	2019	11,269
2019 - 2020	104,423	20,607	125,030	2019	10,628	2020	9,979
2020- 2021	107,050	17,981	125,031	2020	9,323	2021	8,658
2021 - 2022	109,743	15,288	125,031	2021	7,985	2022	7,303
2022 - 2023	112,503	12,527	125,030	2022	6,613	2023	5,914
2023 - 2024	115,333	9,697	125,030	2023	5,207	2024	4,490
2024 - 2025	118,235	6,795	125,030	2024	3,765	2025	3,030
2025 - 2026	121,209	3,821	125,030	2025	2,287	2026	1,534
2026 - 2027	61,744	772	62,516	2026	772	2027	-
	$ 1,889,245	$ 507,680	$ 2,396,925		$ 261,239		$ 246,441

UNITED CITY OF YORKVILLE, ILLINOIS

Water Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Refunding Bond of 2014C

Date of Maturity	December 30, 2024	**Principal & Interest Paid-to-Date**	**$**	**463,560**
Date of Issuance	August 5, 2014			
Authorized Issue	$1,290,000	**Principal & Interest Outstanding**	**$**	**1,039,300**
Interest Rates	2.00% - 3.10%			
Interest Dates	June 30th and December 30th			
Principal Maturity Dates	December 30th			
Payable at	Amalgamated Bank			
Purpose	Refunding of Series 2005C Bonds			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2014 - 2015	-	13,110	13,110	2015	-	2015	13,110
2015 - 2016	120,000	32,550	152,550	2015	16,275	2015	16,275
2016 - 2017	120,000	30,150	150,150	2016	15,075	2016	15,075
2017 - 2018	120,000	27,750	147,750	2017	13,875	2017	13,875
2018 - 2019	130,000	25,350	155,350	2018	12,675	2018	12,675
2019 - 2020	125,000	22,750	147,750	2019	11,375	2019	11,375
2020 - 2021	130,000	20,250	150,250	2020	10,125	2020	10,125
2021 - 2022	135,000	16,350	151,350	2021	8,175	2021	8,175
2022 - 2023	135,000	12,300	147,300	2022	6,150	2022	6,150
2023 - 2024	140,000	8,250	148,250	2023	4,125	2023	4,125
2024 - 2025	135,000	4,050	139,050	2024	2,025	2024	2,025
	$ 1,290,000	$ 212,860	$ 1,502,860		$ 99,875		$ 112,985

UNITED CITY OF YORKVILLE, ILLINOIS

Water Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Bond of 2015A *

Date of Maturity	December 1, 2034	**Principal & Interest Paid-to-Date**	**$**	**577,716**
Date of Issuance	July 8, 2015			
Authorized Issue	$5,575,000	**Principal & Interest Outstanding**	**$**	**5,235,313**
Interest Rates	4.00%			
Interest Dates	June 1st and December 1st			
Principal Maturity Dates	December 1st			
Payable at	Amalgamated Bank			
Purpose	Refunded the remainder of the Series 2005 ARS Countryside Bonds & Countryside Subdivision Improvements			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 1st	Amount	Dec 1st	Amount
2015 - 2016	-	-	-	2015	-	2015	-
2016 - 2017	73,540	229,137	302,677	2016	147,139	2016	81,997
2017 - 2018	113,987	161,053	275,040	2017	80,526	2017	80,526
2018 - 2019	117,664	156,493	274,157	2018	78,247	2018	78,247
2019 - 2020	290,483	151,787	442,270	2019	75,893	2019	75,893
2020 - 2021	297,837	140,167	438,004	2020	70,084	2020	70,084
2021 - 2022	312,545	128,254	440,799	2021	64,127	2021	64,127
2022 - 2023	323,576	115,752	439,328	2022	57,876	2022	57,876
2023 - 2024	338,284	102,809	441,093	2023	51,404	2023	51,404
2024 - 2025	349,315	89,278	438,593	2024	44,639	2024	44,639
2025 - 2026	158,111	75,305	233,416	2025	37,652	2025	37,652
2026 - 2027	161,788	68,981	230,769	2026	34,490	2026	34,490
2027 - 2028	169,142	62,509	231,651	2027	31,255	2027	31,255
2028 - 2029	176,496	55,743	232,239	2028	27,872	2028	27,872
2029 - 2030	183,850	48,683	232,533	2029	24,342	2029	24,342
2030 - 2031	191,204	41,329	232,533	2030	20,665	2030	20,665
2031 - 2032	198,558	33,681	232,239	2031	16,841	2031	16,841
2032 - 2033	205,912	25,739	231,651	2032	12,870	2032	12,870
2033 - 2034	213,266	17,503	230,769	2033	8,751	2033	8,751
2034 - 2035	224,297	8,972	233,269	2034	4,486	2034	4,486
	$ 4,099,855	$ 1,713,174	$ 5,813,029		$ 889,158		$ 824,016

* Principal is allocated as follows: $4.1M (73.54%) Countryside Subdivision Water Improvements; & $1.475M (26.46%) Refunding of 2005 Countryside Bonds.

UNITED CITY OF YORKVILLE, ILLINOIS

Water Fund
Long-Term Debt Requirements

General Obligation Refunding Alternate Revenue Source Bond of 2016

Date of Maturity	December 30, 2022	**Principal & Interest Paid-to-Date**	**$**	**679,629**
Date of Issuance	October 27, 2016			
Authorized Issue	$5,800,000	**Principal & Interest Outstanding**	**$**	**5,945,450**
Interest Rates	3.00% - 4.00%			
Interest Dates	June 30th and December 30th			
Principal Maturity Dates	December 30th			
Payable at	Amalgamated Bank			
Purpose	Refunding of the Series 2007A Refunding Bonds & 2006A Debt Certificates			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2017 - 2018	430,000	249,629	679,629	2017	143,404	2017	106,225
2018 - 2019	470,000	195,250	665,250	2018	97,625	2018	97,625
2019 - 2020	1,470,000	176,450	1,646,450	2019	88,225	2019	88,225
2020 - 2021	1,475,000	117,650	1,592,650	2020	58,825	2020	58,825
2021 - 2022	1,040,000	58,650	1,098,650	2021	29,325	2021	29,325
2022 - 2023	915,000	27,450	942,450	2022	13,725	2022	13,725
	$ 5,800,000	$ 825,079	$ 6,625,079		$ 431,129		$ 393,950

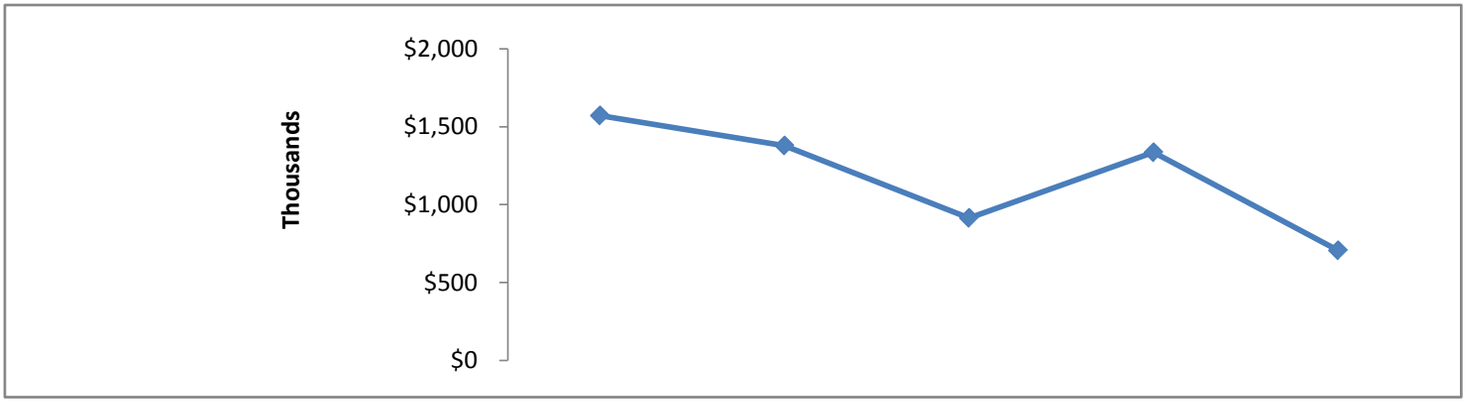
SEWER FUND (52)

The Sewer Fund is an enterprise fund which is comprised of both a capital and operational budget. The capital portion is used for improvement and expansion of the sanitary sewer infrastructure while the operational side allows the City to service and maintain sanitary sewer systems.

Operational Functions

- Operate & Maintain Seven Lift Stations
- Repair & Sustain Sanitary Mains & Manholes
- Repair and Maintenance of Eight City Generators
- Inspect Contractor Repair of Sanitary Lines
- Annual & Monthly Jetting Maintenance
- Storm Sewer Cleaning
- Respond to Resident Questions & Concerns

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Licenses & Permits	77,350	105,392	-	-	-
Charges for Service	1,312,456	1,286,891	1,266,026	1,546,883	1,558,658
Investment Earnings	1,193	3,899	1,250	14,500	1,250
Reimbursements	1,264	8,149	-	-	-
Other Financing Sources	1,134,654	1,134,052	1,137,166	1,137,166	856,583
Total Revenue	**2,526,917**	**2,538,383**	**2,404,442**	**2,698,549**	**2,416,491**
Expenditures					
Salaries	205,371	212,574	223,555	222,305	234,507
Benefits	104,560	105,974	115,847	115,319	113,682
Contractual Services	177,716	170,831	152,882	153,781	139,140
Supplies	38,924	38,912	54,908	45,808	51,080
Capital Outlay	284,509	228,131	272,435	218,765	513,167
Developer Commitments	32,890.00	33,872	34,888	34,888	35,938
Debt Service	1,865,399	1,865,857	1,877,110	1,877,110	1,880,265
Other Financing Uses	76,275	75,075	73,875	73,875	77,675
Total Expenses	**2,785,644**	**2,731,226**	**2,805,500**	**2,741,851**	**3,045,454**
Surplus (Deficit)	(258,727)	(192,843)	(401,058)	(43,302)	(628,963)
Ending Fund Balance Equivalent	**1,570,874**	**1,378,030**	**913,772**	**1,334,728**	**705,765**
	56.4%	*50.5%*	*32.6%*	*48.7%*	*23.2%*



SEWER FUND (52)

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Personnel *					
Full-time Personnel: **					
^ Public Works Director	0.33	0.33	0.33	0.33	0.33
Foreman	1.00	1.00	1.00	1.00	1.00
Operator	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	0.00	0.00	0.00	1.00	1.00
Maintenance Worker I	1.00	1.00	1.00	0.00	0.00
Total Full-Time Equivalent Personnel	**3.33**	**3.33**	**3.33**	**3.33**	**3.33**

** All personnel numbers presented as Full-Time Equivalents (FTE).*

^ Salary and benefit amounts are split equally between General, Water and Sewer Funds.

*** All full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

Fiscal Year 2018 Sewer Fund Highlights

Road to Better Roads (RTBR) Program - The 2017 RTBR Program focused on sanitary sewer lining and manhole rehabilitations on Mill, Heustis, Van Emmon, Washington, Fox, Ridge, Orange, Olsen, and Walter Streets.

Fiscal Year 2019 Sewer Fund Goals & Objectives

- Road to Better Roads (RTBR) Program - The 2018 RTBR Program will focus on sanitary sewer lining and manhole rehabilitations on Bell, Van Emmon, Hydraulic, Fox, Heustis, Orange, Olsen, Beaver, Badger and Walter Streets.
- Illinois Route 71 Sewer Main Replacement - Construction engineering will continue throughout Fiscal Year 2019, with construction slated to begin in the Summer of 2018.
- Whispering Meadows Subdivision - Construction for the completion of public infrastructure improvements in units one, two and four is slated to begin in the Spring of 2018 at an estimated cost of approximately $1.1 million; of which $50,000 is directly attributable to sanitary sewer improvements.

United City of Yorkville

Sewer Fund

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SEWER FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Licenses & Permits						
52-000-42-00-4216	BUILD PROGRAM PERMITS	76,600	104,700	-	-	-
52-000-42-00-4224	RENEW PERMITS	750	692	-	-	-
	Total: Licenses & Permits	**$77,350**	**$105,392**	**$0**	**$0**	**$0**
Charges for Services						
52-000-44-00-4435	SEWER MAINTENANCE FEES	821,802	868,488	882,526	900,000	929,258
52-000-44-00-4440	SEWER INFRASTRUCTURE FEES	345,416	354,171	345,000	360,000	360,000
52-000-44-00-4455	SW CONNECTION FEES - OPERATIONS	15,200	23,100	15,000	98,000	38,400
52-000-44-00-4456	SW CONNECTION FEES - CAPITAL	114,750	25,909	10,000	172,000	216,000
52-000-44-00-4462	LATE PENALTIES - SEWER	13,740	13,746	13,500	15,000	15,000
52-000-44-00-4465	RIVER CROSSING FEES	1,548	1,477	-	1,883	-
	Total: Charges for Services	**$1,312,456**	**$1,286,891**	**$1,266,026**	**$1,546,883**	**$1,558,658**
Investment Earnings						
52-000-45-00-4500	INVESTMENT EARNINGS	1,193	3,899	1,250	14,500	1,250
	Total: Investment Earnings	**$1,193**	**$3,899**	**$1,250**	**$14,500**	**$1,250**
Reimbursements						
52-000-46-00-4690	REIMB - MISCELLANEOUS	1,264	8,149	-	-	-
	Total: Reimbursements	**$1,264**	**$8,149**	**$0**	**$0**	**$0**
Other Financing Sources						
52-000-49-00-4901	TRANSFER FROM GENERAL *NHR Sales Tax Proceeds for 2011 Ref D/S*	1,134,654	1,134,052	1,137,166	1,137,166	856,583
	Total: Other Financing Sources	**$1,134,654**	**$1,134,052**	**$1,137,166**	**$1,137,166**	**$856,583**
	Total: SEWER FUND REVENUE	**$2,526,917**	**$2,538,383**	**$2,404,442**	**$2,698,549**	**$2,416,491**

United City of Yorkville

Sewer Fund

520

SEWER OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
52-520-50-00-5010	SALARIES & WAGES	205,240	212,553	221,555	221,555	233,507
52-520-50-00-5020	OVERTIME	131	21	2,000	750	1,000
	Total: Salaries	**$205,371**	**$212,574**	**$223,555**	**$222,305**	**$234,507**
Benefits						
52-520-52-00-5212	RETIREMENT PLAN CONTRIBUTION	22,403	22,899	24,405	24,405	25,054
52-520-52-00-5214	FICA CONTRIBUTION	15,474	15,904	16,613	17,100	17,311
52-520-52-00-5216	GROUP HEALTH INSURANCE	48,364	48,457	54,530	54,530	51,285
52-520-52-00-5222	GROUP LIFE INSURANCE	409	371	371	371	273
52-520-52-00-5223	DENTAL INSURANCE	4,159	4,367	4,585	4,240	3,901
52-520-52-00-5224	VISION INSURANCE	552	552	568	594	594
52-520-52-00-5230	UNEMPLOYMENT INSURANCE	941	478	1,000	622	1,000
52-520-52-00-5231	LIABILITY INSURANCE	12,258	12,946	13,775	13,457	14,264
	Total: Benefits	**$104,560**	**$105,974**	**$115,847**	**$115,319**	**$113,682**
Contractual Services						
52-520-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	38,925	38,925	40,176
52-520-54-00-5405	BUILD PROGRAM	76,600	104,700	-	-	-
52-520-54-00-5406	RENEW PROGRAM	750	692	-	-	-
52-520-54-00-5412	TRAINING & CONFERENCES	1,515	1,703	3,300	3,300	2,500
52-520-54-00-5415	TRAVEL & LODGING	1,232	2,681	2,000	2,000	2,000
52-520-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	263
	1 New Computer (prorated)					
52-520-54-00-5430	PRINTING & DUPLICATING	1,265	1,133	1,500	1,500	1,500
52-520-54-00-5440	TELECOMMUNICATIONS	2,398	2,411	2,500	8,800	9,000
52-520-54-00-5444	LIFT STATION SERVICES	5,898	648	30,000	30,000	10,000
52-520-54-00-5462	PROFESSIONAL SERVICES	8,615	14,772	16,000	18,000	18,000
52-520-54-00-5480	UTILITIES	19,100	17,660	22,260	20,000	21,200
52-520-54-00-5483	JULIE SERVICES	-	-	-	-	3,000
52-520-54-00-5485	RENTAL & LEASE PURCHASE	766	423	1,000	1,000	1,000
52-520-54-00-5488	OFFICE CLEANING	-	-	4,167	729	751
52-520-54-00-5490	VEHICLE MAINTENANCE SERVICES	5,437	8,549	10,000	10,000	10,000
52-520-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	51,366	11,924	16,000	16,000	16,000
52-520-54-00-5498	PAYING AGENT FEES	1,277	1,542	2,980	1,277	1,500
52-520-54-00-5499	BAD DEBT	1,497	1,993	2,250	2,250	2,250
	Sewer Maint/Infra Fees on Utility Bill					
	Total: Contractual Services	**$177,716**	**$170,831**	**$152,882**	**$153,781**	**$139,140**

United City of Yorkville

Sewer Fund

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SEWER OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Supplies						
52-520-56-00-5600	WEARING APPAREL	3,441	2,791	3,308	3,308	3,980
52-520-56-00-5610	OFFICE SUPPLIES	569	465	1,000	1,000	1,000
52-520-56-00-5613	LIFT STATION MAINTENANCE	5,584	3,604	8,000	8,000	8,000
52-520-56-00-5620	OPERATING SUPPLIES	6,621	5,868	5,500	5,500	6,500
	Includes $500 for Weather Antenna					
52-520-56-00-5628	VEHICLE MAINTENANCE SUPPLIES	2,697	3,590	2,000	2,000	2,000
52-520-56-00-5630	SMALL TOOLS & EQUIPMENT	1,848	3,658	2,500	1,000	2,000
52-520-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	1,270	1,200	-	-
52-520-56-00-5640	REPAIR & MAINTENANCE	4,290	3,708	10,000	5,000	5,000
52-520-56-00-5665	JULIE SUPPLIES	-	-	-	-	1,200
52-520-56-00-5695	GASOLINE	13,874	13,958	21,400	20,000	21,400
	Total: Supplies	**$38,924**	**$38,912**	**$54,908**	**$45,808**	**$51,080**
Capital Outlay						
52-520-60-00-6025	ROAD TO BETTER ROADS	225,494	162,427	200,000	154,447	200,000
52-520-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	48,150
52-520-60-00-6059	US34 (IL 47/ORCHARD RD) PROJECT	-	-	10,000	1,096	17,002
52-520-60-00-6060	EQUIPMENT	-	1,014	-	-	-
52-520-60-00-6066	RT71 SANITARY SEWER REPLACEMENT	-	5,675	3,420	4,207	189,000
52-520-60-00-6079	ROUTE 47 EXPANSION	59,015	59,015	59,015	59,015	59,015
	Total: Capital Outlay	**$284,509**	**$228,131**	**$272,435**	**$218,765**	**$513,167**
Developer Commitments						
52-520-75-00-7500	LENNAR - RAINTREE SEWER RECPATURE	32,890	33,872	34,888	34,888	35,938
	Total: Developer Commitments	**$32,890**	**$33,872**	**$34,888**	**$34,888**	**$35,938**
Debt Service - 2004B Bond						
52-520-84-00-8000	PRINCIPAL PAYMENT	395,000	410,000	435,000	435,000	455,000
52-520-84-00-8050	INTEREST PAYMENT	65,825	52,000	35,600	35,600	18,200
	Total: Debt Service - 2004B Bond	**$460,825**	**$462,000**	**$470,600**	**$470,600**	**$473,200**
Debt Service - 2003A IRBB Debt Certificates						
52-520-90-00-8000	PRINCIPAL PAYMENT	110,000	115,000	120,000	120,000	130,000
52-520-90-00-8050	INTEREST PAYMENT	52,870	47,755	42,293	42,293	36,233
	Total: Debt Service - 2003 IRBB	**$162,870**	**$162,755**	**$162,293**	**$162,293**	**$166,233**

United City of Yorkville

Sewer Fund

520

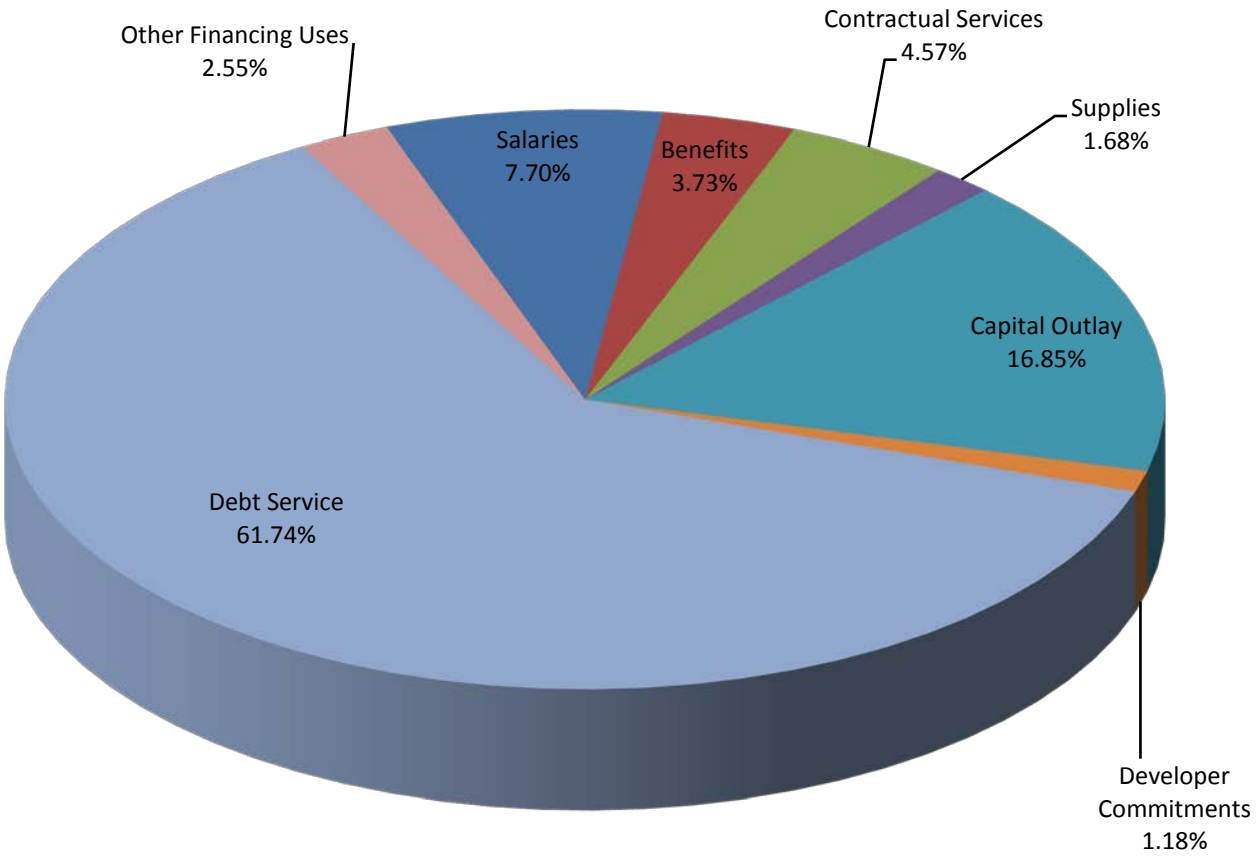
SEWER OPERATIONS

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Debt Service - 2011 Refunding Bond						
52-520-92-00-8000	PRINCIPAL PAYMENT	715,000	745,000	780,000	780,000	810,000
52-520-92-00-8050	INTEREST PAYMENT	419,654	389,052	357,166	357,166	323,782
	Total: Debt Service - 2011 Refunding	**$1,134,654**	**$1,134,052**	**$1,137,166**	**$1,137,166**	**$1,133,782**
Debt Service - IEPA Loan L17-115300						
52-520-96-00-8000	PRINCIPAL PAYMENT	95,821	98,353	100,952	100,952	103,619
52-520-96-00-8050	INTEREST PAYMENT	11,229	8,697	6,099	6,099	3,431
	Total: Debt Service - IEPA Loan 115300	**$107,050**	**$107,050**	**$107,051**	**$107,051**	**$107,050**
Other Financing Uses						
52-520-99-00-9951	TRANSFER TO WATER	76,275	75,075	73,875	73,875	77,675
	One Half the 2014C Debt Service PMT					
	Total: Other Financing Uses	**$76,275**	**$75,075**	**$73,875**	**$73,875**	**$77,675**
	Total: SEWER OPERATIONS	**$2,785,644**	**$2,731,226**	**$2,805,500**	**$2,741,851**	**$3,045,454**

United City of Yorkville

Expenses by Category

Sewer Fund Fiscal Year 2019 Budget



UNITED CITY OF YORKVILLE, ILLINOIS

Sewer Debt Service Summary

PRINCIPAL AND INTEREST REQUIREMENTS
FISCAL YEARS 2000 - 2026

Fiscal Year	Principal	Interest	Totals
1999 - 2000	37,166	11,202	48,368
2000 - 2001	58,780	37,957	96,737
2001 - 2002	66,512	40,539	107,051
2002 - 2003	68,269	38,781	107,050
2003 - 2004	70,073	73,108	143,181
2004 - 2005	151,924	222,038	373,962
2005 - 2006	273,825	239,299	513,124
2006 - 2007	280,775	232,709	513,484
2007 - 2008	292,778	225,581	518,359
2008 - 2009	304,833	217,831	522,664
2009 - 2010	311,942	209,109	521,051
2010 - 2011	329,107	199,897	529,004
2011 - 2012	341,329	255,795	597,124
2012 - 2013	358,610	655,758	1,014,368
2013 - 2014	1,130,952	644,117	1,775,069
2014 - 2015	1,258,355	599,266	1,857,621
2015 - 2016	1,315,821	549,578	1,865,399
2016 - 2017	1,368,353	497,504	1,865,857
2017 - 2018	1,435,952	441,158	1,877,110
2018 - 2019	1,498,619	381,646	1,880,265
2019 - 2020	1,032,832	319,475	1,352,307
2020 - 2021	1,025,000	275,798	1,300,798
2021 - 2022	1,070,000	230,780	1,300,780
2022 - 2023	1,115,000	183,754	1,298,754
2023 - 2024	1,000,000	134,606	1,134,606
2024 - 2025	1,045,000	91,806	1,136,806
2025 - 2026	1,100,000	47,080	1,147,080
	$ 18,341,807	**$ 7,056,172**	**$ 25,397,979**

UNITED CITY OF YORKVILLE, ILLINOIS

Sewer Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Refunding Bond of 2011

Date of Maturity	December 30, 2025	**Principal & Interest Paid-to-Date**	**$**	**6,220,565**
Date of Issuance	November 10, 2011			
Authorized Issue	$11,150,000	**Principal & Interest Outstanding**	**$**	**9,095,100**
Interest Rate	4.280%			
Interest Dates	June 30th and December 30th			
Principal Maturity Dates	December 30th			
Payable at	The Bank of New York Trust Company			
Purpose	Refunded Series 2005D and 2008 Refunding Bonds			

PRINCIPAL AND INTEREST REQUIREMENTS

		Debt Service Requirements			Interest Due on			
Fiscal Year		Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2011 - 2012	*	-	66,281	66,281	2011	-	2011	66,281
2012 - 2013	*	-	477,220	477,220	2012	238,610	2012	238,610
2013 - 2014		660,000	477,220	1,137,220	2013	238,610	2013	238,610
2014 - 2015		685,000	448,972	1,133,972	2014	224,486	2014	224,486
2015 - 2016		715,000	419,654	1,134,654	2015	209,827	2015	209,827
2016 - 2017		745,000	389,052	1,134,052	2016	194,526	2016	194,526
2017 - 2018		780,000	357,166	1,137,166	2017	178,583	2017	178,583
2018 - 2019		810,000	323,782	1,133,782	2018	161,891	2018	161,891
2019 - 2020		845,000	289,114	1,134,114	2019	144,557	2019	144,557
2020 - 2021		885,000	252,948	1,137,948	2020	126,474	2020	126,474
2021 - 2022		920,000	215,070	1,135,070	2021	107,535	2021	107,535
2022 - 2023		960,000	175,694	1,135,694	2022	87,847	2022	87,847
2023 - 2024		1,000,000	134,606	1,134,606	2023	67,303	2023	67,303
2024 - 2025		1,045,000	91,806	1,136,806	2024	45,903	2024	45,903
2025 - 2026		1,100,000	47,080	1,147,080	2025	23,540	2025	23,540
		$ 11,150,000	$ 4,165,665	$ 15,315,665		$ 2,049,692		$ 2,115,973

* Represents accrued interest paid for by tax levy proceeds.

UNITED CITY OF YORKVILLE, ILLINOIS

Sewer Fund
Long-Term Debt Requirements

General Obligation Alternate Revenue Source Bond of 2004B

Date of Maturity	December 30, 2018	**Principal & Interest Paid-to-Date**	**$ 4,333,336**
Date of Issuance	March 1, 2004		
Authorized Issue	$3,500,000	**Principal & Interest Outstanding**	**$ 473,200**
Interest Rates	2.50% - 4.00%		
Interest Dates	June 30th and December 30th		
Principal Maturity Dates	December 30th		
Payable at	BNY Midwest Trust Company		
Purpose	Provide Sanitary Sewer to Autumn Creek Subdivision		

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2004 - 2005	-	100,196	100,196	2005	39,877	2005	60,319
2005 - 2006	120,000	120,638	240,638	2005	60,319	2005	60,319
2006 - 2007	125,000	117,638	242,638	2006	58,819	2006	58,819
2007 - 2008	135,000	114,513	249,513	2007	57,257	2007	57,257
2008 - 2009	140,000	111,138	251,138	2008	55,569	2008	55,569
2009 - 2010	145,000	107,288	252,288	2009	53,644	2009	53,644
2010 - 2011	155,000	103,300	258,300	2010	51,650	2010	51,650
2011 - 2012	160,000	98,650	258,650	2011	49,325	2011	49,325
2012 - 2013	170,000	93,850	263,850	2012	46,925	2012	46,925
2013 - 2014	280,000	88,750	368,750	2013	44,375	2013	44,375
2014 - 2015	375,000	78,950	453,950	2014	39,475	2014	39,475
2015 - 2016	395,000	65,825	460,825	2015	32,913	2015	32,913
2016 - 2017	410,000	52,000	462,000	2016	26,000	2016	26,000
2017 - 2018	435,000	35,600	470,600	2017	17,800	2017	17,800
2018 - 2019	455,000	18,200	473,200	2018	9,100	2018	9,100
	$ 3,500,000	$ 1,306,536	$ 4,806,536		$ 643,047		$ 663,489

UNITED CITY OF YORKVILLE, ILLINOIS

Sewer Fund
Long-Term Debt Requirements

Illinois Rural Bond Bank Debt Certificates of 2003A

Date of Maturity	February 1, 2023	**Principal & Interest Paid-to-Date**	**$**	**2,327,717**
Date of Issuance	September 24, 2003			
Authorized Issue	$2,035,000	**Principal & Interest Outstanding**	**$**	**822,521**
Interest Rates	1.60% - 5.20%			
Interest Dates	August 1st and February 1st			
Principal Maturity Dates	February 1st			
Payable at	US Bank National Association			
Purpose	Construction of Bruell Street Lift Station			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	Aug 1st	Amount	Feb 1st	Amount
2003 - 2004	-	36,131	36,131	2003	-	2004	36,131
2004 - 2005	80,000	86,715	166,715	2004	43,358	2005	43,358
2005 - 2006	80,000	85,435	165,435	2005	42,718	2006	42,718
2006 - 2007	80,000	83,795	163,795	2006	41,898	2007	41,898
2007 - 2008	80,000	81,795	161,795	2007	40,898	2008	40,898
2008 - 2009	85,000	79,475	164,475	2008	39,738	2009	39,738
2009 - 2010	85,000	76,713	161,713	2009	38,357	2010	38,357
2010 - 2011	90,000	73,653	163,653	2010	36,827	2011	36,827
2011 - 2012	95,000	70,143	165,143	2011	35,072	2012	35,072
2012 - 2013	100,000	66,248	166,248	2012	33,124	2013	33,124
2013 - 2014	100,000	62,048	162,048	2013	31,024	2014	31,024
2014 - 2015	105,000	57,648	162,648	2014	28,824	2015	28,824
2015 - 2016	110,000	52,870	162,870	2015	26,435	2016	26,435
2016 - 2017	115,000	47,755	162,755	2016	23,878	2017	23,878
2017 - 2018	120,000	42,293	162,293	2017	21,147	2018	21,147
2018 - 2019	130,000	36,233	166,233	2018	18,117	2019	18,117
2019 - 2020	135,000	29,668	164,668	2019	14,834	2020	14,834
2020- 2021	140,000	22,850	162,850	2020	11,425	2021	11,425
2021 - 2022	150,000	15,710	165,710	2021	7,855	2022	7,855
2022 - 2023	155,000	8,060	163,060	2022	4,030	2023	4,030
	$ 2,035,000	$ 1,115,238	$ 3,150,238		$ 539,554		$ 575,685

UNITED CITY OF YORKVILLE, ILLINOIS

Sewer Fund
Long-Term Debt Requirements

IEPA (L17 - 115300) Loan Payable of 2000

Date of Maturity	September 6, 2019	**Principal & Interest Paid-to-Date**	**$**	**1,964,965**
Date of Issuance	March 6, 2000			
Authorized Issue	$1,656,809	**Principal & Interest Outstanding**	**$**	**160,575**
Interest Rate	2.625%			
Interest Dates	September 6th and March 6th			
Principal Maturity Dates	September 6th and March 6th			
Payable at	Illinois Environmental Protection Agency			
Purpose	Constructed Sewer Main and 1999 SSES (Sewer Repair & Rehab)			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	Sept 6th	Amount	Mar 6th	Amount
1999 - 2000	37,166	11,202	48,368	1999	-	2000	11,202
2000 - 2001	58,780	37,957	96,737	2000	19,170	2001	18,787
2001 - 2002	66,512	40,539	107,051	2001	20,486	2002	20,053
2002 - 2003	68,269	38,781	107,050	2002	19,613	2003	19,168
2003 - 2004	70,073	36,977	107,050	2003	18,717	2004	18,260
2004 - 2005	71,924	35,127	107,051	2004	17,798	2005	17,329
2005 - 2006	73,825	33,226	107,051	2005	16,854	2006	16,372
2006 - 2007	75,775	31,276	107,051	2006	15,885	2007	15,391
2007 - 2008	77,778	29,273	107,051	2007	14,890	2008	14,383
2008 - 2009	79,833	27,218	107,051	2008	13,869	2009	13,349
2009 - 2010	81,942	25,108	107,050	2009	12,821	2010	12,287
2010 - 2011	84,107	22,944	107,051	2010	11,746	2011	11,198
2011 - 2012	86,329	20,721	107,050	2011	10,642	2012	10,079
2012 - 2013	88,610	18,440	107,050	2012	9,509	2012	8,931
2013 - 2014	90,952	16,099	107,051	2013	8,346	2013	7,753
2014 - 2015	93,355	13,696	107,051	2014	7,152	2014	6,544
2015 - 2016	95,821	11,229	107,050	2015	5,926	2015	5,303
2016 - 2017	98,353	8,697	107,050	2016	4,669	2016	4,028
2017 - 2018	100,952	6,099	107,051	2017	3,378	2017	2,721
2018 - 2019	103,619	3,431	107,050	2018	2,053	2018	1,378
2019 - 2020	52,832	693	53,525	2019	693	2019	-
	$ 1,656,807	$ 468,733	$ 2,125,540		$ 234,217		$ 234,516

LIBRARY FUNDS

The Library has three budgeted funds used to account for operations (82) and development fee & capital expenditures (84).

- Library Operations Fund (82)

- Library Capital Fund (84)

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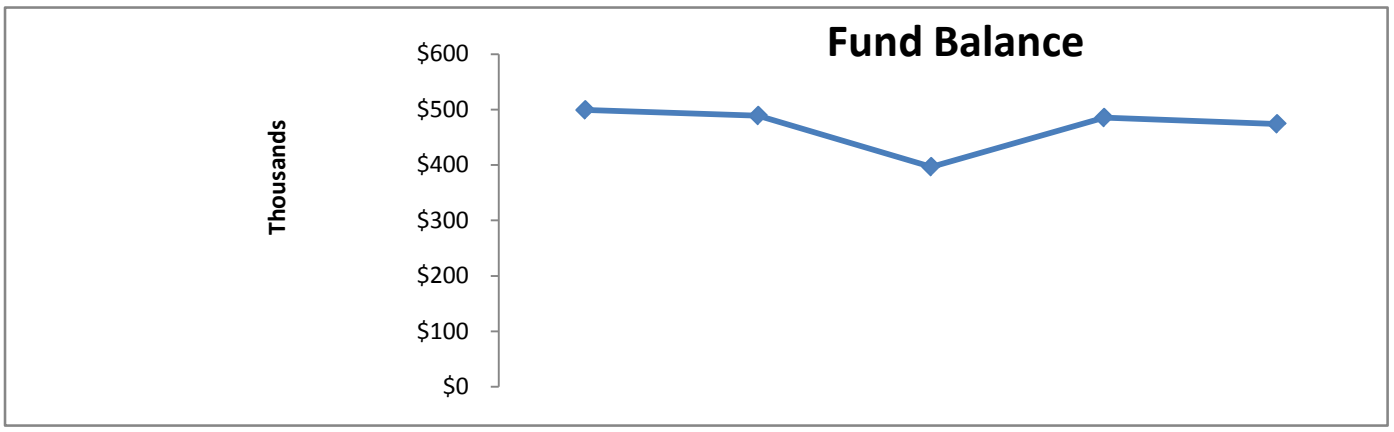
LIBRARY OPERATIONS FUND (82)

The Yorkville Public Library provides the people of the community, from pre-school through maturity, with access to a collection of books and other materials which will serve their educational, cultural and recreational needs. The Library Board and staff strive to provide the community an environment that promotes the love of reading.

Operational Functions

- Program Activities based on Community Interests
- Support an Active Public Relations Program
- Provide Meeting Space for Community Groups
- Facilitate Loaning of Books & Other Media
- Participate in Inter-Library Loan Program
- Provide Residents with Technology Access

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Taxes	1,369,150	1,372,091	1,403,263	1,402,659	1,464,606
Intergovernmental	26,475	18,958	22,450	18,388	18,350
Fines & Forfeits	8,081	7,355	8,000	9,000	8,500
Charges for Service	9,191	10,208	10,000	13,300	11,500
Investment Earnings	559	1,594	800	2,000	1,750
Reimbursements	-	2,141	-	691	-
Miscellaneous	5,280	7,099	5,500	6,750	6,750
Other Financing Sources	25,928	24,044	26,440	23,793	25,179
Total Revenue	**1,444,664**	**1,443,490**	**1,476,453**	**1,476,581**	**1,536,635**
Expenditures					
Salaries	391,904	411,502	456,517	405,000	422,698
Benefits	151,698	158,182	180,757	151,460	166,150
Contractual Services	94,596	104,409	141,880	142,389	145,840
Supplies	23,907	26,927	21,000	21,000	21,200
Debt Service	749,846	752,771	760,396	760,396	792,101
Total Expenditures	**1,411,951**	**1,453,791**	**1,560,550**	**1,480,245**	**1,547,989**
Surplus (Deficit)	32,713	(10,301)	(84,097)	(3,664)	(11,354)
Ending Fund Balance	**499,355**	**489,057**	**396,472**	**485,393**	**474,039**
	35.4%	*33.6%*	*25.4%*	*32.8%*	*30.6%*



LIBRARY OPERATIONS FUND (82)

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Personnel *					
Full-time Personnel: **					
Library Director	1.00	1.00	1.00	1.00	1.00
Director of Adult Services	1.00	1.00	1.00	1.00	1.00
Director of Youth Services	1.00	0.00	0.00	0.00	0.00
Director of Technical Services	1.00	1.00	1.00	1.00	1.00
Circulation Manager	1.00	1.00	1.00	1.00	1.00
Total Full-time Personnel	5.00	4.00	4.00	4.00	4.00
Part-time Personnel:					
Library Clerks	5.72	6.28	6.25	6.30	6.73
Custodian	1.32	0.52	1.44	1.06	1.44
Total Part-Time Personnel	7.04	6.80	7.69	7.36	8.17
Total Full-Time Equivalent Personnel	**12.04**	**10.80**	**11.69**	**11.36**	**12.17**

** All personnel numbers presented as Full-Time Equivalents (FTE).*

*** All full-time personnel participate in the Illinois Municipal Retirement Fund (IMRF).*

Fiscal Year 2018 Library Department Highlights

New Computers - Twenty-eight new computers were added for patron use.

Fundraising Efforts - The Library support group called "Friends of the Library", raised over $10,000 to support Library programming and books.

Book It Race - The first annual 5K "Book It" Race was held during the Yorkville Hometown Days celebration, which raised over $300 for Library operations.

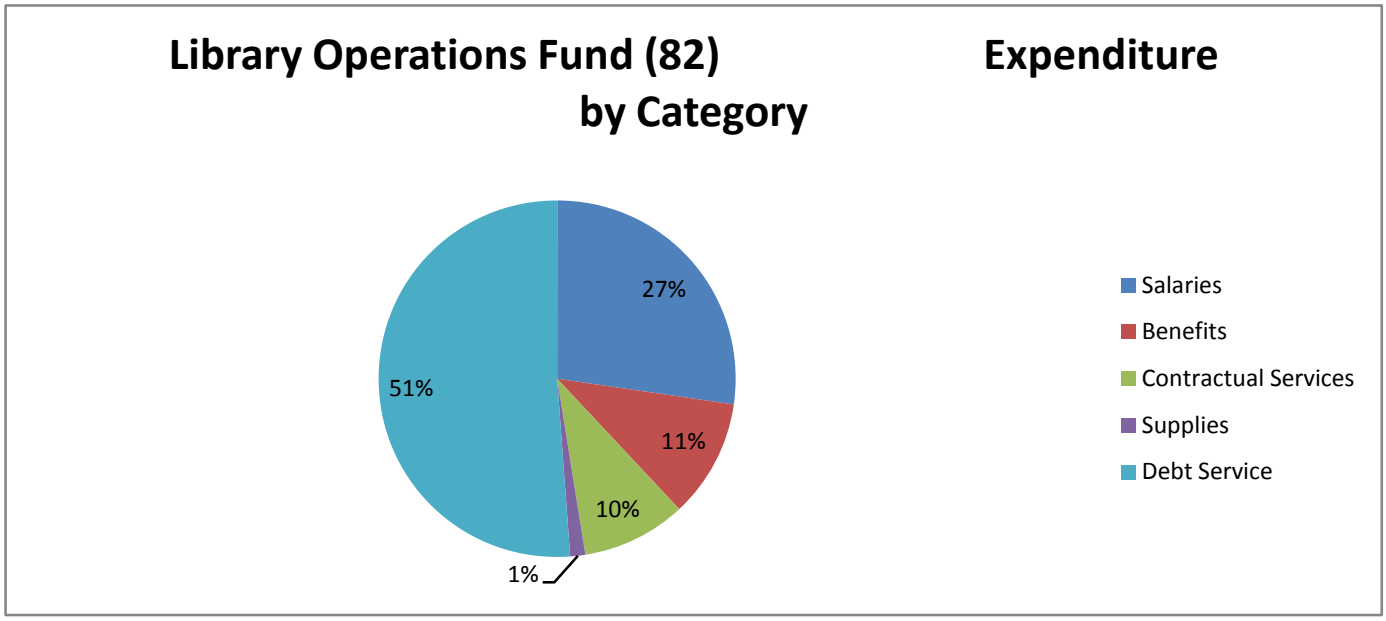
Fiscal Year 2019 Library Department Goals & Objectives

- Conduct an RFP to paint the outside of the Library building.
- Continue to update Library's collection.
- Expand Library hours of operation to include Sundays from 1 - 4pm - September through May.

LIBRARY OPERATIONS FUND (82)

Library Operations Fund Performance Metrics

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Total Patron Visits	76,102	77,186	71,185	73,690	
Number of Patron Library Cards	7,148	7,160	6,309	6,380	
Program Attendance for:	*5,170*	*7,296*	*6,831*	*7,752*	-
Children's Programs	2,789	4,768	4,845	5,433	
Young Adult Programs	1,311	1,320	451	724	
Adult Programs	1,070	1,208	1,535	1,595	
Library Materials & Subscriptions:					
Books	51,493	51,746	53,613	55,345	
DVD's	2,222	2,311	2,447	2,659	
Audio Recordings	3,348	3,437	3,476	3,600	
Sheet Music	1,259	1,259	1,253	1,259	
Magazine Subscriptions	90	87	84	84	
Newspaper Subscriptions	4	4	4	4	
Items Borrowed from Other Libraries for Yorkville Patrons	29,293	16,201	13,032	13,213	
Items Loaned to Other Libraries from Collection	6,611	8,075	8,005	7,409	
Items Checked Out by Patrons	102,100	92,885	72,995	86,898	
Access to e-Books	19,223	42,530	39,794	53,459	
Access to e-Audio Recordings	2,835	4,716	6,045	3,600	



United City of Yorkville
Library Operations Fund

82

LIBRARY OPERATIONS FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Taxes						
82-000-40-00-4000	PROPERTY TAXES - LIBRARY OPS	622,529	626,183	645,867	644,025	672,505
82-000-40-00-4083	PROPERTY TAXES - DEBT SERVICE	746,621	745,908	757,396	758,634	792,101
	Total: Taxes	**$1,369,150**	**$1,372,091**	**$1,403,263**	**$1,402,659**	**$1,464,606**
Intergovernmental						
82-000-41-00-4120	PERSONAL PROPERTY TAX	5,324	5,914	5,250	5,250	5,250
	Library Share is 24.89%					
82-000-41-00-4170	STATE GRANTS	21,151	13,044	17,200	13,138	13,100
	Library per Capita Grant					
	Total: Intergovernmental	**$26,475**	**$18,958**	**$22,450**	**$18,388**	**$18,350**
Fines & Forfeits						
82-000-43-00-4330	LIBRARY FINES	8,081	7,355	8,000	9,000	8,500
	Total: Fines & Forfeits	**$8,081**	**$7,355**	**$8,000**	**$9,000**	**$8,500**
Charges for Services						
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	6,038	6,576	6,500	8,800	7,500
82-000-44-00-4422	COPY FEES	2,283	2,717	2,500	3,500	3,000
82-000-44-00-4439	PROGRAM FEES	870	915	1,000	1,000	1,000
	Total: Charges for Services	**$9,191**	**$10,208**	**$10,000**	**$13,300**	**$11,500**
Investment Earnings						
82-000-45-00-4500	INVESTMENT EARNINGS	559	1,594	800	2,000	1,750
	Total: Investment Earnings	**$559**	**$1,594**	**$800**	**$2,000**	**$1,750**
Reimbursements						
82-000-46-00-4690	REIMB - MISCELLANEOUS	-	2,141	-	691	-
	Total: Reimbursements	**$0**	**$2,141**	**$0**	**$691**	**$0**
Miscellaneous						
82-000-48-00-4820	RENTAL INCOME	1,942	2,200	2,000	1,800	2,000
82-000-48-00-4824	DVD RENTAL INCOME	2,454	2,444	2,500	2,800	2,750
82-000-48-00-4850	MISCELLANEOUS INCOME	884	2,455	1,000	2,150	2,000
	Total: Miscellaneous	**$5,280**	**$7,099**	**$5,500**	**$6,750**	**$6,750**
Other Financing Sources						
82-000-49-00-4901	TRANSFER FROM GENERAL	25,928	24,044	26,440	23,793	25,179
	For Liability/Unemployment Insurance					
	Total: Other Financing Sources	**$25,928**	**$24,044**	**$26,440**	**$23,793**	**$25,179**
	Total: LIBRARY OPS REVENUE	**$1,444,664**	**$1,443,490**	**$1,476,453**	**$1,476,581**	**$1,536,635**

United City of Yorkville

Library Operations Fund

820

LIBRARY OPERATIONS FUND EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Salaries						
82-820-50-00-5010	SALARIES & WAGES	201,312	211,185	223,828	215,000	226,998
82-820-50-00-5015	PART-TIME SALARIES	190,592	200,317	232,689	190,000	195,700
	Total: Salaries	**$391,904**	**$411,502**	**$456,517**	**$405,000**	**$422,698**
Benefits						
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	21,767	22,558	24,435	23,500	24,252
82-820-52-00-5214	FICA CONTRIBUTION	29,361	30,778	34,263	31,000	31,720
82-820-52-00-5216	GROUP HEALTH INSURANCE	68,514	74,462	88,996	67,475	79,318
82-820-52-00-5222	GROUP LIFE INSURANCE	443	403	403	381	328
82-820-52-00-5223	DENTAL INSURANCE	5,034	5,286	5,550	4,673	4,652
82-820-52-00-5224	VISION INSURANCE	651	651	670	638	701
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	420	474	1,000	747	750
	Canceled out by General Fund Transfer					
82-820-52-00-5231	LIABILITY INSURANCE	25,508	23,570	25,440	23,046	24,429
	Canceled out by General Fund Transfer					
	Total: Benefits	**$151,698**	**$158,182**	**$180,757**	**$151,460**	**$166,150**
Contractual Services						
82-820-54-00-5412	TRAINING & CONFERENCES	249	330	500	500	2,500
82-820-54-00-5415	TRAVEL & LODGING	262	365	600	600	600
82-820-54-00-5421`	PPRT TAX REBATE	678	-	-	-	-
82-820-54-00-5426	PUBLISHING & ADVERTISING	23	277	100	100	2,000
82-820-54-00-5440	TELECOMMUNICATIONS	6,007	3,524	6,000	5,000	5,000
82-820-54-00-5452	POSTAGE & SHIPPING	494	398	500	500	500
82-820-54-00-5460	DUES & SUBSCRIPTIONS	9,560	9,005	12,000	10,000	11,000
	Database & Subscriptions					
82-820-54-00-5462	PROFESSIONAL SERVICES	31,278	38,037	40,000	35,000	40,000
82-820-54-00-5466	LEGAL SERVICES	-	-	2,000	-	3,000
82-820-54-00-5468	AUTOMATION	17,890	12,633	20,000	15,000	20,000
82-820-54-00-5480	UTILITIES	6,504	10,961	8,480	9,000	9,540
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	19,962	27,190	50,000	65,000	50,000
82-820-54-00-5498	PAYING AGENT FEES	1,689	1,689	1,700	1,689	1,700
	Total: Contractual Services	**$94,596**	**$104,409**	**$141,880**	**$142,389**	**$145,840**
Supplies						
82-820-56-00-5610	OFFICE SUPPLIES	9,240	8,906	8,000	8,000	8,000
82-820-56-00-5620	OPERATING SUPPLES	11,210	9,654	10,000	10,000	2,000
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	-	-	8,000

United City of Yorkville

Library Operations Fund

820

LIBRARY OPERATIONS FUND EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
82-820-56-00-5671	LIBRARY PROGRAMMING	1,030	1,243	1,000	1,000	1,000
	Ties to Program Fee Revenue					
82-820-56-00-5676	EMPLOYEE RRECOGNITION	-	-	-	-	200
82-820-56-00-5685	DVD'S	2,427	1,141	500	500	500
82-820-56-00-5686	BOOKS	-	5,983	1,500	1,500	1,500
	Total: Supplies	**$23,907**	**$26,927**	**$21,000**	**$21,000**	**$21,200**
Debt Service - 2006 Bond						
82-820-84-00-8000	PRINCIPAL PAYMENT	50,000	50,000	50,000	50,000	50,000
82-820-84-00-8050	INTEREST PAYMENT	32,113	29,738	27,363	27,363	24,988
	Total: Debt Service - 2006 Bond	**$82,113**	**$79,738**	**$77,363**	**$77,363**	**$74,988**
Debt Service - 2013 Refunding Bond						
82-820-99-00-8000	PRINCIPAL PAYMENT	485,000	500,000	520,000	520,000	565,000
82-820-99-00-8050	INTEREST PAYMENT	182,733	173,033	163,033	163,033	152,113
	Total: Debt Service - 2013 Ref Bond	**$667,733**	**$673,033**	**$683,033**	**$683,033**	**$717,113**
	Total: LIBRARY EXPENDITURES	**$1,411,951**	**$1,453,791**	**$1,560,550**	**$1,480,245**	**$1,547,989**

UNITED CITY OF YORKVILLE, ILLINOIS

Library Debt Service Summary Schedule

PRINCIPAL AND INTEREST REQUIREMENTS
FISCAL YEARS 2007 - 2025

Fiscal Year	Principal	Interest	Totals
2007 - 2008	-	100,810	100,810
2008 - 2009	50,000	71,300	121,300
2009 - 2010	150,000	68,925	218,925
2010 - 2011	150,000	61,800	211,800
2011 - 2012	175,000	54,675	229,675
2012 - 2013	150,000	46,363	196,363
2013 - 2014	255,000	164,320	419,320
2014 - 2015	505,000	226,321	731,321
2015 - 2016	535,000	214,846	749,846
2016 - 2017	550,000	202,771	752,771
2017 - 2018	570,000	190,396	760,396
2018 - 2019	615,000	177,101	792,101
2019 - 2020	635,000	162,013	797,013
2020 - 2021	685,000	142,088	827,088
2021 - 2022	720,000	120,225	840,225
2022 - 2023	750,000	97,313	847,313
2023 - 2024	800,000	66,750	866,750
2024 - 2025	830,000	34,000	864,000
	$ 8,125,000	**$ 2,202,014**	**$ 10,327,014**

UNITED CITY OF YORKVILLE, ILLINOIS

Library Fund
Long-Term Debt Requirements

General Obligation Library Bond of 2006

Date of Maturity	December 30, 2024	**Principal & Interest Paid-to-Date**	**$**	**1,541,813**
Date of Issuance	August 1, 2006			
Authorized Issue	$1,500,000	**Principal & Interest Outstanding**	**$**	**636,977**
Interest Rates	4.75% - 4.80%			
Interest Dates	June 30th and December 30th			
Principal Maturity Dates	December 30th			
Payable at	BNY Midwest Trust Company			
Purpose	Library Expansion			

PRINCIPAL AND INTEREST REQUIREMENTS

	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2007 - 2008	-	100,810	100,810	2007	65,160	2007	35,650
2008 - 2009	50,000	71,300	121,300	2008	35,650	2008	35,650
2009 - 2010	150,000	68,925	218,925	2009	34,463	2009	34,463
2010 - 2011	150,000	61,800	211,800	2010	30,900	2010	30,900
2011 - 2012	175,000	54,675	229,675	2011	27,338	2011	27,338
2012 - 2013	150,000	46,363	196,363	2012	23,182	2012	23,182
2013 - 2014	100,000	39,238	139,238	2013	19,619	2013	19,619
2014 - 2015	50,000	34,488	84,488	2014	17,244	2014	17,244
2015 - 2016	50,000	32,113	82,113	2015	16,057	2015	16,057
2016 - 2017	50,000	29,738	79,738	2016	14,869	2016	14,869
2017 - 2018	50,000	27,363	77,363	2017	13,682	2017	13,682
2018 - 2019	50,000	24,988	74,988	2018	12,494	2018	12,494
2019 - 2020	50,000	22,613	72,613	2019	11,307	2019	11,307
2020 - 2021	75,000	20,238	95,238	2020	10,119	2020	10,119
2021 - 2022	75,000	16,675	91,675	2021	8,338	2021	8,338
2022 - 2023	75,000	13,113	88,113	2022	6,557	2022	6,557
2023 - 2024	100,000	9,550	109,550	2023	4,775	2023	4,775
2024 - 2025	100,000	4,800	104,800	2024	2,400	2024	2,400
	$ 1,500,000	$ 678,790	$ 2,178,790		$ 354,150		$ 324,640

UNITED CITY OF YORKVILLE, ILLINOIS

Library Fund
Long-Term Debt Requirements

General Obligation Library Refunding Bond of 2013

Date of Maturity	December 30, 2024	**Principal & Interest Paid-to-Date**	**$**	**2,950,712**
Date of Issuance	May 9, 2013			
Authorized Issue	$6,625,000	**Principal & Interest Outstanding**	**$**	**5,197,513**
Interest Rates	2.00% - 4.00%			
Interest Dates	June 30th and December 30th			
Principal Maturity Dates	December 30th			
Payable at	Bank of New York Mellon			
Purpose	Refunding of Series 2005B Library Bonds			

PRINCIPAL AND INTEREST REQUIREMENTS

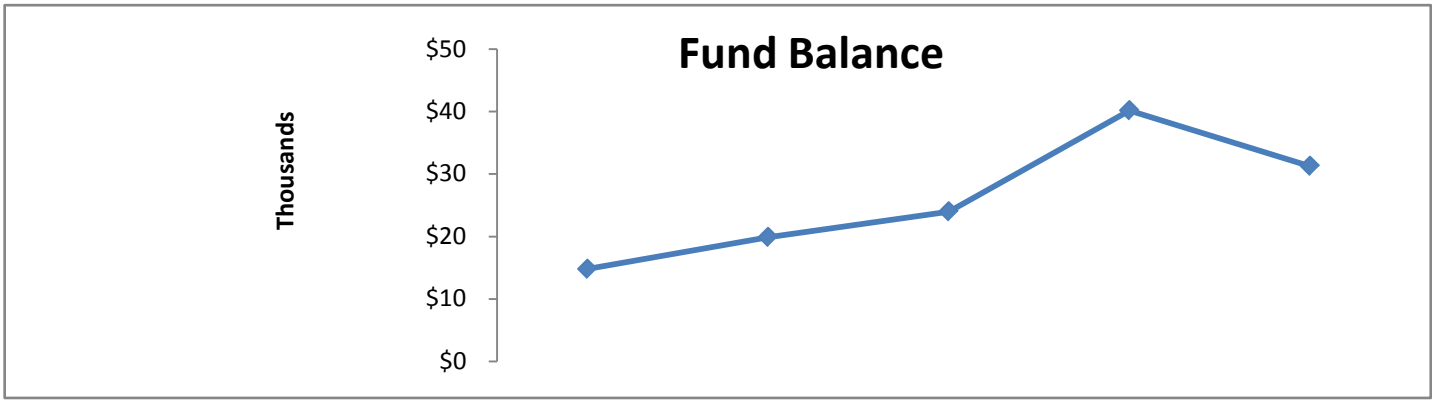
	Debt Service Requirements			Interest Due on			
Fiscal Year	Principal	Interest	Totals	June 30th	Amount	Dec 30th	Amount
2013 - 2014	155,000	125,082	280,082	2013	27,615	2013	97,466
2014 - 2015	455,000	191,833	646,833	2014	95,916	2014	95,916
2015 - 2016	485,000	182,733	667,733	2015	91,366	2015	91,366
2016 - 2017	500,000	173,033	673,033	2016	86,516	2016	86,516
2017 - 2018	520,000	163,033	683,033	2017	81,516	2017	81,516
2018 - 2019	565,000	152,113	717,113	2018	76,056	2018	76,056
2019 - 2020	585,000	139,400	724,400	2019	69,700	2019	69,700
2020 - 2021	610,000	121,850	731,850	2020	60,925	2020	60,925
2021 - 2022	645,000	103,550	748,550	2021	51,775	2021	51,775
2022 - 2023	675,000	84,200	759,200	2022	42,100	2022	42,100
2023 - 2024	700,000	57,200	757,200	2023	28,600	2023	28,600
2024 - 2025	730,000	29,200	759,200	2024	14,600	2024	14,600
	$ 6,625,000	$ 1,523,224	$ 8,148,224		$ 726,687		$ 796,538

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LIBRARY CAPITAL FUND (84)

The Library Capital Fund derives its revenue from monies collected from building permits. The revenue is used for Library building maintenance and associated capital purchases, site improvements, or other capital improvements including the acquisition of automation or technology equipment, books, audio books, compact disks, magazines, vehicles or other such equipment.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget
Revenue					
Licenses & Permits	36,100	53,650	35,000	70,000	43,200
Investment Earnings	18	142	10	10	10
Total Revenue	**36,118**	**53,792**	**35,010**	**70,010**	**43,210**
Expenditures					
Contractual Services	4,258	3,844	3,500	3,500	3,500
Supplies	29,768	44,851	31,500	46,250	48,600
Total Expenditures	**34,026**	**48,695**	**35,000**	**49,750**	**52,100**
Surplus (Deficit)	2,092	5,097	10	20,260	(8,890)
Ending Fund Balance	**14,807**	**19,904**	**23,999**	**40,164**	**31,274**
	43.5%	*40.9%*	*68.6%*	*80.7%*	*60.0%*



United City of Yorkville

Library Capital Fund

84

LIBRARY CAPITAL FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Licenses and Permits						
84-000-42-00-4214	DEVELOPMENT FEES	35,350	53,450	35,000	70,000	43,200
84-000-42-00-4224	RENEW PROGRAM PERMITS	750	200	-	-	-
	Total: Licenses and Permits	**$36,100**	**$53,650**	**$35,000**	**$70,000**	**$43,200**
Investment Earnings						
84-000-45-00-4500	INVESTMENT EARNINGS	8	12	10	10	10
84-000-48-00-4850	MISCELLANEOUS INCOME	10	130	-	-	-
	Total: Investment Earnings	**$18**	**$142**	**$10**	**$10**	**$10**
	Total: LIBRARY CAPITAL REVENUE	**$36,118**	**$53,792**	**$35,010**	**$70,010**	**$43,210**

United City of Yorkville

Library Capital Fund

840

LIBRARY CAPITAL FUND EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted
Contractual Services						
84-840-54-00-5406	RENEW PROGRAM	750	200	-	-	-
84-840-54-00-5460	E-BOOKS SUBSCRIPTION	3,508	3,644	3,500	3,500	3,500
	Total: Contractual Services	**$4,258**	**$3,844**	**$3,500**	**$3,500**	**$3,500**
Supplies						
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	1,311	15,444	15,000	15,000	15,000
84-840-56-00-5683	AUDIO BOOKS	1,237	2,758	-	1,600	1,600
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	150	500
84-840-56-00-5685	DVD'S	394	1,843	-	1,500	1,500
84-840-56-00-5686	BOOKS	26,826	24,806	16,500	28,000	30,000
	Total: Supplies	**$29,768**	**$44,851**	**$31,500**	**$46,250**	**$48,600**
	Total: LIBRARY CAPITAL EXPENDITURES	**$34,026**	**$48,695**	**$35,000**	**$49,750**	**$52,100**

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LONG-TERM OPERATING & CAPITAL PLAN

United City of Yorkville

Revenue Budget Summary - All Funds

Fiscal Years 2016 - 2023

FUND	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
General Fund	14,529,786	15,010,788	15,137,621	15,309,222	15,642,962	15,869,067	16,130,566	16,398,537	16,550,555
Special Revenue Funds									
Motor Fuel Tax	600,899	508,122	494,116	506,819	535,817	543,613	551,605	560,797	571,193
Parks and Recreation	1,718,263	1,787,614	1,899,933	1,987,762	1,988,014	2,111,927	2,170,610	2,230,096	2,303,420
Land Cash	125,532	130,863	90,500	213,762	714,113	11,638	-	-	-
Countryside TIF	1,741,077	215,360	225,000	198,294	246,261	268,732	442,258	455,526	469,192
Downtown TIF	69,107	68,763	70,000	76,186	130,536	125,432	85,000	90,000	90,000
Downtown TIF II	-	-	-	-	-	-	-	-	-
Fox Hill SSA	7,072	29,263	9,365	9,366	13,381	13,381	13,381	13,381	13,381
Sunflower SSA	18,609	20,456	13,480	13,480	15,637	18,139	21,303	21,303	21,303
Debt Service Fund	306,387	321,064	320,225	320,225	324,725	324,025	323,225	329,375	330,075
Capital Project Funds									
Vehicle & Equipment	528,026	637,389	329,845	390,549	237,311	166,978	166,546	170,812	191,123
City-Wide Capital	1,588,515	1,726,285	2,705,765	2,833,961	2,183,577	834,549	834,549	832,000	1,003,600
Enterprise Funds									
Water	8,061,730	10,551,626	4,297,767	4,567,116	4,538,518	4,703,703	4,874,532	5,056,820	5,247,439
Sewer	2,526,917	2,538,383	2,404,442	2,698,549	2,416,491	2,175,674	2,182,049	2,619,355	2,790,053
Library Funds									
Library Operations	1,444,624	1,443,490	1,476,453	1,476,581	1,536,635	1,556,263	1,601,461	1,630,138	1,653,145
Library Capital	36,118	53,792	35,010	70,010	43,210	39,610	39,610	39,610	39,610
TOTAL REVENUES	**33,302,662**	**35,043,258**	**29,509,522**	**30,671,882**	**30,567,188**	**28,762,731**	**29,436,695**	**30,447,750**	**31,274,089**

United City of Yorkville

Expenditure Budget Summary - All Funds

Fiscal Years 2016 - 2023

FUND	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
General Fund	13,664,138	14,488,405	15,721,945	15,745,315	15,952,180	16,173,015	16,446,145	17,334,249	17,839,860
Special Revenue Funds									
Motor Fuel Tax	637,955	599,121	756,137	714,537	691,787	773,787	662,287	647,287	572,383
Parks and Recreation	1,775,036	1,842,499	1,977,311	2,022,397	2,086,308	2,108,585	2,162,520	2,221,282	2,292,706
Land Cash	30,644	92,865	362,355	650,831	465,000	50,000	-	-	24,000
Countryside TIF	1,686,204	161,167	163,516	163,037	863,107	223,594	222,060	223,065	222,536
Downtown TIF	54,498	224,910	1,132,742	1,079,315	419,243	530,527	297,153	291,037	80,006
Downtown TIF II	-	-	-	-	10,000	-	-	-	-
Fox Hill SSA	26,314	10,741	23,000	18,700	8,835	30,977	10,326	10,482	10,646
Sunflower SSA	29,676	5,057	29,735	22,744	18,835	15,177	15,326	16,922	17,086
Debt Service Fund	314,229	321,064	320,225	320,225	324,725	324,025	323,225	329,375	330,075
Capital Project Funds									
Vehicle & Equipment	631,762	368,822	599,925	357,521	276,945	164,112	163,680	167,946	192,430
City-Wide Capital	3,269,314	3,374,664	3,669,526	3,781,732	2,622,153	878,525	812,355	764,864	1,012,284
Enterprise Funds									
Water	3,965,434	12,921,770	5,158,503	5,103,252	4,876,371	5,375,602	5,037,281	4,394,828	4,095,058
Sewer	2,785,644	2,731,226	2,805,500	2,741,851	3,045,454	2,335,571	2,207,074	2,479,709	2,198,236
Library Fund									
Library Operations	1,411,951	1,453,791	1,560,550	1,480,245	1,547,989	1,574,573	1,629,491	1,668,723	1,703,182
Library Capital	34,026	48,695	35,000	49,750	52,100	52,100	52,100	52,100	52,100
TOTAL EXPENDITURES	**30,316,825**	**38,644,797**	**34,315,970**	**34,251,452**	**33,261,032**	**30,610,170**	**30,041,023**	**30,601,869**	**30,642,588**

United City of Yorkville

Fund Balance History

Fiscal Years 2016 - 2023

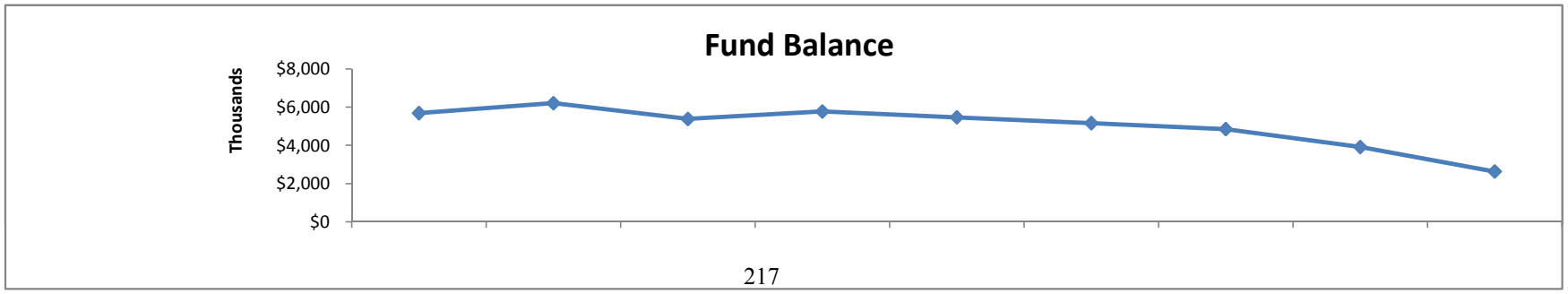
FUND	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
General Fund	5,691,706	6,214,089	5,383,778	5,777,996	5,468,778	5,164,830	4,849,251	3,913,539	2,624,234
Special Revenue Funds									
Motor Fuel Tax	883,223	792,224	438,871	584,506	428,536	198,362	87,680	1,190	-
Parks and Recreation	500,762	445,875	296,597	411,240	312,946	316,288	324,378	333,192	343,906
Land Cash	212,318	250,318	56,726	(186,751)	62,362	24,000	24,000	24,000	-
Countryside TIF	(549,946)	(495,754)	(434,861)	(460,497)	(1,077,343)	(1,032,205)	(812,007)	(579,546)	(332,890)
Downtown TIF	253,703	97,556	(681,353)	(905,573)	(1,194,280)	(1,599,375)	(1,811,528)	(2,012,565)	(2,002,571)
Downtown TIF II	-	-	-	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Fox Hill SSA	(3,780)	14,742	(21,485)	5,408	9,954	(7,642)	(4,587)	(1,688)	1,047
Sunflower SSA	(31,175)	(15,774)	(35,099)	(25,038)	(28,236)	(25,274)	(19,297)	(14,916)	(10,699)
Debt Service Fund	-	-	-	-	-	-	-	-	-
Capital Project Funds									
Vehicle & Equipment	1,841	270,407	-	303,435	263,801	266,667	269,533	272,399	271,092
City-Wide Capital	3,003,908	1,355,530	144,741	407,759	(30,817)	(74,793)	(52,599)	14,537	5,853
Enterprise Funds *									
Water	5,196,289	2,826,144	2,285,570	2,290,008	1,952,155	1,280,256	1,117,507	1,779,499	2,931,880
Sewer	1,570,874	1,378,030	913,772	1,334,728	705,765	545,868	520,843	660,489	1,252,306
Library Funds									
Library Operations	499,355	489,057	396,472	485,393	474,039	455,729	427,699	389,114	339,077
Library Capital	14,807	19,904	23,999	40,164	31,274	18,784	6,294	(6,196)	(18,686)
Totals	**17,243,885**	**13,642,348**	**8,767,728**	**10,062,778**	**7,368,934**	**5,521,495**	**4,917,167**	**4,763,048**	**5,394,549**

* Fund Balance Equivalent

GENERAL FUND (01)

The General Fund is the City's primary operating fund. It accounts for major tax revenue used to support administrative and public safety functions.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	10,330,920	10,736,464	10,899,060	10,910,998	11,014,213	11,196,435	11,380,899	11,567,646	11,636,714
Intergovernmental	2,311,978	2,235,395	2,379,022	2,259,827	2,512,487	2,563,939	2,616,320	2,669,649	2,723,944
Licenses & Permits	213,451	315,862	253,000	361,000	336,000	311,000	311,000	311,000	311,000
Fines & Forfeits	123,639	140,250	140,225	125,545	130,400	130,400	130,400	130,400	130,400
Charges for Service	1,401,384	1,465,678	1,365,564	1,500,764	1,535,112	1,564,043	1,593,697	1,624,092	1,655,247
Investment Earnings	6,394	21,197	15,000	35,000	20,000	10,000	5,000	2,500	-
Reimbursements	113,024	66,449	55,000	64,338	55,000	55,000	55,000	55,000	55,000
Miscellaneous	21,919	19,848	23,750	21,750	21,750	21,750	21,750	21,750	21,750
Other Financing Sources	7,077	9,645	7,000	30,000	18,000	16,500	16,500	16,500	16,500
Total Revenue	**14,529,786**	**15,010,788**	**15,137,621**	**15,309,222**	**15,642,962**	**15,869,067**	**16,130,566**	**16,398,537**	**16,550,555**
Expenditures									
Salaries	3,958,489	4,212,964	4,618,075	4,575,428	4,901,639	5,029,096	5,169,645	5,314,413	5,463,523
Benefits	2,447,779	2,635,062	3,086,500	2,903,642	3,056,457	3,234,883	3,427,626	3,626,340	3,834,758
Contractual Services	4,593,459	4,793,382	4,794,807	4,960,921	4,937,900	5,019,490	4,932,650	4,997,450	4,958,228
Supplies	216,288	197,932	274,353	274,642	330,998	455,361	444,941	449,750	419,800
Other Financing Uses	2,448,123	2,649,065	2,948,210	3,030,682	2,725,186	2,434,185	2,471,283	2,946,296	3,163,551
Total Expenditures	**13,664,138**	**14,488,405**	**15,721,945**	**15,745,315**	**15,952,180**	**16,173,015**	**16,446,145**	**17,334,249**	**17,839,860**
Surplus (Deficit)	865,648	522,383	(584,324)	(436,093)	(309,218)	(303,948)	(315,579)	(935,712)	(1,289,305)
Ending Fund Balance	**5,691,706**	**6,214,089**	**5,383,778**	**5,777,996**	**5,468,778**	**5,164,830**	**4,849,251**	**3,913,539**	**2,624,234**
	41.65%	*42.89%*	*34.24%*	*36.70%*	*34.28%*	*31.93%*	*29.49%*	*22.58%*	*14.71%*



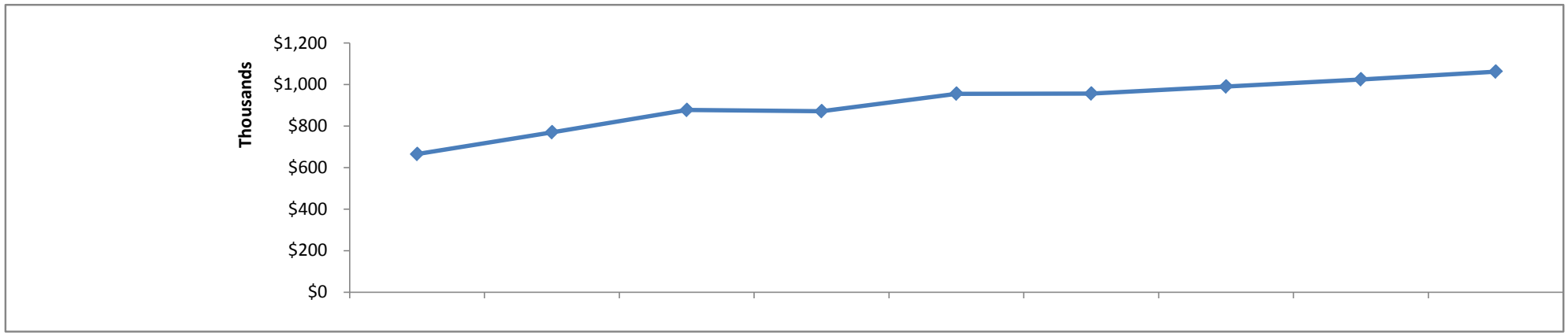
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
GENERAL FUND - 01										
01-000-40-00-4000	PROPERTY TAXES - CORPORATE LEVY	2,278,321	2,206,925	2,124,299	2,129,984	2,191,279	2,235,105	2,279,807	2,325,403	2,371,911
01-000-40-00-4010	PROPERTY TAXES - POLICE PENSION	703,105	817,490	966,211	963,908	958,544	1,008,544	1,058,544	1,108,544	1,158,544
01-000-40-00-4030	MUNICIPAL SALES TAX	2,778,116	2,940,976	3,012,750	2,965,000	3,009,475	3,054,617	3,100,436	3,146,943	3,194,147
01-000-40-00-4035	NON-HOME RULE SALES TAX	2,126,851	2,259,787	2,332,950	2,305,000	2,339,575	2,374,669	2,410,289	2,446,443	2,483,140
01-000-40-00-4040	ELECTRIC UTILITY TAX	689,084	710,892	675,000	705,000	695,000	695,000	695,000	695,000	695,000
01-000-40-00-4041	NATURAL GAS UTILITY TAX	207,551	241,699	240,000	240,000	240,000	240,000	240,000	240,000	240,000
01-000-40-00-4043	EXCISE TAX	393,680	359,947	361,000	335,000	325,000	325,000	325,000	325,000	325,000
01-000-40-00-4044	TELEPHONE UTILITY TAX	8,499	8,340	8,300	8,340	8,340	8,340	8,340	8,340	8,340
01-000-40-00-4045	CABLE FRANCHISE FEES	286,944	294,275	285,000	294,000	290,000	290,000	290,000	290,000	290,000
01-000-40-00-4050	HOTEL TAX	80,422	72,407	85,000	80,000	80,000	80,000	80,000	80,000	80,000
01-000-40-00-4055	VIDEO GAMING TAX	74,734	100,457	90,000	110,000	110,000	110,000	110,000	110,000	110,000
01-000-40-00-4060	AMUSEMENT TAX	201,216	200,284	200,000	200,000	200,000	200,000	200,000	200,000	200,000
01-000-40-00-4065	ADMISSIONS TAX	121,799	122,007	120,000	130,766	120,000	120,000	120,000	120,000	-
01-000-40-00-4070	BUSINESS DISTRICT TAX - KENDALL MRKT	350,589	359,093	372,300	400,000	408,000	416,160	424,483	432,973	441,632
01-000-40-00-4071	BUSINESS DISTRICT TAX - DOWNTOWN	6,879	15,992	4,000	20,000	15,000	15,000	15,000	15,000	15,000
01-000-40-00-4072	BUSINESS DISTRICT TAX - COUNTRYSIDE	11,431	12,071	11,000	11,000	11,000	11,000	11,000	11,000	11,000
01-000-40-00-4075	AUTO RENTAL TAX	11,699	13,822	11,250	13,000	13,000	13,000	13,000	13,000	13,000
01-000-41-00-4100	STATE INCOME TAX	1,715,155	1,602,410	1,739,021	1,617,435	1,822,308	1,858,754	1,895,929	1,933,848	1,972,525
01-000-41-00-4105	LOCAL USE TAX	390,605	417,212	436,101	454,679	500,279	510,285	520,491	530,901	541,519
01-000-41-00-4110	ROAD & BRIDGE TAX	148,223	145,522	150,000	131,612	135,000	140,000	145,000	150,000	155,000
01-000-41-00-4120	PERSONAL PROPERTY TAX	16,065	17,845	17,000	17,000	17,000	17,000	17,000	17,000	17,000
01-000-41-00-4160	FEDERAL GRANTS	17,726	16,810	15,000	16,000	16,000	16,000	16,000	16,000	16,000
01-000-41-00-4168	STATE GRANTS - TRAFFIC SIGNAL MAINTENANCE	21,342	31,606	21,000	22,201	21,000	21,000	21,000	21,000	21,000
01-000-41-00-4170	STATE GRANTS	2,000	3,000	-	-	-	-	-	-	-
01-000-41-00-4182	MISC INTERGOVERNMENTAL	862	990	900	900	900	900	900	900	900
01-000-42-00-4200	LIQUOR LICENSES	46,442	52,852	50,000	56,000	56,000	56,000	56,000	56,000	56,000
01-000-42-00-4205	OTHER LICENSES & PERMITS	3,902	6,795	3,000	5,000	5,000	5,000	5,000	5,000	5,000
01-000-42-00-4210	BUILDING PERMITS	163,107	256,215	200,000	300,000	275,000	250,000	250,000	250,000	250,000
01-000-43-00-4310	CIRCUIT COURT FINES	43,063	41,512	45,000	45,000	45,000	45,000	45,000	45,000	45,000
01-000-43-00-4320	ADMINISTRATIVE ADJUDICATION	24,406	33,512	30,000	30,000	30,000	30,000	30,000	30,000	30,000
01-000-43-00-4323	OFFENDER REGISTRATION FEES	220	420	225	545	400	400	400	400	400
01-000-43-00-4325	POLICE TOWS	55,950	64,806	65,000	50,000	55,000	55,000	55,000	55,000	55,000
01-000-44-00-4400	GARBAGE SURCHARGE	1,218,991	1,284,044	1,000,000	1,129,000	1,157,225	1,186,156	1,215,810	1,246,205	1,277,360
01-000-44-00-4405	UB COLLECTION FEES	153,292	158,062	154,000	160,000	160,000	160,000	160,000	160,000	160,000
01-000-44-00-4407	LATE PENALTIES - GARBAGE	22,972	22,772	23,000	23,000	23,000	23,000	23,000	23,000	23,000
01-000-44-00-4415	ADMINISTRATIVE CHARGEBACK	-	-	188,064	188,064	194,387	194,387	194,387	194,387	194,387
01-000-44-00-4474	POLICE SPECIAL DETAIL	6,129	800	500	700	500	500	500	500	500
01-000-45-00-4500	INVESTMENT EARNINGS	6,394	21,197	15,000	35,000	20,000	10,000	5,000	2,500	-

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
01-000-46-00-4604	REIMB - ENGINEERING EXPENSES	15,196	6,684	25,000	971	25,000	25,000	25,000	25,000	25,000
01-000-46-00-4680	REIMB - LIABILITY INSURANCE	32,294	9,213	5,000	15,000	5,000	5,000	5,000	5,000	5,000
01-000-46-00-4685	REIMB - CABLE CONSORTIUM	21,030	33,163	20,000	23,267	20,000	20,000	20,000	20,000	20,000
01-000-46-00-4690	REIMB - MISCELLANEOUS	44,504	17,389	5,000	25,100	5,000	5,000	5,000	5,000	5,000
01-000-48-00-4820	RENTAL INCOME	6,905	7,285	6,750	6,750	6,750	6,750	6,750	6,750	6,750
01-000-48-00-4845	DONATIONS	-	-	2,000	-	-	-	-	-	-
01-000-48-00-4850	MISCELLANEOUS INCOME	15,014	12,563	15,000	15,000	15,000	15,000	15,000	15,000	15,000
01-000-49-00-4916	TRANSFER FROM CW MUNICIPAL BUILDING	7,077	9,645	7,000	30,000	18,000	16,500	16,500	16,500	16,500
	Revenue	**14,529,786**	**15,010,788**	**15,137,621**	**15,309,222**	**15,642,962**	**15,869,067**	**16,130,566**	**16,398,537**	**16,550,555**

ADMINISTRATION DEPARTMENT

The Administration Department includes both elected official and management expenditures. The executive and legislative branches consist of the Mayor and an eight member City Council. The city administrator is hired by the Mayor with the consent of the City Council. City staff report to the city administrator. It is the role of the city administrator to direct staff in the daily administration of City services.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	388,629	460,265	525,478	528,800	579,552	585,749	601,401	617,523	634,129
Benefits	150,348	161,660	206,137	199,235	224,357	238,063	253,551	270,230	288,093
Contractual Services	115,668	140,692	135,660	133,522	141,990	122,603	125,334	127,165	129,860
Supplies	10,624	7,563	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Administration	**665,269**	**770,180**	**877,275**	**871,557**	**955,899**	**956,415**	**990,286**	**1,024,918**	**1,062,082**

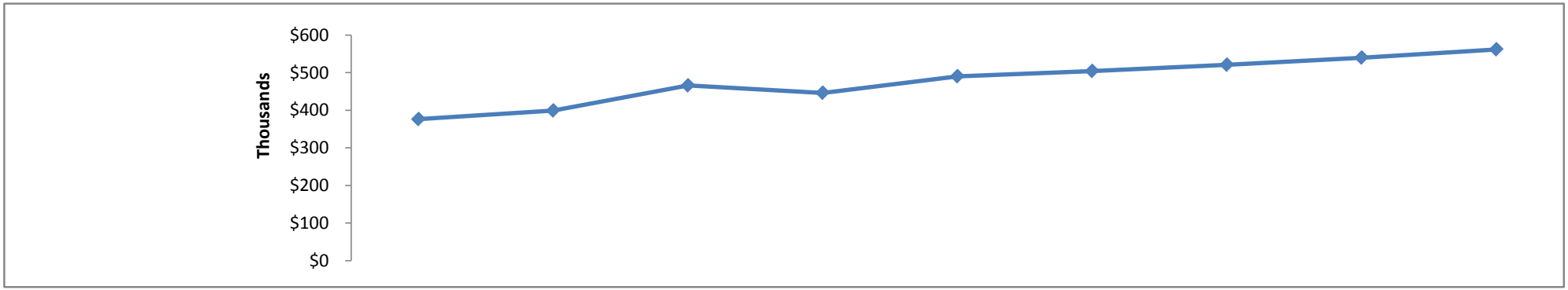


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Administration										
01-110-50-00-5001	SALARIES - MAYOR	9,735	10,175	11,000	10,300	11,000	11,000	11,000	11,000	11,000
01-110-50-00-5002	SALARIES - LIQUOR COMM	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01-110-50-00-5003	SALARIES - CITY CLERK	6,935	7,440	9,000	7,500	8,000	-	-	-	-
01-110-50-00-5004	SALARIES - CITY TREASURER	1,000	1,000	1,000	1,000	1,000	-	-	-	-
01-110-50-00-5005	SALARIES - ALDERMAN	48,690	46,465	52,000	49,000	52,000	52,000	52,000	52,000	52,000
01-110-50-00-5010	SALARIES - ADMINISTRATION	317,586	389,175	450,978	460,000	506,552	521,749	537,401	553,523	570,129
01-110-50-00-5015	PART-TIME SALARIES	3,683	4,984	-	-	-	-	-	-	-
01-110-50-00-5020	OVERTIME	-	26	500	-	-	-	-	-	-
01-110-52-00-5212	RETIREMENT PLAN CONTRIBUTION	36,387	41,833	49,506	49,506	54,119	57,288	60,726	64,430	68,358
01-110-52-00-5214	FICA CONTRIBUTION	25,422	30,324	36,665	36,000	40,339	40,841	42,066	43,328	44,628
01-110-52-00-5216	GROUP HEALTH INSURANCE	81,297	82,328	111,978	104,948	120,465	130,102	140,510	151,751	163,891
01-110-52-00-5222	GROUP LIFE INSURANCE	491	492	557	675	451	456	461	466	471
01-110-52-00-5223	DENTAL INSURANCE	5,516	5,924	6,612	7,145	7,853	8,246	8,658	9,091	9,546
01-110-52-00-5224	VISION INSURANCE	721	759	819	961	1,130	1,130	1,130	1,164	1,199
01-110-52-00-5235	ELECTED OFFICIAL - GROUP HEALTH INSURANCE	489	-	-	-	-	-	-	-	-
01-110-52-00-5236	ELECTED OFFICIAL - GROUP LIFE INSURANCE	4	-	-	-	-	-	-	-	-
01-110-52-00-5237	ELECTED OFFICIAL - DENTAL INSURANCE	(40)	-	-	-	-	-	-	-	-
01-110-52-00-5238	ELECTED OFFICIAL - VISION INSURANCE	61	-	-	-	-	-	-	-	-
01-110-54-00-5410	TUITION REIMBURSEMENT	3,216	8,040	12,000	7,500	13,000	-	-	-	-
01-110-54-00-5412	TRAINING & CONFERENCES	5,440	11,051	20,800	20,800	17,000	12,000	12,000	12,000	12,000
01-110-54-00-5415	TRAVEL & LODGING	8,241	12,097	9,000	9,000	9,000	9,000	9,000	9,000	9,000
01-110-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	4,568	1,654	2,778	2,916	3,828
01-110-54-00-5426	PUBLISHING & ADVERTISING	1,262	6,219	5,000	5,000	5,000	5,000	5,000	5,000	5,000
01-110-54-00-5430	PRINTING & DUPLICATING	2,890	2,376	4,000	4,000	3,250	3,250	3,250	3,250	3,250
01-110-54-00-5440	TELECOMMUNICATIONS	13,620	15,623	16,000	18,500	19,000	19,000	19,000	19,000	19,000
01-110-54-00-5448	FILING FEES	49	212	500	250	500	500	500	500	500
01-110-54-00-5451	CODIFICATION	12,002	1,579	5,000	5,000	5,000	5,000	5,000	5,000	5,000
01-110-54-00-5452	POSTAGE & SHIPPING	2,418	1,297	3,500	2,500	3,000	3,000	3,000	3,000	3,000
01-110-54-00-5460	DUES & SUBSCRIPTIONS	15,869	16,251	17,000	17,000	17,000	17,000	17,000	17,000	17,000
01-110-54-00-5462	PROFESSIONAL SERVICES	18,739	28,261	11,000	12,000	12,000	12,000	12,000	12,000	12,000
01-110-54-00-5480	UTILITIES	14,862	16,959	16,960	18,500	19,610	20,787	22,034	23,356	24,757
01-110-54-00-5485	RENTAL & LEASE PURCHASE	2,224	2,102	2,400	2,150	2,400	2,400	2,400	2,400	2,400
01-110-54-00-5488	OFFICE CLEANING	14,836	18,625	12,500	11,322	11,662	12,012	12,372	12,743	13,125
01-110-56-00-5610	OFFICE SUPPLIES	10,624	7,563	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		665,269	**770,180**	**877,275**	**871,557**	**955,899**	**956,415**	**990,286**	**1,024,918**	**1,062,082**

FINANCE DEPARTMENT

The Finance Department is responsible for the accounting, internal controls, external reporting and auditing of all financial transactions. The Finance Department is in charge of preparing for the annual audit, utility billing, receivables, payables, treasury management and payroll and works with administration in the preparation of the annual budget. Personnel are budgeted in the General and Water Funds.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	218,467	234,874	252,079	252,079	272,370	280,541	288,957	297,626	306,555
Benefits	75,570	78,103	115,958	105,375	119,623	127,339	134,719	142,625	151,076
Contractual Services	79,872	83,934	95,420	86,400	95,936	94,000	94,900	97,258	101,814
Supplies	2,650	2,528	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Total Finance	**376,559**	**399,439**	**466,157**	**446,554**	**490,629**	**504,580**	**521,276**	**540,209**	**562,145**

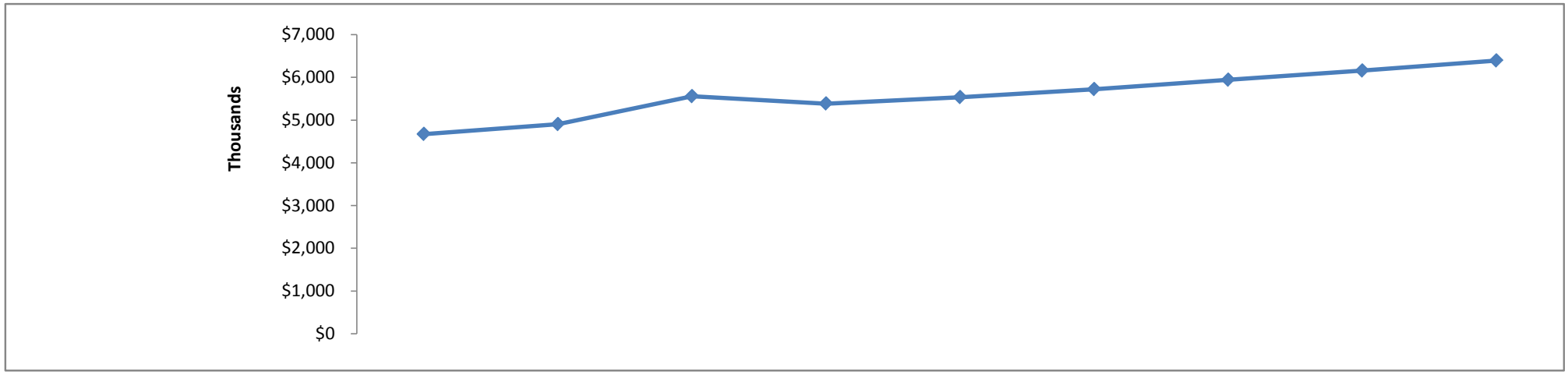


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Finance										
01-120-50-00-5010	SALARIES & WAGES	218,467	234,874	252,079	252,079	272,370	280,541	288,957	297,626	306,555
01-120-52-00-5212	RETIREMENT PLAN CONTRIBUTION	24,017	25,473	27,519	27,519	29,100	30,803	31,727	32,679	33,660
01-120-52-00-5214	FICA CONTRIBUTION	16,643	17,647	18,884	19,125	19,988	20,588	21,206	21,842	22,497
01-120-52-00-5216	GROUP HEALTH INSURANCE	28,500	28,337	62,533	52,370	64,390	69,541	75,104	81,112	87,601
01-120-52-00-5222	GROUP LIFE INSURANCE	368	334	334	334	246	248	250	253	256
01-120-52-00-5223	DENTAL INSURANCE	5,385	5,655	6,031	5,319	5,192	5,452	5,725	6,011	6,312
01-120-52-00-5224	VISION INSURANCE	657	657	657	708	707	707	707	728	750
01-120-54-00-5412	TRAINING & CONFERENCES	3,167	2,911	3,500	3,500	3,500	3,500	3,500	3,500	3,500
01-120-54-00-5414	AUDITING SERVICES	33,000	34,000	35,420	29,000	33,200	34,100	35,000	35,900	40,000
01-120-54-00-5415	TRAVEL & LODGING	274	261	1,500	500	1,000	1,000	1,000	1,000	1,000
01-120-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	2,836	-	-	1,458	1,914
01-120-54-00-5430	PRINTING & DUPLICATING	2,853	2,572	4,000	3,000	3,500	3,500	3,500	3,500	3,500
01-120-54-00-5440	TELECOMMUNICATIONS	1,153	1,150	1,200	1,200	1,250	1,250	1,250	1,250	1,250
01-120-54-00-5452	POSTAGE & SHIPPING	1,104	1,033	1,300	1,000	1,200	1,200	1,200	1,200	1,200
01-120-54-00-5460	DUES & SUBSCRIPTIONS	528	1,010	1,000	1,000	1,250	1,250	1,250	1,250	1,250
01-120-54-00-5462	PROFESSIONAL SERVICES	35,714	39,002	45,000	45,000	46,000	46,000	46,000	46,000	46,000
01-120-54-00-5485	RENTAL & LEASE PURCHASE	2,079	1,995	2,500	2,200	2,200	2,200	2,200	2,200	2,200
01-120-56-00-5610	OFFICE SUPPLIES	2,650	2,528	2,700	2,700	2,700	2,700	2,700	2,700	2,700
		376,559	**399,439**	**466,157**	**446,554**	**490,629**	**504,580**	**521,276**	**540,209**	**562,145**

POLICE DEPARTMENT

The mission of the Yorkville Police Department is to work in partnership with the community to protect life and property, assist neighborhoods with solving their problems and enhance the quality of life in our City.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	2,659,975	2,780,763	2,974,162	2,946,009	3,151,723	3,240,125	3,331,179	3,424,965	3,521,564
Benefits	1,565,443	1,728,589	2,001,658	1,911,606	1,960,422	2,071,062	2,191,334	2,316,987	2,448,201
Contractual Services	349,348	297,858	447,697	406,442	296,620	282,512	287,176	279,775	284,086
Supplies	98,647	96,715	134,700	123,039	127,560	130,663	133,921	137,342	140,934
Total Police	**4,673,413**	**4,903,925**	**5,558,217**	**5,387,096**	**5,536,325**	**5,724,362**	**5,943,610**	**6,159,069**	**6,394,785**



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Police										
01-210-50-00-5008	SALARIES - POLICE OFFICERS	1,585,447	1,542,800	1,660,659	1,655,000	1,775,116	1,828,369	1,883,220	1,939,717	1,997,909
01-210-50-00-5011	SALARIES - POLICE CHIEF & DEPUTIES	341,359	351,000	370,238	366,000	385,551	397,118	409,032	421,303	433,942
01-210-50-00-5012	SALARIES - SERGEANTS	447,154	577,455	593,259	593,259	616,592	635,090	654,143	673,767	693,980
01-210-50-00-5013	SALARIES - POLICE CLERKS	132,096	136,050	147,006	153,750	169,464	174,548	179,784	185,178	190,733
01-210-50-00-5014	SALARIES - CROSSING GUARD	22,945	23,437	22,000	22,000	24,000	24,000	24,000	24,000	24,000
01-210-50-00-5015	PART-TIME SALARIES	43,667	50,180	70,000	45,000	70,000	70,000	70,000	70,000	70,000
01-210-50-00-5020	OVERTIME	87,307	99,841	111,000	111,000	111,000	111,000	111,000	111,000	111,000
01-210-52-00-5212	RETIREMENT PLAN CONTRIBUTION	14,283	14,661	16,048	16,500	18,105	19,165	20,316	21,555	22,869
01-210-52-00-5213	EMPLOYER CONTRIBUTION - POLICE PENSION	722,940	825,413	966,211	966,211	963,361	1,008,544	1,058,544	1,108,544	1,158,544
01-210-52-00-5214	FICA CONTRIBUTION	195,360	204,346	221,572	218,000	234,853	241,899	249,156	256,631	264,330
01-210-52-00-5216	GROUP HEALTH INSURANCE	576,302	626,179	734,805	651,856	686,289	741,192	800,487	864,526	933,688
01-210-52-00-5222	GROUP LIFE INSURANCE	3,817	3,416	3,514	4,125	2,619	2,645	2,671	2,698	2,725
01-210-52-00-5223	DENTAL INSURANCE	46,802	48,646	53,189	48,269	48,434	50,856	53,399	56,069	58,872
01-210-52-00-5224	VISION INSURANCE	5,939	5,928	6,319	6,645	6,761	6,761	6,761	6,964	7,173
01-210-54-00-5410	TUITION REIMBURSEMENT	3,216	9,832	21,547	8,442	15,000	2,800	2,800	2,800	2,800
01-210-54-00-5411	POLICE COMMISSION	996	3,198	15,000	15,000	4,000	4,000	15,000	4,000	4,000
01-210-54-00-5412	TRAINING & CONFERENCE	7,879	12,433	21,000	21,000	21,000	21,000	21,000	21,000	21,000
01-210-54-00-5415	TRAVEL & LODGING	2,671	1,253	10,000	7,000	10,000	10,000	10,000	10,000	10,000
01-210-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	174,263	97,459	167,600	150,656	31,450	34,000	29,000	29,000	29,000
01-210-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	9,358	4,300	2,604	5,832	9,761
01-210-54-00-5426	PUBLISHING & ADVERTISING	-	395	200	-	-	-	-	-	-
01-210-54-00-5430	PRINTING & DUPLICATING	4,863	7,931	4,500	4,500	4,500	4,500	4,500	4,500	4,500
01-210-54-00-5440	TELECOMMUNICATIONS	29,512	35,130	36,500	36,500	36,500	36,500	36,500	36,500	36,500
01-210-54-00-5452	POSTAGE & SHIPPING	980	1,129	1,600	1,200	1,600	1,600	1,600	1,600	1,600
01-210-54-00-5460	DUES & SUBSCRIPTIONS	1,990	9,100	3,750	5,300	5,300	5,300	5,300	5,300	5,300
01-210-54-00-5462	PROFESSIONAL SERVICES	16,861	21,923	31,000	30,000	30,000	30,000	30,000	30,000	30,000
01-210-54-00-5466	LEGAL SERVICES	-	-	5,000	-	-	-	-	-	-
01-210-54-00-5467	ADJUDICATION SERVICES	16,684	18,560	20,000	20,000	20,000	20,000	20,000	20,000	20,000
01-210-54-00-5469	NEW WORLD & LIVE SCAN	16,921	12,489	19,500	19,500	19,500	19,500	19,500	19,500	19,500
01-210-54-00-5472	KENDALL CO JUVE PROBATION	2,894	3,239	4,000	4,000	4,000	4,000	4,000	4,000	4,000
01-210-54-00-5484	MDT - ALERTS FEE	6,660	6,660	7,000	6,660	7,000	7,000	7,000	7,000	7,000
01-210-54-00-5485	RENTAL & LEASE PURCHASE	5,903	6,010	7,000	5,362	5,750	6,000	6,000	6,000	6,000
01-210-54-00-5488	OFFICE CLEANING	-	-	12,500	11,322	11,662	12,012	12,372	12,743	13,125
01-210-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	57,055	51,117	60,000	60,000	60,000	60,000	60,000	60,000	60,000
01-210-56-00-5600	WEARING APPAREL	12,562	10,641	23,000	15,000	15,000	15,000	15,000	15,000	15,000
01-210-56-00-5610	OFFICE SUPPLIES	2,299	1,883	4,500	4,500	4,500	4,500	4,500	4,500	4,500
01-210-56-00-5620	OPERATING SUPPLIES	14,123	9,123	10,000	16,000	16,000	16,000	16,000	16,000	16,000
01-210-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	5,473	5,961	12,000	12,500	12,500	12,500	12,500	12,500	12,500
01-210-56-00-5640	REPAIR & MAINTENANCE	302	604	3,000	-	-	-	-	-	-

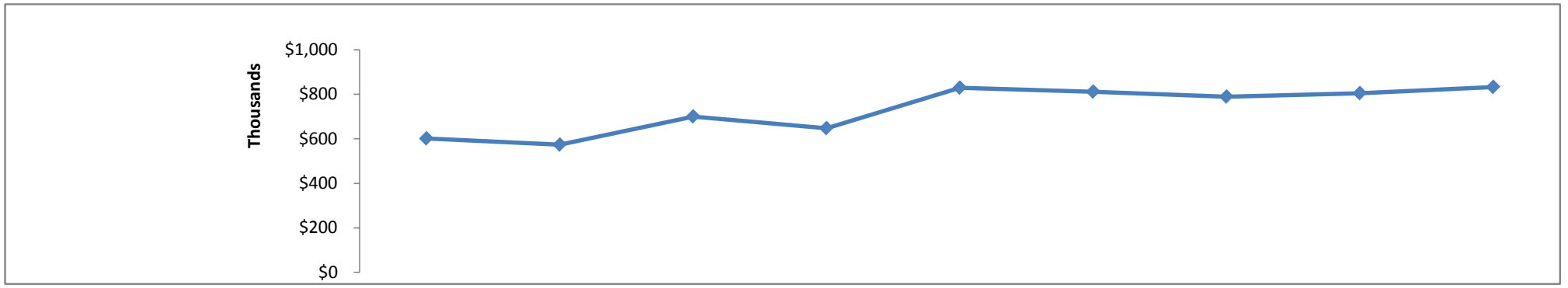
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
01-210-56-00-5650	COMMUNITY SERVICES	300	1,012	2,000	1,039	1,500	1,500	1,500	1,500	1,500
01-210-56-00-5690	BALISTIC VESTS	5,281	4,636	6,000	6,000	6,000	6,000	6,000	6,000	6,000
01-210-56-00-5695	GASOLINE	58,009	54,933	64,200	58,000	62,060	65,163	68,421	71,842	75,434
01-210-56-00-5696	AMMUNITION	298	7,922	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		4,673,413	**4,903,925**	**5,558,217**	**5,387,096**	**5,536,325**	**5,724,362**	**5,943,610**	**6,159,069**	**6,394,785**

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COMMUNITY DEVELOPMENT DEPARTMENT

The primary focus of the Community Development Department is to ensure that all existing and new construction is consistent with the overall development goals of the City which entails short and long-range planning, administration of zoning regulations, building permits issuance and code enforcement. The department also provides staff support to the City Council, Plan Commission, Zoning Board of Appeals and Park Board and assists in the review of all development plans proposed within the United City of Yorkville.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	339,512	374,208	457,067	435,000	488,585	501,803	515,417	529,440	543,883
Benefits	150,738	138,585	177,490	150,301	179,347	190,594	202,691	215,708	229,633
Contractual Services	102,815	49,929	51,900	48,950	153,174	110,873	62,675	51,008	50,452
Supplies	8,877	11,236	14,190	13,640	8,540	8,655	8,775	8,901	9,034
Total Community Development	**601,942**	**573,958**	**700,647**	**647,891**	**829,646**	**811,925**	**789,558**	**805,057**	**833,002**

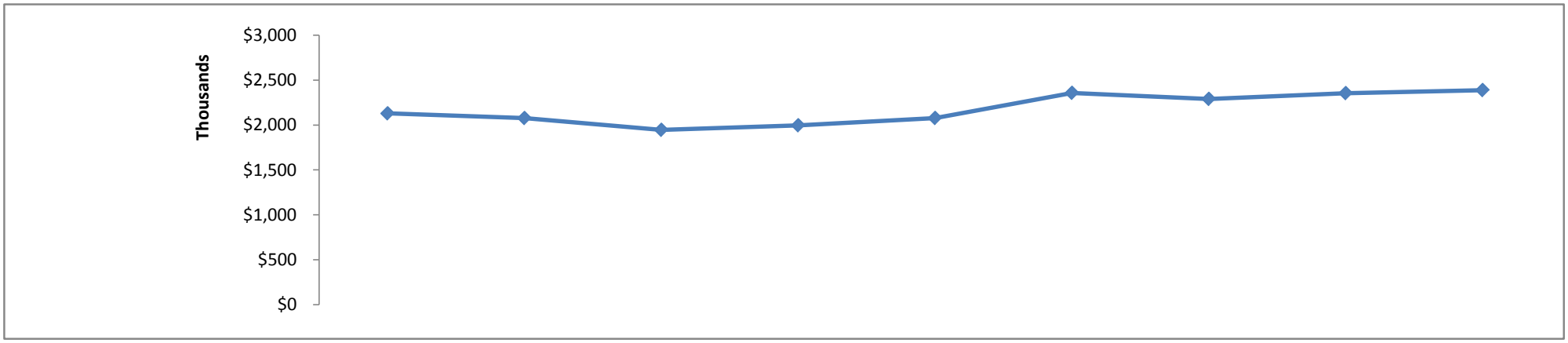


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Community Development										
01-220-50-00-5010	SALARIES & WAGES	321,278	331,861	409,067	411,000	440,585	453,803	467,417	481,440	495,883
01-220-50-00-5015	PART-TIME SALARIES	18,234	42,347	48,000	24,000	48,000	48,000	48,000	48,000	48,000
01-220-52-00-5212	RETIREMENT PLAN CONTRIBUTION	34,748	35,454	44,657	44,657	47,071	49,828	52,818	56,040	59,456
01-220-52-00-5214	FICA CONTRIBUTION	24,811	27,585	34,320	32,500	36,504	37,599	38,727	39,889	41,086
01-220-52-00-5216	GROUP HEALTH INSURANCE	84,090	69,889	90,525	66,291	88,827	95,933	103,608	111,897	120,849
01-220-52-00-5222	GROUP LIFE INSURANCE	491	401	557	491	393	397	401	405	409
01-220-52-00-5223	DENTAL INSURANCE	5,866	4,669	6,612	5,590	5,706	5,991	6,291	6,606	6,936
01-220-52-00-5224	VISION INSURANCE	732	587	819	772	846	846	846	871	897
01-220-54-00-5412	TRAINING & CONFERENCES	3,789	1,537	6,800	5,200	7,300	7,300	7,300	7,300	7,300
01-220-54-00-5415	TRAVEL & LODGING	5,316	219	6,500	6,500	6,500	6,500	6,500	6,500	6,500
01-220-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	-	-	-	40,000	-	-	-	-
01-220-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	3,624	1,323	3,125	1,458	4,402
01-220-54-00-5426	PUBLISHING & ADVERTISING	2,450	3,659	2,500	2,500	2,500	2,500	2,500	2,500	2,500
01-220-54-00-5430	PRINTING & DUPLICATING	1,286	883	2,000	1,500	1,500	1,500	1,500	1,500	1,500
01-220-54-00-5440	TELECOMMUNICATIONS	3,011	4,008	3,500	4,000	4,000	4,000	4,000	4,000	4,000
01-220-54-00-5452	POSTAGE & SHIPPING	610	535	2,500	1,000	1,000	1,000	1,000	1,000	1,000
01-220-54-00-5459	INSPECTIONS	455	595	5,000	5,000	5,000	5,000	5,000	5,000	5,000
01-220-54-00-5460	DUES & SUBSCRIPTIONS	1,570	2,222	2,100	2,100	2,100	2,100	2,100	2,100	2,100
01-220-54-00-5462	PROFESSIONAL SERVICES	81,028	33,139	18,000	18,000	76,500	76,500	26,500	16,500	13,000
01-220-54-00-5485	RENTAL & LEASE PURCHASE	3,300	3,132	3,000	3,150	3,150	3,150	3,150	3,150	3,150
01-220-56-00-5610	OFFICE SUPPLIES	2,862	1,742	1,500	1,500	1,500	1,500	1,500	1,500	1,500
01-220-56-00-5620	OPERATING SUPPLIES	3,848	4,575	4,200	4,200	3,000	3,000	3,000	3,000	3,000
01-220-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	857	2,985	5,100	5,100	1,000	1,000	1,000	1,000	1,000
01-220-56-00-5645	BOOKS & PUBLICATIONS	508	254	1,250	700	750	750	750	750	750
01-220-56-00-5695	GASOLINE	802	1,680	2,140	2,140	2,290	2,405	2,525	2,651	2,784
		601,942	**573,958**	**700,647**	**647,891**	**829,646**	**811,925**	**789,558**	**805,057**	**833,002**

PUBLIC WORKS DEPARTMENT - STREET OPERATIONS / HEALTH & SANITATION

The Public Works Department is an integral part of the United City of Yorkville. We provide high quality drinking water, efficient disposal of sanitary waste and maintain a comprehensive road and storm sewer network to ensure the safety and quality of life for the citizens of Yorkville.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	345,777	362,054	382,325	396,100	408,909	420,378	432,191	444,359	456,892
Benefits	178,885	196,446	214,046	200,756	197,100	210,063	224,019	239,056	255,178
Contractual Services	1,537,504	1,450,218	1,242,124	1,289,737	1,304,948	1,438,995	1,359,856	1,395,563	1,434,533
Supplies	67,617	68,784	107,763	110,263	167,198	288,343	274,545	275,807	242,132
Total Public Works	**2,129,783**	**2,077,502**	**1,946,258**	**1,996,856**	**2,078,155**	**2,357,779**	**2,290,611**	**2,354,785**	**2,388,735**



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Public Works - Street Operations										
01-410-50-00-5010	SALARIES & WAGES	329,967	339,927	355,725	357,500	382,309	393,778	405,591	417,759	430,292
01-410-50-00-5015	PART-TIME SALARIES	7,709	8,455	11,600	11,600	11,600	11,600	11,600	11,600	11,600
01-410-50-00-5020	OVERTIME	8,101	13,672	15,000	27,000	15,000	15,000	15,000	15,000	15,000
01-410-52-00-5212	RETIREMENT PLAN CONTRIBUTION	36,546	37,768	40,471	41,000	42,448	44,884	47,527	50,373	53,391
01-410-52-00-5214	FICA CONTRIBUTION	25,567	26,608	28,250	29,000	30,161	31,066	31,998	32,958	33,947
01-410-52-00-5216	GROUP HEALTH INSURANCE	106,676	121,383	134,171	121,269	115,626	124,876	134,866	145,655	157,307
01-410-52-00-5222	GROUP LIFE INSURANCE	645	610	594	594	437	441	445	449	453
01-410-52-00-5223	DENTAL INSURANCE	8,406	9,010	9,461	7,827	7,363	7,731	8,118	8,524	8,950
01-410-52-00-5224	VISION INSURANCE	1,045	1,067	1,099	1,066	1,065	1,065	1,065	1,097	1,130
01-410-54-00-5412	TRAINING & CONFERENCES	6,514	2,895	3,000	3,000	3,000	3,000	3,000	3,000	3,000
01-410-54-00-5415	TRAVEL & LODGING	-	1,157	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01-410-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	194,379	63,626	75,965	38,831	-	-	-	-	2,826
01-410-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	1,523	-	868	3,402	1,276
01-410-54-00-5435	TRAFFIC SIGNAL MAINTENANCE	23,108	18,871	25,000	20,000	20,000	20,000	20,000	20,000	20,000
01-410-54-00-5440	TELECOMMUNICATIONS	2,449	2,751	3,000	3,500	3,500	3,500	3,500	3,500	3,500
01-410-54-00-5455	MOSQUITO CONTROL	7,002	7,142	7,142	7,142	7,499	7,874	8,268	8,681	9,115
01-410-54-00-5458	TREE & STUMP MAINTENANCE	8,225	8,980	20,000	10,000	15,000	15,000	15,000	15,000	15,000
01-410-54-00-5462	PROFESSIONAL SERVICES	3,906	6,428	3,500	3,500	4,000	4,000	4,000	4,000	4,000
01-410-54-00-5482	STREET LIGHTING	3,296	426	750	450	9,000	112,360	-	-	-
01-410-54-00-5483	JULIE SERVICES	-	-	-	-	3,000	3,000	3,000	3,000	3,000
01-410-54-00-5485	RENTAL & LEASE PURCHASE	793	6,162	3,600	2,500	6,000	6,000	6,000	6,000	6,000
01-410-54-00-5488	OFFICE CLEANING	-	-	4,167	1,164	1,199	1,235	1,272	1,310	1,349
01-410-54-00-5490	VEHICLE MAINTENANCE SERVICES	48,132	30,385	55,000	55,000	55,000	55,000	55,000	55,000	55,000
01-410-56-00-5600	WEARING APPAREL	5,043	4,620	4,863	4,863	5,100	5,100	5,100	5,100	5,100
01-410-56-00-5618	SALT	-	-	-	-	-	120,000	120,000	120,000	120,000
01-410-56-00-5619	SIGNS	-	-	-	-	15,000	15,000	-	-	-
01-410-56-00-5620	OPERATING SUPPLIES	8,828	5,287	20,500	25,000	10,000	10,000	10,000	10,000	10,000
01-410-56-00-5626	HANGING BASKETS	-	-	2,000	-	-	-	-	-	-
01-410-56-00-5628	VEHICLE MAINTENANCE SUPPLIES	15,265	27,441	34,000	34,000	30,000	30,000	30,000	30,000	30,000
01-410-56-00-5630	SMALL TOOLS & EQUIPMENT	3,415	3,270	5,000	5,000	6,000	6,000	6,000	6,000	6,000
01-410-56-00-5632	ASPHALT PATCHING	-	-	-	-	35,000	35,000	35,000	35,000	-
01-410-56-00-5640	REPAIR & MAINTENANCE	20,580	12,775	20,000	20,000	25,000	25,000	25,000	25,000	25,000
01-410-56-00-5642	STREET LIGHTING SUPPLIES	-	-	-	-	17,000	17,000	17,000	17,000	17,000
01-410-56-00-5665	JULIE SUPPLIES	-	-	-	-	1,200	1,200	1,200	1,200	1,200
01-410-56-00-5695	GASOLINE	14,486	15,391	21,400	21,400	22,898	24,043	25,245	26,507	27,832
		890,083	**776,107**	**907,258**	**854,206**	**903,928**	**1,151,753**	**1,052,663**	**1,084,115**	**1,080,268**

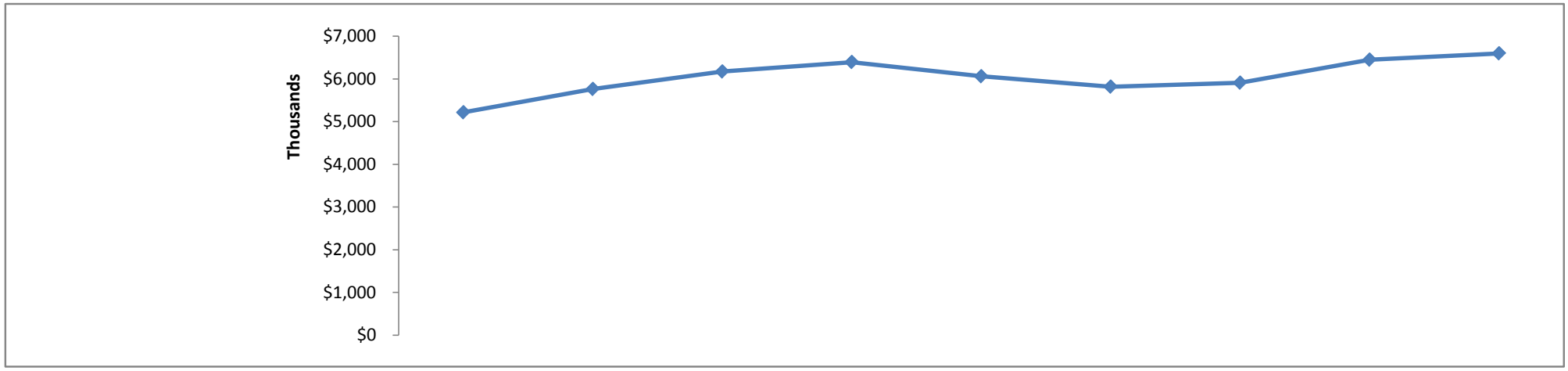
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Public Works - Health & Sanitation										
01-540-54-00-5441	GARBAGE SERVICES - SENIOR SUBSIDY	33,486	35,103	33,000	31,306	32,089	32,891	33,713	34,556	35,420
01-540-54-00-5442	GARBAGE SERVICES	1,201,414	1,262,212	1,000,000	1,107,504	1,137,138	1,168,135	1,199,235	1,231,114	1,268,047
01-540-54-00-5443	LEAF PICKUP	4,800	4,080	6,000	3,840	5,000	5,000	5,000	5,000	5,000
		1,239,700	**1,301,395**	**1,039,000**	**1,142,650**	**1,174,227**	**1,206,026**	**1,237,948**	**1,270,670**	**1,308,467**
	Total Public Works	**2,129,783**	**2,077,502**	**1,946,258**	**1,996,856**	**2,078,155**	**2,357,779**	**2,290,611**	**2,354,785**	**2,388,735**

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ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department accounts for General Fund expenditures that are shared by all departments and cannot be easily classified in one department or the other. These expenditures include such items as tax rebates, bad debt, engineering services, corporate legal expenditures and interfund transfers.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	6,129	800	26,964	17,440	500	500	500	500	500
Benefits	326,795	331,679	371,211	336,369	375,608	397,762	421,312	441,734	462,577
Contractual Services	2,408,252	2,770,751	2,822,006	2,995,870	2,945,232	2,970,507	3,002,709	3,046,681	2,957,483
Supplies	27,873	11,106	5,000	15,000	15,000	15,000	15,000	15,000	15,000
Other Financing Uses	2,448,123	2,649,065	2,948,210	3,030,682	2,725,186	2,434,185	2,471,283	2,946,296	3,163,551
Total Admin Services & Transfers	**5,217,172**	**5,763,401**	**6,173,391**	**6,395,361**	**6,061,526**	**5,817,954**	**5,910,804**	**6,450,211**	**6,599,111**



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Administrative Services										
01-640-50-00-5016	SALARIES - SPECIAL CENSUS	-	-	26,464	16,740	-	-	-	-	-
01-640-50-00-5092	POLICE SPECIAL DETAIL WAGES	6,129	800	500	700	500	500	500	500	500
01-640-52-00-5214	FICA CONTRIBUTION - SPECIAL CENSUS	-	-	-	1,281	-	-	-	-	-
01-640-52-00-5230	UNEMPLOYMENT INSURANCE	18,460	11,298	20,000	10,527	20,000	20,000	20,000	20,000	20,000
01-640-52-00-5231	LIABILITY INSURANCE	279,135	286,792	308,503	295,955	313,712	332,535	352,487	373,636	396,054
01-640-52-00-5240	RETIREES - GROUP HEALTH INSURANCE	27,988	33,255	42,101	27,999	41,367	44,676	48,250	47,793	46,523
01-640-52-00-5241	RETIREES - DENTAL INSURANCE	1,052	260	530	530	449	471	495	261	-
01-640-52-00-5242	RETIREES - VISION INSURANCE	160	74	77	77	80	80	80	44	-
01-640-54-00-5418	PURCHASING SERVICES	-	5,187	50,000	51,863	53,419	55,022	56,673	58,373	60,124
01-640-54-00-5421	PPRT TAX REBATE	2,045	-	-	-	-	-	-	-	-
01-640-54-00-5423	IDOR ADMINISTRATION FEE	-	-	-	51,934	57,357	58,222	59,100	59,993	60,900
01-640-54-00-5427	GC HOUSING RENTAL ASSISTANCE	-	-	12,000	3,000	12,000	12,000	12,000	12,000	12,000
01-640-54-00-5428	UTILITY TAX REBATE	-	-	14,375	14,375	14,375	14,375	14,375	14,375	-
01-640-54-00-5432	FACILITY MANAGEMENT SERVICES	-	-	35,000	6,000	50,000	51,500	53,045	54,636	56,275
01-640-54-00-5439	AMUSEMENT TAX REBATE	60,628	61,613	64,000	62,000	60,000	43,600	30,000	30,000	30,000
01-640-54-00-5449	KENCOM	72,679	74,842	78,584	119,559	110,958	119,943	132,242	141,867	151,829
01-640-54-00-5450	INFORMATION TECHNOLOGY SERVICES	50,875	117,691	160,280	210,000	136,000	142,800	149,940	157,437	165,309
01-640-54-00-5456	CORPORATE COUNSEL	88,017	102,825	120,000	105,000	110,000	110,000	110,000	110,000	110,000
01-640-54-00-5461	LITIGATION COUNSEL	166,659	211,454	120,000	200,000	120,000	120,000	120,000	120,000	120,000
01-640-54-00-5463	SPECIAL COUNSEL	19,767	4,815	25,000	10,000	20,000	20,000	20,000	20,000	20,000
01-640-54-00-5465	ENGINEERING SERVICES	368,071	350,899	390,000	390,000	390,000	390,000	390,000	390,000	390,000
01-640-54-00-5473	KENDALL AREA TRANSIT	23,550	23,550	25,000	23,550	25,000	25,000	25,000	25,000	25,000
01-640-54-00-5475	CABLE CONSORTIUM FEE	86,054	92,765	85,000	92,000	92,000	92,000	92,000	92,000	92,000
01-640-54-00-5478	SPECIAL CENSUS	-	108,093	-	3,349	-	-	-	-	-
01-640-54-00-5481	HOTEL TAX REBATE	72,375	65,166	76,500	72,000	72,000	72,000	72,000	72,000	72,000
01-640-54-00-5486	ECONOMIC DEVELOPMENT	47,564	160,359	114,100	145,725	145,000	145,000	145,000	145,000	145,000
01-640-54-00-5491	CITY PROPERTY TAX REBATE	1,286	1,286	1,500	1,233	1,500	1,500	1,500	1,500	1,500
01-640-54-00-5492	SALES TAX REBATE	856,785	879,408	941,367	914,584	928,303	942,228	956,361	970,706	985,267
01-640-54-00-5493	BUSINESS DISTRICT REBATE	368,899	387,157	387,300	387,182	425,320	433,317	441,473	449,794	458,279
01-640-54-00-5494	ADMISSIONS TAX REBATE	121,799	122,007	120,000	130,766	120,000	120,000	120,000	120,000	-
01-640-54-00-5499	BAD DEBT	1,199	1,634	2,000	1,750	2,000	2,000	2,000	2,000	2,000
01-640-56-00-5625	REIMBURSABLE REPAIRS	27,873	11,106	5,000	15,000	15,000	15,000	15,000	15,000	15,000
01-640-99-00-9915	TRANSFER TO MOTOR FUEL TAX	25,407	33,750	-	-	-	-	-	-	-
01-640-99-00-9923	TRANSFER TO CITY-WIDE CAPITAL	-	-	-	-	250,000	-	-	-	-
01-640-99-00-9916	TRANSFER TO CW BUILDINGS & GROUNDS	58,060	71,602	160,000	247,415	-	-	-	-	-
01-640-99-00-9942	TRANSFER TO DEBT SERVICE	127,243	266,979	315,225	313,725	318,725	318,025	317,225	323,375	324,075

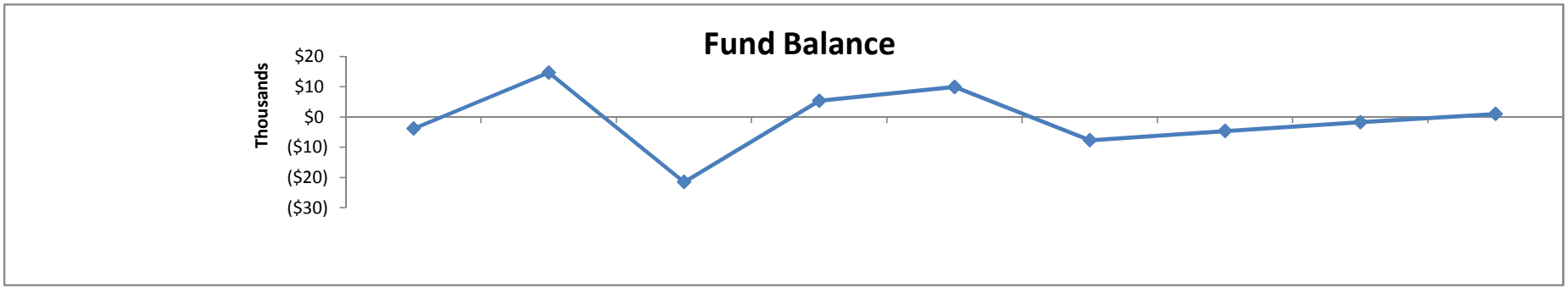
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
01-640-99-00-9952	TRANSFER TO SEWER	1,134,654	1,134,052	1,137,166	1,137,166	856,583	609,088	586,749	994,479	1,135,964
01-640-99-00-9979	TRANSFER TO PARKS & RECREATION	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699	1,480,427	1,539,110	1,598,596	1,671,920
01-640-99-00-9982	TRANSFER TO LIBRARY OPERATIONS	25,928	24,044	27,236	23,793	25,179	26,645	28,199	29,846	31,592
		5,217,172	**5,763,401**	**6,173,391**	**6,395,361**	**6,061,526**	**5,817,954**	**5,910,804**	**6,450,211**	**6,599,111**
	Expenditures	**13,664,138**	**14,488,405**	**15,721,945**	**15,745,315**	**15,952,180**	**16,173,015**	**16,446,145**	**17,334,249**	**17,839,860**
	Surplus(Deficit)	**865,648**	**522,383**	**(584,324)**	**(436,093)**	**(309,218)**	**(303,948)**	**(315,579)**	**(935,712)**	**(1,289,305)**
	Fund Balance	**5,691,706**	**6,214,089**	**5,383,778**	**5,777,996**	**5,468,778**	**5,164,830**	**4,849,251**	**3,913,539**	**2,624,234**
		41.65%	*42.89%*	*34.24%*	*36.70%*	*34.28%*	*31.93%*	*29.49%*	*22.58%*	*14.71%*

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Fox Hill SSA Fund (11)

This fund was created for the purpose of maintaining the common areas of the Fox Hill Estates (SSA 2004-201) subdivision. All money for the fund is derived from property taxes levied on homeowners in the subdivision.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	7,072	7,263	9,365	9,366	13,381	13,381	13,381	13,381	13,381
Other Financing Sources	-	22,000	-	-	-	-	-	-	-
Total Revenue	**7,072**	**29,263**	**9,365**	**9,366**	**13,381**	**13,381**	**13,381**	**13,381**	**13,381**
Expenditures									
Contractual Services	26,314	10,741	23,000	18,700	8,835	30,977	10,326	10,482	10,646
Total Expenditures	**26,314**	**10,741**	**23,000**	**18,700**	**8,835**	**30,977**	**10,326**	**10,482**	**10,646**
Surplus (Deficit)	(19,242)	18,522	(13,635)	(9,334)	4,546	(17,596)	3,055	2,899	2,735
Ending Fund Balance	**(3,780)**	**14,742**	**(21,485)**	**5,408**	**9,954**	**(7,642)**	**(4,587)**	**(1,688)**	**1,047**
	-14.36%	*137.25%*	*-93.41%*	*28.92%*	*112.67%*	*-24.67%*	*-44.42%*	*-16.10%*	*9.83%*

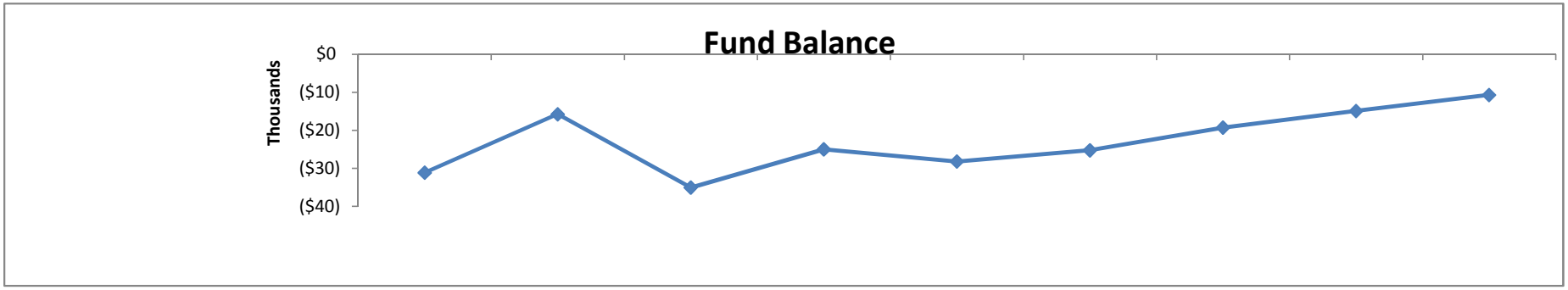


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Fox Hill SSA - 11										
11-000-40-00-4000	PROPERTY TAXES	7,072	7,263	9,365	9,366	13,381	13,381	13,381	13,381	13,381
11-000-49-00-4910	SALE OF CAPITAL ASSETS	-	22,000	-	-	-	-	-	-	-
	Revenue	**7,072**	**29,263**	**9,365**	**9,366**	**13,381**	**13,381**	**13,381**	**13,381**	**13,381**
11-111-54-00-5417	TRAIL MAINTENANCE	21,141	-	-	-	-	-	-	-	-
11-111-54-00-5462	PROFESSIONAL SERVICES	-	-	7,000	2,700	2,835	2,977	3,126	3,282	3,446
11-111-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	5,173	10,741	16,000	16,000	6,000	28,000	7,200	7,200	7,200
	Expenditures	**26,314**	**10,741**	**23,000**	**18,700**	**8,835**	**30,977**	**10,326**	**10,482**	**10,646**
	Surplus(Deficit)	**(19,242)**	**18,522**	**(13,635)**	**(9,334)**	**4,546**	**(17,596)**	**3,055**	**2,899**	**2,735**
	Fund Balance	**(3,780)**	**14,742**	**(21,485)**	**5,408**	**9,954**	**(7,642)**	**(4,587)**	**(1,688)**	**1,047**
		-14.36%	*137.25%*	*-93.41%*	*28.92%*	*112.67%*	*-24.67%*	*-44.42%*	*-16.10%*	*9.83%*

Sunflower SSA Fund (12)

This fund was created for the purpose of maintaining the common areas of the Sunflower Estates (SSA 2006-119) subdivision. All money for the fund is derived from property taxes levied on homeowners in the subdivision.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	18,608	20,456	13,480	13,480	15,637	18,139	21,303	21,303	21,303
Investment Earnings	1	-	-	-	-	-	-	-	-
Total Revenue	**18,609**	**20,456**	**13,480**	**13,480**	**15,637**	**18,139**	**21,303**	**21,303**	**21,303**
Expenditures									
Contractual Services	29,676	5,057	29,735	22,744	18,835	15,177	15,326	16,922	17,086
Total Expenditures	**29,676**	**5,057**	**29,735**	**22,744**	**18,835**	**15,177**	**15,326**	**16,922**	**17,086**
Surplus (Deficit)	(11,067)	15,399	(16,255)	(9,264)	(3,198)	2,962	5,977	4,381	4,217
Ending Fund Balance	**(31,175)**	**(15,774)**	**(35,099)**	**(25,038)**	**(28,236)**	**(25,274)**	**(19,297)**	**(14,916)**	**(10,699)**
	-105.05%	*-311.92%*	*-118.04%*	*-110.09%*	*-149.91%*	*-166.53%*	*-125.91%*	*-88.15%*	*-62.62%*

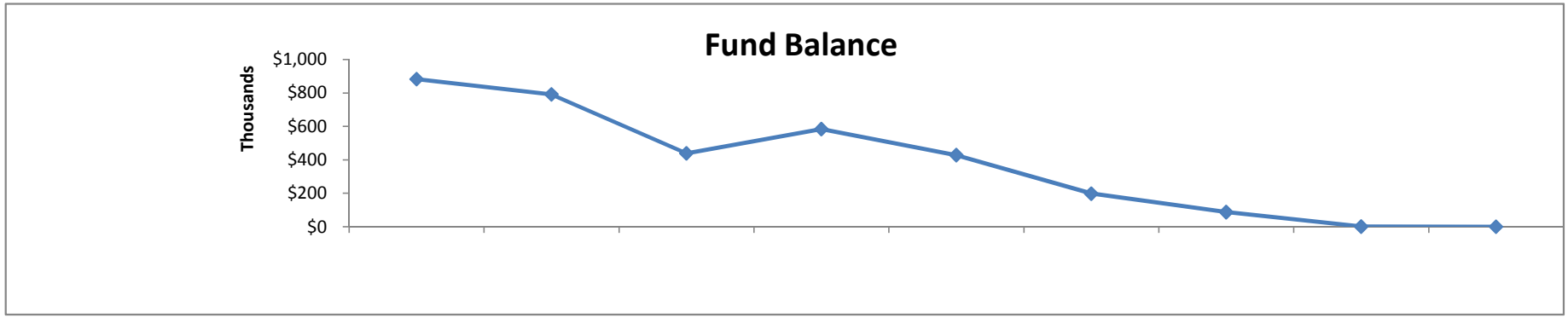


Account Number	Description		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Sunflower SSA - 12											
12-000-40-00-4000	PROPERTY TAXES		18,608	20,456	13,480	13,480	15,637	18,139	21,303	21,303	21,303
12-000-45-00-4500	INVESTMENT EARNINGS		1	-	-	-	-	-	-	-	-
		Revenue	**18,609**	**20,456**	**13,480**	**13,480**	**15,637**	**18,139**	**21,303**	**21,303**	**21,303**
12-112-54-00-5416	POND MAINTENANCE		26,551	2,512	8,735	8,735	5,000	5,000	5,000	5,000	5,000
12-112-54-00-5462	PROFESSIONAL SERVICES		-	-	10,000	2,700	2,835	2,977	3,126	3,282	3,446
12-112-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		3,125	2,545	11,000	11,309	11,000	7,200	7,200	8,640	8,640
		Expenditures	**29,676**	**5,057**	**29,735**	**22,744**	**18,835**	**15,177**	**15,326**	**16,922**	**17,086**
		Surplus(Deficit)	**(11,067)**	**15,399**	**(16,255)**	**(9,264)**	**(3,198)**	**2,962**	**5,977**	**4,381**	**4,217**
		Fund Balance	**(31,175)**	**(15,774)**	**(35,099)**	**(25,038)**	**(28,236)**	**(25,274)**	**(19,297)**	**(14,916)**	**(10,699)**
			-105.05%	*-311.92%*	*-118.04%*	*-110.09%*	*-149.91%*	*-166.53%*	*-125.91%*	*-88.15%*	*-62.62%*

Motor Fuel Tax Fund (15)

The Motor Fuel Tax Fund is used to maintain existing and construct new City owned roadways, alleys and parking lots. The fund also purchases materials used in the maintenance and operation of those facilities.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	565,571	470,816	492,616	499,319	530,817	540,613	550,605	560,797	571,193
Investment Earnings	813	3,556	1,500	7,500	5,000	3,000	1,000	-	-
Reimbursements	3,564	-	-	-	-	-	-	-	-
Other Financing Sources	30,951	33,750	-	-	-	-	-	-	-
Total Revenue	**600,899**	**508,122**	**494,116**	**506,819**	**535,817**	**543,613**	**551,605**	**560,797**	**571,193**
Expenditures									
Contractual Services	102,418	105,673	124,350	107,750	97,000	-	-	-	-
Supplies	136,390	119,661	208,000	208,000	90,000	-	-	-	-
Capital Outlay	399,147	373,787	423,787	398,787	504,787	773,787	662,287	647,287	572,383
Total Expenditures	**637,955**	**599,121**	**756,137**	**714,537**	**691,787**	**773,787**	**662,287**	**647,287**	**572,383**
Surplus (Deficit)	(37,056)	(90,999)	(262,021)	(207,718)	(155,970)	(230,174)	(110,682)	(86,490)	(1,190)
Ending Fund Balance	**883,223**	**792,224**	**438,871**	**584,506**	**428,536**	**198,362**	**87,680**	**1,190**	**-**

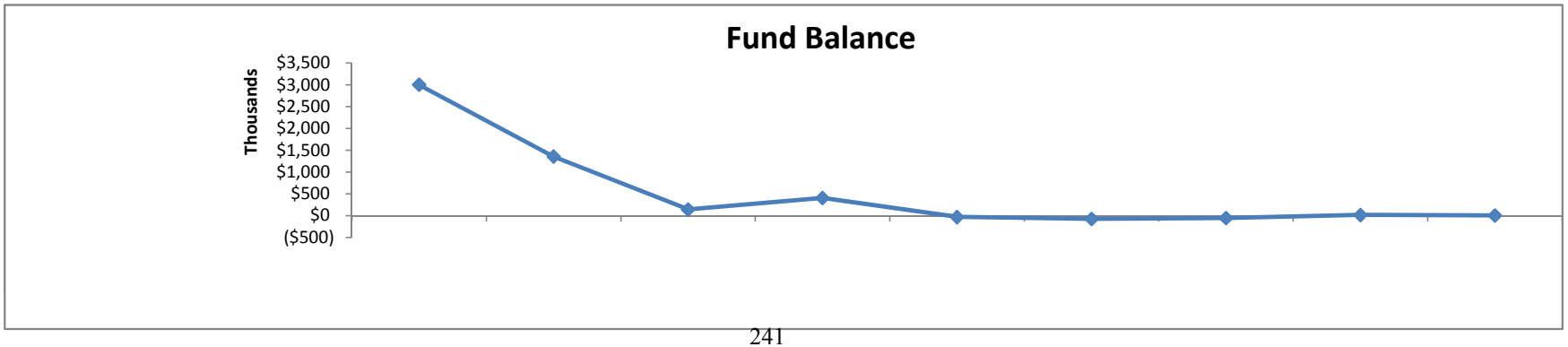


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Motor Fuel Tax - 15										
15-000-41-00-4112	MOTOR FUEL TAX	432,820	428,888	450,716	458,258	489,817	499,613	509,605	519,797	530,193
15-000-41-00-4113	MFT HIGH GROWTH	41,912	41,928	41,900	41,061	41,000	41,000	41,000	41,000	41,000
15-000-41-00-4184	STATE GRANTS - DOWNTOWN PARKING LOT	87,238	-	-	-	-	-	-	-	-
15-000-41-00-4187	FEDERAL GRANTS - CANNONBALL LAFO	3,601	-	-	-	-	-	-	-	-
15-000-45-00-4500	INVESTMENT EARNINGS	813	3,556	1,500	7,500	5,000	3,000	1,000	-	-
15-000-46-00-4690	REIMB - MISCELLANEOUS	3,564	-	-	-	-	-	-	-	-
15-000-49-00-4901	TRANSFER FROM GENERAL	25,407	33,750	-	-	-	-	-	-	-
15-000-49-00-4923	TRANSFER FROM CITY-WIDE CAPITAL	5,544	-	-	-	-	-	-	-	-
	Revenue	**600,899**	**508,122**	**494,116**	**506,819**	**535,817**	**543,613**	**551,605**	**560,797**	**571,193**
15-155-54-00-5438	SALT STORAGE	7,750	7,750	7,750	7,750	-	-	-	-	-
15-155-54-00-5482	STREET LIGHTING	94,668	97,923	116,600	100,000	97,000	-	-	-	-
15-155-56-00-5618	SALT	103,119	64,396	140,000	140,000	90,000	-	-	-	-
15-155-56-00-5619	SIGNS	8,797	15,640	15,000	15,000	-	-	-	-	-
15-155-56-00-5633	COLD PATCH	11,706	8,892	19,000	19,000	-	-	-	-	-
15-155-56-00-5634	HOT PATCH	12,768	15,352	19,000	19,000	-	-	-	-	-
15-155-56-00-5642	STREET LIGHTING SUPPLIES	-	15,381	15,000	15,000	-	-	-	-	-
15-155-60-00-6004	BASELINE ROAD BRIDGE REPAIRS	1,190	-	50,000	25,000	25,000	-	-	-	-
15-155-60-00-6025	ROAD TO BETTER ROADS PROGRAM	300,000	300,000	300,000	300,000	406,000	700,000	588,500	573,500	547,787
15-155-60-00-6072	DOWNTOWN PARKING LOT	8,558	-	-	-	-	-	-	-	-
15-155-60-00-6079	ROUTE 47 EXPANSION	73,787	73,787	73,787	73,787	73,787	73,787	73,787	73,787	24,596
15-155-60-00-6089	CANNONBALL LAFO PROJECT	15,612	-	-	-	-	-	-	-	-
	Expenditures	**637,955**	**599,121**	**756,137**	**714,537**	**691,787**	**773,787**	**662,287**	**647,287**	**572,383**
	Surplus(Deficit)	**(37,056)**	**(90,999)**	**(262,021)**	**(207,718)**	**(155,970)**	**(230,174)**	**(110,682)**	**(86,490)**	**(1,190)**
	Fund Balance	**883,223**	**792,224**	**438,871**	**584,506**	**428,536**	**198,362**	**87,680**	**1,190**	**-**

City-Wide Capital Fund (23)

The City-Wide Capital Fund is used to maintain existing and construct new public and municipal infrastructure, and to fund other improvements that benefit the public.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	135,722	534,354	200,224	292,754	-	-	-	-	-
Licenses & Permits	141,203	196,003	73,000	173,500	91,500	90,000	90,000	90,000	90,000
Charges for Service	700,156	718,872	700,000	730,000	730,000	735,000	735,000	740,000	740,000
Investment Earnings	1,630	3,703	1,000	6,750	1,000	-	-	-	-
Reimbursements	399,561	199,851	472,617	367,560	1,109,077	7,549	7,549	-	171,600
Miscellaneous	-	-	-	-	2,000	2,000	2,000	2,000	2,000
Other Financing Sources	210,243	73,502	1,258,924	1,263,397	250,000	-	-	-	-
Total Revenue	**1,588,515**	**1,726,285**	**2,705,765**	**2,833,961**	**2,183,577**	**834,549**	**834,549**	**832,000**	**1,003,600**
Expenditures									
Contractual Services	130,762	107,274	161,675	267,144	216,675	151,675	170,777	177,923	185,498
Supplies	8,913	27,847	35,000	25,000	27,000	27,000	42,000	42,000	77,000
Capital Outlay	2,711,081	2,825,760	2,990,753	2,990,926	1,888,049	256,521	158,108	108,810	310,003
Debt Service	405,937	404,138	403,588	403,588	407,563	322,188	321,338	315,338	319,338
Other Financing Uses	12,621	9,645	78,510	95,074	82,866	121,141	120,132	120,793	120,445
Total Expenditures	**3,269,314**	**3,374,664**	**3,669,526**	**3,781,732**	**2,622,153**	**878,525**	**812,355**	**764,864**	**1,012,284**
Surplus (Deficit)	(1,680,799)	(1,648,379)	(963,761)	(947,771)	(438,576)	(43,976)	22,194	67,136	(8,684)
Ending Fund Balance	**3,003,908**	**1,355,530**	**144,741**	**407,759**	**(30,817)**	**(74,793)**	**(52,599)**	**14,537**	**5,853**



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
City-Wide Capital - 23										
23-000-41-00-4161	FEDERAL GRANTS - ITEP DOWNTOWN	11,244	31,109	1,600	540	-	-	-	-	-
23-000-41-00-4169	FEDERAL GRANTS -MILL STREET LAFO	1,075	24,606	-	-	-	-	-	-	-
23-000-41-00-4178	FEDERAL GRANTS - ITEP KENNEDY RD TRAIL	71,327	2,475	133,424	227,014	-	-	-	-	-
23-000-41-00-4188	STATE GRANTS - EDP WRIGLEY (RTE 47)	52,076	476,164	65,200	65,200	-	-	-	-	-
23-000-42-00-4210	BUILDING PERMITS	-	35,365	-	50,000	-	-	-	-	-
23-000-42-00-4214	DEVELOPMENT FEES - CW CAPITAL	6,150	1,085	6,000	3,500	3,500	3,500	3,500	3,500	3,500
23-000-42-00-4216	BUILD PROGRAM PERMITS	85,565	61,008	-	-	-	-	-	-	-
23-000-42-00-4218	DEVELOPMENT FEES - MUNICIPAL BLDG	7,077	9,645	7,000	30,000	18,000	16,500	16,500	16,500	16,500
23-000-42-00-4222	ROAD CONTRIBUTION FEE	40,000	88,000	60,000	90,000	70,000	70,000	70,000	70,000	70,000
23-000-42-00-4224	RENEW PROGRAM PERMITS	2,411	900	-	-	-	-	-	-	-
23-000-44-00-4440	ROAD INFRASTRUCTURE FEE	700,156	718,872	700,000	730,000	730,000	735,000	735,000	740,000	740,000
23-000-45-00-4500	INVESTMENT EARNINGS	1,630	3,703	1,000	6,750	1,000	-	-	-	-
23-000-46-00-4606	REIMB - COM ED	316,905	-	-	-	-	-	-	-	-
23-000-46-00-4607	REIMB - BLACKBERRY WOODS	11,999	131,574	-	7,797	7,549	7,549	7,549	-	-
23-000-46-00-4608	REIMB - KENNEDY ROAD IMPROVEMENTS	-	-	160,000	160,000	-	-	-	-	-
23-000-46-00-4618	REIMB - BRISTOL BAY ANNEX	-	-	-	-	-	-	-	-	171,600
23-000-46-00-4620	REIMB - PULTE (AUTUMN CREEK)	25,703	-	-	-	-	-	-	-	-
23-000-46-00-4621	REIMB - FOUNTAIN VILLAGE	-	-	-	16,820	256,528	-	-	-	-
23-000-46-00-4624	REIMB - WHISPERING MEADOWS	-	-	-	-	800,000	-	-	-	-
23-000-46-00-4630	REIMB - STAGECOACH CROSSING	-	63,404	-	-	-	-	-	-	-
23-000-46-00-4660	REIMB - PUSH FOR THE PATH	38,618	1,413	312,617	118,943	29,000	-	-	-	-
23-000-46-00-4690	REIMB - MISCELLANEOUS	6,336	3,460	-	64,000	16,000	-	-	-	-
23-000-48-00-4845	DONATIONS	-	-	-	-	2,000	2,000	2,000	2,000	2,000
23-000-49-00-4905	LOAN PROCEEDS - RIVER ROAD BRIDGE	152,183	-	-	-	-	-	-	-	-
23-000-49-00-4910	SALE OF CAPITAL ASSETS	-	1,900	-	-	-	-	-	-	-
23-000-49-00-4916	TRANSFER FROM GENERAL - CW B&G	58,060	71,602	160,000	247,415	-	-	-	-	-
23-000-49-00-4923	TRANSFER FROM GENERAL - CW CAPITAL	-	-	-	-	250,000	-	-	-	-
23-000-49-00-4951	TRANSFER FROM WATER	-	-	1,098,924	1,015,982	-	-	-	-	-
	Revenue	**1,588,515**	**1,726,285**	**2,705,765**	**2,833,961**	**2,183,577**	**834,549**	**834,549**	**832,000**	**1,003,600**

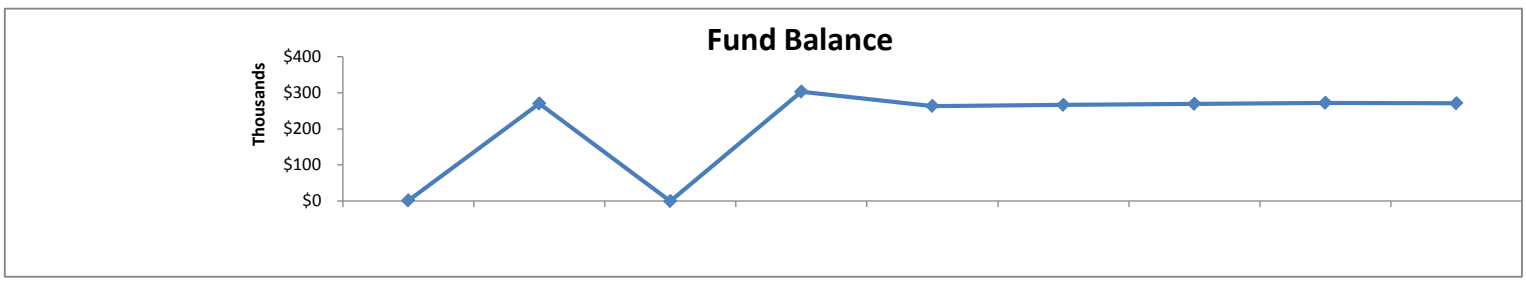
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
City-Wide - Building & Grounds Expenditures										
23-216-54-00-5405	BUILD PROGRAM	8,945	4,850	-	-	-	-	-	-	-
23-216-54-00-5446	PROPERTY & BLDG MAINT SERVICES	40,202	43,755	125,000	222,415	150,000	150,000	50,000	50,000	50,000
23-216-54-00-5482	STREET LIGHTING	-	-	-	-	-	-	119,102	126,248	133,823
23-216-56-00-5626	HANGING BASKETS	-	-	-	-	2,000	2,000	2,000	2,000	2,000
23-216-56-00-5619	SIGNS	-	-	-	-	-	-	15,000	15,000	15,000
23-216-56-00-5656	PROPERTY & BLDG MAINT SUPPLIES	8,913	27,847	35,000	25,000	25,000	25,000	25,000	25,000	25,000
23-216-60-00-6020	BUILDINGS & STRUCTURES	-	-	-	-	40,000	-	-	-	-
23-216-99-00-9901	TRANSFER TO GENERAL	7,077	9,645	7,000	30,000	18,000	16,500	16,500	16,500	16,500
		65,137	**86,097**	**167,000**	**277,415**	**235,000**	**193,500**	**227,602**	**234,748**	**242,323**
City-Wide Capital Expenditures										
23-230-54-00-5405	BUILD PROGRAM	76,620	56,158	-	-	-	-		-	-
23-230-54-00-5406	RENEW PROGRAM	2,411	900	-	-	-	-	-	-	-
23-230-54-00-5465	ENGINEERING SERVICES	1,370	-	35,000	35,000	65,000	-	-	-	-
23-230-54-00-5497	PROPERTY TAX PAYMENT	-	-	-	8,054	-	-	-	-	-
23-230-54-00-5498	PAYING AGENT FEES	475	475	475	475	475	475	475	475	475
23-230-54-00-5499	BAD DEBT	739	1,136	1,200	1,200	1,200	1,200	1,200	1,200	1,200
23-230-56-00-5632	ASPHALT PATCHING	-	-	-	-	-	-	-	-	35,000
23-230-60-00-6007	KENNEDY RD - AUTUMN CREEK	25,703	-	-	-	-	-	-	-	-
23-230-60-00-6008	BEECHER & CORNEILS ROAD	318,507	-	-	-	-	-	-	-	-
23-230-60-00-6009	WRIGLEY (RTE 47) EXPANSION	57,430	454,548	65,200	65,200	-	-	-	-	-
23-230-60-00-6011	PROPERTY ACQUISITION	-	160,877	-	-	-	-	-	-	-
23-230-60-00-6014	BLACKBERRY WOODS	11,999	131,574	-	7,797	7,549	7,549	7,549	-	-
23-230-60-00-6017	STAGECOACH CROSSING	-	63,304	-	-	-	-	-	-	-
23-230-60-00-6016	US 34 (CENTER / ELDAMAIN RD) PROJECT	-	-	151,300	19,500	110,226	110,226	110,226	-	-
23-230-60-00-6018	GREENBRIAR POND NATURALIZATION	12,632	8,649	4,672	5,109	5,000	5,000	5,000	5,000	5,000
23-230-60-00-6019	BRISTOL BAY ACCESS ROAD	-	-	50,000	40,699	-	-	-	-	-
23-230-60-00-6021	PAVILLION ROAD STREAMBANK STABILIZATION	-	-	-	-	110,000	-	-	-	-
23-230-60-00-6023	FOUNTAIN VILLAGE SUBDIVISION	-	-	-	16,820	256,528	-	-	-	-
23-230-60-00-6025	ROAD TO BETTER ROADS PROGRAM	509,430	695,767	400,000	771,007	100,000	-	-	98,810	128,403
23-230-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	1,070,000	-	-	-	-
23-230-60-00-6041	SIDEWALK CONSTRUCTION	3,598	806	7,500	3,000	5,000	5,000	5,000	5,000	5,000
23-230-60-00-6048	DOWNTOWN STREETSCAPE IMPROVEMENT	14,055	39,088	2,000	675	-	-	-	-	-
23-230-60-00-6058	ROUTE 71 (RTE 47 / ORCHARD RD) PROJECT	-	-	-	-	30,333	30,333	30,333	-	-
23-230-60-00-6059	US 34 (IL 47 / ORCHARD RD) PROJECT	-	16,497	94,600	81,682	98,413	98,413	-	-	-
23-230-60-00-6073	GAME FARM ROAD PROJECT	1,377,783	13,364	-	328,914	-	-	-	-	-
23-230-60-00-6075	RIVER ROAD BRIDGE PROJECT	152,183	-	-	-	-	-	-	-	-
23-230-60-00-6082	COUNTRYSIDE PKY IMPROVEMENTS	117,202	1,211,639	645,940	627,417	-	-	-	-	-
23-230-60-00-6084	CENTER & COUNTRYSIDE IMPROVEMENTS	-	-	522,000	228,480	-	-	-	-	-

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
23-230-60-00-6086	KENNEDY ROAD IMPROVEMENTS	-	25,753	601,500	384,669	10,000	-	-	-	-
23-230-60-00-6094	KENNEDY RD BIKE TRAIL	109,946	3,894	446,041	409,957	45,000	-	-	-	-
23-230-60-00-6095	SUNFLOWER ESTATES - DRAINAGE IMPROVEMENT	613	-	-	-	-	-	-	-	-
23-230-60-00-6098	BRISTOL BAY SUBDIVISION	-	-	-	-	-	-	-	-	171,600
2014A Bond										
23-230-78-00-8000	PRINCIPAL PAYMENT	135,000	185,000	190,000	190,000	190,000	195,000	200,000	200,000	210,000
23-230-78-00-8050	INTEREST PAYMENT	195,937	144,138	138,588	138,588	132,888	127,188	121,338	115,338	109,338
Kendall County Loan - River Road Bridge										
23-230-97-00-8000	PRINCIPAL PAYMENT	75,000	75,000	75,000	75,000	84,675	-	-	-	-
23-230-99-00-9915	TRANSFER TO MOTOR FUEL TAX	5,544	-	-	-	-	-	-	-	-
23-230-99-00-9951	TRANSFER TO WATER	-	-	71,510	65,074	64,866	104,641	103,632	104,293	103,945
		3,204,177	**3,288,567**	**3,502,526**	**3,504,317**	**2,387,153**	**685,025**	**584,753**	**530,116**	**769,961**
	Expenditures	**3,269,314**	**3,374,664**	**3,669,526**	**3,781,732**	**2,622,153**	**878,525**	**812,355**	**764,864**	**1,012,284**
	Surplus(Deficit)	**(1,680,799)**	**(1,648,379)**	**(963,761)**	**(947,771)**	**(438,576)**	**(43,976)**	**22,194**	**67,136**	**(8,684)**
	Fund Balance	**3,003,908**	**1,355,530**	**144,741**	**407,759**	**(30,817)**	**(74,793)**	**(52,599)**	**14,537**	**5,853**

Vehicle and Equipment Fund (25)

This fund was created in Fiscal Year 2014, consolidating the Police Capital, Public Works Capital and Park & Recreation Capital funds. The General Government function was added in Fiscal Year 2019 to account for administrative vehicle and City-wide computer purchases. This fund primarily derives its revenue from monies collected from building permits and development fees, in addition to functional chargebacks. The revenue is primarily used to purchase vehicles and equipment for use in the operations of the Police, Public Works and Parks & Recreation Departments.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Licenses & Permits	89,150	134,050	73,500	122,000	120,600	110,550	110,550	110,550	110,550
Fines & Forfeits	11,374	6,608	7,700	6,700	6,700	6,700	6,700	6,700	6,700
Charges for Service	374,386	236,948	246,565	260,116	107,861	47,578	47,146	51,412	71,723
Investment Earnings	43	86	80	150	150	150	150	150	150
Miscellaneous	4,627	5,535	2,000	1,583	2,000	2,000	2,000	2,000	2,000
Other Financing Sources	48,446	254,162	-	-	-	-	-	-	-
Total Revenue	**528,026**	**637,389**	**329,845**	**390,549**	**237,311**	**166,978**	**166,546**	**170,812**	**191,123**
Police Capital Expenditures									
Contractual Services	15,717	3,460	8,000	8,570	8,750	8,750	8,750	8,750	8,750
Capital Outlay	197,119	141,832	192,300	181,786	60,000	60,000	55,000	55,000	55,000
Sub-Total Expenditures	*212,836*	*145,292*	*200,300*	*190,356*	*68,750*	*68,750*	*63,750*	*63,750*	*63,750*
General Government Capital Expenditures									
Supplies	-	-	-	-	34,411	11,578	16,146	20,412	37,897
Capital Outlay	-	-	-	-	40,000	-	-	-	-
Sub-Total Expenditures	-	-	-	-	*74,411*	*11,578*	*16,146*	*20,412*	*37,897*
Public Works Capital Expenditures									
Contractual Services	35,611	26,244	1,750	245	1,750	1,750	1,750	1,750	1,750
Supplies	-	-	2,000	1,583	2,000	2,000	2,000	2,000	2,000
Capital Outlay	184,891	68,522	52,400	52,400	7,000	7,000	7,000	7,000	14,000
Debt Service	70,815	70,815	70,815	70,815	70,815	70,815	70,815	70,816	70,815
Sub-Total Expenditures	*291,317*	*165,581*	*126,965*	*125,043*	*81,565*	*81,565*	*81,565*	*81,566*	*88,565*
Parks & Rec Capital Expenditures									
Contractual Services	1,225	1,822	-	-	-	-	-	-	-
Capital Outlay	124,165	53,908	270,441	39,903	50,000	-	-	-	-
Debt Service	2,219	2,219	2,219	2,219	2,219	2,219	2,219	2,218	2,218
Sub-Total Expenditures	*127,609*	*57,949*	*272,660*	*42,122*	*52,219*	*2,219*	*2,219*	*2,218*	*2,218*
Total Expenditures	**631,762**	**368,822**	**599,925**	**357,521**	**276,945**	**164,112**	**163,680**	**167,946**	**192,430**
Surplus (Deficit)	(103,736)	268,567	(270,080)	33,028	(39,634)	2,866	2,866	2,866	(1,307)
Police Capital Fund Balance	-	-	-	-	-	-	-	-	-
Gen Gov Capital Fund Balance	-	-	-	-	-	-	-	-	-
Public Works Capital Fund Balance	-	-	-	-	*6,435*	*5,870*	*5,305*	*4,739*	-
Parks & Rec Capital Fund Balance	*1,841*	*270,407*	-	*303,435*	*257,366*	*260,797*	*264,228*	*267,660*	*271,092*
Ending Fund Balance	**1,841**	**270,407**	-	**303,435**	**263,801**	**266,667**	**269,533**	**272,399**	**271,092**



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Vehicle & Equipment - 25										
25-000-42-00-4215	DEVELOPMENT FEES - POLICE CAPITAL	12,900	32,100	25,000	33,000	30,600	28,050	28,050	28,050	28,050
25-000-42-00-4216	BUILD PROGRAM PERMITS	43,410	28,700	-	-	-	-	-	-	-
25-000-42-00-4218	ENGINEERING CAPITAL FEE	3,250	8,600	6,000	9,000	12,000	11,000	11,000	11,000	11,000
25-000-42-00-4219	DEVELOPMENT FEES - PW CAPITAL	26,240	60,350	40,000	75,000	72,000	66,000	66,000	66,000	66,000
25-000-42-00-4220	DEVELOPMENT FEES - PARK CAPITAL	1,625	4,300	2,500	5,000	6,000	5,500	5,500	5,500	5,500
25-000-42-00-4224	RENEW PROGRAM PERMITS	1,725	-	-	-	-	-	-	-	-
25-000-43-00-4315	DUI FINES	10,803	5,865	7,000	6,000	6,000	6,000	6,000	6,000	6,000
25-000-43-00-4316	ELECTRONIC CITATION FEES	571	743	700	700	700	700	700	700	700
25-000-43-00-4340	SEIZED VEHICLE PROCEEDS	-	-	-	-	-	-	-	-	-
25-000-44-00-4418	MOWING INCOME	5,744	1,955	3,000	629	2,000	2,000	2,000	2,000	2,000
25-000-44-00-4419	COMMUNITY DEVELOPMENT CHARGEBACK	-	-	-	-	40,000	-	-	-	-
25-000-44-00-4420	POLICE CHARGEBACK	174,263	97,459	167,600	150,656	31,450	34,000	29,000	29,000	29,000
25-000-44-00-4421	PUBLIC WORKS CHARGEBACK	194,379	63,626	75,965	38,831	-	-	-	-	2,826
25-000-44-00-4427	PARKS & RECREATION CHARGEBACK	-	73,908	-	70,000	-	-	-	-	-
25-000-44-00-4428	COMPUTER REPLACEMENT CHARGEBACKS	-	-	-	-	34,411	11,578	16,146	20,412	37,897
25-000-45-00-4522	INVESTMENT EARNINGS - PARK CAPITAL	43	86	80	150	150	150	150	150	150
25-000-48-00-4852	MISCELLANEOUS INCOME - POLICE CAPITAL	624	435	-	-	-	-	-	-	-
25-000-48-00-4854	MISCELLANEOUS INCOME - PW CAPITAL	3,929	5,100	2,000	1,583	2,000	2,000	2,000	2,000	2,000
25-000-48-00-4855	MISCELLANEOUS INCOME - PARK CAPITAL	74	-	-	-	-	-	-	-	-
25-000-49-00-4920	SALE OF CAPITAL ASSETS - POLICE CAPITAL	3,475	5,990	-	-	-	-	-	-	-
25-000-49-00-4921	SALE OF CAPITAL ASSETS - PW CAPITAL	44,171	-	-	-	-	-	-	-	-
25-000-49-00-4922	SALE OF CAPITAL ASSETS - PARK CAPITAL	800	248,172	-	-	-	-	-	-	-
	Revenue	**528,026**	**637,389**	**329,845**	**390,549**	**237,311**	**166,978**	**166,546**	**170,812**	**191,123**
Police Capital										
25-205-54-00-5405	BUILD PROGRAM	9,750	2,700	-	-	-	-	-	-	-
25-205-54-00-5406	RENEW PROGRAM	450	-	-	-	-	-	-	-	-
25-205-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	5,517	760	8,000	8,570	8,750	8,750	8,750	8,750	8,750
25-205-60-00-6060	EQUIPMENT	2,369	-	27,300	27,300	5,000	5,000	-	-	-
25-205-60-00-6070	VEHICLES	194,750	141,832	165,000	154,486	55,000	55,000	55,000	55,000	55,000
		212,836	**145,292**	**200,300**	**190,356**	**68,750**	**68,750**	**63,750**	**63,750**	**63,750**
General Government Capital										
25-212-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	34,411	11,578	16,146	20,412	37,897
25-212-60-00-6070	VEHICLES	-	-	-	-	40,000	-	-	-	-
		-	-	-	-	**74,411**	**11,578**	**16,146**	**20,412**	**37,897**

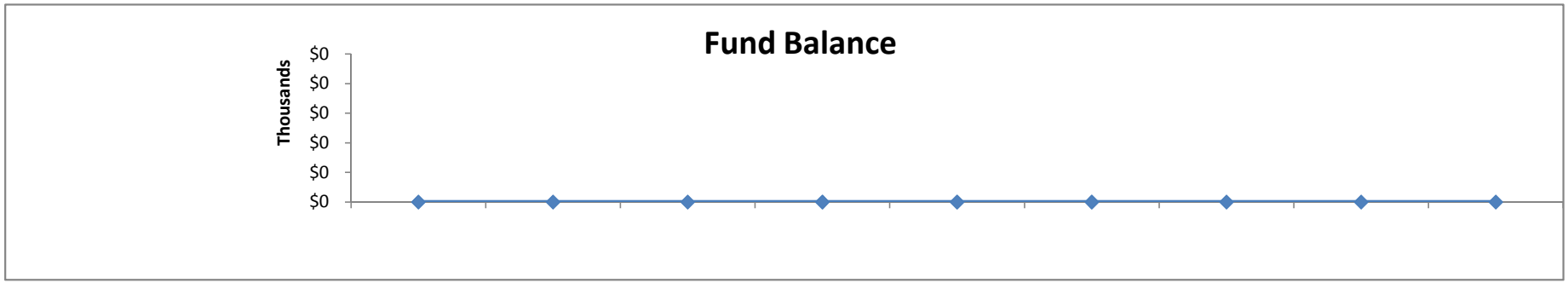
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Public Works Capital										
25-215-54-00-5405	BUILD PROGRAM	32,510	25,950	-	-	-	-	-	-	-
25-215-54-00-5406	RENEW PROGRAM	1,200	-	-	-	-	-	-	-	-
25-215-54-00-5448	FILING FEES	1,901	294	1,750	245	1,750	1,750	1,750	1,750	1,750
25-215-56-00-5620	OPERATING SUPPLIES	-	-	2,000	1,583	2,000	2,000	2,000	2,000	2,000
25-215-60-00-6060	EQUIPMENT	15,084	24,098	7,400	7,400	7,000	7,000	7,000	7,000	14,000
25-215-60-00-6070	VEHICLES	169,807	44,424	45,000	45,000	-	-	-	-	-
185 Wolf Street Building										
25-215-92-00-8000	PRINCIPAL PAYMENT	39,638	41,430	43,303	43,303	45,261	47,307	49,446	51,682	54,018
25-215-92-00-8050	INTEREST PAYMENT	31,177	29,385	27,512	27,512	25,554	23,508	21,369	19,134	16,797
		291,317	**165,581**	**126,965**	**125,043**	**81,565**	**81,565**	**81,565**	**81,566**	**88,565**
Parks & Recreation Capital										
25-225-54-00-5405	BUILD PROGRAM	1,150	50	-	-	-	-	-	-	-
25-225-54-00-5406	RENEW PROGRAM	75	-	-	-	-	-	-	-	-
25-225-54-00-5462	PROFESSIONAL SERVICES	-	1,772	-	-	-	-	-	-	-
25-225-60-00-6020	BUILDINGS & STRUCTURES	-	-	250,441	-	-	-	-	-	-
25-225-60-00-6060	EQUIPMENT	78,936	53,908	-	20,000	50,000	-	-	-	-
25-225-60-00-6068	TRAIL IMPROVEMENTS	20,347	-	-	-	-	-	-	-	-
25-225-60-00-6070	VEHICLES	24,882	-	20,000	19,903	-	-	-	-	-
185 Wolf Street Building										
25-225-92-00-8000	PRINCIPAL PAYMENT	1,242	1,298	1,357	1,357	1,418	1,482	1,549	1,619	1,692
25-225-92-00-8050	INTEREST PAYMENT	977	921	862	862	801	737	670	599	526
		127,609	**57,949**	**272,660**	**42,122**	**52,219**	**2,219**	**2,219**	**2,218**	**2,218**
	Expenditures	**631,762**	**368,822**	**599,925**	**357,521**	**276,945**	**164,112**	**163,680**	**167,946**	**192,430**
	Surplus(Deficit)	**(103,736)**	**268,567**	**(270,080)**	**33,028**	**(39,634)**	**2,866**	**2,866**	**2,866**	**(1,307)**
	Fund Balance - Police Capital	-	-	-	-	-	-	-	-	-
	Fund Balance - General Government	-	-	-	-	-	-	-	-	-
	Fund Balance - Public Works Capital	-	-	-	-	*6,435*	*5,870*	*5,305*	*4,739*	-
	Fund Balance - Parks & Rec Capital	*1,841*	*270,407*	-	*303,435*	*257,366*	*260,797*	*264,228*	*267,660*	*271,092*
	Fund Balance	**1,841**	**270,407**	-	**303,435**	**263,801**	**266,667**	**269,533**	**272,399**	**271,092**

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Debt Service Fund (42)

The Debt Service Fund accumulates monies for payment of the 2014B bonds, which refinanced the 2005A bonds. The 2005A bonds were originally issued to finance road improvement projects.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	164,852	47,070	-	-	-	-	-	-	-
Licenses & Permits	14,281	7,015	5,000	6,500	6,000	6,000	6,000	6,000	6,000
Investment Earnings	11	-	-	-	-	-	-	-	-
Other Financing Sources	127,243	266,979	315,225	313,725	318,725	318,025	317,225	323,375	324,075
Total Revenue	**306,387**	**321,064**	**320,225**	**320,225**	**324,725**	**324,025**	**323,225**	**329,375**	**330,075**
Expenditures									
Contractual Services	3,979	914	475	475	475	475	475	475	475
Debt Service	310,250	320,150	319,750	319,750	324,250	323,550	322,750	328,900	329,600
Total Expenditures	**314,229**	**321,064**	**320,225**	**320,225**	**324,725**	**324,025**	**323,225**	**329,375**	**330,075**
Surplus (Deficit)	(7,842)	-	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-	-	-

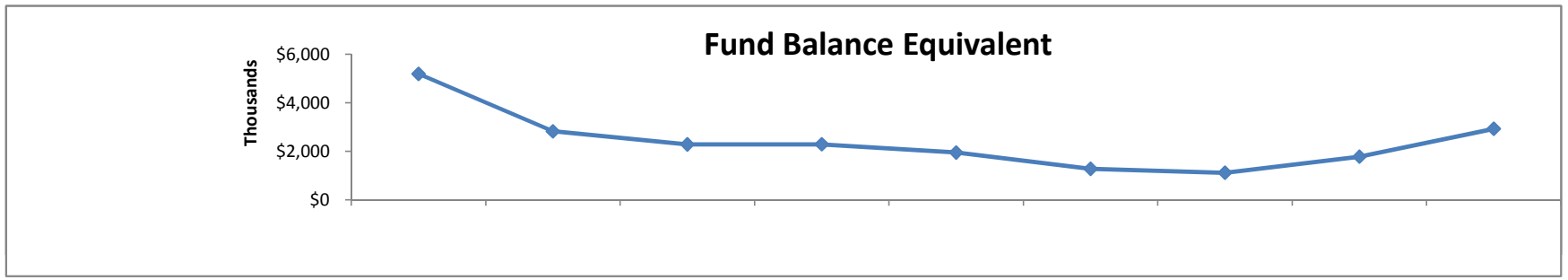


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Debt Service - 42										
42-000-40-00-4000	PROPERTY TAXES - 2014B BOND	164,852	47,070	-	-	-	-	-	-	-
42-000-42-00-4208	RECAPTURE FEES - WATER & SEWER	10,777	6,577	5,000	6,500	6,000	6,000	6,000	6,000	6,000
42-000-42-00-4216	BUILD PROGRAM PERMITS	3,466	425	-	-	-	-	-	-	-
42-000-42-00-4224	RENEW PROGRAM	38	13	-	-	-	-	-	-	-
42-000-45-00-4500	INVESTMENT EARNINGS	11	-	-	-	-	-	-	-	-
42-000-49-00-4901	TRANSFER FROM GENERAL	127,243	266,979	315,225	313,725	318,725	318,025	317,225	323,375	324,075
	Revenue	**306,387**	**321,064**	**320,225**	**320,225**	**324,725**	**324,025**	**323,225**	**329,375**	**330,075**
42-420-54-00-5405	BUILD PROGRAM	3,466	425	-	-	-	-	-	-	-
42-420-54-00-5406	RENEW PROGRAM	38	13	-	-	-	-	-	-	-
42-420-54-00-5498	PAYING AGENT FEES	475	476	475	475	475	475	475	475	475
2014B Refunding Bond										
42-420-79-00-8000	PRINCIPAL PAYMENT	255,000	270,000	275,000	275,000	285,000	290,000	295,000	310,000	320,000
42-420-79-00-8050	INTEREST PAYMENT	55,250	50,150	44,750	44,750	39,250	33,550	27,750	18,900	9,600
	Expenditures	**314,229**	**321,064**	**320,225**	**320,225**	**324,725**	**324,025**	**323,225**	**329,375**	**330,075**
	Surplus(Deficit)	**(7,842)**	-	-	-	-	-	-	-	-
	Fund Balance	-	-	-	-	-	-	-	-	-

Water Fund (51)

The Water Fund is an enterprise fund which is comprised of both a capital and operational budget. The capital portion is used for the improvement and expansion of water infrastructure, while the operational side is used to service and maintain City water systems.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Licenses & Permits	162,468	171,840	-	-	-	-	-	-	-
Charges for Service	3,461,906	3,955,944	4,088,800	4,356,416	4,326,486	4,458,446	4,627,759	4,805,536	4,992,202
Investment Earnings	5,492	9,729	5,000	10,500	7,000	3,000	3,000	5,000	10,000
Reimbursements	4,605	27,256	-	200	-	-	-	-	-
Miscellaneous	57,261	60,865	58,582	61,051	62,491	63,741	65,016	66,316	67,642
Other Financing Sources	4,369,998	6,325,992	145,385	138,949	142,541	178,516	178,757	179,968	177,595
Total Revenue	**8,061,730**	**10,551,626**	**4,297,767**	**4,567,116**	**4,538,518**	**4,703,703**	**4,874,532**	**5,056,820**	**5,247,439**
Expenses									
Salaries	376,019	390,595	430,549	421,000	441,121	453,545	466,341	479,521	493,097
Benefits	218,947	235,050	266,965	249,501	257,466	274,320	292,441	311,939	332,832
Contractual Services	887,201	827,278	886,366	717,206	734,523	764,700	769,390	786,973	795,191
Supplies	266,102	326,045	323,013	334,570	354,448	364,781	375,630	387,021	398,982
Capital Outlay	1,069,736	3,499,902	807,937	1,020,244	1,555,976	1,156,756	827,544	613,544	420,848
Debt Service	1,147,429	1,449,609	1,344,749	1,344,749	1,532,837	2,361,500	2,305,935	1,815,830	1,654,108
Other Financing Uses	-	6,193,291	1,098,924	1,015,982	-	-	-	-	-
Total Expenses	**3,965,434**	**12,921,770**	**5,158,503**	**5,103,252**	**4,876,371**	**5,375,602**	**5,037,281**	**4,394,828**	**4,095,058**
Surplus (Deficit)	4,096,296	(2,370,144)	(860,736)	(536,136)	(337,853)	(671,899)	(162,749)	661,992	1,152,381
Ending Fund Balance Equivalent	**5,196,289**	**2,826,144**	**2,285,570**	**2,290,008**	**1,952,155**	**1,280,256**	**1,117,507**	**1,779,499**	**2,931,880**
	131.04%	*21.87%*	*44.31%*	*44.87%*	*40.03%*	*23.82%*	*22.18%*	*40.49%*	*71.60%*



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Water - 51										
51-000-42-00-4216	BUILD PROGRAM PERMITS	162,468	171,840	-	-	-	-	-	-	-
51-000-44-00-4424	WATER SALES	2,463,058	2,952,074	2,956,000	3,105,000	3,105,000	3,260,250	3,423,263	3,594,425	3,774,145
51-000-44-00-4425	BULK WATER SALES	(6,660)	5,250	5,000	2,000	5,000	5,000	5,000	5,000	5,000
51-000-44-00-4426	LATE PENALTIES - WATER	101,208	104,425	105,000	120,000	120,000	126,000	132,300	138,915	145,861
51-000-44-00-4430	WATER METER SALES	38,102	66,280	50,000	75,000	58,206	53,356	53,356	53,356	53,356
51-000-44-00-4440	WATER INFRASTRUCTURE FEE	717,028	734,552	725,000	745,000	745,000	745,000	745,000	745,000	745,000
51-000-44-00-4450	WATER CONNECTION FEES	149,170	93,363	247,800	309,416	293,280	268,840	268,840	268,840	268,840
51-000-45-00-4500	INVESTMENT EARNINGS	5,492	9,729	5,000	10,500	7,000	3,000	3,000	5,000	10,000
51-000-46-00-4690	REIMB - MISCELLANEOUS	4,605	27,256	-	200	-	-	-	-	-
51-000-48-00-4820	RENTAL INCOME	56,888	60,495	58,582	61,051	62,491	63,741	65,016	66,316	67,642
51-000-48-00-4850	MISCELLANEOUS INCOME	373	370	-	-	-	-	-	-	-
51-000-49-00-4900	BOND PROCEEDS	4,100,000	-	-	-	-	-	-	-	-
51-000-49-00-4902	BOND ISSUANCE	-	5,800,000	-	-	-	-	-	-	-
51-000-49-00-4903	PREMIUM ON BOND ISSUANCE	193,723	449,023	-	-	-	-	-	-	-
51-000-49-00-4910	SALE OF CAPITAL ASSETS	-	1,894	-	-	-	-	-	-	-
51-000-49-00-4923	TRANSFER FROM CITY-WIDE CAPITAL	-	-	71,510	65,074	64,866	104,641	103,632	104,293	103,945
51-000-49-00-4952	TRANSFER FROM SEWER	76,275	75,075	73,875	73,875	77,675	73,875	75,125	75,675	73,650
	Revenue	**8,061,730**	**10,551,626**	**4,297,767**	**4,567,116**	**4,538,518**	**4,703,703**	**4,874,532**	**5,056,820**	**5,247,439**
Water Operations										
51-510-50-00-5010	SALARIES & WAGES	365,077	375,148	388,749	391,000	414,121	426,545	439,341	452,521	466,097
51-510-50-00-5015	PART-TIME SALARIES	3,611	5,530	29,800	18,000	15,000	15,000	15,000	15,000	15,000
51-510-50-00-5020	OVERTIME	7,331	9,917	12,000	12,000	12,000	12,000	12,000	12,000	12,000
51-510-52-00-5212	RETIREMENT PLAN CONTRIBUTION	40,267	41,132	43,749	43,000	45,526	48,152	51,002	54,070	57,324
51-510-52-00-5214	FICA CONTRIBUTION	27,354	28,326	31,730	31,000	32,370	33,341	34,341	35,371	36,432
51-510-52-00-5216	GROUP HEALTH INSURANCE	113,806	127,757	148,964	136,852	139,233	150,372	162,402	175,394	189,426
51-510-52-00-5222	GROUP LIFE INSURANCE	777	705	705	705	519	524	529	534	539
51-510-52-00-5223	DENTAL INSURANCE	8,712	9,147	9,605	8,808	8,260	8,673	9,107	9,562	10,040
51-510-52-00-5224	VISION INSURANCE	1,131	1,131	1,165	1,218	1,218	1,218	1,218	1,255	1,293
51-510-52-00-5230	UNEMPLOYMENT INSURANCE	1,785	1,148	2,000	1,182	2,000	2,000	2,000	2,000	2,000
51-510-52-00-5231	LIABILITY INSURANCE	25,115	25,704	29,047	26,736	28,340	30,040	31,842	33,753	35,778
51-510-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	108,154	108,154	111,629	111,629	111,629	111,629	111,629
51-510-54-00-5402	BOND ISSUANCE COSTS	40,456	55,732	-	-	-	-	-	-	-
51-510-54-00-5405	BUILD PROGRAM	162,468	171,840	-	-	-	-	-	-	-
51-510-54-00-5412	TRAINING & CONFERENCES	3,072	3,178	6,500	6,500	6,500	6,500	6,500	6,500	6,500
51-510-54-00-5415	TRAVEL & LODGING	1,193	2,123	1,600	1,600	2,000	2,000	2,000	2,000	2,000
51-510-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	2,627	827	2,257	486	3,190
51-510-54-00-5426	PUBLISHING & ADVERTISING	211	605	1,000	-	500	500	500	500	500

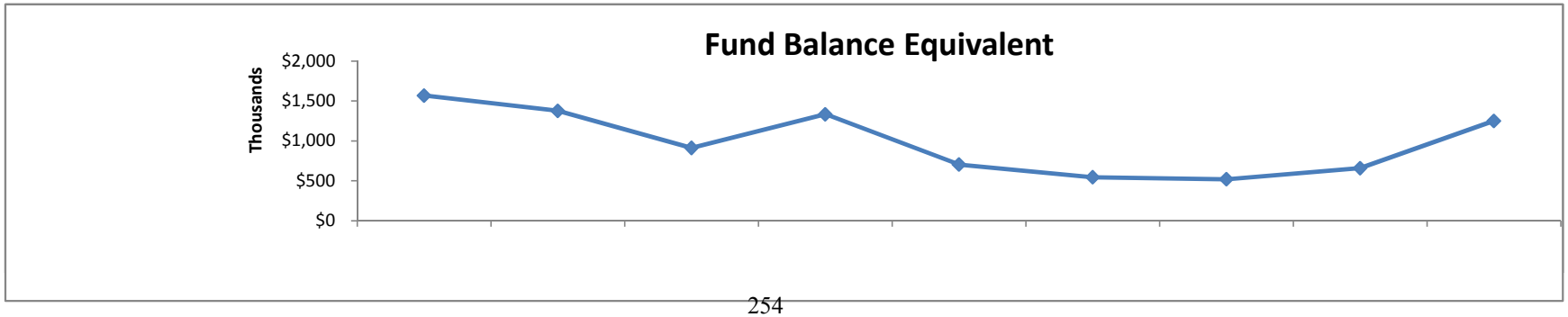
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
51-510-54-00-5429	WATER SAMPLES	6,842	7,607	12,000	10,000	10,000	10,000	10,000	10,000	10,000
51-510-54-00-5430	PRINTING & DUPLICATING	2,679	2,405	3,000	3,000	3,250	3,250	3,250	3,250	3,250
51-510-54-00-5440	TELECOMMUNICATIONS	24,715	30,807	30,000	30,000	30,000	30,000	30,000	30,000	30,000
51-510-54-00-5445	TREATMENT FACILITY SERVICES	113,208	143,204	120,000	120,000	145,000	145,000	145,000	145,000	145,000
51-510-54-00-5448	FILING FEES	3,753	2,058	5,000	4,000	4,000	4,000	4,000	4,000	4,000
51-510-54-00-5452	POSTAGE & SHIPPING	18,206	16,838	19,000	19,000	19,000	19,000	19,000	19,000	19,000
51-510-54-00-5460	DUES & SUBSCRIPTIONS	1,080	1,603	1,600	1,600	1,800	1,800	1,800	1,800	1,800
51-510-54-00-5462	PROFESSIONAL SERVICES	47,595	39,025	45,000	45,000	45,000	45,000	45,000	45,000	45,000
51-510-54-00-5465	ENGINEERING SERVICES	187,840	46,960	200,000	40,000	15,000	30,000	15,000	15,000	-
51-510-54-00-5466	LEGAL SERVICES	-	-	2,000	-	-	-	-	-	-
51-510-54-00-5480	UTILITIES	239,114	256,914	270,300	270,300	286,518	303,709	321,932	341,248	361,723
51-510-54-00-5483	JULIE SERVICES	4,300	7,849	6,500	6,500	3,000	3,000	3,000	3,000	3,000
51-510-54-00-5485	RENTAL & LEASE PURCHASE	464	423	750	1,000	1,000	1,000	1,000	1,000	1,000
51-510-54-00-5488	OFFICE CLEANING	-	-	4,167	1,164	1,199	1,235	1,272	1,310	1,349
51-510-54-00-5490	VEHICLE MAINTENANCE SERVICES	14,551	8,862	15,000	15,000	12,000	12,000	12,000	12,000	12,000
51-510-54-00-5495	OUTSIDE REPAIR & MAINTENCE	6,994	15,096	25,000	25,000	25,000	25,000	25,000	25,000	25,000
51-510-54-00-5498	PAYING AGENT FEES	2,241	1,415	2,295	1,888	2,000	1,750	1,750	1,750	1,750
51-510-54-00-5499	BAD DEBT	6,219	12,734	7,500	7,500	7,500	7,500	7,500	7,500	7,500
51-510-56-00-5600	WEARING APPAREL	5,194	4,264	4,200	4,500	5,100	5,100	5,100	5,100	5,100
51-510-56-00-5620	OPERATING SUPPLIES	5,993	7,744	15,000	7,500	7,500	7,500	7,500	7,500	7,500
51-510-56-00-5628	VEHICLE MAINTENANCE SUPPLIES	1,082	699	5,000	2,500	2,500	2,500	2,500	2,500	2,500
51-510-56-00-5630	SMALL TOOLS & EQUIPMENT	1,144	4,447	2,000	2,000	4,000	4,000	4,000	4,000	4,000
51-510-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	641	850	2,000	170	-	-	-	-	-
51-510-56-00-5638	TREATMENT FACILITY SUPPLIES	151,829	173,204	181,913	175,000	183,750	192,938	202,585	212,714	223,350
51-510-56-00-5640	REPAIR & MAINTENANCE	12,970	19,307	20,000	20,000	27,500	27,500	27,500	27,500	27,500
51-510-56-00-5664	METERS & PARTS	72,039	97,378	70,000	100,000	100,000	100,000	100,000	100,000	100,000
51-510-56-00-5665	JULIE SUPPLIES	1,272	3,669	1,500	1,500	1,200	1,200	1,200	1,200	1,200
51-510-56-00-5695	GASOLINE	13,938	14,483	21,400	21,400	22,898	24,043	25,245	26,507	27,832
51-510-60-00-6011	PROPERTY ACQUISITION	-	-	-	-	200,000	200,000	200,000	-	-
51-510-60-00-6022	WELL REHABILITATIONS	128,876	174,197	203,000	246,954	257,500	-	-	-	-
51-510-60-00-6025	ROAD TO BETTER ROADS PROGRAM	259,341	316,911	250,000	290,356	250,000	250,000	250,000	250,000	250,000
51-510-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	49,220	-	-	-	-
51-510-60-00-6059	US 34 (IL 47 / ORCHARD RD) PROJECT	-	-	10,000	26,676	4,212	4,212	-	-	-
51-510-60-00-6060	EQUIPMENT	-	3,248	10,000	10,000	5,000	355,000	5,000	5,000	5,000
51-510-60-00-6066	RTE 71 WATERMAIN REPLACEMENT	15,955	24,195	14,580	47,935	533,500	-	-	-	-
51-510-60-00-6070	VEHICLES	-	65,710	-	-	50,000	-	50,000	-	100,000
51-510-60-00-6079	ROUTE 47 EXPANSION	197,544	197,544	197,544	197,544	197,544	197,544	197,544	197,544	65,848
51-510-60-00-6081	CATION EXCHANGE MEDIA REPLACEMENT	-	-	-	-	9,000	150,000	125,000	161,000	-
51-510-60-00-6082	COUNTRYSIDE PKY IMPROVEMENTS	468,020	2,718,097	122,813	200,779	-	-	-	-	-

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
2015A Bond										
51-510-77-00-8000	PRINCIPAL PAYMENT	-	73,543	113,987	113,987	117,664	290,483	297,837	312,545	323,576
51-510-77-00-8050	INTEREST PAYMENT	-	228,066	161,053	161,053	156,493	151,787	140,167	128,254	115,752
Debt Service - 2007A Bond										
51-510-83-00-8000	PRINCIPAL PAYMENT	15,000	15,000	-	-	-	-	-	-	-
51-510-83-00-8050	INTEREST PAYMENT	121,793	121,163	-	-	-	-	-	-	-
Debt Service - 2016 Refunding Bond										
51-510-85-00-8000	PRINCIPAL PAYMENT	-	-	430,000	430,000	470,000	1,470,000	1,475,000	1,040,000	915,000
51-510-85-00-8050	INTEREST PAYMENT	-	-	249,629	249,629	195,250	176,450	117,650	58,650	27,450
Debt Service - 2003 Debt Certificates										
51-510-86-00-8000	PRINCIPAL PAYMENT	100,000	100,000	100,000	100,000	300,000	-	-	-	-
51-510-86-00-8050	INTEREST EXPENSE	25,450	21,450	17,300	17,300	13,050	-	-	-	-
Debt Service - 2006A Refunding Debt Certificates										
51-510-87-00-8000	PRINCIPAL PAYMENT	435,000	460,000	-	-	-	-	-	-	-
51-510-87-00-8050	INTEREST EXPENSE	172,606	155,206	-	-	-	-	-	-	-
Debt Service - IEPA Loan L17-156300										
51-510-89-00-8000	PRINCIPAL PAYMENT	94,544	96,923	99,361	99,361	101,860	104,423	107,050	109,743	112,503
51-510-89-00-8050	INTEREST EXPENSE	30,486	28,108	25,669	25,669	23,170	20,607	17,981	15,288	12,527
Debt Service - 2014C Refunding Bond										
51-510-94-00-8000	PRINCIPAL PAYMENT	120,000	120,000	120,000	120,000	130,000	125,000	130,000	135,000	135,000
51-510-94-00-8050	INTEREST PAYMENT	32,550	30,150	27,750	27,750	25,350	22,750	20,250	16,350	12,300
51-510-99-00-9923	TRANSFER TO CITY-WIDE CAPITAL	-	-	1,098,924	1,015,982	-	-	-	-	-
51-510-99-00-9960	PAYMENT TO ESCROW AGENT	-	6,193,291	-	-	-	-	-	-	-
	Expenses	**3,965,434**	**12,921,770**	**5,158,503**	**5,103,252**	**4,876,371**	**5,375,602**	**5,037,281**	**4,394,828**	**4,095,058**
	Surplus(Deficit)	**4,096,296**	**(2,370,144)**	**(860,736)**	**(536,136)**	**(337,853)**	**(671,899)**	**(162,749)**	**661,992**	**1,152,381**
	Fund Balance Equiv	**5,196,289**	**2,826,144**	**2,285,570**	**2,290,008**	**1,952,155**	**1,280,256**	**1,117,507**	**1,779,499**	**2,931,880**
		131.04%	*21.87%*	*44.31%*	*44.87%*	*40.03%*	*23.82%*	*22.18%*	*40.49%*	*71.60%*

Sewer Fund (52)

The Sewer Fund is an enterprise fund which is comprised of both a capital and operational budget. The capital portion is used for improvement and expansion of the sanitary sewer infrastructure while the operational side allows the City to service and maintain sanitary sewer systems.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Licenses & Permits	77,350	105,392	-	-	-	-	-	-	-
Charges for Service	1,312,456	1,286,891	1,266,026	1,546,883	1,558,658	1,565,336	1,594,050	1,623,626	1,654,089
Investment Earnings	1,193	3,899	1,250	14,500	1,250	1,250	1,250	1,250	-
Reimbursements	1,264	8,149	-	-	-	-	-	-	-
Other Financing Sources	1,134,654	1,134,052	1,137,166	1,137,166	856,583	609,088	586,749	994,479	1,135,964
Total Revenue	**2,526,917**	**2,538,383**	**2,404,442**	**2,698,549**	**2,416,491**	**2,175,674**	**2,182,049**	**2,619,355**	**2,790,053**
Expenses									
Salaries	205,371	212,574	223,555	222,305	234,507	241,512	248,727	256,159	263,814
Benefits	104,560	105,974	115,847	115,319	113,682	120,712	127,585	134,936	142,778
Contractual Services	177,716	170,831	152,882	153,781	139,140	139,422	143,050	144,190	144,105
Supplies	38,924	38,912	54,908	45,808	51,080	51,650	52,774	53,954	55,193
Capital Outlay	284,509	228,131	272,435	218,765	513,167	326,017	259,015	514,015	219,672
Developer Commitments	32,890	33,872	34,888	34,888	35,938	30,076	-	-	-
Debt Service	1,865,399	1,865,857	1,877,110	1,877,110	1,880,265	1,352,307	1,300,798	1,300,780	1,299,024
Other Financing Uses	76,275	75,075	73,875	73,875	77,675	73,875	75,125	75,675	73,650
Total Expenses	**2,785,644**	**2,731,226**	**2,805,500**	**2,741,851**	**3,045,454**	**2,335,571**	**2,207,074**	**2,479,709**	**2,198,236**
Surplus (Deficit)	(258,727)	(192,843)	(401,058)	(43,302)	(628,963)	(159,897)	(25,025)	139,646	591,817
Ending Fund Balance Equivalent	**1,570,874**	**1,378,030**	**913,772**	**1,334,728**	**705,765**	**545,868**	**520,843**	**660,489**	**1,252,306**
	56.39%	*50.45%*	*32.57%*	*48.68%*	*23.17%*	*23.37%*	*23.60%*	*26.64%*	*56.97%*



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Sewer - 52										
52-000-42-00-4216	BUILD PROGRAM PERMITS	76,600	104,700	-	-	-	-	-	-	-
52-000-42-00-4224	RENEW PROGRAM PERMITS	750	692	-	-	-	-	-	-	-
52-000-44-00-4435	SEWER MAINTENANCE FEES	821,802	868,488	882,526	900,000	929,258	957,136	985,850	1,015,426	1,045,889
52-000-44-00-4440	SEWER INFRASTRUCTURE FEE	345,416	354,171	345,000	360,000	360,000	360,000	360,000	360,000	360,000
52-000-44-00-4455	SW CONNECTION FEES - OPERATIONS	15,200	23,100	15,000	98,000	38,400	35,200	35,200	35,200	35,200
52-000-44-00-4456	SW CONNECTION FEES - CAPITAL	114,750	25,909	10,000	172,000	216,000	198,000	198,000	198,000	198,000
52-000-44-00-4462	LATE PENALTIES - SEWER	13,740	13,746	13,500	15,000	15,000	15,000	15,000	15,000	15,000
52-000-44-00-4465	RIVER CROSSING FEES	1,548	1,477	-	1,883	-	-	-	-	-
52-000-45-00-4500	INVESTMENT EARNINGS	1,193	3,899	1,250	14,500	1,250	1,250	1,250	1,250	-
52-000-46-00-4690	REIMB - MISCELLANEOUS	1,264	8,149	-	-	-	-	-	-	-
52-000-49-00-4901	TRANSFER FROM GENERAL	1,134,654	1,134,052	1,137,166	1,137,166	856,583	609,088	586,749	994,479	1,135,964
	Revenue	**2,526,917**	**2,538,383**	**2,404,442**	**2,698,549**	**2,416,491**	**2,175,674**	**2,182,049**	**2,619,355**	**2,790,053**
Sewer Operations										
52-520-50-00-5010	SALARIES & WAGES	205,240	212,553	221,555	221,555	233,507	240,512	247,727	255,159	262,814
52-520-50-00-5020	OVERTIME	131	21	2,000	750	1,000	1,000	1,000	1,000	1,000
52-520-52-00-5212	RETIREMENT PLAN CONTRIBUTION	22,403	22,899	24,405	24,405	25,054	26,408	27,200	28,016	28,857
52-520-52-00-5214	FICA CONTRIBUTION	15,474	15,904	16,613	17,100	17,311	17,830	18,365	18,916	19,483
52-520-52-00-5216	GROUP HEALTH INSURANCE	48,364	48,457	54,530	54,530	51,285	55,388	59,819	64,605	69,773
52-520-52-00-5222	GROUP LIFE INSURANCE	409	371	371	371	273	276	279	282	285
52-520-52-00-5223	DENTAL INSURANCE	4,159	4,367	4,585	4,240	3,901	4,096	4,301	4,516	4,742
52-520-52-00-5224	VISION INSURANCE	552	552	568	594	594	594	594	612	630
52-520-52-00-5230	UNEMPLOYMENT INSURANCE	941	478	1,000	622	1,000	1,000	1,000	1,000	1,000
52-520-52-00-5231	LIABILITY INSURANCE	12,258	12,946	13,775	13,457	14,264	15,120	16,027	16,989	18,008
52-520-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	38,925	38,925	40,176	40,176	40,176	40,176	40,176
52-520-54-00-5405	BUILD PROGRAM	76,600	104,700	-	-	-	-	-	-	-
52-520-54-00-5406	RENEW PROGRAM	750	692	-	-	-	-	-	-	-
52-520-54-00-5412	TRAINING & CONFERENCES	1,515	1,703	3,300	3,300	2,500	2,500	2,500	2,500	2,500
52-520-54-00-5415	TRAVEL & LODGING	1,232	2,681	2,000	2,000	2,000	2,000	2,000	2,000	2,000
52-520-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	263	-	2,257	1,944	319
52-520-54-00-5430	PRINTING & DUPLICATING	1,265	1,133	1,500	1,500	1,500	1,500	1,500	1,500	1,500
52-520-54-00-5440	TELECOMMUNICATIONS	2,398	2,411	2,500	8,800	9,000	9,000	9,000	9,000	9,000
52-520-54-00-5444	LIFT STATION SERVICES	5,898	648	30,000	30,000	10,000	10,000	10,000	10,000	10,000
52-520-54-00-5462	PROFESSIONAL SERVICES	8,615	14,772	16,000	18,000	18,000	18,000	18,000	18,000	18,000
52-520-54-00-5480	UTILITIES	19,100	17,660	22,260	20,000	21,200	22,472	23,820	25,249	26,764
52-520-54-00-5483	JULIE SERVICES	-	-	-	-	3,000	3,000	3,000	3,000	3,000
52-520-54-00-5485	RENTAL & LEASE PURCHASE	766	423	1,000	1,000	1,000	1,000	1,000	1,000	1,000
52-520-54-00-5488	OFFICE CLEANING	-	-	4,167	729	751	774	797	821	846

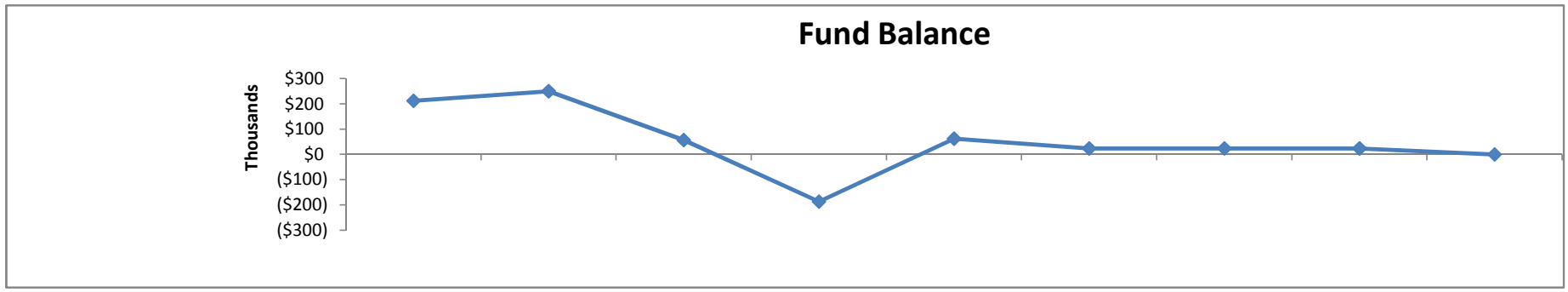
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
52-520-54-00-5490	VEHICLE MAINTENANCE SERVICES	5,437	8,549	10,000	10,000	10,000	10,000	10,000	10,000	10,000
52-520-54-00-5495	OUTSIDE REPAIR & MAINTENCE	51,366	11,924	16,000	16,000	16,000	16,000	16,000	16,000	16,000
52-520-54-00-5498	PAYING AGENT FEES	1,277	1,542	2,980	1,277	1,500	750	750	750	750
52-520-54-00-5499	BAD DEBT	1,497	1,993	2,250	2,250	2,250	2,250	2,250	2,250	2,250
52-520-56-00-5600	WEARING APPAREL	3,441	2,791	3,308	3,308	3,980	3,980	3,980	3,980	3,980
52-520-56-00-5610	OFFICE SUPPLIES	569	465	1,000	1,000	1,000	1,000	1,000	1,000	1,000
52-520-56-00-5613	LIFT STATION MAINTENANCE	5,584	3,604	8,000	8,000	8,000	8,000	8,000	8,000	8,000
52-520-56-00-5620	OPERATING SUPPLIES	6,621	5,868	5,500	5,500	6,500	6,000	6,000	6,000	6,000
52-520-56-00-5628	VEHICLE MAINTENANCE SUPPLIES	2,697	3,590	2,000	2,000	2,000	2,000	2,000	2,000	2,000
52-520-56-00-5630	SMALL TOOLS & EQUIPMENT	1,848	3,658	2,500	1,000	2,000	2,000	2,000	2,000	2,000
52-520-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	1,270	1,200	-	-	-	-	-	-
52-520-56-00-5640	REPAIR & MAINTENANCE	4,290	3,708	10,000	5,000	5,000	5,000	5,000	5,000	5,000
52-520-56-00-5665	JULIE SUPPLIES	-	-	-	-	1,200	1,200	1,200	1,200	1,200
52-520-56-00-5695	GASOLINE	13,874	13,958	21,400	20,000	21,400	22,470	23,594	24,774	26,013
52-520-60-00-6001	SCADA SYSTEM	-	-	-	-	-	-	-	205,000	-
52-520-60-00-6025	ROAD TO BETTER ROADS PROGRAM	225,494	162,427	200,000	154,447	200,000	200,000	200,000	200,000	200,000
52-520-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	48,150	-	-	-	-
52-520-60-00-6059	US 34 (IL 47 / ORCHARD RD) PROJECT	-	-	10,000	1,096	17,002	17,002	-	-	-
52-520-60-00-6060	EQUIPMENT	-	1,014	-	-	-	-	-	-	-
52-520-60-00-6066	RTE 71 SANITARY SEWER REPLACEMENT	-	5,675	3,420	4,207	189,000	-	-	-	-
52-520-60-00-6070	VEHICLES	-	-	-	-	-	50,000	-	50,000	-
52-520-60-00-6079	ROUTE 47 EXPANSION	59,015	59,015	59,015	59,015	59,015	59,015	59,015	59,015	19,672
52-520-75-00-7500	LENNAR - RAINTREE SEWER RECPATURE	32,890	33,872	34,888	34,888	35,938	30,076	-	-	-
Debt Service - 2004B Bond										
52-520-84-00-8000	PRINCIPAL PAYMENT	395,000	410,000	435,000	435,000	455,000	-	-	-	-
52-520-84-00-8050	INTEREST EXPENSE	65,825	52,000	35,600	35,600	18,200	-	-	-	-
Debt Service - 2003A IRBB Debt Certificates										
52-520-90-00-8000	PRINCIPAL PAYMENT	110,000	115,000	120,000	120,000	130,000	135,000	140,000	150,000	155,000
52-520-90-00-8050	INTEREST EXPENSE	52,870	47,755	42,293	42,293	36,233	29,668	22,850	15,710	8,060
Debt Service - 2011 Refunding Bond										
52-520-92-00-8000	PRINCIPAL PAYMENT	715,000	745,000	780,000	780,000	810,000	845,000	885,000	920,000	960,000
52-520-92-00-8050	INTEREST EXPENSE	419,654	389,052	357,166	357,166	323,782	289,114	252,948	215,070	175,964

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Debt Service - IEPA Loan L17-115300										
52-520-96-00-8000	PRINCIPAL PAYMENT	95,821	98,353	100,952	100,952	103,619	52,832	-	-	-
52-520-96-00-8050	INTEREST EXPENSE	11,229	8,697	6,099	6,099	3,431	693	-	-	-
52-520-99-00-9951	TRANSFER TO WATER	76,275	75,075	73,875	73,875	77,675	73,875	75,125	75,675	73,650
	Expenses	**2,785,644**	**2,731,226**	**2,805,500**	**2,741,851**	**3,045,454**	**2,335,571**	**2,207,074**	**2,479,709**	**2,198,236**
	Surplus(Deficit)	**(258,727)**	**(192,843)**	**(401,058)**	**(43,302)**	**(628,963)**	**(159,897)**	**(25,025)**	**139,646**	**591,817**
	Fund Balance Equiv	**1,570,874**	**1,378,030**	**913,772**	**1,334,728**	**705,765**	**545,868**	**520,843**	**660,489**	**1,252,306**
		56.39%	*50.45%*	*32.57%*	*48.68%*	*23.17%*	*23.37%*	*23.60%*	*26.64%*	*56.97%*

Land Cash Fund (72)

Land-Cash funds are dedicated by developers through the contribution ordinance to serve the immediate and future needs of park and recreation of residents in new subdivisions. Land for park development and cash spent on recreational facilities is often matched through grant funding to meet the community's recreation needs at a lower cost to the City.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	-	15,711	-	-	702,474	-	-	-	-
Licenses & Permits	3,570	1,103	-	-	-	-	-	-	-
Land Cash Contributions	121,962	47,753	88,000	205,796	11,639	11,638	-	-	-
Reimbursements	-	63,796	-	5,466	-	-	-	-	-
Other Financing Sources	-	2,500	2,500	2,500	-	-	-	-	-
Total Revenue	**125,532**	**130,863**	**90,500**	**213,762**	**714,113**	**11,638**	**-**	**-**	**-**
Expenditures									
Contractual Services	3,570	1,103	-	-	-	-	-	-	-
Capital Outlay	27,074	91,762	362,355	650,831	465,000	50,000	-	-	24,000
Total Expenditures	**30,644**	**92,865**	**362,355**	**650,831**	**465,000**	**50,000**	**-**	**-**	**24,000**
Surplus (Deficit)	94,888	37,998	(271,855)	(437,069)	249,113	(38,362)	-	-	(24,000)
Ending Fund Balance	**212,318**	**250,318**	**56,726**	**(186,751)**	**62,362**	**24,000**	**24,000**	**24,000**	**-**

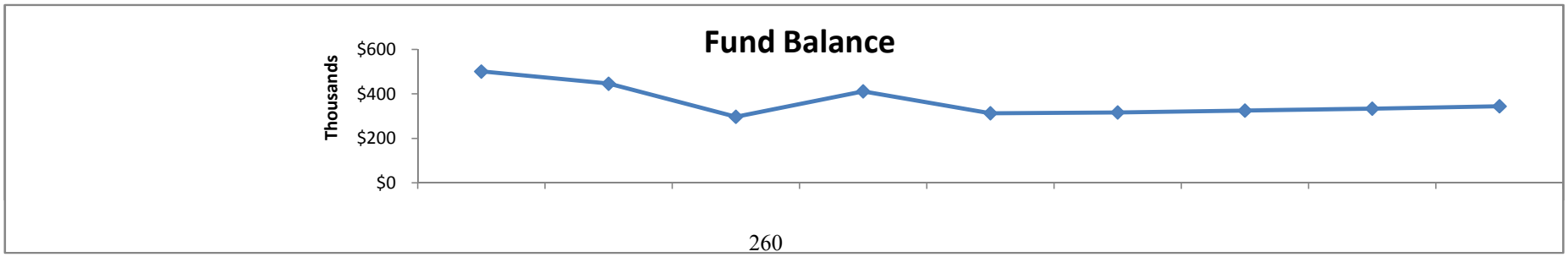


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Land Cash - 72										
72-000-41-00-4175	OSLAD GRANT - RIVERFRONT PARK	-	5,514	-	-	312,671	-	-	-	-
72-000-41-00-4186	OSLAD GRANT - BRISTOL BAY	-	10,197	-	-	389,803	-	-	-	-
72-000-42-00-4216	BUILD PROGRAM PERMITS	3,570	-	-	-	-	-	-	-	-
72-000-42-00-4244	RENEW PROGRAM PERMITS	-	1,103	-	-	-	-	-	-	-
72-000-46-00-4655	REIMB - GRANDE RESERVE PARK	-	63,796	-	5,466	-	-	-	-	-
72-000-47-00-4703	AUTUMN CREEK	34,125	27,690	30,000	-	-	-	-	-	-
72-000-47-00-4704	BLACKBERRY WOODS	9,659	7,955	6,000	16,000	-	-	-	-	-
72-000-47-00-4706	CALEDONIA	-	2,013	-	32,000	11,639	11,638	-	-	-
72-000-47-00-4707	RIVER'S EDGE	-	-	-	671	-	-	-	-	-
72-000-47-00-4708	COUNTRY HILLS	5,383	4,614	-	3,845	-	-	-	-	-
72-000-47-00-4709	SALEK	-	-	-	3,213	-	-	-	-	-
72-000-47-00-4711	FOX HIGHLANDS DETENTION	1,406	-	-	-	-	-	-	-	-
72-000-47-00-4713	PRESTWICK	67,600	-	-	-	-	-	-	-	-
72-000-47-00-4720	WOODWORTH	-	1,071	-	-	-	-	-	-	-
72-000-47-00-4722	GC HOUSING (ANTHONY'S PLACE)	-	-	-	97,162	-	-	-	-	-
72-000-47-00-4723	WINDETT RIDGE	-	-	50,000	50,000	-	-	-	-	-
72-000-47-00-4736	BRIARWOOD	3,789	4,410	2,000	2,905	-	-	-	-	-
72-000-49-00-4910	SALE OF CAPITAL ASSETS	-	2,500	2,500	2,500	-	-	-	-	-
	Revenue	**125,532**	**130,863**	**90,500**	**213,762**	**714,113**	**11,638**	**-**	**-**	**-**
72-720-54-00-5405	BUILD PROGRAM	3,570	1,103	-	-	-	-	-	-	-
72-720-60-00-6010	PARK IMPROVEMENTS	-	-	-	-	300,000	-	-	-	-
72-720-60-00-6013	BEECHER PARK	-	-	-	-	-	-	-	-	24,000
72-720-60-00-6029	CALEDONIA PARK	-	-	-	-	-	50,000	-	-	-
72-720-60-00-6032	MOSER HOLDING COSTS	12,000	8,612	-	-	-	-	-	-	-
72-720-60-00-6043	BRISTOL BAY REGIONAL PARK	-	10,197	183,783	360,000	50,000	-	-	-	-
72-720-60-00-6045	RIVERFRONT PARK	5,362	9,864	178,572	285,000	40,000	-	-	-	-
72-720-60-00-6046	GRANDE RESERVE PARK A	9,562	63,089	-	5,831	-	-	-	-	-
72-720-60-00-6047	GRANDE RESERVE PARK B	150	-	-	-	-	-	-	-	-
72-720-60-00-6067	BLACKBERRY CREEK NATURE PRESERVE	-	-	-	-	25,000	-	-	-	-
72-720-60-00-6069	WINDETT RIDGE PARK	-	-	-	-	50,000	-	-	-	-
	Expenditures	**30,644**	**92,865**	**362,355**	**650,831**	**465,000**	**50,000**	**-**	**-**	**24,000**
	Surplus(Deficit)	**94,888**	**37,998**	**(271,855)**	**(437,069)**	**249,113**	**(38,362)**	**-**	**-**	**(24,000)**
	Fund Balance	**212,318**	**250,318**	**56,726**	**(186,751)**	**62,362**	**24,000**	**24,000**	**24,000**	**-**

Parks and Recreation Fund (79)

This fund accounts for the daily operations of the Parks and Recreation Department. Programs, classes, special events and maintenance of City wide park land and public facilities make up the day to day operations. Programs and classes consist of a wide variety of options serving children through senior citizens. Special events range from Music Under the Stars to Home Town Days. City wide maintenance consists of over two hundred acres at more than fifty sites including buildings, boulevards, parks, utility locations and natural areas.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	-	-	-	-	81,815	-	-	-	-
Charges for Service	408,469	455,676	395,000	446,186	430,000	430,000	430,000	430,000	430,000
Investment Earnings	369	328	350	500	500	500	500	500	500
Reimbursements	12,890	3,002	-	174	-	-	-	-	-
Miscellaneous	219,704	209,970	196,000	232,319	201,000	201,000	201,000	201,000	201,000
Other Financing Sources	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699	1,480,427	1,539,110	1,598,596	1,671,920
Total Revenue	**1,718,263**	**1,787,614**	**1,899,933**	**1,987,762**	**1,988,014**	**2,111,927**	**2,170,610**	**2,230,096**	**2,303,420**
Expenditures									
Salaries	723,194	805,190	903,518	883,460	972,772	997,066	1,022,088	1,047,861	1,074,407
Benefits	325,538	365,079	453,922	401,188	432,587	452,909	481,147	511,487	543,978
Contractual Services	252,132	311,346	274,720	330,131	294,214	289,099	288,960	290,754	302,243
Supplies	474,172	360,884	345,151	407,618	386,735	369,511	370,325	371,180	372,078
Total Expenditures	**1,775,036**	**1,842,499**	**1,977,311**	**2,022,397**	**2,086,308**	**2,108,585**	**2,162,520**	**2,221,282**	**2,292,706**
Surplus (Deficit)	(56,773)	(54,885)	(77,378)	(34,635)	(98,294)	3,342	8,090	8,814	10,714
Ending Fund Balance	**500,762**	**445,875**	**296,597**	**411,240**	**312,946**	**316,288**	**324,378**	**333,192**	**343,906**
	28.21%	*24.20%*	*15.00%*	*20.33%*	*15.00%*	*15.00%*	*15.00%*	*15.00%*	*15.00%*



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Parks and Recreation - 79										
79-000-41-00-4175	OSLAD GRANT - RIVERFRONT PARK	-	-	-	-	81,815	-	-	-	-
79-000-44-00-4402	SPECIAL EVENTS	100,756	109,109	85,000	90,000	90,000	90,000	90,000	90,000	90,000
79-000-44-00-4403	CHILD DEVELOPMENT	110,861	135,445	120,000	140,000	130,000	130,000	130,000	130,000	130,000
79-000-44-00-4404	ATHLETICS & FITNESS	163,420	178,613	160,000	185,000	180,000	180,000	180,000	180,000	180,000
79-000-44-00-4441	CONCESSION REVENUE	33,432	32,509	30,000	31,186	30,000	30,000	30,000	30,000	30,000
79-000-45-00-4500	INVESTMENT EARNINGS	369	328	350	500	500	500	500	500	500
79-000-46-00-4690	REIMB - MISCELLANEOUS	12,890	3,002	-	174	-	-	-	-	-
79-000-48-00-4820	RENTAL INCOME	50,921	53,345	50,000	55,000	55,000	55,000	55,000	55,000	55,000
79-000-48-00-4825	PARK RENTALS	19,602	13,221	15,000	20,163	15,000	15,000	15,000	15,000	15,000
79-000-48-00-4843	HOMETOWN DAYS	106,579	117,354	108,000	128,156	108,000	108,000	108,000	108,000	108,000
79-000-48-00-4846	SPONSORSHIPS & DONATIONS	18,917	20,547	20,000	20,000	20,000	20,000	20,000	20,000	20,000
79-000-48-00-4850	MISCELLANEOUS INCOME	23,685	5,503	3,000	9,000	3,000	3,000	3,000	3,000	3,000
79-000-49-00-4901	TRANSFER FROM GENERAL	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699	1,480,427	1,539,110	1,598,596	1,671,920
	Revenue	**1,718,263**	**1,787,614**	**1,899,933**	**1,987,762**	**1,988,014**	**2,111,927**	**2,170,610**	**2,230,096**	**2,303,420**
Parks Department										
79-790-50-00-5010	SALARIES & WAGES	387,634	425,198	459,839	457,000	485,686	500,257	515,265	530,723	546,645
79-790-50-00-5015	PART-TIME SALARIES	24,382	35,251	45,000	45,000	50,000	50,000	50,000	50,000	50,000
79-790-50-00-5020	OVERTIME	1,884	2,091	3,000	3,000	3,000	3,000	3,000	3,000	3,000
79-790-52-00-5212	RETIREMENT PLAN CONTRIBUTION	41,923	46,256	52,224	51,800	54,010	54,928	56,576	58,273	60,022
79-790-52-00-5214	FICA CONTRIBUTION	30,890	34,143	37,601	37,000	39,814	41,008	42,238	43,505	44,810
79-790-52-00-5216	GROUP HEALTH INSURANCE	102,203	119,781	163,947	137,906	155,114	167,523	180,925	195,399	211,031
79-790-52-00-5222	GROUP LIFE INSURANCE	790	884	808	900	580	586	592	598	604
79-790-52-00-5223	DENTAL INSURANCE	7,978	8,353	10,883	9,700	10,417	10,938	11,485	12,059	12,662
79-790-52-00-5224	VISION INSURANCE	947	1,002	1,250	1,325	1,457	1,457	1,457	1,501	1,546
79-790-54-00-5412	TRAINING & CONFERENCES	2,136	4,410	7,000	4,500	7,000	7,000	7,000	7,000	7,000
79-790-54-00-5415	TRAVEL & LODGING	85	807	3,000	500	3,000	3,000	3,000	3,000	3,000
79-790-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	53,908	-	70,000	-	-	-	-	-
79-790-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	5,200	662	-	1,458	7,082
79-790-54-00-5440	TELECOMMUNICATIONS	5,312	6,278	6,000	6,000	6,500	6,500	6,500	6,500	6,500
79-790-54-00-5462	PROFESSIONAL SERVICES	7,206	2,461	3,000	3,000	3,000	3,000	3,000	3,000	3,000
79-790-54-00-5466	LEGAL SERVICES	5,415	663	6,000	6,000	6,000	6,000	6,000	6,000	6,000
79-790-54-00-5485	RENTAL & LEASE PURCHASE	2,461	2,334	2,500	5,000	2,500	2,500	2,500	2,500	2,500
79-790-54-00-5488	OFFICE CLEANING	-	-	6,250	2,718	2,800	2,884	2,971	3,060	3,152
79-790-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	36,800	22,411	50,000	25,000	50,000	50,000	50,000	50,000	50,000
79-790-56-00-5600	WEARING APPAREL	5,759	5,344	5,441	5,441	6,220	6,220	6,220	6,220	6,220
79-790-56-00-5620	OPERATING SUPPLIES	147,028	23,577	25,300	28,000	25,000	25,000	25,000	25,000	25,000

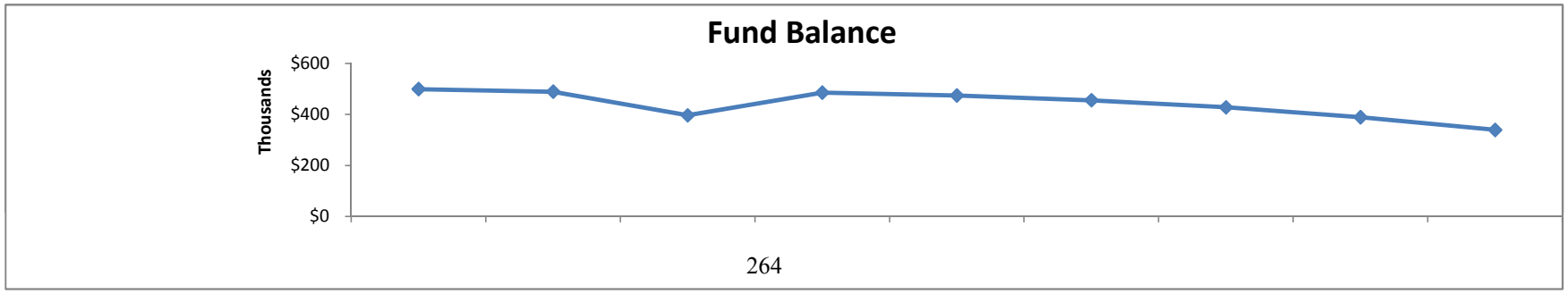
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
79-790-56-00-5630	SMALL TOOLS & EQUIPMENT	5,518	1,576	4,500	4,500	6,000	6,000	6,000	6,000	6,000
79-790-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	2,000	2,000	2,000	2,000	20,000	2,000	2,000	2,000	2,000
79-790-56-00-5640	REPAIR & MAINTENANCE	64,517	69,160	56,000	62,000	66,000	66,000	66,000	66,000	66,000
79-790-56-00-5695	GASOLINE	11,694	12,439	12,840	13,500	14,445	15,167	15,925	16,721	17,557
		894,562	**880,327**	**964,383**	**981,790**	**1,023,743**	**1,031,630**	**1,063,654**	**1,099,517**	**1,141,331**
Recreation Department										
79-795-50-00-5010	SALARIES & WAGES	261,071	283,924	303,179	293,460	324,086	333,809	343,823	354,138	364,762
79-795-50-00-5015	PART-TIME SALARIES	6,537	9,989	25,000	18,000	30,000	30,000	30,000	30,000	30,000
79-795-50-00-5045	CONCESSION WAGES	7,549	7,891	15,000	11,000	15,000	15,000	15,000	15,000	15,000
79-795-50-00-5046	PRE-SCHOOL WAGES	23,902	30,091	37,500	36,000	40,000	40,000	40,000	40,000	40,000
79-795-50-00-5052	INSTRUCTORS WAGES	10,235	10,755	15,000	20,000	25,000	25,000	25,000	25,000	25,000
79-795-52-00-5212	RETIREMENT PLAN CONTRIBUTION	28,362	30,328	38,272	32,210	39,956	36,652	38,852	41,222	43,735
79-795-52-00-5214	FICA CONTRIBUTION	23,119	25,585	29,305	28,150	32,367	33,338	34,338	35,368	36,429
79-795-52-00-5216	GROUP HEALTH INSURANCE	83,005	91,187	111,170	94,513	90,945	98,221	106,079	114,565	123,730
79-795-52-00-5222	GROUP LIFE INSURANCE	618	396	529	447	440	444	448	452	457
79-795-52-00-5223	DENTAL INSURANCE	4,987	6,362	7,070	6,369	6,539	6,866	7,209	7,569	7,947
79-795-52-00-5224	VISION INSURANCE	716	802	863	868	948	948	948	976	1,005
79-795-54-00-5412	TRAINING & CONFERENCES	3,481	2,951	5,000	3,500	5,000	5,000	5,000	5,000	5,000
79-795-54-00-5415	TRAVEL & LODGING	354	1,028	3,000	500	3,000	3,000	3,000	3,000	3,000
79-795-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	20,000	-	-	-	-	-	-	-
79-795-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	4,412	2,812	2,257	1,458	6,125
79-795-54-00-5426	PUBLISHING & ADVERTISING	49,207	52,018	50,000	51,000	55,000	55,000	55,000	55,000	55,000
79-795-54-00-5440	TELECOMMUNICATIONS	7,231	7,064	8,000	7,250	8,000	8,000	8,000	8,000	8,000
79-795-54-00-5447	SCHOLARSHIPS	121	-	2,500	1,250	2,500	2,500	2,500	2,500	2,500
79-795-54-00-5452	POSTAGE & SHIPPING	1,008	2,609	3,500	3,500	3,500	3,500	3,500	3,500	3,500
79-795-54-00-5460	DUES & SUBSCRIPTIONS	1,231	1,155	2,500	4,000	3,000	3,000	3,000	3,000	3,000
79-795-54-00-5462	PROFESSIONAL SERVICES	94,757	101,289	90,500	115,000	100,000	100,000	100,000	100,000	100,000
79-795-54-00-5480	UTILITIES	10,596	11,976	12,720	12,720	13,483	14,292	15,150	16,059	17,023
79-795-54-00-5485	RENTAL & LEASE PURCHASE	3,019	1,808	4,000	2,500	3,000	3,000	3,000	3,000	3,000
79-795-54-00-5488	OFFICE CLEANING	-	-	6,250	4,193	4,319	4,449	4,582	4,719	4,861
79-795-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	6,770	6,061	3,000	2,000	3,000	3,000	3,000	3,000	3,000
79-795-54-00-5496	PROGRAM REFUNDS	14,942	10,115	-	-	-	-	-	-	-
79-795-56-00-5602	HOMETOWN DAYS SUPPLIES	94,845	96,287	100,000	108,177	100,000	100,000	100,000	100,000	100,000
79-795-56-00-5606	PROGRAM SUPPLIES	108,100	121,860	100,000	131,000	110,000	110,000	110,000	110,000	110,000
79-795-56-00-5607	CONCESSION SUPPLIES	19,299	14,926	18,000	17,000	18,000	18,000	18,000	18,000	18,000
79-795-56-00-5610	OFFICE SUPPLIES	2,212	2,325	3,000	3,000	3,000	3,000	3,000	3,000	3,000
79-795-56-00-5620	OPERATING SUPPLIES	11,373	9,240	15,000	30,000	15,000	15,000	15,000	15,000	15,000

Account Number	Description		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
79-795-56-00-5640	REPAIR & MAINTENANCE		1,009	1,230	2,000	2,000	2,000	2,000	2,000	2,000	2,000
79-795-56-00-5695	GASOLINE		818	920	1,070	1,000	1,070	1,124	1,180	1,239	1,301
			880,474	**962,172**	**1,012,928**	**1,040,607**	**1,062,565**	**1,076,955**	**1,098,866**	**1,121,765**	**1,151,375**
		Expenditures	**1,775,036**	**1,842,499**	**1,977,311**	**2,022,397**	**2,086,308**	**2,108,585**	**2,162,520**	**2,221,282**	**2,292,706**
		Surplus(Deficit)	**(56,773)**	**(54,885)**	**(77,378)**	**(34,635)**	**(98,294)**	**3,342**	**8,090**	**8,814**	**10,714**
		Fund Balance	**500,762**	**445,875**	**296,597**	**411,240**	**312,946**	**316,288**	**324,378**	**333,192**	**343,906**
			28.21%	*24.20%*	*15.00%*	*20.33%*	*15.00%*	*15.00%*	*15.00%*	*15.00%*	*15.00%*

Library Operations Fund (82)

The Yorkville Public Library provides the people of the community, from pre-school through maturity, with access to a collection of books and other materials which will serve their educational, cultural and recreational needs. The Library board and staff strive to provide the community an environment that promotes the love of reading.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	1,369,150	1,372,091	1,403,263	1,402,659	1,464,606	1,482,968	1,526,762	1,553,892	1,575,253
Intergovernmental	26,475	18,958	22,450	18,388	18,350	18,350	18,350	18,350	18,350
Fines & Forfeits	8,081	7,355	8,000	9,000	8,500	8,500	8,500	8,500	8,500
Charges for Service	9,191	10,208	10,000	13,300	11,500	11,500	11,500	11,500	11,500
Investment Earnings	559	1,594	800	2,000	1,750	1,550	1,400	1,300	1,200
Reimbursements	-	2,141	-	691	-	-	-	-	-
Miscellaneous	5,240	7,099	5,500	6,750	6,750	6,750	6,750	6,750	6,750
Other Financing Sources	25,928	24,044	26,440	23,793	25,179	26,645	28,199	29,846	31,592
Total Revenue	**1,444,624**	**1,443,490**	**1,476,453**	**1,476,581**	**1,536,635**	**1,556,263**	**1,601,461**	**1,630,138**	**1,653,145**
Expenditures									
Salaries	391,904	411,502	456,517	405,000	422,698	435,379	448,440	461,894	475,750
Benefits	151,698	158,182	180,757	151,460	166,150	176,569	187,744	199,742	212,575
Contractual Services	94,596	104,409	141,880	142,389	145,840	144,412	145,019	145,662	146,344
Supplies	23,907	26,927	21,000	21,000	21,200	21,200	21,200	21,200	21,200
Debt Service	749,846	752,771	760,396	760,396	792,101	797,013	827,088	840,225	847,313
Total Expenditures	**1,411,951**	**1,453,791**	**1,560,550**	**1,480,245**	**1,547,989**	**1,574,573**	**1,629,491**	**1,668,723**	**1,703,182**
Surplus (Deficit)	32,673	(10,301)	(84,097)	(3,664)	(11,354)	(18,310)	(28,030)	(38,585)	(50,037)
Ending Fund Balance	**499,355**	**489,057**	**396,472**	**485,393**	**474,039**	**455,729**	**427,699**	**389,114**	**339,077**
	35.37%	*33.64%*	*25.41%*	*32.79%*	*30.62%*	*28.94%*	*26.25%*	*23.32%*	*19.91%*
Operational Fund Balance %	*75.42%*	*69.76%*	*49.55%*	*67.43%*	*62.71%*	*58.61%*	*53.30%*	*46.97%*	*39.62%*



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Library Operations										
82-000-40-00-4000	PROPERTY TAXES - LIBRARY OPS	622,529	626,183	645,867	644,025	672,505	685,955	699,674	713,667	727,940
82-000-40-00-4083	PROPERTY TAXES - DEBT SERVICE	746,621	745,908	757,396	758,634	792,101	797,013	827,088	840,225	847,313
82-000-41-00-4120	PERSONAL PROPERTY TAX	5,324	5,914	5,250	5,250	5,250	5,250	5,250	5,250	5,250
82-000-41-00-4170	STATE GRANTS	21,151	13,044	17,200	13,138	13,100	13,100	13,100	13,100	13,100
82-000-43-00-4330	LIBRARY FINES	8,081	7,355	8,000	9,000	8,500	8,500	8,500	8,500	8,500
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	6,038	6,576	6,500	8,800	7,500	7,500	7,500	7,500	7,500
82-000-44-00-4422	COPY FEES	2,283	2,717	2,500	3,500	3,000	3,000	3,000	3,000	3,000
82-000-44-00-4439	PROGRAM FEES	870	915	1,000	1,000	1,000	1,000	1,000	1,000	1,000
82-000-45-00-4500	INVESTMENT EARNINGS	559	1,594	800	2,000	1,750	1,550	1,400	1,300	1,200
82-000-46-00-4690	REIMB - MISCELLANEOUS	-	2,141	-	691	-	-	-	-	-
82-000-48-00-4820	RENTAL INCOME	1,942	2,200	2,000	1,800	2,000	2,000	2,000	2,000	2,000
82-000-48-00-4824	DVD RENTAL INCOME	2,454	2,444	2,500	2,800	2,750	2,750	2,750	2,750	2,750
82-000-48-00-4850	MISCELLANEOUS INCOME	844	2,455	1,000	2,150	2,000	2,000	2,000	2,000	2,000
82-000-49-00-4901	TRANSFER FROM GENERAL	25,928	24,044	26,440	23,793	25,179	26,645	28,199	29,846	31,592
	Revenue	**1,444,624**	**1,443,490**	**1,476,453**	**1,476,581**	**1,536,635**	**1,556,263**	**1,601,461**	**1,630,138**	**1,653,145**
82-820-50-00-5010	SALARIES & WAGES	201,312	211,185	223,828	215,000	226,998	233,808	240,822	248,047	255,488
82-820-50-00-5015	PART-TIME SALARIES	190,592	200,317	232,689	190,000	195,700	201,571	207,618	213,847	220,262
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	21,767	22,558	24,435	23,500	24,252	25,672	27,213	28,873	30,633
82-820-52-00-5214	FICA CONTRIBUTION	29,361	30,778	34,263	31,000	31,720	32,672	33,652	34,662	35,702
82-820-52-00-5216	GROUP HEALTH INSURANCE	68,514	74,462	88,996	67,475	79,318	85,663	92,516	99,917	107,910
82-820-52-00-5222	GROUP LIFE INSURANCE	443	403	403	381	328	331	334	337	340
82-820-52-00-5223	DENTAL INSURANCE	5,034	5,286	5,550	4,673	4,652	4,885	5,129	5,385	5,654
82-820-52-00-5224	VISION INSURANCE	651	651	670	638	701	701	701	722	744
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	420	474	1,000	747	750	750	750	750	750
82-820-52-00-5231	LIABILITY INSURANCE	25,508	23,570	25,440	23,046	24,429	25,895	27,449	29,096	30,842
82-820-54-00-5412	TRAINING & CONFERENCES	249	330	500	500	2,500	500	500	500	500
82-820-54-00-5415	TRAVEL & LODGING	262	365	600	600	600	600	600	600	600
82-820-54-00-5421	PPRT TAX REBATE	678	-	-	-	-	-	-	-	-
82-820-54-00-5426	PUBLISHING & ADVERTISING	23	277	100	100	2,000	2,000	2,000	2,000	2,000
82-820-54-00-5440	TELECOMMUNICATIONS	6,007	3,524	6,000	5,000	5,000	5,000	5,000	5,000	5,000
82-820-54-00-5452	POSTAGE & SHIPPING	494	398	500	500	500	500	500	500	500
82-820-54-00-5460	DUES & SUBSCRIPTIONS	9,560	9,005	12,000	10,000	11,000	11,000	11,000	11,000	11,000
82-820-54-00-5462	PROFESSIONAL SERVICES	31,278	38,037	40,000	35,000	40,000	40,000	40,000	40,000	40,000
82-820-54-00-5466	LEGAL SERVICES	-	-	2,000	-	3,000	3,000	3,000	3,000	3,000
82-820-54-00-5468	AUTOMATION	17,890	12,633	20,000	15,000	20,000	20,000	20,000	20,000	20,000
82-820-54-00-5480	UTILITIES	6,504	10,961	8,480	9,000	9,540	10,112	10,719	11,362	12,044
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	19,962	27,190	50,000	65,000	50,000	50,000	50,000	50,000	50,000

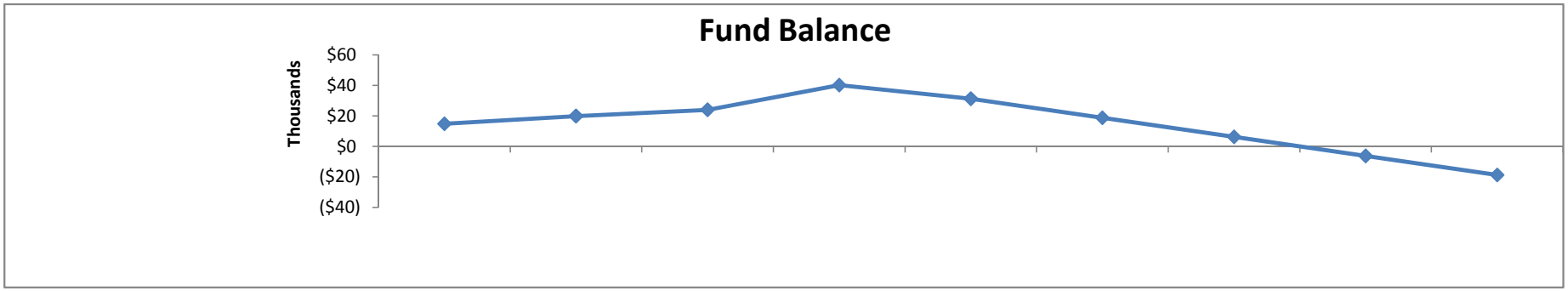
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
82-820-54-00-5498	PAYING AGENT FEES	1,689	1,689	1,700	1,689	1,700	1,700	1,700	1,700	1,700
82-820-56-00-5610	OFFICE SUPPLIES	9,240	8,906	8,000	8,000	8,000	8,000	8,000	8,000	8,000
82-820-56-00-5620	LIBRARY OPERATING SUPPLIES	11,210	9,654	10,000	10,000	2,000	2,000	2,000	2,000	2,000
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	-	-	8,000	8,000	8,000	8,000	8,000
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	-	-
82-820-56-00-5671	LIBRARY PROGRAMMING	1,030	1,243	1,000	1,000	1,000	1,000	1,000	1,000	1,000
82-820-56-00-5676	EMPLOYEE RECOGNITION	-	-	-	-	200	200	200	200	200
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	-	-	-	-
82-820-56-00-5685	DVD'S	2,427	1,141	500	500	500	500	500	500	500
82-820-56-00-5686	BOOKS	-	5,983	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Debt Service - 2006 Bond										
82-820-84-00-8000	PRINCIPAL PAYMENT	50,000	50,000	50,000	50,000	50,000	50,000	75,000	75,000	75,000
82-820-84-00-8050	INTEREST PAYMENT	32,113	29,738	27,363	27,363	24,988	22,613	20,238	16,675	13,113
Debt Service - 2013 Refunding Bond										
82-820-99-00-8000	PRINCIPAL PAYMENT	485,000	500,000	520,000	520,000	565,000	585,000	610,000	645,000	675,000
82-820-99-00-8050	INTEREST PAYMENT	182,733	173,033	163,033	163,033	152,113	139,400	121,850	103,550	84,200
	Expenditures	**1,411,951**	**1,453,791**	**1,560,550**	**1,480,245**	**1,547,989**	**1,574,573**	**1,629,491**	**1,668,723**	**1,703,182**
	Surplus(Deficit)	**32,673**	**(10,301)**	**(84,097)**	**(3,664)**	**(11,354)**	**(18,310)**	**(28,030)**	**(38,585)**	**(50,037)**
	Fund Balance	**499,355**	**489,057**	**396,472**	**485,393**	**474,039**	**455,729**	**427,699**	**389,114**	**339,077**
		35.37%	*33.64%*	*25.41%*	*32.79%*	*30.62%*	*28.94%*	*26.25%*	*23.32%*	*19.91%*
	Operational Fund Balance %	***75.42%***	***69.76%***	***49.55%***	***67.43%***	***62.71%***	***58.61%***	***53.30%***	***46.97%***	***39.62%***

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Library Capital Fund (84)

The Library Capital Fund derives its revenue from monies collected from building permits. The revenue is used for Library building maintenance and associated capital, contractual and supply purchases.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Licenses & Permits	36,100	53,650	35,000	70,000	43,200	39,600	39,600	39,600	39,600
Investment Earnings	8	12	10	10	10	10	10	10	10
Miscellaneous	10	130	-	-	-	-	-	-	-
Total Revenue	**36,118**	**53,792**	**35,010**	**70,010**	**43,210**	**39,610**	**39,610**	**39,610**	**39,610**
Expenditures									
Contractual Services	4,258	3,844	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Supplies	29,768	44,851	31,500	46,250	48,600	48,600	48,600	48,600	48,600
Total Expenditures	**34,026**	**48,695**	**35,000**	**49,750**	**52,100**	**52,100**	**52,100**	**52,100**	**52,100**
Surplus (Deficit)	2,092	5,097	10	20,260	(8,890)	(12,490)	(12,490)	(12,490)	(12,490)
Ending Fund Balance	**14,807**	**19,904**	**23,999**	**40,164**	**31,274**	**18,784**	**6,294**	**(6,196)**	**(18,686)**

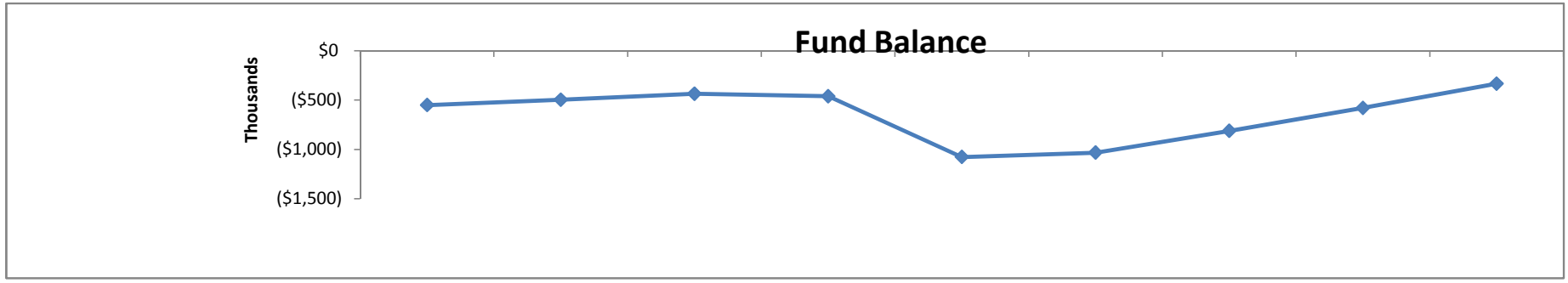


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Library Capital										
84-000-42-00-4214	DEVELOPMENT FEES	35,350	53,450	35,000	70,000	43,200	39,600	39,600	39,600	39,600
84-000-42-00-4224	RENEW PROGRAM PERMITS	750	200	-	-	-	-	-	-	-
84-000-45-00-4500	INVESTMENT EARNINGS	8	12	10	10	10	10	10	10	10
84-000-48-00-4850	MISCELLANEOUS INCOME	10	130	-	-	-	-	-	-	-
	Revenue	**36,118**	**53,792**	**35,010**	**70,010**	**43,210**	**39,610**	**39,610**	**39,610**	**39,610**
84-840-54-00-5406	RENEW PROGRAM	750	200	-	-	-	-	-	-	-
84-840-54-00-5460	E-BOOKS SUBSCRIPTION	3,508	3,644	3,500	3,500	3,500	3,500	3,500	3,500	3,500
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	1,311	15,444	15,000	15,000	15,000	15,000	15,000	15,000	15,000
84-840-56-00-5683	AUDIO BOOKS	1,237	2,758	-	1,600	1,600	1,600	1,600	1,600	1,600
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	150	500	500	500	500	500
84-840-56-00-5685	DVD'S	394	1,843	-	1,500	1,500	1,500	1,500	1,500	1,500
84-840-56-00-5686	BOOKS	26,826	24,806	16,500	28,000	30,000	30,000	30,000	30,000	30,000
	Expenditures	**34,026**	**48,695**	**35,000**	**49,750**	**52,100**	**52,100**	**52,100**	**52,100**	**52,100**
	Surplus(Deficit)	**2,092**	**5,097**	**10**	**20,260**	**(8,890)**	**(12,490)**	**(12,490)**	**(12,490)**	**(12,490)**
	Fund Balance	**14,807**	**19,904**	**23,999**	**40,164**	**31,274**	**18,784**	**6,294**	**(6,196)**	**(18,686)**

Countryside TIF Fund (87)

The Countryside TIF was created in February of 2005, with the intent of constructing a future retail development at Countryside Center. This TIF is located at the northwest corner of US Route 34 and IL Route 47.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	143,784	215,360	225,000	198,294	246,261	268,732	442,258	455,526	469,192
Investment Earnings	5	-	-	-	-	-	-	-	-
Other Financing Sources	1,597,288	-	-	-	-	-	-	-	-
Total Revenue	**1,741,077**	**215,360**	**225,000**	**198,294**	**246,261**	**268,732**	**442,258**	**455,526**	**469,192**
Expenditures									
Contractual Services	16,477	1,940	13,841	13,362	713,749	13,749	13,749	13,749	13,749
Debt Service	87,743	159,227	149,675	149,675	149,358	209,845	208,311	209,316	208,787
Other Financing Uses	1,581,984	-	-	-	-	-	-	-	-
Total Expenditures	**1,686,204**	**161,167**	**163,516**	**163,037**	**863,107**	**223,594**	**222,060**	**223,065**	**222,536**
Surplus (Deficit)	54,873	54,193	61,484	35,257	(616,846)	45,138	220,198	232,461	246,656
Ending Fund Balance	**(549,946)**	**(495,754)**	**(434,861)**	**(460,497)**	**(1,077,343)**	**(1,032,205)**	**(812,007)**	**(579,546)**	**(332,890)**

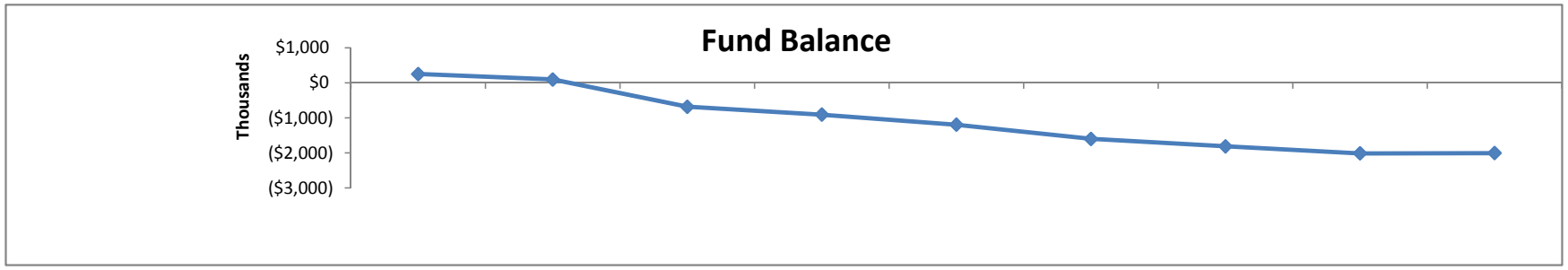


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Countryside TIF										
87-000-40-00-4000	PROPERTY TAXES	143,784	215,360	225,000	198,294	246,261	268,732	442,258	455,526	469,192
87-000-45-00-4500	INVESTMENT EARNINGS	5	-	-	-	-	-	-	-	-
87-000-49-00-4902	BOND ISSUANCE	1,475,000	-	-	-	-	-	-	-	-
87-000-49-00-4903	PREMIUM ON BOND ISSUANCE	122,288	-	-	-	-	-	-	-	-
	Revenue	**1,741,077**	**215,360**	**225,000**	**198,294**	**246,261**	**268,732**	**442,258**	**455,526**	**469,192**
87-870-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	10,701	10,701	11,049	11,049	11,049	11,049	11,049
87-870-54-00-5402	BOND ISSUANCE COSTS	15,304	-	-	-	-	-	-	-	-
87-870-54-00-5425	TIF INCENTIVE PAYOUT	-	-	-	-	700,000	-	-	-	-
87-870-54-00-5462	PROFESSIONAL SERVICES	638	1,281	2,000	2,000	2,000	2,000	2,000	2,000	2,000
87-870-54-00-5498	PAYING AGENT FEES	535	659	1,140	661	700	700	700	700	700
2015A Bond										
87-870-77-00-8000	PRINCIPAL PAYMENT	-	26,457	41,013	41,013	42,336	104,517	107,163	112,455	116,424
87-870-77-00-8050	INTEREST PAYMENT	-	82,055	57,947	57,947	56,307	54,613	50,433	46,146	41,648
Debt Service - 2005 Bond										
87-870-80-00-8050	INTEREST PAYMENT	68,073	-	-	-	-	-	-	-	-
Debt Service - 2014 Refunding Bond										
87-870-93-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	-	-
87-870-93-00-8050	INTEREST PAYMENT	19,670	50,715	50,715	50,715	50,715	50,715	50,715	50,715	50,715
87-870-99-00-9960	PAYMENT TO ESCROW AGENT	1,581,984	-	-	-	-	-	-	-	-
	Expenditures	**1,686,204**	**161,167**	**163,516**	**163,037**	**863,107**	**223,594**	**222,060**	**223,065**	**222,536**
	Surplus(Deficit)	**54,873**	**54,193**	**61,484**	**35,257**	**(616,846)**	**45,138**	**220,198**	**232,461**	**246,656**
	Fund Balance	**(549,946)**	**(495,754)**	**(434,861)**	**(460,497)**	**(1,077,343)**	**(1,032,205)**	**(812,007)**	**(579,546)**	**(332,890)**

Downtown TIF Fund (88)

The Downtown TIF was created in 2006, in order to finance a mixed use development in the downtown area.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	68,868	67,307	70,000	76,186	80,000	85,000	85,000	90,000	90,000
Intergovernmental	-	-	-	-	50,536	40,432	-	-	-
Investment Earnings	3	-	-	-	-	-	-	-	-
Miscellaneous	236	1,456	-	-	-	-	-	-	-
Total Revenue	**69,107**	**68,763**	**70,000**	**76,186**	**130,536**	**125,432**	**85,000**	**90,000**	**90,000**
Expenditures									
Contractual Services	17,830	32,016	65,659	71,288	72,533	67,533	67,533	67,533	67,533
Capital Outlay	36,668	192,894	1,067,083	1,008,027	120,910	244,744	17,420	17,420	12,473
Debt Service	-	-	-	-	225,800	218,250	212,200	206,084	-
Total Expenditures	**54,498**	**224,910**	**1,132,742**	**1,079,315**	**419,243**	**530,527**	**297,153**	**291,037**	**80,006**
Surplus (Deficit)	14,609	(156,147)	(1,062,742)	(1,003,129)	(288,707)	(405,095)	(212,153)	(201,037)	9,994
Ending Fund Balance	**253,703**	**97,556**	**(681,353)**	**(905,573)**	**(1,194,280)**	**(1,599,375)**	**(1,811,528)**	**(2,012,565)**	**(2,002,571)**

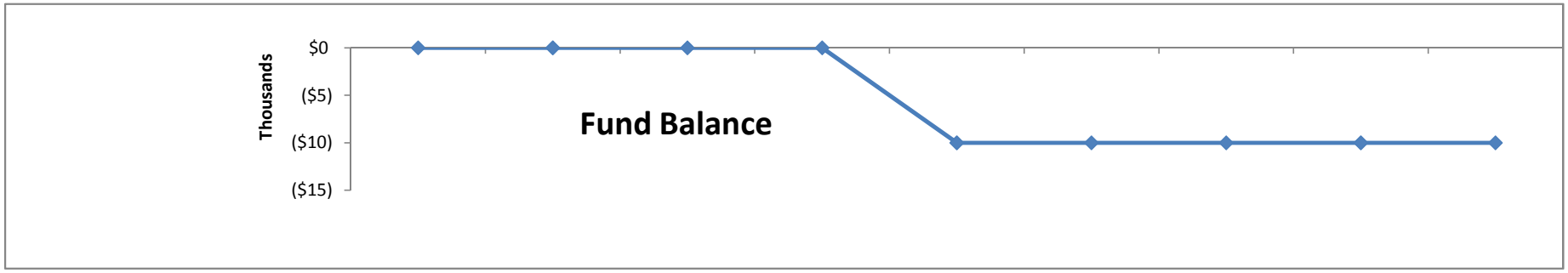


Account Number	Description		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Downtown TIF											
88-000-40-00-4000	PROPERTY TAXES		68,868	67,307	70,000	76,186	80,000	85,000	85,000	90,000	90,000
88-000-41-00-4163	FEDERAL GRANTS - ITEP DOWNTOWN HILL		-	-	-	-	50,536	40,432	-	-	-
88-000-45-00-4500	INVESTMENT EARNINGS		3	-	-	-	-	-	-	-	-
88-000-48-00-4850	MISCELLANEOUS INCOME		236	1,456	-	-	-	-	-	-	-
		Revenue	**69,107**	**68,763**	**70,000**	**76,186**	**130,536**	**125,432**	**85,000**	**90,000**	**90,000**
88-880-54-00-5401	ADMINISTRATIVE CHARGEBACK		-	-	30,284	30,284	31,533	31,533	31,533	31,533	31,533
88-880-54-00-5425	TIF INCENTIVE PAYOUT		15,223	20,558	20,000	20,000	20,000	20,000	20,000	20,000	20,000
88-880-54-00-5462	PROFESSIONAL SERVICES		2,051	304	375	1,004	6,000	1,000	1,000	1,000	1,000
88-880-54-00-5466	LEGAL SERVICES		556	11,154	15,000	20,000	15,000	15,000	15,000	15,000	15,000
88-880-60-00-6000	PROJECT COSTS		29,248	71,970	306,663	306,663	20,320	25,000	10,000	10,000	10,000
88-880-60-00-6011	PROPERTY ACQUISITION		-	10,000	363,000	364,449	-	-	-	-	-
88-880-60-00-6015	DOWNTOWN HILL		-	-	-	-	63,170	212,324	-	-	-
88-880-60-00-6045	RIVERFRONT PARK		-	-	360,000	329,495	-	-	-	-	-
88-880-60-00-6048	DOWNTOWN STREETSCAPE IMPROVEMENT		-	103,504	30,000	-	30,000	-	-	-	-
88-880-60-00-6079	ROUTE 47 EXPANSION		7,420	7,420	7,420	7,420	7,420	7,420	7,420	7,420	2,473
FNBO Loan - 102 E Van Emmon Building											
88-880-81-00-8000	PRINCIPAL PAYMENT		-	-	-	-	200,000	200,000	200,000	200,000	-
88-880-81-00-8050	INTEREST PAYMENT		-	-	-	-	25,800	18,250	12,200	6,084	-
		Expenditures	**54,498**	**224,910**	**1,132,742**	**1,079,315**	**419,243**	**530,527**	**297,153**	**291,037**	**80,006**
		Surplus(Deficit)	**14,609**	**(156,147)**	**(1,062,742)**	**(1,003,129)**	**(288,707)**	**(405,095)**	**(212,153)**	**(201,037)**	**9,994**
		Fund Balance	**253,703**	**97,556**	**(681,353)**	**(905,573)**	**(1,194,280)**	**(1,599,375)**	**(1,811,528)**	**(2,012,565)**	**(2,002,571)**

Downtown TIF Fund II (89)

The Downtown TIF II was created in 2018, in order to help promote downtown redevelopment and support the existing Downtown TIF.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	-	-	-	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-	-	-	-
Expenditures									
Contractual Services	-	-	-	-	10,000	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	**10,000**	-	-	-	-
Surplus (Deficit)	-	-	-	-	(10,000)	-	-	-	-
Ending Fund Balance	-	-	-	-	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**

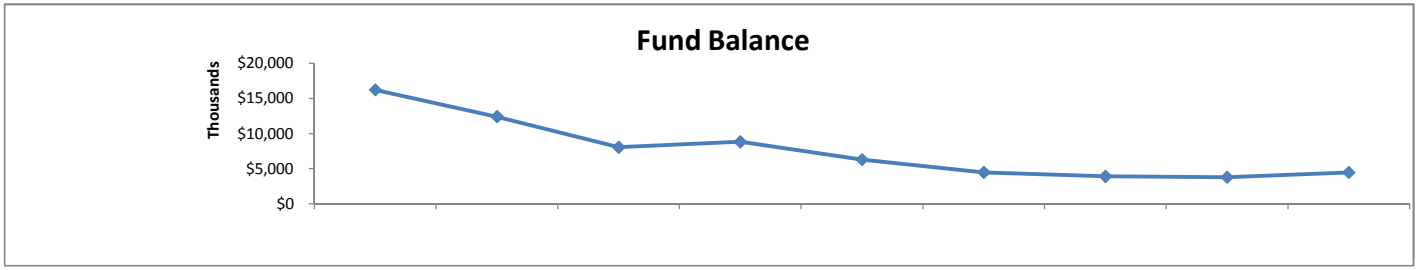


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Downtown TIF II										
89-000-40-00-4000	PROPERTY TAXES	-	-	-	-	-	-	-	-	-
89-000-45-00-4500	INVESTMENT EARNINGS	-	-	-	-	-	-	-	-	-
	Revenue	-	-	-	-	-	-	-	-	-
89-890-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	-	-	-	-	-	-	-
89-890-54-00-5462	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-
89-890-54-00-5466	LEGAL SERVICES	-	-	-	-	10,000	-	-	-	-
89-890-60-00-6000	PROJECT COSTS	-	-	-	-	-	-	-	-	-
	Expenditures	-	-	-	-	**10,000**	-	-	-	-
	Surplus(Deficit)	-	-	-	-	**(10,000)**	-	-	-	-
	Fund Balance	-	-	-	-	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**

United City of Yorkville - Consolidated Budget

The table and graph below present the City's funds in aggregate, similar to that of a private business (for illustrative purposes only). All budgeted funds are included except for the following: Park & Recreation Capital portion of Vehicle and Equipment (25); Library Operations (82); Library Capital (84); and Park & Recreation (79).

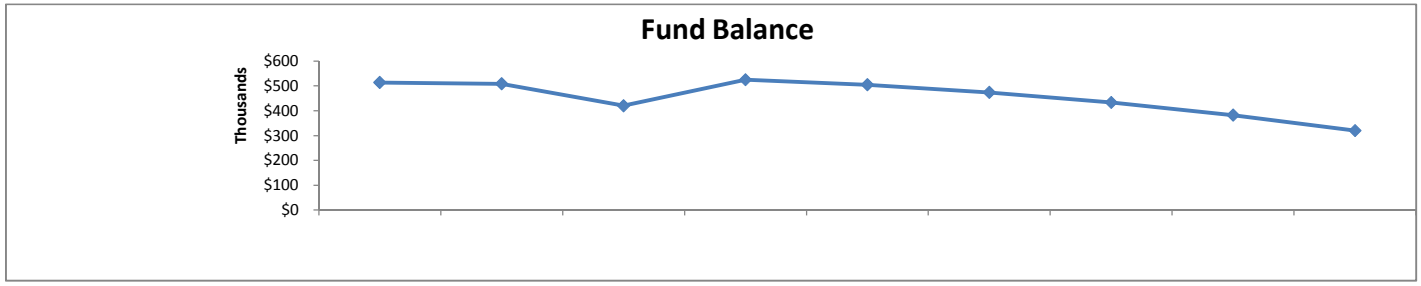
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	10,734,104	11,093,920	11,216,905	11,208,324	11,369,492	11,581,687	11,942,841	12,147,856	12,230,590
Intergovernmental	3,013,271	3,256,276	3,071,862	3,051,900	3,796,314	3,144,984	3,166,925	3,230,446	3,295,137
Licenses & Permits	698,623	926,915	402,000	658,000	548,100	512,050	512,050	512,050	512,050
Fines & Forfeits	135,013	146,858	147,925	132,245	137,100	137,100	137,100	137,100	137,100
Charges for Service	7,250,288	7,590,425	7,666,955	8,324,179	8,183,706	8,358,825	8,581,506	8,824,254	9,075,364
Investment Earnings	15,542	64,084	23,750	74,250	34,250	17,250	10,250	8,750	10,000
Reimbursements	522,018	365,501	527,617	437,564	1,164,077	62,549	62,549	55,000	226,600
Land Cash Contributions	121,962	47,753	88,000	205,796	11,639	11,638	-	-	-
Miscellaneous	83,969	87,704	84,332	84,384	88,241	89,491	90,766	92,066	93,392
Other Financing Sources	7,525,100	7,852,410	2,866,200	2,885,737	1,585,849	1,122,129	1,099,231	1,514,322	1,654,134
Total Revenue	**30,099,890**	**31,431,846**	**26,095,546**	**27,062,379**	**26,918,768**	**25,037,703**	**25,603,218**	**26,521,844**	**27,234,367**
Expenditures									
Salaries	4,539,879	4,816,133	5,272,179	5,218,733	5,577,267	5,724,153	5,884,713	6,050,093	6,220,434
Benefits	2,771,286	2,976,086	3,469,312	3,268,462	3,427,605	3,629,915	3,847,652	4,073,215	4,310,368
Contractual Services	6,040,730	6,085,913	6,262,540	6,342,186	6,960,165	6,213,698	6,133,776	6,226,197	6,203,011
Supplies	666,617	710,397	897,274	889,603	855,526	900,792	917,345	934,725	952,975
Capital Outlay	4,997,968	7,581,817	6,318,725	6,671,441	5,264,247	3,084,670	2,194,685	2,172,392	1,837,166
Developer Commitment	32,890	33,872	34,888	34,888	35,938	30,076	-	-	-
Debt Service	3,799,830	4,110,569	4,016,012	4,016,012	4,441,530	4,648,610	4,533,836	4,037,748	3,672,885
Other Financing Uses	4,119,003	8,927,076	4,199,519	4,215,613	2,885,727	2,629,201	2,666,540	3,142,764	3,357,646
Total Expenditures	**26,968,203**	**35,241,863**	**30,470,449**	**30,656,938**	**29,448,005**	**26,861,115**	**26,178,547**	**26,637,134**	**26,554,485**
Surplus (Deficit)	3,131,687	(3,810,017)	(4,374,903)	(3,594,559)	(2,529,237)	(1,823,412)	(575,329)	(115,290)	679,882
Ending Fund Balance	**16,227,120**	**12,417,105**	**8,050,660**	**8,822,546**	**6,293,309**	**4,469,897**	**3,894,568**	**3,779,278**	**4,459,160**
	60.17%	*35.23%*	*26.42%*	*28.78%*	*21.37%*	*16.64%*	*14.88%*	*14.19%*	*16.79%*



Yorkville Public Library - Consolidated Budget

The table and graph below present the Library's funds in aggregate, similar to that of a private business (for illustrative purposes only). All budgeted Library funds are included: Library Operations (82); and Library Capital (84).

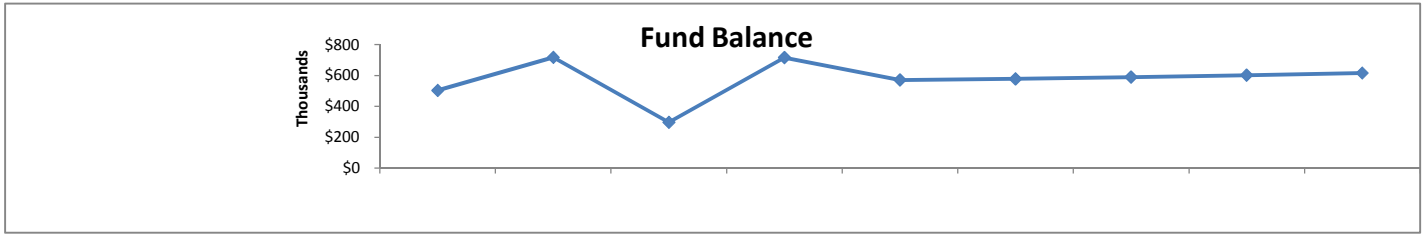
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	1,369,150	1,372,091	1,403,263	1,402,659	1,464,606	1,482,968	1,526,762	1,553,892	1,575,253
Intergovernmental	26,475	18,958	22,450	18,388	18,350	18,350	18,350	18,350	18,350
Licenses & Permits	36,100	53,650	35,000	70,000	43,200	39,600	39,600	39,600	39,600
Fines & Forfeits	8,081	7,355	8,000	9,000	8,500	8,500	8,500	8,500	8,500
Charges for Service	9,191	10,208	10,000	13,300	11,500	11,500	11,500	11,500	11,500
Investment Earnings	567	1,606	810	2,010	1,760	1,560	1,410	1,310	1,210
Reimbursements	-	2,141	-	691	-	-	-	-	-
Miscellaneous	5,250	7,229	5,500	6,750	6,750	6,750	6,750	6,750	6,750
Other Financing Sources	25,928	24,044	26,440	23,793	25,179	26,645	28,199	29,846	31,592
Total Revenue	**1,480,742**	**1,497,282**	**1,511,463**	**1,546,591**	**1,579,845**	**1,595,873**	**1,641,071**	**1,669,748**	**1,692,755**
Expenditures									
Salaries	391,904	411,502	456,517	405,000	422,698	435,379	448,440	461,894	475,750
Benefits	151,698	158,182	180,757	151,460	166,150	176,569	187,744	199,742	212,575
Contractual Services	98,854	108,253	145,380	145,889	149,340	147,912	148,519	149,162	149,844
Supplies	53,675	71,778	52,500	67,250	69,800	69,800	69,800	69,800	69,800
Debt Service	749,846	752,771	760,396	760,396	792,101	797,013	827,088	840,225	847,313
Total Expenditures	**1,445,977**	**1,502,486**	**1,595,550**	**1,529,995**	**1,600,089**	**1,626,673**	**1,681,591**	**1,720,823**	**1,755,282**
Surplus (Deficit)	34,765	(5,204)	(84,087)	16,596	(20,244)	(30,800)	(40,520)	(51,075)	(62,527)
Ending Fund Balance	**514,162**	**508,961**	**420,471**	**525,557**	**505,313**	**474,513**	**433,993**	**382,918**	**320,391**
	35.56%	*33.87%*	*26.35%*	*34.35%*	*31.58%*	*29.17%*	*25.81%*	*22.25%*	*18.25%*



Yorkville Parks and Recreation - Consolidated Budget

The table and graph below present the Park & Recreation funds in aggregate, similar to that of a private business (for illustrative purposes only). All budgeted Park & Recreation funds are included: Parks & Recreation (79); and the Parks & Recreation Capital portion of Vehicle & Equipment Fund (25).

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	-	-	-	-	81,815	-	-	-	-
Charges for Service	410,094	533,884	397,500	521,186	436,000	435,500	435,500	435,500	435,500
Investment Earnings	412	414	430	650	650	650	650	650	650
Reimbursements	12,890	3,002	-	174	-	-	-	-	-
Miscellaneous	219,704	209,970	196,000	232,319	201,000	201,000	201,000	201,000	201,000
Other Financing Sources	1,077,631	1,366,810	1,308,583	1,308,583	1,274,699	1,480,427	1,539,110	1,598,596	1,671,920
Total Revenue	**1,720,731**	**2,114,080**	**1,902,513**	**2,062,912**	**1,994,164**	**2,117,577**	**2,176,260**	**2,235,746**	**2,309,070**
Expenditures									
Salaries	723,194	805,190	903,518	883,460	972,772	997,066	1,022,088	1,047,861	1,074,407
Benefits	325,538	365,079	453,922	401,188	432,587	452,909	481,147	511,487	543,978
Contractual Services	253,357	313,168	274,720	330,131	294,214	289,099	288,960	290,754	302,243
Supplies	474,172	360,884	345,151	407,618	386,735	369,511	370,325	371,180	372,078
Capital Outlay	124,165	53,908	270,441	39,903	50,000	-	-	-	-
Debt Service	2,219	2,219	2,219	2,219	2,219	2,219	2,219	2,218	2,218
Total Expenditures	**1,902,645**	**1,900,448**	**2,249,971**	**2,064,519**	**2,138,527**	**2,110,804**	**2,164,739**	**2,223,500**	**2,294,924**
Surplus (Deficit)	(181,914)	213,632	(347,458)	(1,607)	(144,363)	6,773	11,521	12,246	14,146
Ending Fund Balance	**502,603**	**716,282**	**296,597**	**714,675**	**570,312**	**577,085**	**588,606**	**600,852**	**614,998**
	26.42%	37.69%	13.18%	34.62%	26.67%	27.34%	27.19%	27.02%	26.80%



		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
CITY										
	Cash Flow - Surplus(Deficit)									
Operating Funds	General	865,648	522,383	(584,324)	(436,093)	(309,218)	(303,948)	(315,579)	(935,712)	(1,289,305)
	Fox Hill	(19,242)	18,522	(13,635)	(9,334)	4,546	(17,596)	3,055	2,899	2,735
	Sunflower	(11,067)	15,399	(16,255)	(9,264)	(3,198)	2,962	5,977	4,381	4,217
	Motor Fuel Tax	(37,056)	(90,999)	(262,021)	(207,718)	(155,970)	(230,174)	(110,682)	(86,490)	(1,190)
	City Wide Capital	(1,680,799)	(1,648,379)	(963,761)	(947,771)	(438,576)	(43,976)	22,194	67,136	(8,684)
	Vehicle & Equipment	20,106	-	-	-	6,435	(565)	(565)	(566)	(4,739)
	Debt Service	(7,842)	-	-	-	-	-	-	-	-
	Water	4,096,296	(2,370,144)	(860,736)	(536,136)	(337,853)	(671,899)	(162,749)	661,992	1,152,381
	Sewer	(258,727)	(192,843)	(401,058)	(43,302)	(628,963)	(159,897)	(25,025)	139,646	591,817
	Land Cash	94,888	37,998	(271,855)	(437,069)	249,113	(38,362)	-	-	(24,000)
	Countryside TIF	54,873	54,193	61,484	35,257	(616,846)	45,138	220,198	232,461	246,656
	Downtown TIF	14,609	(156,147)	(1,062,742)	(1,003,129)	(288,707)	(405,095)	(212,153)	(201,037)	9,994
	Downtown TIF II	-	-	-	-	(10,000)	-	-	-	-
		3,131,687	**(3,810,017)**	**(4,374,903)**	**(3,594,559)**	**(2,529,237)**	**(1,823,412)**	**(575,329)**	**(115,290)**	**679,882**
	Cash Flow - Fund Balance									
Operating Funds	General	5,691,706	6,214,089	5,383,778	5,777,996	5,468,778	5,164,830	4,849,251	3,913,539	2,624,234
	Fox Hill	(3,780)	14,742	(21,485)	5,408	9,954	(7,642)	(4,587)	(1,688)	1,047
	Sunflower	(31,175)	(15,774)	(35,099)	(25,038)	(28,236)	(25,274)	(19,297)	(14,916)	(10,699)
	Motor Fuel Tax	883,223	792,224	438,871	584,506	428,536	198,362	87,680	1,190	-
	City Wide Capital	3,003,908	1,355,530	144,741	407,759	(30,817)	(74,793)	(52,599)	14,537	5,853
	Vehicle & Equipment	-	-	-	-	6,435	5,870	5,305	4,739	-
	Debt Service	-	-	-	-	-	-	-	-	-
	Water	5,196,289	2,826,144	2,285,570	2,290,008	1,952,155	1,280,256	1,117,507	1,779,499	2,931,880
	Sewer	1,570,874	1,378,030	913,772	1,334,728	705,765	545,868	520,843	660,489	1,252,306
	Land Cash	212,318	250,318	56,726	(186,751)	62,362	24,000	24,000	24,000	-
	Countryside TIF	(549,946)	(495,754)	(434,861)	(460,497)	(1,077,343)	(1,032,205)	(812,007)	(579,546)	(332,890)
	Downtown TIF	253,703	97,556	(681,353)	(905,573)	(1,194,280)	(1,599,375)	(1,811,528)	(2,012,565)	(2,002,571)
	Downtown TIF II	-	-	-	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
		16,227,120	**12,417,105**	**8,050,660**	**8,822,546**	**6,293,309**	**4,469,897**	**3,894,568**	**3,779,278**	**4,459,160**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Park & Recreation									
Cash Flow - Surplus(Deficit)									
Vehicle & Equipment	(123,842)	268,567	(270,080)	33,028	(46,069)	3,431	3,431	3,432	3,432
Park & Rec	(56,773)	(54,885)	(77,378)	(34,635)	(98,294)	3,342	8,090	8,814	10,714
	(180,615)	**213,682**	**(347,458)**	**(1,607)**	**(144,363)**	**6,773**	**11,521**	**12,246**	**14,146**
Cash Flow - Fund Balance									
Vehicle & Equipment	1,841	270,407	-	303,435	257,366	260,797	264,228	267,660	271,092
Park & Rec	500,762	445,875	296,597	411,240	312,946	316,288	324,378	333,192	343,906
	502,603	**716,282**	**296,597**	**714,675**	**570,312**	**577,085**	**588,606**	**600,852**	**614,998**
Library									
Cash Flow - Surplus(Deficit)									
Library Ops	32,673	(10,301)	(84,097)	(3,664)	(11,354)	(18,310)	(28,030)	(38,585)	(50,037)
Library Capital	2,092	5,097	10	20,260	(8,890)	(12,490)	(12,490)	(12,490)	(12,490)
	34,765	**(5,204)**	**(84,087)**	**16,596**	**(20,244)**	**(30,800)**	**(40,520)**	**(51,075)**	**(62,527)**
Cash Flow - Fund Balance									
Library Ops	499,355	489,057	396,472	485,393	474,039	455,729	427,699	389,114	339,077
Library Capital	14,807	19,904	23,999	40,164	31,274	18,784	6,294	(6,196)	(18,686)
	514,162	**508,961**	**420,471**	**525,557**	**505,313**	**474,513**	**433,993**	**382,918**	**320,391**

		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Allocated Insurance Expenditures - Aggregated										
	Liability Insurance	342,016	349,012	376,765	359,194	380,745	403,590	427,805	453,474	480,682
	Unemployment Ins	21,606	13,398	24,000	13,078	23,750	23,750	23,750	23,750	23,750
City	***Health Insurance***	1,252,720	1,348,553	1,654,724	1,448,534	1,553,541	1,677,824	1,812,050	1,952,697	2,103,819
City	**Net Ins Costs**	**1,252,720**	**1,348,553**	**1,654,724**	**1,448,534**	**1,553,541**	**1,677,824**	**1,812,050**	**1,952,697**	**2,103,819**
City	**Dental Insurance**	**98,823**	**102,393**	**114,578**	**103,797**	**104,114**	**109,320**	**114,788**	**120,268**	**126,007**
City	**Vision Insurance**	**12,661**	**12,559**	**13,636**	**14,234**	**14,806**	**14,806**	**14,806**	**15,212**	**15,623**
Library	***Health Insurance***	68,514	74,462	88,996	67,475	79,318	85,663	92,516	99,917	107,910
Lib	**Net Ins Costs**	**68,514**	**74,462**	**88,996**	**67,475**	**79,318**	**85,663**	**92,516**	**99,917**	**107,910**
	Dental Insurance	**5,034**	**5,286**	**5,550**	**4,673**	**4,652**	**4,885**	**5,129**	**5,385**	**5,654**
	Vision Insurance	**651**	**651**	**670**	**638**	**701**	**701**	**701**	**722**	**744**
Property Taxes										
	Corporate	2,278,321	2,206,925	2,124,299	2,129,984	2,191,279	2,235,105	2,279,807	2,325,403	2,371,911
	Police Pension	703,105	817,490	966,211	963,908	958,544	1,008,544	1,058,544	1,108,544	1,158,544
	Total City Capped	2,981,426	3,024,415	3,090,510	3,093,892	3,149,823	3,243,649	3,338,351	3,433,947	3,530,455
		2.76%	*1.44%*	*2.19%*	*2.30%*	*1.81%*	*2.98%*	*2.92%*	*2.86%*	*2.81%*
	Non-Abatement of Debt Service	164,852	47,070	-	-	-	-	-	-	-
		-50.52%	-71.45%							
	Total City	**3,146,278**	**3,071,485**	**3,090,510**	**3,093,892**	**3,149,823**	**3,243,649**	**3,338,351**	**3,433,947**	**3,530,455**
		-2.73%	***-2.38%***		***0.73%***	***1.81%***	***2.98%***	***2.92%***	***2.86%***	***2.81%***
	Library Operations	622,529	626,183	645,867	644,025	672,505	685,955	699,674	713,667	727,940
	Library Debt Service	746,621	745,908	757,396	758,634	792,101	797,013	827,088	840,225	847,313
	Total Library	**1,369,150**	**1,372,091**	**1,403,263**	**1,402,659**	**1,464,606**	**1,482,968**	**1,526,762**	**1,553,892**	**1,575,253**
	Special Service Areas	25,680	27,719	22,845	22,846	29,018	31,520	34,684	34,684	34,684
		-1.05%	**7.94%**	**-17.58%**	**-17.58%**	**27.02%**	**8.62%**	**0.00%**	**0.00%**	**0.00%**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Property Taxes (continued)									
TIF Districts	212,652	282,667	295,000	274,480	326,261	353,732	527,258	545,526	559,192
	206.76%	**32.92%**	**4.36%**	**-2.90%**	**18.87%**	**8.42%**	**0.00%**	**0.00%**	**0.00%**
Road & Bridge Tax	148,223	145,522	150,000	131,612	135,000	140,000	145,000	150,000	155,000
	-13.70%	**-1.82%**	**3.08%**	**-9.56%**	**2.57%**	**3.70%**	**0.00%**	**0.00%**	**0.00%**
Grand Total	**4,901,983**	**4,899,484**	**4,961,618**	**4,925,489**	**5,104,708**	**5,251,869**	**5,572,055**	**5,718,049**	**5,854,584**
	0.94%	*-0.05%*	*1.27%*	*0.53%*	*3.64%*	*2.88%*	*6.10%*	*2.62%*	*2.39%*
Total Debt Service Payments	**3,889,792**	**4,163,503**	**3,389,317**	**3,389,317**	**3,603,414**	**2,836,844**	**2,781,920**	**2,785,947**	**2,783,368**
Principal	2,586,245	2,806,547	2,453,960	2,453,960	2,754,497	2,086,527	2,105,882	2,190,589	2,271,789
Interest	1,303,547	1,356,956	935,357	935,357	848,917	750,317	676,038	595,358	511,579
Building Permits Revenue	**163,107**	**291,580**	**200,000**	**350,000**	**275,000**	**250,000**	**250,000**	**250,000**	**250,000**
Aggregated Salary & Wage Information									
City Salaries									
Full Time	4,912,376	5,199,965	5,612,333	5,611,603	6,005,939	6,186,119	6,371,701	6,562,854	6,759,741
Overtime	110,883	126,368	144,000	154,450	142,500	142,500	142,500	142,500	142,500
Part Time	239,814	294,990	392,900	319,400	401,600	392,600	392,600	392,600	392,600
Total	**5,263,073**	**5,621,323**	**6,149,233**	**6,085,453**	**6,550,039**	**6,721,219**	**6,906,801**	**7,097,954**	**7,294,841**
Lib Salaries									
Full Time	201,312	211,185	223,828	215,000	226,998	233,808	240,822	248,047	255,488
Part Time	190,592	200,317	232,689	190,000	195,700	201,571	207,618	213,847	220,262
Total	**391,904**	**411,502**	**456,517**	**405,000**	**422,698**	**435,379**	**448,440**	**461,894**	**475,750**
Total Salaries									
Full Time	5,113,688	5,411,150	5,836,161	5,826,603	6,232,937	6,419,927	6,612,523	6,810,901	7,015,229
Overtime	110,883	126,368	144,000	154,450	142,500	142,500	142,500	142,500	142,500
Part Time	430,406	495,307	625,589	509,400	597,300	594,171	600,218	606,447	612,862
Total	**5,654,977**	**6,032,825**	**6,605,750**	**6,490,453**	**6,972,737**	**7,156,598**	**7,355,241**	**7,559,848**	**7,770,591**

		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Aggregated Benefit Information										
City	**Benefits**									
	IMRF	278,936	295,804	336,851	330,597	355,389	368,108	386,744	406,658	427,672
	Police Pension	722,940	825,413	966,211	966,211	963,361	1,008,544	1,058,544	1,108,544	1,158,544
	FICA	384,640	410,468	454,940	447,875	483,707	497,510	512,435	527,808	543,642
	Total	**1,386,516**	**1,531,685**	**1,758,002**	**1,744,683**	**1,802,457**	**1,874,162**	**1,957,723**	**2,043,010**	**2,129,858**
Lib	**Benefits**									
	IMRF	21,767	22,558	24,435	23,500	24,252	25,672	27,213	28,873	30,633
	FICA	29,361	30,778	34,263	31,000	31,720	32,672	33,652	34,662	35,702
	Total	**51,128**	**53,336**	**58,698**	**54,500**	**55,972**	**58,344**	**60,865**	**63,535**	**66,335**
Total	**Benefits**									
	IMRF	300,703	318,362	361,286	354,097	379,641	393,780	413,957	435,531	458,305
	Police Pension	722,940	825,413	966,211	966,211	963,361	1,008,544	1,058,544	1,108,544	1,158,544
	FICA	414,001	441,246	489,203	478,875	515,427	530,182	546,087	562,470	579,344
	Total	**1,437,644**	**1,585,021**	**1,816,700**	**1,799,183**	**1,858,429**	**1,932,506**	**2,018,588**	**2,106,545**	**2,196,193**
Selected Capital Projects - Aggregated > $500,000										
Route 47 Expansion Project		**337,766**	**337,766**	**337,766**	**337,766**	**337,766**	**337,766**	**337,766**	**337,766**	**112,589**
	MFT	73,787	73,787	73,787	73,787	73,787	73,787	73,787	73,787	24,596
	Water	197,544	197,544	197,544	197,544	197,544	197,544	197,544	197,544	65,848
	Sewer	59,015	59,015	59,015	59,015	59,015	59,015	59,015	59,015	19,672
	Downtown TIF	7,420	7,420	7,420	7,420	7,420	7,420	7,420	7,420	2,473
Road to Better Roads Program		**1,294,265**	**1,475,105**	**1,150,000**	**1,515,810**	**956,000**	**1,150,000**	**1,038,500**	**1,122,310**	**1,126,190**
	MFT	300,000	300,000	300,000	300,000	406,000	700,000	588,500	573,500	547,787
	City-Wide Capital	509,430	695,767	400,000	771,007	100,000	-	-	98,810	128,403
	Water	259,341	316,911	250,000	290,356	250,000	250,000	250,000	250,000	250,000
	Sewer	225,494	162,427	200,000	154,447	200,000	200,000	200,000	200,000	200,000
Kennedy Road Bike Trail		**1**	**6**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	City-Wide	109,946	3,894	446,041	409,957	45,000	-	-	-	-
	Grant Proceeds	(71,327)	(2,475)	(133,424)	(227,014)	-	-	-	-	-
	P4P Proceeds	(38,618)	(1,413)	(312,617)	(118,943)	(29,000)	-	-	-	-
	KC TAP Grant	-	-	-	(64,000)	(16,000)	-	-	-	-

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Selected Capital Projects - Aggregated > $500,000 continued									
Game Farm Road Project	**1,377,783**	**13,364**	**-**	**328,914**	**-**	**-**	**-**	**-**	**-**
City-Wide	1,377,783	13,364	-	328,914	-	-	-	-	-
Countryside Parkway	**585,222**	**3,929,736**	**768,753**	**828,196**	**-**	**-**	**-**	**-**	**-**
City-Wide	117,202	1,211,639	645,940	627,417	-	-	-	-	-
Water	468,020	2,718,097	122,813	200,779	-	-	-	-	-
Well Rehabs	**128,876**	**174,197**	**203,000**	**246,954**	**257,500**	**-**	**-**	**-**	**-**
Water	128,876	174,197	203,000	246,954	257,500	-	-	-	-
Rte 71 Water/Sewer Main Replacement	**15,955**	**29,870**	**18,000**	**52,142**	**722,500**	**-**	**-**	**-**	**-**
Water	15,955	24,195	14,580	47,935	533,500	-	-	-	-
Sewer	-	5,675	3,420	4,207	189,000	-	-	-	-
Wrigley Rte 47 (EDP) Expansion	**5,354**	**(21,616)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
City-Wide	57,430	454,548	65,200	65,200	-	-	-	-	-
Grant Proceeds	(52,076)	(476,164)	(65,200)	(65,200)	-	-	-	-	-
Center / Countryside	**-**	**-**	**522,000**	**228,480**	**-**	**-**	**-**	**-**	**-**
City-Wide	-	-	522,000	228,480	-	-	-	-	-

A

Abatement – A partial or complete cancelation of a tax levy imposed by a City.

Accounting Period – A period of time (month, quarter, annual) for which a financial statement is prepared.

Accounts Payable – A short-term liability account reflecting amounts owed to private persons or organizations for goods and services received by a government.

Accounts Receivable – An asset account reflecting amounts due from private persons or organizations for goods and services furnished by a government.

Accrual Basis – Accounting method in which revenues and expenses are recognized as they are earned or incurred, regardless of when they are received or paid. This is an alternative to cash-basis accounting, in which revenues and expenses are only recognized when cash is received or paid.

Ad Valorem Tax – A tax levied on the assessed value of real or personal property.

Adopted Budget – The City's financial plan, as approved by the City Council, for the fiscal year beginning May 1st.

Agency Fund – A type of fund used to account for assets held by a government as an agent for individuals, private organizations or other governmental entities.

Appropriation – A legal authorization granted by a legislative body to make expenditures and incur obligations for designated purposes over a specified period of time.

Arbitrage – Is the simultaneous purchase and sale of the same or equivalent security in order to profit from price discrepancies. In government finance, arbitrage represents interest revenue in excess of interest costs, when the proceeds of a tax-exempt security are invested in a taxable security that yields a higher rate.

Assessed Valuation – A valuation set upon real estate or other property by a government as a basis for levying taxes.

Asset – Probable future economic benefits obtained or controlled by a particular government as a result of past transactions or events.

Assigned Fund Balance – The portion of a Governmental Fund's fund balance to denote an intended use of resources but with no formal City Council action.

Auditing – A systematic process of objectively obtaining and evaluating evidence regarding assertions about economic actions and events to ascertain the degree of correspondence between the assertions and established criteria and communicating the results to users of the governments financial statements.

B

Balance Sheet – A basic financial statement which discloses the assets, liabilities, and equities of an entity at a specified date.

Balanced Budget – A balanced budget shall be defined as a budget in which revenues and reserves meet or exceed expenditures (expenses).

Basis of Budgeting – Refers to the method used for recognizing revenues and expenditures in the budget. The City uses the modified accrual basis of accounting for budgetary purposes.

Basis Point – Equal to 1/100 of one percent. For example, if interest rates rise from 5.50% to 5.75%, the difference is referred to as an increase of 25 basis points.

Bond – A written promise to pay a specified sum of money (principal) at a specified future date along with periodic interest at a specified percentage of principle (interest rate).

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period and proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Budgetary Control – The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Business-type Activities – One of the two classes of activities reported in the government-wide financial statements. Business-type activities are financed in whole or part by user fees charged to external parties for goods and services. These activities are usually reported in enterprise funds.

C

Capital Asset – A permanent item with a useful life that extends beyond one year, which is held for purposes other than investment or resale. Capital assets include land, land improvements other than buildings, infrastructure, buildings, machinery, equipment, vehicles and services necessary to the construction of infrastructure which are of long-term value.

Capital Outlays – Expenditures for the acquisition of capital assets.

Capital Projects Fund – A fund created to account for all resources to be used for the construction or acquisition of designated capital assets by a government except those financed by proprietary funds.

Cash Basis of Accounting – The method of accounting where revenues and expenditures are recognized when cash is received and disbursed.

Certificate of Achievement for Excellence in Financial Reporting Program – A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable Comprehensive Annual Financial Reports (CAFR's) and to provide technical assistance and peer recognition to the finance officers preparing them.

Charges for Services – User charges for services provided by the City to those specifically benefiting from those services.

Committed Fund Balance – The portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal City Council action. The same action is required to remove the commitment of fund balance.

Component Unit – A legally separate organization that a primary government must include as part of its financial reporting entity for financial reporting purposes in conformity with GAAP. The Yorkville Public Library is a component unit of the United City of Yorkville because the City Council appoints the Library Board of Trustees, approves the Library's tax levy and budget and is ultimately responsible for any debt issued by the Library.

Comprehensive Annual Financial Report (CAFR) – The official annual report of a government. It includes (a) the five combined financial statements in the combined statement overview and their related notes and (b) combing statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance related legal and contractual provisions, required supplementary information, extensive introductory and a detailed statistical section.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services – An expenditure/expense category related to services performed for the City by an individual, firm or public utility.

Corporate Levy – Property taxes levied by the City which are used or designated for general use, police protection, IMRF, audit, liability insurance, FICA, school crossing guard and unemployment insurance.

D

Debt – An amount owed to a person or organization for funds borrowed.

Debt Service – Payment of interest and principal to holders of a government's debt instruments.

Debt Service Funds – Used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Depreciation - A method for allocating the acquisition cost/value of capital assets over time. GAAP requires that the value of capital assets must be expensed (i.e., depreciated) over the useful life of the asset.

Disbursements – Payment for goods and services in cash or by check.

E

Encumbrance – The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund – A fund used to account for operations that are financed and operated in a manner similar to private business enterprises, wherein the stated intent is that the costs (including depreciation) of providing goods and services are to be financed from revenues recovered primarily through user fees.

Equalized Assessed Value (EAV) – The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal to one-third of its market value.

Expenditures – The expenses of Governmental Funds under the modified accrual basis of accounting.

Expenses – Outflows or other enhancements of assets of a government or settlements of its liabilities during a fiscal period from providing services.

F

Federal Insurance Contributions Act (FICA) – Monies paid to the federal government for future social security benefits as may be defined by the federal government.

Fiduciary Funds – Funds that are used when a government holds or manages financial resources in an agent or fiduciary capacity.

Fiscal Year (FY) – A consecutive twelve month period designated as the budget year. The City's fiscal year begins on May 1st and ends April 30th of the following year.

Fixed Assets – Assets that are long-term in nature, which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

Forecast – A prediction of a future outcome based on known and unknown factors.

Franchise – A special privilege granted by a government permitting the continuing use of public property, such as City streets, and usually involving the elements of monopoly and regulation.

Function – a group of related activities aimed at accomplishing a major service or program for which the government is responsible.

Fund – An independent accounting entity containing self-balancing accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives.

Fund Balance (Fund Equity) – The difference between a governmental funds assets and liabilities. A negative fund balance is often referred to as a deficit.

G

General Accepted Accounting Principles (GAAP) – Uniform standards of guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

General Fund – A fund that accounts for all financial resources necessary to carry out basic governmental activities of the City that are not accounted for in another fund. The General Fund supports essential City services such as police protection, community development, street operations, general administration, finance and health and sanitation. Revenues to support the General Fund are derived from sources such as property tax, sales tax, intergovernmental revenues and charges for service.

General Ledger – A record containing the accounts needed to reflect the financial position and the results of operations of a government. In double-entry bookkeeping, the debits and credits in the general ledger are equal (i.e., the debit balances equal the credit balances).

General Obligation Bonds (GO Bonds) – Bonds secured by the full faith and credit of the issuer. GO bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as streets and building expansions.

Governmental Accounting Standards Board (GASB) – The authoritative accounting and financial reporting standard-setting body for government entities.

Governmental Funds – Funds through which most governmental functions are typically financed. The acquisition, use and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Capital Project, Permanent and Debt Service Funds).

Grant – Cash awarded for a specified purpose. The contribution is usually provided in support of a particular public function, project or program.

I

Illinois Municipal Retirement Fund (IMRF) – Retirement system established for municipal employees other than sworn police personnel.

Infrastructure – A permanent installation such as a road, storm sewer, sanitary sewer or water transmission system that provides a service to the public.

Interfund Receivable/Payable – Short-term loans made by one fund to another, or the current portion of an advance to or from another fund.

Interfund Transfer – A transfer of funds or assets from one fund to another without equivalent flows of assets in return and without requirement for repayment.

Intergovernmental Revenues – Levied by one government but shared on a predetermined basis with another government or class of governments.

Internal Controls – Is a process (e.g., policy or procedure) effected by a government's board, management and other personnel, designed to provide reasonable assurance regarding the achievement of the following objectives: effective and efficient operations; reliable financial reporting; and compliance with laws and regulations.

Internal Service Fund – A fund-type used by state and local governments to account for the financing of goods and services by one department to another department, and to other governments, on a cost-reimbursement basis.

L

Levy – To impose taxes, special assessments or service charges for the support of governmental activities, usually based on the assessed value of property.

Liabilities – Probable future sacrifices of economic benefits, arising from present obligations of a particular government to transfer assets or provide services to other entities in the future as a result of a past transactions or events.

Line-Item Budget – A budget that lists each expenditure/expense category separately, such as wages, professional services, utilities, etc., along with the dollar amount budgeted for each specific category.

Liquidity – The ease in which an asset can be converted into cash.

Long-Term Debt – Debt with a maturity of more than one year after the date of issuance.

M

Motor Fuel Tax (MFT) – Motor fuel tax is a tax on fuel consumption imposed and collected by the State. Distribution of the tax to municipalities is based on the City's certified population.

Major Fund – A classification given to a fund when the fund's total assets, liabilities, revenues or expenditures/expenses is equal to or greater than 10% of the total Governmental or Enterprise Fund total of that category (whichever category the fund belongs to) and 5% of the total Governmental and Enterprise Fund combined for that category. The General Fund is always classified as a Major Fund. Funds which do not pass this test are considered Nonmajor Funds.

Modified Accrual Accounting – A basis of accounting used by Governmental Fund types in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and, expenditures are recognized when the related liability is incurred.

N

Net Income – Proprietary fund excess of operating revenues, non-operating revenues and operating transfers-in over operating expenses, non-operating expenses and operating transfers-out.

Net Position – Total assets minus total liabilities.

Nonmajor Fund – Any fund that does not meet the qualifications of a Major Fund.

Non-Operating Expenses – Proprietary Fund expenses not directly related to the fund's primary activity. An example would be interest expense.

Non-Operating Revenues – Proprietary Fund revenues incidental to, or not directly related to the fund's primary activities. An example would be interest income.

Nonspendable Fund Balance – Portion of a Governmental Fund's fund balance that are not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

O

Operating Budget – A financial plan that presents proposed expenditures for the fiscal year and estimates of revenue to finance them.

Operating Expenses – Proprietary fund expenses that are directly related to the fund's primary service activities.

Operating Income – The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues – Proprietary fund revenues that are directly related to the fund's primary service activities. They consist primarily of user charges for service.

Other Financing Sources – Debt proceeds and operating transfers-in from other funds of the same government unit which are classified separately from revenues in order to avoid distorting revenue trends.

Other Financing Uses – Operating transfers-out to other funds of the same government unit which are classified separately from expenditures in order to avoid distorting expenditure trends.

P

Par Value – In the case of bonds, it is the amount of principle that must be paid at maturity. Par value is also referred to as the face value of a security.

Paying Agent – An entity responsible for debt service payments on behalf of a government.

Per Capita – Per capita is a term used to describe the amount of something from every resident within the City. Per Capita calculations for Yorkville are based on a population of 16,921 based on the results of the 2010 census.

Pledged Revenues – Funds generated from revenues and obligated to debt service or to meet other obligations specified by a bond contract.

Property Tax – A tax levied on the assessed value of real property.

Proprietary Fund – A group of funds in which the services provided are financed and operated similarly to those of a private business. Proprietary Fund types in Yorkville include Enterprise Funds, which are established for water and sewer services.

R

Ratings – In the context of bonds, an evaluation of credit-worthiness performed by an independent rating service.

Refunding – A procedure whereby an issuer refinances an outstanding bond issue by issuing new bonds. There a generally two major reasons for refunding: (1) to reduce the issuer's interest costs or (2) to remove a burdensome or restrictive covenant imposed by the terms of the bonds being refinanced. The proceeds of the new bonds are either deposited into escrow to pay debt service on the outstanding obligations when due, or they are used immediately to retire the outstanding obligations. The new obligations are referred to as the refunding bonds and the outstanding obligations being refinanced are referred to as the refunded bonds or the prior issue.

Restricted Fund Balance – Portion of a Governmental Fund's fund balance that are subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).

Revenue Bonds – Bonds whose principal and interest are payable from a revenue source pledged as the payment source before issuance.

Revenues – Inflows or other enhancements of assets of a government or settlements of its liabilities during a fiscal period from taxes, intergovernmental proceeds, fines and forfeits, charges for service and investment earnings.

S

Sales Tax – The City receives two types of sales taxes – one from the State (municipal sales tax) and the other from non-home rule sales tax. The City receives 1% of the 8.25% municipal sales tax rate and 100% of the 1% local non-home rule sales tax.

Single Audit – An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, *Audits of State and Local Governments*. The Single Audit Act applies to all governments that expend $750,000 or more per fiscal year in federal grant proceeds.

Special Revenue Fund – A fund used to account for revenues from specific taxes or other earmarked revenue sources that by law are designated to finance particular functions or activities of government. An example is the Motor Fuel Tax Fund which is used to finance road maintenance and construction projects.

Special Service Area - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Supplies – A category of expenditures/expenses which include expendable, tangible items. Examples include office supplies, small tools and equipment, and repair and maintenance materials that are not capital in nature.

T

Tax Increment Financing (TIF) – A redevelopment tool available for use by municipalities where the costs of capital improvements and development or redevelopment activity for a legally designated area are funded by future property taxes, and in some instances sales tax. For more information regarding the City' TIF's, click on the following link: http://www.yorkville.il.us/188/Tax-Increment-Financing-TIF.

Tax Increment Financing (TIF) District – A special district established to revitalize a deteriorating or underdeveloped area, funded through incremental property taxes.

Tax Levy – The total amount of money to be raised by property taxes for operating (corporate), debt service or special service areas.

Tax Levy Ordinance – An ordinance by means of which property taxes are imposed.

Tax Rate – The amount of tax levied for each $100 of assessed valuation.

Tax Rate Limit – The maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular or for general purposes.

Taxable Value – The assessed value of property minus any authorized exemptions (i.e., homestead exemption). This value is used to determine the amount of ad valorem tax to be levied.

Taxes – Compulsory charges levied by a governmental for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Nor does the term include charges for services rendered only to those paying such charges as, for example, water service charges.

Tax-Exempt Bonds – State and local government securities whose interest is exempt from taxation by the federal government.

Transfers – Most typically used to describe the transaction when one fund sends money to another fund.

Trusts and Agency Funds – Funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations and other governmental agencies.

U

Unassigned Fund Balance – Available expendable financial resources in a governmental fund that is not the object of tentative management plan.

Unrestricted Net Assets – Portion of net assets that is neither restricted nor invested in capital assets (net of related debt).

User Fees – The payment of a fee for the direct receipt of a public service by the party who benefits from the service.

STATE OF ILLINOIS
COUNTY OF KENDALL
- FILED -
APR 23 2018
Debbie Gillette COUNTY CLERK
KENDALL COUNTY

UNITED CITY OF YORKVILLE
KENDALL COUNTY, ILLINOIS

ORDINANCE NO. 2018-26

ORDINANCE APPROVING THE 2018-2019 FISCAL BUDGET
FOR THE UNITED CITY OF YORKVILLE

Passed by the City Council of the
United City of Yorkville, Kendall County, Illinois
This 10th day of April, 2018

Published in pamphlet form by the
authority of the Mayor and City Council
of the United City of Yorkville, Kendall
County, Illinois on April 23, 2018.

ORDINANCE NO. 2018-26

ORDINANCE APPROVING THE 2018-2019 FISCAL BUDGET FOR THE UNITED CITY OF YORKVILLE

WHEREAS, the Mayor and City Council of the UNITED CITY OF YORKVILLE have duly held all Public Hearings, allowed public input, and have duly considered formation of a budget for the 2018-2019 Fiscal Year; and

WHEREAS, a tentative budget was duly announced and available for examination at the City offices of the UNITED CITY OF YORKVILLE; and

WHEREAS, the Mayor and City Council of the UNITED CITY OF YORKVILLE deem it in the best interest of the City for the orderly operation thereof to pass and approve the 2018-2019 Fiscal Year Budget being submitted on April 10, 2018 at its regular City Council Meeting:

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois that the 2018-2019 Budget totaling $33,261,032 including the amounts of $15,952,180 General Fund, $691,787 Motor Fuel Tax Fund, $276,945 Vehicle & Equipment Fund, $3,045,454 Sewer Fund, $4,876,371 Water Fund, $2,622,153 City-Wide Capital Fund, $324,725 Debt Service Fund, $465,000 Land Cash Fund, $2,086,308 Parks & Recreation Fund, $1,547,989 Library Operations Fund, $52,100 Library Capital Fund, $863,107 Countryside TIF Fund, $419,243 Downtown TIF Fund, $10,000 Downtown TIF II Fund, $18,835 Sunflower SSA Fund, and $8,835 Fox Hill SSA Fund is hereby adopted for the 2018-2019 Fiscal Year, as presented.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this 10th day of April, A.D. 2018.

Beth Warren

CITY CLERK

CARLO COLOSIMO		KEN KOCH	
JACKIE MILSCHEWSKI		ALEX HERNANDEZ	
CHRIS FUNKHOUSER		JOEL FRIEDERS	
SEAVER TARULIS		JOE PLOCHER	

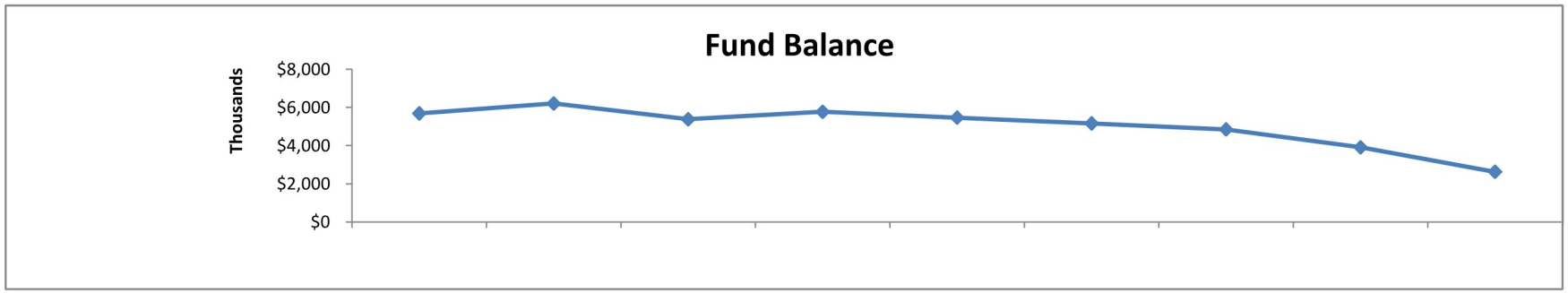
Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 10th day of April, A.D. 2018.

MAYOR

GENERAL FUND (01)

The General Fund is the City's primary operating fund. It accounts for major tax revenue used to support administrative and public safety functions.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	10,330,920	10,736,464	10,899,060	10,910,998	11,014,213	11,196,435	11,380,899	11,567,646	11,636,714
Intergovernmental	2,311,978	2,235,395	2,379,022	2,259,827	2,512,487	2,563,939	2,616,320	2,669,649	2,723,944
Licenses & Permits	213,451	315,862	253,000	361,000	336,000	311,000	311,000	311,000	311,000
Fines & Forfeits	123,639	140,250	140,225	125,545	130,400	130,400	130,400	130,400	130,400
Charges for Service	1,401,384	1,465,678	1,365,564	1,500,764	1,535,112	1,564,043	1,593,697	1,624,092	1,655,247
Investment Earnings	6,394	21,197	15,000	35,000	20,000	10,000	5,000	2,500	-
Reimbursements	113,024	66,449	55,000	64,338	55,000	55,000	55,000	55,000	55,000
Miscellaneous	21,919	19,848	23,750	21,750	21,750	21,750	21,750	21,750	21,750
Other Financing Sources	7,077	9,645	7,000	30,000	18,000	16,500	16,500	16,500	16,500
Total Revenue	**14,529,786**	**15,010,788**	**15,137,621**	**15,309,222**	**15,642,962**	**15,869,067**	**16,130,566**	**16,398,537**	**16,550,555**
Expenditures									
Salaries	3,958,489	4,212,964	4,618,075	4,575,428	4,901,639	5,029,096	5,169,645	5,314,413	5,463,523
Benefits	2,447,779	2,635,062	3,086,500	2,903,642	3,056,457	3,234,883	3,427,626	3,626,340	3,834,758
Contractual Services	4,593,459	4,793,382	4,794,807	4,960,921	4,937,900	5,019,490	4,932,650	4,997,450	4,958,228
Supplies	216,288	197,932	274,353	274,642	330,998	455,361	444,941	449,750	419,800
Other Financing Uses	2,448,123	2,649,065	2,948,210	3,030,682	2,725,186	2,434,185	2,471,283	2,946,296	3,163,551
Total Expenditures	**13,664,138**	**14,488,405**	**15,721,945**	**15,745,315**	**15,952,180**	**16,173,015**	**16,446,145**	**17,334,249**	**17,839,860**
Surplus (Deficit)	865,648	522,383	(584,324)	(436,093)	(309,218)	(303,948)	(315,579)	(935,712)	(1,289,305)
Ending Fund Balance	**5,691,706**	**6,214,089**	**5,383,778**	**5,777,996**	**5,468,778**	**5,164,830**	**4,849,251**	**3,913,539**	**2,624,234**
	41.65%	*42.89%*	*34.24%*	*36.70%*	*34.28%*	*31.93%*	*29.49%*	*22.58%*	*14.71%*



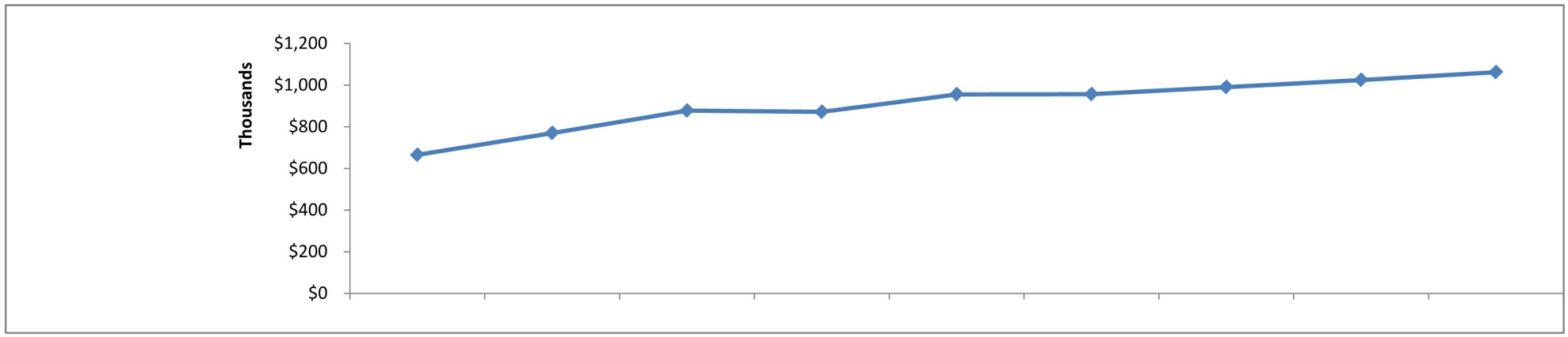
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
GENERAL FUND - 01										
01-000-40-00-4000	PROPERTY TAXES - CORPORATE LEVY	2,278,321	2,206,925	2,124,299	2,129,984	2,191,279	2,235,105	2,279,807	2,325,403	2,371,911
01-000-40-00-4010	PROPERTY TAXES - POLICE PENSION	703,105	817,490	966,211	963,908	958,544	1,008,544	1,058,544	1,108,544	1,158,544
01-000-40-00-4030	MUNICIPAL SALES TAX	2,778,116	2,940,976	3,012,750	2,965,000	3,009,475	3,054,617	3,100,436	3,146,943	3,194,147
01-000-40-00-4035	NON-HOME RULE SALES TAX	2,126,851	2,259,787	2,332,950	2,305,000	2,339,575	2,374,669	2,410,289	2,446,443	2,483,140
01-000-40-00-4040	ELECTRIC UTILITY TAX	689,084	710,892	675,000	705,000	695,000	695,000	695,000	695,000	695,000
01-000-40-00-4041	NATURAL GAS UTILITY TAX	207,551	241,699	240,000	240,000	240,000	240,000	240,000	240,000	240,000
01-000-40-00-4043	EXCISE TAX	393,680	359,947	361,000	335,000	325,000	325,000	325,000	325,000	325,000
01-000-40-00-4044	TELEPHONE UTILITY TAX	8,499	8,340	8,300	8,340	8,340	8,340	8,340	8,340	8,340
01-000-40-00-4045	CABLE FRANCHISE FEES	286,944	294,275	285,000	294,000	290,000	290,000	290,000	290,000	290,000
01-000-40-00-4050	HOTEL TAX	80,422	72,407	85,000	80,000	80,000	80,000	80,000	80,000	80,000
01-000-40-00-4055	VIDEO GAMING TAX	74,734	100,457	90,000	110,000	110,000	110,000	110,000	110,000	110,000
01-000-40-00-4060	AMUSEMENT TAX	201,216	200,284	200,000	200,000	200,000	200,000	200,000	200,000	200,000
01-000-40-00-4065	ADMISSIONS TAX	121,799	122,007	120,000	130,766	120,000	120,000	120,000	120,000	-
01-000-40-00-4070	BUSINESS DISTRICT TAX - KENDALL MRKT	350,589	359,093	372,300	400,000	408,000	416,160	424,483	432,973	441,632
01-000-40-00-4071	BUSINESS DISTRICT TAX - DOWNTOWN	6,879	15,992	4,000	20,000	15,000	15,000	15,000	15,000	15,000
01-000-40-00-4072	BUSINESS DISTRICT TAX - COUNTRYSIDE	11,431	12,071	11,000	11,000	11,000	11,000	11,000	11,000	11,000
01-000-40-00-4075	AUTO RENTAL TAX	11,699	13,822	11,250	13,000	13,000	13,000	13,000	13,000	13,000
01-000-41-00-4100	STATE INCOME TAX	1,715,155	1,602,410	1,739,021	1,617,435	1,822,308	1,858,754	1,895,929	1,933,848	1,972,525
01-000-41-00-4105	LOCAL USE TAX	390,605	417,212	436,101	454,679	500,279	510,285	520,491	530,901	541,519
01-000-41-00-4110	ROAD & BRIDGE TAX	148,223	145,522	150,000	131,612	135,000	140,000	145,000	150,000	155,000
01-000-41-00-4120	PERSONAL PROPERTY TAX	16,065	17,845	17,000	17,000	17,000	17,000	17,000	17,000	17,000
01-000-41-00-4160	FEDERAL GRANTS	17,726	16,810	15,000	16,000	16,000	16,000	16,000	16,000	16,000
01-000-41-00-4168	STATE GRANTS - TRAFFIC SIGNAL MAINTENANCE	21,342	31,606	21,000	22,201	21,000	21,000	21,000	21,000	21,000
01-000-41-00-4170	STATE GRANTS	2,000	3,000	-	-	-	-	-	-	-
01-000-41-00-4182	MISC INTERGOVERNMENTAL	862	990	900	900	900	900	900	900	900
01-000-42-00-4200	LIQUOR LICENSES	46,442	52,852	50,000	56,000	56,000	56,000	56,000	56,000	56,000
01-000-42-00-4205	OTHER LICENSES & PERMITS	3,902	6,795	3,000	5,000	5,000	5,000	5,000	5,000	5,000
01-000-42-00-4210	BUILDING PERMITS	163,107	256,215	200,000	300,000	275,000	250,000	250,000	250,000	250,000
01-000-43-00-4310	CIRCUIT COURT FINES	43,063	41,512	45,000	45,000	45,000	45,000	45,000	45,000	45,000
01-000-43-00-4320	ADMINISTRATIVE ADJUDICATION	24,406	33,512	30,000	30,000	30,000	30,000	30,000	30,000	30,000
01-000-43-00-4323	OFFENDER REGISTRATION FEES	220	420	225	545	400	400	400	400	400
01-000-43-00-4325	POLICE TOWS	55,950	64,806	65,000	50,000	55,000	55,000	55,000	55,000	55,000
01-000-44-00-4400	GARBAGE SURCHARGE	1,218,991	1,284,044	1,000,000	1,129,000	1,157,225	1,186,156	1,215,810	1,246,205	1,277,360
01-000-44-00-4405	UB COLLECTION FEES	153,292	158,062	154,000	160,000	160,000	160,000	160,000	160,000	160,000
01-000-44-00-4407	LATE PENALTIES - GARBAGE	22,972	22,772	23,000	23,000	23,000	23,000	23,000	23,000	23,000
01-000-44-00-4415	ADMINISTRATIVE CHARGEBACK	-	-	188,064	188,064	194,387	194,387	194,387	194,387	194,387
01-000-44-00-4474	POLICE SPECIAL DETAIL	6,129	800	500	700	500	500	500	500	500
01-000-45-00-4500	INVESTMENT EARNINGS	6,394	21,197	15,000	35,000	20,000	10,000	5,000	2,500	-

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
01-000-46-00-4604	REIMB - ENGINEERING EXPENSES	15,196	6,684	25,000	971	25,000	25,000	25,000	25,000	25,000
01-000-46-00-4680	REIMB - LIABILITY INSURANCE	32,294	9,213	5,000	15,000	5,000	5,000	5,000	5,000	5,000
01-000-46-00-4685	REIMB - CABLE CONSORTIUM	21,030	33,163	20,000	23,267	20,000	20,000	20,000	20,000	20,000
01-000-46-00-4690	REIMB - MISCELLANEOUS	44,504	17,389	5,000	25,100	5,000	5,000	5,000	5,000	5,000
01-000-48-00-4820	RENTAL INCOME	6,905	7,285	6,750	6,750	6,750	6,750	6,750	6,750	6,750
01-000-48-00-4845	DONATIONS	-	-	2,000	-	-	-	-	-	-
01-000-48-00-4850	MISCELLANEOUS INCOME	15,014	12,563	15,000	15,000	15,000	15,000	15,000	15,000	15,000
01-000-49-00-4916	TRANSFER FROM CW MUNICIPAL BUILDING	7,077	9,645	7,000	30,000	18,000	16,500	16,500	16,500	16,500
	Revenue	**14,529,786**	**15,010,788**	**15,137,621**	**15,309,222**	**15,642,962**	**15,869,067**	**16,130,566**	**16,398,537**	**16,550,555**

ADMINISTRATION DEPARTMENT

The Administration Department includes both elected official and management expenditures. The executive and legislative branches consist of the Mayor and an eight member City Council. The city administrator is hired by the Mayor with the consent of the City Council. City staff report to the city administrator. It is the role of the city administrator to direct staff in the daily administration of City services.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	388,629	460,265	525,478	528,800	579,552	585,749	601,401	617,523	634,129
Benefits	150,348	161,660	206,137	199,235	224,357	238,063	253,551	270,230	288,093
Contractual Services	115,668	140,692	135,660	133,522	141,990	122,603	125,334	127,165	129,860
Supplies	10,624	7,563	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Administration	**665,269**	**770,180**	**877,275**	**871,557**	**955,899**	**956,415**	**990,286**	**1,024,918**	**1,062,082**

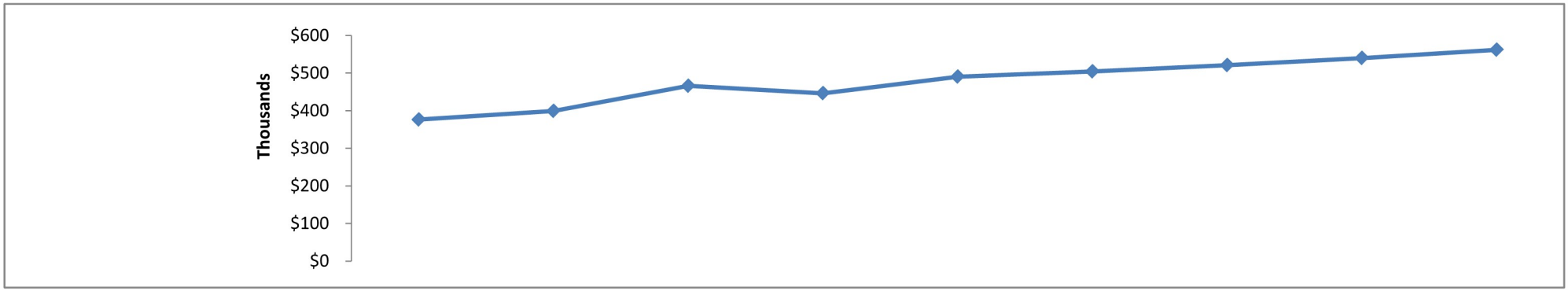


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Administration										
01-110-50-00-5001	SALARIES - MAYOR	9,735	10,175	11,000	10,300	11,000	11,000	11,000	11,000	11,000
01-110-50-00-5002	SALARIES - LIQUOR COMM	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
01-110-50-00-5003	SALARIES - CITY CLERK	6,935	7,440	9,000	7,500	8,000	-	-	-	-
01-110-50-00-5004	SALARIES - CITY TREASURER	1,000	1,000	1,000	1,000	1,000	-	-	-	-
01-110-50-00-5005	SALARIES - ALDERMAN	48,690	46,465	52,000	49,000	52,000	52,000	52,000	52,000	52,000
01-110-50-00-5010	SALARIES - ADMINISTRATION	317,586	389,175	450,978	460,000	506,552	521,749	537,401	553,523	570,129
01-110-50-00-5015	PART-TIME SALARIES	3,683	4,984	-	-	-	-	-	-	-
01-110-50-00-5020	OVERTIME	-	26	500	-	-	-	-	-	-
01-110-52-00-5212	RETIREMENT PLAN CONTRIBUTION	36,387	41,833	49,506	49,506	54,119	57,288	60,726	64,430	68,358
01-110-52-00-5214	FICA CONTRIBUTION	25,422	30,324	36,665	36,000	40,339	40,841	42,066	43,328	44,628
01-110-52-00-5216	GROUP HEALTH INSURANCE	81,297	82,328	111,978	104,948	120,465	130,102	140,510	151,751	163,891
01-110-52-00-5222	GROUP LIFE INSURANCE	491	492	557	675	451	456	461	466	471
01-110-52-00-5223	DENTAL INSURANCE	5,516	5,924	6,612	7,145	7,853	8,246	8,658	9,091	9,546
01-110-52-00-5224	VISION INSURANCE	721	759	819	961	1,130	1,130	1,130	1,164	1,199
01-110-52-00-5235	ELECTED OFFICIAL - GROUP HEALTH INSURANCE	489	-	-	-	-	-	-	-	-
01-110-52-00-5236	ELECTED OFFICIAL - GROUP LIFE INSURANCE	4	-	-	-	-	-	-	-	-
01-110-52-00-5237	ELECTED OFFICIAL - DENTAL INSURANCE	(40)	-	-	-	-	-	-	-	-
01-110-52-00-5238	ELECTED OFFICIAL - VISION INSURANCE	61	-	-	-	-	-	-	-	-
01-110-54-00-5410	TUITION REIMBURSEMENT	3,216	8,040	12,000	7,500	13,000	-	-	-	-
01-110-54-00-5412	TRAINING & CONFERENCES	5,440	11,051	20,800	20,800	17,000	12,000	12,000	12,000	12,000
01-110-54-00-5415	TRAVEL & LODGING	8,241	12,097	9,000	9,000	9,000	9,000	9,000	9,000	9,000
01-110-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	4,568	1,654	2,778	2,916	3,828
01-110-54-00-5426	PUBLISHING & ADVERTISING	1,262	6,219	5,000	5,000	5,000	5,000	5,000	5,000	5,000
01-110-54-00-5430	PRINTING & DUPLICATING	2,890	2,376	4,000	4,000	3,250	3,250	3,250	3,250	3,250
01-110-54-00-5440	TELECOMMUNICATIONS	13,620	15,623	16,000	18,500	19,000	19,000	19,000	19,000	19,000
01-110-54-00-5448	FILING FEES	49	212	500	250	500	500	500	500	500
01-110-54-00-5451	CODIFICATION	12,002	1,579	5,000	5,000	5,000	5,000	5,000	5,000	5,000
01-110-54-00-5452	POSTAGE & SHIPPING	2,418	1,297	3,500	2,500	3,000	3,000	3,000	3,000	3,000
01-110-54-00-5460	DUES & SUBSCRIPTIONS	15,869	16,251	17,000	17,000	17,000	17,000	17,000	17,000	17,000
01-110-54-00-5462	PROFESSIONAL SERVICES	18,739	28,261	11,000	12,000	12,000	12,000	12,000	12,000	12,000
01-110-54-00-5480	UTILITIES	14,862	16,959	16,960	18,500	19,610	20,787	22,034	23,356	24,757
01-110-54-00-5485	RENTAL & LEASE PURCHASE	2,224	2,102	2,400	2,150	2,400	2,400	2,400	2,400	2,400
01-110-54-00-5488	OFFICE CLEANING	14,836	18,625	12,500	11,322	11,662	12,012	12,372	12,743	13,125
01-110-56-00-5610	OFFICE SUPPLIES	10,624	7,563	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		665,269	**770,180**	**877,275**	**871,557**	**955,899**	**956,415**	**990,286**	**1,024,918**	**1,062,082**

FINANCE DEPARTMENT

The Finance Department is responsible for the accounting, internal controls, external reporting and auditing of all financial transactions. The Finance Department is in charge of preparing for the annual audit, utility billing, receivables, payables, treasury management and payroll and works with administration in the preparation of the annual budget. Personnel are budgeted in the General and Water Funds.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	218,467	234,874	252,079	252,079	272,370	280,541	288,957	297,626	306,555
Benefits	75,570	78,103	115,958	105,375	119,623	127,339	134,719	142,625	151,076
Contractual Services	79,872	83,934	95,420	86,400	95,936	94,000	94,900	97,258	101,814
Supplies	2,650	2,528	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Total Finance	**376,559**	**399,439**	**466,157**	**446,554**	**490,629**	**504,580**	**521,276**	**540,209**	**562,145**

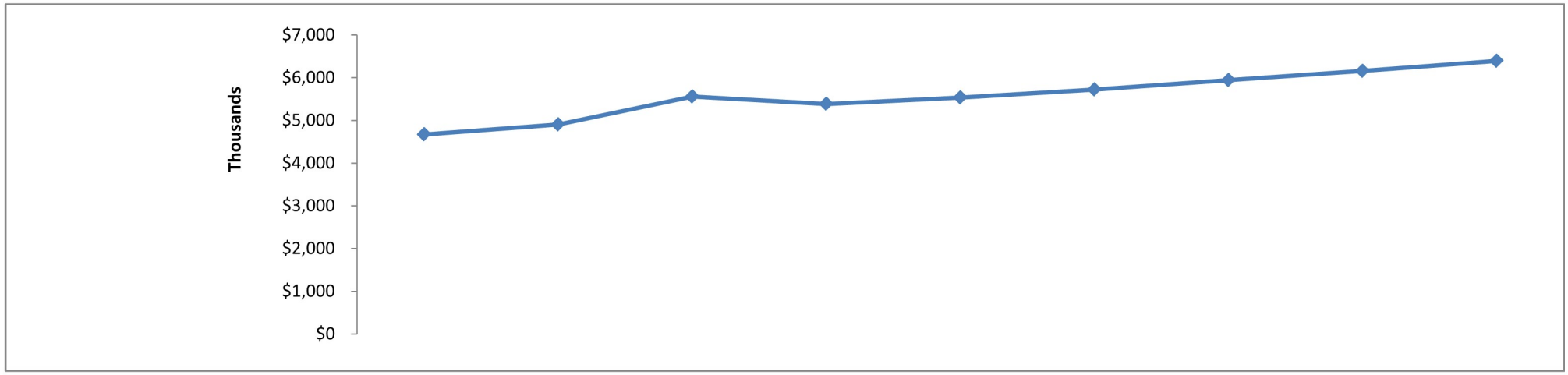


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Finance										
01-120-50-00-5010	SALARIES & WAGES	218,467	234,874	252,079	252,079	272,370	280,541	288,957	297,626	306,555
01-120-52-00-5212	RETIREMENT PLAN CONTRIBUTION	24,017	25,473	27,519	27,519	29,100	30,803	31,727	32,679	33,660
01-120-52-00-5214	FICA CONTRIBUTION	16,643	17,647	18,884	19,125	19,988	20,588	21,206	21,842	22,497
01-120-52-00-5216	GROUP HEALTH INSURANCE	28,500	28,337	62,533	52,370	64,390	69,541	75,104	81,112	87,601
01-120-52-00-5222	GROUP LIFE INSURANCE	368	334	334	334	246	248	250	253	256
01-120-52-00-5223	DENTAL INSURANCE	5,385	5,655	6,031	5,319	5,192	5,452	5,725	6,011	6,312
01-120-52-00-5224	VISION INSURANCE	657	657	657	708	707	707	707	728	750
01-120-54-00-5412	TRAINING & CONFERENCES	3,167	2,911	3,500	3,500	3,500	3,500	3,500	3,500	3,500
01-120-54-00-5414	AUDITING SERVICES	33,000	34,000	35,420	29,000	33,200	34,100	35,000	35,900	40,000
01-120-54-00-5415	TRAVEL & LODGING	274	261	1,500	500	1,000	1,000	1,000	1,000	1,000
01-120-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	2,836	-	-	1,458	1,914
01-120-54-00-5430	PRINTING & DUPLICATING	2,853	2,572	4,000	3,000	3,500	3,500	3,500	3,500	3,500
01-120-54-00-5440	TELECOMMUNICATIONS	1,153	1,150	1,200	1,200	1,250	1,250	1,250	1,250	1,250
01-120-54-00-5452	POSTAGE & SHIPPING	1,104	1,033	1,300	1,000	1,200	1,200	1,200	1,200	1,200
01-120-54-00-5460	DUES & SUBSCRIPTIONS	528	1,010	1,000	1,000	1,250	1,250	1,250	1,250	1,250
01-120-54-00-5462	PROFESSIONAL SERVICES	35,714	39,002	45,000	45,000	46,000	46,000	46,000	46,000	46,000
01-120-54-00-5485	RENTAL & LEASE PURCHASE	2,079	1,995	2,500	2,200	2,200	2,200	2,200	2,200	2,200
01-120-56-00-5610	OFFICE SUPPLIES	2,650	2,528	2,700	2,700	2,700	2,700	2,700	2,700	2,700
		376,559	**399,439**	**466,157**	**446,554**	**490,629**	**504,580**	**521,276**	**540,209**	**562,145**

POLICE DEPARTMENT

The mission of the Yorkville Police Department is to work in partnership with the community to protect life and property, assist neighborhoods with solving their problems and enhance the quality of life in our City.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	2,659,975	2,780,763	2,974,162	2,946,009	3,151,723	3,240,125	3,331,179	3,424,965	3,521,564
Benefits	1,565,443	1,728,589	2,001,658	1,911,606	1,960,422	2,071,062	2,191,334	2,316,987	2,448,201
Contractual Services	349,348	297,858	447,697	406,442	296,620	282,512	287,176	279,775	284,086
Supplies	98,647	96,715	134,700	123,039	127,560	130,663	133,921	137,342	140,934
Total Police	**4,673,413**	**4,903,925**	**5,558,217**	**5,387,096**	**5,536,325**	**5,724,362**	**5,943,610**	**6,159,069**	**6,394,785**



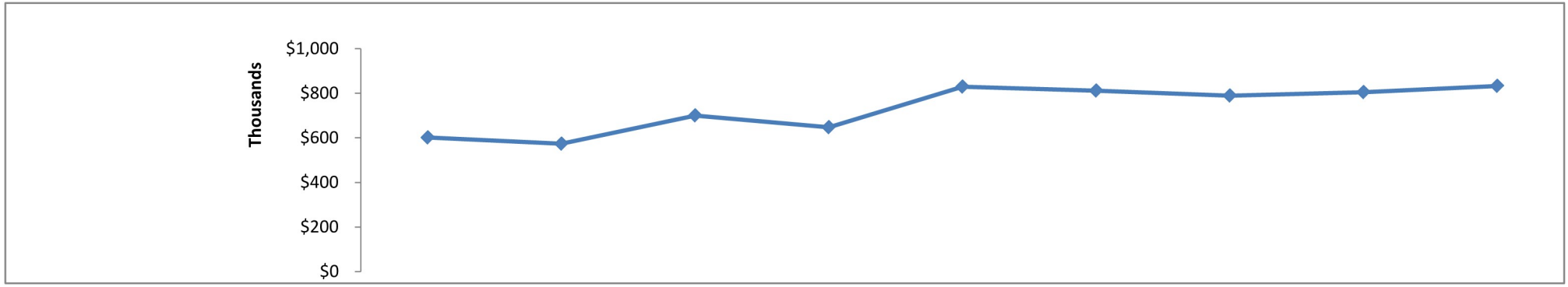
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Police										
01-210-50-00-5008	SALARIES - POLICE OFFICERS	1,585,447	1,542,800	1,660,659	1,655,000	1,775,116	1,828,369	1,883,220	1,939,717	1,997,909
01-210-50-00-5011	SALARIES - POLICE CHIEF & DEPUTIES	341,359	351,000	370,238	366,000	385,551	397,118	409,032	421,303	433,942
01-210-50-00-5012	SALARIES - SERGEANTS	447,154	577,455	593,259	593,259	616,592	635,090	654,143	673,767	693,980
01-210-50-00-5013	SALARIES - POLICE CLERKS	132,096	136,050	147,006	153,750	169,464	174,548	179,784	185,178	190,733
01-210-50-00-5014	SALARIES - CROSSING GUARD	22,945	23,437	22,000	22,000	24,000	24,000	24,000	24,000	24,000
01-210-50-00-5015	PART-TIME SALARIES	43,667	50,180	70,000	45,000	70,000	70,000	70,000	70,000	70,000
01-210-50-00-5020	OVERTIME	87,307	99,841	111,000	111,000	111,000	111,000	111,000	111,000	111,000
01-210-52-00-5212	RETIREMENT PLAN CONTRIBUTION	14,283	14,661	16,048	16,500	18,105	19,165	20,316	21,555	22,869
01-210-52-00-5213	EMPLOYER CONTRIBUTION - POLICE PENSION	722,940	825,413	966,211	966,211	963,361	1,008,544	1,058,544	1,108,544	1,158,544
01-210-52-00-5214	FICA CONTRIBUTION	195,360	204,346	221,572	218,000	234,853	241,899	249,156	256,631	264,330
01-210-52-00-5216	GROUP HEALTH INSURANCE	576,302	626,179	734,805	651,856	686,289	741,192	800,487	864,526	933,688
01-210-52-00-5222	GROUP LIFE INSURANCE	3,817	3,416	3,514	4,125	2,619	2,645	2,671	2,698	2,725
01-210-52-00-5223	DENTAL INSURANCE	46,802	48,646	53,189	48,269	48,434	50,856	53,399	56,069	58,872
01-210-52-00-5224	VISION INSURANCE	5,939	5,928	6,319	6,645	6,761	6,761	6,761	6,964	7,173
01-210-54-00-5410	TUITION REIMBURSEMENT	3,216	9,832	21,547	8,442	15,000	2,800	2,800	2,800	2,800
01-210-54-00-5411	POLICE COMMISSION	996	3,198	15,000	15,000	4,000	4,000	15,000	4,000	4,000
01-210-54-00-5412	TRAINING & CONFERENCE	7,879	12,433	21,000	21,000	21,000	21,000	21,000	21,000	21,000
01-210-54-00-5415	TRAVEL & LODGING	2,671	1,253	10,000	7,000	10,000	10,000	10,000	10,000	10,000
01-210-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	174,263	97,459	167,600	150,656	31,450	34,000	29,000	29,000	29,000
01-210-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	9,358	4,300	2,604	5,832	9,761
01-210-54-00-5426	PUBLISHING & ADVERTISING	-	395	200	-	-	-	-	-	-
01-210-54-00-5430	PRINTING & DUPLICATING	4,863	7,931	4,500	4,500	4,500	4,500	4,500	4,500	4,500
01-210-54-00-5440	TELECOMMUNICATIONS	29,512	35,130	36,500	36,500	36,500	36,500	36,500	36,500	36,500
01-210-54-00-5452	POSTAGE & SHIPPING	980	1,129	1,600	1,200	1,600	1,600	1,600	1,600	1,600
01-210-54-00-5460	DUES & SUBSCRIPTIONS	1,990	9,100	3,750	5,300	5,300	5,300	5,300	5,300	5,300
01-210-54-00-5462	PROFESSIONAL SERVICES	16,861	21,923	31,000	30,000	30,000	30,000	30,000	30,000	30,000
01-210-54-00-5466	LEGAL SERVICES	-	-	5,000	-	-	-	-	-	-
01-210-54-00-5467	ADJUDICATION SERVICES	16,684	18,560	20,000	20,000	20,000	20,000	20,000	20,000	20,000
01-210-54-00-5469	NEW WORLD & LIVE SCAN	16,921	12,489	19,500	19,500	19,500	19,500	19,500	19,500	19,500
01-210-54-00-5472	KENDALL CO JUVE PROBATION	2,894	3,239	4,000	4,000	4,000	4,000	4,000	4,000	4,000
01-210-54-00-5484	MDT - ALERTS FEE	6,660	6,660	7,000	6,660	7,000	7,000	7,000	7,000	7,000
01-210-54-00-5485	RENTAL & LEASE PURCHASE	5,903	6,010	7,000	5,362	5,750	6,000	6,000	6,000	6,000
01-210-54-00-5488	OFFICE CLEANING	-	-	12,500	11,322	11,662	12,012	12,372	12,743	13,125
01-210-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	57,055	51,117	60,000	60,000	60,000	60,000	60,000	60,000	60,000
01-210-56-00-5600	WEARING APPAREL	12,562	10,641	23,000	15,000	15,000	15,000	15,000	15,000	15,000
01-210-56-00-5610	OFFICE SUPPLIES	2,299	1,883	4,500	4,500	4,500	4,500	4,500	4,500	4,500
01-210-56-00-5620	OPERATING SUPPLIES	14,123	9,123	10,000	16,000	16,000	16,000	16,000	16,000	16,000
01-210-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	5,473	5,961	12,000	12,500	12,500	12,500	12,500	12,500	12,500
01-210-56-00-5640	REPAIR & MAINTENANCE	302	604	3,000	-	-	-	-	-	-

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
01-210-56-00-5650	COMMUNITY SERVICES	300	1,012	2,000	1,039	1,500	1,500	1,500	1,500	1,500
01-210-56-00-5690	BALISTIC VESTS	5,281	4,636	6,000	6,000	6,000	6,000	6,000	6,000	6,000
01-210-56-00-5695	GASOLINE	58,009	54,933	64,200	58,000	62,060	65,163	68,421	71,842	75,434
01-210-56-00-5696	AMMUNITION	298	7,922	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		4,673,413	**4,903,925**	**5,558,217**	**5,387,096**	**5,536,325**	**5,724,362**	**5,943,610**	**6,159,069**	**6,394,785**

COMMUNITY DEVELOPMENT DEPARTMENT

The primary focus of the Community Development Department is to ensure that all existing and new construction is consistent with the overall development goals of the City which entails short and long-range planning, administration of zoning regulations, building permits issuance and code enforcement. The department also provides staff support to the City Council, Plan Commission, Zoning Board of Appeals and Park Board and assists in the review of all development plans proposed within the United City of Yorkville.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	339,512	374,208	457,067	435,000	488,585	501,803	515,417	529,440	543,883
Benefits	150,738	138,585	177,490	150,301	179,347	190,594	202,691	215,708	229,633
Contractual Services	102,815	49,929	51,900	48,950	153,174	110,873	62,675	51,008	50,452
Supplies	8,877	11,236	14,190	13,640	8,540	8,655	8,775	8,901	9,034
Total Community Development	**601,942**	**573,958**	**700,647**	**647,891**	**829,646**	**811,925**	**789,558**	**805,057**	**833,002**

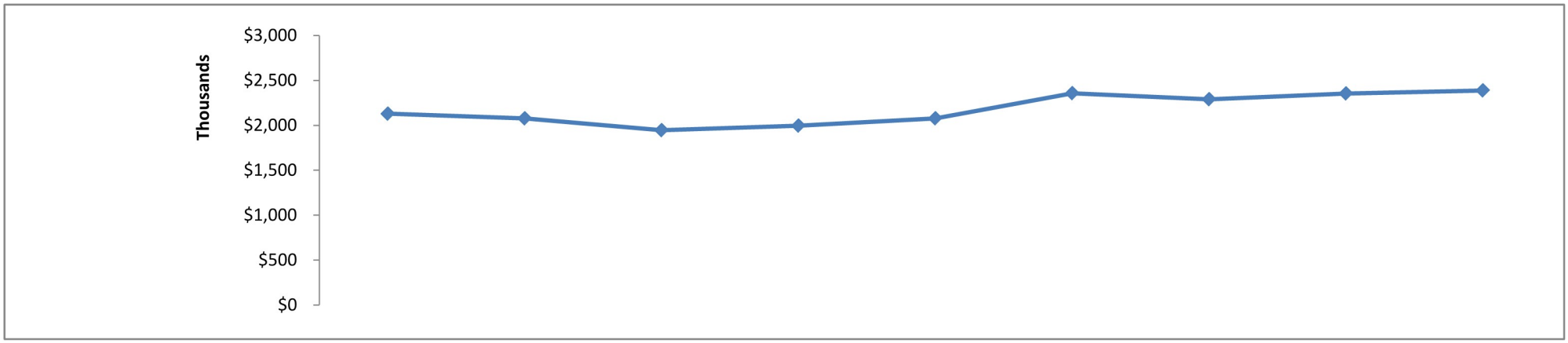


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Community Development										
01-220-50-00-5010	SALARIES & WAGES	321,278	331,861	409,067	411,000	440,585	453,803	467,417	481,440	495,883
01-220-50-00-5015	PART-TIME SALARIES	18,234	42,347	48,000	24,000	48,000	48,000	48,000	48,000	48,000
01-220-52-00-5212	RETIREMENT PLAN CONTRIBUTION	34,748	35,454	44,657	44,657	47,071	49,828	52,818	56,040	59,456
01-220-52-00-5214	FICA CONTRIBUTION	24,811	27,585	34,320	32,500	36,504	37,599	38,727	39,889	41,086
01-220-52-00-5216	GROUP HEALTH INSURANCE	84,090	69,889	90,525	66,291	88,827	95,933	103,608	111,897	120,849
01-220-52-00-5222	GROUP LIFE INSURANCE	491	401	557	491	393	397	401	405	409
01-220-52-00-5223	DENTAL INSURANCE	5,866	4,669	6,612	5,590	5,706	5,991	6,291	6,606	6,936
01-220-52-00-5224	VISION INSURANCE	732	587	819	772	846	846	846	871	897
01-220-54-00-5412	TRAINING & CONFERENCES	3,789	1,537	6,800	5,200	7,300	7,300	7,300	7,300	7,300
01-220-54-00-5415	TRAVEL & LODGING	5,316	219	6,500	6,500	6,500	6,500	6,500	6,500	6,500
01-220-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	-	-	-	40,000	-	-	-	-
01-220-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	3,624	1,323	3,125	1,458	4,402
01-220-54-00-5426	PUBLISHING & ADVERTISING	2,450	3,659	2,500	2,500	2,500	2,500	2,500	2,500	2,500
01-220-54-00-5430	PRINTING & DUPLICATING	1,286	883	2,000	1,500	1,500	1,500	1,500	1,500	1,500
01-220-54-00-5440	TELECOMMUNICATIONS	3,011	4,008	3,500	4,000	4,000	4,000	4,000	4,000	4,000
01-220-54-00-5452	POSTAGE & SHIPPING	610	535	2,500	1,000	1,000	1,000	1,000	1,000	1,000
01-220-54-00-5459	INSPECTIONS	455	595	5,000	5,000	5,000	5,000	5,000	5,000	5,000
01-220-54-00-5460	DUES & SUBSCRIPTIONS	1,570	2,222	2,100	2,100	2,100	2,100	2,100	2,100	2,100
01-220-54-00-5462	PROFESSIONAL SERVICES	81,028	33,139	18,000	18,000	76,500	76,500	26,500	16,500	13,000
01-220-54-00-5485	RENTAL & LEASE PURCHASE	3,300	3,132	3,000	3,150	3,150	3,150	3,150	3,150	3,150
01-220-56-00-5610	OFFICE SUPPLIES	2,862	1,742	1,500	1,500	1,500	1,500	1,500	1,500	1,500
01-220-56-00-5620	OPERATING SUPPLIES	3,848	4,575	4,200	4,200	3,000	3,000	3,000	3,000	3,000
01-220-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	857	2,985	5,100	5,100	1,000	1,000	1,000	1,000	1,000
01-220-56-00-5645	BOOKS & PUBLICATIONS	508	254	1,250	700	750	750	750	750	750
01-220-56-00-5695	GASOLINE	802	1,680	2,140	2,140	2,290	2,405	2,525	2,651	2,784
		601,942	**573,958**	**700,647**	**647,891**	**829,646**	**811,925**	**789,558**	**805,057**	**833,002**

PUBLIC WORKS DEPARTMENT - STREET OPERATIONS / HEALTH & SANITATION

The Public Works Department is an integral part of the United City of Yorkville. We provide high quality drinking water, efficient disposal of sanitary waste and maintain a comprehensive road and storm sewer network to ensure the safety and quality of life for the citizens of Yorkville.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	345,777	362,054	382,325	396,100	408,909	420,378	432,191	444,359	456,892
Benefits	178,885	196,446	214,046	200,756	197,100	210,063	224,019	239,056	255,178
Contractual Services	1,537,504	1,450,218	1,242,124	1,289,737	1,304,948	1,438,995	1,359,856	1,395,563	1,434,533
Supplies	67,617	68,784	107,763	110,263	167,198	288,343	274,545	275,807	242,132
Total Public Works	**2,129,783**	**2,077,502**	**1,946,258**	**1,996,856**	**2,078,155**	**2,357,779**	**2,290,611**	**2,354,785**	**2,388,735**



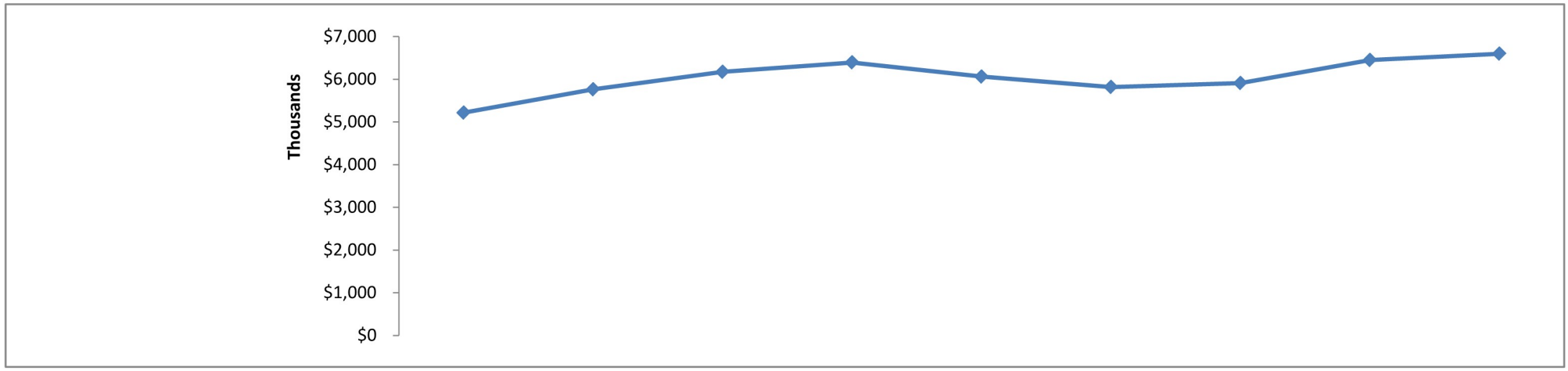
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Public Works - Street Operations										
01-410-50-00-5010	SALARIES & WAGES	329,967	339,927	355,725	357,500	382,309	393,778	405,591	417,759	430,292
01-410-50-00-5015	PART-TIME SALARIES	7,709	8,455	11,600	11,600	11,600	11,600	11,600	11,600	11,600
01-410-50-00-5020	OVERTIME	8,101	13,672	15,000	27,000	15,000	15,000	15,000	15,000	15,000
01-410-52-00-5212	RETIREMENT PLAN CONTRIBUTION	36,546	37,768	40,471	41,000	42,448	44,884	47,527	50,373	53,391
01-410-52-00-5214	FICA CONTRIBUTION	25,567	26,608	28,250	29,000	30,161	31,066	31,998	32,958	33,947
01-410-52-00-5216	GROUP HEALTH INSURANCE	106,676	121,383	134,171	121,269	115,626	124,876	134,866	145,655	157,307
01-410-52-00-5222	GROUP LIFE INSURANCE	645	610	594	594	437	441	445	449	453
01-410-52-00-5223	DENTAL INSURANCE	8,406	9,010	9,461	7,827	7,363	7,731	8,118	8,524	8,950
01-410-52-00-5224	VISION INSURANCE	1,045	1,067	1,099	1,066	1,065	1,065	1,065	1,097	1,130
01-410-54-00-5412	TRAINING & CONFERENCES	6,514	2,895	3,000	3,000	3,000	3,000	3,000	3,000	3,000
01-410-54-00-5415	TRAVEL & LODGING	-	1,157	2,000	2,000	2,000	2,000	2,000	2,000	2,000
01-410-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	194,379	63,626	75,965	38,831	-	-	-	-	2,826
01-410-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	1,523	-	868	3,402	1,276
01-410-54-00-5435	TRAFFIC SIGNAL MAINTENANCE	23,108	18,871	25,000	20,000	20,000	20,000	20,000	20,000	20,000
01-410-54-00-5440	TELECOMMUNICATIONS	2,449	2,751	3,000	3,500	3,500	3,500	3,500	3,500	3,500
01-410-54-00-5455	MOSQUITO CONTROL	7,002	7,142	7,142	7,142	7,499	7,874	8,268	8,681	9,115
01-410-54-00-5458	TREE & STUMP MAINTENANCE	8,225	8,980	20,000	10,000	15,000	15,000	15,000	15,000	15,000
01-410-54-00-5462	PROFESSIONAL SERVICES	3,906	6,428	3,500	3,500	4,000	4,000	4,000	4,000	4,000
01-410-54-00-5482	STREET LIGHTING	3,296	426	750	450	9,000	112,360	-	-	-
01-410-54-00-5483	JULIE SERVICES	-	-	-	-	3,000	3,000	3,000	3,000	3,000
01-410-54-00-5485	RENTAL & LEASE PURCHASE	793	6,162	3,600	2,500	6,000	6,000	6,000	6,000	6,000
01-410-54-00-5488	OFFICE CLEANING	-	-	4,167	1,164	1,199	1,235	1,272	1,310	1,349
01-410-54-00-5490	VEHICLE MAINTENANCE SERVICES	48,132	30,385	55,000	55,000	55,000	55,000	55,000	55,000	55,000
01-410-56-00-5600	WEARING APPAREL	5,043	4,620	4,863	4,863	5,100	5,100	5,100	5,100	5,100
01-410-56-00-5618	SALT	-	-	-	-	-	120,000	120,000	120,000	120,000
01-410-56-00-5619	SIGNS	-	-	-	-	15,000	15,000	-	-	-
01-410-56-00-5620	OPERATING SUPPLIES	8,828	5,287	20,500	25,000	10,000	10,000	10,000	10,000	10,000
01-410-56-00-5626	HANGING BASKETS	-	-	2,000	-	-	-	-	-	-
01-410-56-00-5628	VEHICLE MAINTENANCE SUPPLIES	15,265	27,441	34,000	34,000	30,000	30,000	30,000	30,000	30,000
01-410-56-00-5630	SMALL TOOLS & EQUIPMENT	3,415	3,270	5,000	5,000	6,000	6,000	6,000	6,000	6,000
01-410-56-00-5632	ASPHALT PATCHING	-	-	-	-	35,000	35,000	35,000	35,000	-
01-410-56-00-5640	REPAIR & MAINTENANCE	20,580	12,775	20,000	20,000	25,000	25,000	25,000	25,000	25,000
01-410-56-00-5642	STREET LIGHTING SUPPLIES	-	-	-	-	17,000	17,000	17,000	17,000	17,000
01-410-56-00-5665	JULIE SUPPLIES	-	-	-	-	1,200	1,200	1,200	1,200	1,200
01-410-56-00-5695	GASOLINE	14,486	15,391	21,400	21,400	22,898	24,043	25,245	26,507	27,832
		890,083	**776,107**	**907,258**	**854,206**	**903,928**	**1,151,753**	**1,052,663**	**1,084,115**	**1,080,268**

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Public Works - Health & Sanitation										
01-540-54-00-5441	GARBAGE SERVICES - SENIOR SUBSIDY	33,486	35,103	33,000	31,306	32,089	32,891	33,713	34,556	35,420
01-540-54-00-5442	GARBAGE SERVICES	1,201,414	1,262,212	1,000,000	1,107,504	1,137,138	1,168,135	1,199,235	1,231,114	1,268,047
01-540-54-00-5443	LEAF PICKUP	4,800	4,080	6,000	3,840	5,000	5,000	5,000	5,000	5,000
		1,239,700	**1,301,395**	**1,039,000**	**1,142,650**	**1,174,227**	**1,206,026**	**1,237,948**	**1,270,670**	**1,308,467**
	Total Public Works	**2,129,783**	**2,077,502**	**1,946,258**	**1,996,856**	**2,078,155**	**2,357,779**	**2,290,611**	**2,354,785**	**2,388,735**

ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department accounts for General Fund expenditures that are shared by all departments and cannot be easily classified in one department or the other. These expenditures include such items as tax rebates, bad debt, engineering services, corporate legal expenditures and interfund transfers.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Expenditures									
Salaries	6,129	800	26,964	17,440	500	500	500	500	500
Benefits	326,795	331,679	371,211	336,369	375,608	397,762	421,312	441,734	462,577
Contractual Services	2,408,252	2,770,751	2,822,006	2,995,870	2,945,232	2,970,507	3,002,709	3,046,681	2,957,483
Supplies	27,873	11,106	5,000	15,000	15,000	15,000	15,000	15,000	15,000
Other Financing Uses	2,448,123	2,649,065	2,948,210	3,030,682	2,725,186	2,434,185	2,471,283	2,946,296	3,163,551
Total Admin Services & Transfers	**5,217,172**	**5,763,401**	**6,173,391**	**6,395,361**	**6,061,526**	**5,817,954**	**5,910,804**	**6,450,211**	**6,599,111**



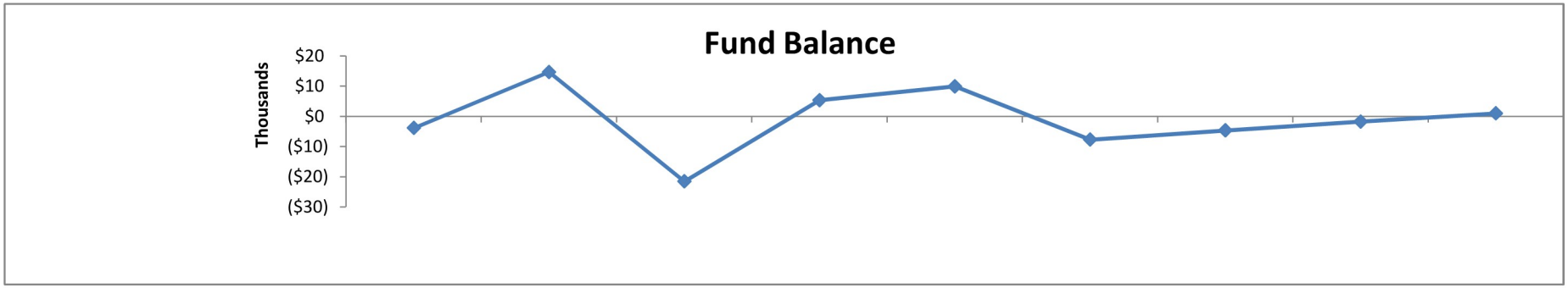
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Administrative Services										
01-640-50-00-5016	SALARIES - SPECIAL CENSUS	-	-	26,464	16,740	-	-	-	-	-
01-640-50-00-5092	POLICE SPECIAL DETAIL WAGES	6,129	800	500	700	500	500	500	500	500
01-640-52-00-5214	FICA CONTRIBUTION - SPECIAL CENSUS	-	-	-	1,281	-	-	-	-	-
01-640-52-00-5230	UNEMPLOYMENT INSURANCE	18,460	11,298	20,000	10,527	20,000	20,000	20,000	20,000	20,000
01-640-52-00-5231	LIABILITY INSURANCE	279,135	286,792	308,503	295,955	313,712	332,535	352,487	373,636	396,054
01-640-52-00-5240	RETIREES - GROUP HEALTH INSURANCE	27,988	33,255	42,101	27,999	41,367	44,676	48,250	47,793	46,523
01-640-52-00-5241	RETIREES - DENTAL INSURANCE	1,052	260	530	530	449	471	495	261	-
01-640-52-00-5242	RETIREES - VISION INSURANCE	160	74	77	77	80	80	80	44	-
01-640-54-00-5418	PURCHASING SERVICES	-	5,187	50,000	51,863	53,419	55,022	56,673	58,373	60,124
01-640-54-00-5421	PPRT TAX REBATE	2,045	-	-	-	-	-	-	-	-
01-640-54-00-5423	IDOR ADMINISTRATION FEE	-	-	-	51,934	57,357	58,222	59,100	59,993	60,900
01-640-54-00-5427	GC HOUSING RENTAL ASSISTANCE	-	-	12,000	3,000	12,000	12,000	12,000	12,000	12,000
01-640-54-00-5428	UTILITY TAX REBATE	-	-	14,375	14,375	14,375	14,375	14,375	14,375	-
01-640-54-00-5432	FACILITY MANAGEMENT SERVICES	-	-	35,000	6,000	50,000	51,500	53,045	54,636	56,275
01-640-54-00-5439	AMUSEMENT TAX REBATE	60,628	61,613	64,000	62,000	60,000	43,600	30,000	30,000	30,000
01-640-54-00-5449	KENCOM	72,679	74,842	78,584	119,559	110,958	119,943	132,242	141,867	151,829
01-640-54-00-5450	INFORMATION TECHNOLOGY SERVICES	50,875	117,691	160,280	210,000	136,000	142,800	149,940	157,437	165,309
01-640-54-00-5456	CORPORATE COUNSEL	88,017	102,825	120,000	105,000	110,000	110,000	110,000	110,000	110,000
01-640-54-00-5461	LITIGATION COUNSEL	166,659	211,454	120,000	200,000	120,000	120,000	120,000	120,000	120,000
01-640-54-00-5463	SPECIAL COUNSEL	19,767	4,815	25,000	10,000	20,000	20,000	20,000	20,000	20,000
01-640-54-00-5465	ENGINEERING SERVICES	368,071	350,899	390,000	390,000	390,000	390,000	390,000	390,000	390,000
01-640-54-00-5473	KENDALL AREA TRANSIT	23,550	23,550	25,000	23,550	25,000	25,000	25,000	25,000	25,000
01-640-54-00-5475	CABLE CONSORTIUM FEE	86,054	92,765	85,000	92,000	92,000	92,000	92,000	92,000	92,000
01-640-54-00-5478	SPECIAL CENSUS	-	108,093	-	3,349	-	-	-	-	-
01-640-54-00-5481	HOTEL TAX REBATE	72,375	65,166	76,500	72,000	72,000	72,000	72,000	72,000	72,000
01-640-54-00-5486	ECONOMIC DEVELOPMENT	47,564	160,359	114,100	145,725	145,000	145,000	145,000	145,000	145,000
01-640-54-00-5491	CITY PROPERTY TAX REBATE	1,286	1,286	1,500	1,233	1,500	1,500	1,500	1,500	1,500
01-640-54-00-5492	SALES TAX REBATE	856,785	879,408	941,367	914,584	928,303	942,228	956,361	970,706	985,267
01-640-54-00-5493	BUSINESS DISTRICT REBATE	368,899	387,157	387,300	387,182	425,320	433,317	441,473	449,794	458,279
01-640-54-00-5494	ADMISSIONS TAX REBATE	121,799	122,007	120,000	130,766	120,000	120,000	120,000	120,000	-
01-640-54-00-5499	BAD DEBT	1,199	1,634	2,000	1,750	2,000	2,000	2,000	2,000	2,000
01-640-56-00-5625	REIMBURSABLE REPAIRS	27,873	11,106	5,000	15,000	15,000	15,000	15,000	15,000	15,000
01-640-99-00-9915	TRANSFER TO MOTOR FUEL TAX	25,407	33,750	-	-	-	-	-	-	-
01-640-99-00-9923	TRANSFER TO CITY-WIDE CAPITAL	-	-	-	-	250,000	-	-	-	-
01-640-99-00-9916	TRANSFER TO CW BUILDINGS & GROUNDS	58,060	71,602	160,000	247,415	-	-	-	-	-
01-640-99-00-9942	TRANSFER TO DEBT SERVICE	127,243	266,979	315,225	313,725	318,725	318,025	317,225	323,375	324,075

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
01-640-99-00-9952	TRANSFER TO SEWER	1,134,654	1,134,052	1,137,166	1,137,166	856,583	609,088	586,749	994,479	1,135,964
01-640-99-00-9979	TRANSFER TO PARKS & RECREATION	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699	1,480,427	1,539,110	1,598,596	1,671,920
01-640-99-00-9982	TRANSFER TO LIBRARY OPERATIONS	25,928	24,044	27,236	23,793	25,179	26,645	28,199	29,846	31,592
		5,217,172	**5,763,401**	**6,173,391**	**6,395,361**	**6,061,526**	**5,817,954**	**5,910,804**	**6,450,211**	**6,599,111**
	Expenditures	**13,664,138**	**14,488,405**	**15,721,945**	**15,745,315**	**15,952,180**	**16,173,015**	**16,446,145**	**17,334,249**	**17,839,860**
	Surplus(Deficit)	**865,648**	**522,383**	**(584,324)**	**(436,093)**	**(309,218)**	**(303,948)**	**(315,579)**	**(935,712)**	**(1,289,305)**
	Fund Balance	**5,691,706**	**6,214,089**	**5,383,778**	**5,777,996**	**5,468,778**	**5,164,830**	**4,849,251**	**3,913,539**	**2,624,234**
		41.65%	*42.89%*	*34.24%*	*36.70%*	*34.28%*	*31.93%*	*29.49%*	*22.58%*	*14.71%*

Fox Hill SSA Fund (11)

This fund was created for the purpose of maintaining the common areas of the Fox Hill Estates (SSA 2004-201) subdivision. All money for the fund is derived from property taxes levied on homeowners in the subdivision.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	7,072	7,263	9,365	9,366	13,381	13,381	13,381	13,381	13,381
Other Financing Sources	-	22,000	-	-	-	-	-	-	-
Total Revenue	**7,072**	**29,263**	**9,365**	**9,366**	**13,381**	**13,381**	**13,381**	**13,381**	**13,381**
Expenditures									
Contractual Services	26,314	10,741	23,000	18,700	8,835	30,977	10,326	10,482	10,646
Total Expenditures	**26,314**	**10,741**	**23,000**	**18,700**	**8,835**	**30,977**	**10,326**	**10,482**	**10,646**
Surplus (Deficit)	(19,242)	18,522	(13,635)	(9,334)	4,546	(17,596)	3,055	2,899	2,735
Ending Fund Balance	**(3,780)**	**14,742**	**(21,485)**	**5,408**	**9,954**	**(7,642)**	**(4,587)**	**(1,688)**	**1,047**
	-14.36%	*137.25%*	*-93.41%*	*28.92%*	*112.67%*	*-24.67%*	*-44.42%*	*-16.10%*	*9.83%*

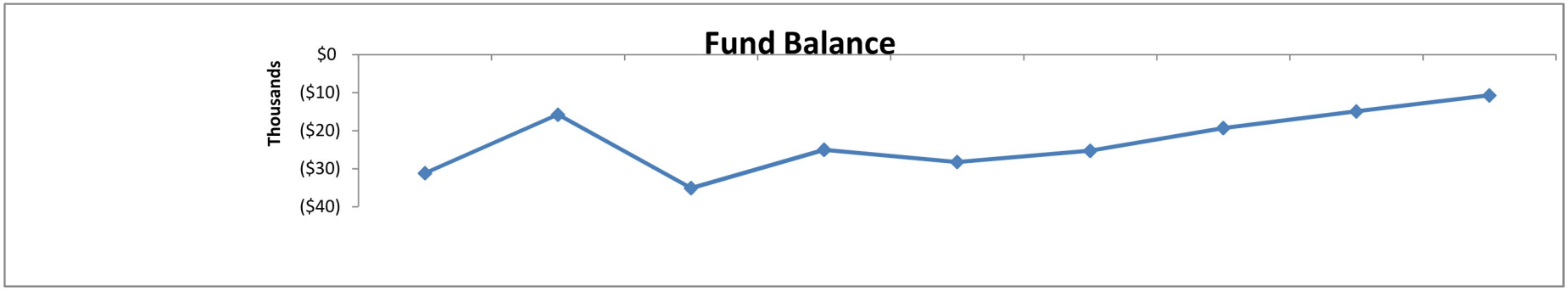


Account Number	Description		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Fox Hill SSA - 11											
11-000-40-00-4000	PROPERTY TAXES		7,072	7,263	9,365	9,366	13,381	13,381	13,381	13,381	13,381
11-000-49-00-4910	SALE OF CAPITAL ASSETS		-	22,000	-	-	-	-	-	-	-
		Revenue	**7,072**	**29,263**	**9,365**	**9,366**	**13,381**	**13,381**	**13,381**	**13,381**	**13,381**
11-111-54-00-5417	TRAIL MAINTENANCE		21,141	-	-	-	-	-	-	-	-
11-111-54-00-5462	PROFESSIONAL SERVICES		-	-	7,000	2,700	2,835	2,977	3,126	3,282	3,446
11-111-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		5,173	10,741	16,000	16,000	6,000	28,000	7,200	7,200	7,200
		Expenditures	**26,314**	**10,741**	**23,000**	**18,700**	**8,835**	**30,977**	**10,326**	**10,482**	**10,646**
		Surplus(Deficit)	**(19,242)**	**18,522**	**(13,635)**	**(9,334)**	**4,546**	**(17,596)**	**3,055**	**2,899**	**2,735**
		Fund Balance	**(3,780)**	**14,742**	**(21,485)**	**5,408**	**9,954**	**(7,642)**	**(4,587)**	**(1,688)**	**1,047**
			-14.36%	*137.25%*	*-93.41%*	*28.92%*	*112.67%*	*-24.67%*	*-44.42%*	*-16.10%*	*9.83%*

Sunflower SSA Fund (12)

This fund was created for the purpose of maintaining the common areas of the Sunflower Estates (SSA 2006-119) subdivision. All money for the fund is derived from property taxes levied on homeowners in the subdivision.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	18,608	20,456	13,480	13,480	15,637	18,139	21,303	21,303	21,303
Investment Earnings	1	-	-	-	-	-	-	-	-
Total Revenue	**18,609**	**20,456**	**13,480**	**13,480**	**15,637**	**18,139**	**21,303**	**21,303**	**21,303**
Expenditures									
Contractual Services	29,676	5,057	29,735	22,744	18,835	15,177	15,326	16,922	17,086
Total Expenditures	**29,676**	**5,057**	**29,735**	**22,744**	**18,835**	**15,177**	**15,326**	**16,922**	**17,086**
Surplus (Deficit)	(11,067)	15,399	(16,255)	(9,264)	(3,198)	2,962	5,977	4,381	4,217
Ending Fund Balance	**(31,175)**	**(15,774)**	**(35,099)**	**(25,038)**	**(28,236)**	**(25,274)**	**(19,297)**	**(14,916)**	**(10,699)**
	-105.05%	*-311.92%*	*-118.04%*	*-110.09%*	*-149.91%*	*-166.53%*	*-125.91%*	*-88.15%*	*-62.62%*

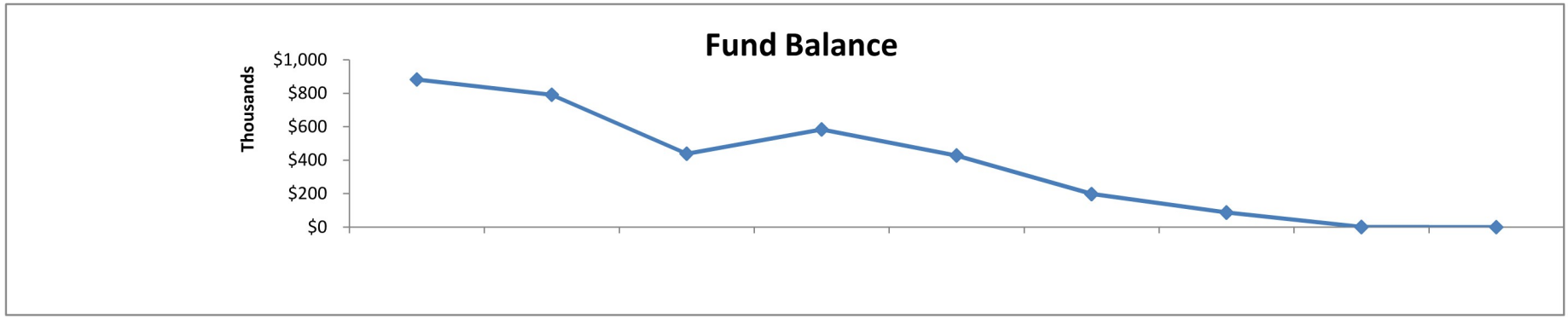


Account Number	Description		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Sunflower SSA - 12											
12-000-40-00-4000	PROPERTY TAXES		18,608	20,456	13,480	13,480	15,637	18,139	21,303	21,303	21,303
12-000-45-00-4500	INVESTMENT EARNINGS		1	-	-	-	-	-	-	-	-
		Revenue	**18,609**	**20,456**	**13,480**	**13,480**	**15,637**	**18,139**	**21,303**	**21,303**	**21,303**
12-112-54-00-5416	POND MAINTENANCE		26,551	2,512	8,735	8,735	5,000	5,000	5,000	5,000	5,000
12-112-54-00-5462	PROFESSIONAL SERVICES		-	-	10,000	2,700	2,835	2,977	3,126	3,282	3,446
12-112-54-00-5495	OUTSIDE REPAIR & MAINTENANCE		3,125	2,545	11,000	11,309	11,000	7,200	7,200	8,640	8,640
		Expenditures	**29,676**	**5,057**	**29,735**	**22,744**	**18,835**	**15,177**	**15,326**	**16,922**	**17,086**
		Surplus(Deficit)	**(11,067)**	**15,399**	**(16,255)**	**(9,264)**	**(3,198)**	**2,962**	**5,977**	**4,381**	**4,217**
		Fund Balance	**(31,175)**	**(15,774)**	**(35,099)**	**(25,038)**	**(28,236)**	**(25,274)**	**(19,297)**	**(14,916)**	**(10,699)**
			-105.05%	*-311.92%*	*-118.04%*	*-110.09%*	*-149.91%*	*-166.53%*	*-125.91%*	*-88.15%*	*-62.62%*

Motor Fuel Tax Fund (15)

The Motor Fuel Tax Fund is used to maintain existing and construct new City owned roadways, alleys and parking lots. The fund also purchases materials used in the maintenance and operation of those facilities.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	565,571	470,816	492,616	499,319	530,817	540,613	550,605	560,797	571,193
Investment Earnings	813	3,556	1,500	7,500	5,000	3,000	1,000	-	-
Reimbursements	3,564	-	-	-	-	-	-	-	-
Other Financing Sources	30,951	33,750	-	-	-	-	-	-	-
Total Revenue	**600,899**	**508,122**	**494,116**	**506,819**	**535,817**	**543,613**	**551,605**	**560,797**	**571,193**
Expenditures									
Contractual Services	102,418	105,673	124,350	107,750	97,000	-	-	-	-
Supplies	136,390	119,661	208,000	208,000	90,000	-	-	-	-
Capital Outlay	399,147	373,787	423,787	398,787	504,787	773,787	662,287	647,287	572,383
Total Expenditures	**637,955**	**599,121**	**756,137**	**714,537**	**691,787**	**773,787**	**662,287**	**647,287**	**572,383**
Surplus (Deficit)	(37,056)	(90,999)	(262,021)	(207,718)	(155,970)	(230,174)	(110,682)	(86,490)	(1,190)
Ending Fund Balance	**883,223**	**792,224**	**438,871**	**584,506**	**428,536**	**198,362**	**87,680**	**1,190**	**-**

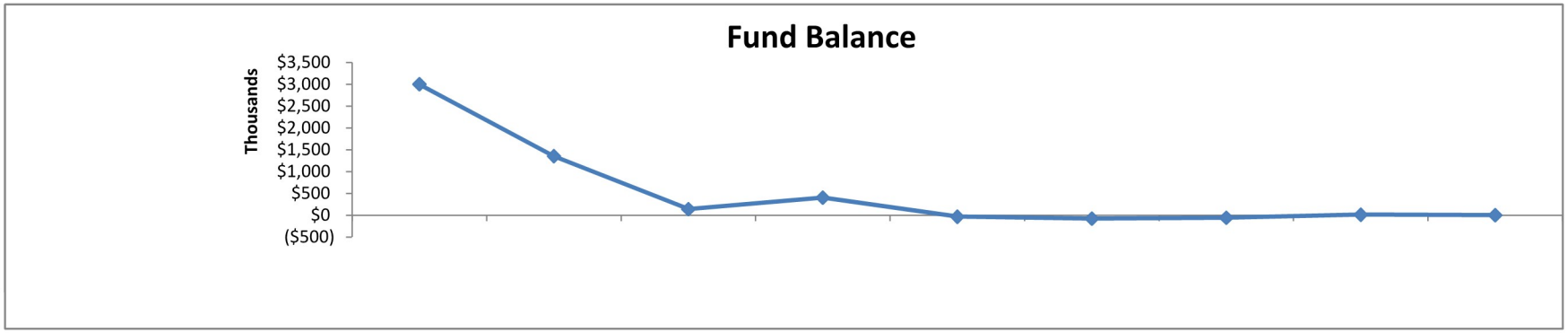


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Motor Fuel Tax - 15										
15-000-41-00-4112	MOTOR FUEL TAX	432,820	428,888	450,716	458,258	489,817	499,613	509,605	519,797	530,193
15-000-41-00-4113	MFT HIGH GROWTH	41,912	41,928	41,900	41,061	41,000	41,000	41,000	41,000	41,000
15-000-41-00-4184	STATE GRANTS - DOWNTOWN PARKING LOT	87,238	-	-	-	-	-	-	-	-
15-000-41-00-4187	FEDERAL GRANTS - CANNONBALL LAFO	3,601	-	-	-	-	-	-	-	-
15-000-45-00-4500	INVESTMENT EARNINGS	813	3,556	1,500	7,500	5,000	3,000	1,000	-	-
15-000-46-00-4690	REIMB - MISCELLANEOUS	3,564	-	-	-	-	-	-	-	-
15-000-49-00-4901	TRANSFER FROM GENERAL	25,407	33,750	-	-	-	-	-	-	-
15-000-49-00-4923	TRANSFER FROM CITY-WIDE CAPITAL	5,544	-	-	-	-	-	-	-	-
	Revenue	**600,899**	**508,122**	**494,116**	**506,819**	**535,817**	**543,613**	**551,605**	**560,797**	**571,193**
15-155-54-00-5438	SALT STORAGE	7,750	7,750	7,750	7,750	-	-	-	-	-
15-155-54-00-5482	STREET LIGHTING	94,668	97,923	116,600	100,000	97,000	-	-	-	-
15-155-56-00-5618	SALT	103,119	64,396	140,000	140,000	90,000	-	-	-	-
15-155-56-00-5619	SIGNS	8,797	15,640	15,000	15,000	-	-	-	-	-
15-155-56-00-5633	COLD PATCH	11,706	8,892	19,000	19,000	-	-	-	-	-
15-155-56-00-5634	HOT PATCH	12,768	15,352	19,000	19,000	-	-	-	-	-
15-155-56-00-5642	STREET LIGHTING SUPPLIES	-	15,381	15,000	15,000	-	-	-	-	-
15-155-60-00-6004	BASELINE ROAD BRIDGE REPAIRS	1,190	-	50,000	25,000	25,000	-	-	-	-
15-155-60-00-6025	ROAD TO BETTER ROADS PROGRAM	300,000	300,000	300,000	300,000	406,000	700,000	588,500	573,500	547,787
15-155-60-00-6072	DOWNTOWN PARKING LOT	8,558	-	-	-	-	-	-	-	-
15-155-60-00-6079	ROUTE 47 EXPANSION	73,787	73,787	73,787	73,787	73,787	73,787	73,787	73,787	24,596
15-155-60-00-6089	CANNONBALL LAFO PROJECT	15,612	-	-	-	-	-	-	-	-
	Expenditures	**637,955**	**599,121**	**756,137**	**714,537**	**691,787**	**773,787**	**662,287**	**647,287**	**572,383**
	Surplus(Deficit)	**(37,056)**	**(90,999)**	**(262,021)**	**(207,718)**	**(155,970)**	**(230,174)**	**(110,682)**	**(86,490)**	**(1,190)**
	Fund Balance	**883,223**	**792,224**	**438,871**	**584,506**	**428,536**	**198,362**	**87,680**	**1,190**	**-**

City-Wide Capital Fund (23)

The City-Wide Capital Fund is used to maintain existing and construct new public and municipal infrastructure, and to fund other improvements that benefit the public.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	135,722	534,354	200,224	292,754	-	-	-	-	-
Licenses & Permits	141,203	196,003	73,000	173,500	91,500	90,000	90,000	90,000	90,000
Charges for Service	700,156	718,872	700,000	730,000	730,000	735,000	735,000	740,000	740,000
Investment Earnings	1,630	3,703	1,000	6,750	1,000	-	-	-	-
Reimbursements	399,561	199,851	472,617	367,560	1,109,077	7,549	7,549	-	171,600
Miscellaneous	-	-	-	-	2,000	2,000	2,000	2,000	2,000
Other Financing Sources	210,243	73,502	1,258,924	1,263,397	250,000	-	-	-	-
Total Revenue	**1,588,515**	**1,726,285**	**2,705,765**	**2,833,961**	**2,183,577**	**834,549**	**834,549**	**832,000**	**1,003,600**
Expenditures									
Contractual Services	130,762	107,274	161,675	267,144	216,675	151,675	170,777	177,923	185,498
Supplies	8,913	27,847	35,000	25,000	27,000	27,000	42,000	42,000	77,000
Capital Outlay	2,711,081	2,825,760	2,990,753	2,990,926	1,888,049	256,521	158,108	108,810	310,003
Debt Service	405,937	404,138	403,588	403,588	407,563	322,188	321,338	315,338	319,338
Other Financing Uses	12,621	9,645	78,510	95,074	82,866	121,141	120,132	120,793	120,445
Total Expenditures	**3,269,314**	**3,374,664**	**3,669,526**	**3,781,732**	**2,622,153**	**878,525**	**812,355**	**764,864**	**1,012,284**
Surplus (Deficit)	(1,680,799)	(1,648,379)	(963,761)	(947,771)	(438,576)	(43,976)	22,194	67,136	(8,684)
Ending Fund Balance	**3,003,908**	**1,355,530**	**144,741**	**407,759**	**(30,817)**	**(74,793)**	**(52,599)**	**14,537**	**5,853**



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
City-Wide Capital - 23										
23-000-41-00-4161	FEDERAL GRANTS - ITEP DOWNTOWN	11,244	31,109	1,600	540	-	-	-	-	-
23-000-41-00-4169	FEDERAL GRANTS -MILL STREET LAFO	1,075	24,606	-	-	-	-	-	-	-
23-000-41-00-4178	FEDERAL GRANTS - ITEP KENNEDY RD TRAIL	71,327	2,475	133,424	227,014	-	-	-	-	-
23-000-41-00-4188	STATE GRANTS - EDP WRIGLEY (RTE 47)	52,076	476,164	65,200	65,200	-	-	-	-	-
23-000-42-00-4210	BUILDING PERMITS	-	35,365	-	50,000	-	-	-	-	-
23-000-42-00-4214	DEVELOPMENT FEES - CW CAPITAL	6,150	1,085	6,000	3,500	3,500	3,500	3,500	3,500	3,500
23-000-42-00-4216	BUILD PROGRAM PERMITS	85,565	61,008	-	-	-	-	-	-	-
23-000-42-00-4218	DEVELOPMENT FEES - MUNICIPAL BLDG	7,077	9,645	7,000	30,000	18,000	16,500	16,500	16,500	16,500
23-000-42-00-4222	ROAD CONTRIBUTION FEE	40,000	88,000	60,000	90,000	70,000	70,000	70,000	70,000	70,000
23-000-42-00-4224	RENEW PROGRAM PERMITS	2,411	900	-	-	-	-	-	-	-
23-000-44-00-4440	ROAD INFRASTRUCTURE FEE	700,156	718,872	700,000	730,000	730,000	735,000	735,000	740,000	740,000
23-000-45-00-4500	INVESTMENT EARNINGS	1,630	3,703	1,000	6,750	1,000	-	-	-	-
23-000-46-00-4606	REIMB - COM ED	316,905	-	-	-	-	-	-	-	-
23-000-46-00-4607	REIMB - BLACKBERRY WOODS	11,999	131,574	-	7,797	7,549	7,549	7,549	-	-
23-000-46-00-4608	REIMB - KENNEDY ROAD IMPROVEMENTS	-	-	160,000	160,000	-	-	-	-	-
23-000-46-00-4618	REIMB - BRISTOL BAY ANNEX	-	-	-	-	-	-	-	-	171,600
23-000-46-00-4620	REIMB - PULTE (AUTUMN CREEK)	25,703	-	-	-	-	-	-	-	-
23-000-46-00-4621	REIMB - FOUNTAIN VILLAGE	-	-	-	16,820	256,528	-	-	-	-
23-000-46-00-4624	REIMB - WHISPERING MEADOWS	-	-	-	-	800,000	-	-	-	-
23-000-46-00-4630	REIMB - STAGECOACH CROSSING	-	63,404	-	-	-	-	-	-	-
23-000-46-00-4660	REIMB - PUSH FOR THE PATH	38,618	1,413	312,617	118,943	29,000	-	-	-	-
23-000-46-00-4690	REIMB - MISCELLANEOUS	6,336	3,460	-	64,000	16,000	-	-	-	-
23-000-48-00-4845	DONATIONS	-	-	-	-	2,000	2,000	2,000	2,000	2,000
23-000-49-00-4905	LOAN PROCEEDS - RIVER ROAD BRIDGE	152,183	-	-	-	-	-	-	-	-
23-000-49-00-4910	SALE OF CAPITAL ASSETS	-	1,900	-	-	-	-	-	-	-
23-000-49-00-4916	TRANSFER FROM GENERAL - CW B&G	58,060	71,602	160,000	247,415	-	-	-	-	-
23-000-49-00-4923	TRANSFER FROM GENERAL - CW CAPITAL	-	-	-	-	250,000	-	-	-	-
23-000-49-00-4951	TRANSFER FROM WATER	-	-	1,098,924	1,015,982	-	-	-	-	-
	Revenue	**1,588,515**	**1,726,285**	**2,705,765**	**2,833,961**	**2,183,577**	**834,549**	**834,549**	**832,000**	**1,003,600**

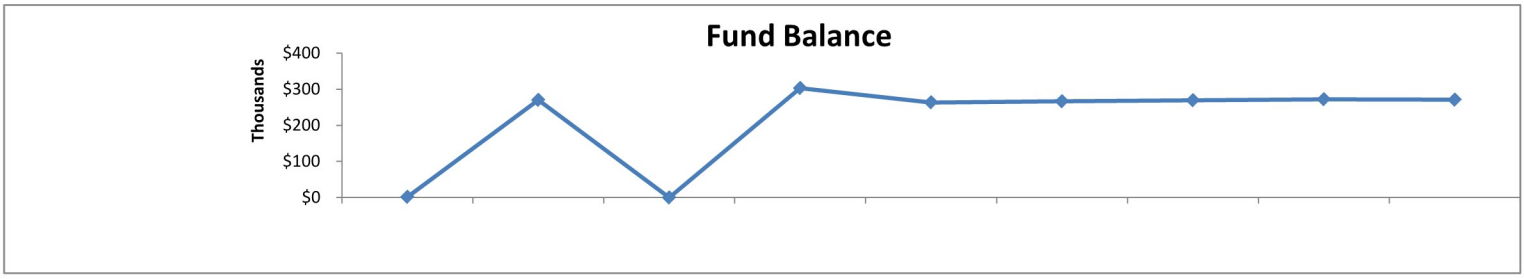
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
City-Wide - Building & Grounds Expenditures										
23-216-54-00-5405	BUILD PROGRAM	8,945	4,850	-	-	-	-	-	-	-
23-216-54-00-5446	PROPERTY & BLDG MAINT SERVICES	40,202	43,755	125,000	222,415	150,000	150,000	50,000	50,000	50,000
23-216-54-00-5482	STREET LIGHTING	-	-	-	-	-	-	119,102	126,248	133,823
23-216-56-00-5626	HANGING BASKETS	-	-	-	-	2,000	2,000	2,000	2,000	2,000
23-216-56-00-5619	SIGNS	-	-	-	-	-	-	15,000	15,000	15,000
23-216-56-00-5656	PROPERTY & BLDG MAINT SUPPLIES	8,913	27,847	35,000	25,000	25,000	25,000	25,000	25,000	25,000
23-216-60-00-6020	BUILDINGS & STRUCTURES	-	-	-	-	40,000	-	-	-	-
23-216-99-00-9901	TRANSFER TO GENERAL	7,077	9,645	7,000	30,000	18,000	16,500	16,500	16,500	16,500
		65,137	**86,097**	**167,000**	**277,415**	**235,000**	**193,500**	**227,602**	**234,748**	**242,323**
City-Wide Capital Expenditures										
23-230-54-00-5405	BUILD PROGRAM	76,620	56,158	-	-	-	-		-	-
23-230-54-00-5406	RENEW PROGRAM	2,411	900	-	-	-	-	-	-	-
23-230-54-00-5465	ENGINEERING SERVICES	1,370	-	35,000	35,000	65,000	-	-	-	-
23-230-54-00-5497	PROPERTY TAX PAYMENT	-	-	-	8,054	-	-	-	-	-
23-230-54-00-5498	PAYING AGENT FEES	475	475	475	475	475	475	475	475	475
23-230-54-00-5499	BAD DEBT	739	1,136	1,200	1,200	1,200	1,200	1,200	1,200	1,200
23-230-56-00-5632	ASPHALT PATCHING	-	-	-	-	-	-	-	-	35,000
23-230-60-00-6007	KENNEDY RD - AUTUMN CREEK	25,703	-	-	-	-	-	-	-	-
23-230-60-00-6008	BEECHER & CORNEILS ROAD	318,507	-	-	-	-	-	-	-	-
23-230-60-00-6009	WRIGLEY (RTE 47) EXPANSION	57,430	454,548	65,200	65,200	-	-	-	-	-
23-230-60-00-6011	PROPERTY ACQUISITION	-	160,877	-	-	-	-	-	-	-
23-230-60-00-6014	BLACKBERRY WOODS	11,999	131,574	-	7,797	7,549	7,549	7,549	-	-
23-230-60-00-6017	STAGECOACH CROSSING	-	63,304	-	-	-	-	-	-	-
23-230-60-00-6016	US 34 (CENTER / ELDAMAIN RD) PROJECT	-	-	151,300	19,500	110,226	110,226	110,226	-	-
23-230-60-00-6018	GREENBRIAR POND NATURALIZATION	12,632	8,649	4,672	5,109	5,000	5,000	5,000	5,000	5,000
23-230-60-00-6019	BRISTOL BAY ACCESS ROAD	-	-	50,000	40,699	-	-	-	-	-
23-230-60-00-6021	PAVILLION ROAD STREAMBANK STABILIZATION	-	-	-	-	110,000	-	-	-	-
23-230-60-00-6023	FOUNTAIN VILLAGE SUBDIVISION	-	-	-	16,820	256,528	-	-	-	-
23-230-60-00-6025	ROAD TO BETTER ROADS PROGRAM	509,430	695,767	400,000	771,007	100,000	-	-	98,810	128,403
23-230-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	1,070,000	-	-	-	-
23-230-60-00-6041	SIDEWALK CONSTRUCTION	3,598	806	7,500	3,000	5,000	5,000	5,000	5,000	5,000
23-230-60-00-6048	DOWNTOWN STREETSCAPE IMPROVEMENT	14,055	39,088	2,000	675	-	-	-	-	-
23-230-60-00-6058	ROUTE 71 (RTE 47 / ORCHARD RD) PROJECT	-	-	-	-	30,333	30,333	30,333	-	-
23-230-60-00-6059	US 34 (IL 47 / ORCHARD RD) PROJECT	-	16,497	94,600	81,682	98,413	98,413	-	-	-
23-230-60-00-6073	GAME FARM ROAD PROJECT	1,377,783	13,364	-	328,914	-	-	-	-	-
23-230-60-00-6075	RIVER ROAD BRIDGE PROJECT	152,183	-	-	-	-	-	-	-	-
23-230-60-00-6082	COUNTRYSIDE PKY IMPROVEMENTS	117,202	1,211,639	645,940	627,417	-	-	-	-	-
23-230-60-00-6084	CENTER & COUNTRYSIDE IMPROVEMENTS	-	-	522,000	228,480	-	-	-	-	-

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
23-230-60-00-6086	KENNEDY ROAD IMPROVEMENTS	-	25,753	601,500	384,669	10,000	-	-	-	-
23-230-60-00-6094	KENNEDY RD BIKE TRAIL	109,946	3,894	446,041	409,957	45,000	-	-	-	-
23-230-60-00-6095	SUNFLOWER ESTATES - DRAINAGE IMPROVEMENT	613	-	-	-	-	-	-	-	-
23-230-60-00-6098	BRISTOL BAY SUBDIVISION	-	-	-	-	-	-	-	-	171,600
2014A Bond										
23-230-78-00-8000	PRINCIPAL PAYMENT	135,000	185,000	190,000	190,000	190,000	195,000	200,000	200,000	210,000
23-230-78-00-8050	INTEREST PAYMENT	195,937	144,138	138,588	138,588	132,888	127,188	121,338	115,338	109,338
Kendall County Loan - River Road Bridge										
23-230-97-00-8000	PRINCIPAL PAYMENT	75,000	75,000	75,000	75,000	84,675	-	-	-	-
23-230-99-00-9915	TRANSFER TO MOTOR FUEL TAX	5,544	-	-	-	-	-	-	-	-
23-230-99-00-9951	TRANSFER TO WATER	-	-	71,510	65,074	64,866	104,641	103,632	104,293	103,945
		3,204,177	**3,288,567**	**3,502,526**	**3,504,317**	**2,387,153**	**685,025**	**584,753**	**530,116**	**769,961**
	Expenditures	**3,269,314**	**3,374,664**	**3,669,526**	**3,781,732**	**2,622,153**	**878,525**	**812,355**	**764,864**	**1,012,284**
	Surplus(Deficit)	**(1,680,799)**	**(1,648,379)**	**(963,761)**	**(947,771)**	**(438,576)**	**(43,976)**	**22,194**	**67,136**	**(8,684)**
	Fund Balance	**3,003,908**	**1,355,530**	**144,741**	**407,759**	**(30,817)**	**(74,793)**	**(52,599)**	**14,537**	**5,853**

Vehicle and Equipment Fund (25)

This fund was created in Fiscal Year 2014, consolidating the Police Capital, Public Works Capital and Park & Recreation Capital funds. The General Government function was added in Fiscal Year 2019 to account for administrative vehicle and City-wide computer purchases. This fund primarily derives its revenue from monies collected from building permits and development fees, in addition to functional chargebacks. The revenue is primarily used to purchase vehicles and equipment for use in the operations of the Police, Public Works and Parks & Recreation Departments.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Licenses & Permits	89,150	134,050	73,500	122,000	120,600	110,550	110,550	110,550	110,550
Fines & Forfeits	11,374	6,608	7,700	6,700	6,700	6,700	6,700	6,700	6,700
Charges for Service	374,386	236,948	246,565	260,116	107,861	47,578	47,146	51,412	71,723
Investment Earnings	43	86	80	150	150	150	150	150	150
Miscellaneous	4,627	5,535	2,000	1,583	2,000	2,000	2,000	2,000	2,000
Other Financing Sources	48,446	254,162	-	-	-	-	-	-	-
Total Revenue	**528,026**	**637,389**	**329,845**	**390,549**	**237,311**	**166,978**	**166,546**	**170,812**	**191,123**
Police Capital Expenditures									
Contractual Services	15,717	3,460	8,000	8,570	8,750	8,750	8,750	8,750	8,750
Capital Outlay	197,119	141,832	192,300	181,786	60,000	60,000	55,000	55,000	55,000
Sub-Total Expenditures	*212,836*	*145,292*	*200,300*	*190,356*	*68,750*	*68,750*	*63,750*	*63,750*	*63,750*
General Government Capital Expenditures									
Supplies	-	-	-	-	34,411	11,578	16,146	20,412	37,897
Capital Outlay	-	-	-	-	40,000	-	-	-	-
Sub-Total Expenditures	-	-	-	-	*74,411*	*11,578*	*16,146*	*20,412*	*37,897*
Public Works Capital Expenditures									
Contractual Services	35,611	26,244	1,750	245	1,750	1,750	1,750	1,750	1,750
Supplies	-	-	2,000	1,583	2,000	2,000	2,000	2,000	2,000
Capital Outlay	184,891	68,522	52,400	52,400	7,000	7,000	7,000	7,000	14,000
Debt Service	70,815	70,815	70,815	70,815	70,815	70,815	70,815	70,816	70,815
Sub-Total Expenditures	*291,317*	*165,581*	*126,965*	*125,043*	*81,565*	*81,565*	*81,565*	*81,566*	*88,565*
Parks & Rec Capital Expenditures									
Contractual Services	1,225	1,822	-	-	-	-	-	-	-
Capital Outlay	124,165	53,908	270,441	39,903	50,000	-	-	-	-
Debt Service	2,219	2,219	2,219	2,219	2,219	2,219	2,219	2,218	2,218
Sub-Total Expenditures	*127,609*	*57,949*	*272,660*	*42,122*	*52,219*	*2,219*	*2,219*	*2,218*	*2,218*
Total Expenditures	**631,762**	**368,822**	**599,925**	**357,521**	**276,945**	**164,112**	**163,680**	**167,946**	**192,430**
Surplus (Deficit)	(103,736)	268,567	(270,080)	33,028	(39,634)	2,866	2,866	2,866	(1,307)
Police Capital Fund Balance	-	-	-	-	-	-	-	-	-
Gen Gov Capital Fund Balance	-	-	-	-	-	-	-	-	-
Public Works Capital Fund Balance	-	-	-	-	*6,435*	*5,870*	*5,305*	*4,739*	-
Parks & Rec Capital Fund Balance	*1,841*	*270,407*	-	*303,435*	*257,366*	*260,797*	*264,228*	*267,660*	*271,092*
Ending Fund Balance	**1,841**	**270,407**	**-**	**303,435**	**263,801**	**266,667**	**269,533**	**272,399**	**271,092**



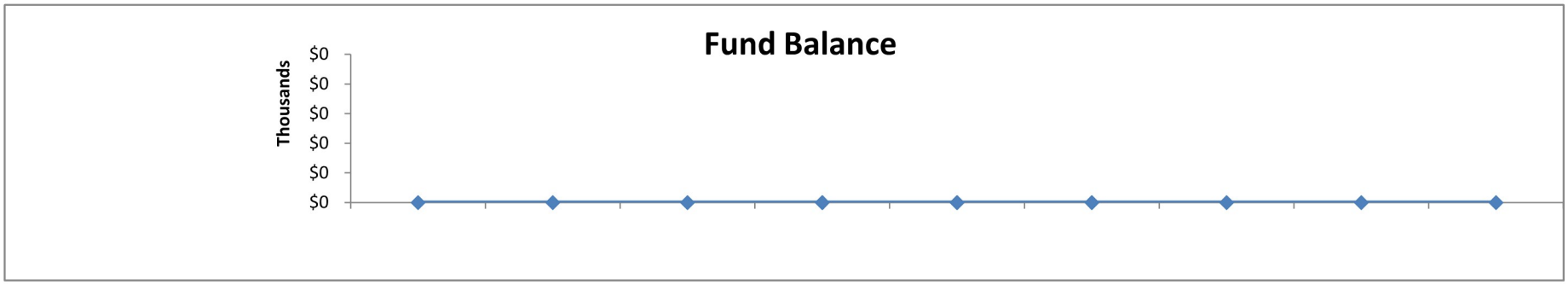
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Vehicle & Equipment - 25										
25-000-42-00-4215	DEVELOPMENT FEES - POLICE CAPITAL	12,900	32,100	25,000	33,000	30,600	28,050	28,050	28,050	28,050
25-000-42-00-4216	BUILD PROGRAM PERMITS	43,410	28,700	-	-	-	-	-	-	-
25-000-42-00-4218	ENGINEERING CAPITAL FEE	3,250	8,600	6,000	9,000	12,000	11,000	11,000	11,000	11,000
25-000-42-00-4219	DEVELOPMENT FEES - PW CAPITAL	26,240	60,350	40,000	75,000	72,000	66,000	66,000	66,000	66,000
25-000-42-00-4220	DEVELOPMENT FEES - PARK CAPITAL	1,625	4,300	2,500	5,000	6,000	5,500	5,500	5,500	5,500
25-000-42-00-4224	RENEW PROGRAM PERMITS	1,725	-	-	-	-	-	-	-	-
25-000-43-00-4315	DUI FINES	10,803	5,865	7,000	6,000	6,000	6,000	6,000	6,000	6,000
25-000-43-00-4316	ELECTRONIC CITATION FEES	571	743	700	700	700	700	700	700	700
25-000-43-00-4340	SEIZED VEHICLE PROCEEDS	-	-	-	-	-	-	-	-	-
25-000-44-00-4418	MOWING INCOME	5,744	1,955	3,000	629	2,000	2,000	2,000	2,000	2,000
25-000-44-00-4419	COMMUNITY DEVELOPMENT CHARGEBACK	-	-	-	-	40,000	-	-	-	-
25-000-44-00-4420	POLICE CHARGEBACK	174,263	97,459	167,600	150,656	31,450	34,000	29,000	29,000	29,000
25-000-44-00-4421	PUBLIC WORKS CHARGEBACK	194,379	63,626	75,965	38,831	-	-	-	-	2,826
25-000-44-00-4427	PARKS & RECREATION CHARGEBACK	-	73,908	-	70,000	-	-	-	-	-
25-000-44-00-4428	COMPUTER REPLACEMENT CHARGEBACKS	-	-	-	-	34,411	11,578	16,146	20,412	37,897
25-000-45-00-4522	INVESTMENT EARNINGS - PARK CAPITAL	43	86	80	150	150	150	150	150	150
25-000-48-00-4852	MISCELLANEOUS INCOME - POLICE CAPITAL	624	435	-	-	-	-	-	-	-
25-000-48-00-4854	MISCELLANEOUS INCOME - PW CAPITAL	3,929	5,100	2,000	1,583	2,000	2,000	2,000	2,000	2,000
25-000-48-00-4855	MISCELLANEOUS INCOME - PARK CAPITAL	74	-	-	-	-	-	-	-	-
25-000-49-00-4920	SALE OF CAPITAL ASSETS - POLICE CAPITAL	3,475	5,990	-	-	-	-	-	-	-
25-000-49-00-4921	SALE OF CAPITAL ASSETS - PW CAPITAL	44,171	-	-	-	-	-	-	-	-
25-000-49-00-4922	SALE OF CAPITAL ASSETS - PARK CAPITAL	800	248,172	-	-	-	-	-	-	-
	Revenue	**528,026**	**637,389**	**329,845**	**390,549**	**237,311**	**166,978**	**166,546**	**170,812**	**191,123**
Police Capital										
25-205-54-00-5405	BUILD PROGRAM	9,750	2,700	-	-	-	-	-	-	-
25-205-54-00-5406	RENEW PROGRAM	450	-	-	-	-	-	-	-	-
25-205-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	5,517	760	8,000	8,570	8,750	8,750	8,750	8,750	8,750
25-205-60-00-6060	EQUIPMENT	2,369	-	27,300	27,300	5,000	5,000	-	-	-
25-205-60-00-6070	VEHICLES	194,750	141,832	165,000	154,486	55,000	55,000	55,000	55,000	55,000
		212,836	**145,292**	**200,300**	**190,356**	**68,750**	**68,750**	**63,750**	**63,750**	**63,750**
General Government Capital										
25-212-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	**-**	**-**	**-**	**-**	34,411	11,578	16,146	20,412	37,897
25-212-60-00-6070	VEHICLES	-	-	-	-	40,000	-	-	-	-
		-	**-**	**-**	**-**	**74,411**	**11,578**	**16,146**	**20,412**	**37,897**

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Public Works Capital										
25-215-54-00-5405	BUILD PROGRAM	32,510	25,950	-	-	-	-	-	-	-
25-215-54-00-5406	RENEW PROGRAM	1,200	-	-	-	-	-	-	-	-
25-215-54-00-5448	FILING FEES	1,901	294	1,750	245	1,750	1,750	1,750	1,750	1,750
25-215-56-00-5620	OPERATING SUPPLIES	-	-	2,000	1,583	2,000	2,000	2,000	2,000	2,000
25-215-60-00-6060	EQUIPMENT	15,084	24,098	7,400	7,400	7,000	7,000	7,000	7,000	14,000
25-215-60-00-6070	VEHICLES	169,807	44,424	45,000	45,000	-	-	-	-	-
185 Wolf Street Building										
25-215-92-00-8000	PRINCIPAL PAYMENT	39,638	41,430	43,303	43,303	45,261	47,307	49,446	51,682	54,018
25-215-92-00-8050	INTEREST PAYMENT	31,177	29,385	27,512	27,512	25,554	23,508	21,369	19,134	16,797
		291,317	**165,581**	**126,965**	**125,043**	**81,565**	**81,565**	**81,565**	**81,566**	**88,565**
Parks & Recreation Capital										
25-225-54-00-5405	BUILD PROGRAM	1,150	50	-	-	-	-	-	-	-
25-225-54-00-5406	RENEW PROGRAM	75	-	-	-	-	-	-	-	-
25-225-54-00-5462	PROFESSIONAL SERVICES	-	1,772	-	-	-	-	-	-	-
25-225-60-00-6020	BUILDINGS & STRUCTURES	-	-	250,441	-	-	-	-	-	-
25-225-60-00-6060	EQUIPMENT	78,936	53,908	-	20,000	50,000	-	-	-	-
25-225-60-00-6068	TRAIL IMPROVEMENTS	20,347	-	-	-	-	-	-	-	-
25-225-60-00-6070	VEHICLES	24,882	-	20,000	19,903	-	-	-	-	-
185 Wolf Street Building										
25-225-92-00-8000	PRINCIPAL PAYMENT	1,242	1,298	1,357	1,357	1,418	1,482	1,549	1,619	1,692
25-225-92-00-8050	INTEREST PAYMENT	977	921	862	862	801	737	670	599	526
		127,609	**57,949**	**272,660**	**42,122**	**52,219**	**2,219**	**2,219**	**2,218**	**2,218**
	Expenditures	**631,762**	**368,822**	**599,925**	**357,521**	**276,945**	**164,112**	**163,680**	**167,946**	**192,430**
	Surplus(Deficit)	**(103,736)**	**268,567**	**(270,080)**	**33,028**	**(39,634)**	**2,866**	**2,866**	**2,866**	**(1,307)**
	Fund Balance - Police Capital	-	-	-	-	-	-	-	-	-
	Fund Balance - General Government	-	-	-	-	-	-	-	-	-
	Fund Balance - Public Works Capital	-	-	-	-	*6,435*	*5,870*	*5,305*	*4,739*	-
	Fund Balance - Parks & Rec Capital	*1,841*	*270,407*	-	*303,435*	*257,366*	*260,797*	*264,228*	*267,660*	*271,092*
	Fund Balance	**1,841**	**270,407**	**-**	**303,435**	**263,801**	**266,667**	**269,533**	**272,399**	**271,092**

Debt Service Fund (42)

The Debt Service Fund accumulates monies for payment of the 2014B bonds, which refinanced the 2005A bonds. The 2005A bonds were originally issued to finance road improvement projects.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	164,852	47,070	-	-	-	-	-	-	-
Licenses & Permits	14,281	7,015	5,000	6,500	6,000	6,000	6,000	6,000	6,000
Investment Earnings	11	-	-	-	-	-	-	-	-
Other Financing Sources	127,243	266,979	315,225	313,725	318,725	318,025	317,225	323,375	324,075
Total Revenue	**306,387**	**321,064**	**320,225**	**320,225**	**324,725**	**324,025**	**323,225**	**329,375**	**330,075**
Expenditures									
Contractual Services	3,979	914	475	475	475	475	475	475	475
Debt Service	310,250	320,150	319,750	319,750	324,250	323,550	322,750	328,900	329,600
Total Expenditures	**314,229**	**321,064**	**320,225**	**320,225**	**324,725**	**324,025**	**323,225**	**329,375**	**330,075**
Surplus (Deficit)	(7,842)	-	-	-	-	-	-	-	-
Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

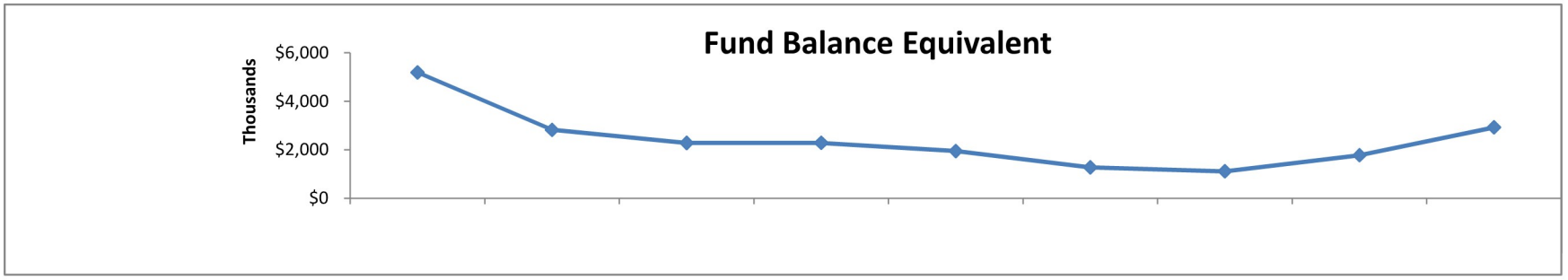


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Debt Service - 42										
42-000-40-00-4000	PROPERTY TAXES - 2014B BOND	164,852	47,070	-	-	-	-	-	-	-
42-000-42-00-4208	RECAPTURE FEES - WATER & SEWER	10,777	6,577	5,000	6,500	6,000	6,000	6,000	6,000	6,000
42-000-42-00-4216	BUILD PROGRAM PERMITS	3,466	425	-	-	-	-	-	-	-
42-000-42-00-4224	RENEW PROGRAM	38	13	-	-	-	-	-	-	-
42-000-45-00-4500	INVESTMENT EARNINGS	11	-	-	-	-	-	-	-	-
42-000-49-00-4901	TRANSFER FROM GENERAL	127,243	266,979	315,225	313,725	318,725	318,025	317,225	323,375	324,075
	Revenue	**306,387**	**321,064**	**320,225**	**320,225**	**324,725**	**324,025**	**323,225**	**329,375**	**330,075**
42-420-54-00-5405	BUILD PROGRAM	3,466	425	-	-	-	-	-	-	-
42-420-54-00-5406	RENEW PROGRAM	38	13	-	-	-	-	-	-	-
42-420-54-00-5498	PAYING AGENT FEES	475	476	475	475	475	475	475	475	475
2014B Refunding Bond										
42-420-79-00-8000	PRINCIPAL PAYMENT	255,000	270,000	275,000	275,000	285,000	290,000	295,000	310,000	320,000
42-420-79-00-8050	INTEREST PAYMENT	55,250	50,150	44,750	44,750	39,250	33,550	27,750	18,900	9,600
	Expenditures	**314,229**	**321,064**	**320,225**	**320,225**	**324,725**	**324,025**	**323,225**	**329,375**	**330,075**
	Surplus(Deficit)	**(7,842)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Water Fund (51)

The Water Fund is an enterprise fund which is comprised of both a capital and operational budget. The capital portion is used for the improvement and expansion of water infrastructure, while the operational side is used to service and maintain City water systems.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Licenses & Permits	162,468	171,840	-	-	-	-	-	-	-
Charges for Service	3,461,906	3,955,944	4,088,800	4,356,416	4,326,486	4,458,446	4,627,759	4,805,536	4,992,202
Investment Earnings	5,492	9,729	5,000	10,500	7,000	3,000	3,000	5,000	10,000
Reimbursements	4,605	27,256	-	200	-	-	-	-	-
Miscellaneous	57,261	60,865	58,582	61,051	62,491	63,741	65,016	66,316	67,642
Other Financing Sources	4,369,998	6,325,992	145,385	138,949	142,541	178,516	178,757	179,968	177,595
Total Revenue	**8,061,730**	**10,551,626**	**4,297,767**	**4,567,116**	**4,538,518**	**4,703,703**	**4,874,532**	**5,056,820**	**5,247,439**
Expenses									
Salaries	376,019	390,595	430,549	421,000	441,121	453,545	466,341	479,521	493,097
Benefits	218,947	235,050	266,965	249,501	257,466	274,320	292,441	311,939	332,832
Contractual Services	887,201	827,278	886,366	717,206	734,523	764,700	769,390	786,973	795,191
Supplies	266,102	326,045	323,013	334,570	354,448	364,781	375,630	387,021	398,982
Capital Outlay	1,069,736	3,499,902	807,937	1,020,244	1,555,976	1,156,756	827,544	613,544	420,848
Debt Service	1,147,429	1,449,609	1,344,749	1,344,749	1,532,837	2,361,500	2,305,935	1,815,830	1,654,108
Other Financing Uses	-	6,193,291	1,098,924	1,015,982	-	-	-	-	-
Total Expenses	**3,965,434**	**12,921,770**	**5,158,503**	**5,103,252**	**4,876,371**	**5,375,602**	**5,037,281**	**4,394,828**	**4,095,058**
Surplus (Deficit)	4,096,296	(2,370,144)	(860,736)	(536,136)	(337,853)	(671,899)	(162,749)	661,992	1,152,381
Ending Fund Balance Equivalent	**5,196,289**	**2,826,144**	**2,285,570**	**2,290,008**	**1,952,155**	**1,280,256**	**1,117,507**	**1,779,499**	**2,931,880**
	131.04%	*21.87%*	*44.31%*	*44.87%*	*40.03%*	*23.82%*	*22.18%*	*40.49%*	*71.60%*



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Water - 51										
51-000-42-00-4216	BUILD PROGRAM PERMITS	162,468	171,840	-	-	-	-	-	-	-
51-000-44-00-4424	WATER SALES	2,463,058	2,952,074	2,956,000	3,105,000	3,105,000	3,260,250	3,423,263	3,594,425	3,774,145
51-000-44-00-4425	BULK WATER SALES	(6,660)	5,250	5,000	2,000	5,000	5,000	5,000	5,000	5,000
51-000-44-00-4426	LATE PENALTIES - WATER	101,208	104,425	105,000	120,000	120,000	126,000	132,300	138,915	145,861
51-000-44-00-4430	WATER METER SALES	38,102	66,280	50,000	75,000	58,206	53,356	53,356	53,356	53,356
51-000-44-00-4440	WATER INFRASTRUCTURE FEE	717,028	734,552	725,000	745,000	745,000	745,000	745,000	745,000	745,000
51-000-44-00-4450	WATER CONNECTION FEES	149,170	93,363	247,800	309,416	293,280	268,840	268,840	268,840	268,840
51-000-45-00-4500	INVESTMENT EARNINGS	5,492	9,729	5,000	10,500	7,000	3,000	3,000	5,000	10,000
51-000-46-00-4690	REIMB - MISCELLANEOUS	4,605	27,256	-	200	-	-	-	-	-
51-000-48-00-4820	RENTAL INCOME	56,888	60,495	58,582	61,051	62,491	63,741	65,016	66,316	67,642
51-000-48-00-4850	MISCELLANEOUS INCOME	373	370	-	-	-	-	-	-	-
51-000-49-00-4900	BOND PROCEEDS	4,100,000	-	-	-	-	-	-	-	-
51-000-49-00-4902	BOND ISSUANCE	-	5,800,000	-	-	-	-	-	-	-
51-000-49-00-4903	PREMIUM ON BOND ISSUANCE	193,723	449,023	-	-	-	-	-	-	-
51-000-49-00-4910	SALE OF CAPITAL ASSETS	-	1,894	-	-	-	-	-	-	-
51-000-49-00-4923	TRANSFER FROM CITY-WIDE CAPITAL	-	-	71,510	65,074	64,866	104,641	103,632	104,293	103,945
51-000-49-00-4952	TRANSFER FROM SEWER	76,275	75,075	73,875	73,875	77,675	73,875	75,125	75,675	73,650
	Revenue	**8,061,730**	**10,551,626**	**4,297,767**	**4,567,116**	**4,538,518**	**4,703,703**	**4,874,532**	**5,056,820**	**5,247,439**
Water Operations										
51-510-50-00-5010	SALARIES & WAGES	365,077	375,148	388,749	391,000	414,121	426,545	439,341	452,521	466,097
51-510-50-00-5015	PART-TIME SALARIES	3,611	5,530	29,800	18,000	15,000	15,000	15,000	15,000	15,000
51-510-50-00-5020	OVERTIME	7,331	9,917	12,000	12,000	12,000	12,000	12,000	12,000	12,000
51-510-52-00-5212	RETIREMENT PLAN CONTRIBUTION	40,267	41,132	43,749	43,000	45,526	48,152	51,002	54,070	57,324
51-510-52-00-5214	FICA CONTRIBUTION	27,354	28,326	31,730	31,000	32,370	33,341	34,341	35,371	36,432
51-510-52-00-5216	GROUP HEALTH INSURANCE	113,806	127,757	148,964	136,852	139,233	150,372	162,402	175,394	189,426
51-510-52-00-5222	GROUP LIFE INSURANCE	777	705	705	705	519	524	529	534	539
51-510-52-00-5223	DENTAL INSURANCE	8,712	9,147	9,605	8,808	8,260	8,673	9,107	9,562	10,040
51-510-52-00-5224	VISION INSURANCE	1,131	1,131	1,165	1,218	1,218	1,218	1,218	1,255	1,293
51-510-52-00-5230	UNEMPLOYMENT INSURANCE	1,785	1,148	2,000	1,182	2,000	2,000	2,000	2,000	2,000
51-510-52-00-5231	LIABILITY INSURANCE	25,115	25,704	29,047	26,736	28,340	30,040	31,842	33,753	35,778
51-510-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	108,154	108,154	111,629	111,629	111,629	111,629	111,629
51-510-54-00-5402	BOND ISSUANCE COSTS	40,456	55,732	-	-	-	-	-	-	-
51-510-54-00-5405	BUILD PROGRAM	162,468	171,840	-	-	-	-	-	-	-
51-510-54-00-5412	TRAINING & CONFERENCES	3,072	3,178	6,500	6,500	6,500	6,500	6,500	6,500	6,500
51-510-54-00-5415	TRAVEL & LODGING	1,193	2,123	1,600	1,600	2,000	2,000	2,000	2,000	2,000
51-510-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	2,627	827	2,257	486	3,190
51-510-54-00-5426	PUBLISHING & ADVERTISING	211	605	1,000	-	500	500	500	500	500

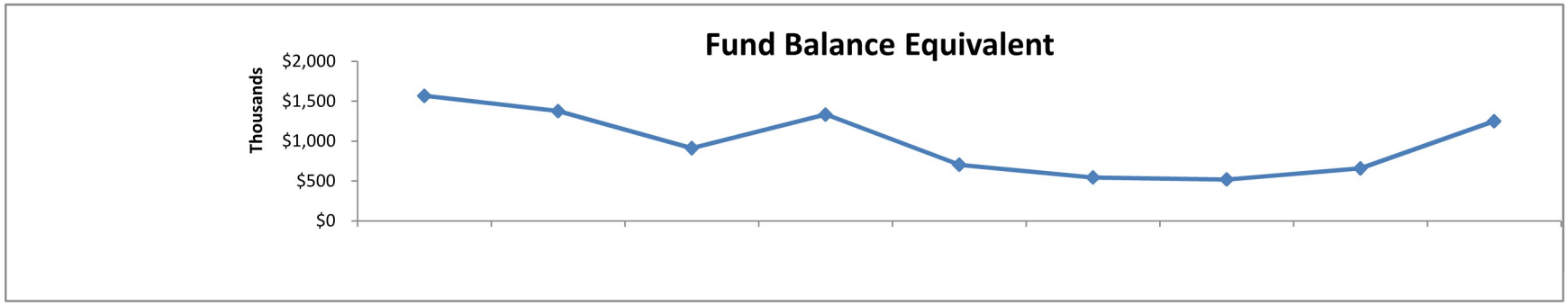
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
51-510-54-00-5429	WATER SAMPLES	6,842	7,607	12,000	10,000	10,000	10,000	10,000	10,000	10,000
51-510-54-00-5430	PRINTING & DUPLICATING	2,679	2,405	3,000	3,000	3,250	3,250	3,250	3,250	3,250
51-510-54-00-5440	TELECOMMUNICATIONS	24,715	30,807	30,000	30,000	30,000	30,000	30,000	30,000	30,000
51-510-54-00-5445	TREATMENT FACILITY SERVICES	113,208	143,204	120,000	120,000	145,000	145,000	145,000	145,000	145,000
51-510-54-00-5448	FILING FEES	3,753	2,058	5,000	4,000	4,000	4,000	4,000	4,000	4,000
51-510-54-00-5452	POSTAGE & SHIPPING	18,206	16,838	19,000	19,000	19,000	19,000	19,000	19,000	19,000
51-510-54-00-5460	DUES & SUBSCRIPTIONS	1,080	1,603	1,600	1,600	1,800	1,800	1,800	1,800	1,800
51-510-54-00-5462	PROFESSIONAL SERVICES	47,595	39,025	45,000	45,000	45,000	45,000	45,000	45,000	45,000
51-510-54-00-5465	ENGINEERING SERVICES	187,840	46,960	200,000	40,000	15,000	30,000	15,000	15,000	-
51-510-54-00-5466	LEGAL SERVICES	-	-	2,000	-	-	-	-	-	-
51-510-54-00-5480	UTILITIES	239,114	256,914	270,300	270,300	286,518	303,709	321,932	341,248	361,723
51-510-54-00-5483	JULIE SERVICES	4,300	7,849	6,500	6,500	3,000	3,000	3,000	3,000	3,000
51-510-54-00-5485	RENTAL & LEASE PURCHASE	464	423	750	1,000	1,000	1,000	1,000	1,000	1,000
51-510-54-00-5488	OFFICE CLEANING	-	-	4,167	1,164	1,199	1,235	1,272	1,310	1,349
51-510-54-00-5490	VEHICLE MAINTENANCE SERVICES	14,551	8,862	15,000	15,000	12,000	12,000	12,000	12,000	12,000
51-510-54-00-5495	OUTSIDE REPAIR & MAINTENCE	6,994	15,096	25,000	25,000	25,000	25,000	25,000	25,000	25,000
51-510-54-00-5498	PAYING AGENT FEES	2,241	1,415	2,295	1,888	2,000	1,750	1,750	1,750	1,750
51-510-54-00-5499	BAD DEBT	6,219	12,734	7,500	7,500	7,500	7,500	7,500	7,500	7,500
51-510-56-00-5600	WEARING APPAREL	5,194	4,264	4,200	4,500	5,100	5,100	5,100	5,100	5,100
51-510-56-00-5620	OPERATING SUPPLIES	5,993	7,744	15,000	7,500	7,500	7,500	7,500	7,500	7,500
51-510-56-00-5628	VEHICLE MAINTENANCE SUPPLIES	1,082	699	5,000	2,500	2,500	2,500	2,500	2,500	2,500
51-510-56-00-5630	SMALL TOOLS & EQUIPMENT	1,144	4,447	2,000	2,000	4,000	4,000	4,000	4,000	4,000
51-510-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	641	850	2,000	170	-	-	-	-	-
51-510-56-00-5638	TREATMENT FACILITY SUPPLIES	151,829	173,204	181,913	175,000	183,750	192,938	202,585	212,714	223,350
51-510-56-00-5640	REPAIR & MAINTENANCE	12,970	19,307	20,000	20,000	27,500	27,500	27,500	27,500	27,500
51-510-56-00-5664	METERS & PARTS	72,039	97,378	70,000	100,000	100,000	100,000	100,000	100,000	100,000
51-510-56-00-5665	JULIE SUPPLIES	1,272	3,669	1,500	1,500	1,200	1,200	1,200	1,200	1,200
51-510-56-00-5695	GASOLINE	13,938	14,483	21,400	21,400	22,898	24,043	25,245	26,507	27,832
51-510-60-00-6011	PROPERTY ACQUISITION	-	-	-	-	200,000	200,000	200,000	-	-
51-510-60-00-6022	WELL REHABILITATIONS	128,876	174,197	203,000	246,954	257,500	-	-	-	-
51-510-60-00-6025	ROAD TO BETTER ROADS PROGRAM	259,341	316,911	250,000	290,356	250,000	250,000	250,000	250,000	250,000
51-510-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	49,220	-	-	-	-
51-510-60-00-6059	US 34 (IL 47 / ORCHARD RD) PROJECT	-	-	10,000	26,676	4,212	4,212	-	-	-
51-510-60-00-6060	EQUIPMENT	-	3,248	10,000	10,000	5,000	355,000	5,000	5,000	5,000
51-510-60-00-6066	RTE 71 WATERMAIN REPLACEMENT	15,955	24,195	14,580	47,935	533,500	-	-	-	-
51-510-60-00-6070	VEHICLES	-	65,710	-	-	50,000	-	50,000	-	100,000
51-510-60-00-6079	ROUTE 47 EXPANSION	197,544	197,544	197,544	197,544	197,544	197,544	197,544	197,544	65,848
51-510-60-00-6081	CATION EXCHANGE MEDIA REPLACEMENT	-	-	-	-	9,000	150,000	125,000	161,000	-
51-510-60-00-6082	COUNTRYSIDE PKY IMPROVEMENTS	468,020	2,718,097	122,813	200,779	-	-	-	-	-

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
2015A Bond										
51-510-77-00-8000	PRINCIPAL PAYMENT	-	73,543	113,987	113,987	117,664	290,483	297,837	312,545	323,576
51-510-77-00-8050	INTEREST PAYMENT	-	228,066	161,053	161,053	156,493	151,787	140,167	128,254	115,752
Debt Service - 2007A Bond										
51-510-83-00-8000	PRINCIPAL PAYMENT	15,000	15,000	-	-	-	-	-	-	-
51-510-83-00-8050	INTEREST PAYMENT	121,793	121,163	-	-	-	-	-	-	-
Debt Service - 2016 Refunding Bond										
51-510-85-00-8000	PRINCIPAL PAYMENT	-	-	430,000	430,000	470,000	1,470,000	1,475,000	1,040,000	915,000
51-510-85-00-8050	INTEREST PAYMENT	-	-	249,629	249,629	195,250	176,450	117,650	58,650	27,450
Debt Service - 2003 Debt Certificates										
51-510-86-00-8000	PRINCIPAL PAYMENT	100,000	100,000	100,000	100,000	300,000	-	-	-	-
51-510-86-00-8050	INTEREST EXPENSE	25,450	21,450	17,300	17,300	13,050	-	-	-	-
Debt Service - 2006A Refunding Debt Certificates										
51-510-87-00-8000	PRINCIPAL PAYMENT	435,000	460,000	-	-	-	-	-	-	-
51-510-87-00-8050	INTEREST EXPENSE	172,606	155,206	-	-	-	-	-	-	-
Debt Service - IEPA Loan L17-156300										
51-510-89-00-8000	PRINCIPAL PAYMENT	94,544	96,923	99,361	99,361	101,860	104,423	107,050	109,743	112,503
51-510-89-00-8050	INTEREST EXPENSE	30,486	28,108	25,669	25,669	23,170	20,607	17,981	15,288	12,527
Debt Service - 2014C Refunding Bond										
51-510-94-00-8000	PRINCIPAL PAYMENT	120,000	120,000	120,000	120,000	130,000	125,000	130,000	135,000	135,000
51-510-94-00-8050	INTEREST PAYMENT	32,550	30,150	27,750	27,750	25,350	22,750	20,250	16,350	12,300
51-510-99-00-9923	TRANSFER TO CITY-WIDE CAPITAL	-	-	1,098,924	1,015,982	-	-	-	-	-
51-510-99-00-9960	PAYMENT TO ESCROW AGENT	-	6,193,291	-	-	-	-	-	-	-
	Expenses	**3,965,434**	**12,921,770**	**5,158,503**	**5,103,252**	**4,876,371**	**5,375,602**	**5,037,281**	**4,394,828**	**4,095,058**
	Surplus(Deficit)	**4,096,296**	**(2,370,144)**	**(860,736)**	**(536,136)**	**(337,853)**	**(671,899)**	**(162,749)**	**661,992**	**1,152,381**
	Fund Balance Equiv	**5,196,289**	**2,826,144**	**2,285,570**	**2,290,008**	**1,952,155**	**1,280,256**	**1,117,507**	**1,779,499**	**2,931,880**
		131.04%	*21.87%*	*44.31%*	*44.87%*	*40.03%*	*23.82%*	*22.18%*	*40.49%*	*71.60%*

Sewer Fund (52)

The Sewer Fund is an enterprise fund which is comprised of both a capital and operational budget. The capital portion is used for improvement and expansion of the sanitary sewer infrastructure while the operational side allows the City to service and maintain sanitary sewer systems.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Licenses & Permits	77,350	105,392	-	-	-	-	-	-	-
Charges for Service	1,312,456	1,286,891	1,266,026	1,546,883	1,558,658	1,565,336	1,594,050	1,623,626	1,654,089
Investment Earnings	1,193	3,899	1,250	14,500	1,250	1,250	1,250	1,250	-
Reimbursements	1,264	8,149	-	-	-	-	-	-	-
Other Financing Sources	1,134,654	1,134,052	1,137,166	1,137,166	856,583	609,088	586,749	994,479	1,135,964
Total Revenue	**2,526,917**	**2,538,383**	**2,404,442**	**2,698,549**	**2,416,491**	**2,175,674**	**2,182,049**	**2,619,355**	**2,790,053**
Expenses									
Salaries	205,371	212,574	223,555	222,305	234,507	241,512	248,727	256,159	263,814
Benefits	104,560	105,974	115,847	115,319	113,682	120,712	127,585	134,936	142,778
Contractual Services	177,716	170,831	152,882	153,781	139,140	139,422	143,050	144,190	144,105
Supplies	38,924	38,912	54,908	45,808	51,080	51,650	52,774	53,954	55,193
Capital Outlay	284,509	228,131	272,435	218,765	513,167	326,017	259,015	514,015	219,672
Developer Commitments	32,890	33,872	34,888	34,888	35,938	30,076	-	-	-
Debt Service	1,865,399	1,865,857	1,877,110	1,877,110	1,880,265	1,352,307	1,300,798	1,300,780	1,299,024
Other Financing Uses	76,275	75,075	73,875	73,875	77,675	73,875	75,125	75,675	73,650
Total Expenses	**2,785,644**	**2,731,226**	**2,805,500**	**2,741,851**	**3,045,454**	**2,335,571**	**2,207,074**	**2,479,709**	**2,198,236**
Surplus (Deficit)	(258,727)	(192,843)	(401,058)	(43,302)	(628,963)	(159,897)	(25,025)	139,646	591,817
Ending Fund Balance Equivalent	**1,570,874**	**1,378,030**	**913,772**	**1,334,728**	**705,765**	**545,868**	**520,843**	**660,489**	**1,252,306**
	56.39%	*50.45%*	*32.57%*	*48.68%*	*23.17%*	*23.37%*	*23.60%*	*26.64%*	*56.97%*



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Sewer - 52										
52-000-42-00-4216	BUILD PROGRAM PERMITS	76,600	104,700	-	-	-	-	-	-	-
52-000-42-00-4224	RENEW PROGRAM PERMITS	750	692	-	-	-	-	-	-	-
52-000-44-00-4435	SEWER MAINTENANCE FEES	821,802	868,488	882,526	900,000	929,258	957,136	985,850	1,015,426	1,045,889
52-000-44-00-4440	SEWER INFRASTRUCTURE FEE	345,416	354,171	345,000	360,000	360,000	360,000	360,000	360,000	360,000
52-000-44-00-4455	SW CONNECTION FEES - OPERATIONS	15,200	23,100	15,000	98,000	38,400	35,200	35,200	35,200	35,200
52-000-44-00-4456	SW CONNECTION FEES - CAPITAL	114,750	25,909	10,000	172,000	216,000	198,000	198,000	198,000	198,000
52-000-44-00-4462	LATE PENALTIES - SEWER	13,740	13,746	13,500	15,000	15,000	15,000	15,000	15,000	15,000
52-000-44-00-4465	RIVER CROSSING FEES	1,548	1,477	-	1,883	-	-	-	-	-
52-000-45-00-4500	INVESTMENT EARNINGS	1,193	3,899	1,250	14,500	1,250	1,250	1,250	1,250	-
52-000-46-00-4690	REIMB - MISCELLANEOUS	1,264	8,149	-	-	-	-	-	-	-
52-000-49-00-4901	TRANSFER FROM GENERAL	1,134,654	1,134,052	1,137,166	1,137,166	856,583	609,088	586,749	994,479	1,135,964
	Revenue	**2,526,917**	**2,538,383**	**2,404,442**	**2,698,549**	**2,416,491**	**2,175,674**	**2,182,049**	**2,619,355**	**2,790,053**
Sewer Operations										
52-520-50-00-5010	SALARIES & WAGES	205,240	212,553	221,555	221,555	233,507	240,512	247,727	255,159	262,814
52-520-50-00-5020	OVERTIME	131	21	2,000	750	1,000	1,000	1,000	1,000	1,000
52-520-52-00-5212	RETIREMENT PLAN CONTRIBUTION	22,403	22,899	24,405	24,405	25,054	26,408	27,200	28,016	28,857
52-520-52-00-5214	FICA CONTRIBUTION	15,474	15,904	16,613	17,100	17,311	17,830	18,365	18,916	19,483
52-520-52-00-5216	GROUP HEALTH INSURANCE	48,364	48,457	54,530	54,530	51,285	55,388	59,819	64,605	69,773
52-520-52-00-5222	GROUP LIFE INSURANCE	409	371	371	371	273	276	279	282	285
52-520-52-00-5223	DENTAL INSURANCE	4,159	4,367	4,585	4,240	3,901	4,096	4,301	4,516	4,742
52-520-52-00-5224	VISION INSURANCE	552	552	568	594	594	594	594	612	630
52-520-52-00-5230	UNEMPLOYMENT INSURANCE	941	478	1,000	622	1,000	1,000	1,000	1,000	1,000
52-520-52-00-5231	LIABILITY INSURANCE	12,258	12,946	13,775	13,457	14,264	15,120	16,027	16,989	18,008
52-520-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	38,925	38,925	40,176	40,176	40,176	40,176	40,176
52-520-54-00-5405	BUILD PROGRAM	76,600	104,700	-	-	-	-	-	-	-
52-520-54-00-5406	RENEW PROGRAM	750	692	-	-	-	-	-	-	-
52-520-54-00-5412	TRAINING & CONFERENCES	1,515	1,703	3,300	3,300	2,500	2,500	2,500	2,500	2,500
52-520-54-00-5415	TRAVEL & LODGING	1,232	2,681	2,000	2,000	2,000	2,000	2,000	2,000	2,000
52-520-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	263	-	2,257	1,944	319
52-520-54-00-5430	PRINTING & DUPLICATING	1,265	1,133	1,500	1,500	1,500	1,500	1,500	1,500	1,500
52-520-54-00-5440	TELECOMMUNICATIONS	2,398	2,411	2,500	8,800	9,000	9,000	9,000	9,000	9,000
52-520-54-00-5444	LIFT STATION SERVICES	5,898	648	30,000	30,000	10,000	10,000	10,000	10,000	10,000
52-520-54-00-5462	PROFESSIONAL SERVICES	8,615	14,772	16,000	18,000	18,000	18,000	18,000	18,000	18,000
52-520-54-00-5480	UTILITIES	19,100	17,660	22,260	20,000	21,200	22,472	23,820	25,249	26,764
52-520-54-00-5483	JULIE SERVICES	-	-	-	-	3,000	3,000	3,000	3,000	3,000
52-520-54-00-5485	RENTAL & LEASE PURCHASE	766	423	1,000	1,000	1,000	1,000	1,000	1,000	1,000
52-520-54-00-5488	OFFICE CLEANING	-	-	4,167	729	751	774	797	821	846

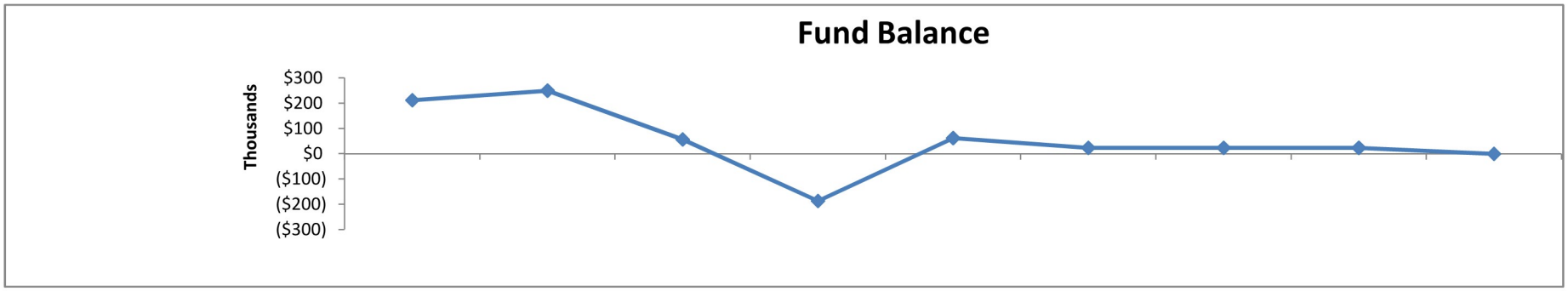
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
52-520-54-00-5490	VEHICLE MAINTENANCE SERVICES	5,437	8,549	10,000	10,000	10,000	10,000	10,000	10,000	10,000
52-520-54-00-5495	OUTSIDE REPAIR & MAINTENCE	51,366	11,924	16,000	16,000	16,000	16,000	16,000	16,000	16,000
52-520-54-00-5498	PAYING AGENT FEES	1,277	1,542	2,980	1,277	1,500	750	750	750	750
52-520-54-00-5499	BAD DEBT	1,497	1,993	2,250	2,250	2,250	2,250	2,250	2,250	2,250
52-520-56-00-5600	WEARING APPAREL	3,441	2,791	3,308	3,308	3,980	3,980	3,980	3,980	3,980
52-520-56-00-5610	OFFICE SUPPLIES	569	465	1,000	1,000	1,000	1,000	1,000	1,000	1,000
52-520-56-00-5613	LIFT STATION MAINTENANCE	5,584	3,604	8,000	8,000	8,000	8,000	8,000	8,000	8,000
52-520-56-00-5620	OPERATING SUPPLIES	6,621	5,868	5,500	5,500	6,500	6,000	6,000	6,000	6,000
52-520-56-00-5628	VEHICLE MAINTENANCE SUPPLIES	2,697	3,590	2,000	2,000	2,000	2,000	2,000	2,000	2,000
52-520-56-00-5630	SMALL TOOLS & EQUIPMENT	1,848	3,658	2,500	1,000	2,000	2,000	2,000	2,000	2,000
52-520-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	1,270	1,200	-	-	-	-	-	-
52-520-56-00-5640	REPAIR & MAINTENANCE	4,290	3,708	10,000	5,000	5,000	5,000	5,000	5,000	5,000
52-520-56-00-5665	JULIE SUPPLIES	-	-	-	-	1,200	1,200	1,200	1,200	1,200
52-520-56-00-5695	GASOLINE	13,874	13,958	21,400	20,000	21,400	22,470	23,594	24,774	26,013
52-520-60-00-6001	SCADA SYSTEM	-	-	-	-	-	-	-	205,000	-
52-520-60-00-6025	ROAD TO BETTER ROADS PROGRAM	225,494	162,427	200,000	154,447	200,000	200,000	200,000	200,000	200,000
52-520-60-00-6034	WHISPERING MEADOWS SUBDIVISION	-	-	-	-	48,150	-	-	-	-
52-520-60-00-6059	US 34 (IL 47 / ORCHARD RD) PROJECT	-	-	10,000	1,096	17,002	17,002	-	-	-
52-520-60-00-6060	EQUIPMENT	-	1,014	-	-	-	-	-	-	-
52-520-60-00-6066	RTE 71 SANITARY SEWER REPLACEMENT	-	5,675	3,420	4,207	189,000	-	-	-	-
52-520-60-00-6070	VEHICLES	-	-	-	-	-	50,000	-	50,000	-
52-520-60-00-6079	ROUTE 47 EXPANSION	59,015	59,015	59,015	59,015	59,015	59,015	59,015	59,015	19,672
52-520-75-00-7500	LENNAR - RAINTREE SEWER RECPATURE	32,890	33,872	34,888	34,888	35,938	30,076	-	-	-
Debt Service - 2004B Bond										
52-520-84-00-8000	PRINCIPAL PAYMENT	395,000	410,000	435,000	435,000	455,000	-	-	-	-
52-520-84-00-8050	INTEREST EXPENSE	65,825	52,000	35,600	35,600	18,200	-	-	-	-
Debt Service - 2003A IRBB Debt Certificates										
52-520-90-00-8000	PRINCIPAL PAYMENT	110,000	115,000	120,000	120,000	130,000	135,000	140,000	150,000	155,000
52-520-90-00-8050	INTEREST EXPENSE	52,870	47,755	42,293	42,293	36,233	29,668	22,850	15,710	8,060
Debt Service - 2011 Refunding Bond										
52-520-92-00-8000	PRINCIPAL PAYMENT	715,000	745,000	780,000	780,000	810,000	845,000	885,000	920,000	960,000
52-520-92-00-8050	INTEREST EXPENSE	419,654	389,052	357,166	357,166	323,782	289,114	252,948	215,070	175,964

Account Number	Description		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Debt Service - IEPA Loan L17-115300											
52-520-96-00-8000	PRINCIPAL PAYMENT		95,821	98,353	100,952	100,952	103,619	52,832	-	-	-
52-520-96-00-8050	INTEREST EXPENSE		11,229	8,697	6,099	6,099	3,431	693	-	-	-
52-520-99-00-9951	TRANSFER TO WATER		76,275	75,075	73,875	73,875	77,675	73,875	75,125	75,675	73,650
		Expenses	**2,785,644**	**2,731,226**	**2,805,500**	**2,741,851**	**3,045,454**	**2,335,571**	**2,207,074**	**2,479,709**	**2,198,236**
		Surplus(Deficit)	**(258,727)**	**(192,843)**	**(401,058)**	**(43,302)**	**(628,963)**	**(159,897)**	**(25,025)**	**139,646**	**591,817**
		Fund Balance Equiv	**1,570,874**	**1,378,030**	**913,772**	**1,334,728**	**705,765**	**545,868**	**520,843**	**660,489**	**1,252,306**
			56.39%	*50.45%*	*32.57%*	*48.68%*	*23.17%*	*23.37%*	*23.60%*	*26.64%*	*56.97%*

Land Cash Fund (72)

Land-Cash funds are dedicated by developers through the contribution ordinance to serve the immediate and future needs of park and recreation of residents in new subdivisions. Land for park development and cash spent on recreational facilities is often matched through grant funding to meet the community's recreation needs at a lower cost to the City.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	-	15,711	-	-	702,474	-	-	-	-
Licenses & Permits	3,570	1,103	-	-	-	-	-	-	-
Land Cash Contributions	121,962	47,753	88,000	205,796	11,639	11,638	-	-	-
Reimbursements	-	63,796	-	5,466	-	-	-	-	-
Other Financing Sources	-	2,500	2,500	2,500	-	-	-	-	-
Total Revenue	**125,532**	**130,863**	**90,500**	**213,762**	**714,113**	**11,638**	**-**	**-**	**-**
Expenditures									
Contractual Services	3,570	1,103	-	-	-	-	-	-	-
Capital Outlay	27,074	91,762	362,355	650,831	465,000	50,000	-	-	24,000
Total Expenditures	**30,644**	**92,865**	**362,355**	**650,831**	**465,000**	**50,000**	**-**	**-**	**24,000**
Surplus (Deficit)	94,888	37,998	(271,855)	(437,069)	249,113	(38,362)	-	-	(24,000)
Ending Fund Balance	**212,318**	**250,318**	**56,726**	**(186,751)**	**62,362**	**24,000**	**24,000**	**24,000**	**-**

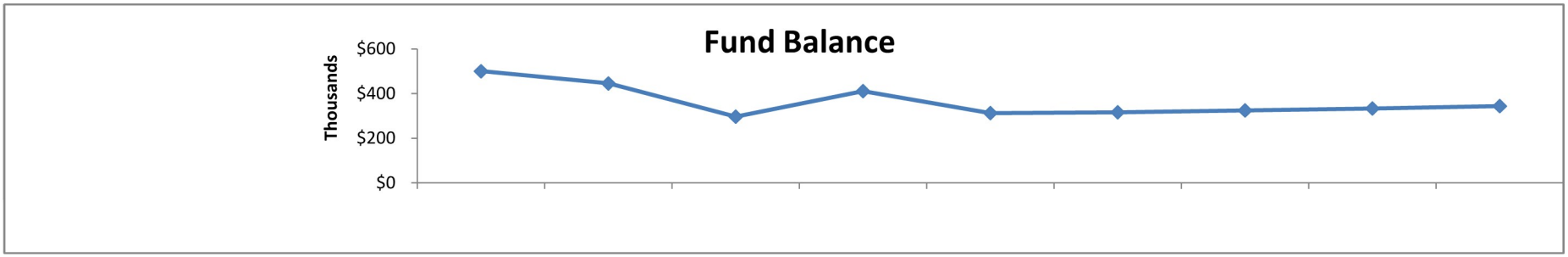


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Land Cash - 72										
72-000-41-00-4175	OSLAD GRANT - RIVERFRONT PARK	-	5,514	-	-	312,671	-	-	-	-
72-000-41-00-4186	OSLAD GRANT - BRISTOL BAY	-	10,197	-	-	389,803	-	-	-	-
72-000-42-00-4216	BUILD PROGRAM PERMITS	3,570	-	-	-	-	-	-	-	-
72-000-42-00-4244	RENEW PROGRAM PERMITS	-	1,103	-	-	-	-	-	-	-
72-000-46-00-4655	REIMB - GRANDE RESERVE PARK	-	63,796	-	5,466	-	-	-	-	-
72-000-47-00-4703	AUTUMN CREEK	34,125	27,690	30,000	-	-	-	-	-	-
72-000-47-00-4704	BLACKBERRY WOODS	9,659	7,955	6,000	16,000	-	-	-	-	-
72-000-47-00-4706	CALEDONIA	-	2,013	-	32,000	11,639	11,638	-	-	-
72-000-47-00-4707	RIVER'S EDGE	-	-	-	671	-	-	-	-	-
72-000-47-00-4708	COUNTRY HILLS	5,383	4,614	-	3,845	-	-	-	-	-
72-000-47-00-4709	SALEK	-	-	-	3,213	-	-	-	-	-
72-000-47-00-4711	FOX HIGHLANDS DETENTION	1,406	-	-	-	-	-	-	-	-
72-000-47-00-4713	PRESTWICK	67,600	-	-	-	-	-	-	-	-
72-000-47-00-4720	WOODWORTH	-	1,071	-	-	-	-	-	-	-
72-000-47-00-4722	GC HOUSING (ANTHONY'S PLACE)	-	-	-	97,162	-	-	-	-	-
72-000-47-00-4723	WINDETT RIDGE	-	-	50,000	50,000	-	-	-	-	-
72-000-47-00-4736	BRIARWOOD	3,789	4,410	2,000	2,905	-	-	-	-	-
72-000-49-00-4910	SALE OF CAPITAL ASSETS	-	2,500	2,500	2,500	-	-	-	-	-
	Revenue	**125,532**	**130,863**	**90,500**	**213,762**	**714,113**	**11,638**	**-**	**-**	**-**
72-720-54-00-5405	BUILD PROGRAM	3,570	1,103	-	-	-	-	-	-	-
72-720-60-00-6010	PARK IMPROVEMENTS	-	-	-	-	300,000	-	-	-	-
72-720-60-00-6013	BEECHER PARK	-	-	-	-	-	-	-	-	24,000
72-720-60-00-6029	CALEDONIA PARK	-	-	-	-	-	50,000	-	-	-
72-720-60-00-6032	MOSER HOLDING COSTS	12,000	8,612	-	-	-	-	-	-	-
72-720-60-00-6043	BRISTOL BAY REGIONAL PARK	-	10,197	183,783	360,000	50,000	-	-	-	-
72-720-60-00-6045	RIVERFRONT PARK	5,362	9,864	178,572	285,000	40,000	-	-	-	-
72-720-60-00-6046	GRANDE RESERVE PARK A	9,562	63,089	-	5,831	-	-	-	-	-
72-720-60-00-6047	GRANDE RESERVE PARK B	150	-	-	-	-	-	-	-	-
72-720-60-00-6067	BLACKBERRY CREEK NATURE PRESERVE	-	-	-	-	25,000	-	-	-	-
72-720-60-00-6069	WINDETT RIDGE PARK	-	-	-	-	50,000	-	-	-	-
	Expenditures	**30,644**	**92,865**	**362,355**	**650,831**	**465,000**	**50,000**	**-**	**-**	**24,000**
	Surplus(Deficit)	**94,888**	**37,998**	**(271,855)**	**(437,069)**	**249,113**	**(38,362)**	**-**	**-**	**(24,000)**
	Fund Balance	**212,318**	**250,318**	**56,726**	**(186,751)**	**62,362**	**24,000**	**24,000**	**24,000**	**-**

Parks and Recreation Fund (79)

This fund accounts for the daily operations of the Parks and Recreation Department. Programs, classes, special events and maintenance of City wide park land and public facilities make up the day to day operations. Programs and classes consist of a wide variety of options serving children through senior citizens. Special events range from Music Under the Stars to Home Town Days. City wide maintenance consists of over two hundred acres at more than fifty sites including buildings, boulevards, parks, utility locations and natural areas.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Intergovernmental	-	-	-	-	81,815	-	-	-	-
Charges for Service	408,469	455,676	395,000	446,186	430,000	430,000	430,000	430,000	430,000
Investment Earnings	369	328	350	500	500	500	500	500	500
Reimbursements	12,890	3,002	-	174	-	-	-	-	-
Miscellaneous	219,704	209,970	196,000	232,319	201,000	201,000	201,000	201,000	201,000
Other Financing Sources	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699	1,480,427	1,539,110	1,598,596	1,671,920
Total Revenue	**1,718,263**	**1,787,614**	**1,899,933**	**1,987,762**	**1,988,014**	**2,111,927**	**2,170,610**	**2,230,096**	**2,303,420**
Expenditures									
Salaries	723,194	805,190	903,518	883,460	972,772	997,066	1,022,088	1,047,861	1,074,407
Benefits	325,538	365,079	453,922	401,188	432,587	452,909	481,147	511,487	543,978
Contractual Services	252,132	311,346	274,720	330,131	294,214	289,099	288,960	290,754	302,243
Supplies	474,172	360,884	345,151	407,618	386,735	369,511	370,325	371,180	372,078
Total Expenditures	**1,775,036**	**1,842,499**	**1,977,311**	**2,022,397**	**2,086,308**	**2,108,585**	**2,162,520**	**2,221,282**	**2,292,706**
Surplus (Deficit)	(56,773)	(54,885)	(77,378)	(34,635)	(98,294)	3,342	8,090	8,814	10,714
Ending Fund Balance	**500,762**	**445,875**	**296,597**	**411,240**	**312,946**	**316,288**	**324,378**	**333,192**	**343,906**
	28.21%	*24.20%*	*15.00%*	*20.33%*	*15.00%*	*15.00%*	*15.00%*	*15.00%*	*15.00%*



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Parks and Recreation - 79										
79-000-41-00-4175	OSLAD GRANT - RIVERFRONT PARK	-	-	-	-	81,815	-	-	-	-
79-000-44-00-4402	SPECIAL EVENTS	100,756	109,109	85,000	90,000	90,000	90,000	90,000	90,000	90,000
79-000-44-00-4403	CHILD DEVELOPMENT	110,861	135,445	120,000	140,000	130,000	130,000	130,000	130,000	130,000
79-000-44-00-4404	ATHLETICS & FITNESS	163,420	178,613	160,000	185,000	180,000	180,000	180,000	180,000	180,000
79-000-44-00-4441	CONCESSION REVENUE	33,432	32,509	30,000	31,186	30,000	30,000	30,000	30,000	30,000
79-000-45-00-4500	INVESTMENT EARNINGS	369	328	350	500	500	500	500	500	500
79-000-46-00-4690	REIMB - MISCELLANEOUS	12,890	3,002	-	174	-	-	-	-	-
79-000-48-00-4820	RENTAL INCOME	50,921	53,345	50,000	55,000	55,000	55,000	55,000	55,000	55,000
79-000-48-00-4825	PARK RENTALS	19,602	13,221	15,000	20,163	15,000	15,000	15,000	15,000	15,000
79-000-48-00-4843	HOMETOWN DAYS	106,579	117,354	108,000	128,156	108,000	108,000	108,000	108,000	108,000
79-000-48-00-4846	SPONSORSHIPS & DONATIONS	18,917	20,547	20,000	20,000	20,000	20,000	20,000	20,000	20,000
79-000-48-00-4850	MISCELLANEOUS INCOME	23,685	5,503	3,000	9,000	3,000	3,000	3,000	3,000	3,000
79-000-49-00-4901	TRANSFER FROM GENERAL	1,076,831	1,118,638	1,308,583	1,308,583	1,274,699	1,480,427	1,539,110	1,598,596	1,671,920
	Revenue	**1,718,263**	**1,787,614**	**1,899,933**	**1,987,762**	**1,988,014**	**2,111,927**	**2,170,610**	**2,230,096**	**2,303,420**
Parks Department										
79-790-50-00-5010	SALARIES & WAGES	387,634	425,198	459,839	457,000	485,686	500,257	515,265	530,723	546,645
79-790-50-00-5015	PART-TIME SALARIES	24,382	35,251	45,000	45,000	50,000	50,000	50,000	50,000	50,000
79-790-50-00-5020	OVERTIME	1,884	2,091	3,000	3,000	3,000	3,000	3,000	3,000	3,000
79-790-52-00-5212	RETIREMENT PLAN CONTRIBUTION	41,923	46,256	52,224	51,800	54,010	54,928	56,576	58,273	60,022
79-790-52-00-5214	FICA CONTRIBUTION	30,890	34,143	37,601	37,000	39,814	41,008	42,238	43,505	44,810
79-790-52-00-5216	GROUP HEALTH INSURANCE	102,203	119,781	163,947	137,906	155,114	167,523	180,925	195,399	211,031
79-790-52-00-5222	GROUP LIFE INSURANCE	790	884	808	900	580	586	592	598	604
79-790-52-00-5223	DENTAL INSURANCE	7,978	8,353	10,883	9,700	10,417	10,938	11,485	12,059	12,662
79-790-52-00-5224	VISION INSURANCE	947	1,002	1,250	1,325	1,457	1,457	1,457	1,501	1,546
79-790-54-00-5412	TRAINING & CONFERENCES	2,136	4,410	7,000	4,500	7,000	7,000	7,000	7,000	7,000
79-790-54-00-5415	TRAVEL & LODGING	85	807	3,000	500	3,000	3,000	3,000	3,000	3,000
79-790-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	53,908	-	70,000	-	-	-	-	-
79-790-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	5,200	662	-	1,458	7,082
79-790-54-00-5440	TELECOMMUNICATIONS	5,312	6,278	6,000	6,000	6,500	6,500	6,500	6,500	6,500
79-790-54-00-5462	PROFESSIONAL SERVICES	7,206	2,461	3,000	3,000	3,000	3,000	3,000	3,000	3,000
79-790-54-00-5466	LEGAL SERVICES	5,415	663	6,000	6,000	6,000	6,000	6,000	6,000	6,000
79-790-54-00-5485	RENTAL & LEASE PURCHASE	2,461	2,334	2,500	5,000	2,500	2,500	2,500	2,500	2,500
79-790-54-00-5488	OFFICE CLEANING	-	-	6,250	2,718	2,800	2,884	2,971	3,060	3,152
79-790-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	36,800	22,411	50,000	25,000	50,000	50,000	50,000	50,000	50,000
79-790-56-00-5600	WEARING APPAREL	5,759	5,344	5,441	5,441	6,220	6,220	6,220	6,220	6,220
79-790-56-00-5620	OPERATING SUPPLIES	147,028	23,577	25,300	28,000	25,000	25,000	25,000	25,000	25,000

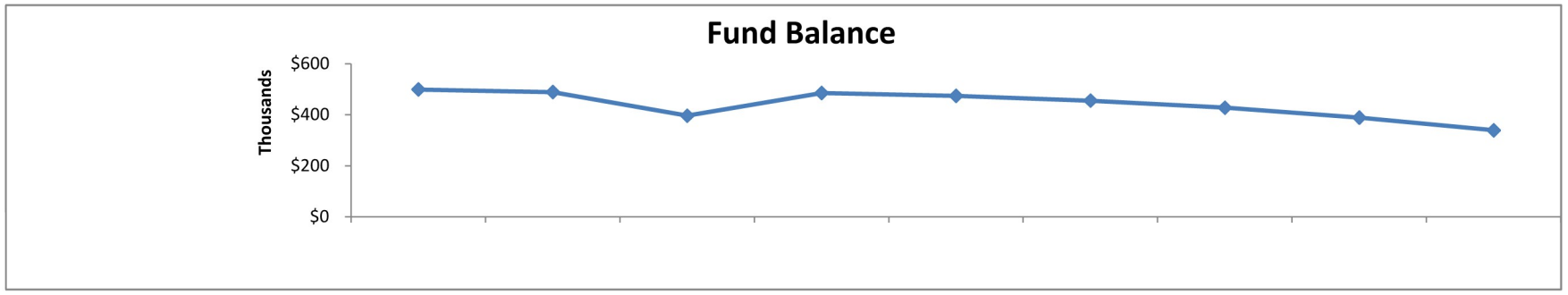
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
79-790-56-00-5630	SMALL TOOLS & EQUIPMENT	5,518	1,576	4,500	4,500	6,000	6,000	6,000	6,000	6,000
79-790-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	2,000	2,000	2,000	2,000	20,000	2,000	2,000	2,000	2,000
79-790-56-00-5640	REPAIR & MAINTENANCE	64,517	69,160	56,000	62,000	66,000	66,000	66,000	66,000	66,000
79-790-56-00-5695	GASOLINE	11,694	12,439	12,840	13,500	14,445	15,167	15,925	16,721	17,557
		894,562	**880,327**	**964,383**	**981,790**	**1,023,743**	**1,031,630**	**1,063,654**	**1,099,517**	**1,141,331**
Recreation Department										
79-795-50-00-5010	SALARIES & WAGES	261,071	283,924	303,179	293,460	324,086	333,809	343,823	354,138	364,762
79-795-50-00-5015	PART-TIME SALARIES	6,537	9,989	25,000	18,000	30,000	30,000	30,000	30,000	30,000
79-795-50-00-5045	CONCESSION WAGES	7,549	7,891	15,000	11,000	15,000	15,000	15,000	15,000	15,000
79-795-50-00-5046	PRE-SCHOOL WAGES	23,902	30,091	37,500	36,000	40,000	40,000	40,000	40,000	40,000
79-795-50-00-5052	INSTRUCTORS WAGES	10,235	10,755	15,000	20,000	25,000	25,000	25,000	25,000	25,000
79-795-52-00-5212	RETIREMENT PLAN CONTRIBUTION	28,362	30,328	38,272	32,210	39,956	36,652	38,852	41,222	43,735
79-795-52-00-5214	FICA CONTRIBUTION	23,119	25,585	29,305	28,150	32,367	33,338	34,338	35,368	36,429
79-795-52-00-5216	GROUP HEALTH INSURANCE	83,005	91,187	111,170	94,513	90,945	98,221	106,079	114,565	123,730
79-795-52-00-5222	GROUP LIFE INSURANCE	618	396	529	447	440	444	448	452	457
79-795-52-00-5223	DENTAL INSURANCE	4,987	6,362	7,070	6,369	6,539	6,866	7,209	7,569	7,947
79-795-52-00-5224	VISION INSURANCE	716	802	863	868	948	948	948	976	1,005
79-795-54-00-5412	TRAINING & CONFERENCES	3,481	2,951	5,000	3,500	5,000	5,000	5,000	5,000	5,000
79-795-54-00-5415	TRAVEL & LODGING	354	1,028	3,000	500	3,000	3,000	3,000	3,000	3,000
79-795-54-00-5422	VEHICLE & EQUIPMENT CHARGEBACK	-	20,000	-	-	-	-	-	-	-
79-795-54-00-5424	COMPUTER REPLACEMENT CHARGEBACK	-	-	-	-	4,412	2,812	2,257	1,458	6,125
79-795-54-00-5426	PUBLISHING & ADVERTISING	49,207	52,018	50,000	51,000	55,000	55,000	55,000	55,000	55,000
79-795-54-00-5440	TELECOMMUNICATIONS	7,231	7,064	8,000	7,250	8,000	8,000	8,000	8,000	8,000
79-795-54-00-5447	SCHOLARSHIPS	121	-	2,500	1,250	2,500	2,500	2,500	2,500	2,500
79-795-54-00-5452	POSTAGE & SHIPPING	1,008	2,609	3,500	3,500	3,500	3,500	3,500	3,500	3,500
79-795-54-00-5460	DUES & SUBSCRIPTIONS	1,231	1,155	2,500	4,000	3,000	3,000	3,000	3,000	3,000
79-795-54-00-5462	PROFESSIONAL SERVICES	94,757	101,289	90,500	115,000	100,000	100,000	100,000	100,000	100,000
79-795-54-00-5480	UTILITIES	10,596	11,976	12,720	12,720	13,483	14,292	15,150	16,059	17,023
79-795-54-00-5485	RENTAL & LEASE PURCHASE	3,019	1,808	4,000	2,500	3,000	3,000	3,000	3,000	3,000
79-795-54-00-5488	OFFICE CLEANING	-	-	6,250	4,193	4,319	4,449	4,582	4,719	4,861
79-795-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	6,770	6,061	3,000	2,000	3,000	3,000	3,000	3,000	3,000
79-795-54-00-5496	PROGRAM REFUNDS	14,942	10,115	-	-	-	-	-	-	-
79-795-56-00-5602	HOMETOWN DAYS SUPPLIES	94,845	96,287	100,000	108,177	100,000	100,000	100,000	100,000	100,000
79-795-56-00-5606	PROGRAM SUPPLIES	108,100	121,860	100,000	131,000	110,000	110,000	110,000	110,000	110,000
79-795-56-00-5607	CONCESSION SUPPLIES	19,299	14,926	18,000	17,000	18,000	18,000	18,000	18,000	18,000
79-795-56-00-5610	OFFICE SUPPLIES	2,212	2,325	3,000	3,000	3,000	3,000	3,000	3,000	3,000
79-795-56-00-5620	OPERATING SUPPLIES	11,373	9,240	15,000	30,000	15,000	15,000	15,000	15,000	15,000

Account Number	Description		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
79-795-56-00-5640	REPAIR & MAINTENANCE		1,009	1,230	2,000	2,000	2,000	2,000	2,000	2,000	2,000
79-795-56-00-5695	GASOLINE		818	920	1,070	1,000	1,070	1,124	1,180	1,239	1,301
			880,474	**962,172**	**1,012,928**	**1,040,607**	**1,062,565**	**1,076,955**	**1,098,866**	**1,121,765**	**1,151,375**
		Expenditures	**1,775,036**	**1,842,499**	**1,977,311**	**2,022,397**	**2,086,308**	**2,108,585**	**2,162,520**	**2,221,282**	**2,292,706**
		Surplus(Deficit)	**(56,773)**	**(54,885)**	**(77,378)**	**(34,635)**	**(98,294)**	**3,342**	**8,090**	**8,814**	**10,714**
		Fund Balance	**500,762**	**445,875**	**296,597**	**411,240**	**312,946**	**316,288**	**324,378**	**333,192**	**343,906**
			28.21%	*24.20%*	*15.00%*	*20.33%*	*15.00%*	*15.00%*	*15.00%*	*15.00%*	*15.00%*

Library Operations Fund (82)

The Yorkville Public Library provides the people of the community, from pre-school through maturity, with access to a collection of books and other materials which will serve their educational, cultural and recreational needs. The Library board and staff strive to provide the community an environment that promotes the love of reading.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	1,369,150	1,372,091	1,403,263	1,402,659	1,464,606	1,482,968	1,526,762	1,553,892	1,575,253
Intergovernmental	26,475	18,958	22,450	18,388	18,350	18,350	18,350	18,350	18,350
Fines & Forfeits	8,081	7,355	8,000	9,000	8,500	8,500	8,500	8,500	8,500
Charges for Service	9,191	10,208	10,000	13,300	11,500	11,500	11,500	11,500	11,500
Investment Earnings	559	1,594	800	2,000	1,750	1,550	1,400	1,300	1,200
Reimbursements	-	2,141	-	691	-	-	-	-	-
Miscellaneous	5,240	7,099	5,500	6,750	6,750	6,750	6,750	6,750	6,750
Other Financing Sources	25,928	24,044	26,440	23,793	25,179	26,645	28,199	29,846	31,592
Total Revenue	**1,444,624**	**1,443,490**	**1,476,453**	**1,476,581**	**1,536,635**	**1,556,263**	**1,601,461**	**1,630,138**	**1,653,145**
Expenditures									
Salaries	391,904	411,502	456,517	405,000	422,698	435,379	448,440	461,894	475,750
Benefits	151,698	158,182	180,757	151,460	166,150	176,569	187,744	199,742	212,575
Contractual Services	94,596	104,409	141,880	142,389	145,840	144,412	145,019	145,662	146,344
Supplies	23,907	26,927	21,000	21,000	21,200	21,200	21,200	21,200	21,200
Debt Service	749,846	752,771	760,396	760,396	792,101	797,013	827,088	840,225	847,313
Total Expenditures	**1,411,951**	**1,453,791**	**1,560,550**	**1,480,245**	**1,547,989**	**1,574,573**	**1,629,491**	**1,668,723**	**1,703,182**
Surplus (Deficit)	32,673	(10,301)	(84,097)	(3,664)	(11,354)	(18,310)	(28,030)	(38,585)	(50,037)
Ending Fund Balance	**499,355**	**489,057**	**396,472**	**485,393**	**474,039**	**455,729**	**427,699**	**389,114**	**339,077**
	35.37%	*33.64%*	*25.41%*	*32.79%*	*30.62%*	*28.94%*	*26.25%*	*23.32%*	*19.91%*
Operational Fund Balance %	*75.42%*	*69.76%*	*49.55%*	*67.43%*	*62.71%*	*58.61%*	*53.30%*	*46.97%*	*39.62%*



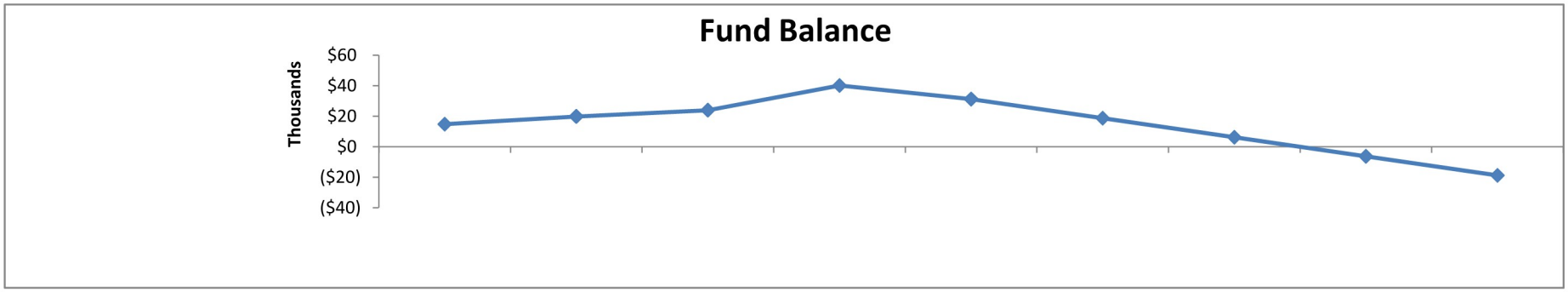
Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Library Operations										
82-000-40-00-4000	PROPERTY TAXES - LIBRARY OPS	622,529	626,183	645,867	644,025	672,505	685,955	699,674	713,667	727,940
82-000-40-00-4083	PROPERTY TAXES - DEBT SERVICE	746,621	745,908	757,396	758,634	792,101	797,013	827,088	840,225	847,313
82-000-41-00-4120	PERSONAL PROPERTY TAX	5,324	5,914	5,250	5,250	5,250	5,250	5,250	5,250	5,250
82-000-41-00-4170	STATE GRANTS	21,151	13,044	17,200	13,138	13,100	13,100	13,100	13,100	13,100
82-000-43-00-4330	LIBRARY FINES	8,081	7,355	8,000	9,000	8,500	8,500	8,500	8,500	8,500
82-000-44-00-4401	LIBRARY SUBSCRIPTION CARDS	6,038	6,576	6,500	8,800	7,500	7,500	7,500	7,500	7,500
82-000-44-00-4422	COPY FEES	2,283	2,717	2,500	3,500	3,000	3,000	3,000	3,000	3,000
82-000-44-00-4439	PROGRAM FEES	870	915	1,000	1,000	1,000	1,000	1,000	1,000	1,000
82-000-45-00-4500	INVESTMENT EARNINGS	559	1,594	800	2,000	1,750	1,550	1,400	1,300	1,200
82-000-46-00-4690	REIMB - MISCELLANEOUS	-	2,141	-	691	-	-	-	-	-
82-000-48-00-4820	RENTAL INCOME	1,942	2,200	2,000	1,800	2,000	2,000	2,000	2,000	2,000
82-000-48-00-4824	DVD RENTAL INCOME	2,454	2,444	2,500	2,800	2,750	2,750	2,750	2,750	2,750
82-000-48-00-4850	MISCELLANEOUS INCOME	844	2,455	1,000	2,150	2,000	2,000	2,000	2,000	2,000
82-000-49-00-4901	TRANSFER FROM GENERAL	25,928	24,044	26,440	23,793	25,179	26,645	28,199	29,846	31,592
	Revenue	**1,444,624**	**1,443,490**	**1,476,453**	**1,476,581**	**1,536,635**	**1,556,263**	**1,601,461**	**1,630,138**	**1,653,145**
82-820-50-00-5010	SALARIES & WAGES	201,312	211,185	223,828	215,000	226,998	233,808	240,822	248,047	255,488
82-820-50-00-5015	PART-TIME SALARIES	190,592	200,317	232,689	190,000	195,700	201,571	207,618	213,847	220,262
82-820-52-00-5212	RETIREMENT PLAN CONTRIBUTION	21,767	22,558	24,435	23,500	24,252	25,672	27,213	28,873	30,633
82-820-52-00-5214	FICA CONTRIBUTION	29,361	30,778	34,263	31,000	31,720	32,672	33,652	34,662	35,702
82-820-52-00-5216	GROUP HEALTH INSURANCE	68,514	74,462	88,996	67,475	79,318	85,663	92,516	99,917	107,910
82-820-52-00-5222	GROUP LIFE INSURANCE	443	403	403	381	328	331	334	337	340
82-820-52-00-5223	DENTAL INSURANCE	5,034	5,286	5,550	4,673	4,652	4,885	5,129	5,385	5,654
82-820-52-00-5224	VISION INSURANCE	651	651	670	638	701	701	701	722	744
82-820-52-00-5230	UNEMPLOYMENT INSURANCE	420	474	1,000	747	750	750	750	750	750
82-820-52-00-5231	LIABILITY INSURANCE	25,508	23,570	25,440	23,046	24,429	25,895	27,449	29,096	30,842
82-820-54-00-5412	TRAINING & CONFERENCES	249	330	500	500	2,500	500	500	500	500
82-820-54-00-5415	TRAVEL & LODGING	262	365	600	600	600	600	600	600	600
82-820-54-00-5421	PPRT TAX REBATE	678	-	-	-	-	-	-	-	-
82-820-54-00-5426	PUBLISHING & ADVERTISING	23	277	100	100	2,000	2,000	2,000	2,000	2,000
82-820-54-00-5440	TELECOMMUNICATIONS	6,007	3,524	6,000	5,000	5,000	5,000	5,000	5,000	5,000
82-820-54-00-5452	POSTAGE & SHIPPING	494	398	500	500	500	500	500	500	500
82-820-54-00-5460	DUES & SUBSCRIPTIONS	9,560	9,005	12,000	10,000	11,000	11,000	11,000	11,000	11,000
82-820-54-00-5462	PROFESSIONAL SERVICES	31,278	38,037	40,000	35,000	40,000	40,000	40,000	40,000	40,000
82-820-54-00-5466	LEGAL SERVICES	-	-	2,000	-	3,000	3,000	3,000	3,000	3,000
82-820-54-00-5468	AUTOMATION	17,890	12,633	20,000	15,000	20,000	20,000	20,000	20,000	20,000
82-820-54-00-5480	UTILITIES	6,504	10,961	8,480	9,000	9,540	10,112	10,719	11,362	12,044
82-820-54-00-5495	OUTSIDE REPAIR & MAINTENANCE	19,962	27,190	50,000	65,000	50,000	50,000	50,000	50,000	50,000

Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
82-820-54-00-5498	PAYING AGENT FEES	1,689	1,689	1,700	1,689	1,700	1,700	1,700	1,700	1,700
82-820-56-00-5610	OFFICE SUPPLIES	9,240	8,906	8,000	8,000	8,000	8,000	8,000	8,000	8,000
82-820-56-00-5620	LIBRARY OPERATING SUPPLIES	11,210	9,654	10,000	10,000	2,000	2,000	2,000	2,000	2,000
82-820-56-00-5621	CUSTODIAL SUPPLIES	-	-	-	-	8,000	8,000	8,000	8,000	8,000
82-820-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	-	-	-	-	-	-	-	-	-
82-820-56-00-5671	LIBRARY PROGRAMMING	1,030	1,243	1,000	1,000	1,000	1,000	1,000	1,000	1,000
82-820-56-00-5676	EMPLOYEE RECOGNITION	-	-	-	-	200	200	200	200	200
82-820-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	-	-	-	-	-	-
82-820-56-00-5685	DVD'S	2,427	1,141	500	500	500	500	500	500	500
82-820-56-00-5686	BOOKS	-	5,983	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Debt Service - 2006 Bond										
82-820-84-00-8000	PRINCIPAL PAYMENT	50,000	50,000	50,000	50,000	50,000	50,000	75,000	75,000	75,000
82-820-84-00-8050	INTEREST PAYMENT	32,113	29,738	27,363	27,363	24,988	22,613	20,238	16,675	13,113
Debt Service - 2013 Refunding Bond										
82-820-99-00-8000	PRINCIPAL PAYMENT	485,000	500,000	520,000	520,000	565,000	585,000	610,000	645,000	675,000
82-820-99-00-8050	INTEREST PAYMENT	182,733	173,033	163,033	163,033	152,113	139,400	121,850	103,550	84,200
	Expenditures	**1,411,951**	**1,453,791**	**1,560,550**	**1,480,245**	**1,547,989**	**1,574,573**	**1,629,491**	**1,668,723**	**1,703,182**
	Surplus(Deficit)	**32,673**	**(10,301)**	**(84,097)**	**(3,664)**	**(11,354)**	**(18,310)**	**(28,030)**	**(38,585)**	**(50,037)**
	Fund Balance	**499,355**	**489,057**	**396,472**	**485,393**	**474,039**	**455,729**	**427,699**	**389,114**	**339,077**
		35.37%	*33.64%*	*25.41%*	*32.79%*	*30.62%*	*28.94%*	*26.25%*	*23.32%*	*19.91%*
	Operational Fund Balance %	***75.42%***	***69.76%***	***49.55%***	***67.43%***	***62.71%***	***58.61%***	***53.30%***	***46.97%***	***39.62%***

Library Capital Fund (84)

The Library Capital Fund derives its revenue from monies collected from building permits. The revenue is used for Library building maintenance and associated capital, contractual and supply purchases.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Licenses & Permits	36,100	53,650	35,000	70,000	43,200	39,600	39,600	39,600	39,600
Investment Earnings	8	12	10	10	10	10	10	10	10
Miscellaneous	10	130	-	-	-	-	-	-	-
Total Revenue	**36,118**	**53,792**	**35,010**	**70,010**	**43,210**	**39,610**	**39,610**	**39,610**	**39,610**
Expenditures									
Contractual Services	4,258	3,844	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Supplies	29,768	44,851	31,500	46,250	48,600	48,600	48,600	48,600	48,600
Total Expenditures	**34,026**	**48,695**	**35,000**	**49,750**	**52,100**	**52,100**	**52,100**	**52,100**	**52,100**
Surplus (Deficit)	2,092	5,097	10	20,260	(8,890)	(12,490)	(12,490)	(12,490)	(12,490)
Ending Fund Balance	**14,807**	**19,904**	**23,999**	**40,164**	**31,274**	**18,784**	**6,294**	**(6,196)**	**(18,686)**

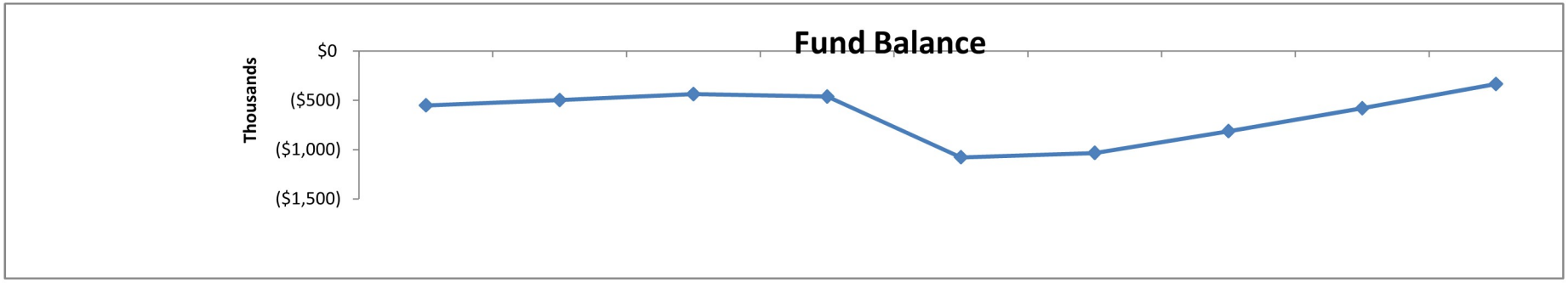


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Library Capital										
84-000-42-00-4214	DEVELOPMENT FEES	35,350	53,450	35,000	70,000	43,200	39,600	39,600	39,600	39,600
84-000-42-00-4224	RENEW PROGRAM PERMITS	750	200	-	-	-	-	-	-	-
84-000-45-00-4500	INVESTMENT EARNINGS	8	12	10	10	10	10	10	10	10
84-000-48-00-4850	MISCELLANEOUS INCOME	10	130	-	-	-	-	-	-	-
	Revenue	**36,118**	**53,792**	**35,010**	**70,010**	**43,210**	**39,610**	**39,610**	**39,610**	**39,610**
84-840-54-00-5406	RENEW PROGRAM	750	200	-	-	-	-	-	-	-
84-840-54-00-5460	E-BOOKS SUBSCRIPTION	3,508	3,644	3,500	3,500	3,500	3,500	3,500	3,500	3,500
84-840-56-00-5635	COMPUTER EQUIPMENT & SOFTWARE	1,311	15,444	15,000	15,000	15,000	15,000	15,000	15,000	15,000
84-840-56-00-5683	AUDIO BOOKS	1,237	2,758	-	1,600	1,600	1,600	1,600	1,600	1,600
84-840-56-00-5684	COMPACT DISCS & OTHER MUSIC	-	-	-	150	500	500	500	500	500
84-840-56-00-5685	DVD'S	394	1,843	-	1,500	1,500	1,500	1,500	1,500	1,500
84-840-56-00-5686	BOOKS	26,826	24,806	16,500	28,000	30,000	30,000	30,000	30,000	30,000
	Expenditures	**34,026**	**48,695**	**35,000**	**49,750**	**52,100**	**52,100**	**52,100**	**52,100**	**52,100**
	Surplus(Deficit)	**2,092**	**5,097**	**10**	**20,260**	**(8,890)**	**(12,490)**	**(12,490)**	**(12,490)**	**(12,490)**
	Fund Balance	**14,807**	**19,904**	**23,999**	**40,164**	**31,274**	**18,784**	**6,294**	**(6,196)**	**(18,686)**

Countryside TIF Fund (87)

The Countryside TIF was created in February of 2005, with the intent of constructing a future retail development at Countryside Center. This TIF is located at the northwest corner of US Route 34 and IL Route 47.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	143,784	215,360	225,000	198,294	246,261	268,732	442,258	455,526	469,192
Investment Earnings	5	-	-	-	-	-	-	-	-
Other Financing Sources	1,597,288	-	-	-	-	-	-	-	-
Total Revenue	**1,741,077**	**215,360**	**225,000**	**198,294**	**246,261**	**268,732**	**442,258**	**455,526**	**469,192**
Expenditures									
Contractual Services	16,477	1,940	13,841	13,362	713,749	13,749	13,749	13,749	13,749
Debt Service	87,743	159,227	149,675	149,675	149,358	209,845	208,311	209,316	208,787
Other Financing Uses	1,581,984	-	-	-	-	-	-	-	-
Total Expenditures	**1,686,204**	**161,167**	**163,516**	**163,037**	**863,107**	**223,594**	**222,060**	**223,065**	**222,536**
Surplus (Deficit)	54,873	54,193	61,484	35,257	(616,846)	45,138	220,198	232,461	246,656
Ending Fund Balance	**(549,946)**	**(495,754)**	**(434,861)**	**(460,497)**	**(1,077,343)**	**(1,032,205)**	**(812,007)**	**(579,546)**	**(332,890)**

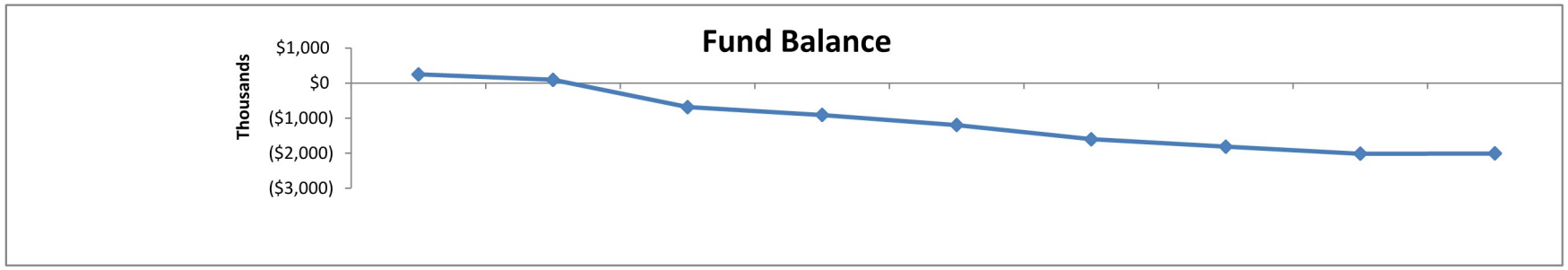


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Countryside TIF										
87-000-40-00-4000	PROPERTY TAXES	143,784	215,360	225,000	198,294	246,261	268,732	442,258	455,526	469,192
87-000-45-00-4500	INVESTMENT EARNINGS	5	-	-	-	-	-	-	-	-
87-000-49-00-4902	BOND ISSUANCE	1,475,000	-	-	-	-	-	-	-	-
87-000-49-00-4903	PREMIUM ON BOND ISSUANCE	122,288	-	-	-	-	-	-	-	-
	Revenue	**1,741,077**	**215,360**	**225,000**	**198,294**	**246,261**	**268,732**	**442,258**	**455,526**	**469,192**
87-870-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	10,701	10,701	11,049	11,049	11,049	11,049	11,049
87-870-54-00-5402	BOND ISSUANCE COSTS	15,304	-	-	-	-	-	-	-	-
87-870-54-00-5425	TIF INCENTIVE PAYOUT	-	-	-	-	700,000	-	-	-	-
87-870-54-00-5462	PROFESSIONAL SERVICES	638	1,281	2,000	2,000	2,000	2,000	2,000	2,000	2,000
87-870-54-00-5498	PAYING AGENT FEES	535	659	1,140	661	700	700	700	700	700
2015A Bond										
87-870-77-00-8000	PRINCIPAL PAYMENT	-	26,457	41,013	41,013	42,336	104,517	107,163	112,455	116,424
87-870-77-00-8050	INTEREST PAYMENT	-	82,055	57,947	57,947	56,307	54,613	50,433	46,146	41,648
Debt Service - 2005 Bond										
87-870-80-00-8050	INTEREST PAYMENT	68,073	-	-	-	-	-	-	-	-
Debt Service - 2014 Refunding Bond										
87-870-93-00-8000	PRINCIPAL PAYMENT	-	-	-	-	-	-	-	-	-
87-870-93-00-8050	INTEREST PAYMENT	19,670	50,715	50,715	50,715	50,715	50,715	50,715	50,715	50,715
87-870-99-00-9960	PAYMENT TO ESCROW AGENT	1,581,984	-	-	-	-	-	-	-	-
	Expenditures	**1,686,204**	**161,167**	**163,516**	**163,037**	**863,107**	**223,594**	**222,060**	**223,065**	**222,536**
	Surplus(Deficit)	**54,873**	**54,193**	**61,484**	**35,257**	**(616,846)**	**45,138**	**220,198**	**232,461**	**246,656**
	Fund Balance	**(549,946)**	**(495,754)**	**(434,861)**	**(460,497)**	**(1,077,343)**	**(1,032,205)**	**(812,007)**	**(579,546)**	**(332,890)**

Downtown TIF Fund (88)

The Downtown TIF was created in 2006, in order to finance a mixed use development in the downtown area.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	68,868	67,307	70,000	76,186	80,000	85,000	85,000	90,000	90,000
Intergovernmental	-	-	-	-	50,536	40,432	-	-	-
Investment Earnings	3	-	-	-	-	-	-	-	-
Miscellaneous	236	1,456	-	-	-	-	-	-	-
Total Revenue	**69,107**	**68,763**	**70,000**	**76,186**	**130,536**	**125,432**	**85,000**	**90,000**	**90,000**
Expenditures									
Contractual Services	17,830	32,016	65,659	71,288	72,533	67,533	67,533	67,533	67,533
Capital Outlay	36,668	192,894	1,067,083	1,008,027	120,910	244,744	17,420	17,420	12,473
Debt Service	-	-	-	-	225,800	218,250	212,200	206,084	-
Total Expenditures	**54,498**	**224,910**	**1,132,742**	**1,079,315**	**419,243**	**530,527**	**297,153**	**291,037**	**80,006**
Surplus (Deficit)	14,609	(156,147)	(1,062,742)	(1,003,129)	(288,707)	(405,095)	(212,153)	(201,037)	9,994
Ending Fund Balance	**253,703**	**97,556**	**(681,353)**	**(905,573)**	**(1,194,280)**	**(1,599,375)**	**(1,811,528)**	**(2,012,565)**	**(2,002,571)**

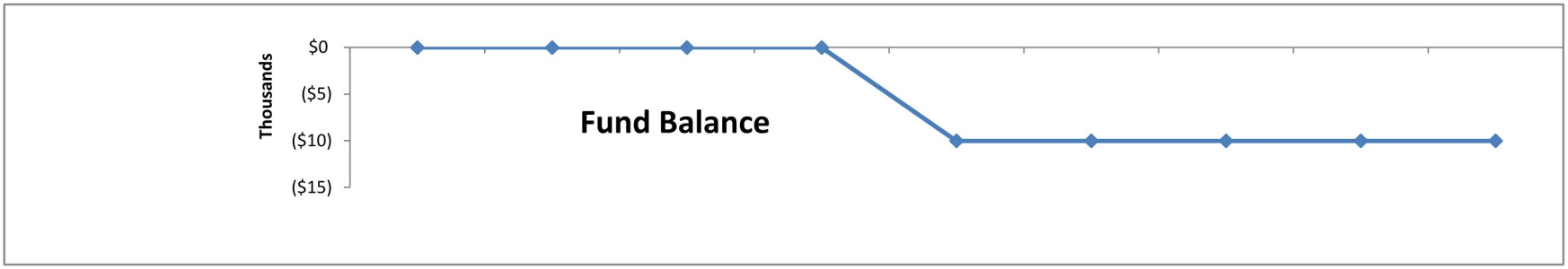


Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Downtown TIF										
88-000-40-00-4000	PROPERTY TAXES	68,868	67,307	70,000	76,186	80,000	85,000	85,000	90,000	90,000
88-000-41-00-4163	FEDERAL GRANTS - ITEP DOWNTOWN HILL	-	-	-	-	50,536	40,432	-	-	-
88-000-45-00-4500	INVESTMENT EARNINGS	3	-	-	-	-	-	-	-	-
88-000-48-00-4850	MISCELLANEOUS INCOME	236	1,456	-	-	-	-	-	-	-
	Revenue	**69,107**	**68,763**	**70,000**	**76,186**	**130,536**	**125,432**	**85,000**	**90,000**	**90,000**
88-880-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	30,284	30,284	31,533	31,533	31,533	31,533	31,533
88-880-54-00-5425	TIF INCENTIVE PAYOUT	15,223	20,558	20,000	20,000	20,000	20,000	20,000	20,000	20,000
88-880-54-00-5462	PROFESSIONAL SERVICES	2,051	304	375	1,004	6,000	1,000	1,000	1,000	1,000
88-880-54-00-5466	LEGAL SERVICES	556	11,154	15,000	20,000	15,000	15,000	15,000	15,000	15,000
88-880-60-00-6000	PROJECT COSTS	29,248	71,970	306,663	306,663	20,320	25,000	10,000	10,000	10,000
88-880-60-00-6011	PROPERTY ACQUISITION	-	10,000	363,000	364,449	-	-	-	-	-
88-880-60-00-6015	DOWNTOWN HILL	-	-	-	-	63,170	212,324	-	-	-
88-880-60-00-6045	RIVERFRONT PARK	-	-	360,000	329,495	-	-	-	-	-
88-880-60-00-6048	DOWNTOWN STREETSCAPE IMPROVEMENT	-	103,504	30,000	-	30,000	-	-	-	-
88-880-60-00-6079	ROUTE 47 EXPANSION	7,420	7,420	7,420	7,420	7,420	7,420	7,420	7,420	2,473
FNBO Loan - 102 E Van Emmon Building										
88-880-81-00-8000	PRINCIPAL PAYMENT	-	-	-	-	200,000	200,000	200,000	200,000	-
88-880-81-00-8050	INTEREST PAYMENT	-	-	-	-	25,800	18,250	12,200	6,084	-
	Expenditures	**54,498**	**224,910**	**1,132,742**	**1,079,315**	**419,243**	**530,527**	**297,153**	**291,037**	**80,006**
	Surplus(Deficit)	**14,609**	**(156,147)**	**(1,062,742)**	**(1,003,129)**	**(288,707)**	**(405,095)**	**(212,153)**	**(201,037)**	**9,994**
	Fund Balance	**253,703**	**97,556**	**(681,353)**	**(905,573)**	**(1,194,280)**	**(1,599,375)**	**(1,811,528)**	**(2,012,565)**	**(2,002,571)**

Downtown TIF Fund II (89)

Proposed TIF in the downtown area, pending the decision of City Council.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted Budget	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenue									
Taxes	-	-	-	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-	-	-	-
Total Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Expenditures									
Contractual Services	-	-	-	-	10,000	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Total Expenditures	**-**	**-**	**-**	**-**	**10,000**	**-**	**-**	**-**	**-**
Surplus (Deficit)	-	-	-	-	(10,000)	-	-	-	-
Ending Fund Balance	**-**	**-**	**-**	**-**	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**



Account Number	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2018 Projected	FY 2019 Adopted	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Downtown TIF II										
89-000-40-00-4000	PROPERTY TAXES	-	-	-	-	-	-	-	-	-
89-000-45-00-4500	INVESTMENT EARNINGS	-	-	-	-	-	-	-	-	-
	Revenue	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
89-890-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	-	-	-	-	-	-	-
89-890-54-00-5462	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-
89-890-54-00-5466	LEGAL SERVICES	-	-	-	-	10,000	-	-	-	-
89-890-60-00-6000	PROJECT COSTS	-	-	-	-	-	-	-	-	-
	Expenditures	**-**	**-**	**-**	**-**	**10,000**	**-**	**-**	**-**	**-**
	Surplus(Deficit)	**-**	**-**	**-**	**-**	**(10,000)**	**-**	**-**	**-**	**-**
	Fund Balance	**-**	**-**	**-**	**-**	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**	**(10,000)**

STATE OF ILLINOIS
COUNTY OF KENDALL
- FILED -
JUN 19 2018
Debbie Gillette COUNTY CLERK
KENDALL COUNTY

UNITED CITY OF YORKVILLE
KENDALL COUNTY, ILLINOIS

ORDINANCE NO. 2018-32

AN ORDINANCE AUTHORIZING THE FIRST AMENDMENT TO THE ANNUAL BUDGET OF THE UNITED CITY OF YORKVILLE, FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2018 AND ENDING ON APRIL 30, 2019

Passed by the City Council of the
United City of Yorkville, Kendall County, Illinois
This 22nd day of May, 2018

Published in pamphlet form by the
authority of the Mayor and City Council
of the United City of Yorkville, Kendall
County, Illinois on June 6, 2018.

Ordinance No. 2018-32

AN ORDINANCE AUTHORIZING THE FIRST AMENDMENT TO THE ANNUAL BUDGET OF THE UNITED CITY OF YORKVILLE, FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2018 AND ENDING ON APRIL 30, 2019

WHEREAS, the United City of Yorkville (the "City") is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, pursuant to 65 ILCS 5/8-2-9.4, the City adopted Ordinance No. 2018-26 on April 10, 2018 adopting an annual budget for the fiscal year commencing on May 1, 2018 and ending on April 30, 2019; and,

WHEREAS, pursuant to 65 ILCS 5/8-2-9.6, by a vote of two-thirds of the members of the corporate authorities then holding office, the annual budget of the United City of Yorkville may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision; and,

WHEREAS, funds are available to effectuate the purpose of this revision.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, as follows:

Section 1: That the amounts shown in Schedule A, attached hereto and made a part hereof by reference, increasing and/or decreasing certain object classes and decreasing certain fund balances in the Downtown TIF fund with respect to the United City of Yorkville's 2018-2019 Budget are hereby approved.

Section 2: This ordinance shall be in full force and effect from and after its passage and approval according to law.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this 22 day of May, 2018.

CITY CLERK

CARLO COLOSIMO	Y	KEN KOCH	Y
JACKIE MILSCHEWSKI	A	ARDEN JOE PLOCHER	Y
CHRIS FUNKHOUSER	Y	JOEL FRIEDERS	Y
SEAVER TARULIS	Y	ALEX HERNANDEZ	Y

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 1st day of JUNE, 2018.

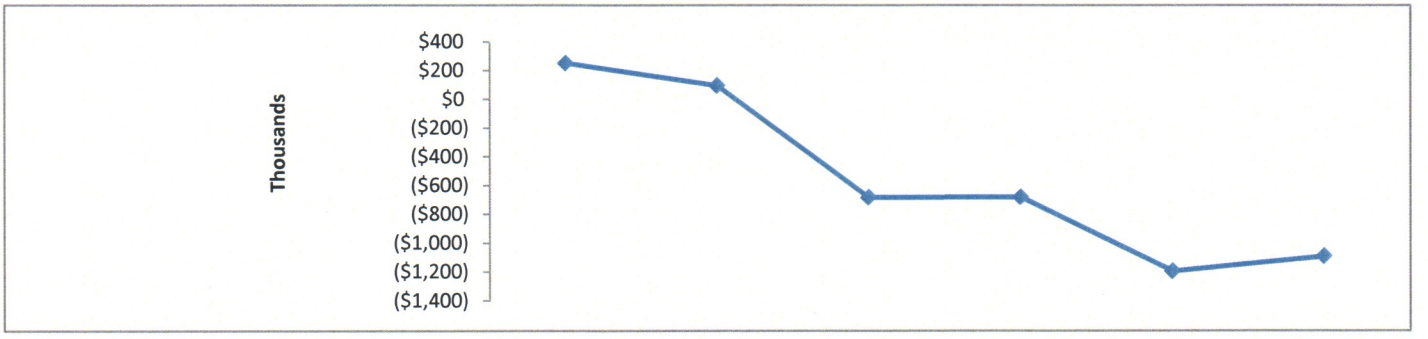
MAYOR

Schedule A

DOWNTOWN TIF FUND (88)

The Downtown TIF was created in 2006, in order to finance a mixed use development in the downtown area.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted Budget	FY 2019 Amended Budget
Revenue						
Taxes	68,868	67,307	70,000	76,186	80,000	80,000
Intergovernmental	-	-	-	-	50,536	-
Investment Earnings	3	-	-	-	-	-
Miscellaneous	236	1,456	-	-	-	-
Total Revenue	**69,107**	**68,763**	**70,000**	**76,186**	**130,536**	**80,000**
Expenditures						
Contractual Services	17,830	32,016	65,659	76,384	72,533	72,533
Capital Outlay	36,668	192,894	1,067,083	776,364	120,910	191,703
Debt Service	-	-	-	-	225,800	225,800
Total Expenditures	**54,498**	**224,910**	**1,132,742**	**852,748**	**419,243**	**490,036**
Surplus (Deficit)	14,609	(156,147)	(1,062,742)	(776,562)	(288,707)	(410,036)
Ending Fund Balance	**253,703**	**97,556**	**(681,353)**	**(679,006)**	**(1,194,280)**	**(1,089,042)**
	465.5%	*43.4%*	*-60.2%*	*-79.6%*	*-284.9%*	*-222.2%*



United City of Yorkville

Downtown TIF Fund

88

DOWNTOWN TIF FUND REVENUE

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted	FY 2019 Amended
Taxes							
88-000-40-00-4000	PROPERTY TAXES	68,868	67,307	70,000	76,186	80,000	80,000
	Total: Taxes	**$68,868**	**$67,307**	**$70,000**	**$76,186**	**$80,000**	**$80,000**
Intergovernmental							
88-000-41-00-4163	FEDERAL GRANTS-ITEP DOWNTOWN HILL	-	-	-	-	50,536	-
	Total: Intergovernmental	**$0**	**$0**	**$0**	**$0**	**$50,536**	**$0**
Investment Earnings							
88-000-45-00-4500	INVESTMENT EARNINGS	3	-	-	-	-	-
	Total: Investment Earnings	**$3**	**$0**	**$0**	**$0**	**$0**	**$0**
Miscellaneous							
88-000-48-00-4850	MISCELLANEOUS INCOME	236	1,456	-	-	-	-
	Total: Miscellaneous	**$236**	**$1,456**	**$0**	**$0**	**$0**	**$0**
	Total: DOWNTOWN TIF REVENUE	**$69,107**	**$68,763**	**$70,000**	**$76,186**	**$130,536**	**$80,000**

United City of Yorkville

Downtown TIF Fund

880

DOWNTOWN TIF FUND EXPENDITURES

Account	Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Adopted	FY 2019 Amended
Contractual Services							
88-880-54-00-5401	ADMINISTRATIVE CHARGEBACK	-	-	30,284	30,284	31,533	31,533
88-880-54-00-5425	TIF INCENTIVE PAYOUT	15,223	20,558	20,000	20,000	20,000	20,000
88-880-54-00-5462	PROFESSIONAL SERVICES	2,051	304	375	3,100	6,000	6,000
88-880-54-00-5466	LEGAL SERVICES	556	11,154	15,000	23,000	15,000	15,000
	Total: Contractual Services	**$17,830**	**$32,016**	**$65,659**	**$76,384**	**$72,533**	**$72,533**
Capital Outlay							
88-880-60-00-6000	PROJECT COSTS	29,248	71,970	306,663	75,000	20,320	154,283
88-880-60-00-6011	PROPERTY ACQUISITION	-	10,000	363,000	364,449	-	-
88-880-60-00-6015	DOWNTOWN HILL	-	-	-	-	63,170	-
88-880-60-00-6045	RIVERFRONT PARK	-	-	360,000	329,495	-	-
88-880-60-00-6048	DOWNTOWN STREETSCAPE IMPROVEMENT	-	103,504	30,000	-	30,000	30,000
88-880-60-00-6079	ROUTE 47 EXPANSION	7,420	7,420	7,420	7,420	7,420	7,420
	Total: Capital Outlay	**$36,668**	**$192,894**	**$1,067,083**	**$776,364**	**$120,910**	**$191,703**
Debt Service - FNBO Loan - 102 E Van Emmon Building							
88-880-81-00-8000	PRINCIPAL PAYMENT	-	-	-	-	200,000	200,000
80-880-81-00-8050	INTEREST PAYMENT	-	-	-	-	25,800	25,800
	Total: Debt Service - FNBO Loan	**$0**	**$0**	**$0**	**$0**	**$225,800**	**$225,800**
	Total: DOWNTOWN TIF EXPENDITURES	**$54,498**	**$224,910**	**$1,132,742**	**$852,748**	**$419,243**	**$490,036**

Ordinance No. 2008-96

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS

WHEREAS, the United City of Yorkville (the "*City*") is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, in order to permit the business of the City Council to be conducted in an orderly fashion it is necessary to clarify its rules of procedure; and,

WHEREAS, in order to assure that matters voted upon by the City Council shall be proposed no more than once during any session of the City Council, it is necessary to define what constitutes a session of the Council.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois.

Section 1. Title 1, of the United City of Yorkville Code of Ordinances is hereby amended by adding the following new section to Chapter 15:

> "1-15-2 SESSION OF A CITY COUNCIL
> It is declared that a session of the City council shall commence with the first regular or special meeting held during the month of May and end with the last special or regular meeting of the following month of April."

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois, this 10 day of November, 2008.

ROBYN SUTCLIFF	Yes	JOSEPH BESCO	—
ARDEN JOE PLOCHER	—	WALLY WERDERICH	Yes
GARY GOLINSKI	Yes	MARTY MUNNS	Yes
ROSE SPEARS	Yes	BOB ALLEN	Yes

APPROVED by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 10 day of NOVEMBER, A.D. 2008.

Valerie Burd
Mayor

Attest:

City Clerk

STATE OF ILLINOIS
COUNTY OF KENDALL
- FILED -
DEC 15 2017
Debbie Gillette COUNTY CLERK
KENDALL COUNTY

UNITED CITY OF YORKVILLE
KENDALL COUNTY, ILLINOIS

ORDINANCE NO. 2017-70

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR
THE FISCAL YEAR BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019
FOR THE UNITED CITY OF YORKVILLE

Passed by the City Council of the
United City of Yorkville, Kendall County, Illinois
This 28th day of November, 2017

Published in pamphlet form by the
authority of the Mayor and City Council
of the United City of Yorkville, Kendall
County, Illinois on December 11, 2017.

STATE OF ILLINOIS)
) ss.
COUNTY OF KENDALL)

Ordinance No. 2017-10
(2018-2019 TAX LEVY)

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019 FOR THE UNITED CITY OF YORKVILLE

BE IT ORDAINED by the City Council of the United City of Yorkville, Kendall County, Illinois:

Section 1: That the total amount of the budget for all corporate purposes and public library purposes legally made to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum of $3,838,156.

Section 2: That the sum of $3,838,156 being the total of the budget expenditures heretofore legally made and which is to be collected in part from the levy of the current fiscal year of the United City of Yorkville and further for purposes of providing for the Illinois Municipal Retirement Fund, Police Fund, Police Pension Fund, Social Security Fund, Unemployment Fund, School Crossing Guard Fund, Audit Fund, General Corporate Purpose Fund, Library Fund and Insurance for Liability purposes, as budgeted for the current fiscal year by the annual Budget Ordinance of the United City of Yorkville for the fiscal year beginning May 1, 2018, and ending April 30, 2019, as passed by the City Council of the United City of Yorkville at a legally convened meeting prior to said fiscal year, the sum of $3,838,156 is hereby levied upon all of the taxable property in the United City of Yorkville subject to taxation for the current year, the specific amounts as levied for the various funds heretofore named being included herein by being placed in separate columns under the heading "To be Raised by Tax Levy", which appears over the same, the tax so levied being for the current fiscal year of the

United City of Yorkville and for the said budget to be collected from said tax levy, the total of which has been ascertained as aforesaid and being as hereinafter set forth:

Section 3: That the total amount of $3,838,156 tax levy, ascertained as aforesaid, be and the same is hereby levied and assessed on all property subject to taxation with the United City of Yorkville, according to the value of said property as the same is assessed and equalized for State and County purposes for the current year.

Section 4:

(a) That the item of $0.00 levied for Illinois Municipal Retirement Fund for City purposes and for Library Municipal Retirement Fund purposes is levied without regard to any statutory rate, pursuant to Statutes of the State of Illinois.

(b) That the item of $40,000 levied for Liability Insurance is levied without regard to any statutory rate, pursuant to Statutes of the State of Illinois.

(c) That the item of $30,000 levied for the Audit Fee is levied without regard to any statutory rate, pursuant to Statutes of the State of Illinois.

(d) That the item of $0.00 levied for Unemployment Insurance is levied without regard to any statutory rate, pursuant to Statutes of the State of Illinois.

(e) That the item of $979,754 levied for Police Protection Tax is levied in an amount not exceeding the maximum tax rate of 0.60%.

(f) That the item of $963,361 levied for Police Pension is levied without regard to any statutory rate, pursuant to Statutes of the State of Illinois.

(g) That $0.00 levied for Garbage is levied not exceeding the maximum tax rate of 0.20%.

(h) That the item of $150,000 levied for Social Security is levied without regard to any statutory rate, pursuant to Statutes of the State of Illinois.

(i) That the item of $0.00 levied for School Crossing Guard is not exceeding the maximum tax rate of 0.02%.

(j) That the item of $1,002,536 levied for General Corporate is levied pursuant to Statutes of the State of Illinois not to exceed the maximum tax rate of 0.4375%.

(k) That the item of $672,505 levied for Library is levied not exceeding the maximum tax rate of 0.15%.

Section 5: That here is hereby certified to the County Clerk of Kendall County the several sums aforesaid constituting said total amount of $3,838,156 which said total amount of said United City of Yorkville requires to be raised by taxation for the current fiscal year of said city and the City Clerk is hereby ordered and directed to file with the Clerk of said County, on or before the time required by law, a certified copy of this Ordinance.

Section 6: This Ordinance shall be in full force and effect immediately from and after its passage and approval according to law.

Section 7: In the event any section of this Ordinance is declared invalid the remaining portion thereof shall be binding and given full effect.

ADOPTED this 28 day of NOVEMBER, 2017, pursuant to roll call vote as follows:

CARLO COLOSIMO	Y	KEN KOCH	Y
JACKIE MILSCHEWSKI	Y	ARDEN JOE PLOCHER	Y
CHRIS FUNKHOUSER	Y	JOEL FRIEDERS	Y
SEAVER TARULIS	Y	ALEX HERNANDEZ	Y

APPROVED by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 5 day of DECEMBER 2017.

Mayor

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois, this 28 day of NOVEMBER, 2017.

Attest:

City Clerk

SUMMARY OF 2017 TAX LEVY

General Corporate Tax (65 ILCS 5/8 3-1)	$1,002,536
I.M.R.F. (40 ILCS 5/7-171)	$0
Social Security (40 ILCS 5/7-171)	$150,000
Police Pension (40 ILCS 5/3-125)	$963,361
Police Protection Tax (65 ILCS 5/11-1-3)	$979,754
Garbage (65 ILCS 5/11-1-3)	$0
Audit (65 ILCS 5/11-19-4)	$30,000
Liability Insurance Tax (745 ILCS 10/9-107)	$40,000
School Crossing Guard (65 5/11-80-23)	$0
Unemployment Insurance (745 ILCS 10/9-107)	$0
Library (pg.4 DCCA Levy Man.) (75 ILCS 5/3-1, 5/3-4, 5/3-7)	$672,505

CERTIFICATE

The undersigned, Gary J. Golinski, Mayor of the United City of Yorkville, hereby certifies that I am the presiding officer of the United City of Yorkville, and as such presiding officer, I hereby certify that the Tax Levy Ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Section 4-7 of the so-called "The Truth in Taxation Act".

Dated this 5 day of DECEMBER, 2017.

Gary J. Golinski, Mayor

CERTIFICATE

The undersigned, Beth Warren, City Clerk of the United City of Yorkville, hereby certifies that an announcement was made at a regular City Council meeting of the United City of Yorkville of November 14, 2017, that the 2018-2019 Tax Levy would be $3,838,156, a sum less than 105% of the tax levy extended by the County of Kendall Clerk for the 2017-2018 Tax Levy.

Beth Warren, City Clerk

STATE OF KENDALL)
) ss.
COUNTY OF KENDALL)

I, Beth Warren, City Clerk of the United City of Yorkville, hereby certify the foregoing to be a true, perfect and correct copy of the Ordinance passed by the City Council at a regular meeting of the City Council on NOVEMBER 28, 2017.

Testimony Whereof, I have hereunto set my hand and seal this 28 day of November, 2017.

Beth Warren, City Clerk

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of the United City of Yorkville and as such presiding officer I certify that the Levy Ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 4 through 7 of the "truth in Taxation Act".

The notice and hearing requirements of Section 6 of the Act are applicable.

This certificate applies to the 2018-2019 Tax Levy.

Date : DECEMBER 5, 2017

Presiding Officer: _____
Gary J. Golinski, Mayor

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE
(35 ILCS 200/18-90)

I, the undersigned, hereby certify that I am the presiding officer of the United City of Yorkville, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below:

✓ 1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.

2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.

3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Date 12/5/17

Presiding Officer _____
Gary J. Golinski, Mayor

UNITED CITY OF YORKVILLE

Property Tax Levy Presentation

City Council

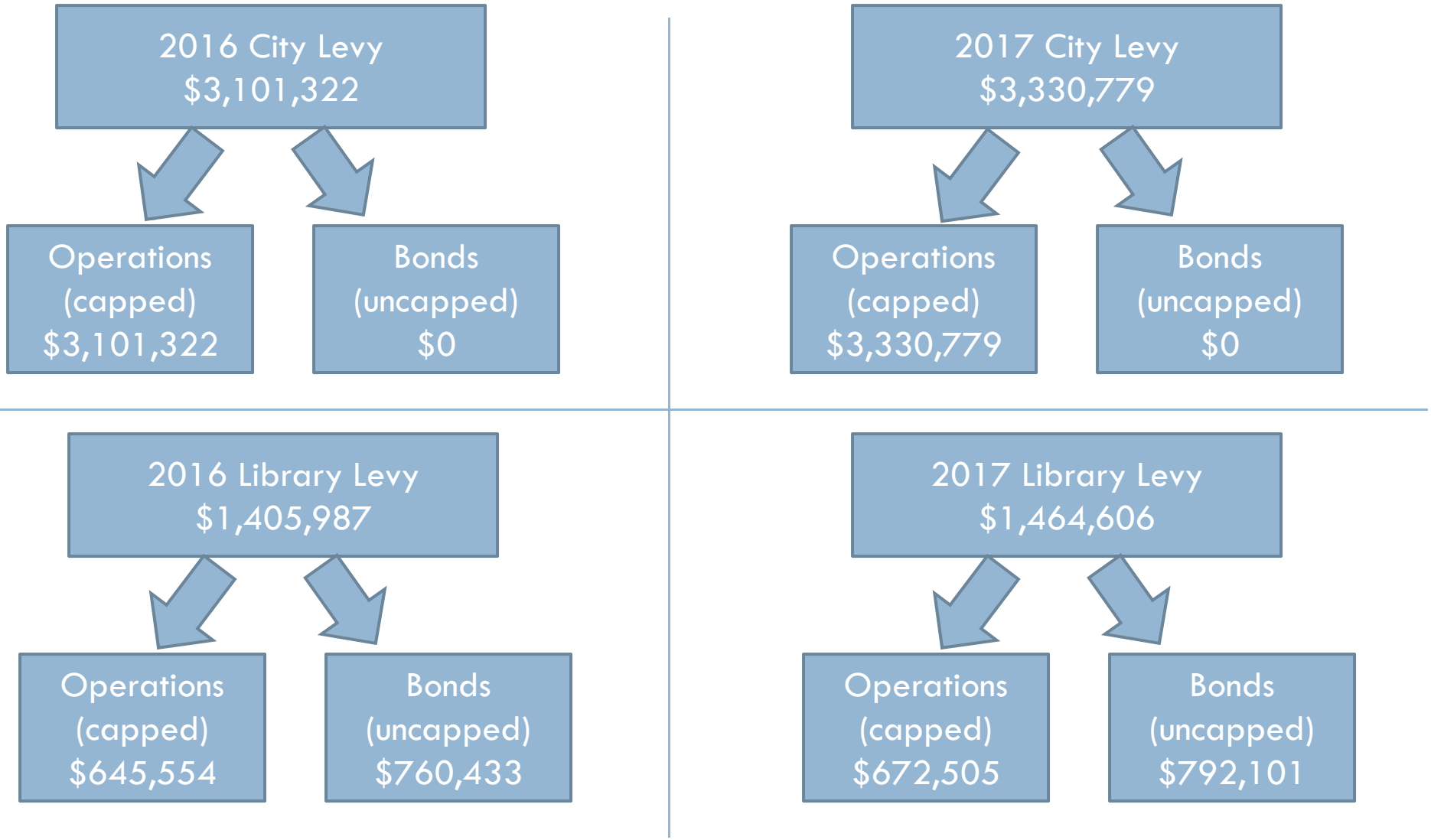
November 14, 2017

Policy Questions for Tax Levy 2017

- This is the second year where the City is not collecting any non-abated property taxes and the first year after the City's multi-year plan to decrease property taxes:
  - Does the City want to increase property taxes to capture new construction and/or inflation?

- Does the City want to continue to apply the property tax cap to the Library levy?

Property Tax Extension, as published



Property Tax Extension

- Exhibit A, 2017 Tax Levy – For Public Hearing
  - City property tax line-item increases 7.4% or $229,457
  - Library property tax line-item increases 4.17% or $58,619

Property Tax Extension

- Exhibit B, 2017 Tax Levy – Estimated Full Increment
  - Estimated maximum levy under the tax cap
    - Captures new construction and inflation
  - City property tax line-item increases 4.17% or $129,457
  - Library property tax line-item increases 4.17% or $58,619

Property Tax Extension

City Staff recommendation

- Exhibit C, 2017 Tax Levy – Estimated Partial Increment
  - Estimated maximum levy under the tax cap
    - Captures new construction but *not inflation*
  - City property tax line-item increases 2.07% or $64,329
  - Library property tax line-item increases 4.17% or $58,619

Property Tax Extension

- Library Board sets its own levy, by law
- Library property tax maximum rate is $0.15 per $100 EAV, by law
- Library Board was subject to a normal property tax cap last year
- City Staff recommends the Library property taxes be calculated separately from the City property taxes, subjecting the Library property taxes to the normal property tax caps

Tax facts

- The City's police pension property tax obligation DECREASED 0.3% or ~$3,000 from last year
  - The pension fund had good investment returns this past year, and so the City's contribution will decrease for the first time since 2013

- The average EAV increase on a single property, City-wide is 8.53%
  - If your home EAV goes up 10%, your City property taxes will probably go up ~$10
  - If your home EAV goes up 8.53% your City property taxes will probably remain flat
  - If your home EAV goes up 6%, your City property taxes will probably go down ~$10

Tax facts

- The City property tax makes up only 6.3% of your total tax bill.

- The City is not collecting any non-abated property taxes for the second year in a row
  - Non-abated property taxes were collected every year between tax years 2010 and 2015

Tax facts

- The City reduced property taxes faster than we communicated:

Communicated		Actual
2% reduction	FY 15	3% reduction
1% reduction	FY 16	1.66% reduction
1% reduction	FY 17 (prior FY)	1.68% reduction
1% reduction	FY 18 (current FY)	0%
N / A	FY 19 (under discussion)	2.07% proposed (equal to new construction)

Next steps

- Public Hearing
  - November 14, 2017 City Council meeting
- Discussion and consideration
  - November 28, 2017 City Council meeting
  - December 12, 2017 City Council meeting (if necessary)

Questions?

- Bart Olson, City Administrator
- 630-553-4350
- bolson@yorkville.il.us

STATE OF ILLINOIS
COUNTY OF KENDALL
- FILED -
DEC 15 2017
COUNTY CLERK
KENDALL COUNTY

Resolution No. 2017-33

A RESOLUTION OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS REQUESTING SEPARATE LIMITING RATES FOR ALL CITY FUNDS

WHEREAS, the United City of Yorkville, Kendall County, Illinois (the "*City*") is a duly organized and validly existing non home-rule municipality pursuant to the Illinois Constitution of 1970 and the laws of this State and as such is subject to the Property Tax Extension Limited Law ("PTELL") (35 ILCS 200/18-185 *et seq.*); and,

WHEREAS, PTELL provides at Section 18-195:

> "Upon written request of the corporate authority of a village, the county clerk shall calculate separate limiting rates for the library funds and for the aggregate of the other village funds in order to reduce the funds as may be required under provisions of this Law. In calculating the limiting rate for the library, the county clerk shall use only the part of the aggregate extension base applicable to the library, and for any rate increase or decrease factor under Section 18-230 the county clerk shall use only any new rate or rate increase applicable to the library funds and the part of the rate applicable to the library in determining factors under that Section. The county clerk shall calculate the limiting rate for all other village funds using only the part of the aggregate extension base not applicable to the library, and for any rate increase or decrease factor under Section 18-230 the county clerk shall use only any new rate or rate increase not applicable to the library funds and the part of the rate not applicable to the library in determining factors under that Section. If the county clerk is required to reduce the aggregate extension of the library portion of the levy, the county clerk shall proportionally reduce the extension for each library fund unless otherwise requested by the library board. If the county clerk is required to reduce the aggregate extension of the portion of the levy not applicable to the library, the county clerk shall proportionally reduce the extension for each fund not applicable to the library unless otherwise requested by the village.

and,

WHEREAS, the Mayor and City Council (the "*Corporate Authorities*") desire to request the County Clerk of Kendall County to calculate separate limiting rates for the library funds and for the aggregate of all other City funds in its annual tax levy in order to reduce its funds as may be required by PTELL as hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, hereby authorizes the City Administrator to request that the County Clerk of Kendall County calculate separate limiting rates for the library funds and for all other City funds in order to reduce its funds as may be required by PTELL in connection with the City's 2017 tax levy.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, this 28 day of November, 2017.

CARLO COLOSIMO	Y	KEN KOCH	Y
JACKIE MILSCHEWSKI	Y	ARDEN JOE PLOCHER	Y
CHRIS FUNKHOUSER	Y	JOEL FRIEDERS	Y
SEAVER TARULIS	Y	ALEX HERNANDEZ	Y

APPROVED:

Gary J. Holt

Mayor

Attest:

Beth Warren

City Clerk

United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560
Telephone: 630-553-4350
www.yorkville.il.us

STATE OF ILLINOIS
COUNTY OF KENDALL
- FILED -
DEC 15 2017
Debbie Gillette COUNTY CLERK
KENDALL COUNTY

December 12, 2017

Debbie Gillette
County Clerk of Kendall County
111 West Fox Street
Yorkville, Illinois 60560

Re: 2017 Tax Levy

Dear Madame:

The United City of Yorkville, Kendall County, Illinois hereby requests you to impose separate limiting rates for library funds and for the aggregate of all other City funds as may be required by the Property Tax Extension Limitation Law as authorized by the "Resolution of the United City of Yorkville, Kendall County, Illinois Requesting Separate Limiting Rates for all City Funds" adopted November 28, 2017.

Very truly yours,

UNITED CITY OF YORKVILLE

BART OLSON, ICMA-CM
CITY ADMINISTRATOR

Exhibit A

2017 Tax Levy - Public Hearing

(Limiting Rate Applied to City & Library)

	2015 Rate Setting EAV	% Change over Prior Yr EAV	2016 Rate Setting EAV	% Change over Prior Yr EAV	2017 Estimated EAV	% Change over Prior Yr EAV
Farm	$ 2,861,401	4.31%	$ 2,963,511	3.57%	$ 3,089,268	4.24%
Residential	$ 320,914,471	3.30%	$ 354,408,067	10.44%	$ 389,708,077	9.96%
Commercial	$ 84,529,087	-6.85%	$ 84,099,111	-0.51%	$ 87,190,751	3.68%
Industrial	$ 13,000,039	2.62%	$ 14,944,561	14.96%	$ 15,350,051	2.71%
State Railroad	$ 17,329	0.01%	$ 17,328	-0.01%	$ 17,328	0.00%
Estimated Total	**$ 421,322,327**	**1.08%**	**$ 456,432,578**	8.33%	**$ 495,355,475**	8.53%

	2015 Rate	2015 Levy Request	2015 Levy Extension	2016 Rate	2016 Levy Request	2016 Levy Extension	2017 Rate	2017 Levy Request	% Change over Prior Yr Ext.	$ Ch Prio
Corporate	0.23795	$ 1,043,200	$ 1,002,536	0.21965	$ 1,002,536	$ 1,002,554	0.20239	$ 1,002,536	0.00%	$
Bonds & Interest	0.01128	47,497	47,525	0.00000	-	-	0.00000	-	-	
IMRF Pension	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Police Protection	0.24069	1,088,449	1,014,080	0.19991	912,438	912,454	0.23112	1,144,882	25.47%	
Police Pension	0.19591	825,413	825,413	0.21169	966,211	966,222	0.19448	963,361	-0.30%	
Audit	0.00686	30,000	28,903	0.00658	30,000	30,033	0.00606	30,000	-0.11%	
Liability Insurance	0.00914	40,000	38,509	0.00877	40,000	40,029	0.00808	40,000	-0.07%	
Social Security	0.03423	150,000	144,219	0.03287	150,000	150,029	0.03028	150,000	-0.02%	
School Crossing Guard	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Unemployment Insurance	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Subtotal City	**0.73606**	**$ 3,224,559**	**$ 3,101,185**	**0.67947**	**$ 3,101,185**	**$ 3,101,322**	**0.67240**	**$ 3,330,779**	**7.40%**	
Library Operations	0.15000	$ 692,000	$ 631,958	0.14144	$ 692,000	$ 645,554	0.13576	$ 672,505	4.17%	$
Library Bonds & Interest	0.17868	752,770	752,788	0.16661	760,395	760,433	0.15991	792,101	4.16%	
Subtotal Library	**0.32868**	**$ 1,444,770**	**$ 1,384,745**	**0.30805**	**$ 1,452,395**	**$ 1,405,987**	**0.29567**	**$ 1,464,606**	**4.17%**	
Total City (PTELL & Non-PTELL)	**1.06474**	**$ 4,669,329**	**$ 4,485,930**	**0.98752**	**$ 4,553,580**	**$ 4,507,310**	**0.96807**	**$ 4,795,385**	**6.39%**	**$**
less Bonds & Interest	0.18996	800,267	800,313	0.16661	760,395	760,433	0.15991	792,101	4.16%	
P-TELL Totals	**0.87478**	**$ 3,869,062**	**$ 3,685,617**	**0.82091**	**$ 3,793,185**	**$ 3,746,876**	**0.80816**	**$ 4,003,284**	**6.84%**	**$**

Summary 2017 Tax Levy - Public Hearing

(Limiting Rate Applied to City & Library)

	2015 Requested	2015 Extended		2016 Requested	2016 Extended		2017 Requested	% Inc(Dec) Over Prior Yr Extended	$ Inc(Prior Y
City	2,351,649	2,228,247	City	2,134,974	2,135,100	City	2,367,418	10.88%	
Library	692,000	631,958	Library	692,000	645,554	Library	672,505	4.17%	
Police Pension	825,413	825,413	Police Pension	966,211	966,222	Police Pension	963,361	-0.30%	
City Debt Service	47,497	47,525	City Debt Service	-	-	City Debt Service	-	-	
Library Debt Service	752,770	752,788	Library Debt Service	760,395	760,433	Library Debt Service	792,101	4.16%	
Total	**4,669,329**	**4,485,930**	**Total**	**4,553,580**	**4,507,310**	**Total**	**4,795,385**	**6.39%**	
less Bonds & Interest	800,267	800,313	less Bonds & Interest	760,395	760,433	less Bonds & Interest	792,101	4.16%	
PTELL Subtotal	**3,869,062**	**3,685,617**	**PTELL Subtotal**	**3,793,185**	**3,746,876**	**PTELL Subtotal**	**4,003,284**	**6.84%**	
City (excluding Debt Service)	*3,177,062*	*3,053,660*	*City (excluding Debt Service)*	*3,101,185*	*3,101,322*	*City (excluding Debt Service)*	*3,330,779*	***7.40%***	
Lib (excluding Debt Service)	*692,000*	*631,958*	*Lib (excluding Debt Service)*	*692,000*	*645,554*	*Lib (excluding Debt Service)*	*672,505*	***4.17%***	

City Debt Service Levy Breakout

Series 2014B - Debt Service Fund	$ 47,525
Total	**$ 47,525**

Exhibit B

2017 Tax Levy - Estimated - Full Increment (CPI + New Construction)

(Limiting Rate Applied to City & Library)

	2015 Rate Setting EAV	% Change over Prior Yr EAV	2016 Rate Setting EAV	% Change over Prior Yr EAV	2017 Estimated EAV	% Change over Prior Yr EAV
Farm	$ 2,861,401	4.31%	$ 2,963,511	3.57%	$ 3,089,268	4.24%
Residential	$ 320,914,471	3.30%	$ 354,408,067	10.44%	$ 389,708,077	9.96%
Commercial	$ 84,529,087	-6.85%	$ 84,099,111	-0.51%	$ 87,190,751	3.68%
Industrial	$ 13,000,039	2.62%	$ 14,944,561	14.96%	$ 15,350,051	2.71%
State Railroad	$ 17,329	0.01%	$ 17,328	-0.01%	$ 17,328	0.00%
Estimated Total	**$ 421,322,327**	**1.08%**	**$ 456,432,578**	8.33%	**$ 495,355,475**	8.53%

	2015 Rate	2015 Levy Request	2015 Levy Extension	2016 Rate	2016 Levy Request	2016 Levy Extension	2017 Rate	2017 Levy Request	% Change over Prior Yr Ext.	$ Ch Prio
Corporate	0.23795	$ 1,043,200	$ 1,002,536	0.21965	$ 1,002,536	$ 1,002,554	0.20239	$ 1,002,536	0.00%	$
Bonds & Interest	0.01128	47,497	47,525	0.00000	-	-	0.00000	-	-	
IMRF Pension	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Police Protection	0.24069	1,088,449	1,014,080	0.19991	912,438	912,454	0.21094	1,044,882	14.51%	
Police Pension	0.19591	825,413	825,413	0.21169	966,211	966,222	0.19448	963,361	-0.30%	
Audit	0.00686	30,000	28,903	0.00658	30,000	30,033	0.00606	30,000	-0.11%	
Liability Insurance	0.00914	40,000	38,509	0.00877	40,000	40,029	0.00808	40,000	-0.07%	
Social Security	0.03423	150,000	144,219	0.03287	150,000	150,029	0.03028	150,000	-0.02%	
School Crossing Guard	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Unemployment Insurance	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Subtotal City	**0.73606**	**$ 3,224,559**	**$ 3,101,185**	**0.67947**	**$ 3,101,185**	**$ 3,101,322**	**0.65221**	**$ 3,230,779**	**4.17%**	
Library Operations	0.15000	$ 692,000	$ 631,958	0.14144	$ 692,000	$ 645,554	0.13576	$ 672,505	4.17%	$
Library Bonds & Interest	0.17868	752,770	752,788	0.16661	760,395	760,433	0.15991	792,101	4.16%	
Subtotal Library	**0.32868**	**$ 1,444,770**	**$ 1,384,745**	**0.30805**	**$ 1,452,395**	**$ 1,405,987**	**0.29567**	**$ 1,464,606**	**4.17%**	
Total City (PTELL & Non-PTELL)	**1.06474**	**$ 4,669,329**	**$ 4,485,930**	**0.98752**	**$ 4,553,580**	**$ 4,507,310**	**0.94788**	**$ 4,695,385**	**4.17%**	**$**
less Bonds & Interest	0.18996	800,267	800,313	0.16661	760,395	760,433	0.15991	792,101	4.16%	
P-TELL Totals	**0.87478**	**$ 3,869,062**	**$ 3,685,617**	**0.82091**	**$ 3,793,185**	**$ 3,746,876**	**0.78798**	**$ 3,903,284**	**4.17%**	**$**

Summary 2017 Tax Levy - Estimated - Full Increment (CPI + New Construction)

(Limiting Rate Applied to City & Library)

	2015 Requested	2015 Extended		2016 Requested	2016 Extended		2017 Requested	% Inc(Dec) Over Prior Yr Extended	$ Inc(Prior Y
City	2,351,649	2,228,247	City	2,134,974	2,135,100	City	2,267,418	6.20%	
Library	692,000	631,958	Library	692,000	645,554	Library	672,505	4.17%	
Police Pension	825,413	825,413	Police Pension	966,211	966,222	Police Pension	963,361	-0.30%	
City Debt Service	47,497	47,525	City Debt Service	-	-	City Debt Service	-	-	
Library Debt Service	752,770	752,788	Library Debt Service	760,395	760,433	Library Debt Service	792,101	4.16%	
Total	**4,669,329**	**4,485,930**	**Total**	**4,553,580**	**4,507,310**	**Total**	**4,695,385**	**4.17%**	
less Bonds & Interest	800,267	800,313	less Bonds & Interest	760,395	760,433	less Bonds & Interest	792,101	4.16%	
PTELL Subtotal	**3,869,062**	**3,685,617**	**PTELL Subtotal**	**3,793,185**	**3,746,876**	**PTELL Subtotal**	**3,903,284**	**4.17%**	
City (excluding Debt Service)	*3,177,062*	*3,053,660*	*City (excluding Debt Service)*	*3,101,185*	*3,101,322*	*City (excluding Debt Service)*	*3,230,779*	***4.17%***	
Lib (excluding Debt Service)	*692,000*	*631,958*	*Lib (excluding Debt Service)*	*692,000*	*645,554*	*Lib (excluding Debt Service)*	*672,505*	***4.17%***	

City Debt Service Levy Breakout

Series 2014B - Debt Service Fund	$ 47,525
Total	**$ 47,525**

Exhibit C

2017 Tax Levy - Estimated - Partial Increment (New Construction Only)

(Limiting Rate Applied to City & Library)

	2015 Rate Setting EAV	% Change over Prior Yr EAV		2016 Rate Setting EAV	% Change over Prior Yr EAV		2017 Estimated EAV	% Change over Prior Yr EAV
Farm	$ 2,861,401	4.31%	Farm	$ 2,963,511	3.57%	Farm	$ 3,089,268	4.24%
Residential	$ 320,914,471	3.30%	Residential	$ 354,408,067	10.44%	Residential	$ 389,708,077	9.96%
Commercial	$ 84,529,087	-6.85%	Commercial	$ 84,099,111	-0.51%	Commercial	$ 87,190,751	3.68%
Industrial	$ 13,000,039	2.62%	Industrial	$ 14,944,561	14.96%	Industrial	$ 15,350,051	2.71%
State Railroad	$ 17,329	0.01%	State Railroad	$ 17,328	-0.01%	State Railroad	$ 17,328	0.00%
Estimated Total	**$ 421,322,327**	**1.08%**	**Estimated Total**	**$ 456,432,578**	8.33%	**Estimated Total**	**$ 495,355,475**	8.53%

	2015 Rate	2015 Levy Request	2015 Levy Extension	2016 Rate	2016 Levy Request	2016 Levy Extension	2017 Rate	2017 Levy Request	% Change over Prior Yr Ext.	$ Ch Prio
Corporate	0.23795	$ 1,043,200	$ 1,002,536	0.21965	$ 1,002,536	$ 1,002,554	0.20239	$ 1,002,536	0.00%	$
Bonds & Interest	0.01128	47,497	47,525	0.00000	-	-	0.00000	-	-	
IMRF Pension	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Police Protection	0.24069	1,088,449	1,014,080	0.19991	912,438	912,454	0.19779	979,754	7.38%	
Police Pension	0.19591	825,413	825,413	0.21169	966,211	966,222	0.19448	963,361	-0.30%	
Audit	0.00686	30,000	28,903	0.00658	30,000	30,033	0.00606	30,000	-0.11%	
Liability Insurance	0.00914	40,000	38,509	0.00877	40,000	40,029	0.00808	40,000	-0.07%	
Social Security	0.03423	150,000	144,219	0.03287	150,000	150,029	0.03028	150,000	-0.02%	
School Crossing Guard	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Unemployment Insurance	0.00000	-	-	0.00000	-	-	0.00000	-	-	
Subtotal City	**0.73606**	**$ 3,224,559**	**$ 3,101,185**	**0.67947**	**$ 3,101,185**	**$ 3,101,322**	**0.63907**	**$ 3,165,651**	**2.07%**	
Library Operations	0.15000	$ 692,000	$ 631,958	0.14144	$ 692,000	$ 645,554	0.13576	$ 672,505	4.17%	$
Library Bonds & Interest	0.17868	752,770	752,788	0.16661	760,395	760,433	0.15991	792,101	4.16%	
Subtotal Library	**0.32868**	**$ 1,444,770**	**$ 1,384,745**	**0.30805**	**$ 1,452,395**	**$ 1,405,987**	**0.29567**	**$ 1,464,606**	**4.17%**	
Total City (PTELL & Non-PTELL)	**1.06474**	**$ 4,669,329**	**$ 4,485,930**	**0.98752**	**$ 4,553,580**	**$ 4,507,310**	**0.93473**	**$ 4,630,257**	**2.73%**	**$**
less Bonds & Interest	0.18996	800,267	800,313	0.16661	760,395	760,433	0.15991	792,101	4.16%	
P-TELL Totals	**0.87478**	**$ 3,869,062**	**$ 3,685,617**	**0.82091**	**$ 3,793,185**	**$ 3,746,876**	**0.77483**	**$ 3,838,156**	**2.44%**	**$**

Summary 2017 Tax Levy - Estimated - Partial Increment (New Construction Only)

(Limiting Rate Applied to City & Library)

	2015 Requested	2015 Extended		2016 Requested	2016 Extended		2017 Requested	% Inc(Dec) Over Prior Yr Extended	$ Inc(Prior Y
City	2,351,649	2,228,247	City	2,134,974	2,135,100	City	2,202,290	3.15%	
Library	692,000	631,958	Library	692,000	645,554	Library	672,505	4.17%	
Police Pension	825,413	825,413	Police Pension	966,211	966,222	Police Pension	963,361	-0.30%	
City Debt Service	47,497	47,525	City Debt Service	-	-	City Debt Service	-	-	
Library Debt Service	752,770	752,788	Library Debt Service	760,395	760,433	Library Debt Service	792,101	4.16%	
Total	**4,669,329**	**4,485,930**	**Total**	**4,553,580**	**4,507,310**	**Total**	**4,630,257**	**2.73%**	
less Bonds & Interest	800,267	800,313	less Bonds & Interest	760,395	760,433	less Bonds & Interest	792,101	4.16%	
PTELL Subtotal	**3,869,062**	**3,685,617**	**PTELL Subtotal**	**3,793,185**	**3,746,876**	**PTELL Subtotal**	**3,838,156**	**2.44%**	
City (excluding Debt Service)	*3,177,062*	*3,053,660*	*City (excluding Debt Service)*	*3,101,185*	*3,101,322*	*City (excluding Debt Service)*	*3,165,651*	***2.07%***	
Lib (excluding Debt Service)	*692,000*	*631,958*	*Lib (excluding Debt Service)*	*692,000*	*645,554*	*Lib (excluding Debt Service)*	*672,505*	***4.17%***	

City Debt Service Levy Breakout

Series 2014B - Debt Service Fund	$ 47,525
Total	**$ 47,525**

Illinois Dept. of Revenue
History of CPI's Used for the PTELL
1/18/2017

Exhibit D

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018

Exhibit E

Actuary

CITY OF YORKVILLE

YORKVILLE POLICE PENSION FUND

Actuarial Valuation Report

For the Year

Beginning May 1, 2017

And Ending April 30, 2018

Timothy W. Sharpe, Actuary, Geneva, IL (630) 262-0600

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INTRODUCTION

Police-sworn personnel of the City of Yorkville are covered by the Police Pension Plan that is a defined-benefit, single-employer pension plan. The purpose of this report is to provide to the Intended Users of this report, specifically the Intended Users are the City Officials, the Pension Board and the City and Pension Board auditors, the reporting requirements of the Illinois Pension Code, the GASB Statements No. 67 & 68 financial information and related actuarial information for the year stated in this report. This report is not intended for distribution or usage to or by anyone who is not an Intended User and should not be used for any other purpose.

The valuation results reported herein are based on the employee data, plan provisions and the financial data provided by the City. The actuary has relied on this information and does not assume responsibility for the accuracy or completeness of this information. I hereby certify that to the best of my knowledge this report is complete and accurate and fairly presents the actuarial position of the Fund in accordance with generally accepted actuarial principles and procedures. In my opinion, the assumptions used are reasonably related to the experience of the Plan and to reasonable expectations. A reasonable request for supplementary information not included in this report should be directed to the undersigned actuary.

The actuary cautions the Intended Users of the possibility of uncertainty or risks in any of the results in this report.

I, Timothy W. Sharpe, am an Enrolled Actuary and a member of the American Academy of Actuaries, and I meet the Qualifications Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Respectfully submitted,



Timothy W. Sharpe, EA, MAAA
Enrolled Actuary No. 17-4384

8/30/2017
Date

SUMMARY OF RESULTS

There was a change with respect to Actuarial Assumptions from the prior year to reflect revised expectations with respect to mortality rates. The mortality rates have been changed to the RP 2014 Mortality Table (BCHA) projected to 2017 using improvement scale MP-2016 (previously improvement scale MP-2015).

As announced in the Mortality Improvement Scale MP-2015 Report, the Retirement Plans Experience Committee of the Society of Actuaries (RPEC) intends to publish annual updates to the RPEC_2014 model and corresponding mortality improvement scales. The resulting 2016 version of the model presented in this report reflects three additional years of historical U.S. Population mortality data (for 2012, 2013 and 2014) and modification of two input values designed to improve the model's year-over-year stability. Scale MP-2016 is based on this 2016 version of the RPEC_2014 model along with the committee-selected assumption set for 2016. For the ten years ending in 2009 the average annual age-adjusted mortality improvement rates in the United States for those between ages 50 and 95 were 1.93% for males and 1.46% for females. The corresponding averages for the five-year period ended in 2014 were 0.60% and 0.42%, respectively. As a result of this pattern, the Scale MP-2016 rates presented in this report are generally lower than Scale MP-2015 rates, which were lower than Scale MP-2014 rates.

There were no changes with respect to Plan Provisions or Actuarial Methods from the prior year.

Based on the plan sponsor's funding policy and future expected plan contributions and funded status, the plan is to be expected to produce adequate assets to make benefit payments when they are due.

The benefit payment default risk or the financial health of the plan sponsor was not deemed to be material.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law.

Due to the limited scope of the actuary's assignment, the actuary did not perform an analysis of the potential range of such future measurements.

SUMMARY OF RESULTS (Continued)

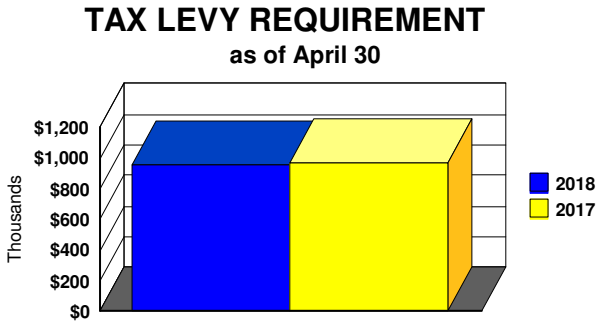
There were no unexpected changes with respect to the participants included in this actuarial valuation (0 new members, 0 terminations, 2 retirements (1 deferred), 0 incidents of disability, annual payroll increase 1.1%, average salary increase 8.7%).

There were no unexpected changes with respect to the Fund's investments from the prior year (annual investment return 7.06%).

The City's Tax Levy Requirement has decreased slightly from $966,211 last year to $963,361 this year (0.3%). The slight decrease in the Tax Levy is due to the new deferred retirement and the changes to the assumptions, and was offset due to the increase in salaries. The Percent Funded has increased from 39.5% last year to 42.3% this year.

SUMMARY OF RESULTS (Continued)

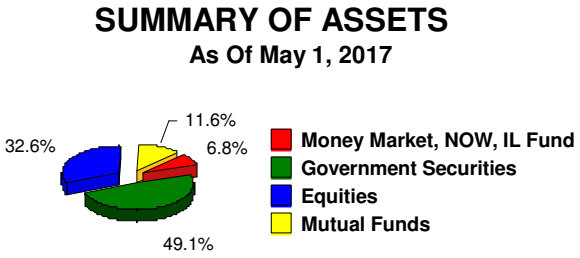
	For Year Ending April 30	
	2018	2017
Tax Levy Requirement	$ 963,361	$ 966,211
	as of May 1	
	2017	2016
City Normal Cost	321,722	344,400
Anticipated Employee Contributions	229,976	227,429
Accrued Liability	19,549,317	18,565,358
Actuarial Value of Assets	8,275,725	7,326,544
Unfunded Accrued Liability/(Surplus)	11,273,592	11,238,814
Amortization of Unfunded Accrued Liability/(Surplus)	578,615	558,601
Percent Funded	42.3%	39.5%
Annual Payroll	$ 2,320,642	$ 2,294,948



ACTUARIAL VALUATION OF ASSETS

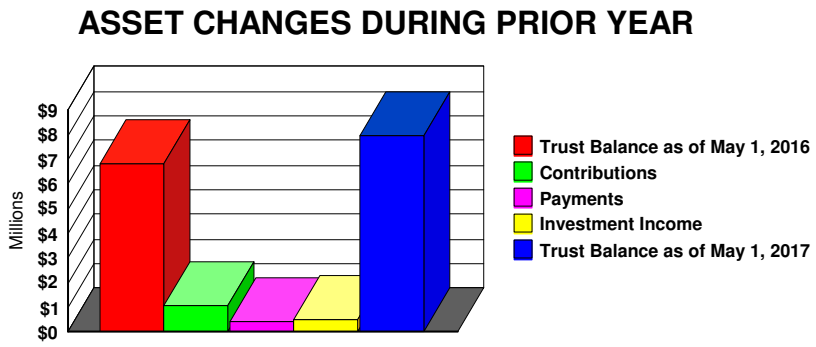
	as of May 1 2017	as of May 1 2016
Money Market, NOW, IL Fund	$ 538,571	$ 213,240
Government Securities	3,898,237	3,616,708
Equities	2,584,856	2,045,645
Mutual Funds	917,884	980,038
Interest Receivable	27,277	27,184
Miscellaneous Receivable/(Payable)	(1,648)	(1,648)
Market Value of Assets	7,965,177	6,881,167
Actuarial Value of Assets	$ 8,275,725	$ 7,326,544

FYE 2014-2017 (Gain)/Loss: $137,607; ($29,983); $497,196; ($4,122)



ASSET CHANGES DURING PRIOR YEAR

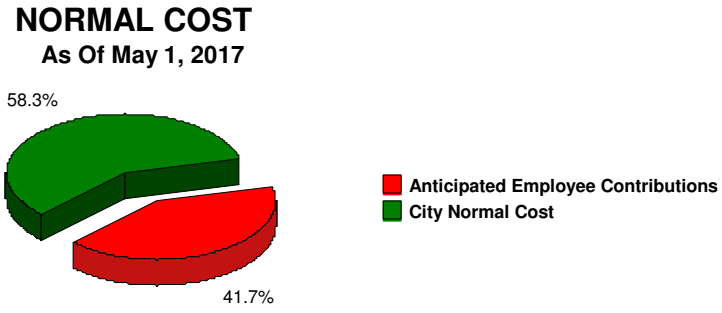
Trust Balance as of May 1, 2016		$	6,881,167
Contributions			
City	825,413		
Employee	234,058		
Total			1,059,471
Payments			
Benefit Payments	469,494		
Expenses	11,999		
Total			481,493
Investment Income			506,033
Trust Balance as of May 1, 2017		$	7,965,177
Approximate Annual Rate of Return			7.06%



NORMAL COST

The Normal Cost is the actuarial present value of the portion of the projected benefits that are expected to accrue during the year based upon the actuarial valuation method and actuarial assumptions employed in the valuation.

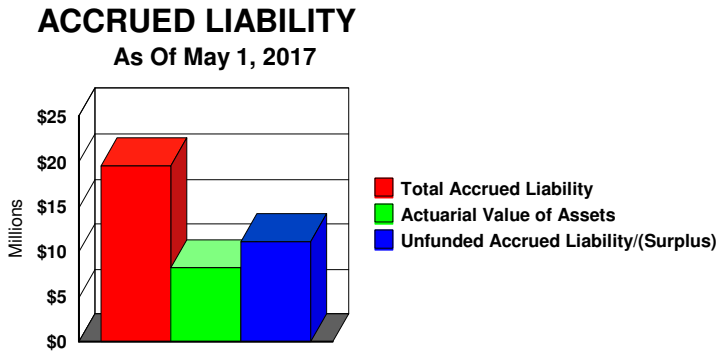
	as of May 1 2017	as of May 1 2016
Total Normal Cost	$ 551,698	$ 571,829
Anticipated Employee Contributions	229,976	227,429
City Normal Cost	321,722	344,400
Normal Cost Payroll	$ 2,320,642	$ 2,294,948
City Normal Cost Rate	13.86%	15.01%
Total Normal Cost Rate	23.77%	24.92%



ACCRUED LIABILITY

The Accrued Liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and actuarial assumptions employed in the valuation. The Unfunded Accrued Liability is the excess of the Accrued Liability over the Actuarial Value of Assets.

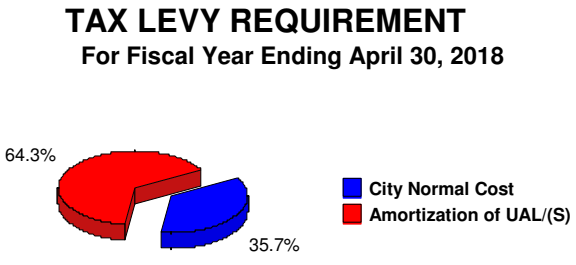
	as of May 1	
Accrued Liability	2017	2016
Active Employees	$ 11,648,350	$ 10,970,585
Children Annuities	0	0
Disability Annuities	0	0
Retirement Annuities	7,730,838	7,477,707
Surviving Spouse Annuities	0	0
Terminated Vested Annuities	170,129	117,066
Total Annuities	7,900,967	7,594,773
Total Accrued Liability	19,549,317	18,565,358
Actuarial Value of Assets	8,275,725	7,326,544
Unfunded Accrued Liability/(Surplus)	$ 11,273,592	$ 11,238,814
Percent Funded	42.3%	39.5%



TAX LEVY REQUIREMENT

The Public Act 096-1495 Tax Levy Requirement is determined as the annual contribution necessary to fund the normal cost, plus the amount to amortize the excess (if any) of ninety percent (90%) of the accrued liability over the actuarial value of assets as a level percentage of payroll over a thirty (30) year period which commenced in 2011, plus an adjustment for interest. The 100% amortization amount is equal to the amount to amortize the unfunded accrued liability as a level percentage of payroll over a thirty (30) year period which commenced in 2011.

	For Year Ending April 30			
		2018		2017
City Normal Cost as of Beginning of Year	$	321,722	$	344,400
Amortization of Unfunded Accrued Liability/(Surplus)		578,615		558,601
Interest for One Year		63,024		63,210
Tax Levy Requirement as of End of Year	$	963,361	$	966,211
Public Act 096-1495 Tax Levy Requirement				
1) Normal Cost (PUC)		403,867		402,647
2) Accrued Liability (PUC)		18,652,468		17,726,967
3) Amortization Payment		436,851		428,822
4) Interest for One Year		58,850		58,203
5) PA 096-1495 Tax Levy Requirement (1 + 3 + 4)	$	899,568		889,672



SUMMARY OF PLAN PARTICIPANTS

The actuarial valuation of the Plan is based upon the employee data furnished by the City. The information provided for Active participants included:

Name
Sex
Date of Birth
Date of Hire
Compensation
Employee Contributions

The information provided for Inactive participants included:

Name
Sex
Date of Birth
Date of Pension Commencement
Monthly Pension Benefit
Form of Payment

Membership	2017	2017	2016	2016
Current Employees				
Vested	20		21	
Nonvested	8		9	
Total	28		30	
Inactive Participants		Annual Benefits		Annual Benefits
Children	0	$ 0	0	$ 0
Disabled Employees	0	0	0	0
Retired Employees	7	496,668	6	452,093
Surviving Spouses	0	0	0	0
Terminated Vesteds	2	41,588	1	25,834
Total	9	538,256	7	477,927
Annual Payroll		$ 2,320,642		$ 2,294,948

SUMMARY OF PLAN PARTICIPANTS (Continued)

Age and Service Distribution

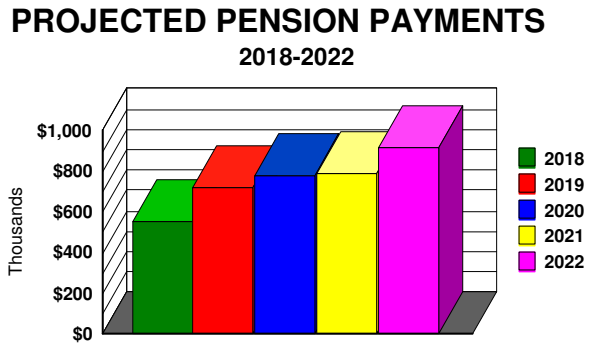
Service Age	0-4	5-9	10-14	15-19	20-24	25-29	30+	Total	Salary
20-24									
25-29	5							5	66,867
30-34		3	2					5	80,714
35-39	1	1	5	1				8	80,599
40-44		2	1	1				4	83,695
45-49					4			4	101,186
50-54				1	1			2	99,210
55-59									
60+									
Total	6	6	8	3	5	0	0	28	82,880
Salary	67,166	82,317	81,576	86,531	102,309				

Average Age: 37.7 Average Service: 11.2 Average Future Service: 11.3

DURATION (years) Active Members: 20.6 Retired Members: 11.8 All Members: 17.1

PROJECTED PENSION PAYMENTS

2018	2019	2020	2021	2022
$555,407	$719,591	$778,505	$788,133	$914,306



SUMMARY OF PLAN PROVISIONS

The Plan Provisions have not been changed from the prior year.

The City of Yorkville Police Pension Fund was created and is administered as prescribed by "Article 3. Police Pension Fund - Municipalities 500,000 and Under" of the Illinois Pension Code (Illinois Compiled Statutes, 1992, Chapter 40). A brief summary of the plan provisions is provided below.

Employees attaining the age of (50) or more with (20) or more years of creditable service are entitled to receive an annual retirement benefit of (2.5%) of final salary for each year of service up to (30) years, to a maximum of (75%) of such salary.

Employees with at least (8) years but less than (20) years of credited service may retire at or after age (60) and receive a reduced benefit of (2.5%) of final salary for each year of service.

Surviving spouses receive the greater of (50%) of final salary or the employee's retirement benefit.

Employees disabled in the line of duty receive (65%) of final salary.

The monthly pension of a covered employee who retired with (20) or more years of service after January 1, 1977, shall be increased annually, following the first anniversary date of retirement and be paid upon reaching the age of at least (55) years, by (3%) of the originally granted pension. Beginning with increases granted on or after July 1, 1993, the second and subsequent automatic annual increases shall be calculated as (3%) of the amount of the pension payable at the time of the increase.

Employees are required to contribute (9.91%) of their base salary to the Police Pension Plan. If an employee leaves covered employment with less than (20) years of service, accumulated employee contributions may be refunded without accumulated interest.

For Employees hired after January 1, 2011, the Normal Retirement age is attainment of age 55 and completion of 10 years of service; Early Retirement age is attainment of age 50, completion of 10 years of service and the Early Retirement Factor is 6% per year; the Employee’s Accrued Benefit is based on the Employee’s final 8-year average salary not to exceed $106,800 (as indexed); Cost-of-living adjustments are simple increases (not compounded) of the lesser of 3% or 50% of CPI beginning the later of the anniversary date and age 60; Surviving Spouse’s Benefits are 66 2/3% of the Employee’s benefit at the time of death.

ACTUARIAL METHODS

The Actuarial Methods employed for this valuation are as follows:

Projected Unit Credit Cost Method (for years beginning on or after 2011 for PA 096-1495)

Under the Projected Unit Credit Cost Method, the Normal Cost is the present value of the projected benefit (including projected salary increases) earned during the year.

The Accrued Liability is the present value of the projected benefit (including projected salary increases) earned as of the actuarial valuation date. The Unfunded Accrued Liability is the excess of the Accrued Liability over the plan's assets. Experience gains or losses adjust the Unfunded Accrued Liability.

Entry Age Normal Cost Method

Under the Entry Age Normal Cost Method the Normal Cost for each participant is computed as the level percentage of pay which, if paid from the earliest age the participant is eligible to enter the plan until retirement or termination, will accumulate with interest to sufficiently fund all benefits under the plan. The Normal Cost for the plan is determined as the sum of the Normal Costs for all active participants.

The Accrued Liability is the theoretical amount that would have accumulated had annual contributions equal to the Normal Cost been paid. The Unfunded Accrued Liability is the excess of the Accrued Liability over the plan's assets. Experience gains or losses adjust the Unfunded Accrued Liability.

ACTUARIAL ASSUMPTIONS

The Actuarial Assumptions used for determining the Tax Levy Requirement and GASB Statements No. 67 & 68 Disclosure Information are the same (except where noted) and have been changed from the prior year (discussion on page 4). The methods and assumptions disclosed in this report may reflect statutory requirements and may reflect the responsibility of the Principal and its advisors. Unless specifically noted otherwise, each economic and demographic assumption was selected in accordance with Actuarial Standards of Practice 27 and 35 and may reflect the views and advice of advisors to the Principal. In the event a method or assumption conflicts with the actuary's professional judgment, the method or assumption is identified in this report. The Actuarial Assumptions employed for this valuation are as follows:

Valuation Date	May 1, 2017
Asset Valuation Method	5-year Average Market Value (PA 096-1495)
Investment Return	7.00% net of investment expenses.
Salary Scale	5.00%
Mortality	RP 2014 Mortality Table (BCHA) projected to 2017 using improvement scale MP-2016.
Withdrawal	Based on studies of the Fund and the Department of Insurance, Sample Rates below
Disability	Based on studies of the Fund and the Department of Insurance, Sample Rates below
Retirement	Based on studies of the Fund and the Department of Insurance, Sample Rates below (100% by age 70)
Marital Status	80% Married, Female spouses 3 years younger

ACTUARIAL ASSUMPTIONS *(Continued)*

Sample Annual Rates Per 100 Participants

Age	Withdrawal	Disability	Retirement
20	10.00	0.05	
25	7.50	0.05	
30	5.00	0.22	
35	3.00	0.26	
40	2.00	0.40	
45	2.00	0.65	
50	3.50	0.95	20.00
55	3.50	1.30	25.00
60	3.50	1.65	33.00
65	3.50	2.00	50.00
70			100.00

GASB STATEMENTS NO. 67 & 68 DISCLOSURE INFORMATION

Plan Membership	April 30, 2017
Inactive plan members or beneficiaries currently receiving benefits	7
Inactive plan members entitled to but not yet receiving benefits	2
Active plan members	28
Total	37

Net Pension Liability of the City	
Total pension liability	19,549,317
Plan fiduciary net position	7,965,177
City's net pension liability	11,584,140
Plan fiduciary net position as a percentage of the total pension liability	40.74%

Actuarial Assumptions	
Inflation	2.50%
Salary increases	5.00%
Investment rate of return	7.00% net of expenses

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Net Pension Liability	14,700,655	11,584,140	9,064,306

GASB STATEMENTS NO. 67 & 68 DISCLOSURE INFORMATION (continued)

Schedule of Changes in the City's Net Pension Liability and Related Ratios

Total Pension Liability	April 30, 2017
Service cost	611,857
Interest	1,283,143
Changes of benefit terms	0
Differences between expected and actual experience	123,907
Changes of assumptions	(565,454)
Benefit payments, including refunds of member contributions	469,494
Net change in total pension liability	983,959
Total pension liability - beginning	18,565,358
Total pension liability - ending	19,549,317
Plan Fiduciary Net Position	
Contributions - employer	825,413
Contributions - member	234,058
Net investment income	506,033
Benefit payments, including refunds of member contributions	469,494
Administrative expense	11,999
Other	0
Net change in plan fiduciary net position	1,084,011
Plan fiduciary net position - beginning	6,881,167
Plan fiduciary net position - ending	7,965,177
City's net pension liability	11,584,140
Plan fiduciary net position as a percentage of the total pension liability	40.74%
Covered-employee payroll	2,320,642
City's net pension liability as a percentage of covered-employee payroll	499.18%

GASB STATEMENTS NO. 67 & 68 DISCLOSURE INFORMATION (continued)

Schedule of City Contributions

	April 30, 2017
Actuarially determined contribution	825,413
Contributions in relation to the actuarially determined contribution	825,413
Contribution deficiency (Excess)	0
Covered-employee payroll	2,320,642
Contributions as a percentage of covered-employee payroll	35.57%
Notes to schedule	
Valuation date	April 30, 2017
Methods and assumptions used to determine contribution rates:	
Actuarial cost method	Entry Age Normal
Amortization method	Level Percentage of Pay
Remaining amortization period	24 years
Asset valuation method	Market Value
Inflation	3.00%
Salary increases	5.00%
Investment rate of return	7.00%
Retirement age	50-70
Mortality	RP 2014 projected to 2017
Other	

Mortality rates were based on the RP 2014 Mortality Table (BCHA) projected to 2017 using improvement scale MP-2016. The other non-economic actuarial assumptions used in the April 30, 2017 valuation were based on the results of an actuarial experience study conducted by the Illinois Department of Insurance dated September 26, 2012.

Memorandum

To: Administration Committee
From: Rob Fredrickson, Finance Director
Bart Olson, City Administrator
Date: November 20, 2017
Subject: 2017 Tax Levy Ordinance & Limiting Rate Resolution

Summary

Approval of the 2017 tax levy ordinance and a resolution requesting separate limiting rates for the City and Library.

Background

Based on past levy and budget discussions, the City had unofficially adopted a plan to reduce its tax levy for fiscal years 2015 through 2018. This plan was a modified extension of the process began in fiscal year 2012 as a result of non-abated property taxes and the passage of the non-home rule sales tax referendum:

Planned decreases
2% reduction in FY 15
1% reduction in FY 16 (prior fiscal year)
1% reduction in FY 17 (prior fiscal year)
1% reduction in FY 18 (current fiscal year)

The above reduction schedule was reflected between the City property tax line-item (a calculation of the City uncapped taxes and City capped taxes) and the Library property tax-line-item (a calculation of the Library uncapped taxes and Library capped taxes). In reality, property taxes decreased at a rate quicker than we expected:

Actual decreases
3% reduction in FY 15
1.66% reduction in FY 16 (prior fiscal year)
1.68% reduction in FY 17 (prior fiscal year)
0% - no change (current fiscal year)

Now that the City has fulfilled its unofficial plan to reduce the amount of property taxes levied over the last four fiscal years, it is the recommendation of staff that the City begin to ease back into its past practice of marginally increasing its levy each year as allowed under PTELL. Pursuant to PTELL, two factors determine how much the City can increase its levy by each year: the equalized assessed valuation (EAV) of new construction and the year-over-year change in inflation (as measured by CPI). New construction is currently estimated by the County with an EAV $9.9 million, which would generate additional property tax proceeds of $64,328 for the City. As shown on Exhibit D, after two consecutive years of unusually low inflation, CPI returns to more of a historical norm in 2017 with a 2.1% increase. This inflationary portion of the levy equates to a projected increment of $65,128, for an estimated grand total of $129,456 in additional property taxes.

Based on the information presented above it is the recommendation of staff that the City increase its levy only by the amount of incremental property taxes generated from new construction, currently estimated at $64,329 (as shown on Exhibit C). While this will result in the City not levying approximately $65,128, (CPI portion) under PTELL (which means this amount is lost for subsequent levy years) staff believes that this is a balanced approach; as it allows the City to marginally expand its tax base with minimal impact on homeowners. Depending on how the City Council decides to levy, either including incremental property taxes from both CPI and new construction or new construction only, will result in the City's portion of the levy either increasing by approximately 4.2% (Exhibit B) or 2.1% (Exhibit C).

Another item of note is the police pension levy, which has been determined to be $963,361, as shown on page 6 of the Actuarial Valuation Report (Exhibit E). This represents an actual, albeit nominal, decrease of $2,850 in comparison to the actuarial determined contribution in 2016. Fiscal year 2017 was a good year for the Fund, as the percent funded increased from 39.5% to 42.3% due to several factors including: the City continuing to fully fund its actuarial determined contribution; adjustments to the mortality assumptions used in the funding calculation; and the Funds investment return slightly exceeding its assumed rate (7.00% assumed v. 7.06% actual).

Looking back at the 2016 levy, you may recall that the primary policy question at the time was whether or not the City and Library levies should be combined or levied separately. In an effort to "level the playing field" by applying the same rules of property tax growth (lesser of CPI or 5%, plus new construction) to both entities, it was decided by the City Council to levy the two entities separately. As a result of the separate levy, the Library tax rate was capped at $0.141 per $100 of EAV in 2016, resulting in a property tax extension of $645,554 for library operations. This was an increase of $13,596 (2.2%) over the 2015 extended amount of $631,958. For the 2017 levy staff plans to continue the practice of levying separately for the City and the Library, which is currently estimated to yield property taxes for library operations in the amount of $672,505. Thus, based on current EAV the library tax rate is estimated to be at $0.136 per $100 of EAV (max amount is $0.15/$100 EAV) for the 2017 levy year, which is an increase of 4.2% ($26,951) over the 2016 extension.

The fiscal year 2018 (2016 levy) certification from the County Clerk is attached (Exhibit F) to this memo. The first page contains all City (non-Library) taxes, and the second page contains Library taxes (operations and debt service for the 2006 & 2013 Refunding bonds).

The breakdown of the sublevies is attached for your review. The County's current EAV estimate is $495,355,475 which is an 8.53% increase from last year. The abatement ordinances for the non-abated (uncapped) City property taxes will be on the November 28th City Council agenda.

Homeowner Impact

The property tax bill lists the City and the Library as two distinct itemized charges. Assuming the City levies for the new construction increment only (Exhibit C), the City's (capped and uncapped) estimated levy extension is projected to increase by 2.1% for the 2017 levy year (payable in 2018). The Library (capped and uncapped) levy is projected to be 4.2% higher than the 2016 levy year extension (payable in 2017). Based on these two statements, the amount that each property owner pays to the City **should** be approximately the same as the prior year and the amount paid to the Library **should** be approximately $11 higher than the prior year's tax bill, assuming that their individual property's EAV increases by the same percentage as overall EAV in the City (currently projected at 8.53% by Kendall County).

Recommendation

As presented at the public hearing on November 14th, staff recommendations for aggregate levy amounts are below.

City Tax Levy

	2016 Levy Extension	2017 Maximum Levy (Estimate)	2017 Levy Recommended Amount
City Levy (Capped)	3,101,322	3,330,779	3,165,651
City Bonds (Uncapped)	N / A	N / A	N / A
Totals	**3,101,322**	**3,330,779**	**3,165,651**

Library Tax Levy

	2016 Levy Extension	2017 Maximum Levy (Estimate)	2017 Levy Recommended Amount
Library Operations (Capped)	645,554	672,505	672,505
Library Bonds (Uncapped)	760,433	792,101	792,101
Totals	**1,405,987**	**1,464,606**	**1,464,606**

Staff recommends the approval of the 2017 tax levy ordinance, which includes the aggregate and sub-levy amounts shown in Exhibit C. Per Exhibit C the City will levy a total of $3,165,651, which includes the new construction increment (only) of $64,329. The Library will levy $672,505 for operations, which includes both CPI and new construction increments. In addition, staff recommends the approval of the resolution directing the County Clerk to calculate separate limiting rates for both the City and Library for the 2017 levy year.

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Serve the best interests of the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2018.

ICMA

United City of Yorkville

Employee Manual

Revised 1/12/2016

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Section 1

Introduction

SECTION 1
INTRODUCTION

Section 1.1 Purpose and Mission Statement of Personnel Policy Manual

The purpose of the United City of Yorkville Personnel Policy Manual is to establish a sound human resources program based on policies equitable to the employees, employer, and taxpayers to be administered systematically resulting in effective employee performance and morale. The objectives of such a program should establish a system of human resources management based on merit and equitable administration, establish and maintain a uniform and equitable plan of position classification and compensation based on duties and responsibilities of positions in the City service, develop a program that will make a career in municipal government attractive to persons who possess the ability, integrity and dedication to serve the public, and provide a plan for continuing growth and education of the municipal employee that will provide the competence and initiative required for effective performance, equitable compensation, and public respect.

The mission of the United City of Yorkville Personnel Policy Manual is to provide the City organization with a clear and comprehensive guide, relative to human resource administration, that will enable it to recruit, hire, train, compensate and retain a highly skilled work force so that the City may achieve its overall objective of serving the best interests of the citizens of Yorkville, while utilizing their tax dollars in the most efficient and effective manner possible.

Section 1.2 Application and Scope

This document shall be known as the United City of Yorkville Personnel Policy Manual. This Manual is designed to assist employees in performing their duties and responsibilities. It does not, and is not, intended to cover every aspect of City operations. The general administrative and procedural policies of the United City of Yorkville Personnel Policy Manual apply to all City employees, unless stated otherwise. The benefit policies of the United City of Yorkville Personnel Policy Manual apply to all regular, full-time employees, unless stated otherwise. The City Administrator shall decide all disputes or questions relating to the determination of whether a policy is administrative and/or procedural in nature. Sworn members of the Yorkville Police Department, with the exception of the Chief of Police and Deputy Police Chief, are also subject to the rules and regulations of the United City of Yorkville Board of Fire and Police Commissioners and to the provisions of the Illinois Compiled Statutes. Where a conflict exits, the rules of the Board of Fire and Police Commissioners shall prevail to the extent of the specific conflict only. Additionally, the various City departments may establish working regulations and operating procedures to supplement the policies set forth in this Manual.

In the State of Illinois, it is presumed by case law that all employees are "at will". Except for employees under the jurisdiction of Fire and Police Commission rules and those governed by an approved collective bargaining agreement or other approved employment agreement, employment with the United City of Yorkville is "at will". This means that both the employee and the City have the right to terminate the employment relationship at any time, for any reason not prohibited by law, or no reason, with or without notice. The at-will employment relationship cannot be modified, except by ordinance or by a duly authorized and executed collective bargaining or other written employment agreement. This Manual, and the policies it contains, is

not intended to form a contract of employment either expressed or implied. As such, the United City of Yorkville Personnel Policy Manual may be varied from, amended, supplemented, or discontinued at any time, with or without notice. Furthermore, no policy, benefit, or procedure set forth in this Manual implies, or may be construed to imply, that it or any portion thereof is an employment contract. No property or tenure rights in employment shall be created, or deemed to be created, by this Manual. The text of this Manual is intended only to describe the policies and procedures of the City, relative to human resources management.

Upon formal adoption by the City Council, this Manual supersedes all other previous personnel rules, regulations, policies, and procedures, written or oral. In the event that any provisions of this Manual conflict with the laws of the State of Illinois or the United States Government, the applicable state or federal provision(s) shall take precedence. The term "Manual" shall mean this handbook and all of its appendices collectively.

Section 1.3 Gender and Singular Plural Clause

Whenever the male pronoun is used in this Manual, it is intended to refer to all employees, male or female. Words used in the singular also apply to the plural and vice versa.

Section 1.4 Collective Bargaining

Where the provisions of these rules conflict with those of a valid collective bargaining agreement between the United City of Yorkville and a recognized bargaining unit, the collective bargaining agreement shall take precedence over this Manual to the extent of the specific conflict only.

Section 1.5 Amendments

The policies, procedures, and practices in the United City of Yorkville Personnel Policy Manual are subject to modification and further development as determined by the City Council, as well as changes in state and federal law. Each member of City management can assist in keeping the Manual up to date by notifying the Human Resources Manager whenever problems are encountered or improvements can be made in the administration of the personnel policies. Human Resources will recommend changes to the Personnel Policy Manual for review by Department Heads and consideration by the City Administrator for inclusion in the Manual. Revisions to the policies outlined in this Manual must be approved by the City Council. The City Administrator must approve any procedural changes in this Manual. The City Administrator shall determine what is policy requiring City Council review and what is policy relative to administrative procedural matters.

Section 1.6 History of City

The site where the present United City of Yorkville is located was first settled in 1833 by a man named Earl Adams, who built a log cabin on what eventually became known as Courthouse Hill on the south side of the Fox River. The village was laid out by Rulief Duryea in 1836 and named Yorkville, apparently for Mr. Duryea's home state of New York. In 1841, when Kendall County was formed, the Village of Yorkville was named the County Seat. It was a short-lived distinction. The Village of Oswego's residents petitioned the state legislature in 1845 to move the county seat to the more

populated Oswego and after two votes, the recommendation passed. But Yorkville residents were not prepared to let the issue die. Thirteen years later, in 1859, Kendall County voters chose to once again designate Yorkville as the county seat because of its more centralized location. In 1864 a new courthouse was completed. Although County courts were moved out of this historic building in 1997 to a new Courthouse on John Street on the north side of the river, the old majestic courthouse, carefully renovated to its former splendor, still sits atop Courthouse Hill overlooking Yorkville's downtown Business District. Today the Historic Courthouse is home to the Kendall County Forest Preserve District and is a site for many community meetings.

Yorkville was officially incorporated as a village on July 8, 1874 with a population of almost 500 people. At that time, Yorkville only encompassed land on the south side of the Fox River; another village, called Bristol, was located directly across from Yorkville on the north side of the river. It wasn't until April 16, 1957 that the two communities finally decided to join together to form one municipality which became known as the United City of Yorkville.

Yorkville's central business district for most of the community's existence has been located on the South side of the Fox River on Bridge Street (Route 47). Originally the street had run up the hill to the Courthouse, but when the new bridge was built in the 1960s, Route 47 was straightened and the business district realigned. In the 1970s, Countryside Mall was built on the City's north side, at the intersection of Rts. 47 and 34. For many years this mall was not only a shopping area, but a central meeting place for the community. In 2005 the mall was leveled, to be replaced a new "lifestyle" shopping center that will carry on the tradition of combining shopping and recreation. Other shopping opportunities have arisen in the past few years with the addition of Kendall Marketplace, an 800,000 square-foot mall on the City's northwest side, and numerous strip malls along the City's major arterial roads.

The United City of Yorkville recently has seen unprecedented growth in both residential and commercial areas. Annexations have increased the City's area to more than 20 square miles, with a planning area of almost 70 square miles. There are many new projects on the horizon, such as plans for the redevelopment of the downtown area, addition of new Parks and Recreation facilities, improvement to the Glen Palmer Dam, a new water park, and new residential and commercial developments that will continue to add to the excitement and vitality of the Yorkville community. In 2007 the United City of Yorkville celebrated the 50th anniversary of its incorporation as a city with the motto – Together We've Grown. With an interesting history and a bright future, the United City of Yorkville, located in what the U.S. Census Bureau has designated as the fastest growing county in the United States, is looking forward to many more years of growth and prosperity.

Section 1.7 City Vision Statement

Yorkville continues to embody the social and physical characteristics of a small town—epitomized by a sense of community and a charming, revitalized downtown. The mechanisms established to engage residents, businesses, youth, seniors, and special populations, help leaders make decisions. Our strategic location will encourage continued development and expansion of the community, for which we have effectively planned. Successful planning efforts have achieved a mutually advantageous balance among retail, service, industrial and residential development. Such plans, in combination with development exaction programs, assist Yorkville in maintaining a reasonable

tax base to fund services. Foresight has also prevented growth from outpacing quality service provision to an increasingly diverse population—requiring housing alternatives to accommodate a variety of income levels and accessibility preferences. Development will challenge residents' ability to effectively traverse the community. However, the City continues to encourage neighborhood connections through its planning processes—ensuring opportunities for vehicular, pedestrian and non-vehicular travel to avoid congestion, primarily created by Route 47. Blending community with nature through beautification efforts remains a high priority. By requiring developments to provide and improve large open spaces and by creating walking paths along the river, Yorkville has ensured there is room for both recreation and relaxation in beautiful public areas. We realize that growth, diversity, and state funding limitations are all critical challenges for the community to navigate in order to maintain Yorkville's reputation for an excellent public school system. Finally, recognizing the importance of collaborative relationships to Yorkville's long-term success, we seek to foster an environment of mutual benefit among and between elected officials, staff, citizens, and other state and local governments.

Our vision is brought to life through perceptions, decision-making, activities, events and experiences such as:

- Emphasizing the river and downtown as a focal points of the community's identity.
- Acknowledging and celebrating our history to provide a commonality of citizenship.
- Supporting community events that encourage a sense of family, community and affiliation.
- Maintaining community assets.
- Fostering relationships and developing systems that prepare the City for development opportunities.
- Assessing the transportation and development impact of the Prairie Parkway.
- Establishing efficient development processes that allow the City to compete for targeted development types.
- Safeguarding property values by adhering to high building standards.
- Expanding the park system and recreational programs to support community growth.
- Seeking input routinely from the community on issues of significant concern.
- Providing opportunities for people of similar ages and/or interests to interact.
- Becoming a recognized leader in environmental matters, including community sustainability.
- Creating systems for routine collaboration among and between organizations that influence City goals .

Section 1.8 Definitions, Roles and Responsibilities

Section 1.8.1 City Council

Definition – The Mayor and Aldermen of the United City of Yorkville, as defined under the Illinois Municipal Code.

Roles and responsibilities – The City Council shall exercise control over personnel through the adoption of the City's annual budget, compensation plan, confirmation of the Mayor's appointments, or by the adoption of policies, procedures, ordinances and resolutions as deemed necessary by the Council. The Mayor may seek advisory input from the City

Council in connection with annual performance evaluations for employees who have a direct relationship with the Mayor as their immediate supervisor.

Section 1.8.2 Mayor

Definition – Per the Illinois Municipal Code.

Roles and responsibilities – The Mayor shall be responsible for ensuring the effective execution and administration of the policies and procedures and may delegate such functions as deemed necessary for the implementation of this system. The Mayor shall perform the performance evaluations and may seek input from the City Council for employees who have a direct relationship with the Mayor as their immediate supervisor.

Section 1.8.3 Board of Fire and Police Commissioners

Definition – As defined within City Code, as amended from time-to-time by ordinance.

Roles and Responsibilities – Performs the function of a civil service commission for all sworn police officers. The board hires, fires, promotes, and disciplines all sworn members of the police department, except the Police Chief, who is appointed by the Mayor with the advice and consent of the City Council, and the Deputy Police Chiefs, who are appointed by the Police Chief.

Section 1.8.4 Types of Employees

Section 1.8.4.1 Department Heads

Definition – As determined within City Code, as amended from time-to-time by ordinance. In general, are salaried on an annual basis, regardless of number of hours worked over forty (40) hours per week.

Roles and responsibilities – Department head shall:

1) Be responsible for directing and coordinating personnel activities of the City on a day-to-day basis.
2) Establish such rules as deemed necessary to the efficient and orderly administration of their respective departments, in accordance with this employee manual and City Code.
3) Complete performance evaluations for their subordinates in accordance with Section 3.10.
4) Prepare a tentative department budget in accordance with direction given by their supervisor during each budget cycle.
5) Prepare job descriptions and recommend the selection and hiring of all personnel in accordance with Section 6.
6) Submit for approval any promotion, demotion, discharge of all personnel in their respective department, with the Mayor having authority for final dispensation of all employees.

Section 1.8.4.2 Supervisory

Definition – Members of the management group, as determined by the FLSA status and the provisions of the employee's job description.

Roles and responsibilities – Supervisory personnel direct the daily work activities of unit or shift of employees. Employees shall report tardiness, illness, or other absence, and make requests for authorized leave to the Supervisory personnel, as dictated in the sections of this employee manual.

Section 1.8.4.3 Non-Exempt Full-Time

Definition – Permanent employees scheduled to work forty (40) hours per week, and paid on an hourly basis.

Roles and responsibilities – As defined by the job description of the position.

Section 1.8.4.4 Part-Time

Definition – Any employee who is employed regularly for less than forty (40) hours per week. All work performed is paid as straight time, subject to department of labor laws regarding overtime. Part-time employees may be eligible for benefits, in accordance with the provisions within Section 4.

Roles and responsibilities – As defined by the job description of the position.

Section 1.8.4.5 Volunteers

Definition – An uncompensated person who volunteers to perform a service for the City during a special event.

Roles and responsibilities – As directed by the Department Head during a City special event.

Section 2

Personal Conduct

SECTION 2
PERSONAL CONDUCT

Section 2.1 Standards of Conduct

Employees must exercise the utmost courtesy and discretion regarding all matters of City business. Employees shall refrain from any action and avoid any public pronouncement that might reflect adversely upon the City. Employees are expected to act as a representative of the United City of Yorkville at all times. This means treating all citizens, customers, vendors, suppliers, and other service providers courteously, professionally, and respectfully on the phone, on the road, on the computer, in person or any other form of communication. Employees are also expected to treat each other in the same manner. Any employee who is found to be in violation of City policy may be subject to disciplinary action up to and including termination. Depending upon the seriousness of the action, other appropriate civil or criminal sanctions may also be pursued. By signing off on receipt of this Personnel Policy Manual employees agree to adhere to the standards of conduct set forth in Section 2.1, as well as its subsections.

Section 2.1.1 Ethics Ordinance

In November of 2003, the Illinois General Assembly mandated that each unit of local government adopt an ordinance “regulating the political activities of, and the solicitation and acceptance of gifts, by the officers and employees of such units ‘in a manner no less restrictive” than the provisions of the Act”. The City passed Ordinance 2004-26 in May of 2004 to comply with this mandate. The Ethics Code provides very clear descriptions of the prohibited activities and consequences of any violations. Of special note is that a violation to the Ethics Code is not treated as a violation of conduct, but will likely lead to prosecution. The following is a summary of the Ethics ordinance:

A. No officer or employee shall intentionally perform any prohibited political activity during any "compensated time", as defined herein. No officer or employee shall intentionally use any property or resources of the United City of Yorkville in connection with any prohibited political activity.

B. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity: 1) as part of that officer's or employee's duties, 2) as a condition of employment, or 3) during any compensated time off (such as holidays, vacation or personal time off).

C. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

D. Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are

undertaken by an officer or employee on a voluntary basis which are not prohibited by this chapter.

E. No person either: 1) in a position that is subject to recognized merit principles of public employment or 2) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the federal standards for a merit system of personnel administration applicable to grant in aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

Section 2.1.2 Gift Ban

Ordinance 2004-26 and Section 1-12-3 in the City Code also address a gift ban. Except as described in general terms below, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any "prohibited source", as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this section. Exceptions are generally:

A.Opportunities, benefits, and services that are available on the same conditions as for the general public.

B. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

C. Any: 1) contribution that is lawfully made under the election code or 2) activities associated with a fundraising event in support of a political organization or candidate.

D. Educational materials and missions.

E. Travel expenses for a meeting to discuss business.

F. A gift from a "relative", meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's fiancé or fiancée.

G. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship.

In determining whether a gift is provided on the basis of personal friendship, the

recipient shall consider the circumstances under which the gift was offered, such as:

1. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
2. Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
3. Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

H. Food or refreshments not exceeding seventy five dollars ($75.00) per person in value on a single calendar day; provided that the food or refreshments are: 1) consumed on the premises from which they were purchased or prepared or 2) catered. For the purposes of this section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

I. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

J. Intragovernmental and intergovernmental gifts. For the purpose of this act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "intergovernmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

K. Bequests, inheritances, and other transfers at death.

L. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one hundred dollars ($100.00).

Each of the exceptions listed in this section is mutually exclusive and independent of every other.

Section 2.1.3 Fraud Prevention

The United City of Yorkville has established a fraud prevention policy to aid in the detection and prevention of fraud against the City. It is the intent of the City to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. This policy applies to any irregularity, or suspected irregularity, involving employees and elected officials as well as contractors, consultants and/or any other parties with a business relationship with the United City of Yorkville. Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position/title, or relationship to the City.

The Human Resources Manager will provide employees with information regarding fraud detection and prevention on an annual basis; however management is ultimately responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to the City Administrator, who will coordinate an investigation.

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
-
- Disclosing to other persons securities activities engaged in or contemplated by the City
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the City, except in circumstances described in Section 2.1.2 (Gift Ban) of the manual
- Destruction, removal, or inappropriate use of records, furniture, fixtures, equipment, and/or any other City owned property
- Any similar or related irregularity

Irregularities concerning an employee's moral, ethical, or behavioral conduct that is not addressed in Section 2.1.1 (Ethics Ordinance) of this manual should be resolved by departmental management and Human Resources. If there is a question as to whether an action constitutes fraud, contact the City Administrator for guidance.

2.1.3.1 Reporting and Investigation Procedures

The City Administrator has the primary responsibility for the investigation of all suspected fraudulent acts as defined in this policy. If the investigation substantiates that fraudulent activities have occurred, the City Administrator will issue reports to appropriate designated personnel and, if appropriate, to the City Council. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel, as will final decisions on disposition of the case.

The City Administrator has the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of his investigation.

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway. The City Administrator treats all information received confidentially. Any employee who suspects dishonest or fraudulent activities will notify the City Administrator immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

An employee who discovers or suspects fraudulent activity will contact the City Administrator immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the City Administrator or City Attorney. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the City Administrator or the City's legal counsel.

2.1.3.2 Termination

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the Mayor and by legal counsel before any such action is taken.

Section 2.2 Compliance with Rules and Regulations

Employees are expected to comply with the personnel policies and practices contained herein. Penalties will be assessed for infractions of these policies and procedures. Minor infractions do not require the same severe disciplinary action that is necessary for major infractions. All employees are subject to disciplinary action up to and including discharge for engaging in, but not limited to, the following illustrations of unacceptable conduct.

Section 2.2.1 Minor Infraction Guidelines

Minor infractions are the type of behavior that does not generally, upon first offense, require severe disciplinary action, but if continued, may lead to suspension or termination. Minor infractions include but are not limited to:

1. Wasting time, loitering or being away from assigned working place without good reason.
2. Tardiness.

3. Careless or unsafe use of City property.
4. Unauthorized posting or removal of any matter from City bulletin boards or City property.
5. Lack of courtesy to an individual, either on the phone, on the computer or in person.

Section 2.2.2 Major Infraction Guidelines

Major infractions are the type of behavior that may result in severe disciplinary action, such as suspension or termination. Major infractions include but are not limited to:

1. Refusal to carry out a specific order or instruction (written or oral) issued by a supervisor.
2. Theft from fellow workers, the City or any others.
3. Willful omission of facts or falsifying personnel or other records during or after time of employment.
4. Habitual tardiness or absenteeism.
5. Failure to comply with City or department policies and procedures and/or collective bargaining agreement.
6. Unauthorized sleeping on the job.
7. Consumption, possession, or use of any drug (on the job), including intoxicants, alcohol, stimulants, and depressants, other than those prescribed by a physician to the employee. Reporting to work under the influence of any intoxicant, stimulant, and/or depressant (other than that prescribed by a physician) will be considered as if the employee had consumed the drug on the job.
8. Violation of the IT Use and Security policy (outlined later in this chapter).
9. Working in an unsafe manner, including disregarding established safety practices and procedures and/or the failure to use personal protective equipment as required.
10. Malicious, careless, or negligent action resulting in injury or damage to person or property.
11. Failure to report a workplace injury or accident within twenty-four (24) hours of occurrence.
12. Three (3) wage garnishment submittals (requests) made to the City involving more than one (1) indebtedness within a twelve (12) month period.
13. Careless or unsafe use of City property, which results in injury to a person or damage to, said property.
14. Harassment of any kind.
15. Absence from work for one (1) day without permission, without proper notification, or without adequate explanation.
16. Gambling of any type on municipal property.
17. Revealing or divulging confidential information to parties not involved.
18. Issues of workplace violence

Section 2.3 Anti-Harassment Policy

The United City of Yorkville is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of City employees by anyone, including any supervisor, co-worker, or any third party. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. All employees are expected to make it known promptly, through the avenues identified below, whenever they experience or witness offensive or unwelcome conduct.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability or other protected group status. The City will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All City employees are responsible to help assure that harassment is avoided. Anyone who believes that they have experienced or witnessed harassment should notify the City Administrator, a Department Head, Supervisor, City Attorney, or Mayor.

The City forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. Anyone who believes that they have been retaliated against should notify the City Administrator, a Department Head, Supervisor, City Attorney, or Mayor.

The City's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the City will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the City will take corrective action, including discipline, up to and including immediate termination of employment.

An employee who believes that he or she has been the subject of harassment or retaliation for complaining about harassment also has the right to file a charge of civil rights violations with the appropriate state or federal enforcement agency. These include:

Illinois Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601
312-814-6200

United States Equal Employment Opportunity Commission
Chicago District Office
500 West Madison Street, Suite 2000
Chicago, Illinois 60661
800-669-4000

Section 2.4 Threats, Violence and Weapons

Section 2.4.1 Workplace Violence Policy

The City will not tolerate any threats, threatening behavior or acts of violence against employees, visitors, or other individuals by anyone on City property or while an employee is off-premises engaged in City business. There is no justification for such actions. Any employee who violates this policy will face disciplinary action up to and including discharge and may face possible arrest and criminal prosecution.

Section 2.4.2 Prohibited Conduct

"Workplace violence" includes any behavior or conduct on City premises, which is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of co-workers and/or property. It includes, but is not limited to:

a. Any physical behavior, or threat of physical behavior, which involves aggressive contact with any person, including pushing, hitting, fighting, throwing objects or otherwise intentionally injuring another person or attempting to injure another person;

b. Any physical behavior, or threat of physical behavior, that would place a reasonable person in fear of receiving imminent physical injury or aggressive physical contact of the sort discussed above; or

c. Any act of vandalism or other intentional damage or destruction of City property.

No employee or third party is permitted to bring weapons or firearms onto City property (including City vehicles), except for authorized law enforcement personnel and individuals in accordance with the Firearm Concealed Carry Act, which allows individuals with valid concealed carry permits to possess a gun in limited circumstances in their vehicle in City parking lots. Nothing in this policy shall be construed to provide greater authority to possess weapons on City property than is permitted by law."

Section 2.4.3 Reporting Procedures

Employees who become aware of workplace violence or any threat of workplace violence, whether by an employee or non-employee, must immediately report such action to their immediate supervisor and law enforcement personnel. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the incident. Any employee who is a victim of workplace violence must immediately report the situation to law enforcement personnel, then his or her supervisor or the City Administrator when the supervisor is involved. Any report made pursuant to this policy will be treated with confidentiality to the extent reasonably possible and appropriate.

Actions that may be considered endangering or life threatening by or against any employee or individual on City property should be reported to local law enforcement agency by calling 911, in addition to the reports set forth above.

Section 2.4.4 Investigation and Responsive Action

All incidents of alleged workplace violence will be investigated promptly by the City. Based on the results of the investigation, the City will take appropriate action. If a violation of policy is found, such action may include immediate discharge. Additionally, the City may report the situation to law enforcement. When applicable, the City and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of any workplace violence. The City may take other actions, as it deems appropriate under the specific circumstances, including seeking judicial action.

Section 2.4.5 No Retaliation

The City forbids retaliation against any employee for reporting any violation of this policy. Any employee who engages in retaliation in violation of this policy shall be subject to disciplinary action up to and including discharge.

Section 2.5 Conflict of Interest

No City employee shall engage in any act, which is in conflict, or creates an appearance of unfairness or conflict with performance of official duties. An employee shall have a conflict of interest if the employee:

1. Has any financial interest in any sale to the City of any property, goods, or services when such financial interest was received with prior knowledge that the City intended to purchase the property, goods, or services.
2. Solicits, accepts, or seeks a gift, gratuity or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City.
3. Participates in his/her capacity as a City employee in the initiating or issuing of a purchase order or contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the City.

4. Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above. An employee should not make a unilateral decision. If there is any doubt about his/her private employment, the Department Director should be consulted.
5. Directly or indirectly gives, receives, or agrees to receive any compensation, gift, reward, commission or gratuity from any source except the City for any matter directly connected with or related to his/her official services as such employee with the City, except for courtesies as provided in reasonable exceptions.
6. Discloses or uses without authorization confidential information concerning property or affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City.
7. Has a financial interest or personal interest in any legislation coming before the City Council and participates in discussion with or gives an official opinion to the City Council unless the employee discloses on the record of the Council the nature and extent of such interest. Interests include:
    A) Interests in an employee's immediate family.
    B) Any business entity in which stock or legal beneficial ownership is in excess of one percent (1%) of the total stock, or legal ownership is controlled or owned directly or indirectly by the employee.
    C) Interest in any business entity in which the City employee is an officer, director, or employee.
    D) Interest in any person or business entity with whom a contractual relationship exists with the employee; provided that a contractual obligation of less than $500 or a commercially reasonable loan or purchase made in the course of ordinary business shall not be deemed to create a conflict of interest.

Section 2.5.1 Permitted Reasonable Exceptions

Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the City, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the City.

The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, or favor given or received which has significant monetary value and is offered or accepted in expectation of preferential treatment and an expression of courtesy. Examples of acceptable courtesies include a meal or social event; exchanges of floral offerings; gifts of food to commemorate events such as illness, death, birth, holidays, or promotions; or a sample or promotional gift.

Section 2.5.2 Use of City Property

Employees may only do work which is of direct benefit to the City while on City owned property. No employee shall use City-owned vehicles, equipment, materials, or other property for private use, or as part of secondary employment outside of City premises.

Section 2.6 Solicitation and Distribution

Employees are expected to devote their full attention to their assigned duties during work hours. Except for requests for contributions for gifts or receptions, held only during breaks or lunch periods, specifically to honor employees on their retirement, resignation from City employ, or other events of personal significance, the following rules shall be in effect:

1. Employees may not solicit for or distribute literature during work hours on behalf of any organization, charity or cause except during non-work periods such as breaks or lunch periods. The City may solicit for or distribute literature on behalf of a charity or cause.
2. Employees who wish to solicit for any organization, charity or cause may not disturb other employees when the other employees are working.
3. Employees may not distribute literature on behalf of any organization, charity or cause in working areas.
4. Employees who wish to solicit for or distribute literature on behalf of any organization, charity or cause must do so in a manner and location, which does not disturb members of the public who are transacting business with the City.
5. Non-employees of the City may not solicit or distribute literature on behalf of any organization, charity or cause on City property, which is not open to the general public.
6. Non-employees who wish to solicit or distribute literature on behalf of any organization, charity or cause on City property, which is open to the general public, must do so in a manner and location, which does not interfere with the conduct of City business.

Section 2.7 Drug Free Workplace Policy

Section 2.7 Drug Free Workplace Policy

"This policy will be construed in a manner consistent with our rights and obligations under the Illinois Medical Cannabis Pilot Program, including any applicable interpretative rules that may be adopted pursuant to this Program. Be assured that we respect the rights of our employees who are registered patients with debilitating medical conditions who are engaging in the medical use of marijuana in compliance with the law. However, as with alcohol and prescription drugs, employees may not operate or be in control of a vehicle while impaired. Additionally, employees may be disciplined or even discharged for reporting to work under the influence of cannabis. In all cases, an employee who is a registered patient engaged in the medical use of marijuana is subject to all of our normal drug testing requirements, personnel policies and disciplinary penalties for policy violations."

Section 2.7.1 Substance Use (Non-DOT Employees)

The United City of Yorkville is firmly committed to providing a productive, safe and healthful work environment. The use of illegal drugs, abuse and misuse of alcohol, adversely affects those objectives by increasing absenteeism, lowering productivity and quality and most of all, jeopardizing the health and safety of those involved and the safety of others. The following policy and testing program requires compliance by all non-DOT regulated employees as a condition of employment and continued employment with the City.

The United City of Yorkville reserves the right to interpret, revise or discontinue any provision of this policy.

Appendices A, B, and C are attached and have been incorporated into this policy and program. Appendix A is simply an acknowledgment of receipt required to be executed by all new and current employees. Appendix B and Appendix C consist of "Consent to Test" forms to be executed by current employees as well as applicants respectively.

2.7.1.1 Statement of Policy

The United City of Yorkville recognizes that our employees' health and safety are of the utmost importance. Drug use and alcohol misuse may pose a serious threat to employee health and safety. It is the policy of the United City of Yorkville to prevent substance use or abuse from having an adverse effect on our employees. The work environment is safer and more productive without the presence of illicit or inappropriate drugs or alcohol in the body or on City property. Furthermore, all employees have a right to work in a drug-free environment and to work with individuals free from the effects of drugs or alcohol. Employees who use or abuse prohibited substances are a danger to themselves, their co-workers, the public and the City's property.

The federal government, many States and the Unions representing our employees have recognized the adverse impact of substance abuse in the workplace. The United City of Yorkville will follow the provisions of current collective bargaining agreements, which incorporate drug and/or alcohol testing, as necessary. All employees are advised that remaining drug-free and qualified to perform assigned duties safely are conditions of continued employment with the City.

The United City of Yorkville will conduct post-offer pre-employment testing of all applicants. All employees may be subject to testing where circumstances establish that reasonable cause/suspicion of prohibited substance use exists and following on-the-job accidents or injuries.

Any employee who tests positive will be subject to immediate termination. Any employee who refuses to comply with a proper request to submit to testing or who fails to cooperate in the test process will be terminated. These procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action, up to and including immediate termination from employment will, however, be taken as necessary.

The United City of Yorkville prohibits the manufacture, distribution, dispensation, possession, concealment, use, sale or transfer of alcohol or illegal drugs, and the possession and/or purchase of drug related paraphernalia while on City premises or in a City vehicle. The United City of Yorkville prohibits employees from using alcohol, illegal drugs or controlled substances while at work, performing City business or job-related duties, while on City property or while operating City equipment (including vehicles).

All employees have an obligation to comply with and support this policy. Any employee who is aware of a violation of the policy should report it to his immediate supervisor or any manager. Every effort will be made to preserve the confidentiality of the source of a report to the extent possible. All reports will be taken seriously. Persons submitting false reports are subject to discipline up to and including immediate termination.

An employee taking over-the-counter or prescribed medication must be aware of any effect the medication may have on the performance of their duties. The employee must inform his physician of his job duties in order to make certain that the drug does not affect or interfere with the employee's safe and effective performance of his job duties. If the employee's physician determines that the drug affects or interferes with the employee's safe and effective performance of his duties then the employee must promptly report to their immediate supervisor the use of the medication and its possible effects. All prescription and non-prescription drugs must be kept in their original packaging or container. An employee who fails to do so is subject to disciplinary action, up to and including immediate discharge. Such information will be kept confidential and such employees will be reasonably accommodated to the extent required by law.

The United City of Yorkville may, with probable cause, conduct searches on and of any of its property, including inspection of vehicles, lockers, desks, employee tool and lunch boxes, briefcases, packages, etc. Private vehicles parked on City property are normally not affected by this policy. Refusing to submit to a search or inspection when requested by management will be cause for immediate discharge. Any illegal substance found on City property may be turned over to appropriate law enforcement authorities for investigation and possible criminal enforcement action.

All drug/alcohol test results will be kept in a secure file in the United City of Yorkville's Human Resource Manager's office. These files are strictly confidential in accordance with the law. Under no circumstances should the facts surrounding a case be discussed by anyone from the City with a person not directly or immediately involved with the case.

To support this policy, the United City of Yorkville has adopted the following Uniform Drug and Alcohol Testing Program that applies to its employees (both hourly and salaried).

A. Pre-Employment Testing;
B. Reasonable Cause Testing;
C. Post Accident Testing;

Neither this policy nor any of its terms are intended to create a contract of employment, or to alter the existing employment or contractual relationship in any way. The United City of Yorkville retains the sole right to change, amend or modify any term or provision of this policy without notice.

2.7.1.2 Drug and Alcohol Testing Programs

2.7.1.2.1 Pre-Employment Testing

After an offer of employment has been extended, the applicant must undergo a drug screen designed to identify whether or not the applicant is using illegal drugs. This drug screen will be administered by a clinic or lab selected by the United City of Yorkville. All offers of employment with United City of Yorkville are contingent on the City receiving a negative drug test result verified by the City's Medical Review Officer.

Should a positive test result exist, the applicant's offer of employment will be automatically rescinded by the City. If for any reason the applicant has already begun working for the United City of Yorkville before the City receives the positive test result, the applicant's employment will come to an immediate end. However, the applicant can submit documentation supporting the legitimate use for a specific drug or the specific drug that resulted in a positive determination. This documentation must be made either prior to or within 24 hours after the positive drug result is communicated to the applicant. Should the applicant's ability to safely and effectively perform his or her job be affected by the legitimate use of any drug, then the City will attempt to provide accommodations to the extent required by law. If the offer of employment is revoked or if employment ends, the applicant who tests positive under the provisions of this policy may re-apply for employment with the United City of Yorkville after a time period of twelve (12) months, however, there shall be no guarantee of re-employment.

ANY APPLICANT WHO REFUSES TO CONSENT TO A TEST OR WHO FAILS TO COMPLY WITH ANY TESTING PROCEDURES OR TESTS POSITIVE FOR THE USE OF DRUGS WILL NOT COMMENCE WORK FOR THE UNITED CITY OF YORKVILLE, AND THE JOB OFFER WILL BE AUTOMATICALLY RESCINDED. EMPLOYMENT IS EXPRESSLY CONDITIONED ON THE SUCCESSFUL PASSAGE OF THE POST-OFFER DRUG SCREEN.

In recognition of the requirements of the Americans with Disabilities Act (ADA), the United City of Yorkville will not discriminate against an applicant who has successfully completed a drug or alcohol rehabilitation program. However, the ADA does not prevent the City from refusing to hire any applicant who tests positive for illicit drug use prior to employment.

2.7.1.2.2 Reasonable Suspicion Testing

The United City of Yorkville has the discretion to decide when and under what circumstances an employee is fit for work. No employee will be permitted to work while

under the influence of alcohol, or any drug not specifically prescribed by the employee's physician and used in accordance with that prescription.

Testing on the basis of reasonable suspicion shall include, but not be limited to: 1) involvement in a near-miss accident (an accident that was narrowly avoided) caused by the employee's actions or inaction; 2) observation of an employee acting or appearing in a manner which suggests drug or alcohol use, such as, behavior, appearance, judgment, coordination, job performance and/or other conduct including, but not limited to, slurred speech, glassy eyes, unsteady walk, disorientation, significant or repeated lapses of concentration, emotional outbursts, substantial mood changes, the smell of alcohol on the employee's breath, etc.; 3) instances where the City observes or receives credible information that the employee is using or is under the influence of drugs and/or alcohol; or 4) other facts which support a reasonable belief that the employee is using or is under the influence of drugs and/or alcohol in violation of this policy.

All City department heads and supervisors will receive training to assist them in identifying behavioral characteristics of the use of prohibited substances in the workplace. Any department head or supervisor who observes such behavior must, within 24 hours, confidentially notify the Human Resources Manager in writing of the date, time, particular facts observed and employee's name. The Human Resources Manager must determine if the department head's or supervisor's suspicions are reasonable within 24 hours of being notified. Upon the Human Resources Manager's determination that reasonable suspicion exists, testing can commence. However, once the determination that reasonable suspicion exists, under no circumstances will an employee be allowed back to work until he or she has a negative drug and/or alcohol test.

In reasonable cause cases, the City shall require the employee to go directly to a collection site for drug and/or alcohol testing. The employee will be transported to the collection site by a City representative. Refusal to consent to testing will be considered insubordination and grounds for termination of employment.

If notice of a positive test result is received from the Medical Review Officer, then the employee will be subject to the disciplinary provisions in Section 2.7.1.4 of this Program. However, if a negative test result is received, then the employee will be immediately reinstated for work with back pay, if applicable.

2.7.1.2.3 Post-Accident Testing

Anyone who suffers an accident on City property must report it immediately to his or her immediate supervisor or manager, so that proper action and/or medical treatment may be provided. Failure to report any injury immediately may adversely affect an employee's benefits and rights under the law, and is grounds for disciplinary action up to and including immediate discharge.

An employee shall be tested for the use of controlled substances and/or alcohol as soon as possible, but no later than eight (8) hours, after a reportable accident occurring

while during the course of City business and involving said employee if the City has probable cause to suspect that controlled substances and/or alcohol contributed to the accident.

For the purposes of this Section, a "reportable accident" means an accident resulting in:

1. The death of a human being;
2. Bodily injury to any person (including the employee) who, as the result of the injury, receives medical treatment --- including "first-aid"; or
3. Damage to property in excess of $500.

If notice of a positive test result is received from the Medical Review Officer following a post-accident drug and/or alcohol screen, then the employee will be subject to the disciplinary provisions in Section 2.7.1.4 of this Program. However, if a negative test result is received, then the employee will be immediately reinstated for work with back pay, if applicable.

2.7.1.2.4 Return to Duty Testing

Any individual who has performed services for the United City of Yorkville but who, for whatever reason, has not worked for the City for a period of 30 consecutive calendar days must undergo testing for drug and/or alcohol use. If a notice of a positive test result is received from the Medical Review Officer following said testing, then the employee will be subject to the disciplinary provisions in Section 2.7.1.4 of this Program.

2.7.1.3 Testing Methodology

This policy and program allows for the testing for drugs and alcohol. All laboratories used to perform urine and/or breath testing pursuant to this Program will be accredited by the National Institute on Drug Abuse and will perform testing in accordance with the standards approved by the Department of Health and Human Services.

Drug Screening

Urine testing will be conducted to screen the presence of the following drugs and their metabolites:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine (PCP)
- Barbiturates
- Benzodiazepines
- Methadone
- Propoxyphene

Alcohol Screening

All breath alcohol testing performed under this Program shall be performed to determine blood alcohol content only. Any employee having a blood alcohol content of

at least .02 shall be deemed to have tested positive for the use of alcohol and such a result shall subject the employee to the disciplinary provisions contained in Section 2.7.1.4 of this Program.

The United City of Yorkville shall retain a qualified Medical Review Officer to receive test results from the laboratory and to carry out all actions necessary to confirm positive test results.

2.7.1.4 Disciplinary Provisions

The United City of Yorkville is a zero tolerance employer. Any employee who tests positive for the use of a controlled substance and/or alcohol in violation of this policy or program, as reported to the City's Human Resources Manager by the City's Medical Review Officer, shall be unqualified to work for the United City of Yorkville and shall be immediately discharged.

An employee who "refuses to submit" to an alcohol or drug test as provided herein is subject to immediate termination. "Refuses to submit" means that an employee:

1. Fails to appear for any test within a reasonable time, as determined by the City, consistent with this policy after being directed to do so by the City.

2. Fails to remain at the testing site until the testing process is complete.

3. Fails to provide a urine specimen for any drug test required.

4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen.

5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.

6. Fails or declines to take a second test the employer or collector has directed the employee to take.

7. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process, or failing to complete all documents, or failing to comply with reasonable directives); or

8. Is reported by the Medical Review Officer as having a verified adulterated sample or substituted test result.

2.7.1.5 Notification to Employer of Conviction

As a condition of initial and continued employment, each employee shall a) agree in writing to abide by the terms of the City's policy respecting a drug and alcohol-free workplace; and, b) agree, as required by law, to inform his or her supervisor of his or her conviction of any criminal drug or alcohol Statute, for a violation occurring on or off City premises, while conducting City business, no later than five (5) days after such a conviction. A conviction means a finding of guilt (including a plea of "no lo contendere") or the imposition of a sentence by a Judge or jury in any federal or state court, and/or a finding of Court Supervision.

Section 2.7.2 Substance Use (DOT Employees)

The United City of Yorkville is firmly committed to providing a productive, safe and healthful work environment. The use of illegal drugs, abuse and misuse of alcohol, adversely affects those objectives by increasing absenteeism, lowering productivity and quality and most of all, jeopardizing the health and safety of those involved and the safety of others.

The purpose of this policy is to establish an alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol and drugs by covered drivers of commercial motor vehicles in compliance with the Federal Department of Transportation Regulations promulgated at Rule 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991, enacted October 28, 1991.

Appendices A, B, and C are attached and have been incorporated into this policy and program. Appendix A is simply an acknowledgment of receipt required to be executed by all new and current employees. Appendix B and Appendix C consist of "Consent to Test" forms to be executed by current employees as well as applicants respectively.

Section 2.7.2.1 Applicability

This policy applies to all City employees who operate commercial motor vehicles and are subject to the commercial driver's license (CDL) requirements of the Code of Federal Regulations promulgated under The Omnibus Transportation Act.

The United City of Yorkville has a separate drug and alcohol policy included in the employee handbook, for all other employees (see Section 2.7.1).

Section 2.7.2.2 Prohibited Conduct

Employees covered by United City of Yorkville's DOT Drug & Alcohol Policy shall not:

1. Be under the influence of any controlled substance without medical authorization; No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the

driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

2. Report for, or remain on duty, performing a safety-sensitive function while having a breath alcohol concentration of 0.02 or greater.

3. Use alcohol while performing safety-sensitive functions.

Section 2.7.2.2.1 Alcohol

1. No covered driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of .02 or greater. The City shall not permit the covered driver to perform or continue to perform safety-sensitive function if it has actual knowledge that a driver has an alcohol concentration of .02 or greater.

2. A covered driver shall not be on duty or operate a commercial motor vehicle while the covered driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. The City shall not permit the covered driver to drive or continue to drive a commercial motor vehicle if it has actual knowledge that a driver possesses unmanifested alcohol.

3. A covered driver shall not use alcohol while performing safety sensitive functions. The City shall not permit the driver to perform or continue to perform safety-sensitive functions if it has actual knowledge that a driver is using alcohol while performing safety-sensitive functions.

4. No covered driver shall perform safety-sensitive functions within four (4) hours after using alcohol. The City shall not permit the driver to perform or continue to perform safety sensitive functions if it has actual knowledge that a driver has used alcohol within four (4) hours.

5. A covered driver required to take a post-accident alcohol test shall not use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever is first.

Section 2.7.2.2.2 Drugs

1. The City will not permit a covered driver to perform safety-sensitive functions who has used any illegal drug or controlled substance except when the use is pursuant to the instructions of a physician who has advised the City that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. It is the driver's responsibility to notify the City if this situation is applicable.

2. Independent of the requirements of the Omnibus Transportation Employee Testing Act of 1991 and the regulations promulgated thereunder, the covered driver must notify the City that he/she is using controlled substances pursuant to the instructions of the physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Section 2.7.2.3 Drug and Alcohol Testing Programs

Section 2.7.2.3.1 Pre-Employment Testing

Pre-employment testing is testing for drugs that the City administers after a conditional offer of employment has been extended and prior to any covered driver's performance of a safety-sensitive function. If the pre-duty drug testing reveals a presence of drugs, it will result in revocation of the conditional offer of employment. The City may, in its sole discretion, forego pre-duty testing where the exceptions promulgated at DOT 49 CFR S.382.301 (b) or (c), relating to drug and alcohol testing of covered drivers by their previous employers, are satisfied.

The United City of Yorkville will not allow a driver to perform any safety-sensitive functions until the employee has passed pre-duty testing for drugs and alcohol. Prior to the first time a driver performs safety-sensitive functions for an employer, the driver shall undergo testing for controlled substances as a condition prior to being used. The City will not allow a driver that it intends to hire or use to perform safety-sensitive functions unless the City has received a controlled substances test result from the Medical Review Officer indicating a verified negative test result for that driver.

Section 2.7.2.3.2 Reasonable Suspicion Testing

Reasonable suspicion testing is alcohol and drug testing that the City conducts when it has reasonable suspicion to believe that a covered driver has engaged in conduct prohibited by this policy. Reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of a covered driver by a department head or supervisor who is specially trained to recognize alcohol misuse or drug use.

The City will not administer a reasonable suspicion alcohol test more than eight (8) hours following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated. Notwithstanding the absence of a reasonable suspicion alcohol test, the City will not permit any covered driver to report for duty or remain on duty requiring the performance of a safety-sensitive function while the driver is under the influence of, or impaired by, alcohol as shown by the behavioral, speech and performance indicators of alcohol misuse, until an alcohol test is administered and the driver's blood alcohol concentration measures .02 or 24 hours have elapsed following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated. A written record shall be made of

observations leading to reasonable suspicion, signed by the department head or supervisor who made the observations, within twenty-four (24) hours of the observed behavior or before the results of drugs tested are released, whichever is earlier.

Drivers covered by this paragraph are subject to alcohol testing as follows: Immediately prior to the start of duty in a safety sensitive function, or during duty hours in a safety sensitive function, or immediately following completion of duty in a safety sensitive function. Reasonable suspicion drug testing may be conducted at any time the covered driver is on duty for the City.

2.7.2.3.3 Post-Accident Testing

A post-accident test is a test for alcohol and drugs administered following an accident involving a commercial motor vehicle to each surviving covered driver.

A covered driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to testing. This shall not be construed to require the delay of necessary medical attention for injured individuals following an accident or to prohibit a covered driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

ALCOHOL TESTS: As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, the City will test for alcohol for each of its surviving drivers:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

2. Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

    a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

    b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

If an alcohol test required by this section is not administered within two hours following the accident, the City shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.

CONTROLLED SUBSTANCE TESTS: As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, the City will test for controlled substances (drugs) for each of its surviving drivers:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

2. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

    a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

    b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

If a controlled substance (drug) test required by this section is not administered within 32 hours following the accident, the City will cease attempts to administer a controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.

The City will provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of this section.

2.7.2.3.4 Random Testing

Random testing is unannounced testing for alcohol and drugs administered in a statistically random manner throughout the year to covered drivers employed by the City so that all covered drivers have an equal probability of selection each time said random pool is created for selection.

Drivers covered by this paragraph are subject to alcohol testing as follows: Immediately prior to the start of duty in a safety sensitive function, or during duty hours in a safety sensitive function, or immediately following completion of duty in a safety sensitive function. Random drug testing may be conducted at any time the covered driver is on duty for the City.

Every driver shall submit to random alcohol and controlled substance testing as required in this section.

A list of drivers randomly selected for testing will be provided to the City by Midwest Occupational Health Management Services (MOHMS) on a quarterly basis.

The selection of drivers for random alcohol and controlled substances testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers.

Each driver selected for random alcohol and controlled substances testing under the selection process used will have an equal chance of being tested each time selections are made. Each driver selected for testing will be tested during the selection period.

The City will ensure that random alcohol and controlled substances tests conducted under this part are unannounced and that the dates for administering random alcohol and controlled substances tests conducted under this part are spread reasonably throughout the calendar year.

It is required that each driver who is notified of selection for random alcohol and/or controlled substances testing reports to the Human Resources Manager immediately to obtain their selection notice. After obtaining their selection notice the driver must immediately proceed to the testing facility. If the driver is performing a safety-sensitive function, other than driving a commercial motor vehicle, at the time of notification, the City will instead require that the driver ceases to perform the safety-sensitive function and reports to the Human Resources Manager as soon as possible.

2.7.2.3.5 Return to Duty Testing

Any individual who has performed services for the United City of Yorkville but who, for whatever reason, has not worked for the City for a period of 30 consecutive calendar days must undergo testing for drug and/or alcohol use. If a notice of a positive test result is received from the Medical Review Officer following said testing, then the driver will be subject to the disciplinary provisions in Section 2.7.2.5 of this Program.

2.7.2.4 Testing Methodology

The United City of Yorkville will conform to the requirements in the Department of Transportation Rule 49 CFR part 40 in all aspects. Alcohol and drug testing procedures are determined by the Federal Department of Transportation and maybe subject to change at any time with or without notice.

The United City of Yorkville will ensure that alcohol and drug test information is maintained in a confidential manner in conformity with the Department of Transportation Rule 49 CFR Part 40.

The United City of Yorkville will ensure that all contracts between the City and any other entity involved in the alcohol and drug testing program will comply with the procedures set forth in the Department of Transportation Rule 49 CFR Part 40.

For an in-depth explanation of alcohol and drug testing procedures, please refer to Department of Transportation 40 CFR Part 40 Subpart C, a current copy of which is kept on file in the Human Resources Office.

ALCOHOL: Alcohol testing will be administered by a Breath Alcohol Technician (BAT) certified by the completion of a NHTSA model course, trained in utilizing an evidential breath testing device (EBT) that conforms to the requirements promulgated at The Department of Transportation 49 CFR part 40.51. The EBT used for testing shall meet the standards promulgated at The Department of transportation 49 CFR part 40.53 and have a quality assurance plan (QAP) developed by the manufacturer to ensure proper calibration. Testing will be conducted in a location that affords visual and aural privacy to individuals being tested.

If the initial test reveals a blood alcohol concentration of .02 or greater, a confirmatory test must be performed. The confirmatory tests will produce the only result from which disciplinary action may be taken. If the blood alcohol concentration is confirmed to be greater than .02 the covered driver will be immediately discharged, per the City's zero tolerance policy.

DRUGS: A Department of Health and Human Services certified laboratory will perform drug testing on urine samples provided by covered drivers. The drugs for which tests will be conducted are:

a. Marijuana (THC)
b. Cocaine
c. Phencyclidine (PCP)
d. Opiates
e. Amphetamines
f. MDMA (Ecstacy)

This list may be subject to change, with or without notice, as determined by Federal Department of Transportation regulations. The cutoff levels for these drugs will conform to those promulgated at The Department of Transportation 49 CFR Part 40.

The United City of Yorkville and the certified laboratory will conduct the collection, shipment, testing and chain-of-custody in a manner promulgated under The Department of Transportation Rule 49 CFR Part 40 to ensure the integrity of the testing process.

The split urine specimen method of testing will be utilized providing one sample for preliminary screening and initial confirmation, and a second sample for a second confirmation test if needed at a later date. The Medical Review Officer will conduct a final review of all positive test results to assess possible alternative medical explanations for the results

INCOMPLETE TESTING: If a screening or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the BAT shall, if practical, begin a new screening or confirmation test, as applicable, E.g., using a new breath alcohol testing form with a new sequential test number (in the case of a screening test conducted on an EBT that meets the requirements of 40.53 (b) or in the case of a confirmation test.)

REFUSAL TO SUBMIT TO TESTING: An employee who "refuses to submit" to an

alcohol or drug test as provided herein is subject to immediate termination. "Refuses to submit" means that an employee:

1. Fails to appear for any test within a reasonable time, as determined by the City, consistent with this policy after being directed to do so by the City.

2. Fails to remain at the testing site until the testing process is complete.

3. Fails to provide a urine specimen for any drug test required.

4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen.

5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.

6. Fails or declines to take a second test the employer or collector has directed the employee to take.

7. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process, or failing to complete all documents, or failing to comply with reasonable directives); or

8. Is reported by the Medical Review Officer as having a verified adulterated sample or substituted test result.

2.7.2.5 Disciplinary Provisions

The United City of Yorkville is a zero tolerance employer. Any employee covered under this policy who tests positive for the use of a controlled substance and/or alcohol in violation of this policy or program, as reported to the City's Human Resources Manager by the City's Medical Review Officer, shall be unqualified to work for the United City of Yorkville and shall be immediately discharged.

2.7.2.6 Notification to Employer of Conviction

As a condition of initial and continued employment, each employee shall a) agree in writing to abide by the terms of the City's policy respecting a drug and alcohol-free workplace; and, b) agree, as required by law, to inform his or her supervisor of his or her conviction of any criminal drug or alcohol Statute, for a violation occurring on or off City premises, while conducting City business, no later than five (5) days after such a conviction. A conviction means a finding of guilt (including a plea of "no lo contendere") or the imposition of a sentence by a Judge or jury in any federal or state court, and/or a finding of Court Supervision.

Section 2.7.3 Substance Use (Employees in Bargaining Units)

City employees who are members of a bargaining unit are subject to the same testing standards as other City employees, with the exception of any provisions relating to Drug and Alcohol Testing outlined in their contract. The City will provide the testing clinic with the portion of the contract outlining these provisions to ensure compliance. Disciplinary procedures will be followed per this manual for any violations of drug/substance abuse unless otherwise stipulated in the employee's contract, or unless another disciplinary process is followed for that employee (i.e. Board of Fire & Police Commission for sworn police officers).

Section 2.8 Smoking and Tobacco

In conjunction with the Smoke Free Illinois Act smoking and/or use of any form of tobacco products are prohibited within any City owned vehicle or structure or while operating any City owned tools or equipment. Smoking is further prohibited within a minimum distance of 15 feet from entrances, exits, windows that open and ventilation intakes that serve an enclosed area. Violation of the Act will be met with prosecution according to Illinois law, and employees may be further disciplined.

Section 2.9 Uniforms and Dress Code

Section 2.9.1 Uniforms

The City provides uniforms for certain classifications of employees. Uniforms, and/or City purchased apparel are to be worn at all times during work hours and should not be worn on personal time. The uniform specifications are set by the Department Head.

Section 2.9.1.1 Taxation of Uniforms

The value of work clothing provided by the employer is not taxable to the employee if:

1. The employee must wear the clothing as a condition of employment, and
2. The clothes are not suitable for everyday wear.

If the clothing does not qualify as a deductible expense (i.e. as a uniform), then these payments must be treated as a taxable fringe benefit and are subject to income, social security, and Medicare taxes. Thus, a police officer uniform qualifies for exclusion from income. However, a detective's suit jacket and related clothing , since they are suitable for everyday wear, do not qualify as a uniform and are taxable to the employee.

Section 2.9.2 Dress Code

Employees of the United City of Yorkville are required to present a favorable personal appearance, and adhere to personal grooming and hygiene standards. The attire of employees on the job should be in good taste, neat, clean, and appropriate for the duties to be performed. In order to maintain and project a professional public image and create a positive working environment, the United City of

Yorkville Human Resources Division has developed a dress code policy. The Human Resources Division recognizes that certain employees have job responsibilities that require attire other than business - casual. For those purposes, the policy is separated into two categories: Office Attire and Field Attire. Below is definition of those categories and proper and improper attire.

Section 2.9.2.1 Office Attire

The United City of Yorkville has adopted a business - casual dress code policy. Business - casual applies to all employees whose primary job responsibilities require them to be in an office setting. Articles of clothing not acceptable as business - casual include the following: Rubber-soled flip flops, halter or tube tops, blue jeans (including shorts and capris), midriff baring tops, muscle shirts, spaghetti strap tops, sweatpants and sweatshirts, shorts more than three (3) inches above the knee, gym shoes, and clothing with potentially offensive words.

Section 2.9.2.2 Field Attire

For individuals whose job responsibilities require an outside work environment where comfort, safety and inclement weather is an important factor, appropriate safety field attire is required. Articles of clothing not acceptable as field attire include the following: Open -toed shoes and sandals, halter or tube tops, midriff baring tops, muscle shirts, spaghetti strap tops, shorts more than three (3) inches above the knee, and clothing with potentially offensive words.

Section 2.9.2.3 Casual Friday

Employees are allowed to dress casually on Fridays with blue jeans, gym shoes and blue jean capris acceptable attire. Articles of clothing not acceptable on Casual Friday include halter or tube tops, midriff baring tops, muscle shirts, spaghetti strap tops, shorts more than three (3) inches above the knee, and clothing with potentially offensive words.

Section 2.9.2.4 Compliance

All United City of Yorkville employees are required to adhere to the Dress Code Policy as mandated by their job responsibilities and title. It is the responsibility of Department Heads within the United City of Yorkville to ensure staff is aware of, and remains compliant with the policy. However, there may be circumstances when an employee may need to deviate from the policy based on a particular job request or responsibility. In those circumstances, compliance of the policy will be waived with consent from the Department Head.

Section 2.9.2.5 Enforcement

The respective Department Head will conduct a personal, private discussion with any employee whose attire is questionable. When an obvious policy violation occurs, the Department Head will conduct a private discussion with the employee. The employee will also be asked to go home and change into proper attire and return to work. Employees will not be paid during the time period that they are absent from work to change their attire. Repeated policy violations will result in disciplinary action, up to and including termination.

Section 2.10 Information Systems Use Policy

The purpose of this policy is to set forth the responsibilities of United City of Yorkville (hereafter referred to as "City") employees with respect to the use of the City's information systems in order to maintain the reliability, accessibility and effectiveness of these systems. These systems are in place in an effort to ease the communications and data exchange of City employees and, as such, the safety of these systems is important. Many employees share these resources and it is the responsibility of the users to respect others who utilize these systems. This policy is not exclusive and serves as a guide for users to be aware of what is expected of them.

Section 2.10.1 General Policies

Section 2.10.1.1 Ownership

All computer hardware, networking equipment and communications equipment included in the City's information systems are the property of the City and should be treated as such. Any information that is created on these systems and any messages sent from or received by the City's systems may be considered public records and are not the intellectual property of the user that created them. In the event that employment is terminated by either party, any hardware owned by the City in the employee's possession must be returned.

Section 2.10.1.2 Privacy

In the course of working on the City's information systems, users will have access to the personal information of citizens and other employees. Under applicable federal, state, and local laws, this information should be treated as confidential and with respect to the individual's right to privacy.

Section 2.10.1.3 Monitoring

Users should be aware that any activity performed on the City's information systems may be monitored by the City's Information Technology Department (hereafter "ITD") for security and maintenance purposes. This includes, but is not limited to: logon information, file system access, e-mail system usage and internet usage. The ITD also has access to the entirety of the file system in order to perform backups and maintenance. Let users be aware that, although there is no expectation of privacy on the City's systems, any monitoring and access by ITD staff members will be done with as much respect for the user's privacy as possible.

Section 2.10.1.4 Purchasing

Purchasing and acquisition of any computer equipment or software applications must be approved by an Information Technology Department staff member. The purpose of this policy is to maintain uniformity in hardware and software systems throughout the City in an effort to ease maintenance of systems.

Section 2.10.1.5 Resource Consumption

Users should not knowingly utilize an amount of system resources that causes undue stress on the system or that prevents other users from accessing any part of the system. Actions that may be considered over-consumption of resources include, but are not limited to: excessive bandwidth use over network lines, mass e-mails, consumption of server processing power, wasting large amounts of server storage space or overuse of printers or copiers. Users who do not adhere to this policy may have access to these resources limited or restricted entirely.

Section 2.10.2 Computer Usage Policy

Section 2.10.2.1 Business Use

Use of any equipment (including computers, printers, fax machines and any other devices) should be limited to City business only. Explicitly restricted is the use of the systems to create, possess, access or transmit any material which is illegal, obscene, sexually explicit, discriminatory, defamatory or interferes with the activities of other users. Employees should also not use any equipment to participate in illegal activities, gambling, political causes, chain letters, list servers for non-business use or personal commercial ventures. Employees should not upload or download trademarked, patented or copyrighted materials unless they are legally allowed to do so. Employees should not use City equipment to attempt to break into or damage any internal or external systems.

Section 2.10.2.2 Network Security

Employees should not share passwords with anyone other than ITD staff. Employees should not grant any unauthorized person remote or local access to the computer systems. This includes, but is not limited to: letting someone use your workstation, letting someone place unauthorized hardware on the network that allows them access or enabling any type of remote access via the internet. In the event that any person requests access to the network, direct them to an ITD staff member for approval. It is the employee's responsibility to report any tampering or breach of security to the ITD staff. In the event that an employee feels their account security has been compromised, they should immediately contact the ITD staff to request a change of password. ITD staff may, at its discretion or by request, restrict or remove any employee's access to network resources.

Section 2.10.2.3 Laptop Usage

In the event that an employee is issued a laptop, it is the employee's responsibility to maintain the security of the device. If there is confidential data stored on the laptop, it is the employee's responsibility to protect that data from unauthorized persons. The laptop must be, at a minimum, password-protected and should not be left unattended when out of the office. In the event that a laptop is stolen or lost, it is the responsibility of the employee to report the missing laptop to a department head and/or the ITD staff. All usage policies that apply to standard desktops apply to laptops as well.

Section 2.10.2.4 Malicious Software Protection

In an effort to prevent the effects of malicious software (viruses, spyware, malware, etc.) from compromising the security of the systems, antivirus software is installed on all computers. In that event that a virus is detected on an employee's system, it is the responsibility of the employee to make the ITD staff aware of the problem so they can take steps to clean the system. Employees shall not willfully introduce a virus or any other type of malicious software into the computer system. Doing so is expressly prohibited and could be grounds for disciplinary action and/or criminal prosecution.

Section 2.10.2.5 Hardware

Employees shall not modify any hardware on the system without the approval of an ITD staff member. This includes, but is not limited to: modifying workstation hardware configurations, adding or removing networking equipment, adding or removing monitors and adding or removing printers and other peripherals. Any requests for changes in hardware must be directed to the ITD staff.

Section 2.10.2.6 File Security

It is the responsibility of the employee to be aware of how the data they are working on is being saved and backed up. Data systems vary amongst departments. In general, data should be saved to a central server which is regularly backed up. In the event that no central server is available, data is saved to your local hard drive(s). Data that is saved on local drives, either by choice or by necessity, is not automatically backed up in any way. It is the employee's responsibility to back up local data. If an employee is unsure of how their data is being saved, they should contact an ITD staff member. Employees shall not willfully destroy, corrupt or prevent the access of the data files of other employees, even if the system grants them access to do so. Employees shall not copy any confidential data from any system and take that data off-site without permission. This includes, but is not limited to: burning data to a CD, placing data on a flash memory device or e-mailing data.

Section 2.10.3 Software Application Usage Policy

Section 2.10.3.1 Installation and Removal

To prevent potentially disruptive interaction between software packages, only software approved by an ITD staff member may be installed on the computer systems. Employees shall not remove software from any computer without the approval of an ITD staff member. Employees shall also not install any software on the computer system that is not for business purposes. Employees shall not bring software from home to install on a work computer. The ITD staff may, at its discretion, remove software from any computer that is deemed unnecessary for an employee to perform his or her duties.

Section 2.10.3.2 Licensing

No software is to be installed on a computer that the City does not hold a proper license for, whether the program allows it or not. Some licenses allow for an application to be installed on multiple computers. It is the responsibility of employees to coordinate with the ITD staff to stay in compliance with licensing agreements. The ITD staff may, at its discretion, remove improperly licensed software from any computer.

Section 2.10.3.3 Database Applications

The City makes use of multiple specialized database applications to manage data. Employees shall not knowingly corrupt or delete data from these databases in such a way that would compromise the integrity or accuracy of the database. Nor shall employees knowingly insert false data into these databases. Any attempt to modify the data in these databases from anywhere other than within the application itself may be seen as an attempt to corrupt the database.

Section 2.10.4 E-Mail Usage Policy

Section 2.10.4.1 Ownership

The City provides to each employee at least one e-mail address to be used for work purposes. The employee does not own this e-mail address. Upon termination of employment, the e-mail address will remain open long enough to retrieve any data from the account that is important to City business and will then be deleted from the system. The City retains the right to monitor and view any e-mail message within the system, at any time, if such action is deemed necessary. There is *no* expectation of privacy for employee e-mails.

Section 2.10.4.2 Professional Communication

Any e-mail message sent from a City e-mail address should be presented in a professional manner. E-mails sent from within the system are representative of the City as a whole and should be treated as formal communication. This includes both business and personal communication. Under no circumstances should e-mails originating from a City e-mail address contain material that is: illegal, sexually explicit, obscene, violent, threatening, vulgar, discriminatory, defamatory or in any way unethical. The e-mail system shall not be used to send or receive files in violation of copyright, trademark or patent. The e-mail system shall not be used for commercial ventures, private or personal business dealings or political causes. The e-mail system shall not be used to participate in online gambling, send chain letters, play games or participate in betting pools. Violation of this policy could be grounds for disciplinary action up to and including termination.

Section 2.10.5 Internet Use Policy

Section 2.10.5.1 Personal Use Policy

Internet access is provided to employees as a tool to aid them with business functions.

However, the City recognizes that employees may wish to utilize their internet access for some personal uses. The City does not strictly prohibit this. However, any personal use of the internet should be done responsibly and in such a way that it does not interfere with the employee's work or the work of any other employee. Any personal use of the internet should be done during break or non-work time. Employee internet access is considered a privilege and may be limited or revoked in the event that an employee is unable to utilize this resource responsibly.

Section 2.10.5.2 Restricted Materials

Although the internet can be a powerful informational tool, there are also many sites on the internet that are either dangerous or do not represent the ethics of the City. To this end, employees should not knowingly visit any sites which contain material that is: sexually explicit, illegal, obscene, violent, vulgar, discriminatory, defamatory or in any way unethical. Employees should not use the internet to download any program that is unlicensed or any material that is protected by copyright or patent. Employees should not knowingly visit sites that will infect their computer with viruses, spyware or any type of malware. Violation of this policy may result in disciplinary action up to, and including, termination.

Section 2.10.5.3 Professional Communication

Any information posted on the internet can be traced back to the City. Because of this, any information posted to web sites on the internet by employees should be done so in a professional manner. This includes information posted to message boards, news groups or any sites which allow for user submitted data. Under no circumstances should employees represent their personal views as those of the City while posting information on the internet.

Section 2.10.5.4 Responsibility for Content

The City has no control over the content that is available on the internet. And, the City is aware that some users may find some of the content that exists on the internet offensive. The City is in no way responsible for the material on the internet and, as such, users must use their own judgment to avoid any content they may find offensive.

Section 2.10.6 Retention of Public Records

Section 2.10.6.1 E-mail Retention

Most messages sent or received by e-mail may be considered part of the public record and, as such, need to be retained, in accordance with the Illinois Local Records Act (50 ILCS 205). In general, if an e-mail message is used as the medium to discuss official City business, that e-mail will need to be saved as it pertains to the City's retentions schedule, which are on file in the Clerk's Office. Failure to comply with the City's record retention schedule may result in discipline, up to and including termination.

Section 2.10.6.2 Electronic Document Retention

In addition to e-mails, it is important to retain electronic documents which are also considered part of public record. Electronic documents may be the subject of a FOIA request or litigation discovery. An electronic document should be treated just as a paper document, and should not be destroyed except when specifically allowed. For reference, see the City's retention schedules, which are on file in the Clerk's Office. Failure to comply with the City's record retention schedule may result in discipline, up to and including termination.

Section 2.11 Emergency Contact Information

Employees must notify Human Resources of the name and telephone number of someone to contact in an emergency. This information will be collected upon hire. Human Resources will update the master list annually. Each supervisor will receive a copy for his/her division. Employees who need to be available for emergencies must notify his/her immediate supervisor as to where he/she can be reached. Any new emergency contact information received by a supervisor from a subordinate shall be forwarded to Human Resources.

Section 2.12 Outside Employment

Employees may engage in outside work or hold other jobs, subject to certain restrictions.

Section 2.12.1 Restrictions

Employees' activities and conduct away from the job must not compete or conflict with or compromise the City's interest, or adversely affect job performance and the ability to fulfill all responsibilities to the City. This requirement, for example, prohibits the unauthorized use of any City tools or equipment. In addition, employees are not to solicit or conduct any outside business during paid working time.

Section 2.12.2 Approval for Outside Employment

Full-time Employees must request prior approval from the Department Head before any outside employment or other work activity is undertaken. Failure to do so may be cause for disciplinary action. (See "Request for Authorization of Outside Employment" form in Appendix E.) Human Resources will update the master list bi-annually.

1. Employees are cautioned to consider carefully the demands that additional work activity will create before requesting approval to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work emergency callbacks, overtime, or different hours. If outside work activity does cause or contribute to job-related problems, the City may rescind its approval of such employment and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.
2. Employees must seek approval to accept outside employment, including self-employment.

This request should be submitted to the employee's Department Head. The Department Head should then forward the request, once approved or disapproved, to the Human Resources Division.

Part-time employees are required to provide information about other employment for the United City of Yorkville to be aware of additional employers. This information allows for legal compliance in the event of a work-related injury.

Section 2.12.3 Considerations for Disapproval

Department Heads will be particularly concerned about outside work requests and may disapprove those requests that:

1. May reduce the employee's efficiency in working for the City.
2. May adversely affect the City's image.
3. May appear to be, or actually be, a conflict of interest.

Section 2.13 City Identification Cards

All full-time employees, and part-time employees at the discretion of the Department Head, shall be provided with a suitable identification card, which shall display a photograph, and other appropriate information that will clearly identify the person as an employee of the City. These cards may not be used as a means of securing credit, avoiding illegal acts, or other special considerations.

Employees, excluding sworn police officers, who must enter a person's home or other private property on official business, must display their City identification card when requesting entry. Identification cards must be returned to the Human Resources Department prior to termination.

Upon retirement from the City sworn police personnel may be issued a City identification card identifying him or her as a retired police officer by submitting a request in writing to the Chief of Police.

Section 2.14 Tardiness and Absenteeism

An employee who will be tardy to work must notify his/her supervisor at least a 1/2 hour before his/her normal start time, or as soon as practicable. Failure to give such notice of tardiness or absenteeism shall constitute grounds for disciplinary action.

Section 2.14.1 Habitual Tardiness/Lateness

An employee who is late more than twice in a one-month period measured backwards from the last tardiness, or if an employee is habitually late on a continuous basis, (i.e. an employee is late three (3) times per week), shall be subject to discipline up to and including termination.

Section 2.14.2 Failure to Report to Work

An employee who is absent for two (2) or more work days without notifying his/her supervisor and securing approval for the absence as soon as possible before the end of the second day of such absence is considered to have abandoned his/her job and will be terminated.

Section 2.14.3 Excusable Absences

Only absences due to illness or other emergency situations will be excused. Unexcused absences shall be grounds for discipline up to and including termination.

Section 2.15 Disciplinary Action

It shall be the policy of the City to administer discipline fairly, reasonably, and impartially. Employees and the City are best served when discipline is administered to correct actions rather than to punish.

Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency and integrity of City service. The nature and severity of the offense and the employee's prior record shall be considered.

All disciplinary actions involving suspensions with or without pay or termination require concurrence of the Human Resources Manager.

Section 2.15.1 Cause for Disciplinary Action

The tenure of City employees shall be based on reasonable standards of job performance and personal and professional conduct. Failure or refusal to meet these standards shall constitute just cause for disciplinary action including oral or written reprimand, suspensions, demotions, and termination.
In any major disciplinary action, the pertinent information shall be reviewed with the employee specifying the following:

1. The cause for discipline.
2. The specific reasons supporting the cause.
3. The discipline to be imposed.
4. The effective date of the discipline.
5. The right of the employee to be heard.

Employees may be disciplined for areas detailed in the Policy on Standards of Conduct.

Section 2.15.2 Investigation

It is the responsibility of each supervisor and Department Head to thoroughly evaluate the circumstances and facts as objectively as possible.

Section 2.15.3 Pre-Disciplinary Conference

The Human Resources Manager or his/her designee shall provide and arrange for a pre-disciplinary conference prior to the written reprimand, suspension, or termination of any employee. The hearing may be comprised of the Department Head, supervisors and the Human Resources Manager or designee.

Section 2.15.3.1 Proceedings of the Pre-Disciplinary Conference

An employee shall be provided, in writing, with a notice of the charge and an explanation of the circumstances. The employee shall be given an opportunity to respond to the charges.

The employee may have legal counsel or union representation present at a pre-disciplinary conference.

The department's explanation of the circumstances at the pre-disciplinary conference shall be sufficient to apprise the employee of the basis for the disciplinary action.

The employee will be notified within five (5) working days after the conference is concluded of the decision made.

Section 2.15.4 Types of Disciplinary Action

Section 2.15.4.1 Oral Warning

This type of discipline should be applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The oral warning should be given in private. Supervisors should inform the employee that he/she is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action. Oral warnings must be issued within ten (10) working days after knowledge of the occurrence of the violation claimed by the supervisor.

A notation that an oral warning was given should be made in the employee's performance documentation.

Section 2.15.4.2 Written Reprimand

This notice will be issued in the event the employee continues to disregard an oral warning, or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file. Written reprimand notices must be issued within ten (10) working days after the occurrence of the pre-disciplinary hearing.

The reprimand shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline.

A copy of the written reprimand is to be given to the employee. The employee shall sign the written reprimand to acknowledge receipt. A copy, signed by the employee, will be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, the supervisor, manager, or Department Head and one other witness shall note on the reprimand that the employee received a copy thereof and refused to sign it.

Written reprimands shall be issued by a Department Head or his/her designee and the Human Resources Manager.

Section 2.15.4.3 Suspension Without Pay

This form of discipline is administered as a result of a severe infraction of policies or for repeated violations. For minor infractions, a suspension is often given after the employee has received a written warning.

An employee will be suspended without pay when the offense is of a serious enough nature usually sufficient for termination but when circumstances related to an employee's overall performance would not warrant immediate termination. The length of suspensions should not normally exceed thirty (30) workdays.

A copy of the suspension notice is to be given to the employee. The employee shall sign the suspension notice to acknowledge receipt. A copy signed by the employee shall be placed in the employee’s personnel file. If the employee refuses to sign the acknowledgment, then the Department Head or his/her designee and one other witness shall note on the suspension notice that the employee received a copy thereof and refused to sign it.

Suspensions without pay shall be issued by the Department Head or his/her designee and the Human Resources Manager.

Section 2.15.4.4 Emergency Suspension With Pay

Emergency suspensions may be used in cases where it is in the best interest of the City to immediately remove the employee from the work place, or additional time is necessary to investigate a situation to determine what further disciplinary action may be justified.

Department Heads or their designees, with the input of the Human Resources Manager, are empowered to issue an emergency suspension.

This suspension gives the Department Head, supervisor or designee the opportunity to discuss the problem with his/her supervisor to determine an appropriate course of action when the situation is serious enough for the employee to be removed from the work environment.

The maximum length of an emergency suspension with pay is five (5) days unless circumstances warrant a longer time.

Section 2.15.4.5 Suspension with Pay

At the discretion of a Department Head or his/her designee, and with the input of the Human Resources Manager, an employee of the City may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform his/her duties, and when a substantial period of time will be required to complete an investigation or legal action. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension. If the charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.

Section 2.15.4.6 Termination

Immediate removal of an employee from the job pending review for termination may be warranted in instances involving serious insubordination, theft, serious illegal or destructive acts while on the job, or other substantial reasons deemed appropriate by the Department Head and with the input of the Human Resources Manager. An employee may also be terminated after repeated offenses of a less serious nature if the offenses have been documented by the supervisor and appropriate behavioral changes have not resulted from previous progressive disciplinary action.

The employee shall receive his/her final check on the first payroll date following his termination.

Section 2.15.5 Probationary Employees – Termination

Probationary employees may be terminated at any time without cause and without the right of appeal. Dismissals of probationary employees also require the concurrence of the Human Resources Manager.

Section 2.15.6 Filing Disciplinary Actions in Personnel File

The original copy of any disciplinary action is to be signed by the employee and placed in the employee's personnel file with a copy given to the employee.

Section 2.16 Grievances

The most effective accomplishment of the work of the City requires prompt consideration and equitable adjustment of employee misunderstandings and grievances. The procedure is open to any employee who believes that the treatment he/she receives on the job is inequitable or unfair, or for any other reason needs correction. This applies to all phases of an employee’s relations with the City including job operations, discipline, conduct of fellow workers, and supervision.

It is the desire of the City to adjust misunderstandings and grievances informally, and both supervisors and employees should make every effort to resolve problems as they arise. Lacking an opportunity to discuss and adjust grievances leads to employee dissatisfaction. This in turn may be reflected in job performance and adversely affect the high standards of service our city strives to provide. Therefore, good employee relations are good business.

Employees who desire to pursue a grievance must file a written grievance form within the time period provided below. Employees may obtain a grievance form from their Department Head or Human Resources. Department Heads should respond to all grievances filed by employees.

Section 2.16.1 Procedure for Filing a Grievance

Step 1: An employee who has a question or dispute shall first discuss it with his or her immediate supervisor within two (2) working days of the incident. Unless the grievance is presented within this time frame, it shall be deemed not to exist. The supervisor shall make a careful inquiry into the facts and circumstances of the complaint in an attempt to resolve it promptly and fairly and give his/her answer to the employee within three (3) working days of the discussion. The supervisor shall advise Human Resources and the Department Head in brief, written form as to the question and departmental response. If the supervisor does not reply within this time frame, or if the employee is dissatisfied with the response of the supervisor, the employee may initiate Step 2 of the procedure.

Step 2: The question or dispute shall be put into writing and submitted to the Department Head within five (5) working days of the supervisor's decision in Step 1. The Department Head shall make a separate investigation, including discussion with both the employee and supervisor. The Department Head will respond to the employee in writing within five (5) working days of the receipt of the employee's grievance. A copy of the written dispute and the response will also be forwarded to Human Resources. If the Department Director does not respond within five (5) working days, the employee shall consider the answer to be "grievance denied." The employee may initiate Step 3 at that time.

Step 3: If the employee is dissatisfied with the Department Director's decision, he/she may submit a written request for a final determination by the City Administrator or his staff designee within five (5) working days of the receipt of the Department Head's response. The City Administrator shall review the matter in detail and give a binding written response based on the policies and procedures of the City within ten (10) working days of the receipt of the employee's grievance.

Section 2.17 Safety and Health

Employees are expected to exercise caution and observe all established safety rules and regulations applicable to their position and in the operation of tools, equipment and motor vehicles in connection with City business.

Section 2.17.1 Supervisor Responsibilities

1. Promote a safe environment by providing training for safe work procedures, setting a personal example and fostering employee participation and input.
2. Ensure employee compliance with all safety rules and standards.
3. Provide all necessary safety equipment and ensure their proper use by employees.
4. Conduct frequent and thorough safety inspections of his or her area of authority.
5. Correct all hazardous conditions as quickly as possible and communicate these conditions to all affected employees.
6. Seek immediate and proper treatment for all employees when injuries occur.
7. Ensure accidents are reported and investigated in a proper and timely manner.

Section 2.17.2 Employee Responsibilities

1. Comply with all safety rules and standards.
2. Perform in a reasonable and safe manner to assure maximum safety to themselves, their coworkers and the public.
3. Notify the supervisor of all unsafe conditions and assist them with the correction of the condition.
4. Report all accidents immediately to the supervisor and seek medical treatment, if necessary.

Section 2.17.3 Personal Protective Equipment

The City provides all non-clerical and non-administrative personnel with appropriate personal protective gear, such as: rain gear, hard hats, liners, safety glasses and gloves. Each department will be responsible for all such supplies.

Supervisors are responsible for ensuring proper personal protective equipment is worn by employees. Employees must wear all appropriate personal protective equipment when engaged in a work activity designated as hazardous. Employees in specified positions who wear glasses must wear approved safety glasses. Negligence in use of personal protective equipment could be cause for disciplinary action, and could also cause serious injury. The Department Head maintains a list of positions requiring safety glasses.

Section 2.17.3.1 Hard Hats

It is the policy of the City to require employees to wear hard hats at all times when in the field around construction and maintenance projects. As a minimum, however, hard hats shall be worn as follows:

1. When working below ground level, such as in lift stations, ditches, etc.
2. When conditions warrant and/or when ordered to do so by a supervisor.
3. When working in a traveled right-of-way.
4. When inspecting construction sites.

Section 2.17.3.2 Safety Shoes

Safety shoes shall be worn whenever there is an opportunity for something to fall on an employee's foot. This includes all Public Works foremen, superintendents, and Local 150 employees. OSHA defines the criterion for safety footwear.

Section 2.17.3.3 Safety Harness

A safety harness shall be used when an employee enters a large clean-out, storm manhole, sewer manhole, wet well, catch basin or large pipe.

Section 2.17.3.4 Safety Vest

A high-visibility safety vest shall be worn when an employee is in a flagging position and/or when working in a traveled right-of-way, in accordance with the provisions set forth in the U.S. Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD).

Section 2.17.3.5 Safety Glasses

Safety glasses shall be worn when there is exposure to eye hazards caused by flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, electrical hazards, sharp or falling objects, or potentially injurious light radiation.

Section 2.17.3.6 Non-Compliance with Safety Requirements

Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action, including termination for repetitive or gross violations.

Section 2.17.4 Worker's Compensation

All employees are covered by the Worker's Compensation and Occupational Disease Act, a program of industrial insurance to protect workers, their families, and dependents from loss due to an industrial accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation, and financial compensation while the worker is disabled – either temporarily or permanently – and unable to work.

Section 2.17.4.1 Employee Injury/Accident Reporting Requirements

Any employee suffering an injury or accident during the course of his/her employment is responsible for the following:

1. Report the accident and/or injury to his/her supervisor immediately. This should happen even if the injury does not warrant medical treatment. This is important because as soon as the supervisor becomes aware of the situation, the employee can receive treatment, if needed. If an accident is not reported and an injury develops at a later date, an extensive

investigation may be required in order to determine compensability. Employees may be subject to discipline if injuries are not reported immediately.

2. Go to the Occupational/Health Clinic to receive treatment, if necessary. If the injury occurs outside the hours of 7:30 a.m. – 8:30 p.m., the employee may go to Rush Copley Emergency Room.

3. Adhere to drug and alcohol testing.

4. Tell Human Resources if he/she chooses to go to a doctor of his/her choice.

5. Complete the "Worker's Compensation Employee Injury - Employee's Report**"** (see Appendix E) within twenty-four (24) hours of the accident and forward it to the supervisor.

6. Update Human Resources personally after each doctor's visit. The employee must personally report to Human Resources to update them and also to give them any paperwork from the doctor. Human Resources will, in turn, notify the supervisor.

7. Instruct doctors, hospitals, physical therapists etc. to send the bills to Human Resources at the City, not the employee.

8. Do not give the supervisor any doctor notes or bills. These must be given directly to Human Resources. If the injury or appointment occurs after 4:30 p.m. and before 8:00 a.m., the employee must see Human Resources the following day.

9. Schedule all medical appointments and physical therapy at the earliest or latest time possible in the day so as to minimize disruption of work. If unable to schedule the appointments at an early or late hour, the employee is required to return to work after the appointment unless directed otherwise by the doctor. If directed otherwise by the doctor, the employee must have a doctor's note and personally give the note to Human Resources.

10. Keep all doctor and physical therapy appointments. If unable to do so, the employee is responsible for canceling and rescheduling the appointment and notifying Human Resources and his/her supervisor of the change.

11. Cooperate with the attending physician and with Human Resources and follow all requirements.

Section 2.17.4.2 Supervisor Reporting Requirements

1. Convey the pertinent information to Human Resources immediately, especially if the employee needs medical treatment. A message may be left on voice mail if the accident occurs after hours.

2. Insist upon medical treatment, if warranted. All employees should be sent to the Occupational/Health Clinic. The supervisor may send the employee to the clinic even if he/she is not sure the employee is hurt.
3. Drive the employee to the clinic if the employee is unable to do so.
4. Complete the "Workers Compensation Employee Injury – Supervisor's Report" (see Appendix F) within twenty-four (24) hours of the accident and forward it to Human Resources along with the Illinois Form 45: First Report of Injury. Notify Human Resources if this process will take longer than 24 hours.
5. Investigate the accident regardless of treatment being given.
6. Ensure the employee complies with this policy. If the employee attempts to give you the doctor's note, do not accept it, but instead send him/her to Human Resources.
7. Send any original timesheets directly to Human Resources if the employee has time charged to worker's compensation. Human Resources will be responsible for submitting the timesheet to Finance.

Section 2.17.4.3 Human Resources Reporting Requirements

1. Complete and coordinate all appropriate paperwork to be submitted to the City's worker's compensation administrator.
2. Notify the employee if the accident is compensable under worker's compensation.
3. Keep the supervisor informed of the status of the employee.
4. Discuss with the supervisor whether transitional duty is available for employees with restrictions, and what work the employee can or cannot perform.
5. Monitor the progress of the injured employee.
6. Be proactive so the employee can return to work with no restrictions as soon as possible.

Section 2.17.5 Work Related Injury Compliance

In the event of a work-related injury, employees should adhere to the rules listed below. Non-compliance with this procedure may affect worker's compensation benefit.

Section 2.17.5.1 Appointments and Follow Up

Employees must let Human Resources know when they have a doctor's or physical therapy appointment scheduled. Immediately following each doctor's visit or physical therapy appointment, they must personally update Human Resources and bring in the paperwork.

Section 2.17.5.2 Transitional Duty

If an employee has been released to work with restrictions, he/she must be available for transitional duty as ordered by a supervisor or the Human Resources Division when work becomes available, even for periodic limited duty projects. Human Resources will attempt to provide employees with one (1) business day advance notice. If an employee is called in to work and is unavailable to work for any reason other than a doctor's appointment, he/she will be charged vacation time for those hours. In addition, when taking a vacation, employees must let Human Resources know. Employees will then be charged vacation time.

Section 2.17.5.3 Case Management

The Worker's Compensation Administrator may assign a case manager. A case manager is a registered nurse who acts as a liaison between the employee and the Human Resources Manager. The case manager may accompany the employee to all doctor's appointments. This will allow for a more expedient and safe return to work.

Section 2.17.5.4 Paycheck and Benefits

The Human Resources Division will process worker's compensation checks during the regular payroll schedule. Union employees must also pay union dues, unless a withdrawal card has been submitted to Human Resources.

If the employee accepts worker's compensation benefits, they will receive 2/3 pay as outlined within the Worker's Compensation and Occupational Disease Act. The employee has the option to supplement the worker's compensation pay with accrued time off.

Section 2.17.5.5 Accrual of Time

Employees will accrue vacation or sick time while they are not working. After an employee returns to his/her regular position on a full-time basis, Human Resources will reinstate up to eight (8) pay periods of vacation time.

Section 2.17.5.6 Medical Bills

Employee should instruct the doctor(s) to mail all bills to Human Resources. If any employee receives any medical bills at home, he/she should bring them to Human Resources right away so that they will be paid.

Section 2.17.5.7 Released to Work

Once an employee has been released to return to his/her regular position, Human Resources may request an additional doctor's appointment or functional capacity evaluation.

Section 2.17.6 Transitional Duty

Transitional duty will be available to any employee who has restrictions due to work-related or non-work-related injury or illness, provided there is appropriate work available. This temporary job placement must meet the physical restrictions that the physician has assigned to the injured employee.

Section 2.17.6.1 Physician Certification

If an employee becomes injured and receives doctor's treatment (either at the Occupational/Health Clinic or from his own physician), he/she may be eligible for transitional duty. To be considered for transitional duty, the employee must present a note from the

Occupational/Health Clinic or his/her physician. The physician should review the employee's job description prior to writing this note. The note should state:

1. Length of time that the employee is to remain on restricted duty.
2. Exact nature of the work that the employee can and cannot perform. This should include specific duties and weight limitations, if applicable.
3. Date of the next scheduled re-examination to determine any change in the employee's physical status.

The above-mentioned information must be provided in writing after each examination.

Upon return from an examination, the employee must submit the physician's note to Human Resources. The doctor's office may also call in or fax the restrictions. The Human Resources Division, in conjunction with the supervisor, will determine if transitional duty is available. If it is determined that transitional duty is not available in his/her department, HR will notify all City departments to see if anyone may be able to accommodate the employee's restrictions. If it is determined that transitional duty is not available, the employee will not be allowed to work. If transitional duty is available, or becomes available at a later time due to changes in tasks, personnel, or the employee's restrictions, the employee with a work-related injury/illness will be required to report to work at a date and time determined by the City. If transitional duty is available, the employee with a non-work-related injury/illness will have the option to report to work or continue to be off work and use benefit time.

Section 2.17.6.2 Transitional Duty Time Limitations/Restrictions

Transitional duty shall be determined on a case-by-case basis and depends on the employee's restrictions and work availability. Transitional duty is not guaranteed. Normally, it will not last for more than thirty (30) calendar days from the initial date of release for transitional duty unless there has been an improvement in the employee's condition. If there is an improvement in the employee's condition during the first thirty (30) calendar days of transitional duty, the employee may receive up to an additional (30) days of transitional duty from the date of the improvement. It shall only be allowed if it does not exacerbate the employee's injury. While on transitional duty, employees will not be allowed to work overtime unless it is an emergency situation.

The duties given shall be legitimate and productive work, and not "manufactured" or "busy" work and may be tasks the employee has never performed before. Employees may be offered transitional duty work intermittently or as needed by the City.

Section 2.17.7 Accommodation Hearing

In the event an employee has been given permanent restrictions due to either a work-related or non-work-related injury, an accommodation hearing will be held to determine if the City can accommodate the restriction(s). The meeting will consist of the employee, the employee's supervisor and Department Head, and Human Resources.

During the meeting, the job description will be reviewed and the employee will have an opportunity to request any specific changes to be made in order to accommodate him/her, such as purchasing a piece of equipment.

Due to fiscal and/or personnel concerns, accommodations may be granted in whole, partially or not at all based on the reasonableness of the accommodation. Human Resources will inform the employee in writing of the City's decision.

Section 2.17.8 Use of City-Owned Motor Vehicles

The City may provide vehicles for business use, to allow employees to drive on city business, and to reimburse employees for business use of personal vehicles according to the guidelines.

An employee who holds a valid driver's license, when authorized by a Department Head, may operate a city vehicle. At the start of the annual fiscal year, employees will be subjected to an audit of their driver's license status via the Secretary of State. Any employee whose driver's license is revoked or suspended while employed with the City is required to notify their department head within 24 hours of the incident. Those individuals whose job description includes a valid driver's license requirement and fail to meet that requirement may be relieved of their duties without pay at the discretion of the City Administrator.

Section 2.17.8.1 Vehicle Guidelines

If it is more efficient in terms of productive use of time to have authorized rest periods taken in the field or the job site, it is permissible to use city vehicles to pick-up meals for employees.

If an employee is working in an area away from his or her base location, and it is more convenient and less time consuming to eat lunch in that area, the employee may take the city vehicle to a nearby restaurant (or to his or her home if it is in the area) rather than returning to the base location, subject to supervisor approval.

A city vehicle also may be used for attending professional or governmental association meetings and luncheon meetings, which directly benefit the United City of Yorkville.

Section 2.17.8.2 Take Home Vehicles

A vehicle may be taken home at night providing one of the following criteria are met and it is approved by the Department Head:

1. The nature of duties is such that the employee is subject to be routinely called out on an emergency or other extra duty outside normal working hours.
2. If it is necessary for the employee to have a car to protect the safety, health, or welfare of the citizens of Yorkville.
3. When the employee is required to attend an official meeting or conference on the City's behalf.

The following regulations relate to take home vehicles:

1. When permission is granted for a city vehicle to be driven home, the vehicle shall be stored off the street.
2. Each employee authorized to drive a city vehicle home shall make the vehicle available for emergency use whenever he or she is out of the City or unavailable for service for other reasons.
3. Personal use of city vehicles is subject to withholding tax, as required by IRS regulations.
4. Permission may not be granted for a city vehicle to be driven home more than 10 miles from City limits.

Section 2.17.8.3 Regulations Relating to Vehicle Use

1. Each city vehicle shall be assigned to a specific individual, whenever possible, for purposes of responsibility, and for assurance of proper maintenance. All vehicles so assigned will be for the sole purpose of allowing city personnel to carry out their job responsibilities during normal working hours.
2. Operators of city vehicles shall conduct a routine inspection of the vehicle to include but not to be limited to the following: headlights and tail lights, seat belts, horn, windshield wipers, tire, brakes, turn signals, and a weekly inspection of oil, battery, water, and appearance.
3. Vehicles should be kept neat inside and outside, and every precaution must be taken to prevent debris from being blown or falling off trucks or from being discarded by vehicle occupants. Vehicle windows shall be closed and doors locked when not in use.
4. All city vehicles should be driven in a safe, courteous manner. Violations of traffic laws by a city employee while driving on city business are subject to review by the proper authorities for disciplinary action in addition to normal law enforcement procedures. The driver of a city vehicle is responsible at all times for not only the safe operation of the vehicle, but for the safe and lawful condition of the vehicle itself. All persons shall use the safety belt restraining system while operating or riding as a passenger in the vehicle while the vehicle is in motion. Faulty operation of a vehicle shall be immediately reported to the fleet foreman who shall issue a work order for repair.
5. City employees may not operate any vehicle for which they do not have a valid Illinois license for the intended use and type of vehicle being driven. It is the responsibility of the employee to procure the proper license.
6. City employees who are authorized to take city vehicles home at night may transport other city employees so long as a reasonably direct route between the work station and residence of the employee authorized to drive the city vehicle is maintained.
7. Employees shall not allow members of their family or their friends to drive city vehicles.
8. Abuse of vehicle privileges may result in disciplinary action up to and including termination.

Section 2.17.8.4 Reimbursement for Personally-Owned Vehicle Use

Employees approved by their department to operate a personally owned vehicle (POV) will receive the IRS per-mile standard.

Section 2.17.9 Collision Investigation Involving City Employees

If, while operating a city vehicle or a privately owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, the operator shall cause the following reporting and investigative procedures to occur.

Section 2.17.9.1 Vehicle Accident Reporting Requirements – Employee

1. Contact 911, a police report is required to send to insurance.
2. Report the accident and/or injury to his/her supervisor immediately. This should happen even if the vehicle does not need immediate repair.
3. Complete the "Vehicle Accident Report" (Appendix G) and immediately return it to the supervisor.

Section 2.17.9.2 Vehicle Accident Reporting Requirements – Supervisor

1. Convey the pertinent information to the Finance Department immediately, especially if the vehicle has substantial damage or the party has incurred injury.
2. Approve and sign the "Vehicle Accident Report" (Appendix G) that the driver completes. Complete the "Supervisor's Vehicle Accident Investigation Report" (Appendix H and forward both reports with the police report to the Finance Department within 24 hours of the accident. Notify the Finance Department if more time is required.

Section 2.17.9.3 Investigation Procedure

1. Request that all parties and properties concerned remain at the scene of the accident, if possible, until a law enforcement representative has released them.
2. All collisions involving city vehicles or persons on duty and actively engaged in city business will be investigated by a police agency.
3. If occurring outside the United City of Yorkville, the collision will be investigated by the police agency having jurisdiction.
4. If occurring within the United City of Yorkville and involving property damage or a minor (non-hospitalizing) injury, the collision will be investigated by the United City of Yorkville Police Department.
5. If occurring within the City and the collision results in a fatality or injury requiring immediate hospitalization of any party, the accident will be investigated by an outside authority. Selection of an outside authority will be handled by the United City of Yorkville Police Department at the scene.

Section 2.17.9.4 Employee Statements

Employee/operators shall refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, appropriate City officials, and representatives of his or her own insurance company, if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be confined to factual observations.

Section 2.17.10 Emergency Conditions

City offices and activities shall remain open and in operation during established working hours. All employees should make every attempt to report for work on a timely basis.

If employees are unable to report to work, the following criteria shall apply:

1. The employee is responsible for contacting his/her supervisor or Department Head by telephone to indicate anticipated absence from work or late arrival to work and the reason.
2. If an employee is unable to report to work, the absence may be charged as vacation or personal leave.

Section 2.17.10.1 Closing City Offices

The City Administrator shall be authorized to close city offices to protect the safety and welfare of city employees. In this event, employees may use vacation or personal leave to compensate for hours not worked. It shall be at the City Administrator's discretion whether specific employees will be allowed to work from home or another location.

Section 2.18 Workplace Inspections

The City wishes to maintain a work environment that is free of illegal drugs, alcohol, unauthorized firearms, explosives, or other improper materials. To this end, the City prohibits the possession, sale, transfer or use of such materials on its premises or in City vehicles. The City requires the cooperation of all employees in administering this policy.

Section 2.18.1 Administrative Inspections

Desks, lockers and other storage devices may be provided for the employees' convenience, but remain the sole property of the City. The City also reserves the right to conduct searches and inspections of City-provided vehicles, equipment, materials, such as boxes, thermoses, briefcases, desks, computer files, computers, computer disk, cabinets, file drawers, desk, lockers, or packages without notice. Anyone who refuses to allow a search of the City-provided property listed above or who is found in possession of prohibited articles will be subject to disciplinary action, up to and including dismissal. Accordingly, the City Administrator or Chief of Police or their designee may conduct the inspection with or without prior notice. All administrative/operational inspections shall be conducted through the authority of the City Administrator or Chief of Police. The City is not responsible for loss of or damage to personal property on the job.

Section 2.18.2 Criminal Inspections/Searches

When a supervisor or an employee has reasonable suspicion that a criminal act or threat of violence has or will occur he or she shall contact the local police department immediately. The local police will determine if an inspection is warranted and conduct such inspection. Only law enforcement personnel shall conduct such inspection. Any abuse of this provision within the employee manual by any employee shall be subject to disciplinary action up to termination.

Section 2.19 Nepotism

Section 2.19.1 Prohibition on Employing the Spouse/Relatives of Department Heads/Elected Officials/Paid Appointed Officers (Anti-Nepotism)

a. It shall be the policy of the City that it shall not employ the spouse or a relative of the following Department Heads, Elected Officials, or Paid Appointed Officers: Mayor, Aldermen, Clerk, Treasurer, City Administrator, Chief of Police, Director of Parks and Recreation, Director of Finance, City Engineer, Director of Public Works, Community Development Director, Building and Zoning Officer, and City Attorney. For this purpose, a relative is deemed to mean a spouse, parents, grandparents, children or grandchildren, siblings, aunts, uncles, in-laws, and step relatives within the same categories.
b. This policy restricting employment of certain spouses and relatives shall not apply to any prohibited relationships existing on the date of passage of this provision.

Section 2.19.2 Spouse/Relatives of Department Heads/Elected Officials

a. The employment of a spouse or a relative of any Department Head or elected official may be subject to a confidentiality disclosure agreement or conflict of interest agreement as deemed necessary by the City Attorney. For this purpose, a relative is deemed to mean a spouse, parents, grandparents, children or grandchildren, siblings, aunts, uncles, in-laws, and step relatives within these categories.
b. This policy is intended to comply with the requirements of all applicable federal, state, and local laws. The City Administrator is responsible for the coordination, administration and implementation of the provisions of this policy as approved by the City Council.

Section 2.19.3 Relatives of All Employees

a. The purpose of this policy is to establish consistent guidelines concerning the employment of relatives of employees of the City. Relative is deemed to mean a spouse, parents, grandparents, children or grandchildren, siblings, aunts and uncles, in-laws and step-relatives, within these categories. It is the policy of the City to provide all employees with equal employment opportunities for career advancement without fear of favoritism or penalty, actual or implied, based on family relations.
b. The employment of a relative of any full-time City employee, in a full or part-time position, is prohibited if such employment shall cause the new employee to come under direct supervision of or provide direct supervision to the related full-time employee.

c. Full-time City employees will not be considered for promotion or transfer if such change shall cause the employee to come under, or to provide direct supervision to a related City employee.
d. If employees in a supervisory relationship become related after employment, every effort will be made to transfer one of the employees to a position where no supervisory relationship exists. If neither employee volunteers to transfer, the City Administrator will arrange an involuntary transfer at his or her discretion. Transfer decisions may be based on, but are not limited to, such factors as the grade of each affected employee's position, the availability of openings for which the affected employees are qualified, and the availability of replacement candidates for the affected employees' positions.
e. This policy is intended to comply with the requirements of all applicable federal, state and local laws.
f. The Mayor or his designee is responsible for the coordination, administration and implementation of the provisions of this policy as approved by the City Council. Prior to the application of this policy regarding employment or transfer decisions with respect to spouses, supervisors must contact the Mayor to ensure compliance with applicable federal, state and local laws.

Section 2.20 Dissemination of Information Policy

Title 1, Chapter 5, Section 5 of the City code outlines the Dissemination of Information Policy:

A. Realizing that it is in the best interest of a municipality to have informed representatives making decisions based on all available information, and that it is in the best interest of a municipality to have an informed electorate, the following have been enacted:

1. The aldermen of the United City of Yorkville, together and independently, have the right to request and receive existing information relating to all areas of city business from any appropriate city official or appropriate employee. Such information should be received by the alderman or aldermen making the request within five (5) working days after the request has been made.

2. Any employee, official or department head who refuses to comply with the request for information, or willfully obstructs or retards the dissemination of such information, will be found to be derelict in his or her duties, and may face disciplinary action or termination.

3. The corporate authorities as a body have the sole right to determine what information will be made available to the public, based on the Illinois freedom of information act as interpreted by the attorney general of the state of Illinois.

Section 2.21 Use of Telephones

Section 2.21.1 Personal Use of Telephones

Employees are permitted to use City telephones for personal use on limited basis and for local calls only. Approval to use City telephones for personal business may be withdrawn by Department Heads if it becomes excessive or if use causes interference with work duties. Employees may be required to pay for any non-city business calls they make which are charged to the City. This policy is subject to change, as the City deems necessary.

Section 2.21.2 Cell Phone Policy

This policy is intended to provide guidelines for the proper use of cellular telephones. Cellular telephones are provided to employees as business needs indicate. City employees who have been issued a city cell phone are advised that all calls made to or from the city cell phone can be subject to a Freedom of Information Act review by the public. There should be no expectation of privacy.

Section 2.21.2.1 Procedure

If a Director determines that an employee needs a cellular telephone or an upgrade to an existing cellular telephone, a detailed written request must be submitted to the Finance Director as part of the requisition process. This request must include:

a. The estimate of the annual cost and where the expense is budgeted.
b. The reason for the request, and whether it will enhance emergency response, employee safety, or work efficiency.
c. The adequacy of the present system of communication, and if a cellular telephone is the most appropriate and economical choice.
d. How much time the user spends in the field each day.
e. How frequently the cellular telephone will be used.

Section 2.21.2.2 Allotted Minutes

The maximum authorized number of minutes per person is as follows:

Department Heads and Elected Officials	1,000 minutes
Foremen, Managers, Police Personnel & Supervisors	750 minutes
All other employees	400 minutes

This is to be used as a general guide and may change depending upon the City's vendor and/or the City's needs.

Section 2.21.2.3 Eligibility Criteria

Employees eligible for assignment of City-owned cellular telephones are those designated by the City Administrator and/or the Chief of Police, including (but not limited to):

1. Employees who are frequently in a vehicle, if the individual must conduct City business by the telephone while in the field, and it can be shown that cost savings and customer service efficiently will be realized through the use of such devices;

2. Employees who have a critical need to maintain accessibility with other department directors, City management staff and public officials, in order to insure uninterrupted customer services and/or the integrity of the City;

3. Public safety positions, as determined by the Chief of Police, as necessary to provide immediate and direct telephone communications with citizens, outside agencies cooperating in operations, or other resource entities outside of City government, and to provide for communications which may be inappropriate for mobile radios;

4. Department Heads and employees who have responsibility for responding to public safety incidents in the field.

Section 2.21.2.4 Employee Responsibilities

Employees have the responsibility to use all City equipment and contracted equipment with prudence and reasonable care. While driving a vehicle, employees should make every effort not to make outgoing calls or answer a phone if it will prohibit them from operating a vehicle in a safe manner.

Employees will be allowed to review the invoices for the cellular phone assigned to them and be prepared to verify the calls listed on the invoice. Employees will reimburse the City for all charges determined to be inappropriate by the Department Head, Finance Director or City Administrator.

Reimbursements shall be made within 30 days of receipt of invoice by the department at the overage rate of the approved City's vendor.

Section 2.21.2.5 Department Head Responsibilities

Department Heads will receive a copy of the cellular telephone invoice each month. It is the department head's responsibility to review all cellular telephone invoices on a regular basis to insure that cellular telephones are used appropriately and that the City is reimbursed for calls that cannot be identified as official use. Any misuse of cellular telephones assigned to their department should be addressed immediately upon discovery.

An employee who violates the terms of this policy may be subject to disciplinary action including suspension and/or termination as stated in section 5 of the employee manual.

Section 2.21.2.6 Repairs and Replacements of Equipment

If there is a potential that equipment may be lost or damaged, the employee is responsible for making reasonable accommodations to protect the equipment. City provided cellular telephone equipment will be repaired or replaced according to one of the following:

1. Cellular telephone equipment that requires repair or replacement due to normal wear and tear, damage as a result of City job related duties or responsibilities or a situation outside the control of the employee will be repaired or replaced at the expense of the City. The employee must have made a reasonable accommodation to protect this equipment.

2. Cellular equipment that requires repair or replacement due to employee negligence, including but not limited to: misuse, abuse, carelessness, misplacement, will be repaired or replaced at the expense of the City, however this will be subject to corrective action as determined by the department director or designee.

Section 2.21.2.7 Termination

Upon termination, the employee is to return his/her cellular telephone as well as any accessories to the City. The City issued telephone number is the property of the City and shall remain under the City's ownership.

Section 3

Direct Compensation

SECTION 3
DIRECT COMPENSATION

Section 3.1 Regular Hours of Work

Section 3.1.1 Workday hours and lunch breaks

All non-exempt employees shall be scheduled for an eight and half (8.5) hour workday which includes an unpaid lunch break, except sworn police officers whose workday will be determined by the Chief of Police. Lunch breaks for all City administrative offices shall be scheduled not to disrupt City services. Approved hours of work are as follows, and shall be chosen by the employee with the consent of the department head:

1. 8:00 a.m. to 4:30 pm with ½ hour unpaid lunch break between 10:00 am and 3:00 pm
2. 7:30 a.m. to 4:30 with 1 hour unpaid lunch break between 10:00 am and 3:00 pm.
3. Public Works, Parks, Engineering and Recreation field employees shall have approved hours of work as set by the Department Head and approved by Human Resources.

Requests for hours of work other than those listed above will be at the discretion of the department head, with the consent of the Human Resources Manager and the City Administrator.

Section 3.1.2 Work Schedule

The work week shall consist of forty (40) hours per week for all City non-exempt full time employees. The Department Head shall determine the length of the shift and starting time providing there is no disruption to City services. Furthermore, the Mayor and City Council shall determine the hours of operations for all City administrative services.

Section 3.2 Shift Changes

All employees shall normally be given fourteen (14) days notice of any changes in regular working hours, except in cases of emergency, or by mutual consent of employee and Department Head.

Section 3.3 Payroll Administration

All salaried, hourly, and part-time personnel shall be paid biweekly. Up to a one-week delay in payment may be in effect for regular and overtime hours. Further payroll and reimbursement policy details are as follows:

a. Paychecks will be issued no later than 12:00 p.m. on payday.
b. All full-time employees with health insurance coverage will have health insurance employee contributions withheld from each paycheck, in an amount to be determined annually by a vote of the City Council.

c. All voluntary benefits (i.e. life insurance, 457 deferred compensation, etc.) will be withheld from the paycheck on a schedule to be determined at time of enrollment.
d. Department Heads or their designee shall distribute payroll checks.
e. Hourly pay is defined as base pay plus all longevity stipends.

Section 3.4 Callback Pay

All full-time, non-exempt employees covered by this Personnel Policy who are called back to work after having left after a full scheduled work day shall receive a minimum of two (2) hours work at time and one half pay. A call back is defined as an assignment of work that does not immediately precede or follow an employee's regularly scheduled work hours. Department Heads do not receive overtime pay, but may take time earned, when the demands of the position allow them to do so, with the approval of the City Administrator or Mayor (depending on the direct supervisor of the Department Head). Employees called in to work on a scheduled floating holiday or vacation day shall receive a minimum of two (2) hours work at time and one half pay.

Section 3.5 Overtime Scheduling

Time worked in excess of the established regular workweek hours constitutes overtime work. Before performing any overtime work the employee must receive approval from their supervisor or Department Head.

Section 3.6 Overtime Pay

Overtime pay shall be considered time worked which is more than a full-time employee's normally scheduled workday or forty (40) hours per week. Overtime pay shall be paid at the rate of one and one-half times the hourly rate, determined by dividing the annual salary by 2,080 hours.

All full time, non-exempt employees will be compensated for all hours worked as described within their job description and duties as authorized, which means no employee shall work as an independent contractor or receive a stipend for hours worked except as authorized as an appointed position. Employees shall be duly compensated under the FLSA for hours worked; however employees may be subject to discipline for performing unauthorized work.

Section 3.7 Compensation Time

The City encourages the use of compensatory time, provided the net result is a saving of wage expenditures. Compensation time for non-exempt employees is earned at the rate of 1.5 hours for each hour of overtime worked.

All non-exempt, full-time employees (at their discretion and with their Department Head's approval), shall be allowed to take compensation time. This is in lieu of any overtime hours worked for which an employee waives overtime pay. An employee is allowed to use compensation time by the hour and/or day provided compensation time is earned and overtime is waived before requesting compensation time, sworn full-time employees may take compensation time, as outlined in their police collective bargaining agreement

There is a cap of 120 hours of compensatory time that may be accrued for all non-exempt employees. The City reserves the right to require employees to use compensatory time or to "cash out" accrued hours except forty (40) hours at any time with a thirty (30) day written notice to their Department Head. Upon termination of employment, the employee will receive cash compensation for any accrued comp time remaining.

The City will honor an employee's request to use comp time within a reasonable period of time following the proper request, so long as the use of the comp time will not "unduly disrupt" the City's operations.

Section 3.8 Public Works On Call

Employees will be required for “On Call” duties to maintain the city public infrastructure during all weekends and City holidays. They shall be expected to check pumps and perform other such work as may be directed from time to time. The employee shall check the status of the wells, pumps, and lift stations approximately 7: 00 a.m. and wells again at approximately 4:00 p.m. for which they shall receive a minimum of two hours pay at the overtime rate. Personnel so selected for “On Call” duty shall be available for emergencies unless other arrangements are made between employees. Any such arrangements made shall require notification to the Department Head.

Section 3.9 Flex Time

Department Heads may, at their discretion, allow employees to flex their schedule during the week so long as service levels are not negatively impacted. Any non-exempt employee who flexes their hours must do so in the same work week; hours cannot be “banked” as straight time for future use. Non-exempt employees working over 40 hours in one week will be compensated at 1.5 times their regular hourly rate as stipulated in the Fair Labor Standards Act.

Section 3.10 Longevity Pay

Longevity stipend will be made to all full-time, non bargaining employees based on the below schedule and continuous years of service. This stipend is added to the annual salary for non-exempt employees and exempt employees will receive the stipend on the 1st pay period of the employee’s anniversary of date of hire.

After 6 years, but less than 9 years	$ 750 per year
After 9 years, but less than 14 years	$1000 per year
After 14 years, but less than 20 years	$1250 per year
After 20 years, but less than 25 years	$1500 per year
After 25 years	$2000 per year

Section 3.11 Performance Evaluations and Pay Adjustments

Section 3.11.1 Employee Performance Evaluations

At a minimum, yearly performance reviews shall be made of the employee's work performance by the Department Heads, and reported to Human Resources and their immediate supervisor by April 1st of each year. Employees may be given more frequent evaluations as circumstances warrant. A finding of satisfactory performance is needed for advancement on the wage scale. Evaluations shall be made on standardized forms as provided by Human Resources, and shall provide a comprehensive review of the quality of work performed by the employee. Both Department Head and Employee shall sign evaluations.

Probationary employees are required to receive performance evaluations at the 90-day mark and the end of their probationary period.

Section 3.11.2 Pay Adjustments

Wages for all City employees shall be reviewed by April 1st of each year. Any adjustments in pay shall be granted at this time, to be effective with the first payroll of the following fiscal year and subject to the City budget (May 1). This is not meant to imply that raises shall automatically be granted. Wages and benefits, directly related to their respective departments, is an addendum to this Personnel Policy. This addendum may be updated from time to time to reflect City Council approved adjustments.

A new employee hired within six (6) months before a wage increase may not be eligible for such wage increase until satisfactory completion of the probationary period. After the probationary period, employee shall be given a review and wage increase calculated in a commensurate and pro-rated format as the wage increase given most recently to City employees. Said wage increase will not be retroactively applied from the date of the wage increase, but will be in effect going forward from the end of the probationary period.

Any employee hired more than six (6) months before a wage increase shall be eligible for the wage increase, pro-rata.

Section 4

Employee Benefits

SECTION 4
EMPLOYMENT BENEFITS

Section 4.1 Vacation Leave

1. Employment anniversary dates shall govern the number of vacation days allowed.

2. Full-time employees are entitled to the following vacation time based on continuous and completed years of service, depending on status, unless otherwise approved by the Mayor and City Council.

Non-exempt employees

Years of Service Completed	Vacation Time Credited
6 months	40 hours
1 year	40 hours
2, 3, 4	80 hours per year
5, 6, 7, 8, 9	120 hours per year
10, 11, 12, 13, 14	160 hours per year
15+	200 hours per year

Exempt employees

Years of Service Completed	Vacation Time Credited
6 months	40 hours
1 year	80 hours
2, 3, 4	120 hours per year
5, 6, 7, 8, 9	160 hours per year
10+	200 hours per year

3. Employees who have accumulated eighty (80) or more hours vacation may take up to forty (40) hours vacation as pay per year, subject to the approval of the Department Head. Vacation payouts must be requested in writing by the employee to the Department Head for authorization or denial.

4. Vacations are normally requested in forty (40) hour increments. Smaller increments of vacation leave may be taken with the approval of the Department Head. All requests must be submitted at least fourteen (14) days in advance and approved by the Department Head. Any vacation request submitted for the calendar year by February 28th will be approved based on seniority and scheduling to provide essential services. When the vacation leave request is approved the employee has reserved his right to his leave; however, all leaves are subject to review and/or cancellation for major emergencies or extreme circumstances, which may cause a personnel shortage.

5. Upon the employee's anniversary date, a maximum of forty (40) hours of unused vacation time may be carried over into the next year.

6. Upon termination of employment, the employee shall receive prorated accumulated vacation pay on the basis of 1/12 for each full month worked past the employee's appointment date, based upon the employee's vacation time determined by length of employment.

Section 4.2 Holiday Leave

Holiday pay shall be paid to all full-time employees. All employees shall receive their normal rate of pay with the day off. This is not intended to imply they shall receive any additional pay, but only the pay they would have received had they worked the day as a normal workday. All employees covered by a collective bargaining agreement will be covered as outlined in the collective bargaining agreement.

Public Works employees called in to work on a City-recognized holiday shall receive double pay for the number of hours worked. This means that an Employee shall receive his holiday pay, plus double time pay for hours worked.

The following twelve (12) holidays shall be observed:

New Years Day	Labor Day
Martin Luther King, Jr.'s Birthday	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

Besides the twelve (12) holidays listed, all employees shall receive two (2) floating holidays, which cannot be accumulated if not taken. Department Head's approval must be obtained before taking the floating holidays.

Section 4.3 Sick Leave

Section 4.3.1 Purpose, Allowance, and Accumulation

Sick leave is considered a privilege and not a right to be used at the employee's discretion for personal business. Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees to work while sick. An employee who is unable to work by reason of a non-duty related illness, injury, or disability as contained herein may take sick leave. Additionally, employees may take sick leave for doctor, dental and vision appointments, and illness of immediate family member requiring the presence of the employee as the primary care giver (includes parents, in-laws, children, spouse, siblings, grandparents and grandchildren or at the Department Head's discretion). Full-time employees shall accrue eight (8) sick leave hours per month to a maximum accrual of 960 hours. Whenever possible, medical appointments should be scheduled in a timely manner in order to minimize the employee's absence from work.

Section 4.3.2 Medical Verification

If an employee uses three (3) consecutive sick leave days, the city will require the employee to provide a medical verification of illness statement from their physician. For any other use of sick leave, the City may require the employee to provide verification of illness.

Section 4.3.3 Sick Leave Utilization

Sick leave may be utilized only for the purposes as stated in the first paragraph of this section. Employees utilizing paid sick leave hours shall be compensated for them according to their normal rate of pay. Employees will use accrued sick leave in reverse accrual order. Thus, when an employee uses a sick leave hour, the last sick leave hour earned is removed from his accumulated sick leave.

Excessive absenteeism, without medical verification, may result in disciplinary action, up to and including immediate termination of employment. "Excessive" shall be defined as those absences occurring more than two (2) times per month (i.e. two consecutive days absent from work would be considered as on (1) occurrence). Absent employees who have exhausted their accumulated sick leave shall not be compensated for further absences.

Section 4.3.4 Unused Sick Leave

On May 15 of each year, an employee who has used less than the sick leave he has accumulated in the immediately preceding fiscal year (May 1 through April 30) will be asked if he wishes to sell back the accrued sick leave earned in that fiscal year at a rate equivalent to fifty (50%) percent of his regular rate of pay as determined on April 15th for each sick hour sold back. The number of sick leave hours for which an employee elects cash compensation shall be deducted from such employee's accumulated sick leave. Employees electing to sell back their sick leave will be paid to them by June 15th.

An employee who is eligible upon separation to collect a retirement pension under IMRF or the Police Pension Fund, who leaves the City's employment [through retirement, a reduction in force, or voluntary resignation] and has been employed by the City for more than twenty (20) years shall be paid for all unused sick leave at fifty (50%) of his regular rate of pay for all accumulated and unused sick leave up to 960 hours.

Section 4.3.5 Sick Leave Donation Policy

In recognition of the financial hardship that an extended, catastrophic illness can cause employees, the City is willing to facilitate the voluntary donation of sick leave among employees. If an employee voluntarily requests that the City transfer a portion of that employee's accrued sick time to an employee with a catastrophic illness, the City will facilitate that transfer. Such a request may be submitted in writing to Human Resources for processing. The name of the donor will be kept anonymous.

An employee seeking to donate sick leave will be required to retain 30 days of sick leave time, but is not otherwise limited in the amount of sick leave time the employee can donate. An employee

who receives donations of sick time from other employees will only be allowed to use that sick time when the employee has otherwise exhausted all accrued time off.

Prior to approving the use of donated sick time and consistent with the City's sick leave policy, the City may require that the employee who receives donated sick time submit medical documentation supporting the continued use of sick time.

Section 4.4 Reporting of Absences

All Department Heads shall keep an accurate account of any employee absences including their own. Arriving and reporting to work regularly and on time is one of the employee's prime responsibilities. Failure to be on the job when scheduled reduces the efficiency of the City. Illness should be reported to the employee's immediate supervisor one (1) hour before the start of the employee's shift. Failure to secure proper permission for the use of personal days and/or sick hours or to report illness on time may result in full loss of pay for the hours involved for non-exempt employees. Exempt employees should apprise their immediate supervisor if they will not be present during normal business hours.

Section 4.5 Duty-related Illness of Leave

In the event of a work-related accident or death that occurs while on the job, all employees are eligible for worker's compensation as provided by law. Employees covered by a collective bargaining agreement should consult the relevant agreement for additional information. The Department Head may consider a light duty program for any employee who has a medical release to return to limited duty.

Section 4.6 Emergency and Bereavement Leave

Time away from the job due to emergencies will be granted at the discretion of the Department Head. The Department Head shall make the decision whether non-exempt employees shall receive paid or unpaid time off, or shall be required to make up missed time. Exempt or Supervisory employees shall be permitted to take emergency leave at the discretion of the Mayor or City Administrator or his/her designee, and where the need for leave is a day or more, the City may, at its discretion, designate such leave as unpaid leave time. Emergency time off for bereavement will only be allowed in the case of death of an immediate family member, (mother, father, brother, sister, child, spouse, mother-in-law, father-in-law), or in special cases as approved by Department Head. These days are separate from floating holidays and sick hours.

Section 4.7 Uniformed Services Employment and Reemployment Rights Act

The City will provide for leaves for uniformed or military service in accordance with the requirements of state and federal laws. If an employee needs to take leave for uniformed or military service, they should submit a copy of their orders along with their request for leave as soon as they become aware of the need for leave. Please contact the City Administrator for further details about the uniformed or military leave rights.

These provisions apply to all Illinois employers, including public employers. Furthermore, employees who are members of the reservists – either in the U.S. Armed Services or in the Illinois National Guard – are entitled to the following benefits (under Illinois Law) when mobilized to active military duty by presidential order:

- Continuing compensation (minus the amount of the employee's base pay for military service) for the entire period of active military service; and
- Continuing health insurance and other benefits the employee was receiving or accruing at the time the employee entered military service.

Section 4.8 Illinois Family Military Leave Act

Employees who are the spouse or parent of a person called to military service lasting longer than 30 days shall be provided up to 30 days of unpaid family military leave during the time federal or State deployment orders are in effect.

The employee shall give at least 14 days notice of the intended date upon which the family military leave will commence if the leave will consist of 5 or more consecutive work days. Employees taking leave for less than 5 days shall give advance notice as is practicable.

An employee shall not take leave as provided under this Act unless he or she has first exhausted all accrued vacation leave, personal leave, and compensatory leave. Only employees who have been employed by the City for at least 12 months and who have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave protected under this Act. (820 ILCS 151/)

Section 4.9 Jury Duty Leave

Employees shall be granted leave with pay when required to be absent from work for jury duty. Employees are expected to contact their immediate supervisor and report to work when they are excused from jury service, temporarily or finally. Any payment received by the employee for jury duty shall be given to the City because the employee is receiving their full pay while on jury duty leave.

Section 4.10 Time Off for Voting

Every employee who is entitled to vote at a general or special election is entitled, after giving notice, to two hours off work to vote, provided that the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls. (10 ILCS 5/17-15)

Section 4.11 Unpaid Discretionary Leave

In addition to the leaves described above, regular full-time employees who have completed at least twelve (12) months of continuous service and are in good standing may request a leave of absence. The following conditions and procedures apply to any leave of absence not covered by FMLA, unless

otherwise required by applicable law. Leave of absence request shall be presented to the department head in writing by the employee. The request shall be reviewed and approved or denied by the City Administrator. If approved, the employee will be required to exhaust all applicable accrued paid time off prior to moving to an unpaid leave. For instance, if an employee is approved for an unpaid discretionary leave that is not medical related, they will not be required to exhaust sick-time prior to the unpaid leave. While on leave if the employee should choose they will be placed on COBRA coverage to continue their health insurance benefit and will be required to pay the full premium. Failure to pay the premium within 30 days of the due date will terminate coverage. Time spent on extended leaves of absence may not be counted as creditable service. Length of service shall not accrue for an employee who is on an approved leave of absence but will begin to accrue again when the employee returns to work on a pay status.

Leaves of absence will generally not be extended beyond twelve (12) months from the actual start date of the leave. Employees on a leave who do not return to work on or before the expiration of the twelve (12) month period will be terminated from employment with the City. Employees wishing to take such leaves of absence must realize that reinstatement to their former position is not guaranteed. However, if the position is still in existence and is vacant at the conclusion of the period, the employee may resume his/her same status therein subject to the approval of the City Administrator. If the position no longer exists the employee will be encourage to apply for an open positions.

Section 4.12 Employee Benefits Information

All employees will be required to notify the employer of any changes in address, family status, or other personal information. Notification of a change in family status must be accompanied by legal documentation (i.e. birth certificate, marriage license, divorce decree, etc.) within 30 days of change in order for benefits to be changed.

Section 4.13 Health and Life Insurance Coverage

All full-time employees are covered under the City's health, dental, and vision insurance plan. There is a 30-day waiting period before new employees are eligible for coverage. After completion of the waiting period, insurance shall begin on the first day eligible as determined by the health insurance policy then in effect. The City agrees to pay the premium thereafter for employees and their dependents, except for the monthly participation fee by the employee and the City reserves the right to change the monthly participation fee. The City will make every effort to provide employees with a forty-five (45) day written notice of any proposed change.

The City shall provide life insurance for full-time and eligible part-time employees, in the amount of $50,000. Spouses will be insured at $10,000 and dependents age one (1) week to six (6) months at $1,500 or age six (6) months to 19 years (25 if a full-time student) at $2,500.

Summary plan descriptions (SPD's), which explain coverage of your health and life insurance benefits in greater detail are available from the Human Resources Manager. The actual plan documents, which are available by making a written request to the Human Resources Manager, are the final authority in all matters relating to the benefits described in this Manual or in the summary plan description and will govern in the event of any conflict. Additionally, the City reserves the right to

change insurance carriers, change health maintenance organizations, self-insure, and/or change or eliminate any benefits at any time with a forty-five (45) day notice, when practical in accordance with applicable law.

Section 4.14 Pension Participation

Section 4.14.1 Eligibility

All employees who work 1,000 hours or more per calendar year are covered by the Illinois Municipal Retirement Fund (I.M.R.F.) pension and its regulations to which the City and employees shall contribute, unless covered by a collective agreement or another pension plan.

Section 4.14.2 Military Service Credit

All employees who were in active participating status under IMRF on the date of June 14, 2001 shall be allowed service credit to employees who served in the armed forces of the United States for up to two (2) years of service, prior to their participation in the Illinois Municipal Retirement Fund.

Section 4.15 Continuation of Medical Coverage (COBRA)

In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) an employee, who would otherwise lose group health insurance coverage because of a reduction in working hours or the termination of employment for reasons other than gross misconduct, is eligible to continue under the City's plan up to 18 months or for such other period time prescribed by law. The City will notify an employee of the time period for which continuation coverage may be provided. If an employee elects to continue coverage, he or she will be responsible for payment of the full premium, which amount may change from time to time.

Section 4.16 Education

1. All requests by an employee for the enrollment to a college degree program or college coursework, which must be job related, must be submitted by the Department Head to the City Administrator for approval. The City recognizes four (4)levels of degree programs, described as follows: (i) high school; (ii) 64 credit hours of college course work; (iii) bachelor's degree; and, (iv) master's degree. All courses related to the program shall be eligible for payment subject to budget approval. This provision shall be subject to change and does not entitle any employee the exclusive right to receive approval and/or be eligible for payment. Furthermore, the employee shall provide a grade or transcript to the Department Head upon the completion of each course. Any revision or change requested by the employee to the approved program must be submitted to the Department Head for approval prior to the revision or change.

2. Upon approval under section "a", the City shall pay tuition and fees only for college coursework (not travel or wages), unless otherwise approved by the Mayor and City Council.

3. The City may pay all expenses of an elective course. An elective course is one that may benefit the City by added knowledge, but is not directly related to City operations.

4. The tuition and fees only (no books or materials) of an elective or required course will be paid through direct billing from the appropriate school, or paid as a reimbursement to the employee pending the completion of a consent form for repayment and pending receipt of a the grade transcript The employee will sign the payroll deduction form prior to the enrollment of the course stipulating to the following provisions will apply: if a grade of a B-average or better is attained upon the completion of the course the class will be considered complete and paid for by the City. If less than a B-average is attained, the employee will be required to pay back 100% of the tuition and fees to the City through a payroll deduction as stipulated within the payroll deduction sign off form or direct payment to the City. If an employee voluntarily leaves the City within two years of completing a course reimbursed under this policy, a percentage amount of reimbursed expenses must be repaid to the City according to the following schedule:

    a. 0-6 months of completion of course – 100%
    b. 7-12 months of completion of course – 75%
    c. 13-18 months of completion of course – 50%
    d. 19-24 months of completion of course – 25%
5. Tuition rates will be paid for at an amount not to exceed the current per-hour rate charged at the University of Illinois Urbana-Champaign as is designated at the time of class approval.

Section 4.17 Training and Certificates

1. When seminars are deemed in the best interest of the City by the Department Head, only Department Head approval, subject to budget constraints is needed to send an employee to the seminar and pay expenses incurred.

2. The City shall pay all expenses including wages at "regular" pay, travel, and training fees for any full-time or approved part-time employees enrolling in "required" training courses.

3. All Department Heads will complete the Off-Premises Training Hours Worked Agreement form (Appendix I) for all employees who attend training outside the Chicago Metropolitan area. In addition, for all out of state travel for meetings/seminars/training/conferences that have numerous locations, the Department must select the most cost effective destination. For any out-of-state travel request that is not included within the narrative of the budget, the Department Head must receive approval by the City Administrator.

Section 4.18 Lodging and Meal Expenses

Meals are reimbursed on a per diem basis, at a maximum of $40 per day. Meals included with the price of registration for an event will not be included in the per diem. Meal payments shall be processed as a reimbursement after the event from petty cash or by requesting a check from the Finance Department; or employees shall be issued a City credit card, if feasible, for use at the event. For multiple-day seminars or conferences, the allowance for the day of departure and day of return shall be pro-rated based upon the number of meals required away from home. For these pro-rated allowances, breakfast shall be $10, lunch $10, and dinner $20 per day. In no instances shall per diems be used to purchase alcoholic beverages, whether or not the consumption occurs during meal-time.

Maximum lodging rates shall be set at the conference-host hotel rate, or in absence of a conference, $150 per night. Department head approval must be obtained for any and all increases to this amount for lodging. To minimize travel costs while at conferences, employees are encouraged to ask the hotel for government-rates and to stay at the conference-host hotels. At conferences, employees are allowed to stay at any other hotel of their choice, so long as the hotel rate is equal or cheaper than the conference-host hotel rate.

Section 4.18.1 Family lodging and accompaniment

The City does not encourage family members to accompany the employee on an official trip. However, there is no objection to this practice if their accompaniment does not interfere with the purpose of the trip. Family members shall travel at their own risk and cost.

Section 4.19 Internal Revenue 457 Deferred Compensation Plan

The City offers for all full time employees to participate in an Internal Revenue Code 457 Deferred Compensation Plan, which creates the opportunity for financial benefits and favorable tax treatment on the part of its employees. The employee contacts the Human Resources Manager to receive and complete the appropriate documents to enroll in the plan.

Section 4.20 Additional Voluntary Benefits

Additional voluntary benefits are provided to employees as the benefits are approved by City Council. These benefits will be communicated to employees at time of hiring, open enrollment, and as they are approved by City Council.

Section 4.21 Victim's Economic Security and Safety Leave

This policy is to provide employees with leave benefits, when needed, in accordance with the Victims' Economic Security and Safety Act (VESSA) effective August 25, 2003.

Section 4.21.1 Coverage and Eligibility

Any employee who has been subjected to domestic or sexual violence shall be provided leave during work hours for any of the following:

- To seek medical attention for, or recover from, physical or psychological injuries;
- To obtain services from victim service organizations;
- To obtain psychological or other counseling;
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase safety from future domestic or sexual violence;
- To seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding.

Employees may also take such leave to help a family/household member who is a victim of domestic or sexual violence.

Section 4.21.2 Notification and Verification

Qualifying employees must notify the Human Resources Manager as soon as possible when requesting time off. While verification is required, the Human Resources Manager will take every precaution to see that all information is kept as confidential as possible. Verification will consist of one of the following:

- A sworn statement by the employee; and documentation from an agent of victim services, an attorney, or other professional from whom the employee or their family/household member has sought assistance;
- A police or court record;
- Other corroborating evidence.

Section 4.21.3 Time Allowed

Employees are entitled to a maximum of twelve (12) weeks unpaid leave during any rolling 12-month period, provided, where practicable, notice has been given at least forty-eight (48) hours in advance.

Section 4.21.4 Substitution of Paid Leave

Employees will be required to substitute personal days and/or vacation and/or FMLA leave. This leave is not intended to confer a right to leave beyond the twelve (12) weeks of FMLA.

Section 4.21.5 Job Protection

Employees who take leave under this policy are entitled to be restored to the same or equivalent position upon their return, however, seniority and other benefits will not continue to accrue during any unpaid leave. Employees are also entitled to continue health insurance on the same terms and conditions as if the employee remained continuously employed. If an employee fails to return from leave, the City shall recover any and all premium contributions provided by the City during the leave period.

This policy is intended to be an overview of the VESSA and its key features. To the extent that this policy could be read inconsistently with the VESSA, the Act and its rules shall supersede.

Section 4.22 Blood and Organ Donation Leave

Section 4.22.1 Blood Donation

Employees who donate blood will be entitled to up to one (1) hour of paid time off for the purposes of blood donation and two (2) hours for blood platelets donation. This is allowed every 56 days, in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.

An employee must obtain written approval from their supervisor, by submitting a request for leave form (Appendix K), no less than five (5) working days prior to using such time. Donations must be scheduled at the start or end of the employee's workday. Upon return to work, the employee must provide documentation substantiating the blood donation in order to be paid for this time. This time will not be considered in calculating overtime pay.

Section 4.22.2 Organ Donation

Employees will be entitled to up to thirty (30) calendar days of paid organ donation leave in any 12-month period to serve as a bone marrow or organ donor.

Time off for organ donation will be designated as Family Medical Leave and the proper forms and documentation are required to be completed prior to the leave. An employee must obtain written approval from his/her supervisor, by submitting a request for leave form, no less than 10 working days prior to using organ donation leave time.

Section 4.23 School Conference and Activity Leave

Employees are eligible for up to 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or activity cannot be scheduled during non-work hours.

Section 4.23.1 Eligibility Requirement

An employee may take this unpaid leave only if they have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.

Section 4.23.2 Notice Provisions

The employee shall provide a written request for leave at least 7 days in advance of the time the employee intends to utilize the leave. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

Section 4.24 Disability Leave

Employees are presently covered by two (2) separate disability plans. These are IMRF and the Police Pension Fund. Employees are subject to the regulations governing disability benefits in each of their respective plans.

Section 4.24.1 Disability - Non Work-Related

Section 4.24.1.1 Less than One (1) Year's Employment

If an employee who is employed by the City for less than one (1) year becomes disabled as a result of an injury or illness not arising out of or in the course of his/her employment with the City, he/she is not eligible to receive worker's compensation benefits.

An employee may remain an active employee for a period of up to three (3) months from the date the individual was disabled. Upon the expiration of such period, the employee may be considered permanently separated from employment. Any unused sick and vacation leave time due the employee will be administered in accordance with City policy in effect at that time. Insurance coverage will be provided in accordance with the COBRA policy for full-time employees.

Section 4.24.1.2 More Than One (1) Year's Employment

If an employee who is employed by the City for more than one (1) year becomes disabled as a result of an injury or illness not arising out of or in the course of his/her employment with the City, he/she is not eligible to receive worker's compensation benefits.

An employee may remain an active employee for a period of up to six (6) months from the date the individual was disabled. Upon the expiration of such period, the employee may be considered permanently separated from employment. Any unused sick and vacation leave time due the employee will be administered in accordance with City policy in effect at that time. Insurance coverage will be provided in accordance with the COBRA policy for full-time employees.

Section 4.24.2 Disability – Work-related

Section 4.24.2.1 Less than One (1) Year's Employment

If an employee who is employed by the City for less than one (1) year becomes disabled as a result of an injury or illness arising out of or in the course of employment with the City, he/she may be eligible to receive worker's compensation benefits. If he/she is unable to perform the duties of his/her assigned position after a period of thirty (30) consecutive days from the first date of his/her disability, he/she may be separated from the active payroll. Any unused sick and vacation leave time due the employee will be administered in accordance with City policy in effect at that time. Insurance coverage will be provided in accordance with COBRA policy for full-time employees.

Section 4.24.2.2 More than One (1) Year's Employment

If an employee who is employed by the City for more than one (1) year becomes disabled as a result of an injury or illness arising out of or in the course of employment with the City, he/she may be eligible to receive worker's compensation benefits. If he/she is unable to perform

the duties of his/her assigned position for a period of one (1) consecutive year from the first date of his/her disability, he/she may be separated from the active payroll. Any unused sick and vacation leave time due the employee will be administered in accordance with City policy in effect at that time. Insurance coverage will be provided in accordance with COBRA policy for full-time employees.

An employee, while on a work-related disability, continues to accrue service time for certain purposes, as provided under Illinois law. However, the employee does not accrue sick and/or vacation leave time during such period. Insurance coverage will be provided for full-time employees.

Employees who are on a job-related disability will continue to accrue service credit under any retirement or disability plan or program only to the extent provided in such plan or program.

Section 4.25 Family and Medical Leave

Section 4.25.1 General Statement

It is the policy of the United City of Yorkville (the "City) to provide up to twelve (12) weeks of unpaid family and medical leave during a 12-month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). The 12-month period is measured using a rolling backward year.

Section 4.25.2 Eligibility

In order to qualify to take family and medical leave under this policy, an employee must have worked for the city for at least twelve (12) months and at least 1,250 hours during the twelve (12) month period immediately before the date when the leave would begin.

Section 4.25.3 Reasons for Leave

A leave of up to twelve (12) weeks may be requested for any of the following reasons:

a. The birth of a child and to care for the newborn child within one year of birth;
b. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
c. To care for the employee’s spouse, child, or parent who has a serious health condition;
d. A serious health condition that makes the employee unable to perform the essential functions of his or her job.
e. Because of any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that an employee’s spouse, child, or parent is deployed on active duty in a foreign country (or has been notified of an impending call or order to active duty) in the Armed Forces, including the National Guard and Reserves.

A leave of up to twenty-six (26) weeks may be requested to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son daughter, parent, or next of kin (military caregiver leave).

Spouses both employed by the City who request Child Care Leave or leave to care for an ill parent may only take combined aggregate total of twelve (12) weeks during any 12-month period.

Employees will not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. Employees who misrepresent facts in order to be granted an FMLA leave will be subject to immediate termination.

Section 4.25.3.1 Serious Health Condition

For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

a. Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
b. Absence Plus Treatment. A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two (2) or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);
c. Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
d. Chronic Conditions Requiring Treatment. A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
e. Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
f. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

Section 4.25.3.2 Qualifying Exigency Leave

If you are an eligible employee (as defined above), you are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a military member is on covered active duty or called to active duty status. The leave described in this paragraph is available during a 12-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the military member's covered active duty orders or other documentation issued by the military that indicates that the military member is on active duty or is called to active duty status in a foreign country and the dates of the covered military member's active duty service. Eligible employees may take all twelve (12) weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave or any other qualifying reason listed above.

With respect to a Qualifying Exigency Leave:

a. A "covered military member" means your spouse, son, daughter, or parent who is on active duty or called to active duty status in any foreign country in any of the Armed Forces, including a member of the National Guard or Reserves.
b. A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) prenatal care; (e) financial and legal arrangements; (f) counseling; (g) rest and recuperation; (h) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (i) additional categories that are agreed to by the employer and employee within this phrase.
c. The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy). If the exigency leave is to arrange for childcare or school activities of a military member's child, the military member must be the spouse, son, daughter or parent of the employee requesting the leave.
d. A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not included "parents in law".
e. Parental care – eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.
f. Rest and Recuperation – eligible employees may take up to fifteen days to spend time with a military member on Rest and Recuperation leave, limited to the actual leave time granted to the military member and supported by the Rest and Recuperation leave orders or other appropriate documentation issued by the military setting for the dates of the leave.

Section 4.25.3.3 Military Caregiver Leave

If you have been employed by the City for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more City employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Servicemember, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a single 12-month period to care for the Covered Servicemember (including twelve (12) workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Servicemember (or the same Servicemember with multiple or subsequent injuries or illnesses) up to a combined total of twenty six (26) workweeks in a twelve (12) month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to timely submit the a medical certification available from our Human Resources Department or an invitational travel order or authorization from the Department of Defense as a condition of receiving approved Military Caregiver Leave. NOTE: the 12 month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

a. A “Covered Servicemember” means (1) a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) is a covered veteran who was on active duty at some point in the five (5) year period prior to the date when the medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, National Guard or Reserves at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy, and who was discharged or released under conditions other than dishonorable.
b. “Outpatient status” means the status of a Covered Servicemember assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
c. Next of kin” means the nearest blood relative of that individual (regardless of age) other than an employee’s spouse, son or daughter. You are required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.

d. "Serious injury or illness" for a Current Servicemember means an injury or illness incurred by the Servicemember in the line of duty on active duty in the Armed Forces (or existed before the beginning of the Servicemember's active duty and was aggravated by service in the line of duty) that (i) may render the Servicemember medically unfit to perform the duties of the member's office, grade, rank or rating, or (ii) in the case of a veteran Servicemember, that manifests itself before or after the member became a veteran.
e. "Serious injury or illness" for a Covered Veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran and is: (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; OR (2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR (3) A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any request under the Servicemember Family Leave provision(s) due to a serious injury or illness of a Current Servicemember must be supported by certification issued by the applicable health care provider or the Department of Defense. You are required to submit this information on the forms provided to you and available from the Human Resources Manager or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense.

Section 4.25.4 Leave is Unpaid

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Company asks that employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
There is an exemption to GINA's limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member's serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

Section 4.25.5 Unpaid Leave of Absence

FMLA leave is generally unpaid leave. If an employee requests Child Care or Family Medical Leave, any accrued paid vacation and personal time must first be substituted and used for otherwise unpaid FMLA leave. If an employee requests Employee Medical Leave, any accrued paid vacation, personal and applicable sick leave must first be substituted and used for any unpaid FMLA leave. The substitution of paid leave time for unpaid leave time or use of short-term disability does not extend the 12-week leave period. Employee Medical Leave will also run concurrently with leave taken under the City's disability leave policy and workers' compensation leave, if taken for an FMLA qualifying serious health condition.

If an employee takes vacation time/sick leave using salary continuation for a condition that constitutes or progresses into a serious health condition, the City may designate all or some portion of such leave as under this policy, to the extent that the paid leave meets the necessary qualifications.

Section 4.25.6 Notice of Leave

If an employee's need for FMLA leave is foreseeable, the employee must give the City at least thirty (30) days prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, the employee is expected to notify the City as soon as practicable, generally within one to two business days of learning of the employee's need for leave. A request must be made in writing on the City's forms (Appendix K), available in personnel.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which the City has previously granted you FMLA-protected leave, you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work. It is not sufficient to simply "call in sick" without providing additional information which would provide the City with reasonable cause to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to the City consistent with the City's established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the eave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Servicemember, in which case your leave can last for up to twenty-six (26) workweeks in a single twelve (12) month period (unless legally required otherwise).

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

Section 4.25.7 Medical Certification

If an employee is requesting Employee Medical or Family Medical Leave the employee and the relevant health care provider must supply appropriate medical certification. The City will supply all employees with medical certification forms. The medical certification must be provided within fifteen (15) days after it is requested, or as soon as reasonable under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. In its discretion and at its own expense, the City may require a second medical opinion, and if the first and second opinions differ, a third medical opinion. The third opinion will be provided by a health care provider approved jointly by the employee and the City and will be binding. The City may also require recertification periodically during a leave, and employees will be required to present a fitness-for-duty certificate upon return to work following an employee medical leave.

Section 4.25.8 Medical and Other Benefits

During an FMLA leave, the City will maintain the employee's health benefits on the same conditions as if the employee had continued working. If paid leave is substituted for unpaid FMLA leave, the City will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the FMLA leave is unpaid, the employee must make arrangements with the City to pay his/her portion of the premium. Group health care coverage will cease if the employee's premium payment is more than thirty (30) days late, but the employee will be notified at least fifteen (15) days before coverage lapses. Additionally, if the employee fails to return from leave, the City will require repayment of any premium that was paid for maintaining the health coverage for the employee, unless the employee does not return because of a continuing or recurring serious health condition of either the employee or a covered member, or because of other circumstances beyond the employee's control. Employees are not entitled to other benefits or seniority accrual during the FMLA leave.

Any changes in benefit plan provisions and costs may apply to individuals on FMLA leave the same as if they were actively employed, according to the terms of the applicable plan.

Section 4.25.9 Returning from Leave

Employees who return to work from FMLA within or on the business day following expiration of the twelve (12) weeks are entitled to return to his or her same position or to an equivalent position with equal benefits, pay or other terms and conditions of employment. The City may choose to exempt certain highly compensated ("key") employees from this requirement and not return them to the same or similar position. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In

determining whether a position is "equivalent" we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status.

If your leave was due to your own serious health condition, you will be required to provide medical certification that you are fit to resume work. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Section 4.25.10 Reporting While on Leave

The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Section 4.25.11 Intermittent and Reduced Schedule Leave

FMLA leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced work schedule (reducing the usual number of hours an employee works per work week or workday) if medically necessary. If FMLA leave is unpaid, the City will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on intermittent or reduced schedule FMLA leave, the city may temporarily transfer the employee to an available alternative position that better accommodates the employee recurring leave and which has equivalent pay and benefits.

Section 4.25.12 Policy Administration

This policy is intended to comply with and will be administered in accordance with the Family and Medical Leave Act of 1993, as amended, and any applicable regulations, definitions and law there under, as well as any state family or medical leave laws granting additional rights that are applicable to employees employed in Illinois.

Section 4.25.13 Interrelation of Leaves

Any leave taken pursuant to this policy, other City policies, a collective bargaining agreement, or law which qualifies as leave under the FMLA or any applicable state family or medical leave act, will be counted against the employee's available leave under the applicable City policies, collective bargaining, and/or law, as well as the available leave under the FMLA or applicable state law, to the extent permitted by such applicable law.

For example, the City complies with the Americans with Disabilities Act ("ADA") and any other law that allows for reasonable accommodations to disabled employees and employees who are pregnant or have a pregnancy related disability. The City may approve a reasonable request for an extension of a leave of absence beyond the amount reflected in the FMLA as a form of a reasonable accommodation in appropriate cases.

Section 4.25.14 Anti-Retaliation Provisions

Be assured that no retaliation will be taken or tolerated against any employee who exercises his/her rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact the Human Resources Manager so that the matter can be promptly investigated and remedied as appropriate

Section 4.25.15 FMLA Forms

Forms to be used in conjunction with requesting to use FMLA time are attached to this manual as Appendix K.

Section 4.25.16 Benefits While on Leave

Time spent on extended unpaid leaves of absence may not be counted as creditable service for pension purposes. Further, if an employee goes on an approved, unpaid leave of absence for a period in excess of thirty (30) calendar days and wishes to continue to be covered by the City's health or life insurance, he or she will be responsible for payment of the total monthly insurance premiums unless otherwise provided by law.

It is the policy of the City not to request the City Council to grant IMRF Pension Credit and Death and Disability Protection Leave Authorization for an employee going on unpaid discretionary leave of absence.

Upon return, the City will place the employee in his or her previous assignment, if vacant, the employee will be placed in the first available assignment according to the employee's seniority, where skill and ability to perform the work without additional training is equal. If, upon the expiration of a leave of absence, there is no work available for the employee or if the employee could have been laid off according to his seniority except for his leave, he shall go directly on layoff.

Employees will maintain their employment status and previously accrued benefits while on approved paid leave. Except where otherwise noted, employees will continue to accrue benefits during the time they are on approved paid leave from City service.

Unless otherwise stated or otherwise required by law, length of service shall not accrue for an employee who is on an approved non-paid leave status. Accumulated length of service shall remain in place during that leave and shall begin to accrue again when the employee returns to work on a pay status. Unless otherwise stated, an employee returning from leave will have his seniority continued after the period of the leave.

Section 5

Separation

SECTION 5
SEPARATION

Section 5.1 Termination

An employee may be terminated only by the Mayor, following a recommendation by the Department Head and the Human Resources Manager to the City Administrator. The Department Head shall consult with the Human Resources Manager prior to such action to assure proper and complete documentation is on hand and to forward copies of such documentation to Human Resources at that time.

A full-time employee who is terminated will be paid for all unused vacation leave at the time of termination. The employee shall receive his final check on the first pay date following the date of his termination.

Section 5.2 Employee Termination and Exit Process

Section 5.2.1 Service Retirement

This is voluntary termination after having satisfied the age and length of employment requirements of the applicable state retirement system. The employee must receive retirement wages upon termination to be considered as retired.

Section 5.2.2 Disability Resignation

This is voluntary termination necessitated by an injury or illness, which renders the employee incapable of performing his/her usual job with or without a reasonable accommodation. The termination is preceded by a memo/letter by the employee to his/her supervisor advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate Board or Industrial Insurance Division verifying the disability and approving the resignation.

Section 5.2.3 Employee-Initiated Resignation

This is voluntary termination for any reason other than formal retirement. A non-exempt employee wanting to leave the City in good standing shall provide a written resignation to his/her immediate supervisor at least fourteen (14) calendar days prior to the effective date of resignation. An exempt employee is required to notify the immediate supervisor at least thirty (30) calendar days prior to the effective date of resignation to leave the City in good standing. The resignation letter should include the reason for leaving, as well as the proposed effective date. Notice is understood to mean that the resigning employee will be available for work during this time so as to aid in the training of a replacement. Failure to provide proper notice may result in a forfeit of accumulated sick leave time. Exceptions to the time limit requirement may be granted by the Department Head and Human Resources Manager.

Section 5.2.4 Probationary Termination

This is termination of an employee during the established introductory period, usually for the inability to meet position/department requirements. A probationary termination occurs only after the supervisor's consultation with the Human Resources Manager, and must be reviewed by the City Administrator and approved by the Mayor.

Section 5.2.5 Layoff

A reduction in work force is accomplished in accordance with labor contracts and civil service rules; however, work schedules should be planned to keep periodic or recurring layoffs to a minimum.

In layoff, recall and filling regular job vacancies, the City shall give equal consideration to an employee's ability and performance of the duties required in the job, and consideration to an employee's length of continuous service with the City in the classification. In applying this provision, where qualifications, experience and performance are equal, seniority shall govern. Every effort will be made for transfers to other departments when a position is open for which the employee qualifies.

The City shall provide an employee with at least two (2) weeks advance notification prior to layoff, except in case of emergency. Severance pay may be offered at the discretion of the Mayor with input from the City Council.

An employee on layoff must keep the City informed of the address and telephone number where he/she can be contacted. If the City is unable to contact the employee within seven (7) calendar days, the City's obligation to recall the employee shall cease. The City shall have no obligation to recall an employee after he/she has been on continuous layoff for a period which exceeds one (1) year. Should an employee not return to work when recalled, the City shall have no further obligation to recall him/her.

Section 5.2.6 Exit Interview

Human Resources will schedule an exit interview with the employee on his/her last day of employment. Temporary employees do not participate in the exit interview process unless information can be gained which will improve or enhance present employment conditions.

Human Resources will review the following with the employee where applicable:

- COBRA insurance;
- IMRF withdrawal form;
- vacation, sick, and compensatory time pay due;
- partial pay for exempt employees;
- flexible spending plan;
- tuition reimbursement;
- items to be returned to the City;
- terminating or extending other benefits (for example, supplemental life insurance)

The employee should also turn in his City ID card and any City building keys at this time. Human Resources will then conduct the actual exit interview. The information collected in the interview is used to monitor employee morale and correct problems, if necessary. Typical questions asked in the interview include:

1. What did you like best/least about working for the City?
2. What did you like best/least about your position?
3. Were you satisfied with the working relationship you had with your supervisor?
4. How would you improve department or City procedures to make this a better place to work?
5. Would you recommend the City to friends and/or relatives as a place to work?
6. Why are you leaving the City?
7. Do you have any other comments or suggestions?

Special questions may also be developed by the Human Resources Manager and/or Department Head for the exit interview. Copies of the completed exit interview will be distributed to the appropriate Department Head and the City Administrator.

Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by policy and laws governing such payments. Termination pay shall be reduced by any authorized legal deductions, authorized pension plan, credit union, tax-sheltered annuity, union dues and any other amounts specifically agreed upon in writing by the employee and the City.

Section 5.2.7 Termination Date

The official date of termination will be the last day the employee reports for work.

Section 5.2.8 Continuation of Benefits

Benefits continue through the time actually worked by the employee.

Section 5.2.8.1 Continuation of Benefits for Retirees

Retirees may elect to continue participation in the City's group health, dental, and vision insurance plans. To take advantage of this benefit, a retiree must have 8 years or more of creditable service under the Illinois Municipal Retirement Fund and be eligible to immediately receive a pension or have 20 years or more of creditable service under the Police Pension program.

The retiree must accept or reject the plan at the time of retirement and may not join at a later date. Acceptance must be shown by written consent within 15 days of receiving the notice from the City that the plan may be continued as provided for in the Illinois Insurance Code. The Plan will be extended to the retiree and only to those dependents covered prior to the time of retirement of the City employee.

The retiree will pay the entire premium as established by the insurance carrier, and the City will administer the plan. Failure to pay premiums will result in termination from the plan. Once the retiree or any of his dependents leaves or is terminated from the plan, the insurance is not renewable.

When a retiree becomes eligible for Medicare, the plan provides for a reduction in benefits and premium. The spouse of a deceased employee is eligible to continue on the plan until his or her death or remarriage under normal plan provisions. In the case of dependents, they may remain covered following normal plan provisions.

The provisions of the Public Safety Employee Benefits Act, 820 ILCS 320/1, et seq., shall apply to those employees who are full-time police officers killed or catastrophically injured in the line of duty.

Section 5.2.9 Pension Contribution Refunds

For those employees who are not retiring, moneys accumulated in the employee's retirement account are refundable; however, employees should check with their pension plan about the advantages and disadvantages before making a decision. Forms required to request this refund are available in the Human Resources Division.

Section 5.2.10 Unemployment Compensation

All claims for unemployment compensation as filed by a terminating employee shall be processed by the Human Resources Manager and the Finance Department. Requests for information about unemployment compensation should be forwarded to the Human Resources Manger immediately to avoid unauthorized charges against the City's account.

Section 5.3 Use of Paid Time

Paid time (e.g. personal days, vacation days, compensatory time) or time off for all employees may not be used during the last two (2) weeks of employment unless approved by Human Resources.

Section 5.4 Vacation Pay-Out at Termination

Upon termination of employment, employees shall receive prorated accumulated vacation pay on the basis of 1/12 for each full month worked past the employee's appointment date, based upon the employee's vacation time determined by length of employment.

Section 5.5 Sick Pay-Out at Termination

An employee who is eligible upon separation to collect a retirement pension under IMRF or the Police Pension Fund, who leaves the City's employment [through retirement, a reduction in force, or voluntary resignation] and has been employed by the City for more than twenty (20) years shall be paid for all unused sick leave at fifty (50%) of his regular rate of pay for all accumulated and unused sick leave up to 960 hours.

Section 5.6 Medical/Dental Continuation Plan (COBRA)

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), all employers, including state and local governments, are required to extend continuing health care coverage to employees and their dependents following termination, a reduction in hours (full-time to part-time), retirement, divorce or death. If an employee terminates employment for any reason, other than gross misconduct, or reduces hours and such employee was covered under the City's Group Insurance Plan on the day preceding termination or reduction, then such employee may continue medical/dental coverage for himself/herself and any eligible dependents who were also covered during such time by making payment for the cost of such coverage.

Section 5.6.1 Eligibility Requirements

Individuals eligible for continuation or coverage include an employee and his/her covered dependents whose coverage would otherwise terminate due to:

1. Termination of employment for any reason other than gross misconduct;
2. Reduction of hours worked by the employee;
3. Retirement, but only if the employee's coverage under the City's plan terminated on the date of his/her retirement;
4. An employee's spouse and dependents upon the death of a covered employee, divorce or legal separation;
5. The covered employee becoming entitled to benefits under Medicare, but only if at that time the employee's coverage and the employee's dependents coverage under the City's group health plan terminates;
6. A dependent child when he/she no longer qualifies as a dependent under the City's group health plan.

Any of these individuals who are eligible for continuation of coverage shall be referred to as the "COBRA Applicant."

Section 5.6.2 End of COBRA Coverage

The coverage of the COBRA Applicant will end on the earliest of the following dates:

1. The date on which the COBRA Applicant becomes a covered employee under any other group health plan;
2. The date on which the COBRA Applicant becomes eligible for coverage under Medicare. In this case, any eligible dependents of the COBRA Applicant will, subject to payment of the required premium, be entitled to their COBRA health continuation for the remainder of the period;
3. The date on which the City's plan terminates;
4. The date which is:
    - Eighteen (18) months after the date on which the employee, as the COBRA Applicant, becomes eligible for the COBRA health continuation; or

- Thirty-six (36) months after the date on which the widowed spouse, the former spouse, the legally separated spouse, or a dependent child, as a COBRA Applicant, becomes eligible for the COBRA health continuation.

If a person's COBRA health continuation ends at the end of the maximum period (i.e., eighteen (18) months or thirty-six (36) months), such person will be eligible for any health conversion coverage that is available under the group health plan.

Section 5.7 Re-Employment

Any former regular employee who resigned from the City in good standing or who was laid off as part of a reduction in work force is eligible for re-employment. Persons interested in re-employment should file a completed city application with the Human Resources Division. The individual will then proceed through the regular hiring procedures with other applicants as described in the Hiring Policy in Section 6.3 of this manual. If this individual is re-hired, he/she must complete a pre-employment physical and drug test and a background check.

An individual re-employed in his/her former position may be paid at the same pay rate at the time he/she left the City, provided however, that the re-employment is within one (1) year of the previous resignation; otherwise the individual will be paid in accordance with Human Resource policy. The compensation of an employee re-hired to a position other than the former position will be subject to provisions for new hires.

Any individual who voluntarily resigns from full-time employment the City shall forfeit all seniority and accrued years of service. Should that individual become re-employed by the City all benefits for which the employee is eligible will be subject to the same provisions as a new hire and will coincide with the re-employment date.

Any individual who is laid off from full-time employment and who later becomes re-employed by the City shall retain service credit for prior years worked. The City shall take into account previous service credit when calculating benefits for which the employee is eligible; however, future benefits will coincide with the re-employment date.

All individuals re-employed by the City must complete a new introductory period.

Section 5.8 References

The City shall normally provide limited disclosures regarding former employees' work history, which shall be limited to: the dates of employment; descriptions of the jobs performed; salary or wage rates.

However, if the former employee has signed an "Employment Reference Release Form" (Appendix L), additional information may be given. "Employment Reference Release Forms" outline what information relating to the former employee, the City will disclose and to whom it may be disclosed. Release forms may be obtained from the Human Resources Division. Signed "Employment Reference Release Forms" shall be maintained in the employee's personnel file in the Human Resources Office.

Section 6

Personnel Practices

SECTION 6
PERSONNEL PRACTICES

Section 6.1 Equal Employment

The United City of Yorkville has adopted an Equal Employment Policy as described in Resolution 93-18 (10-25-1993). It reads as follows with modified changes to be currently compliant with Federal, State, and Local laws:

a. It is the policy of the United City of Yorkville to promote nondiscriminatory practices in its hiring and its contractual undertakings. It is the policy of the City to conform to all aspects of Federal Civil Rights legislation including the Equal Employment Opportunity Act (42 USC §2000), and all State Civil Rights Legislation.

b. No person shall, on the grounds of race, color, religion, sex, age, national origin, physical or mental disability, ancestry, marital or civil union status, sexual orientation, or veteran status (except those dishonorably discharged), all in accordance with applicable law or any other status protected by law be excluded from participation in or be subjected to discrimination in any program or activity funded in whole or in part by Federal funds.

c. The City Administrator and Mayor shall oversee civil rights compliance.

Section 6.2 Recruitment

It is the policy of the United City of Yorkville to afford equal employment opportunity in all personnel practices to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national origin, physical or mental disability, ancestry, marital or civil union status, or veteran status (except those dishonorably discharged), all in accordance with applicable law.

Section 6.3 Hiring Policy

Section 6.3.1 Applicability to other policies, regulations, and agreements

Whenever the provisions of this policy are in conflict with state or federal law or regulations, or a collectively bargained agreement between the City and a certified bargaining unit, the provisions of the collective-bargained agreement and/or governmental law or regulation will prevail.

Section 6.3.2 Approval to Recruit Personnel

In order to recruit personnel for a job opening, the Department Head must have an approved job description and identified, approved funding in the annual operating budget. If both of these conditions are met, recruitment may begin at the budget designated point for new positions, or immediately for existing but vacant positions.

If the position is not approved with the adoption of the annual operating budget, the requesting department must provide Human Resources with written justification as to the need, reasoning and financing of the new position. This information will be forwarded to the City Administrator for review and recommendation. The request will then be submitted for City Council consideration, with the City Administrator's recommendation attached.

If an approved job description does not exist, the requesting department must follow the Job Description Creation Policy, as outlined in Section 6.5.

Section 6.3.3 Job Posting Process

For all job postings, an internal and external posting shall be completed. The following procedures for both postings shall apply:

a. Internal: Applications and/or resumes must be submitted to Human Resources. Human Resources will announce the position opening to all City personnel via email and by posting notices on City Hall bulletin boards. City departments will be responsible for posting the position announcement to their respective departmental personnel to assess interest and qualifications of internal candidates. Announcements for internal postings will be open for a minimum of five (5) working days.

b. External: Position opening will be announced by Human Resources, and will be open for a minimum of ten (10) working days. Applications and/or resumes must be submitted to Human Resources. Posting will be made available on City Hall bulletin boards and other means as Human Resources and the department heads decide to generate the best pool of qualified candidates. Announcements shall summarize the primary duties of the position, standards for consideration, compensation, and application deadline.

c. For all hiring processes, no applications will be accepted after the closing date.

Section 6.3.4 Selection Process

Human Resources and the appropriate department head and/or supervisor will base the selection on the requirements and qualifications established for the position and the relevant work experience, technical knowledge, educational background, general aptitude, compatibility and personal and professional references of the candidates.

Aside from the screening process, selection techniques may include oral interviews, reference checks, written examinations, post-offer medical examinations, physical agility tests, post-offer psychological evaluations, performance evaluations, assessment centers and other measures that are job related and reliable as a predictor of performance.

Section 6.3.5 Job Offer

Upon selection of a final candidate, a salary offer will be made within the approved salary range for the position with review and approval by the City Administrator, except for salary offers made at the minimum of a range, which do not require City Administrator approval. Acceptance of the offer shall be documented via offer letter. All offer letters and acquisition of official employment status with the City shall be contingent upon satisfactory completion of a background check and drug and alcohol test, which shall be administered immediately after offer acceptance and completed prior to the starting date of the employee and proof of eligibility to work in the United States.

Section 6.4 Job Description Creation

Section 6.4.1 New Positions

New job descriptions shall be reviewed and/or revised by Human Resources and reviewed and/or revised and approved or denied by the City Administrator and Mayor. For all new positions, department heads and supervisors are encouraged to contact Human Resources to assist in the first-draft of the job description. New position job descriptions shall be drafted in a format approved by Human Resources. The job descriptions shall be created with consideration for the position's role in the organizational hierarchy in the present and short-term and long-term future.

Section 6.4.2 Existing positions

All requests for amendments to an existing position's job description shall be reviewed and/or revised by Human Resources and reviewed and/or revised and approved or denied by the City Administrator and Mayor. No job description amendment to an existing position shall result in a salary range reclassification, as salary ranges are approved by City Council. Requests for amendments to job descriptions that substantially alter the position's roles and responsibilities, educational and experience requirements, FLSA status, positions supervised, or positions supervised by may be treated as new positions, and subject to Section 6.4.1.

Section 6.5 Personnel Records

Section 6.5.1 Maintenance of Records

Human Resources shall maintain personnel records of each employee containing the employee's name, title, department, starting date, salary, change in employment status, training received, disciplinary actions, or other such information as may be considered pertinent. Medical records shall be filed separately from personnel records. Work/Salary histories will be maintained permanently.

Section 6.5.2 Confidentiality

All employee records shall be considered "CONFIDENTIAL" and shall not be released to outside parties except where consistent with the Illinois Personnel Record Review Act, 820 ILCS 40/01.01 et. seq., or as authorized by the individual employee, or as required by legal process.

Section 6.5.2.1 Employee review of records

An employee may request to review his or her personnel file, pursuant to the limitations set forth in the Illinois Personnel Record Review Act (820 ILCS 40/). The City shall grant employees at least 2 inspection requests in a calendar year.

Section 6.5.3 Standardized forms

Personnel evaluation, job performance and employment records shall be standardized by Human Resources, and will apply to all City personnel.

Section 6.5.4 Notification process for Employment Status Changes

With the promotion, demotion, or termination of employment of any employee, the appropriate Department Head must file a written notice of said action with Human Resources, the Finance Director, and the City Administrator, who will notify the Mayor.

Section 6.6 Probationary Period

A formalized six-month evaluation and probationary period are in effect for all newly hired and promoted employees. The supervisor of the newly hired or promoted employee shall furnish a performance evaluation report to their supervisor at the 90-day mark and at the end of the probationary period. Serious evaluation shall be made as to the employee's work record, attendance, compatibility, and any other aspect of job performance deemed necessary to insure the highest level of performance. Upon a satisfactory performance evaluation, the employee's probationary period shall be deemed complete, and the employee shall attain unencumbered full-time or part-time status. Upon an unsatisfactory performance evaluation, the employee may be transferred to a previous position or terminated by the Department Head with the concurrence of the City Administrator.

Appendices

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT OF DRUG FREE WORKPLACE POLICY AND AGREEMENT TO ABIDE BY POLICY

I, _____, hereby acknowledge that I have received a copy of the United City of Yorkville's ("City") Drug Free Workplace Policy ("Policy").

In conjunction with my receiving a copy of the Policy, I further acknowledge the following:

1. I have read the Policy and fully understand the terms contained therein and the consequences for violating any term of the Policy.

2. I understand that my compliance with all terms of the Policy is a condition of my employment with the City, and I agree to abide by all terms of the Policy.

3. As applicable, if a post-accident drug and/or alcohol test is required under this Policy and I am seriously injured and unable to provide a specimen at the time of the accident, then this Acknowledgement shall be considered my authorization for the City to obtain hospital reports and other documents which would indicate whether there were any controlled substances and/or alcohol in my system.

4. I authorize the collection site, laboratory and/or medical review officer retained by the City to perform any and all functions which those entities and/or individuals may be required to perform pursuant to this Policy or applicable regulations. Such authorization shall include, but is not limited to, the release of test result information to the City, verification of the use of prescribed medications, obtaining information from the employee's physician, hospital, dentist or pharmacist and the reporting of negative test results with a qualifying statement in cases wherein an employee may be taking a legally prescribed drug.

5. I hereby release and hold harmless the City and its employees and agents from any liability whatsoever arising from the Policy.

6. The City reserves the right to amend or modify this Policy at any time.

_____ _____

Employee's Signature Date

APPENDIX B

DRUG FREE WORKPLACE
CONSENT TO TESTING
(CURRENT EMPLOYEE)

I, _____, acknowledge receiving written notice of the existence of the United City of Yorkville (the "City") Drug Free Workplace Policy (the "Policy").

As a condition of continued employment or service to the City, I understand and agree that I must not use, buy, sell, accept as a gift, experiment with, traffic in or be otherwise involved with illicit or inappropriate drugs or alcohol when it could affect the safe performance of my job. I understand that the Policy does not apply to medication properly taken as prescribed by a licensed physician, except as provided by the Policy.

I further understand and agree that I may be required to submit to testing for the detection of prohibited substances or alcohol based upon suspicion, following an on-the-job accident or injury, or following a violation of this policy.

I understand, further, that refusal to submit to testing when requested to do so by a supervisor will result in discipline up to and including termination.

My signature below indicates my understanding of this Policy and what is expected of me, my consent to be tested and my authorization to release to any collection site personnel, medical review officer or City representative the information necessary to comply with this Policy.

_____ _____
Employee's Signature Date

_____ _____
Witness' Signature Date

APPENDIX C

DRUG FREE WORKPLACE
POST-OFFER CONSENT TO TESTING
(APPLICANT)

I, _____, understand and acknowledge the following:

After an offer of employment has been extended by the United City of Yorkville ("the City"), I must undergo a drug screen designed to identify whether or not I use illegal drugs. This drug screen will be administered by a clinic or lab selected by the City. All offers of employment with the United City of Yorkville are contingent on a negative drug test.

Should a positive test result exist, my offer of employment will be automatically rescinded by the City, unless I submit documentation supporting the legitimate use for a specific drug or the specific drug that resulted in a positive determination. This documentation must be made either prior to or within 24 hours after the positive drug result is communicated to me. If I test positive, I may re-apply for employment with the City after a time period of twelve (12) months.

I also understand and agree that should I refuse to consent to a test or test positive for the use of an illegal controlled substance, I will not commence work for the City and the job offer will be automatically rescinded. My employment is expressly conditioned on the successful passage of the pre-employment drug screen.

In recognition of the requirements of the Americans with Disabilities Act (ADA), the City will not discriminate against any applicant who has successfully completed a drug or alcohol rehabilitation program. However, the ADA does not prevent the City from refusing to hire any applicant who tests positive for illicit drug use prior to employment.

I authorize the collection site, laboratory and/or medical review officer retained by the City to perform any and all functions which those entities and/or individuals may be required to perform pursuant to this Policy or applicable regulations. Such authorization shall include, but is not limited to, the release of test result information to the City, verification of the use of prescribed medications, obtaining information from the applicant's physician, hospital, dentist or pharmacist and the reporting of negative test results with a qualifying statement in cases wherein an applicant may be taking a legally prescribed drug.

I understand and agree my employment with the City, if any, is for no definite period of time and that the City may elect to discontinue my employment relationship for whatever reason it considers proper and at any time. I, likewise, may leave the City for whatever reason I consider proper and at any time.

I hereby release and hold harmless the United City of Yorkville and its employees and agents from any liability whatsoever arising from this Policy.

_____ _____

Applicant's Signature Date

_____ _____

Witness' Signature Date

APPENDIX D

REQUEST FOR AUTHORIZATION OF OUTSIDE EMPLOYMENT

Employee Name: _____ **Position: _____**

Department: _____ **Date of Request: _____**

PROPOSED OUTSIDE EMPLOYMENT	
NAME OF FIRM/EMPLOYER:	
ADDRESS:	
PHONE NUMBER:	**( )**
WORK LOCATION(S):	
TOTAL HOURS PROPOSED:	**PER WEEK:** **PER MONTH:**
DAYS & HOURS OF WORK:	
POSITION TITLE:	
Briefly describe the type of business or service provided:	
List tools, equipment, machines that you operate in performing the duties:	
Describe working conditions and potential hazards of work:	

The above statements are correct and accurate to the best of my knowledge. I believe the outside employment I am requesting is not incompatible, inconsistent, and hostile to or in conflict with my City employment. I understand that should these conditions change, I must immediately re-submit a request for authorization (should I wish to continue the outside employment activity.) I will advise the City immediately if I become injured or ill as a result of the outside employment.

Employee's Signature: _____ Date: _____

TO BE COMPLETED BY THE SUPERVISOR/DEPARTMENT HEAD:

☐ Your request has been reviewed and is approved.

☐ Your request has been reviewed and is denied. The following is a brief explanation of the basis for this decision:

Supervisor's Signature: _____ Date:_____

APPENDIX E

WORKERS' COMPENSATION
EMPLOYEE INJURY -
EMPLOYEE'S REPORT

EMPLOYEE'S PERSONAL INFORMATION		
LAST NAME:	FIRST NAME:	MIDDLE INITIAL:
STREET ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	CELL PHONE:	
JOB TITLE:		HIRE DATE:
SUPERVISOR:		

INCIDENT INFORMATION		
DATE OF INJURY:	TIME OF INJURY:	DID YOU IMMEDIATELY REPORT INJURY TO SUPERVISOR?
IF YES, WHEN: (Date & Time):		
IF YOU DID NOT IMMEDIATELY REPORT YOUR INJURY TO YOUR SUPERVISOR, PLEASE STATE REASON:		
LOCATION WHERE INJURY OCCURRED:		
DESCRIBE WHAT HAPPENED TO CAUSE YOUR INJURY:		
WHAT IS THE NATURE OF YOUR INJURY? (specifically, what parts of y our body have been injured):		
WITNESSES: ____ YES ____NO		
NAME:	PHONE:	
NAME:	PHONE:	
NAME:	PHONE:	
HAVE YOU PREVIOUSLY HAD A SIMILAR INJURY AND/OR INJURY TO THE SAME BODY PART(S)? PLEASE EXPLAIN.		
ADDITIONAL COMMENTS:		

EMPLOYEE'S SIGNATURE:	DATE:
SUPERVISOR'S SIGNATURE:	DATE:
HR MANAGER'S SIGNATURE:	DATE:

APPENDIX F

WORKERS' COMPENSATION
EMPLOYEE INJURY -
SUPERVISOR'S REPORT

NAME OF MUNICIPALITY: United City of Yorkville		DEPARTMENT:	
EXACT LOCATION:	DATE OF OCCURANCE:	TIME:	DATE REPORTED:
EMPLOYEE NAME:		JOB TITLE:	
NATURE OF INJURY:			
OBJECT/SUBSTANCE INFLICTING INJURY:			
DESCRIPTION			
DESCRIBE CLEARLY HOW THE INCIDENT OCCURRED.			
WITNESSES (Name & Phone #).			
ANALYSIS			
WHAT ACTS/FAILURE TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS INCIDENT?			
WHAT ARE THE BASIC OR FUNDAMENTAL REASONS FOR THE EXISTENCE OF THESE ACTS AND/OR CONDITIONS?			
PREVENTION			
WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? (Number all items in sequence).			

INVESTIGATED BY:	REVIEWED BY:
DATE:	DATE:

APPENDIX G

VEHICLE ACCIDENT REPORT

INSTRUCTIONS:

1. Call 911. A police report is required to send to insurance.
2. Obtain insurance information from other driver.
3. Complete as much of this report as possible at the scene.
4. Report the accident to your supervisor immediately, even if the vehicle does not need immediate repair.

DATE OF ACCIDENT:	TIME:	
LOCATION:		
OUR INFORMATION		
DRIVERS NAME:	DEPARTMENT:	
DRIVERS LICENSE NUMBER:	STATE:	EXPIRATION:
VIN OF CITY VEHICLE:	PLATE NUMBER:	
YEAR:	MAKE:	MODEL:
DESCRIBE DAMAGE TO VEHICLE:		
THEIR INFORMATION		
VEHICLE OWNER'S NAME:	PHONE NUMBER:	
ADDRESS:		
CITY:	STATE:	ZIP:
INSURANCE COMPANY:	CITY/STATE:	
POLICY NUMBER:		
INSURANCE AGENT:	PHONE NUMBER:	
PLATE NUMBER:	STATE:	
YEAR:	MAKE:	MODEL:
DRIVER'S NAME:	PHONE NUMBER:	
ADDRESS:		
CITY:	STATE:	ZIP:
DRIVERS LICENSE NUMBER:	STATE:	EXPIRATION:
DESCRIBE DAMAGE TO VEHICLE:		

ACCIDENT INFORMATION	
EXPLAIN WHAT HAPPENED:	
POLICE REPORT FILED? _____NO _____YES	IF "YES", REPORT NUMBER:
CITATIONS ISSUED? _____NO _____YES	
IF "YES", EXPLAIN:	

PERSONS INJURED		
NAME:	ADDRESS:	PHONE NUMBER:
NAME:	ADDRESS:	PHONE NUMBER:
NAME:	ADDRESS:	PHONE NUMBER:

WITNESSES		
NAME:	ADDRESS:	PHONE NUMBER:
NAME:	ADDRESS:	PHONE NUMBER:
NAME:	ADDRESS:	PHONE NUMBER:

EMPLOYEE'S SIGNATURE:	DATE:
SUPERVISOR'S SIGNATURE:	DATE:

APPENDIX H

SUPERVISOR'S VEHICHLE ACCIDENT INVESTIGATION REPORT

NAME OF MUNICIPALITY: United City of Yorkville		DEPARTMENT:	
EXACT LOCATION:	DATE OF OCCURANCE:	TIME:	DATE REPORTED:
EMPLOYEE NAME:		JOB TITLE:	
NATURE OF ACCIDENT/DAMAGE:			
OBJECT/SUBSTANCE CAUSING ACCIDENT/DAMAGE::			
DESCRIPTION			
DESCRIBE CLEARLY HOW THE INCIDENT OCCURRED.			
ANALYSIS			
WHAT ACTS/FAILURE TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS INCIDENT?			
WHAT ARE THE BASIC OR FUNDAMENTAL REASONS FOR THE EXISTENCE OF THESE ACTS AND/OR CONDITIONS?			
PREVENTION			
WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? (Number all items in sequence).			

INVESTIGATED BY:	REVIEWED BY:
DATE:	DATE:

APPENDIX I

OFF-PREMISES TRAINING
HOURS WORKED AGREEMENT

Name of Employee: _____

Name of Training Program: _____

Program Sponsored by: _____

Date(s) of Training: _____

Location of Training: _____

_____

Employees will be compensated at their regular rate of pay for the following activities:

1. Classroom hours.
2. Travel time for training or courses outside the Chicago Metropolitan Area:
    a. As a driver.
    b. As a passenger if the trip is all on one day.
    c. As a passenger if the trip is overnight for travel during normal work hours.

Hours of work authorized: _____ _____ *(Employee's initials)*

_____ *(Department Head's initials)*

Employee acknowledgement: ***I have read this agreement, understand its contents and agree to comply with its stipulations.***

_____ _____

Employee Signature *Date*

_____ _____

Department Head Signature *Date*

Return completed agreement to Human Resources.

APPENDIX J

TIME OFF REQUEST FORM

DATE: _____

EMPLOYEE: _____

DEPARTMENT: _____

I would like to request the following time off:

_____

_____

_____

- ☐ Vacation
- ☐ Floating Holiday
- ☐ Comp-Time
- ☐ Sick Time
- ☐ Bereavement

Authorized Approval: _____

Date: _____

APPENDIX K

FAMILY MEDICAL LEAVE ACT (FMLA)
FORMS

K-1: Notification to Employer of Need for Family Medical Leave

K-2: Certification of Health Care Provider for Employee's Serious Health Condition

K-3: Certification of Health Care Provider for Family Member's Serious Health Condition

Appendix K-1

NOTIFICATION TO EMPLOYER OF
NEED FOR FAMILY MEDICAL LEAVE

Return this form to Human Resources upon completion. Receipt of a Certification of Health Care Provider is required prior to approval of leave.

EMPLOYEE: _____

DEPARTMENT: _____

DATES OF LEAVE: _____ to _____
start *end*

REASON FOR LEAVE:

_____ the birth and care of the newborn child of the employee

_____ for placement with the employee of a son or daughter for adoption or foster care

_____ to care for an immediate family member (spouse, child, or parent) with a serious health condition

_____ to take medical leave when the employee is unable to work because of a serious health condition

_____ for a qualified emergency arising from a family member's active military duty

LEAVE IS EXPECTED TO BE:

_____ Continuous

_____ Intermittent: _____

_____ Reduced Schedule: _____

_____ _____
Employee Signature *Date*

Appendix K-2

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

OMB Control Number: 1215-0181
Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

_____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax:(_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Mark below as applicable:
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission:

   _____

   Date(s) you treated the patient for condition:

   _____

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___ Yes.

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ____No ____Yes. If so, state the nature of such treatments and expected duration of treatment:

   _____

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

   Is the employee unable to perform any of his/her job functions due to the condition: ____ No ____ Yes.

   If so, identify the job functions the employee is unable to perform:

   _____

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   _____

   _____

   _____

   _____

   _____

   _____

   _____

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___No ___Yes.

   If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ___No ___Yes.

   If so, are the treatments or the reduced number of hours of work medically necessary? ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Estimate the part-time or reduced work schedule the employee needs, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ____No ____Yes.

   Is it medically necessary for the employee to be absent from work during the flare-ups? ____ No ____Yes. If so, explain:

   _____

   _____

   Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

   Frequency: _____ times per _____ week(s) _____ month(s)

   Duration: _____ hours or ___ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____

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_____ _____

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**

Appendix K-3

Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

OMB Control Number: 1215-0181
Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

_____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name: _____
First Middle Last

Name of family member for whom you will provide care: _____
First Middle Last

Relationship of family member to you: _____

If family member is your son or daughter, date of birth: _____

Describe care you will provide to your family member and estimate leave needed to provide care:

_____

_____

_____

_____ _____
Employee Signature Date

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business address:_____

Type of practice / Medical specialty: _____

Telephone: (_____)_____ Fax:(_____)_____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission: _____

   Date(s) you treated the patient for condition: _____

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ____ Yes

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ____ No ____Yes. If so, state the nature of such treatments and expected duration of treatment:

   _____

   _____

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

_____

_____

_____

_____

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? ___No ___Yes.

   Estimate the beginning and ending dates for the period of incapacity: _____

   During this time, will the patient need care? __ No __ Yes.

   Explain the care needed by the patient and why such care is medically necessary:

   _____

   _____

   _____

   _____

   _____

5. Will the patient require follow-up treatments, including any time for recovery? ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Explain the care needed by the patient, and why such care is medically necessary: _____

   _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? __ No __ Yes.

   Estimate the hours the patient needs care on an intermittent basis, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

   Explain the care needed by the patient, and why such care is medically necessary:

   _____

   _____

   _____

   _____

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ____No ____Yes.

   Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

   Frequency: _____ times per _____ week(s) _____ month(s)

   Duration: _____ hours or ___ day(s) per episode

   Does the patient need care during these flare-ups? ____ No ____ Yes.

   Explain the care needed by the patient, and why such care is medically necessary: _____

_____

_____

_____

_____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____

_____

_____

_____

_____

_____

_____ _____

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.
DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

APPENDIX L

EMPLOYMENT REFERENCE RELEASE FORM

I acknowledge that I have been informed that it is the United City of Yorkville's general policy to disclose in response to a prospective employer's request only the following information about current or former employees: (1) the dates of employment, (2) descriptions of the jobs performed, and (3) salary or wage rates.

By signing this release, I am voluntarily requesting that the United City of Yorkville (hereafter, "the City") depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize the City to disclose to such prospective employers any employment-related information that the City, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that the City may have about my performance or behavior as an employee.

In exchange for the City's agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge the United City of Yorkville and it's successors, employees, officers, and directors for all claims, liabilities, and causes of action, know or unknown, fixed or contingent, that arise from or that are in any manner connected to the City's disclosure of employment-related information to prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

This release sets forth the entire agreement between the United City of Yorkville and me, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document.

Signed: _____ Date: _____

Resolution No. 2018- 01

A RESOLUTION OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS, APPROVING AN AMENDMENT TO THE UNITED CITY OF YORKVILLE EMPLOYEE MANUAL

WHEREAS, the United City of Yorkville, Kendall County, Illinois (the "*City*") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of this State; and,

WHEREAS, the City desires to amend the portion of its Employee Manual which addresses the Anti-Harassment Policy in order to come in compliance with Public Act 100-0554, which amends the State Officials and Employees Ethics Act, including 5 ILCS 430/70-5, which pertains to government entities; and,

WHEREAS, it has been determined to be in the best interests of the City to amend Section 2.3 of the Employee Manual, in the form attached hereto in Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois that Section 2.3 of the United City of Yorkville Employee Manual in the form set forth on Exhibit "A" attached hereto and incorporated herein are hereby adopted.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this 9 day of January, 2018.

Beth Warren
City Clerk

CARLO COLOSIMO	Y	KEN KOCH	Y
JACKIE MILSCHEWSKI	Y	ARDEN JOE PLOCHER	Y
CHRIS FUNKHOUSER	Y	JOEL FRIEDERS	
SEAVER TARULIS	Y	ALEX HERNANDEZ	—

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this 11 day of JANUARY, 2018.

MAYOR

Attest:

City Clerk

Section 2.3 Policy Against Harassment

The United City of Yorkville is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate discrimination or harassment of City employees by anyone, including any supervisor, co-worker, or any third party. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. All employees are expected to make it known promptly, through the avenues identified below, whenever they experience or witness offensive or unwelcome conduct from a co-worker, members of management, visitor, resident or vendor.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation or sexual preference, pregnancy or pregnancy related medical condition, marital status, or other protected group status. The City will not tolerate discrimination or harassment that affect tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her legally protected status.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All City employees are responsible to help assure that harassment is avoided. Anyone who believes that they have experienced or witnessed harassment should notify the City Administrator, a Department Head, Supervisor, City Attorney, or Mayor. Employees are permitted to submit confidential reports of harassment, however, employees are encouraged to provide as much information as possible so that the City can effectively investigate any allegations.

The City forbids retaliation against anyone for reporting harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. Anyone who believes that they have been retaliated against should notify the City Administrator, a Department Head, Supervisor, City Attorney, or Mayor. Further, under the Illinois Human Rights Act (775 ILCS 5/6), the Illinois Whistleblower Act (740 ILCS 174/5), and the State Employee Ethics Act (5 ILCS 430) it is a crime to retaliate, or to conspire to retaliate, against an employee because the employee has opposed an action that the employee reasonably believes to be unlawful discrimination or harassment or because the employee has participated in

an investigation of harassment or discrimination. However, an employee who knowingly makes a false report of harassment will be subject to discipline.

The City's policy is to investigate all complaints of discrimination, harassment and/or retaliation thoroughly and promptly. To the fullest extent practicable and consistent with a thorough investigation, the City will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the City will take corrective action, including discipline, up to and including immediate termination of employment for even a first offense if warranted in order to remedy the situation.

An employee who believes that he or she has been the subject of discrimination, harassment or retaliation for complaining about discrimination or harassment (or for participating in a complaint investigation) also has the right to file a charge of civil rights violations with the appropriate state or federal enforcement agency. These include:

Illinois Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601
312-814-6200

United States Equal Employment Opportunity Commission
Chicago District Office
500 West Madison Street, Suite 2000
Chicago, Illinois 60661
800-669-4000

ILLINOIS FOP LABOR COUNCIL

and

THE UNITED CITY OF YORKVILLE

Patrol Officers

May 1, 2015 – April 30, 2020

Springfield - Phone: 217-698-9433 / Fax: 217-698-9487
Western Springs - Phone: 708-784-1010 / Fax: 708-784-0058
Web Address: www.fop.org
24-hour Critical Incident Hot Line: 877-IFOP911

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AGREEMENT between the UNITED CITY OF YORKVILLE, ILLINOIS (hereinafter called the "City") and ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL/YORKVILLE PATROLMAN UNIT (hereinafter called the "Council").

ARTICLE 1 - RECOGNITION

The City recognizes the Council as the sole and exclusive collective bargaining representative for the purpose of establishing wages, hours of work and other conditions of employment for all full-time sworn patrol officers, but excluding Chief of Police, lieutenants, sergeants and all other employees of the Police Department and the City.

ARTICLE 2 - COUNCIL SECURITY

Section 2.1 Dues Check Off

The City will deduct from the first paycheck each month the uniform, regular monthly Council dues for each employee in the bargaining unit who has filed with the City a voluntary dues check off authorization. The form of check off shall be as set forth in Appendix A attached hereto. If a conflict exists between the check off form and this Article, the terms of this Article control. Dues shall be remitted to the Council by the 15th day of the month following deduction.

Section 2.2 Fair Share

Any employee hired after the effective date of this Agreement who chooses not to be a member of the Council shall, as a condition of employment, be required to pay a fair share (not to exceed the amount of the Council dues) of the cost of the collective bargaining process and contract administration. The City shall deduct fair share amounts from employees' paychecks as required by this Article to the extent permitted by law and remit said amounts to the Council by the 15th day of the month following deduction. In the event that any employee covered hereby is precluded from making a fair share involuntary contribution as required by this Section on account of bona fide religious tenets of teachings of a church or religious body of which that employee is a member, that employee shall have the right to refuse to allow said involuntary deduction, provided, however, that said right to refuse shall continue only so long as the employee makes contributions at least equal in amount to the fair share fee amount to a nonreligious charitable organization mutually agreed upon by the employee so refusing and the Council.

Section 2.3 Council Indemnification

The Council shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that shall arise out of or by reason of action taken or not taken by the City in complying with the provisions of this Article. If an improper deduction is made, the Council shall refund directly to the employee any such amount.

ARTICLE 3 - GRIEVANCE PROCEDURE

Section 3.1 Definition

A "grievance" is defined as a difference of opinion raised by an employee or the Council against the City involving the interpretation or application of, or compliance with, the provisions of this Agreement, except disciplinary suspensions and terminations, at the election of the covered member, can be appealed through the Labor Agreement's Grievance Procedure or the City Board of Fire and Police Commission, but not both. The parties have negotiated an alternative procedure based upon the grievance and arbitration provisions of this Agreement, and the foregoing provisions with respect to the appeal and review of disciplinary action or discharge decisions shall be in lieu of, and shall expressly supersede and preempt, any provisions that might otherwise be the Rules and Regulations of the City's Board of Fire and Police Commissioners.

Section 3.2 Grievance Procedure

Recognizing that grievances should be raised and settled promptly, a grievance must be raised within fifteen (15) calendar days of the occurrence of the event giving rise to the grievance, or within fifteen (15) days after the Council or employee, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event first giving rise to the grievance. A grievance shall be processed as follows:

STEP 1: Verbal to immediate Supervisor: By discussion between the employee, accompanied by one Council Officer if the employee so desires, and his immediate supervisor (sergeant or Deputy Chief as the case may be). The immediate supervisor shall answer verbally within seven (7) calendar days of this discussion.

STEP 2: Appeal to Chief: If the grievance is not settled in Step 1, the Council may, within seven (7) calendar days following receipt of the immediate supervisor's answer, or when an answer was due, file a written grievance with the Chief of Police signed by the employee and one Council Officer setting forth the nature of the grievance and the contract provision(s) involved. The grievant and a Council representative and the Chief will discuss the grievance at a mutually agreeable time. If no agreement is reached in such discussion, the Chief will give his answer in writing within seven (7) calendar days of the discussion.

Section 3.3 Arbitration

If the grievance is not settled in Step 2 and the Council wishes to appeal the grievance, the Council may refer the grievance to arbitration within thirty (30) calendar days of receipt of the Chief's written answer.

(a) The parties shall attempt to agree upon an arbitrator after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted.

The parties shall alternately strike names from the panel and the person remaining shall be the arbitrator.

(b) The arbitrator shall be notified of his selection and shall be requested to set a time and place for the hearing, subject to the availability of Council and City representatives.

(c) The arbitrator shall submit his decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.

(d) The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the City and the Council; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

(e) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. Any decision or award of the arbitrator shall be final and binding upon the City, the Council and the employees covered by this Agreement.

ARTICLE 4 - MANAGEMENT RIGHTS

The City retains all traditional rights to manage and direct the affairs of the City in all of its various aspects and to manage and direct its employees, including; but not limited to, the following: to plan, direct, control and determine all the operations and services of the City; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to establish work standards and, from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel; to make, alter and enforce reasonable rules, regulations, orders and policies; to evaluate employees; to discipline, suspend and discharge employees for just cause (probationary employees without cause); to change or eliminate existing methods, equipment or facilities; to establish, implement and maintain an effective internal control program; to determine the overall budget; and to carry out the mission of the City provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

ARTICLE 5 - NO STRIKE-NO LOCKOUT

No employees covered by this Agreement shall engage in, induce or encourage any strike, work stoppage, slowdown, or withholding of services. The Council agrees that neither it nor any of its members or agents will call, institute, authorize, participate in, sanction, or ratify any strike, work stoppage, slowdown, or withholding of services, during the term of this Agreement. The City will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Council, or for any cause whatsoever, it being the intent of the parties that the employees not strike or "slowdown" and that the City not lock out any employees.

ARTICLE 6 - WAGES

Section 6.1 Wages Rates

Appendix "B", during the dates (fiscal years) indicated thereon, provided that the first year increase shall be retroactive on all hours paid to May 1, 2015 for all employees in the bargaining unit on the date this Agreement is executed. The City will place a new hire on the Associate Degree or Bachelor Degree pay scale, based upon its review of academic records and provided that any post-secondary work is from an institution accredited by North Central or a similar accreditation agency acceptable to the City. The City may hire a new officer with prior law enforcement experience at a higher pay step on Appendix B, not to exceed the "after 2 years" step, provided any such step placement shall not affect the probationary period of a new hire. Step movement shall be on an employee's anniversary date of hire.

Section 6.2 Longevity Pay

As part of their regular compensation and in addition to the wage rates set forth in Appendix B, employees shall receive an annual longevity pay stipend as follows:

Years of Service	Longevity Pay
After 6 years but less than 9 years	$ 750
After 9 years but less than 14 years	$1,000
After 14 years but less than 20 years	$1,500
After 20 years	$2,000

Section 6.3 Canine Officer Eligibility and Stipend

In the event the City, in the exercise of its sole discretion, elects to establish or maintain a canine program, the parties agree that to be eligible for assignment by the Police Chief to the position of Canine Officer, an employee shall sign the Canine Officer Agreement, attached hereto as Appendix C, and incorporated herein by reference. Nothing herein shall obligate the City to create or maintain such a program. Officers assigned to the position of Canine Officer shall also receive, while so assigned, a stipend equivalent to $1,500 per fiscal year during the term of this Agreement, to be paid at a rate of 1/26th per pay period during such assignment. The City will pay out of pocket costs affiliated with the care, equipment and feeding of the dog. The City will also pay the cost of kenneling the dog when the assigned Canine Officer is out of town.

Section 6.4 Field Training Officer (FTO) Compensation

For each shift that an Officer is assigned by their supervisor as a "Field Training Officer" (FTO), the officer shall be paid one (1) hour of compensation at his/her regular overtime hourly rate.

Section 6.5 On-Call Pay

Detectives and Evidence Technicians designated as "On-Call" by their supervisor for an entire week shall be paid $75.00 dollars. Officers have the option to decline to be "On-Call" for Evidence Technician for each six (6) month period. It is agreed by both parties that Officers designated as on-call are expected to be available for work during non-scheduled hours and that failure to respond to or rejection of a call-in may result in discipline, at the discretion of the City.

ARTICLE 7 - HOURS OF WORK AND OVERTIME

Section 7.1 Application of Article

This Article shall define the workweek and serve as a basis for calculating overtime payments. Nothing in this Agreement shall be construed as a guarantee of hours of work per day or per week.

Section 7.2 Normal Workdays, Workweek

The shifts, workdays and hours to which employees are assigned shall be stated on an annual Departmental work schedule. The normal workday shall begin with a ten (10) minute roll call prior to the beginning of the work shift and shall include a paid forty-five (45) minute off-duty lunch break. Should it be necessary in the interest of efficient operations to alter shift starting or ending times or establish a different workday or workweek, the City will provide notice of such change to the individuals affected.

Section 7.3 Overtime Pay

When police officers are ordered to report for work which is in addition to the employee's normal work schedule, the employee shall be paid time and one-half the employee's regular straight-time rate for all such hours of overtime. For the purpose of calculating overtime, all compensated hours shall be considered as hours worked. The hourly rate for overtime purposes shall be determined by dividing the annual salary by 2,080. Overtime shall be computed to the nearest one-quarter hour.

Section 7.4 Overtime Allocation

The Department will establish an overtime list based on seniority (most senior to least senior). The list will include all non-probationary employees who wish to be added to the list. The Supervisor in charge of filling the overtime shift (partial or full), will make the appropriate phone calls based on this list. The first phone call will be made to the most senior employee on the list and if that employee either does not respond or declines, the second person will be called and continue down the list until the shift is filled. If no full-time employees accept the shift, only then can the shift can be opened to either Supervisors or part-time employees.

Section 7.5 Break Periods

Employees shall receive a paid forty-five (45) minute off-duty lunch period and a ten (10) minute break during the first half of the shift and a ten (10) minute break during the second half of the shift. Breaks will be scheduled by the Department so as not to interfere with Department work. If an employee is called to duty while on a lunch break, then such employee shall be entitled to his forty-five (45) minute off-duty lunch break later on during his shift. If the work load does not allow an officer to take a lunch break before the end of his shift, then he shall be paid for overtime for his forty-five (45) minute off-duty lunch break. Such lunch breaks shall not be unreasonably denied.

Section 7.6 Compensatory Time

Employees who are entitled to time and one-half overtime pay under this Agreement may elect compensatory time at time and one-half, in lieu of pay, to a maximum of two hundred forty (240) hours' compensatory time by giving advance notice to the Police Department. An employee with accrued compensatory time may make advance request for time off and time off will be approved by the Police Department based upon Departmental needs. At termination, all accumulated compensatory time must be paid in full in cash.

Section 7.7 Call-Back Pay

An employee covered by this Agreement who is called back to work after having left work shall receive a minimum of two (2) hours' work at time and one-half rates. A call back is defined as an assignment of work which does not immediately precede or follow an employee's regularly scheduled work hours.

Section 7.8 Off-Duty Court Time

When an employee is required to spend off-duty time in court on behalf of the City (including subpoena for deposition for work-related testimony), the employee will receive time and one-half for all hours worked, with a minimum pay guarantee of three (3) hours' pay at time and one-half.

Section 7.9 Switching Days Off

Employees may request the switching days off by written notice to the Chief and the Chief will approve these requests based upon Departmental needs.

Section 7.10 Training

When the Police Department schedules an employee in writing for mandatory off-duty training, including training schools, the employee shall be paid straight-time for the first forty (40) hours of said training in a calendar year and time and one-half for all hours in excess of forty (40) hours in a calendar year.

Section 7.11 Work Cycle

The parties recognize that the work cycle adopted by the City for purposes of Section 7K of the FLSA is twenty-eight (28) days.

Section 7.12 Training Reimbursement

New hires are required to repay the City for non-reimbursed training costs if they resign within the first three (3) years of employment, pursuant to the following schedule: 100% if the employee leaves during the first two (2) years of employment; 75% if the employee leaves after two (2) years but less than three (3) years. The Council waives any right it may have to bargain over any training reimbursement agreement that the City may require a new hire to sign as a term or condition of employment, consistent with the foregoing repayment provision. This Section only applies to persons hired on or after April 1, 2003.

ARTICLE 8 - VACATIONS

Section 8.1 Paid Vacations

Employees who attain the years of continuous service with the Police Department as indicated in the following table shall receive vacation with pay as follows:

Years of Service Completed	Vacation Time Credited
6 months	40 hours
1 year	40 hours
2,3,4	80 hours per year
5,6,7,8,9	120 hours per year
10,11,12,13,14	160 hours per year
15+	200 hours per year

Employees earning eighty (80) or more hours vacation may take up to forty (40) hours vacation as pay, subject to the approval of the Department Head, of which will not be unreasonably denied.

Section 8.2 Vacation Pay

Vacation pay shall be calculated on the basis of the employee's regular straight-time rate at the time the vacation is taken.

Section 8.3 Vacation Scheduling

Vacations shall be scheduled on a year-round basis. The Police Chief shall schedule vacations and determine the maximum number of employees who may be on vacation at any one time, taking into account the needs of the Police Department, employee advance requests, and employee seniority (if the vacation is requested by the employee by February 28).

Vacations are normally taken in one week increments, except that the Police Chief may approve taking of one week of vacation in single day increments.

Section 8.4 Vacation Carryover

An employee is permitted to request vacation carryover from one year to the next year, but not beyond forty (40) hours and not beyond one year.

Section 8.5 Termination of Employment

An employee who terminates after one full year of service shall receive pro-rated vacation pay on the basis of 1/12th for each full month worked past the employee's anniversary date.

ARTICLE 9 - HOLIDAYS

Section 9.1 Holidays

The following holidays are observed under this Agreement:

New Years' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Presidents' Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve Day
Christmas Day
Martin Luther King Day

Section 9.2 Holiday Pay

Employees shall work all holidays which fall within the regular schedule, unless the employee has been granted approved time off. For each observed holiday that the employee does not work, the employee shall receive either eight (8) hours straight time pay or compensatory time at the employee's option. An employee that works during the calendar days of New Years' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, shall receive the eight (8) hours straight time pay, and any hours worked will be paid at an 2X times pay rate. An employee that works during the calendar days of Good Friday, Presidents' Day, Veterans' Day, Day after Thanksgiving Day, Christmas Eve Day, and Martin Luther King Day shall receive the eight (8) hours straight pay, and any hours worked will be paid at a regular rate.

Section 9.3 Floating Holidays

In addition to the twelve (12) holidays listed above, all employees will receive two (2) floating holidays. Police patrolmen shall not receive additional compensation for the floating holidays. Such floating holidays shall be taken as a day off upon the approval of the Chief of Police.

ARTICLE 10 - SICK LEAVE

Section 10.1 Purpose Allowance and Accumulation

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees to work while sick. Sick leave as contained herein-may be taken by an employee who is unable to work by reason of a non-duty related illness, injury or disability. Employees shall accrue eight (8) sick leave hours per month to a maximum accrual of 960 hours.

Section 10.2 Medical Examination

The City may, at its discretion, require an employee to submit a medical verification of illness or other conclusive evidence of illness, and such verification normally will be required for illnesses requiring the use of more than three (3) consecutive shifts of sick leave. A medical verification is acceptable only if completed by a physician, physician's assistant or nurse practitioner.

Section 10.3 Sick Leave Utilization

Sick leave may be utilized only for the purposes specified in Section 10.1. Employees utilizing paid sick leave hours shall be compensated according to their normal rate of pay. Employees will use accrued sick leave in reverse accrual order. Thus, when an employee uses a sick leave hour, the last sick leave hour earned is removed from his accumulated sick leave. Abuse of sick leave shall be considered grounds for disciplinary action. Absent employees who have exhausted their accumulated sick leave shall not be compensated for further absences unless approved by the City Council.

Section 10.4 Unused Sick Leave

(a) On May 15 of each year, an employee who has used less than the sick leave he has accumulated in the immediately preceding fiscal year (May 1 through April 30) will be asked if he wishes to sell back the accrued sick leave earned in that fiscal year at a rate equivalent to fifty (50%) percent of his regular rate of pay for each sick leave hour sold back. Sick leave hours accumulated in previous fiscal years are not eligible to be sold back. The number of sick leave hours for which an employee elects cash compensation shall be deducted from such employee's accumulated sick leave. Employees electing to sell back their sick leave will be paid for them by June 15.

(b) An employee who has at least twenty (20) years of service on the Department as a fulltime sworn peace officer and who elects normal retirement at age fifty (50) or older shall be paid for unused sick leave at the rate of fifty percent (50%) of his regular daily rate of pay in effect on his last day of active work for the City for all accrued and unused sick leave accumulated.

For example, an employee retiring with ninety-six (96) hours of accumulated but unused sick leave hours will be paid the equivalent of forty-eight (48) hours of pay at the employee's regular daily rate of pay.

(c) An employee who has at least twenty (20) years of service on the Department as a full-time sworn peace officers who elects normal retirement at age fifty (50) or older may elect to decline payouts of any compensable time (sick time, vacation time, comp-time) and instead bank the equivalent amount with the City, for the City to apply toward the retirees health insurance contributions.

ARTICLE 11 - OTHER LEAVES OF ABSENCE

Section 11.1 Unpaid Discretionary Leaves

The City in its discretion may grant an unpaid leave of absence to any bargaining unit employee where the City determines there is good and sufficient reason. The City shall set the duration, terms and conditions of such leaves in writing. Such leave shall not be used by an employee to try for or accept employment elsewhere or for self-employment.

Section 11.2 Emergency Time Off

Time away from work due to emergencies will be granted at the discretion of the Chief of Police. If granted, the Chief of Police shall set the duration, terms and conditions of such leave, including whether it is to be paid or whether it must be made up.

Section 11.3 Bereavement Pay

In the event of death of an immediate family member (mother, father, step-parent, brother, sister, child, step-child, spouse, mother-in-law, father-in-law, grand-parents, grand-parents in-law, step-grandparent, civil union partner or in special cases as approved by the Chief of Police), an employee will be granted up to three (3) days time off with pay, providing the employee attends the funeral/memorial service. Additional time needed by the employee will be deducted from accumulated sick leave, compensatory time or vacation time, at the employee's discretion. These days are separate from floating holidays and sick hours. When death occurs in the extended family of any employee, said employee shall be granted one (1) day off without loss of pay, sick leave, compensatory time or vacation time, at the employee's discretion. For purposes of this article, "extended family" shall include the employee's niece, nephew, brother-in-law, sister-in-law, aunt, uncle, or those who have achieved familial status by living in the household.

Section 11.4 Family & Medical Leave Act of 1993

The parties agree that the Employer may adopt policies to implement the Family and Medical Leave Act of 1993, as it may be amended from time to time ("FMLA"), that are in accord with what is legally permissible under the FMLA.

ARTICLE 12 - OTHER BENEFITS

Section 12.1 Uniform

The City will provide uniforms to employees, and replacement uniforms as authorized by the Chief of Police. The specific uniforms will be as approved by the City and the specifics of uniform content will be set forth in Departmental policy.

Section 12.2 Drug and Alcohol Testing

The City may require employees to submit to a urinalysis test and/or other appropriate test if the City determines there is reasonable suspicion that the employee has been using alcohol and/or drugs as defined in paragraph c) hereof Any such tests shall be at a time and place designated by the City and shall be at the City's expense. If an employee is directed to take such a test based on reasonable suspicion, the City shall provide the employee, upon request, with a written statement of the basis for the City's reasonable suspicion within 48 hours of the request. There shall be no random testing.

(a) The City shall use only licensed clinical laboratories for such testing and shall be responsible for maintaining a proper chain of custody. The taking of urine samples shall not be witnessed unless there is reasonable suspicion to believe that the employee is tampering with the testing procedure. If the first test results in a positive finding, a confirmatory test (GC/MS or a scientifically accurate equivalent) shall be conducted: For alcohol, the test shall be deemed positive if it is .04 or above. An initial positive test result shall not be submitted to the City unless the confirmatory test result is also positive as to the same sample. If the City, contrary to the foregoing, receives the results of a positive first test which is not confirmed as provided above, such information shall be destroyed if received in writing. Upon request, the City shall provide an employee with a copy of any test results which the City receives with respect to such employee.

(b) A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for another confirmatory test (IC/MS) or a scientifically accurate equivalent) to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense. Once the portion of the tested sample is delivered to the clinical laboratory selected by the employee, the employee shall be responsible for maintaining the proper chain of custody for said portion of the tested sample.

(c) Use of prescribed drugs at any time while employed by the City, abuse of prescribed drugs, as well as being under the influence of alcohol or the consumption of alcohol while on duty, shall be cause for discipline, including termination.

(d) The City will not take adverse employment action against an employee solely because that employee voluntarily requests treatment or counseling for an alcohol problem, unless such request follows the testing of an employee or the City otherwise determines that the employee is unfit for duty.

Section 12.3 On-the-Job Injury

Employees shall receive full pay for up to one hundred-eighty (180) calendar days per year for on-the-job injury.

Section 12.4 Peace Officer's Disciplinary Act

Nothing in this Agreement shall abridge an employee's rights under the Illinois Uniform Peace Officer's Disciplinary Act, which Act is incorporated by reference as if fully set forth herein.

Section 12.5 Health Maintenance Physical

Employees will be given a health maintenance physical not more frequently than every two (2) years. The costs for the medical examination shall be paid by the City. The results of the physical shall remain confidential between the employee and the physician, except that the physician will give the Chief of Police a statement on fitness for duty.

Section 12.6 Officer-In-Charge Pay

Officers assigned as Officer-In-Charge (OIC) shall receive, in addition to the employee's regular rate of pay, an additional two (2) hours pay at one and one-half (1-1/2) times the employee's regular rate of pay for any hours served on a shift. In cases where two officers split a scheduled shift 50/50, only the officer who starts the OIC shift shall receive OIC pay. Officers will have the option of either receiving the additional pay or compensatory time (accumulated at the same rate). The Employer will not manipulate work schedules or assignments to OIC to avoid paying the applicable compensation.

Section 12.7 Educational Assistance Program

All requests by an employee for the enrollment to a college degree program or college coursework, which must be job related, must be submitted by the Department Head to the City Administrator for approval. The City recognizes four (4) levels of degree programs, described as follows: (i) high school; (ii) 64 credit hours of college course work; (iii) Bachelor's Degree; and, (iv) Master's Degree. All courses related to the program shall be eligible for payment subject to budget approval. This provision shall be subject to change and does not entitle any employee the exclusive right to receive approval and/or be eligible for payment. Furthermore, the employee shall provide a grade or transcript to the Department Head upon the completion of each course. Any revision or change requested by the employee to the approved program must be submitted to the Department Head for approval prior to the revision or change.

Upon approval under Section "a", the City shall pay tuition and fees only for college coursework (not travel or wages), unless otherwise approved by the Mayor and City Council.

The City may pay all expenses of an elective course. An elective course is one that may benefit the City by added knowledge, but is not directly related to City operations. The tuition and fees only (no books or materials) of an elective or required course will be paid through direct billing from the appropriate school, or paid as a reimbursement to the employee pending the completion of a consent form for repayment and pending receipt of a the grade transcript.

The employee will sign the payroll deduction form prior to the enrollment of the course stipulating to the following provisions will apply: if a grade of a B-average or better is attained upon the completion of the course the class will be considered complete and paid for by the City. If less than a B-average is attained, the employee will be required to pay back 100% of the tuition and fees to the City through a payroll deduction as stipulated within the payroll deduction sign off form or direct payment to the City. If an employee voluntarily leaves the City within two years of completing a course reimbursed under this policy, a percentage amount of reimbursed expenses must be repaid to the City according to the following schedule:

a. 00-06 months of completion of course – 100%
b. 07-12 months of completion of course – 75%
c. 13-18 months of completion of course – 50%
d. 19-24 months of completion of course – 25%

Tuition rates will be paid for at an amount not to exceed the current per-hour rate charged at the University of Illinois Urbana-Champaign as is designated at the time of class approval.

ARTICLE 13 - INSURANCE

Section 13.1 Medical Insurance

The City retains the right to change insurance carriers, benefit levels, or to self-insure as it deems appropriate. Effective May 1, 2015 through April 30, 2018, the employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: eight and one-half percent (8.5%) for the premium for single, single plus spouse, or single plus children under the HMO insurance policy or seven and one-half percent (7.5%) of the premium for family coverage under HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: nine and one-half percent (9.5%) of the premium for single, single plus spouse, or single plus children under the PPO insurance policy or nine percent (9%) for family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election. If non-represented City employees covered by the City's medical insurance plans pay less than the premium contributions specified herein, then bargaining unit employees shall likewise pay the same amount as such non-represented City employees.

Effective May 1, 2015 through April 30, 2018, employees hired on or after May 1, 2015 (Tier II employees) shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: eleven percent (11%) of the premium for single, single plus spouse, single plus children or family coverage under the HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: sixteen percent (16%) of the premium for single, single plus spouse, single plus children or family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election.

Effective May 1, 2018 through April 30, 2019, Tier I and Tier II employees shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: eleven percent (11%) for the premium for single, single plus spouse, single plus children, or family coverage under HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: sixteen percent (16%) of the premium for single, single plus spouse, single plus children, or family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election.

Effective May 1, 2019 and continuing, Tier I and Tier II employees shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: twelve percent (12%) for the premium for single, single plus spouse, single plus children, or family coverage under HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: seventeen percent (17%) of the premium for single, single plus spouse, single plus children, or family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election. Such premium contributions shall be deducted from the employee's earnings, and are in addition to any co-pays, deductibles or out-of-pocket expenses to be paid by the employee.

Additionally, the City agrees that the actual dollar amount of the monthly employee contribution may not exceed a ten percent (10%) increase from one fiscal year to the next, except in years May 1, 2018 to April 30, 2019 and May 1, 2019 to April 30, 2020. In the years of May 1, 2018 to April 30, 2019 and May 1, 2019 to April 30, 2020, the actual employee contribution amount may exceed a 10% increase from one-year-to-the-next as a result of the agreed upon changes to the employee contribution percentages in this contract. However, in those two years, the City shall implement a pro-rata ten percent (10%) cap on Employer-observed plan design increases, to be calculated by assuming the agreed upon higher employee contributions had existed in the year prior.

This cap on the year-to-year employee contributions is understood to be floating and the base amount will be reset each year based on the actual cost of health insurance premiums and HRA plans.

Section 13.2 Life, Dental and Vision Coverage

The City shall continue in effect the current term life ($50,000 for an eligible employee; $10,000 for spouse; $2,500 for child aged 6 months to 19 years; $1,500 for infant from birth to 6 months), dental and vision coverage's, subject to the terms and conditions of the applicable policy or plan provided by the City. Increases in the benefits of these plans for non-bargaining unit non-supervisory employees shall be offered to the bargaining unit employees on the same terms and conditions as they are offered to non-bargaining unit non-supervisory employees.

Section 13.3 Opt-Out Incentive

Employees who are able to enroll in an alternate medical health insurance plan (through a spouse, for example) are eligible to receive a monthly stipend of ($100 for single employees and $150 for families) from the City for choosing to opt-out of the City's health insurance plan. Proof of enrollment in a non-City insurance plan is required to receive compensation. A registration form is available over in Human Resources.

ARTICLE 14 - SENIORITY, LAYOFF AND RECALL

Section 14.1 Definition of Seniority

Seniority shall be based on the length of time from the last date of beginning continuous full-time employment as a sworn peace officer in the Police Department of the United City of Yorkville. Conflicts of seniority shall be determined on the basis of the order of the officers on the Board of Fire and Police Commissioners hiring list, with the officer higher on the list being the more senior. Seniority shall not accrue during any unpaid leave of absence in excess of thirty (30) consecutive days and in such event the employee's seniority date shall be adjusted accordingly.

Section 14.2 Seniority List

On or before May 1st of each new calendar year, the City will post a seniority list setting forth each employee's seniority date, and provide a copy of such list to a Council representative. The City shall not be responsible for any errors in the seniority list unless such errors are brought to the attention of the City in writing within fourteen (14) calendar days after the list is posted.

Section 14.3 Probationary Period

All new employees and those hired after loss of seniority shall be considered probationary employees until they complete a probationary period of eighteen (18) months of work. During an employee's probationary period the employee may be suspended, laid off, or terminated at the sole discretion of the City. No grievance shall be presented or entertained in connection with the suspension, layoff, or termination of a probationary employee. Note: The existing 12 month probationary period for persons hired before the date this Agreement was approved by the City shall remain unchanged

Section 14.4 Layoff

The City, in its discretion; shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by this agreement will be laid off in accordance with their seniority as provided in Illinois Statute (65 ILCS 5/10-2.1-18). Except in an emergency, no layoff will occur without at least ninety (90) calendar day's notification to the Council.

Section 14.5 Recall

Employees who are laid off shall be placed on a recall list for a period of three (3) years. Employees with recall rights shall be recalled before the hiring of new full-time police officers. If there is a recall, employees who are on the recall list shall be recalled, in the inverse order of their layoff. Employees who are eligible for recall shall be given fourteen (14) calendar days' notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Council, provided that the employee must notify the Police Chief or his designee of his intention to return to work is within three (3) days after receiving notice of recall. The City shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Police Chief or his designee with his latest mailing address. If an employee fails to timely respond to a recall notice his name shall be removed from the recall list, unless the employee can demonstrate to the City that his inability to respond was due to unforeseen circumstances beyond his control, in which case the employee may be eligible for the next recall that may occur during the three year period following his layoff.

Section 14.6 Termination of Seniority

Seniority and the employment relationship shall be terminated for all purposes if the employee:

(a) quits;

(b) is discharged for just cause (probationary employees without cause);

(c) retires or is retired;

(d) falsifies the reason for a leave of absence, or is found to be working during a leave of absence without the advance written approval of the Police Chief;

(e) fails to report to work at the conclusion of an authorized leave of absence or vacation, unless the employee can demonstrate to the City that his failure to report was due to unforeseen circumstances beyond the employee's control;

(f) is laid off for a period in excess of three (3) years;

(g) does not perform work for the City for a period in excess of twelve (12) months, provided, however, this provision shall not be applicable to approved absences due to military service, established work related injury or illness compensable under workers' compensation law, or to employees receiving a duty related disability pension; or

(h) is absent for two (2) consecutive working days without notifying the City unless the employee can demonstrate to the City that his failure to notify the City was due to unforeseen circumstances beyond the employee's control.

Nothing in this Section is intended to interfere with the statutory jurisdiction and authority of the Yorkville Board of Fire and Police Commissioners, except disciplinary suspensions and terminations, at the election of the covered member, can be appealed through the Labor Agreement's Grievance Procedure or the City Board of Fire and Police Commission, but not both.

Section 14.7 Effects of Layoff

During the term of this Agreement, if the City exercises its discretion to layoff an employee, then the employee shall be afforded an opportunity to maintain the medical insurance in effect at the time he is laid off by paying, in advance, the full applicable monthly premium for his or her individual insurance coverage. If an employee opts to maintain his or her medical insurance under this section, then such employee shall be permitted to continue the insurance coverage for a period of up to eighteen (18) months from the date of layoff, or such greater period as may be required by law. Employee rights and benefits under this section are subject to the terms and conditions of the applicable insurance policy or plan. An employee who is laid off will be paid for earned, but unused, vacation time, and any other benefit time payout required by the terms this Agreement.

ARTICLE 15 - AUTHORITY OF THE POLICE AND FIRE COMMISSION

The parties recognize that the City Board of Fire and Police Commissioners has certain statutory authority over employees covered by this Agreement, including but limited to the right to make, alter and enforce rules and regulations. Nothing in this Agreement is intended in any way to replace or diminish the authority of the Board of Fire and Police Commissioners of the United City of Yorkville, except disciplinary suspensions and terminations, at the election of the covered member, can be appealed through the Labor Agreement's Grievance Procedure or the City Board of Fire and Police Commission, but not both.

ARTICLE 16 - ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term, except as expressly stated to the contrary herein. The City and the Council, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, including the impact of the City's exercise of its rights as set forth herein on wages, hours or terms and conditions of employment, except as expressly stated to the contrary herein. In so agreeing, the parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Before making any changes in working conditions not contained in this Agreement which are mandatory topics of bargaining, the City shall notify the Council of its intention of the proposed change.

Upon such notification, and if requested by the Council, the City shall meet with the Council and negotiate such change and its impact before it is finally implemented. Any change made without such notice shall be considered temporary pending the completion of such negotiations. If the Council becomes aware of such a change and has not received notification, the Council must notify the City as soon as possible and request negotiations if such negotiations are desired. The failure of the Council to request negotiations shall act as a waiver of the right to such negotiations by the Council.

ARTICLE 17 - TERMINATION

This Labor Agreement shall be effective upon execution 05-01-15 and shall remain in full force and effect until April 30, 2020. It shall automatically be renewed from year to year thereafter unless one party shall notify the other in writing at least ninety (90) calendar days prior to the anniversary date that it desires to modify this Labor Agreement. Notwithstanding any provision of this Labor Agreement to the contrary, this Labor Agreement shall remain in effect after the expiration date while negotiations or resolution of impasse procedures for a new Labor Agreement are continuing. Executed this 25 day of AUGUST, 2015

For: The United City of Yorkville:

Gary J. Golinski 8-25-15
Gary J. Golinski Date
Mayor

Beth Warren 8-25-15
Beth Warren Date
City Clerk

City Seal:

For: FOP, Labor Council:

07-27-15
Jon Helland Date
Unit Steward

07/27/15
Ryan Goldsmith Date
Unit Steward

07/27/15
Chris Hayes Date
Unit Steward

7-27-15
Robbie Hart Date
Unit Steward

07/27/15
Mike Powell Date
FOP, Labor Council
Field Representative

APPENDIX A DUES AUTHORIZATION FORM

ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL
974 CLOCKTOWER DRIVE, SPRINGFIELD, ILLINOIS 62704

I,_____, hereby authorize my Employer, The United City of Yorkville, to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. In addition, I authorize my Employer to deduct from wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of my employment, in such manner as it so directs.

Date:_____ Signed:_____

Address:_____

City:_____

State:_____Zip:_____

Telephone:_____

Employment Start Date: _____

Title: _____

Employer, please remit all dues deductions to:

Illinois Fraternal Order of Police Labor Council
Attn: Accounting
974 Clock Tower Drive
Springfield, Illinois 62704
(217) 698-9433

Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction.

APPENDIX B - ANNUAL SALARY RATES: PATROL OFFICERS

	Associate Degree					
	Current	3.25% 5/1/2015	3.50% 5/1/2016	3.435% 5/1/2017	3.00% 5/1/2018	3.00% 5/1/2019
Less than 1 yr	50,283.98	51,918.21	53,735.35	55,581.16	57,248.59	58,966.05
After 1 yr	55,180.28	56,973.64	58,967.72	60,993.26	62,823.06	64,707.75
After 2 yrs	57,855.60	59,735.91	61,826.66	63,950.41	65,868.92	67,844.99
After 3 yrs	60,885.70	62,864.49	65,064.74	67,299.72	69,318.71	71,398.27
After 4 yrs	63,929.98	66,007.70	68,317.97	70,664.70	72,784.64	74,968.18
After 5 yrs	69,555.62	71,816.18	74,329.74	76,882.97	79,189.46	81,565.14

	Bachelors Degree					
	Current	3.25% 5/1/2015	3.50% 5/1/2016	3.435% 5/1/2017	3.00% 5/1/2018	3.00% 5/1/2019
Less than 1 yr	51,289.17	52,956.07	54,809.53	56,692.24	58,393.00	60,144.80
After 1 yr	56,338.36	58,169.36	60,205.28	62,273.34	64,141.54	66,065.78
After 2 yrs	59,012.07	60,929.96	63,062.51	65,228.71	67,185.57	69,201.14
After 3 yrs	62,103.26	64,121.62	66,365.87	68,645.54	70,704.91	72,826.05
After 4 yrs	65,208.43	67,327.70	69,684.17	72,077.82	74,240.16	76,467.36
After 5 yrs	71,246.44	73,561.95	76,136.62	78,751.91	81,114.47	83,547.90

APPENDIX C - CANINE OFFICER AGREEMENT

The canine officer shall perform the following duties relative to his/her assigned canine during the course of his/her duty shift:

Exercise
Grooming
Feeding (one meal)
Training
Veterinarian routine checkups and shots
Procuring food and supplies

The officer shall be allowed four (4) hours off per week, with pay for the following at-home outside work activities with his/her assigned canine:

1. Cleaning the canine's kennel or other up after the canine.
2. Feeding (one meal on on-duty days--2 meals on off-duty days)
3. Exercise on off-duty days
4. Emergency trips to veterinarian

If the off-duty at-home canine care activities exceed the four (4) hours per week allowance for any week, the officer shall submit a daily log identifying the activities engaged in, the times at which they took place and the duration of the activities to his/her supervisor by the end of the shift immediately following the week, in order to receive any further compensation for such additional time.

_____ _____
Officer Date

_____ _____
Gary Golinski Date
Mayor

_____ _____
Richard Hart Date
Chief of Police

SIDE LETTER OF UNDERSTANDING

The Illinois FOP Labor Council and the United City of Yorkville agree that the Council waives any right to bargain over the provisions of the City's revised employee hand book, as is on final draft date, with the understanding that if any section of the handbook conflicts with the express terms of the contract, then the contract shall govern.

AGREED:

For: The United City of Yorkville:

Gary Golinski 8-25-15
Gary Golinski Date
Mayor

8-24-15
Richard Hart Date
Chief of Police

Beth Warren 8-25-15
Beth Warren Date
City Clerk

City Seal:

For: Illinois Fraternal Order of Police,
Labor Council:

07.27.15
Jon Helland Date
Unit Steward

07/27/2015
Ryan Goldsmith Date
Unit Steward

7-27-15
Robbie Hart Date
Unit Steward

07/27/15
Chris Hayes Date
Unit Steward

07/27/15
Mike Powell Date
FOP Labor Council
Field Representative

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is agreed to by and between the United City of Yorkville and the Illinois Fraternal Order of Police Labor Council representing Patrol Officers to address Appendix B Annual salary Rates: Patrol Officers in the current Collective Bargaining Agreement May 1, 2015 through April 30, 2020 through and continuing between the parties. All current provisions other than as stated below in Appendix B Annual Salary Rates for Patrol Officers remain as stated in the Collective Bargaining Agreement. The parties to the Memorandum of Understanding agree to the following understanding as denoted below. This MOU is needed to correct a error in the previous MOU 2014 which had stated incorrectly the salary After 1 year for Associates only of $55,180.28 when it should have stated $55,234.26 per the 2014 MOU The following is agreed to as stated above and denoted in the revised Appendix B.

APPENDIX B - ANNUAL SALARY RATES: PATROL OFFICERS

	Associate Degree					
	Current	3.25% 5/1/2015	3.50% 5/1/2016	3.435% 5/1/2017	3.00% 5/1/2018	3.00% 5/1/2019
Less than 1 yr	50,283.98	51,918.21	53,735.35	55,581.16	57,248.59	58,966.05
After 1 yr	55,234.26	57,029.37	59,025.40	61,052.92	62,884.51	64,771.05
After 2 yrs	57,855.60	59,735.91	61,826.66	63,950.41	65,868.92	67,844.99
After 3 yrs	60,885.70	62,864.49	65,064.74	67,299.72	69,318.71	71,398.27
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	Bachelors Degree					
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After 3 yrs	62,103.26	64,121.62	66,365.87	68,645.54	70,704.91	72,826.05
After 4 yrs	65,208.43	67,327.70	69,684.17	72,077.82	74,240.16	76,467.36
After 5 yrs	71,246.44	73,561.95	76,136.62	78,751.91	81,114.47	83,547.90

FOR THE UNTIED CITY OF YORKVILLE

1-6-16
Bart Olsen — Date
City Administrator

1-6-16
Rich Hart — Date
Chief of Police

1-6-16
Beth Warren — Date
City clerk

SEAL:

FOR THE FOP LABOR COUNCIL

01/07/16
Mike Powell — Date
FOP Labor Council
Field Representative

12-28-15
Jon Helland — Date
Unit Representative

12/28/15
Ryan Goldsmith — Date
Unit Representative

12-28-15
Chris Hayes — Date
Unit Representative

12-28-15
Robbie Hart — Date
Unit Representative

Memorandum of Understanding

Between

Illinois FOP Labor Council Representing Yorkville Sergeants

And

The United City of Yorkville

Reference: Collective Bargaining Agreement, 05-01-2015 through 04-30-2020

The parties agree to amend the current contractual language in Section 9.2 of the Collective Bargaining Agreement between the Illinois Fraternal Order of Police Labor Council representing Sergeants and the United City of Yorkville as follows:

Section 9.2 Holiday Pay

Employees shall work all holidays which fall within the regular schedule, unless the employee has been granted approved time off. An employee shall receive eight (8) hours' straight time pay for each observed holiday if the employee does not work the holiday. An employee that works during the calendar days of New Year' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day shall receive the eight (8) hours straight time pay, and any hours worked during that calendar day will be paid at an 2X times pay rate. An employee that works during the calendar days of Good Friday, Presidents' Day, Veterans' Day, Day after Thanksgiving Day, Christmas Eve Day and Martin Luther King Day shall receive the eight (8) hours straight pay, and any hours worked will be paid at a regular rate.

AGREED:

FOR:
THE UNITED CITY OF YORKVILLE

By: Gary J. Golinski, Mayor

By: Richard Hart, Chief of Police

Date: 6/20/16

FOR:
ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL/YORKVILLE SERGEANTS UNIT

Samuel J. Stroup

Sarah Klingel

Jim Presnak

Ray Mikolasek

Andrew Jeleniewski

Keith Turney

Date: 9/12/16 KT

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE INTERNATIONAL UNION OF OPERATING ENGINEERS,

LOCAL 150, PUBLIC EMPLOYEES DIVISION

AND

UNITED CITY OF YORKVILLE

May 1, 2017 THROUGH April 30, 2020

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PREAMBLE

In order to establish harmonious employment relations through a mutual process, to provide fair and equitable treatment to all employees, to promote the quality and continuance of public service, to achieve full recognition for the value of employees and the vital and necessary work they perform, to specify wages, hours, benefits and working conditions, and to provide for the prompt and equitable resolution of disputes, the parties agree as follows:

AGREEMENT

This Agreement has been made and entered into by and between the United City of Yorkville, Illinois, (hereinafter referred to as the "Employer") and the International Union of Operating Engineers, Local 150, Public Employees Division (hereinafter referred to as the "Union"), on behalf of certain employees described in Article I.

ARTICLE I

RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours, working conditions and other conditions of employment on which it may lawfully bargain collectively for employees within the following collective bargaining unit, as certified by the Illinois State Labor Relations Board:

**INCLUDED
All full-time and regular part-time employees in the department of Public Works, and the department of Parks, in the following classifications: Maintenance Worker I, Maintenance Worker II, and Operator.

**EXCLUDED
All other employees.

ARTICLE II

UNION RIGHTS

SECTION 2.1: UNION ACTIVITY DURING WORKING HOURS

Union activities within Employer facilities shall be restricted to administering this Agreement. For purposes of negotiating, stewards will be allowed to attend negotiations during a workday after obtaining permission from the City Administrator. The Stewards or his/her alternate will ask for and obtain permission from the Department Head of any employee with whom he/she wishes to carry on Union business.

Authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is being adhered to, provided however, there is no interruption of the Employer's working schedule.

SECTION 2.2: UNION BULLETIN BOARD

The Employer shall provide a Union bulletin board at each work location. The board(s) shall be for the sole and exclusive use of the Union.

ARTICLE III

UNION DUES/FAIR SHARE CHECKOFF

SECTION 3.1: DEDUCTIONS

The Employer agrees to deduct from the pay of those employees who are Union members any or all of the following:

(A) Union membership dues, assessments, PAC, or fees;
(B) Union sponsored credit and other benefit programs.

Requests for any of the above shall be made on a form provided by the Union and shall be made within the provisions of the State salary and annuity withholding Act and/or any other applicable State statute.

Upon receipt of an appropriate written authorization from an employee, such authorized deductions shall be made in accordance with the law and shall be remitted to the Union on a bi-weekly basis at the address designated in writing by the Union. The Union shall advise the Employer of any increases in dues or other approved deductions in writing at least thirty (30) days prior to its effective date.

The Union shall certify the current amount of Union deductions.

SECTION 3.2: FAIR SHARE

Pursuant to Section 3 (G) of the Illinois State Labor Relations Act and amendments thereto, employees covered by this Article who are not members of the Union or do not make application for membership, shall be required to pay, in lieu of dues, their proportionate fair share of the collective bargaining process, contract administration and the pursuance of matters affecting wages, hours, terms and conditions of employment, as certified by the Union.

The proportionate fair share payment, with a letter of explanation as to that fair share payment, as certified to be current by the Union pursuant to the Illinois State Labor Relations Act, shall be deducted by the Employer from the earnings of the non-member employee each pay period.

The amount of the above employee deductions shall be remitted to the Union after the deduction(s) is made by the Employer with a listing of the employee, social security number, address and the individual
employee deduction(s), along with deductions remitted pursuant to this Article.

SECTION 3.3: APPEAL PROCEDURE

The Union agrees to provide fair share payers with an appeal procedure in accordance with applicable law.

SECTION 3.4: HOLD HARMLESS

The Union shall hold and save the employer harmless from any and all responsibility and claims in connection with the collection and disbursement of monies under this Article and Agreement.

ARTICLE IV

HOURS OF WORK AND OVERTIME

SECTION 4.1: WORKDAY AND WORKWEEK

(A) The workday for bargaining unit employees is eight (8) hours and the workweek is forty (40) hours.

(B) Hours

(1) Except as set forth below, the hours for bargaining unit employees are 7:00 a.m. to 3:30 p.m., Monday through Friday

(2) During the baseball season, the City may deviate from the regular shift time and may schedule bargaining unit employees to perform ballfield maintenance to begin working as early as 5:00 am for a normal 8.5-hour shift under normal hourly wages on Saturdays and Sundays. Hours worked outside of a regularly scheduled shift on Saturday and Sunday shall be compensated at the appropriate overtime rate of pay. It is agreed that part-time, temporary, seasonal, and non-bargaining unit staff may perform field maintenance for the Championship games of any baseball tournaments.

(3) The Employer will post all overtime opportunities for special events four weeks prior to the event. Employees who work any of the City's special events will be awarded compensatory time for all hours worked on the event beyond the employee's regularly scheduled hours at a rate of one and one-half hour for every hour worked beyond his/her regularly scheduled hours. This provision shall not be construed as a guarantee that bargaining unit employees will be assigned to work special events.

(4) Employees who are assigned for weekend water checks or who are unscheduled and called-in to maintain the baseball fields will receive compensatory time for those hours.

SECTION 4.2: LUNCH/REST PERIODS

(A) Employees shall be granted two (2) fifteen (15) minute paid breaks, one during the first half of the work day and one during the second half of the work day. Employees will be allowed to continue the practice of combining these two breaks at the end of the day, subject to approval by supervisor. Employees will be allowed to leave the premises during break times with the approval of the supervisor.

(B) Employees shall be granted a one half hour lunch during the midpoint of each day. Additionally, where the requirements of the job dictate that employees work through their lunch period, employees shall be allowed to leave work forty five (45) minutes early, or shall be compensated at the rate of one half hour of appropriate overtime.

SECTION 4.3: MANDATORY REST PERIOD

Unless an Employee agrees otherwise, Employees will not be required to work more than sixteen (16) hours in a twenty-four (24) hour period without being allowed an eight (8) hour rest period. Should an employee reasonably believe that he can work more than 16 hours in a twenty four hour period, he shall be permitted to do so.

SECTION 4.4: MEAL ALLOWANCE

The practice of providing meals to employees shall be consistent with prior practice and procedure.

SECTION 4.5: OVERTIME COMPENSATION

The compensation paid employees for overtime work shall be as follows:

1. Except as provided for in this agreement, a bargaining unit employee shall be paid at one and

one-half his/her regular hourly rate of pay when required to work outside of his/her normal work day or work week, as defined in Section 1 of this Article.

2. Employees scheduled for water checks on designated holidays shall receive double time in the form of compensatory time or compensation, per the employee's discretion.

3. A bargaining unit employee shall be paid at twice his/her regular hourly rate of pay for all unscheduled hours actually worked on designated holidays For example, if the employee is called out to at 7:00 pm on Labor Day for an eight hour shift, the shift shall be paid for five hours at 2x pay and 3 hours at 1.5x pay. For example, if the employee starts a two hour shift at 11:30pm the day before Labor Day, the two-hour shift shall be paid by 0.5 hours at 1.5x pay and 1.5 hours at 2x pay.

4. Time paid for but not worked shall be counted as "time worked" for purposes of computing overtime compensation.

5. Compensation will not be paid (nor compensatory time taken) more than once for the same hours under any provision of this Article or Agreement.

SECTION 4.6: OVERTIME DISTRIBUTION

The Employer agrees to distribute overtime as equally as possible in each department amongst those bargaining unit employees who usually perform the type of work at issue, then within the bargaining unit. For example, if the Employer cannot staff the overtime assignment with bargaining unit employees from within the department, the Employer shall next offer the overtime assignment to bargaining unit employees outside the department. The employee working on any job which extends into overtime shall have first claim on the overtime. The parties recognize that they have an obligation to the community to provide services and that this obligation on occasion may require the working of overtime. To meet that objective, overtime shall be compulsory in emergency situations. On April 1st and November 1st of each calendar year, any employee not interested in working overtime may so notify the Employer. This notification does not relieve the employee from working overtime in emergency situations or in circumstances where the Employer cannot otherwise staff overtime assignments.

Except as provided in Section 4.1(B)(2), the employment of part-time, temporary, seasonal or non bargaining unit personnel shall not work to deprive regular full-time personnel of opportunities to work overtime. However, the Employer reserves the right to select individuals to work overtime hours based on the intensity of the situation that causes the overtime, the response time needed, the quality of work needed, and whether an employee with supervisory authority is needed on site. If the full-time personnel who would have usually worked the overtime refuses it or is unavailable, the employer may work part-time or temporary personnel on said overtime without violating the Agreement.

SECTION 4.6(A) SNOW PLAN

Each snow event will correspond with a list of preferred employees for call-in. There shall be an A-list and B-list. The week that contains the first snow event of the season shall be determined to be an A-list week. During this week, the A-list employees shall be called-in first for winter road maintenance (snow, ice, sleet). If an A-list employee is not available, then the employee on the B-list that maintains the same route shall be called in and given the opportunity to work the snow event. For the next consecutive week (Monday-Sunday), the B-list employees shall be called-in first for winter road maintenance (snow, ice, sleet). If a B-list employee is not available, then the employee on the A-list that maintains the same route shall be called in and given the opportunity to work the snow event. In the event the A-list and B-list route employees are not available, the supervisor on duty shall call other non-scheduled employees at their discretion. If a post-snow operation call-back is required, the Employer shall call back employees from the respective A or B list.

The general rosters for the lists are included as an attachment in Appendix E. This list is an example of the structure of the rosters, and could change based on scheduled time off, illness, availability of employees, and other factors.

SECTION 4.7: CALLBACK

A "callback" is defined as an official assignment of work which is outside of an employee's regularly scheduled working hours as defined above. Callbacks shall be

compensated at the appropriate overtime rate of pay, as stated above, for all hours worked on callback, with a guaranteed minimum of two (2) hours at such overtime rate of pay for each callback.

SECTION 4.8: PAGER/PHONE USAGE

This policy is intended to provide guidelines for the proper use of cellular telephones. Cellular telephones are provided to employees as business needs indicate. An employee who violates the terms of this policy may be subject to disciplinary action including suspension and/or termination as stated in section 5 of the employee manual.

Eligibility Criteria

Employees eligible for assignment of City-owned cellular telephones are those designated by the City Administrator and/or the Chief of Police, including (but not limited to):

1. Employees who are frequently in a vehicle, if the individual must conduct City business by the telephone while in the field, and it can be shown that cost savings and customer service efficiently will be realized through the use of such devices;
2. Employees who have a critical need to maintain accessibility with other department directors, City management staff and public officials, in order to insure uninterrupted customer services and/or the integrity of the City;
3. Public safety positions, as determined by the Chief of Police, as necessary to provide immediate and direct telephone communications with citizens, outside agencies cooperating in operations, or other resource entities outside of City government, and to provide for communications which may be inappropriate for mobile radios;
4. Department Heads and employees who have responsibility for responding to public safety incidents in the field.

Business Use of Cellular Phones

Where job or business needs demand immediate access to an employee, the City may issue a City-owned cell phone or allow an employee to elect a cell phone stipend of $45 per month for business use of their personal phone in accordance with the Cellular Phone Allowance Agreement (found in Appendix X of the employee manual). The Cellular Phone Allowance Agreement allows employees to use a single phone for personal and business use through reimbursing the City for personal use of a phone or by receiving a stipend to use their personal phone for business use.

Employee Responsibilities

Employees are required to obey all laws governing the operation and use of vehicle in effect at the time. Violation of any traffic law or rule, regardless of whether a citation is issued or the disposition of any changes, is grounds for discipline, up to and including termination.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are permitted a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Employees will be allowed to review the invoices for the cellular phone assigned to them and be prepared to verify the calls listed on the invoice. Employees will reimburse the City for all charges determined to be inappropriate by the Department Head, Finance Director or City Administrator.

Reimbursements shall be made within 30 days of receipt of invoice by the department at the overage rate of the approved City's vendor.

Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Failure to maintain a working phone and appropriate service contract will result in the immediate cancellation of the stipend payment.

The use of camera phones to photograph City employees or information is strictly prohibited without the express permission of the Department Head. This is necessary to secure employee privacy, and other business information.

The employee shall release records of cellular phone use in compliance with City and State regulations and policies. This includes information pertaining to City business that may be subject to the Freedom of Information Act, as well as cellular phone records in the event of an accident or injury in which such records may help determine the cause of such accident.

Repairs and Replacements of Equipment

If there is a potential that equipment may be lost or damaged, the employee is responsible for making reasonable accommodations to protect the equipment. City provided cellular telephone equipment will be repaired or replaced according to one of the following:

1. Personal cellular telephone equipment with a City reimbursement that requires repair or replacement due damage as a result of City job related duties or responsibilities or a situation outside the control of the employee will be repaired or replaced at the expense of the City (up to a maximum of $200.00). The employee must have made a reasonable accommodation to protect this equipment. City-issued cellular telephone equipment that requires repair or replacement due to normal wear and tear, damage as a result of City job related duties or responsibilities or a situation outside the control of the employee will be repaired or replaced at the expense of the City.

2. In the event that the loss or damage is determined not to be in the course of

employment or is found to be due to the employee's negligence, no reimbursement shall be made. Replacement/Repair shall only be provided after approval by the employee's Department Head

and City Administrator. This will be subject to corrective action as determined by the Department Head or designee.

Termination

Upon termination, the employee is to return his/her City issued cellular telephone as well as any accessories to the City. The City issued telephone number is the property of the City and shall remain under the City's ownership.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

SECTION 4.9: ON-CALL ASSIGNMENTS

On call assignments shall be consistent with the provisions of this agreement.

SECTION 4.10: COMPENSATORY TIME OFF

In lieu of paid overtime, employees may opt to earn compensatory time off. Compensatory time shall be granted in such time blocks as are mutually agreed upon between the employee, and the Employer. Compensatory blocks shall be for a minimum of fifteen (15) minute increments. Compensatory time which is unused and which has been previously awarded at the rate of time and one-half or double time shall be compensated at the employee's regular hourly rate of pay. Employees may not accumulate more than two hundred and forty (240) hours of compensatory time. Compensatory time off shall be scheduled, and approved the same as vacation time. Should an employee desire, he shall be permitted to cash out a maximum of eighty (80) hours per fiscal year without further approval by the City.

ARTICLE V

SENIORITY

SECTION 5.1: SENIORITY DEFINED

Except for purposes of layoff, an employee's seniority shall be the period of the employee's most recent continuous regular employment with the Employer, in the bargaining unit.

SECTION 5.2: BREAKS IN CONTINUOUS SERVICE

An Employee's continuous service record shall be broken by voluntary resignation, discharge for just cause, retirement, failure to return from a leave of absence and being absent for three (3) consecutive days without reporting off. However, if an employee returns to work in any

capacity after layoffs for the Employer within twelve (12) months, the break in continuous service shall be removed from his/her record.

SECTION 5.3: SENIORITY LIST

Once each year the Employer shall post a Bargaining Unit seniority list showing the seniority of each employee. A copy of the seniority list shall be furnished to the Union when it is posted. The seniority list shall be accepted and final thirty (30) days after it is posted, unless protested by the Union or an employee.

SECTION 5.4: PROBATIONARY EMPLOYEES

An employee is probationary for the first 12 months of employment. A probationary employee shall have no seniority, except as otherwise provided for in this Agreement, until he/she has completed his/her required probationary period. Upon such completion, he/she shall acquire seniority retroactively from the date of employment. During this period of probation, no grievance may be filed by or on behalf of such employee regarding discharge or discipline.

ARTICLE VI

LAYOFF AND RECALL

SECTION 6.1: DEFINITION AND NOTICE

A layoff is defined as a reduction in bargaining unit jobs. The Employer shall give the Union at least thirty (30) days notice of any layoffs except in emergency situations wherein such period of notice may be reduced.

SECTION 6.2: GENERAL PROCEDURES

In the event of a layoff, employees shall be laid off in inverse order of seniority as defined in Article V. However, prior to laying off any bargaining unit employees, all temporary, probationary, or part-time employees who perform work customarily performed by bargaining unit employees within the effected divisions shall be laid off or terminated, as the case may be; this provision shall not apply to foremen of the Parks or Public Works Departments. The City may layoff employees out of this inverse order of seniority in a position or classification if it determines that retention of a less senior employee is necessary to perform the remaining work based on relative skills and abilities, the need for specific licenses or certifications. A bargaining unit employee subject to layoff may replace a seasonal employee at the then applicable wage rate and benefits, if any, paid to seasonal employees. Should a bargaining unit employee choose to replace a seasonal employee, he/she will retain all recall rights set forth in Section 6.4 below.

SECTION 6.3 AGREEMENT TO BARGAIN OVER LAYOFF ALTERNATIVES

The City and Union agree to negotiate over alternatives to layoffs, after the City has notified the Union as described in Section 6.1. The City shall have the ultimate authority to decide whether the alternatives proposed by the Union are accepted in full or in part, or rejected.

SECTION 6.4: RECALL OF LAID-OFF EMPLOYEES

The names of laid-off employees shall be placed on a preferential hiring list for thirty-six (36) months. Said preferential hiring list shall apply only to positions within the department of public works and the parks division. Employees shall be recalled in seniority order, provided they possess the requirements of the new position. No part-time or seasonal employees will be hired to do bargaining unit work during this time without first offering the work to a laid-off employee at the then applicable wage rate and benefits, if any, paid to seasonal employees. After thirty-six (36) months on layoff, an employee shall lose his/her seniority.

ARTICLE VII

DISCIPLINARY PROCEDURES

SECTION 7.1: EMPLOYEE DISCIPLINE

The Employer agrees with the tenets of progressive and corrective discipline and that it shall be imposed only for just cause. Employees of the United City of Yorkville are expected to perform satisfactorily their assigned duties. The level of discipline imposed shall match the severity of the offense committed and in any appropriate circumstance – one or more steps in this process may be skipped. Disciplinary action may involve any one or more of the following:

(A) Oral warning with documentation of such filed in the employee's personnel file, with copy sent to Union office.
(B) Written reprimand with copy of such maintained in the employee's personnel file, with copy sent to Union office.
(C) Suspension without pay with documentation of such maintained in the employee's personnel file, with copy sent to Union office.
(D) Discharge with documentation of such maintained in the employee's personnel file, with copy sent to Union office.

Pursuant to actual imposition of written reprimands, suspension without pay, or discharges, the employee shall be afforded an opportunity to discuss his/her views concerning the conduct causing such disciplinary action. Such discussion should take place as soon as practicable after the Supervisor's action and not be unduly or unreasonably delayed, and the employee shall be informed clearly and concisely of the basis for such action. Furthermore, upon request of the employee, a representative of the Union (Steward) shall be allowed to be present and participate in such discussions.

SECTION 7.2: RIGHT TO REPRESENTATION

Prior to any pre-disciplinary discussions with the employee, the employee shall be informed of his/her rights to Union representation due to the fact that disciplinary action may be taken.

ARTICLE VIII

GRIEVANCE PROCEDURE

SECTION 8.1: GRIEVANCE DEFINED

A grievance is defined as any claim of violation of this Agreement.

SECTION 8.2: PROCESSING OF GRIEVANCE

Grievances shall be processed only by the Union on behalf of an employee or on behalf of a group of employees or itself setting forth name(s) or group(s) of the employee(s). The Grievant or one Grievant representing a group of Grievants may be present at any step of the grievance procedure, and the employee is entitled to Union representation at each and every step of the grievance procedure. The resolution of a grievance filed on behalf of a group of employees shall be made applicable to the appropriate employees within that group.

SECTION 8.3: GRIEVANCE STEPS

STEP ONE: DIRECTOR OF PUBLIC WORKS OR THE SUPERINTENDENT OF PARKS

The Union may submit a written grievance to the Director of Public Works, or the Superintendent of Parks within ten (10) business days of the event giving rise to the grievance or within ten (10) business days of when the Union should have reasonably known of the events giving rise to the grievance. The Director of Public Works, the Superintendent of Parks, or his/her designee shall schedule a conference within five (5) business days of receipt of the grievance to attempt to adjust the matter. The Director of Public Works, the Superintendent of Parks, or designee shall submit a written response within ten (10) business days of the conference. If the conference is not scheduled, the Director of Public Works, the Superintendent of Parks, or designee shall respond to the grievance in writing within ten (10) business days of receipt of the grievance.

STEP TWO: CITY ADMINISTRATOR

If the grievance remains unresolved at step one, or if the resolution at step one is not satisfactory to the Union, the Union may advance the written grievance to the City Administrator within ten (10) business days of the response in step one or when such response was due. The City Administrator or his/her designee shall schedule a conference within ten (10) business days of receipt of the grievance to attempt to adjust the matter. The City Administrator or designee shall submit a written response within ten (10) business days of the conference. If the conference is not scheduled, the City Administrator or designee shall respond to the grievance in writing within ten (10) business days of receipt of the appeal.

STEP THREE: ARBITRATION

If the grievance remains unresolved at step two, or if the step two response is not satisfactory to the Union, the Union may may refer the grievance to arbitration within fifteen (15) business days of the step two response or the date the step two response was due. The Union shall request the American Arbitration Association to submit a panel of seven (7) Arbitrators. The parties shall alternately strike the names of Arbitrators, taking turns as to the first strike. The person whose name remains shall be the Arbitrator, provided that either party, before striking any names, shall have the right to reject one (1) panel of Arbitrators.

Both parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the Arbitrator. Both parties shall have the right to request the Arbitrator to require the presence of witnesses and/or documents. Each party shall bear the costs of its own witnesses.

Questions of arbitrability shall be decided by the Arbitrator. The Arbitrator shall make a preliminary determination on the question of arbitrability. If it is determined that the matter is arbitrable, the Arbitrator shall then proceed to determine the merits of the dispute. If either party objects, another panel will be requested and another arbitrator selected.

In the conduct of any arbitration under this Article, the rules and procedure governing the conduct of arbitration proceedings of the American Arbitration Association shall control, except where specifically limited by this Article. The Arbitrator shall neither amend, modify, nullify, ignore, add or subtract from the provisions of this Agreement.

The expenses and fees of the Arbitrator and the cost of the hearing room shall be shared equally by the parties. Nothing in this Article shall preclude the parties from agreeing to the appointment of a permanent Arbitrator(s) during the term of this Agreement or to use the expedited arbitration procedures of the American Arbitration Association.

If either party desires a verbatim record of the proceedings, it may cause such to be made, providing it pays for the record and makes a copy available without charge to the Arbitrator. If the other party desires a copy, it shall equally pay for the expense of such.

The Arbitrator shall render his/her decision in writing to the parties within thirty (30) calendar days following the close of the arbitration hearing or the submission date of briefs, whichever is later. The Arbitrator shall support his/her findings with a written opinion. The decision and opinion shall be based solely on and directed to the issue presented. The award shall clearly direct the parties as to what action(s) must be taken in order to comply with the award.

The decision and award of the arbitration shall be final and binding to the Union, employee(s) and Employer. Such decision shall be within the scope and terms of this Agreement but shall not change any of its terms or conditions.

SECTION 8.4: GRIEVANCE FORMS

The written grievance required under this Article shall be on a form which shall be provided by the Union. It shall contain a statement of the Grievant's complaint, the section(s) of this Agreement that have been allegedly violated, the date of the alleged violations and the relief being sought. The form shall be signed and dated by the Grievant and/or his/her representative. An improper grievance form, date, section citation or other procedural error shall not be grounds for denial of the grievance

SECTION 8.5: SETTLEMENTS AND TIME LIMITS

Any grievance not appealed to the next succeeding step in writing and within the appropriate number of work days of the Employer's last answer, or the date the Employer's answer was due, will be considered settled on the basis of the employer's last answer and shall not be eligible for further appeal, except that the parties may, in any individual case (except discharge cases), extend this limit by unilateral written notice.

SECTION 8.6: UNION STEWARDS

One (1) duly authorized bargaining unit representatives shall be designated by the Union in each department as the Steward. One (1) duly authorized bargaining unit representatives shall be designated by the Union in each department as the Alternate Steward. The Union will provide written notice to the Employer to identify the Stewards.

ARTICLE IX

HOLIDAYS

SECTION 9.1: GENERAL INFORMATION

Holidays are the following:

New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Christmas Eve Day, Christmas Day

If the Employer declares any additional dates as observed holidays, such date(s) shall be considered holiday(s) for all bargaining unit employees. Moreover, on days when other Employer employees are allowed to go home early with pay, bargaining unit employees who are not given the time off shall be compensated with pay or receive compensatory time for the equivalent amount of hours as what was offered to other employees at overtime rate or compensatory time. For example, if office employees are allowed to leave 2 hours early, bargaining unit members shall be offered the choice of going home early that day or 2 hours of compensation at overtime rate (i.e. 3 hours), or 2 hours of compensatory time at overtime rate (i.e. 2 hours). For purposes of interpreting the preceding sentence, "go home early" shall not

include telecommuting or working from home.

SECTION 9.2: SPECIFIC APPLICATIONS

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

SECTION 9.3: HOLIDAY PAY

All employees shall receive eight (8) hours pay for each holiday. A bargaining unit employee shall be paid at twice his/her regular hourly rate of pay for all hours actually worked on designated holidays, with a guaranteed minimum of four (4) hours should an employee be called out on a holiday. For example, if the employee starts an eight-hour shift at 7:00pm on Labor Day, the shift shall be paid at five hours at 2x pay and three hours at 1.5x pay. For example, if the employee starts a three hour shift at 10:00pm on Labor Day, the employee shall receive four hours at 2x pay. For example, if the employee starts a two hour shift at 11:30pm the day before Labor Day, 0.5 hours shall be paid at 1.5x pay and 1.5 hours shall be paid at 2x pay.

SECTION 9.4: FLOATING HOLIDAYS

All employees shall be entitled to two (2) floating holidays to be used in each calendar year. Employees will not receive additional compensation for the floating holidays (i.e. no payout upon termination) and these floating holidays are the only floating holidays that employees are entitled to. Where practicable, employees shall notify the Employer of his/her intent to use a personal day within forty eight (48) hours in advance of the personal day.

ARTICLE X

VACATION

SECTION 10.1: VACATION ACCRUAL/USAGE

Bargaining unit employees shall be entitled to paid vacation days in accordance with the following schedule:

Service Time	Vacation Available
Six-months through one year	40 hours
Beginning of one year through two years	40 hours
Beginning of two years through five years	80 hours (per year)
Beginning of Six (6) years through ten (10) years	120 hours (per year)
Beginning of Eleven (11 years through fifteen (15) years	160 hours (per year)
Beginning of Sixteen (16) years and beyond	200 hours (per year)

SECTION 10.2: VACATION SCHEDULING

Vacations shall be scheduled in advance, subject to approval by the Department head or his designee. In order to enable an employee to comply with this requirement, an employee may submit a request to schedule vacation time before such time is actually earned, but in no event shall an employee utilize vacation allowance before it is earned. Beginning November 30th thru December 31st of the previous year, employees may begin scheduling vacations based on seniority basis in each department. The directors will approve those vacations within seven (7) days.

After January 1st each year, vacations shall be scheduled on a first come basis. Requests to schedule 4 days or more of vacation shall be made at least seven (7) calendar days in advance. Requests to schedule less than 4 days must be made at least three days in advance. Any request for time off may be approved past the deadlines, at the discretion of the City Administrator or his designee.

SECTION 10.3: VACATION USAGE

(A) A vacation day shall not be charged should a Holiday fall during an employee's scheduled vacation period.
(B) New employees shall be eligible for vacation usage as defined within Section 10.1
(C) An employee is permitted to carryover vacation from one year to the next year, but not beyond forty (40) hours and not beyond one year.
(D) Vacation time may be used in increments of one-half shift or more.

SECTION 10.4: ACCUMULATED VACATION AT SEPARATION

(A) Upon separation, an employee shall be paid for all unused, accrued and pro-rated vacation time based on the employee's current rate of pay.
(B) In the event of the employee's death, compensation for all unused vacation allowances shall be paid to his/her beneficiary.

ARTICLE XI

SICK LEAVE

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees to work while sick. Sick leave as contained herein-may be taken by an employee who is unable to work by reason of a non-duty related illness, injury or disability. Employees may use sick leave to care for a child or spouse who is ill. Employees shall accrue sick leave at the rate of twelve (12) days per year, one day per month. Sick leave will have a maximum accumulation of 120 days (960 hours).

SECTION 11.2: SICK LEAVE UTILIZATION

Sick leave may be utilized only for the purposes specified in Section 11.1. Employees

utilizing paid sick leave hours shall be compensated for them according to their normal rate of pay. Employees will use accrued sick leave in reverse accrual order. Thus, when an employee uses a sick leave hour, the last sick leave hour earned is removed from his accumulated sick leave. Abuse of sick leave shall be considered grounds for disciplinary action. Management may ask the bargaining unit employee to produce documentation proving that they have been seen by a health care professional at a clinic, doctor's office, hospital or other accredited medical facility after 3 consecutive sick days have been used or there is suspicion of abuse of sick time.

Absent employees who have exhausted their accumulated sick leave shall not be compensated for further absences unless approved by the City Council.

SECTION 11.3: UNUSED SICK LEAVE

(a) May 15 of each year, an employee who has used less than the sick leave he has accumulated in the immediately preceding fiscal year (May 1 through April 30) will be asked if he wishes to sell back the accrued sick leave earned in that fiscal year at a rate equivalent to fifty (50%) percent of his regular rate of pay for each sick leave hour sold back. Sick leave hours accumulated in previous fiscal years are not eligible to be sold back. The number of sick leave hours for which an employee elects cash compensation shall be deducted from such employee's accumulated sick leave. Employees electing to sell back their sick leave will be paid for them by June 15.

(b) An employee who has at least twenty (20) years of service who elects normal retirement shall be paid for unused sick leave at the rate of fifty percent (50%) of his/her regular daily rate of pay in effect on his last day of active work for the City for all accrued and unused sick leave accumulated.

For example, an employee retiring with ninety-six (96) hours of accumulated but unused sick leave hours will be paid the equivalent of forty-eight hours of pay at the employee's regular daily rate of pay.

SECTION 11.4: PENSION BENEFIT AT RETIREMENT

At retirement, an employee's sick leave days may be credited as days worked for purposes of pension benefits, pursuant to rules of the Illinois Municipal Retirement Fund. For the purposes of this section only, employees currently have a maximum accumulation of 120 days (960 hours) sick time.

ARTICLE XII

LEAVES OF ABSENCE

SECTION 12.1: DISABILITY LEAVE

In the event of a temporary disability, an employee may apply for disability payment through the Illinois Municipal Retirement Fund (IMRF).

SECTION 12.2: DISCRETIONARY LEAVE OF ABSENCE

An employee with at least twelve (12) months seniority may petition the City Administrator_for a special leave of absence. Such leave of absence is without pay or fringe benefits. A leave may be granted for good cause.

SECTION 12.3: FUNERAL LEAVE

When death occurs in the immediate family of any bargaining unit Employee, said Employee shall be granted three (3) days off without loss of pay. Additional time needed by the Employee will be deducted from accumulated sick leave, compensatory time or vacation time, at the Employee's discretion.

For purposes of this article, "immediate family" shall include the employee's current spouse, child (natural, step and adopted), parent or step-parent, sibling or step-sibling, mother-in-law, father-in-law, grandparent or step-grandparent, and grandchildren.

When death occurs in the extended family of any bargaining unit Employee, said Employee shall be granted one (1) day off without loss of pay. Additional time needed by the Employee will be deducted from accumulated sick leave, compensatory time or vacation time, at the Employee's discretion.

For purposes of this article, "extended family" shall include the employee's niece, nephew, brother-in-law, sister-in-law, aunt, uncle or those who have achieved familial status by living in the household.

SECTION 12.4: FAMILY AND MEDICAL LEAVE

Section 12.4.1 General Statement

It is the policy of the United City of Yorkville (the "City) to provide up to twelve (12) weeks of unpaid family and medical leave during a 12-month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 as amended ("FMLA"). The 12-month period is measured using a rolling backward year as of the date of the commencement of the FMLA leave.

Section 12.4.2 Eligibility

In order to qualify to take family and medical leave under this policy, an employee must have worked for the city for at least twelve (12) months and at least 1,250 hours during the twelve (12) month period immediately before the date when the leave would begin.

Section 12.4.3 Reasons for Leave

A leave of up to twelve (12) weeks may be requested for any of the following reasons:

1. The birth of a child and to care for the newborn child within one year of birth;

2. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. To care for the employee's spouse, child, or parent who has a serious health condition;
4. A serious health condition that makes the employee unable to perform the essential functions
of his or her job.
5. Because of any "qualifying exigency" (as defined by the Secretary of Labor) arising out of the fact that an employee's spouse, child, or parent is deployed on active duty in a foreign country (or has been notified of an impending call or order to active duty) in the Armed Forces.

A leave of up to twenty-six (26) weeks may be requested to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Spouses both employed by the City who request Child Care Leave or leave to care for an ill parent may only take combined aggregate total of twelve (12) weeks during any 12-month period.

Employees will not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. Employees who misrepresent facts in order to be granted an FMLA leave will be subject to immediate termination.

Section 12.4.3.1 Serious Health Condition

For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

a. Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;

b. Absence Plus Treatment. A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two (2) or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);

c. Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;

d. Chronic Conditions Requiring Treatment. A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;

e. Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;

f. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

Section 12.4.3.2 Qualifying Exigency Leave

If you are an eligible employee (as defined above), you are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status. The leave described in this paragraph is available during a 12-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the military member is on active duty or is called to active duty status in a foreign country and the dates of the covered military member's active duty service. Eligible employees may take all twelve (12) weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave and leave for a serious health condition (as defined above).

With respect to a Qualifying Exigency Leave:

a. A "covered military member" means your spouse, son, daughter, or parent who is on active duty or called to active duty status in any foreign country in any of the Armed Forces, including a member of the National Guard or Reserves.

b. A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) prenatal care; (e) financial and legal arrangements; (f) counseling; (g) rest and recuperation; (h) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (i) additional categories that are agreed to by the employer and employee within this phrase.

c. The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy). If the exigency leave is to arrange for childcare or school activities of a military member's child, the military member must be the spouse, son, daughter or parent of the employee requesting the leave.

d. A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not included "parents in law".

e. Parental care — eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

f. Rest and Recuperation — eligible employees may take up to fifteen days to spend time with a military member on Rest and Recuperation leave, limited to the actual leave time granted to the military member and supported by the Rest and Recuperation leave orders or other appropriate documentation issued by the military setting for the dates of the leave.

Section 12.4.3.3 Military Caregiver Leave

If you have been employed by the City for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more City employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Service member, as defined below, you are entitled to a total of twenty six (26) workweeks of unpaid leave during a single 12-month period to care for the Covered Service member (including twelve (12) workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple or subsequent injuries or illnesses) up to a combined total of twenty six (26) workweeks in a twelve (12) month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to timely submit the completed paperwork provided to you and available from our Human Resources Department as a condition of receiving approved Military Caregiver Leave; except as

provided under the FMLA regulations. NOTE: the 12 month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

a. A "Covered Service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who (i) is undergoing medical treatment, recuperation, or therapy, (ii) is otherwise in outpatient status, or (iii) is otherwise on the *temporary* disability retired list, for a serious injury or illness; or is a covered veteran (discharged for other than "dishonorable" reasons) who was on active duty at some point in the five (5) year period prior to the date when the medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, National Guard or Reserves at any time during theperiod of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy, and who was discharged or released under conditions other than dishonorable).

b. "Outpatient status" means the status of a Covered Service member assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

c. "Next of kin" means the nearest blood relative of that individual (regardless of age) other than an employee's spouse, son or daughter. You are required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.

d. "Serious injury or illness" for a Current Service Member means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the Service member's active duty and was aggravated by service in the line of duty) that (i) may render the Service member medically unfit to perform the duties of the member's office, grade, rank or rating, or (ii) in the case of a veteran Service member, that manifests itself before or after the member became a veteran.

e. Any request under the Service member Family Leave provision(s) due to a serious injury or illness of a Current Service member must be supported by certification issued by the applicable health care provider or the Department of Defense. You are required to submit this information on the forms provided to you and available from the Human Resources Manager or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense.

Section 12.4.4 GINA Rights

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the

individual, except as specifically allowed by this law. To comply with this law, the City asks that employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

There is an exemption to GINA's limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member's serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

Section 12.4.5 Leave is Unpaid

FMLA leave is generally unpaid leave. If an employee requests FMLA time off, any accrued paid vacation and personal time must first be substituted and used for unpaid FMLA leave. If an employee requests Employee Medical Leave, any accrued paid vacation, personal and applicable sick leave must first be substituted and used for any unpaid FMLA leave. The substitution of paid leave time for unpaid leave time or use of short-term disability does not extend the 12-week leave period. Employee otherwise unpaid Medical Leave will also run concurrently with leave taken under the City's disability leave policy and workers' compensation leave, if taken for an FMLA qualifying serious health condition.

If an employee takes vacation time/sick leave using salary continuation for a condition that constitutes or progresses into a serious health condition, the City may designate all or some portion of such leave as under this policy, to the extent that the paid leave meets the necessary qualifications.

Section 12.4.6 Notice of Leave

If an employee's need for FMLA leave is foreseeable, the employee must give the City at least thirty (30) days prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, the employee is expected to notify the City as soon as practicable, generally within one to two business days of learning of the employee's need for leave. A request must be made in writing on the City's forms (Appendix K), available in personnel.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which the City has previously granted you FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work.* It is not sufficient to simply "call in sick" without providing additional information which would provide the City with reasonable cause to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this

policy, you shall provide such notice to the City consistent with the City's established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Service member, in which case your leave can last for up to twenty-six (26) workweeks in a single twelve (12) month period (unless legally required otherwise).

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

Section 12.4.7 Medical Certification

If an employee is requesting Employee Medical or Family Medical Leave the employee and the relevant health care provider must supply appropriate medical certification. The City will supply all employees with medical certification forms. The medical certification must be provided within fifteen (15) days after it is requested, or as soon as reasonable under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. In its discretion and at its own expense, the City may require a second medical opinion, and if the first and second opinions differ, a third medical opinion. The third opinion will be provided by a health care provider approved jointly by the employee and the City and will be binding. The City may also require recertification periodically during a leave, and employees will be required to present a fitness-for-duty certificate upon return to work following an employee medical leave.

Section 12.4.8 Medical and Other Benefits

During an FMLA leave, the City will maintain the employee's health benefits on the same conditions as if the employee had continued working. If paid leave is substituted for unpaid FMLA leave, the City will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the FMLA leave is unpaid, the employee must make arrangements with the

City to pay his/her portion of the premium. Group health care coverage will cease if the employee's premium payment is more than thirty (30) days late, but the employee will be notified at least fifteen (15) days before coverage lapses. Additionally, if the employee fails to return from leave, the City will require repayment of any premium that was paid for maintaining the health coverage for the employee, unless the employee does not return because of a continuing or recurring serious health condition of either the employee or a covered member, or because of other circumstances beyond the employee's control.
Employees are not entitled to other benefits or seniority accrual during the FMLA leave.

Any changes in benefit plan provisions and costs may apply to individuals on FMLA leave the same as if they were actively employed, according to the terms of the applicable plan.

Section 12.4.9 Returning from Leave

Employees who return to work from FMLA within or on the business day following expiration of the twelve (12) weeks are entitled to return to his or her same position or to an equivalent position with equal benefits, pay or other terms and conditions of employment. The City may choose to exempt certain highly compensated ("key") employees from this requirement and not return them to the same or similar position. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is "equivalent" we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status.

If your leave was due to your own serious health condition, you will be required to provide medical certification that you are fit to resume work. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Section 12.4.10 Reporting While on Leave

The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Section 12.4.11 Intermittent and Reduced Schedule Leave

FMLA leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced work schedule (reducing the usual number of hours an employee works per work week or workday) if medically necessary. If FMLA leave is unpaid, the City will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on intermittent or reduced schedule FMLA leave, the city may temporarily transfer the employee to an available alternative position that better accommodates the employee recurring leave and which has equivalent pay and benefits.

Section 12.4.12 Policy Administration

This policy is intended to comply with and will be administered in accordance with the Family and Medical Leave Act, as amended, and any applicable regulations, definitions and law there under, as well as any state family or medical leave laws granting additional rights that are applicable to employees employed in Illinois.

Section 12.4.13 Interrelation of Leaves

Any leave taken pursuant to this policy, other City policies, a collective bargaining agreement, or law which qualifies as leave under the FMLA or any applicable state family or medical leave act, will be counted against the employee's available leave under the applicable City policies, collective bargaining, and/or law, as well as the available leave under the FMLA or applicable state law, to the extent permitted by such applicable law.

For example, the City complies with the Americans with Disabilities Act ("ADA") and any other law that allows for reasonable accommodations to disabled employees and employees who are pregnant or have a pregnancy related disability. The City may approve a reasonable request for an extension of a leave of absence beyond the amount reflected in the FMLA as a form of a reasonable accommodation in appropriate cases.

Section 12.4.14 Anti-Retaliation Provisions

Be assured that no retaliation will be taken or tolerated against any employee who exercises his/her rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact the Human Resources Manager so that the matter can be promptly investigated and remedied as appropriate

Section 12.4.15 FMLA Forms

Forms to be used in conjunction with requesting to use FMLA time are attached to this manual
as Appendix D.

Section 12.4.16 Benefits While on Leave

While on FMLA leave, an employee will continue to receive health insurance coverage on the same basis as if the employee were actively working (and provided employee pays co-premium amounts). Employees retain the seniority and paid time off benefits that were accrued prior to the start of the leave (if any are remaining) but the employee will not otherwise accrue seniority or paid time off benefits while on unpaid FMLA leave. Reinstatement upon completion of an approved FMLA leave will be handled in accordance with the law.

SECTION 12.5: JURY DUTY LEAVE

An employee whose service on a jury occurs during hours that the employee would have

been regularly scheduled to work shall receive full pay. Any payment received by the employee from the court for jury duty shall be given to the City because the employee is receiving full pay while on jury duty leave. The employee may keep any meal and travel allowances provided by the Courts for jury duty.

ARTICLE XIII

HEALTH INSURANCE

SECTION 13.1 HEALTH INSURANCE PREMIUMS AND CONTRIBUTIONS

Effective May 1, 2017, the employees hired before May 1, 2015 (tier 1 employees) shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: eight and one-half percent (8.5%) of the premium for single, single plus spouse, or single plus children under the HMO insurance policy or seven and one-half percent (7.5%) of the premium for family coverage under the HMO insurance policy or plan offered by the City. Tier 1 employees shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: nine and one-half percent (9.5%) of the premium for single, single plus spouse, or single plus children under the PPO insurance policy or nine percent (9%) for family coverage under the PPO insurance policy or plan offered by the City, depending upon the employee's coverage election. Such premium contributions shall be deducted from the employee's earnings, and are in addition to any co-pays, deductibles or out-of-pocket expenses to be paid by the employee.

Effective May 1, 2017, the employees hired on or after May 1, 2015 (tier 2 employees) shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: eleven percent (11%) of the premium for single, single plus spouse, single plus children or family coverage under the HMO insurance policy or plan offered by the City. Tier 2 employees shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: sixteen percent (16%) of the premium for single, single plus spouse, single plus children or family coverage under the PPO insurance policy or plan offered by the City, depending upon the employee's coverage election. Such premium contributions shall be deducted from the employee's earnings, and are in addition to any co-pays, deductibles or out-of-pocket expenses to be paid by the employee.

Effective May 1, 2018 through April 30, 2019, Tier I and Tier II employees shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: eleven percent (11%) for the premium for single, single plus spouse, single plus children, or family coverage under HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: sixteen percent (16%) of the premium for single, single plus spouse, single plus children, or family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election.

Effective May 1, 2019 through April 30, 2020, Tier I and Tier II employees shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: twelve percent (12%) for the premium for single, single plus spouse, single plus children, or family coverage under HMO insurance policy or plan offered by the City. The

employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: seventeen percent (17%) of the premium for single, single plus spouse, single plus children, or family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election.

Additionally, the City agrees that the actual dollar amount of the monthly employee contribution may not exceed a ten percent (10%) increase from one fiscal year to the next, except in years May 1, 2018 to April 30, 2019 and May 1, 2018 to April 30, 2020. In the years of May 1, 2018 to April 30, 2019 and May 1, 2019 to April 30, 2020, the actual employee contribution amount may exceed a 10% increase from one-year-to-the-next as a result of the agreed upon changes to the employee contribution percentages in this contract. However, in those two years, the City shall implement a pro-rata ten percent (10%) cap on Employer-observed plan design increases, to be calculated by assuming the agreed upon higher employee contributions had existed in the year prior.

This cap on the year-to-year employee contributions is understood to be floating and the base amount will be reset each year based on the actual cost of health insurance premiums and HRA plans.

SECTION 13.2: LIFE, DENTAL AND VISION COVERAGE

The City shall continue in effect the current term life ($50,000 for an eligible employee; $10,000 for spouse; $2,500 for child aged 6 months to 19 years; $1,500 for infant from birth to 6 months), dental and vision coverage's, subject to the terms and conditions of the applicable policy or plan provided by the City. Increases in the benefits of these plans for non-bargaining unit non-supervisory employees shall be offered to the bargaining unit employees on the same terms and conditions as they are offered to non-bargaining unit non-supervisory employees.

The Employer shall provide the same Disability Insurance that it provides to all other non-bargaining unit employees. The Employer shall provide, and maintain all other benefits provided at the levels and cost during the term of this agreement.

SECTION 13.3 OPT OUT INCENTIVE

Employees who are able to enroll in an alternate medical health insurance plan (through a spouse, for example) are eligible to receive a monthly stipend of $100 for single employees and $150 for families) from the City for choosing to opt-out of the City's health insurance plan. Proof of enrollment in a non-City insurance plan is required to receive compensation. A registration form is available over in Human Resources.

ARTICLE XIV

EMPLOYEE TRAINING AND EDUCATION

SECTION 14.1: TRAINING

With the understanding that the management has the discretion to decide when training is necessary and that such decisions are often influenced by budgetary considerations, all employees, within divisions and specializations, will be given equal opportunities to train in

order to advance within the City as well as to better serve the public.

SECTION 14.2: COMPENSATION

The Employer agrees to compensate all bargaining unit employees at the appropriate rate of pay for all training, schools, and courses which the Employer requires an employee to attend. When an employee is required to use his/her own automobile, mileage reimbursement for sites farther than ten (10) miles one way shall be paid at the rate set by the Illinois State Training Board. Employees shall be reimbursed for meals at the maximum rate of $50 per day. Meal receipts must be turned in to process reimbursements. In the event that an employee needs to stay overnight at such training/school session, the Employer will pay the cost of lodging in accordance with the City's employee manual.

SECTION 14.3: CDL LICENSE

The Employer shall reimburse all bargaining unit employees required to have a Commercial Driver's License the cost of said license including renewals and any endorsements the employee is required to obtain and maintain. The employer shall continue the practice of paying for employee's physical as required to maintain their CDL.

SECTION 14.4: EDUCATIONAL INCENTIVE

All requests by an employee for the enrollment to a college degree program or college coursework which must be job related must be submitted by the Department Head to the City Administrator for approval. The City recognizes four (4) levels of degree programs described as follows: (i) high school; (ii) 64 credit hours of college course work; (iii) bachelor's degree; and, (iv) master's degree. Then all courses related to the program shall be eligible for payment subject to budget approval. This provision shall be subject to change and does not entitle any employee the exclusive right to receive approval and/or be eligible for payment. Furthermore, the employee shall provide a grade or transcript to the Department Head upon the completion of each course. Any revision or change requested by the employee to the approved program must be submitted to the Department Head for approval prior to the revision or change.

The City shall pay tuition and fees only for college coursework (not travel or wages), unless otherwise approved by the Mayor and City Council.

The City may pay all expenses of an elective course. An elective course is one that may benefit the City by added knowledge, but is not directly related to City operations.

The tuition and fees only (no books or materials) of an elective or required course will be paid through direct billing from the appropriate school, or paid as a reimbursement to the employee pending the completion of a consent form for repayment and pending receipt of a the grade transcript. The employee will sign the payroll deduction form prior to the enrollment of the course stipulating to the following provisions will apply: if a grade of a C-average or better is attained upon the completion of the course the class will be considered complete and paid for by the City. If less than a C-average is attained, the employee will be required to pay back 100% of the tuition and fees to the City through a payroll deduction as stipulated within the payroll deduction sign off form or direct payment to the City. If an employee voluntarily leaves the City within two years of completing a course reimbursed under this policy, a percentage amount of reimbursed expenses must be repaid to the City according to the following schedule:

0-6 months of completion of course – 100%
7-12 months of completion of course – 75%
13-18 months of completion of course – 50%
19-24 months of completion of course – 25%

Tuition rates will be paid for at an amount not to exceed the current per-hour rate charged at the University of Illinois as is designated at the time of class approval.

ARTICLE XV

SAFETY

SECTION 15.1: COMPLIANCE WITH LAWS

In order to maintain safe working conditions, the Employer shall comply with all laws applicable to its operations concerning the safety of employees covered by this Agreement.

SECTION 15.2: UNSAFE CONDITIONS

Employees who reasonably and justifiably believe that their safety and health are in danger due to an alleged unsafe working condition, equipment or vehicle, shall immediately inform their supervisor who shall have the responsibility to determine what action, if any, should be taken, including whether or not the job assignment should be discontinued.

ARTICLE XVI

LABOR-MANAGEMENT MEETINGS

SECTION 16.1: LABOR-MANAGEMENT CONFERENCES

The Union and the Employer mutually agree that in the interest of efficient management and harmonious employee relations, meetings shall be held between Union and Employer representatives when appropriate. Such meetings shall be scheduled within one week of either party submitting an agenda to the other, or at a time mutually agreed upon by the parties, and shall be limited to:

(A) Discussion of the implementation and general administration of this Agreement;
(B) A sharing of general information of interest to the parties;
(C) The identification of possible health and safety concerns.

A Union representative and/or Union Stewards may attend these meetings. The Employer may assign appropriate management personnel to attend.

SECTION 16.2: PURPOSE

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Such meeting shall be chaired by the Employer representative and there shall be no loss of wages for attendance by Union Stewards and/or affected bargaining unit

employees. Grievances and arbitrations shall not be discussed at such meetings.

ARTICLE XVII

SUBCONTRACTING

SECTION 17.1: NO SUBCONTRACTING

There shall be no subcontracting of bargaining unit work that results in a reduction of hours worked by bargaining unit employees. The employer may subcontract specialty and emergency work in circumstances where bargaining unit members lack the necessary equipment or skills to perform the work.

SECTION 17.2: BARGAINING UNIT WORK

Subject to the limitations set forth in Sections 4.1 and 4.6 work historically performed by bargaining unit members shall continue to be performed by bargaining unit members and shall not be performed by non-bargaining unit members, including, but not limited to, management or volunteers. To the extent work has historically been performed by bargaining unit and non-bargaining unit members, the work may continue to be worked by both in the same manner.

ARTICLE XVIII

UNIFORMS AND EQUIPMENT

SECTION 18.1: UNIFORMS

The Employer shall maintain the practice of providing t-shirts, long-sleeved shirts, concrete boots (5 buckle and 2 buckle), personal protective equipment and rain gear. Upon execution of this Agreement, the City will provide each bargaining unit member with $700 in a vendor account for purposes of purchasing uniforms, winter gear and boots. New hires shall also receive $700 in a vendor account for purchase of uniforms, winter gear and boots. On May 1st of each year, the City will provide each bargaining unit employee with $500 in a vendor account for purposes of purchasing uniforms, winter gear and boots. In the event an employee is not able to purchase the necessary items from the approved vendor, the City will make arrangements to allow the employee to purchase the necessary item using a City credit card. If the employee voluntarily resigns their employment with the City within 1 month of purchasing any new wearing apparel, the employee will be responsible for the cost of said apparel or to return the apparel to the employer.

SECTION 18.2: PROTECTIVE CLOTHING

The Employer shall provide all necessary items of protective clothing and safety gear.

SECTION 18.3: PRESCRIPTION SAFETY GLASSES

Bargaining unit employees who are subject to assignments or situations necessitating protective eye glasses shall be reimbursed for purchasing prescription safety glasses as follows:

(A) Reimbursement may be made once every three years;
(B) The Employer shall reimburse fifty percent (50%) of the cost for one (1) pair of

prescription safety glasses.

(C) The Employer further agrees to replace glasses should an employee's original pair become damaged/broken on the job.

(D) If the employee voluntarily resigns their employment with the City within 1 month of purchasing new safety glasses, the employee will be responsible for the cost of those safety glasses or to return the safety glasses to the employer.

ARTICLE XIX

PERSONNEL RECORDS

SECTION 19.1: PERSONNEL RECORDS

The personnel record is available during regular business hours for an employee and/or his/her designee to review. Employees should contact the Human Resources Manager to arrange a time to review their personnel record.

SECTION 19.2: RIGHT OF INSPECTION AND COPIES

An employee will be granted the right to inspect his/her personnel and/or medical records during working time no more than two times per year. An employee may obtain a copy of his/her record upon request to the Human Resources Manager. Copies shall be provided, at no charge to the employee, within two (2) business days.

SECTION 19.3: REMOVAL OF PERFORMANCE BASED WARNINGS

All performance based warnings shall automatically be removed from an employee's file after twelve (12) months from occurrence.

ARTICLE XXI

NO STRIKE / NO LOCKOUT

SECTION 21.1: NO STRIKE

During the term of this Agreement, neither the Union nor any officers, agents or employees will engage in, induce, call, authorize, support, promote, condone or participate in any strike, work stoppage, intentional withholding of services, illegal picketing, slow-down, sit-in, or other unlawful acts or actions having the effect of exhibiting an unlawful refusal to work at any time for any reason.

SECTION 21.2: NO LOCKOUT

During the term of this Agreement, the Employer shall not lockout any bargaining unit employees.

SECTION 21.3: LEGITIMATE PICKET LINE

It shall not be a violation of this Agreement and it shall not be cause for discharge or disciplinary action in the event an employee refuses to enter upon any property involved in a legitimate labor dispute or refuses to go through or work behind any picket line, including the

picket line of the Union party to this Agreement and including picket lines at the Employer's place or places of business. Furthermore, an employee may refuse to cross any picket line when he fears that bodily harm may be done to him.

ARTICLE XXII

BARGAINING RIGHTS

SECTION 22.1: UNION RIGHTS

The Union and all bargaining unit members shall maintain all rights protected under law. This shall include the right to bargain collectively with regard to Employer policy matters directly affecting wages, hours and terms and conditions of employment.

SECTION 22.2: MANAGEMENT RIGHTS

Subject to the express provisions of the agreement, the Employer retains all its traditional rights through its City Administrator and his/her agents and designees to manage and direct the affairs of the Employer in all of their various aspects and to manage and direct employees, including the following: to determine the mission of the Employer and its various departments; to determine the number and location of facilities and offices as well as the staffing and equipment for such offices and facilities; to determine whether and to what extent it will contract or subcontract for the provision of any services and upon what terms and conditions such contracts will be entered into; to plan, direct, control and determine all the operations and services of the Employer and its various departments; to supervise and direct the working forces; to hire, assign, transfer and promote employees; to establish the qualifications of employment, and to determine the number of employees; to schedule and assign work; to establish and or modify performance standards and objectives from time to time; to assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services shall be provided or subcontracted; to reasonably make, alter and enforce various rules, regulations, safety rules, orders procedures and policies; to evaluate employees; to discipline, suspend, demote and discharge employees for just cause (including probationary employees without just cause); to alter, change, modify, substitute or eliminate existing methods, equipment, uniforms or facilities; to layoff employees when necessary when determined by the Employer; to reasonably establish dress and appearance standards; to determine and establish, change, combine or abolish positions and job classifications pursuant to this Agreement; and to determine the duties, responsibilities, and work assignments of any position or job classification; provided, that the exercise of such management rights listed above by the Employer shall not conflict with the express provisions of this Agreement. The Employer expressly reserves the right under this agreement to exercise all management rights set forth in Section 4 of the Illinois Public Labor Relations Act. In addition, the Employer may establish all requirements, rules, policies and procedures and orientation for newly hired employees during their probationary period, so long as such requirements, rules, policies and procedures and orientation do not conflict with the express provisions of this Agreement.

ARTICLE XXIII

WAGES

Base wage rates for positions covered by the Agreement are set forth in Appendix A.

Effective May 1, 2017, base wage rates are determined by the employee slot-in set forth in Appendix B. After the initial slot-in, each employee shall receive a step increase on his anniversary date. All wage increases are retroactive on all hours paid from May 1, 2017 through the date of execution of this Agreement.

Effective May 1, 2018, each employee shall receive a 2% increase as set forth in Appendix A, followed by a step increase on his anniversary date.

Effective May 1, 2019, each employee shall receive a 2.5% increase as set forth in Appendix A, followed by a step increase on his anniversary date.

A longevity stipend will be made to all full-time employees based on the following schedule. This stipend is added to the employee's annual salary.

After 6 years, but less than 9 years	$ 750
After 9 years, but less than 14 years	$1000
After 14 years, but less than 20 years	$1250
After 20 years, but less than 25 years	$1500
After 25 years	$2000

Any questions the Employer has regarding an employee's time sheet shall be brought to the employee's attention before the Employer issues the paycheck.

ARTICLE XXIV

DRUG AND ALCOHOL POLICY

All bargaining unit employees required to have a Commercial Driver's License are subject to drug and alcohol testing under the Department of Transportation Federal Regulations 49 CFR Part 40 Section 382 as set forth in Appendix C, attached hereto and made a part hereof. Said regulations are subject to change from time to time.

ARTICLE XXV

FILLING OF VACANCIES/PROMOTIONS

SECTION 25.1: POSTING

Whenever the Employer determines there is a vacancy in an existing job classification or that a new position within the bargaining unit job has been created, a notice of such vacancy shall be posted on all bulletin boards for ten (10) working days. During this period, employees who wish to apply for such vacancy, including employees on layoff, may do so.

SECTION 25.2: PROMOTIONS

Nothing in this CBA shall interfere with or limit the Employer's ability to promote an employee to a higher classification. In the event an employee in the Maintenance Worker I

classification has not been promoted after Step 11, he shall automatically move to the Maintenance Worker 2 classification upon completion of Step 11 unless Employer notifies them in advance of the performance or qualification reasons why they will not be promoted. In the event the Employer notifies the employee of their non-promotion from MWI to MWII, the Employer and Union shall meet in order to establish a performance improvement plan for said employee, should said employee so desire. For Employees promoted from MWI to MWII under this section, the employee shall be compensated as a Maintenance Worker 2 in the step closest to, but higher than, his previous Maintenance Worker 1 step. Promotions from Maintenance Worker 1 to Maintenance Worker 2 to Operator shall be discussed in Labor-Management conferences, where the parties shall discuss procedures and standards for promotions.

ARTICLE XXVI

SECONDARY EMPLOYMENT

Employees primary employment responsibilities are to the City. Secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work emergency callbacks, overtime, or different hours. Employees may hold secondary employment, including self-employment, provided such employment does not: 1) interfere with the performance of City duties; 2) present a potential conflict of interest; 3) result in outside work being performed during an employee's work shift; 4) involve the use of city equipment or supplies. Employees shall be permitted to engage in secondary employment only with the prior written approval of their Department Head. If granted permission for secondary employment an employee's Department Head may revoke the permission where it appears to the Department Head that such activity conflicts with the standards set forth above. Employees who engage in secondary employment shall notify their Department Head of the addresses and phone numbers where they can be contacted, if necessary, for their normal work schedule, of the name of their supervisor (if applicable), and of the type of work they are (or will be) performing. If secondary work activity does cause or contribute to job-related problems, the City may rescind its approval of such employment and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

ARTICLE XXVI

SAVINGS CLAUSE

If any provision of this Agreement or the application of any such provision should be rendered or declared invalid by any court action, or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect and the subject matter of such invalid provision shall be open to immediate re-negotiation.

ARTICLE XXVII

MAINTENANCE OF ECONOMIC BENEFITS AND COMPLETE AGREEMENT CLAUSE

SECTION 27.1 MAINTENANCE OF ECONOMIC BENEFITS CLAUSE

All direct and substantial economic benefits which are not set forth in this Agreement and are currently in effect for bargaining unit members shall continue and remain in effect until such time as the City shall notify the Union of its intention to eliminate or change them. Upon such notification, and if requested by the Union, the City shall meet and negotiate such change before it is finally implemented by the City. If the Union becomes aware of such a change and has not received notification from the City, the Union must notify the City within fourteen (14) days of the date the Union became aware or should have reasonably become aware of such change and request negotiations or such inaction shall act as a waiver of the right to such negotiations by the Union. If no agreement is reached within thirty (30) calendar days after discussions begin, the Union shall have the right to defer the dispute over the change to arbitration as set forth in Section 14 of the Illinois Public Labor Relations Act.

SECTION 27.2 COMPLETE AGREEMENT CLAUSE

The parties agree that during the course of negotiations for this agreement they each had a full opportunity to raise and collectively bargain over all appropriate subjects of bargaining.

For the duration of this Agreement, the parties hereto waive further collective bargaining, except as provided within this agreement, on all appropriate subjects of bargaining whether or not discussed during negotiations mentioned herein; provided however, such waiver shall not prevent the parties from reaching mutual understandings as to the application or interpretation of any provisions of this Agreement.

ARTICLE XXVIII

RENEWAL

This Agreement shall be effective as of the first day of May 1, 2017 and shall remain in full force and effect until the 30th day of April of, 2020 whereupon, it shall be automatically rendered null and void. It shall be automatically renewed from year to year thereafter unless either party notifies the other in writing at least ninety (90) days prior to the anniversary date that is desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date.

IN WITNESS WHEREOF, the parties have executed this Agreement this 22 day of JANUARY ~~2017~~ 2018, in the United City of Yorkville.

INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 150,

James M. Sweeney
President/Business Manager
International Union of Operating Engineers, Local 150

Bryan P. Diemer
Attorney
International Union of Operating Engineers, Local 150

United City of Yorkville

Gary Golinski
Mayor

ATTEST:

Beth Warren
City Clerk

APPENDIX A

WAGE RATES

Maintenance Worker 1

	5/1/2017 % variable	5/1/2018 2.00%	5/1/2019 2.50%
Step 1	$ 41,500	$ 42,330	$ 43,388
Step 2	$ 42,953	$ 43,812	$ 44,907
Step 3	$ 44,456	$ 45,345	$ 46,479
Step 4	$ 46,012	$ 46,932	$ 48,105
Step 5	$ 47,622	$ 48,575	$ 49,789
Step 6	$ 49,289	$ 50,275	$ 51,532
Step 7	$ 51,014	$ 52,034	$ 53,335
Step 8	$ 52,800	$ 53,856	$ 55,202
Step 9	$ 54,648	$ 55,741	$ 57,134
Step 10	$ 56,560	$ 57,691	$ 59,134
Step 11	$ 58,540	$ 59,711	$ 61,203

Maintenance Worker 2

	5/1/2017 % variable	5/1/2018 2.00%	5/1/2019 2.50%
Step 1	$ 45,500	$ 46,410	$ 47,570
Step 2	$ 47,093	$ 48,034	$ 49,235
Step 3	$ 48,741	$ 49,716	$ 50,958
Step 4	$ 50,447	$ 51,456	$ 52,742
Step 5	$ 52,212	$ 53,257	$ 54,588
Step 6	$ 54,040	$ 55,121	$ 56,499
Step 7	$ 55,931	$ 57,050	$ 58,476
Step 8	$ 57,889	$ 59,046	$ 60,523
Step 9	$ 59,915	$ 61,113	$ 62,641
Step 10	$ 62,012	$ 63,252	$ 64,833
Step 11	$ 64,182	$ 65,466	$ 67,103

Operator

	5/1/2017 % variable	5/1/2018 2.00%	5/1/2019 2.50%
Step 1	$ 50,000	$ 51,000	$ 52,275
Step 2	$ 51,750	$ 52,785	$ 54,105
Step 3	$ 53,561	$ 54,632	$ 55,997
Step 4	$ 55,436	$ 56,545	$ 57,959
Step 5	$ 57,376	$ 58,524	$ 59,987
Step 6	$ 59,384	$ 60,572	$ 62,086
Step 7	$ 61,463	$ 62,692	$ 64,259
Step 8	$ 63,614	$ 64,886	$ 66,508
Step 9	$ 65,840	$ 67,157	$ 68,835
Step 10	$ 68,145	$ 69,508	$ 71,246
Step 11	$ 70,530	$ 71,941	$ 73,740

APPENDIX B

EMPLOYEE SLOT-IN

BAUER, JONATHAN	MW 2 (Step 1)
BEHRENS, BRETT A	Operator (Step 7)
BROWN, DAVID	MW 2 (Step 1)
COLLINS, JR, ALBERT	Operator (Step 3)
HENNE, DURKIN A	Operator (Step 6)
HERNANDEZ, ADAM	MW 2 (Step 1)
HORNER, RYAN	Operator (Step 2)
KLEEFISCH, GLENN	MW 1 (Step 1)
LAWRENTZ, KEVIN	MW 2 (Step 3)
SCODRO, PETER	MW 2 (Step 3)
SCOTT, WILLIAM B	MW 2 (Step 2)
SENG, MATT	MW 2 (Step 9)
SMITH, DOUGLAS	MW 1 (Step 1)
SOELKE, THOMAS	Operator (Step 1)
WEBER, JR, ROBERT R	MW 2 (Step 4)

APPENDIX C

DRUG AND ALCOHOL POLICY

I. PROHIBITIONS

A. Prohibited Alcohol-Related Conduct

An employee shall not engage in any form of the alcohol-related conduct listed below:

1. Using or being under the influence of alcohol on the job, while on duty or while operating a commercial motor vehicle.

2. Being in possession of alcohol while on duty or operating a commercial motor vehicle.

3. Having a prohibited breath alcohol concentration while on duty.

4. Having used alcohol during the four (4) hours before reporting for duty and/or at any time while on duty.

5. Using alcohol within eight (8) hours following an accident requiring a breath-alcohol test, or until after completion of required testing.

6. Refusing to promptly submit to a required alcohol test.

B. Prohibited Drug-Related Conduct

An employee shall not engage in any of the following activities:

1. Using any of the following controlled substances, including use or misuse of a substance prescribed to the employee for medicinal purposes under a doctor's care, unless a physician has advised the employee that it will not interfere with the employee's ability to perform his essential job functions safely (with or without a reasonable accommodation if medically necessary):

    a. Marijuana (THC metabolite)
    b. Cocaine
    c. Opiates (morphine and codeine)
    d. Phencyclidine (PCP)
    e. Amphetamines
    f. Methamphetamines
    g. MDMA Ecstasy
    h. 6-Acetylmorphine-Heroin

2. Being in possession of any unauthorized controlled substance.

3. Reporting for duty or being on duty while impaired from any prescribed therapeutic drug or controlled substance usage.

4. Refusing to submit to a required controlled substances test.

C. Reporting Requirements for Prescribed Controlled Substances

1. Any employee who takes prescribed medication and whose duties include operating a commercial motor vehicle for the Employer must inquire of and provide written documentation to his supervisor (upon request) from his/her treating physician to indicate whether the controlled substance would adversely affect or interfere with his/her ability to operate a commercial motor vehicle.

2. If the medication in use will or could reasonably be expected to adversely affect or limit the employee's ability to safely perform his job functions, the parties agree to engage in an interactive discussion to determine if a reasonable accommodation can be provided to remove the safety risk involved so that the employee may continue to work. If no reasonable accommodation is immediately identified and available, the employee may not report to work or may not remain on duty. Employees eligible for sick leave may take such period of absence as paid sick leave.

II. CATEGORIES OF TESTING

A. Post-Accident Testing

1. Conducted when a bargaining unit employee was involved in an accident in any vehicle used or operated for work purposes, and:

a. The accident involved the loss of life; or

b. The employee was issued a citation for a moving traffic violation arising from an accident that included:

(1) Injury requiring medical attention away from the scene; or

(2) One or more vehicles incur disabling damage so that it cannot be driven from the scene.

c. The driver must remain available for testing until

the specified timeframes have passed as referenced below.

2. Post-Accident Alcohol Testing

a. Whenever possible, post-accident alcohol testing shall be conducted within two (2) hours of the accident and must be completed within 8 hours.

b. If testing is not administered within two (2) hours of the accident, the Employer must prepare and maintain a record stating the reason the test was not promptly administered.

c. If testing is not administered within eight (8) hours of the accident, the Employer shall cease attempts to administer an alcohol test and document the reasons for same.

d. An employee required to be tested under this section is prohibited from consuming any alcohol for at least eight (8) hours following the accident or until after the breath alcohol test.

3. Post-Accident Drug Testing

a. Post-accident drug testing must be conducted within thirty-two (32) hours after the accident. If testing is not administered within thirty-two (32) hours of the accident, the Employer shall cease attempts to administer a drug test.

b. If testing is not administered within thirty-two (32) hours of the accident, the Employer must prepare and maintain a record stating the reason the test was not promptly administered.

B. Random Testing

Conducted throughout the year on a random, unannounced basis according to the legal requirements that apply including the following guidelines:

1. Restricted Period

a. Bargaining unit employees required to have a Commercial Driver's License (CDL) are subject to unannounced random drug testing during all periods on duty, and are subject to unannounced random alcohol testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

b. The Employer will not require employees to come in for a call-out assignment for the sole purpose of random testing, unless required by law.

2. Frequency

a. The Employer shall conduct random drug testing on at least fifty percent (50%) of the average number of bargaining unit employees required to have a CDL as of January 1 prior to the date of the requested test. The minimum annual percentage rate in succeeding years shall be determined by the rate set by the FHWA Administrator, as published in the Federal Register (pursuant to 49 CFR Part 382 (Sec. 382.305)).

b. The Employer shall conduct random alcohol testing on at least ten percent (10%) of the average number of bargaining unit employees at the start of each calendar year. The minimum annual percentage rate in succeeding years shall be determined by the rate set by the FHWA Administrator, as published in the Federal Register (pursuant to 49 CFR Part 382 (Sec. 382.305)).

3. Selection

a. The procedure used to determine which employees are subject to random drug or alcohol testing in a given year shall ensure that each bargaining unit employee who is required to have a CDL has a relatively equal chance of being selected.

b. Should disputes arise regarding the random selection process, the Human Resources Officer or other person responsible for administering the drug and alcohol policy for the Employer shall meet with a representative of Local 150 (not a bargaining unit member) and explain the methodology used.

C. Reasonable Suspicion Testing

Conducted when a trained supervisor observes behavior or appearance that is characteristic of an individual who is currently under the influence of or impaired by alcohol, impaired by drugs, or a combination of alcohol and drugs, according to the following guidelines:

1. A supervisor's determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning factors such as: the appearance, behavior, speech or body odors of the employee;

2. The Department Head or a second trained department supervisor (if someone is reasonably available) must confirm the reasonable suspicion determination;

3. The employee is entitled to Union representation before being questioned in connection with a reasonable suspicion determination, if so requested but this will not delay the employee's obligation to submit to a test when requested.

4. The supervisor(s) must complete and submit a Reasonable Cause Observation Form for any drug tests within twenty-four (24) hours of the time the employee submitted to the test.

5. A "trained supervisor" is one who has received at least two (2) hours of training in the signs of alcohol and drug use, including at least sixty (60) minutes of training on drug use and at least sixty (60) minutes of training on alcohol use.

D. Return to Duty Testing

1. After engaging in prohibited alcohol conduct, an employee may not return to duty requiring the performance of a safety sensitive function until s/he takes a return to duty breath alcohol test with a result indicating an alcohol concentration of less than 0.02.

2. After engaging in prohibited controlled substances conduct, an employee may not return to duty requiring the performance of a safety sensitive function until s/he takes a return to duty urine drug test with a verified negative result for controlled substances use.

E. Follow-Up Testing

1. Upon returning, the employee is subject to at least six (6) unannounced follow-up tests during the first twelve (12) months after s/he returns to duty requiring a CDL.

2. If a Substance Abuse Professional selected by the Employer (defined below) determines that follow-up testing is no longer necessary, it may be terminated after the first six (6) follow-up tests.

3. Substance Abuse Professional

The Substance Abuse Professional shall be a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge

of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

III. TESTING PROCEDURES

A. Drug Testing Procedures

The collector/collection process, drugs tested, including testing levels and DHHS laboratory analysis, and the Medical Review Officer process will conform in a manner promulgated under Department of Transportation Rule 49 CFR Part 40, including revisions thereto, in all aspects.

1. Collection Site/Collector

The Certified Collector must follow the procedures as outline in 49CFR Part 40, including revisions thereto. These procedures are very specific and include, but are not limited to, the following:

a. Once a drug test is announced, an employee shall go directly to the collection site.

b. Upon arrival, the employee shall verify his identity.

c. Before testing, an employee shall be shown a sealed container, which shall be unwrapped in front of him/her.

d. An employee shall be afforded a private area to provide a urine specimen. This area shall be equipped with a toilet, and shall be secured to prevent adulteration or dilution of the specimen.

e. Once an employee has provided a urine sample in the collection container, s/he shall hand it to the collection person. The collection person, in the presence of the employee, shall then pour the urine into two (2) specimen bottles. At least thirty (30) milliliters must be poured into the primary specimen bottle, and fifteen (15) milliliters into the split specimen bottle.

f. If an employee of the testing facility believes that an employee is attempting to obstruct the collection process or has submitted an altered, adulterated or substitute specimen, a second specimen will be collected under direct observation. Both specimens will be sent to the laboratory for analysis and the testing facility will notify the designated employer representative.

2. Medical Review Officer (MRO)

The Medical Review Officer is a licensed physician that has been certified as an MRO by the Department of Health and Human Services. The MRO is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program. The MRO will conduct a final review of all positive test results to assess a possible alternative medical explanation for the results. (For an in-depth explanation of the Medical Review Officer and the Verification Process, please refer to Department of Transportation 49 CFR Subpart G Part 20.121.)

3. Laboratory Analysis

   a. Analysis of the urine specimen shall be performed at a laboratory certified and monitored by the Department of Health and Human Services (DHHS).

   b. When directed in writing by the MRO that an employee has requested analysis of the split specimen, the laboratory shall forward the split specimen to another DHHS-certified laboratory for testing.

4. Primary Specimen Test Results

   a. Negative Test Results

   Once the MRO has reviewed the laboratory results and determines the primary specimen to be negative, the negative result will be promptly reported to the designated employer representative.

   b. Positive Test Results

      1) Drug test results reported positive by the laboratory shall not be deemed positive or disseminated to the Employer until they are reviewed by the MRO.

      2) If the result of the test of the primary specimen is positive, the MRO shall contact the employee and give the employee an opportunity to establish an alternative medical explanation for the positive test result (if one exists).

         a) If the MRO determines that the positive result was caused by the legitimate medical use of the prohibited drug, or that the positive result was otherwise in error, the MRO shall report the drug test result as negative.

         b) If the MRO determines that there is no alternative

medical or other explanation for the positive test result, the MRO shall inform the employee that s/he has seventy-two (72) hours in which to request a confirmation test of the split specimen, and inform the Employer that the driver should be removed from service.

3) The employee shall remain out of service pending the result of the split sample analysis.

5. Confirmation/Split Specimen Test

a. If, within seventy-two (72) hours of notification of the positive result by the MRO, the employee requests that the split specimen test be conducted, the MRO shall make written notice to the primary specimen laboratory to forward the split sample to a second laboratory.

b. If the employee has not contacted the MRO within seventy-two (72) hours, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the positive test result, or other unavoidable circumstances prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within seventy-two (72) hours, the MRO shall direct that analysis of the split specimen be performed and the MRO will notify the Employer of the basis of this conclusion.

c. Waived or Positive Confirmation Test

1) If the employee waives his/her right to a confirmation/split specimen test, or if the confirmation/split specimen test is positive, the MRO shall report a verified positive test to the Employer.

2) Upon receiving the results of the positive test, the Employer shall promptly notify the employee and provide the employee the opportunity to request full information concerning the test results.

6. Inability to Provide Adequate Sample

a. Employees who are unable to provide a urine sample of forty-five

milliliters shall be offered 40 oz. of water and allowed up to 3 hours before being required to provide another urine specimen. The employee may not leave the collection facility. The above "shy bladder" procedures conform with DOT regulations 49 CFR Part 40.

b. If the employee is still unable to provide an adequate sample, testing shall be discontinued and the MRO shall refer the employee for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine.

1) The employee shall be placed out of service until this determination is made.

2) If there is no verification that inability to provide an adequate sample was genuine, the employee will be deemed to have refused to test.

B. Alcohol Testing Procedures

1. Screening Test

a. All breath alcohol testing shall be conducted through use of an Evidential Breath Testing (EBT) device, in accordance with FHA rules and requirements promulgated under the Department of Transportation 49 CFR Part 40.51.

b. Only a certified Breath Alcohol Technician (BAT), trained in accordance with the requirements promulgated under the Department of Transportation 49 CFR Part 40.51, shall conduct testing with an EBT. Supervisors of bargaining unit employees shall not serve as BATs under any circumstances.

c. Testing Site

1) Testing locations shall ensure visual and aural privacy to employees, sufficient to prevent unauthorized persons from seeing or hearing test results.

2) Before testing begins, the BAT shall explain the testing procedure to the employee and answer any questions s/he may have.

3) An individually-sealed mouthpiece shall be opened in view of the employee. The mouthpiece shall then be attached to

the EBT.

4) Once testing is complete, the BAT shall show the results to the employee.

d. Screening Test

1) If the result of the screening test is less than 0.02 percent alcohol concentration, the result is negative and no further testing shall be done.

2) If the result of the screening test is an alcohol concentration of 0.02 percent or greater, a confirmation test shall be performed.

2. Confirmation Test

a. When required, the confirmation test shall be performed not less than fifteen (15) minutes nor greater than twenty (20) minutes after completion of the screening test.

b. Employees with a breath alcohol concentration between 0.02 and 0.04 may not perform or continue to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, not less than twenty-four (24) hours following administration of the test.

c. If the result of the confirmation test is 0.04 percent alcohol concentration or greater, the result is positive.

3. Inability to Provide an Adequate Amount of Breath

a. If an employee is unable to provide an adequate amount of breath, the Employer may direct the employee to see a licensed physician.

b. The employee may not perform safety sensitive functions until s/he is evaluated, provided the evaluation takes place within two (2) hours.

c. The physician shall examine the employee to determine whether the employee's inability could have been caused by a medical condition and/or whether a reasonable accommodation is available to assist the employee in the process.

d. If the physician determines, in his or her reasonable medical judgment, that a medical condition has, or with a high degree of

probability, could have, precluded the employee from providing an adequate amount of breath, the employee shall not be deemed to have refused to take the test.

e. If the physician is unable to make this determination, the employee shall be deemed to have refused to take the test.

f. The Employer shall pay any medical fees assessed for the examination.

IV. CONSEQUENCES OF POSITIVE TEST RESULTS

A. Confirmed Breath Alcohol Test Result Between 0.02 and 0.04

An employee with a breath alcohol concentration result between 0.02 and 0.04 shall be removed from duty without pay for twenty-four (24) hours or a retest below 0.02.

B. Confirmed Breath Alcohol Test Result of 0.04 or More or Other Prohibited Alcohol Conduct

1. An employee with a breath alcohol concentration result of 0.04 or more, or who has otherwise violated the alcohol conduct rules set forth above, shall be immediately removed from duty.

2. The employee cannot resume the performance of safety sensitive functions until s/he:

a. Is evaluated by a Substance Abuse Professional (SAP); and

b. Complies with and completes any treatment program recommended by the SAP; and

c. Completes the return to duty testing requirements set forth above with a breath alcohol content of less than 0.02.

C. Confirmed Positive Urine Drug Test

1. An employee who tests positive for any of the prohibited controlled substances, or who has otherwise violated the substance abuse rules set forth above, shall be immediately removed from duty.

2. The employee cannot resume the performance of safety sensitive functions until s/he:

a. Is evaluated by a Substance Abuse Professional (SAP); and

b. Complies with and completes any treatment program recommended by the SAP; and

c. Completes the return to duty testing requirements set forth above with a negative result.

D. Discipline

Any discipline imposed upon employees shall be subject to the Disciplinary and Grievance Procedure provisions of the Collective Bargaining Agreement.

E. Refusal to Test

Any employee who refuses (or unreasonably delays) to undergo required testing, as set forth in this policy, shall be considered as having tested positive and shall be immediately removed from duty. However, if it is subsequently determined that the order to submit to testing was in violation of this policy, the employee will be made whole for any economic loss incurred during his/her time off as determined by the Employer or as set forth in an award by a neutral arbitrator (when applicable).

V. CONFIDENTIALITY OF RECORDS

All drug and alcohol test results and records shall be maintained under strict confidentiality. Supervision shall not be entitled to copies of test results although supervision may be informed on a need to know basis of the results of such tests.

A. Employee Entitled to Information

Upon written request, the employee shall be promptly furnished with copies of any and all records pertaining to his/her use of alcohol and/or drugs, including any records pertaining to conducted tests. The employee's access to the records shall not be contingent upon payment for the records.

B. Conditions Under Which the Employer Must Release Records

1. To the employee, upon written request.

2. When requested by federal or state agencies with jurisdiction, when license or certification actions may be required and/or when otherwise required by law for similar purposes.

3. To a subsequent employer pursuant to written consent of the former employee.

4. To the decision maker in a grievance, arbitration, litigation, or

administrative proceeding arising from a positive test result or employee initiated action.

VI. EMPLOYEE ASSISTANCE PROGRAM

A. Voluntary Referral

1. Before Testing

   a. Any bargaining unit employee who voluntarily refers himself or herself to the City's Employee Assistance Program (EAP) before being ordered to submit to a random, reasonable suspicion, post-accident or return to duty drug or alcohol test shall not be subject to discipline for that decision.

   b. Any bargaining unit employee who has voluntarily referred himself or herself to the EAP shall be subject to the same testing procedures as an employee who has tested positive for drug or alcohol use.

   c. The employee shall be returned to regular work duties only on the recommendation of the EAP counselor and successful completion of a return to duty medical exam.

2. At Time of Testing

If a bargaining unit employee voluntarily refers himself or herself to the EAP upon being ordered to submit to a drug or alcohol test, the Employer shall consider such voluntary referral in mitigation of any discipline. However, an after the fact request for assistance will not limit the Employer's right to impose appropriate disciplinary action for a policy violation.

B. Confidentiality of Referral

All EAP referrals shall be kept strictly confidential with access to the information only on a need to know basis.

C. Rehabilitative Leave of Absence

1. Accrued Leaves of Absence

An employee may use any accrued leave (e.g. sick, vacation, personal, etc.) for the purpose of rehabilitation of a drug and/or alcohol problem.

2. Extended Leave of Absence

Upon an employee's request, the Employer shall, to the extent necessary for treatment and rehabilitation, and subject to the General Leave provisions of the Collective Bargaining Agreement, grant the employee an unpaid leave of absence for the period necessary to complete primary treatment of the employee's drug and/or alcohol problem. Eligible employees are also encouraged to seek time off under the City's Family and Medical Leave Act policy ("FMLA") and/or other forms of reasonable accommodation for this purpose when medically necessary.

This Policy will be construed in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act and the then applicable DOT regulations that apply for covered employees.

APPENDIX D – FMLA FORMS

NOTIFICATION TO EMPLOYER OF
NEED FOR FAMILY MEDICAL LEAVE

Return this form to Human Resources upon completion. Receipt of a Certification of Health Care Provider is required prior to approval of leave.

EMPLOYEE: _____

DEPARTMENT: _____

DATES OF LEAVE: _____ to _____
start *end*

REASON FOR LEAVE:

_____ the birth and care of the newborn child of the employee

_____ for placement with the employee of a son or daughter for adoption or foster care

_____ to care for an immediate family member (spouse, child, or parent) with a serious health condition

_____ to take medical leave when the employee is unable to work because of a serious health condition

_____ for a qualified emergency arising from a family member's active military duty

LEAVE IS EXPECTED TO BE:

_____ Continuous

_____ Intermittent: _____

_____ Reduced Schedule: _____

_____ _____
Employee Signature *Date*

Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 5/31/2018

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: _____

_____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name: _____
First Middle Last

Name of family member for whom you will provide care: _____
First Middle Last

Relationship of family member to you: _____

If family member is your son or daughter, date of birth: _____

Describe care you will provide to your family member and estimate leave needed to provide care:

_____

_____

_____

_____ _____
Employee Signature Date

CONTINUED ON NEXT PAGE

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. § 1635.3(e). Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax:(_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission: _____

   Date(s) you treated the patient for condition: _____

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ____ Yes

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ____ No ____Yes. If so, state the nature of such treatments and expected duration of treatment:

   _____

   _____

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

_____

_____

_____

_____

CONTINUED ON NEXT PAGE

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care.

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? ___No ___Yes.

   Estimate the beginning and ending dates for the period of incapacity: _____

   During this time, will the patient need care? __ No __ Yes.

   Explain the care needed by the patient and why such care is medically necessary:

   _____

   _____

   _____

   _____

   _____

5. Will the patient require follow-up treatments, including any time for recovery? ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Explain the care needed by the patient, and why such care is medically necessary: _____

   _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? __ No __ Yes.

   Estimate the hours the patient needs care on an intermittent basis, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

   Explain the care needed by the patient, and why such care is medically necessary:

   _____

   _____

   _____

   _____

CONTINUED ON NEXT PAGE

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ____No ____Yes.

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

Does the patient need care during these flare-ups? ____ No ____ Yes.

Explain the care needed by the patient, and why such care is medically necessary: _____

_____

_____

_____

_____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____

_____

_____

_____

_____

_____

_____ _____

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.
DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003
Expires: 5/31/2018

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

_____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____)_____ Fax:(_____)_____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Mark below as applicable:
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission:

   _____

   Date(s) you treated the patient for condition:

   _____

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___ Yes.

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ____No ____Yes. If so, state the nature of such treatments and expected duration of treatment:

   _____

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

   Is the employee unable to perform any of his/her job functions due to the condition: ____ No ____ Yes.

   If so, identify the job functions the employee is unable to perform:

   _____

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   _____

   _____

   _____

   _____

   _____

   _____

   _____

CONTINUED ON NEXT PAGE

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___No ___Yes.

   If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ___No ___Yes.

   If so, are the treatments or the reduced number of hours of work medically necessary? ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Estimate the part-time or reduced work schedule the employee needs, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ____No ____Yes.

   Is it medically necessary for the employee to be absent from work during the flare-ups? ____ No ____Yes. If so, explain:

   _____

   _____

   Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____

_____

_____

_____

_____

_____

CONTINUED ON NEXT PAGE

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**

APPENDIX E - SNOW PLAN

SNOW PLAN

A-List

Foreman #1	Supervisor
Foreman #2	Route #
Bargaining Unit Member #1	Route #
Bargaining Unit Member #2	Route #
Bargaining Unit Member #3	Route #
Bargaining Unit Member #4	Route #
Bargaining Unit Member #5	Route #
Bargaining Unit Member #6	Route #
Bargaining Unit Member #7	Route #
Bargaining Unit Member #8	Route #
Bargaining Unit Member #B-List fill-in	Route #

B-List

Foreman #3	Supervisor
Foreman #4	Route #
Bargaining Unit Member #9	Route #
Bargaining Unit Member #10	Route #
Bargaining Unit Member #11	Route #
Bargaining Unit Member #12	Route #
Bargaining Unit Member #13	Route #
Bargaining Unit Member #14	Route #
Bargaining Unit Member #15	Route #
Bargaining Unit Member #16	Route #
Bargaining Unit Member #A-List fill-in	Route #

Illinois FOP Labor Council Representing Yorkville Sergeants

And

The United City of Yorkville

Collective Bargaining Agreement

05-01-2015 through 04-30-2020

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AGREEMENT between the UNITED CITY OF YORKVILLE, ILLINOIS (hereinafter called the "City") and ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL/YORKVILLE SERGEANT UNIT (hereinafter called the "Council").

ARTICLE 1 - RECOGNITION

The City recognizes the Council as the sole and exclusive collective bargaining representative for the purpose of establishing wages, hours of work and other conditions of employment for all full-time sworn officers employed by the City of Yorkville Police Department in the rank of Sergeant but excluding all other employees employed by the City of Yorkville.

ARTICLE 2 - COUNCIL SECURITY

Section 2.1 Dues Check Off

The City will deduct from the first paycheck each month the uniform, regular monthly Council dues for each employee in the bargaining unit who has filed with the City a voluntary dues check off authorization. The form of check off shall be as set forth in Appendix A attached hereto. If a conflict exists between the check off form and this Article, the terms of this Article control. Dues shall be remitted to the Council by the 15th day of the month following deduction.

Section 2.2 Fair Share

Any employee hired after the effective date of this Agreement who chooses not to be a member of the Council shall, as a condition of employment, be required to pay a fair share (not to exceed the amount of the Council dues) of the cost of the collective bargaining process and contract administration. The City shall deduct fair share amounts from employees' paychecks as required by this Article to the extent permitted by law and remit said amounts to the Council by the 15th day of the month following deduction.

In the event that any employee covered hereby is precluded from making a fair share involuntary contribution as required by this Section on account of bona fide religious tenets or teachings of a church or religious body of which that employee is a member, that employee shall have the right to refuse to allow said involuntary deduction, provided, however, that said right to refuse shall continue only so long as the employee makes contributions at least equal in amount to the fair share fee amount to a nonreligious charitable organization mutually agreed upon by the employee so refusing and the Council.

Section 2.3 Council Indemnification

The Council shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that shall arise out of or by reason of action taken or not taken by the City in complying with the provisions of this Article. If an improper deduction is made, the Council shall refund directly to the employee any such amount.

ARTICLE 3 - GRIEVANCE PROCEDURE

Section 3.1 Definition

A "grievance" is defined as a difference of opinion raised by an employee or the Council against the City involving the interpretation or application of, or compliance with, the provisions of this Agreement, except disciplinary suspensions and terminations, at the election of the covered member, can be appealed through the Labor Agreement's Grievance Procedure or the City Board of Fire and Police Commission, but not both. The parties have negotiated an alternative procedure based upon the grievance and arbitration provisions of this Agreement, and the foregoing provisions with respect to the appeal and review of disciplinary action or discharge decisions shall be in lieu of, and shall expressly supersede and preempt, any provisions that might otherwise be the Rules and Regulations of the City's Board of Fire and Police Commissioners.

Section 3.2 Grievance Procedure

Recognizing that grievances should be raised and settled promptly, a grievance must be raised within fifteen (15) calendar days of the occurrence of the event giving rise to the grievance, or within fifteen (15) days after the Council or employee, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event first giving rise to the grievance. A grievance shall be processed as follows:

STEP 1: Verbal to immediate Supervisor. By discussion between the employee, accompanied by one Council Officer if the employee so desires, and his immediate supervisor. The immediate supervisor shall answer verbally within seven (7) calendar days of this discussion.

STEP 2: Appeal to Chief. If the grievance is not settled in Step 1, the Council may, within seven (7) calendar days following receipt of the immediate supervisor's answer, or when an answer was due, file a written grievance with the Chief of Police signed by the employee and one Council Officer setting forth the nature of the grievance and the contract provision(s) involved. The grievant and a Council representative and the Chief will discuss the grievance at a mutually agreeable time. If no agreement is reached in such discussion, the Chief will give his answer in writing within seven (7) calendar days of the discussion.

Section 3.3 Arbitration

If the grievance is not settled in Step 2 and the Council wishes to appeal the grievance, the Council may refer the grievance to arbitration within thirty (30) calendar days of receipt of the Chiefs written answer.

(a) The parties shall attempt to agree upon an arbitrator after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of five *(5)* arbitrators. Each party retains the right to reject one panel in its entirety and request

that a new panel be submitted. The parties shall alternately strike names from the panel and the person remaining shall be the arbitrator.

(b) The arbitrator shall be notified of his selection and shall be requested to set a time and place for the hearing, subject to the availability of Council and City representatives.

(c) The arbitrator shall submit his decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.

(d) The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the City and the Council; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

(e) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. Any decision or award of the arbitrator shall be final and binding upon the City, the Council and the employees covered by this Agreement.

ARTICLE 4 - MANAGEMENT RIGHTS

The City retains all traditional rights to manage and direct the affairs of the City in all of its various aspects and to manage and direct its employees, including, but not limited to the following: to plan, direct, control and determine all the operations and services of the City; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to establish work standards and, from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel; to make, alter and enforce reasonable rules, regulations, orders and policies; to evaluate employees; to discipline, suspend and discharge employees for just cause (probationary employees without cause); to change or eliminate existing methods, equipment or facilities; to establish, implement and maintain an effective internal control program; to determine the overall budget; and to carry out the mission of the City provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

ARTICLE 5 - NO STRIKE-NO LOCKOUT

No employees covered by this Agreement shall engage in, induce or encourage any strike, work stoppage, slowdown, or withholding of services. The Council agrees that neither it nor any of its members or agents will call, institute, authorize, participate in, sanction, or ratify any strike, work stoppage, slowdown, or withholding of services, during the term of this Agreement.

The City will not lock out any employees during the term of this Agreement as a result of a

labor dispute with the Council, or for any cause whatsoever, it being the intent of the parties that the employees not strike or "slowdown" and that the City not lock out any employees.

ARTICLE 6- WAGES

Section 6.1 Wages Rates

During the term of this Agreement, employees shall be paid at the wage rates set forth in Appendix "B", provided that the first year increase shall be retroactive on all paid hours to May 1, 2015 for all members of the bargaining unit on the date this agreement is executed.

Section 6.2 Longevity Pay

As part of their regular compensation and in addition to the wage rates set forth in Appendix "B", employees shall receive an annual longevity pay stipend as follows:

Years of Service	Longevity Pay
After 6 years but less than 9 years	$750
After 9 years but less than 14 years	$1,000
After 14 years but less than 20 years	$1,500
After 20 years	$2,000

ARTICLE 7 - HOURS OF WORK AND OVERTIME

Section 7.1 Application of Article

This Article shall define the workweek and serve as a basis for calculating overtime payments. Nothing in this Agreement shall be construed as a guarantee of hours of work per day or per week.

Section 7.2 Normal Workdays, Workweek

The shifts, workdays and hours to which employees are assigned shall be stated on an Annual Departmental work schedule. The normal workday shall begin with a ten (10) minute roll call prior to the beginning of the work shift and shall include a paid forty-five (45) minute off-duty lunch break for each twelve (12) hours worked. Should it be necessary in the interest of efficient operations to alter shift starting or ending times or establish a different workday or workweek, the City will provide notice of such change to the individuals affected.

Section 7.3 Overtime Pay

When police officers are ordered to report for work which is in addition to the employee's normal work schedule, the employee shall be paid time and one-half the employee's regular straight-time rate for all such hours of overtime. For the purpose of

calculating overtime, all compensated hours shall be considered as hours worked. The hourly rate for overtime purposes shall be determined by dividing the annual salary by 2,080. Overtime shall be computed to the nearest one-quarter hour.

Section 7.4 Overtime Allocation

The Department will establish an overtime list based on seniority (most senior to least senior). The list will include all non-probationary employees who wish to be added to the list. The Supervisor in charge of filling the overtime shift (partial or full), will make the appropriate phone calls based on this list. The first phone call will be made to the most senior employee on the list and if that employee either does not respond or declines, the second person will be called and continue down the list until the shift is filled. If no full-time employees accept the shift, only then can the shift can be opened to either Supervisors or part-time employees.

Section 7.5 Break Periods

Employees shall receive a paid thirty (30) minute off-duty lunch period for each eight (8) hours worked and a fifteen (15) minute break during the first half of the shift and a fifteen (15) minute break during the second half of the shift. Breaks will be scheduled by the Department so as not to interfere with Department work.

If an employee is called to duty while on a lunch break, then such employee shall be entitled to his thirty (30) minute lunch period for each eight (8) hours worked off-duty lunch break later on during his shift. If the work load does not allow an officer to take a lunch break before the end of his shift, then he shall be paid for overtime for his thirty (30) minute for each 8 hours worked off-duty lunch break. Such lunch breaks shall not be unreasonably denied.

Section 7.6 Compensatory Time

Employees who are entitled to time and one-half overtime pay under this Agreement may elect compensatory time at time and one-half, in lieu of pay, to a maximum of two hundred forty (240) hours' compensatory time by giving advance notice to the Police Department.

An employee with accrued compensatory time may make advance request for time off and time off will be approved by the Police Department based upon Departmental needs. At termination, all accumulated compensatory time must be paid in full in cash.

Section 7.7 Call-Back Pay

An employee covered by this Agreement who is called back to work after having left work shall receive a minimum of two (2) hours work at time and one-half rates. A call back is defined as an assignment of work which does not immediately precede or follow an employee's regularly scheduled work hours.

Section 7.8 Off-Duty Court Time

When an employee is required to spend off-duty time in court on behalf of the City (including subpoena for deposition for work-related testimony), the employee will receive time and one- half for all hours worked, with a minimum pay guarantee of three (3) hours pay at time and one-half.

Section 7.9 Switching Days Off

Employees may request the switching days off by written notice to the Chief and the Chief will approve these requests based upon Departmental needs.

Section 7.10 Training

When the Police Department schedules an employee in writing for mandatory off-duty training, including training schools, the employee shall be paid time and one-half for all hours in excess of eighty (80) hour pay period.

Section 7.11 Work Cycle

The parties recognize that the work cycle adopted by the City for purposes of Section 7K of the FLSA is 28 days.

ARTICLE 8- VACATIONS

Section 8.1 Paid Vacations

Employees who attain the years of continuous service with the Police Department as indicated in the following table shall receive vacation with pay as follows:

Years of Service Completed	Vacation Time Credited
6 months	40 hours
1 year	40 hours
2,3,4	80 hours per year
5,6,7,8,9	120 hours per year
10,11,12,13,14	160 hours per year
15+	200 hours per year

Employees earning eighty (80) or more hours vacation may take up to forty (40) hours vacation as pay, once per year subject to the approval of the Department Head, which will not be unreasonably denied.

Section 8.2 Vacation Pay

Vacation pay shall be calculated on the basis of the employee's regular straight-time rate at

the time the vacation is taken.

Section 8.3 Vacation Scheduling

Vacations shall be scheduled on a year-round basis. The Police Chief shall schedule vacations and determine the maximum number of employees who may be on vacation at any one time, taking into account the needs of the Police Department, employee advance requests, and employee seniority (if the vacation is requested by the employee by February 28). Vacations are normally taken in one week increments, except that the Police Chief may approve taking of one week of vacation in single day increments.

Section 8.4 Vacation Carryover

An employee is permitted to carryover a maximum of 80 (eighty) hours of vacation time from one year to the next year.

Section 8.5 Termination of Employment

An employee who terminates after one full year of service shall receive pro-rated vacation pay on the basis of 1/12th for each full month worked past the employee's anniversary date.

ARTICLE 9- HOLIDAYS

Section 9.1 Holidays

The following holidays are observed under this Agreement:

New Years' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Presidents' Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve Day
Christmas Day
Martin Luther King Day

Section 9.2 Holiday Pay

Employees shall work all holidays which fall within the regular schedule, unless the employee has been granted approved time off. An employee shall receive eight (8) hours' straight time pay or compensatory time at the employee's option, for each observed holiday if the employee does not work the holiday. An employee that starts a shift on and works during the calendar days of New Year' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day shall receive the eight (8) hours straight time pay, and any hours worked during that calendar day will be paid at an 2X times pay rate. An employee that works during the calendar days of Good Friday, Presidents' Day, Veterans' Day, Day after Thanksgiving Day, Christmas Eve Day and Martin Luther King Day shall receive the eight (8) hours straight pay, and any hours worked will be paid at a regular rate.

Section 9.3 Floating Holidays

In addition to the twelve (12) holidays listed above, all employees will receive two (2) floating holidays. Police Sergeants shall not receive additional compensation for the floating holidays. Such floating holidays shall be taken as a day off upon the approval of the Chief of Police.

ARTICLE 10 - SICK LEAVE

Section 10.1 Purpose Allowance and Accumulation

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees to work while sick. Sick leave as contained herein may be taken by an employee who is unable to work by reason of a non-duty related illness, injury or disability. Employees shall accrue eight (8) sick leave hours per month to a maximum accrual of nine hundred sixty (960) hours.

Section 10.2 Medical Examination

The City may, at its discretion, require an employee to submit a medical verification of illness or other conclusive evidence of illness, and such verification normally will be required for illnesses requiring the use of more than three (3) consecutive shifts of sick leave. A medical verification is acceptable only if completed by a physician, physician's assistant or nurse practitioner.

Section 10.3 Sick Leave Utilization

Sick leave may be utilized only for the purposes specified in Section 10.1. Employees utilizing paid sick leave hours shall be compensated for them according to their normal rate of pay. Employees will use accrued sick leave in reverse accrual order. Thus, when an employee uses a sick leave hour, the last sick leave hour earned is removed from his accumulated sick leave. Abuse of sick leave shall be considered grounds for disciplinary action.

Absent employees who have exhausted their accumulated sick leave shall not be compensated for further absences unless approved by the City Council.

10.3a Sick Leave Donation Policy

In recognition of the financial hardship that an extended, catastrophic illness can cause employees, the City is willing to facilitate the voluntary donation of sick leave among employees. If an employee voluntarily requests that the City transfer a portion of that employee's accrued sick time to an employee with a catastrophic illness, the City will facilitate that transfer. Such a request may be submitted in writing to the Human Resources Manager. The name of the donor will be kept anonymous.

An employee seeking to donate sick leave will be required to retain 30 days of sick leave time, but is not otherwise limited in the amount of sick leave time the employee can donate. An employee who receives donations of sick time from other employees will only be allowed to use that sick time when the employee has otherwise exhausted all accrued time off.

Prior to approving the use of donated sick time and consistent with the City's sick leave policy, the City may require that the employee who receives donated sick time submit medical documentation supporting the continued use of sick time.

Section 10.4 Unused Sick Leave

(a) On May 15 of each year, an employee who has used less than the sick leave he has accumulated in the immediately preceding fiscal year (May 1 through April 30) will be asked if he wishes to sell back the accrued sick leave earned in that fiscal year at a rate equivalent to fifty (50%) percent of his regular rate of pay for each sick leave hour sold back. Sick leave hours accumulated in previous fiscal years are not eligible to be sold back. The number of sick leave hours for which an employee elects cash compensation shall be deducted from such employee's accumulated sick leave. Employees electing to sell back their sick leave will be paid for them by June 15.

(b) An employee who retires and who elects normal retirement at age fifty (50) or older shall be paid for unused sick leave at the rate of fifty percent (50%) of his regular daily rate of pay in effect on his last day of active work for the City for all accrued and unused sick leave accumulated.

For example, an employee retiring with ninety-six (96) hours of accumulated but unused sick leave hours will be paid the equivalent of forty-eight (48) hours of pay at the employee's regular daily rate of pay.

ARTICLE 11 - OTHER LEAVES OF ABSENCE

Section 11.1 Unpaid Discretionary Leaves

The Police Chief and the City Administrator, jointly, may grant an unpaid leave of absence to any bargaining unit employee where they determine there is good and sufficient reason. The City shall set the duration, terms and conditions of such leaves in writing.

Section 11.2 Emergency Time Off

Time away from work due to emergencies will be granted at the discretion of the Chief of Police. If granted, the Chief of Police shall set the duration, terms and conditions of such leave, including whether it is to be paid or whether it must be made up.

Section 11.3 Bereavement Pay

In the event of death of an immediate family member (mother, father, step parent, brother, sister, child, step-child, spouse, mother-in-law, father-in-law grand-parents, grand-parents in-law, step grandparent, civil union partner or in special cases as approved by the Chief of Police), an employee will be granted up to three (3) days time off with pay, providing the employee attends the funeral/memorial service. Additional time needed by the employee will be deducted from accumulated sick leave, compensatory time or vacation time, at the employee's discretion. These days are separate from floating holidays and sick hours. When death occurs in the extended family of any employee, said employee shall be granted one (1) day off without loss of pay, sick leave, compensatory time or vacation time, at the employee's discretion. For purposes of this article, "extended family" shall include the employee's niece, nephew, brother-in-law, sister-in-law, aunt, uncle, or those who have achieved familial status by living in the household.

Section 11.4 Family & Medical Leave Act of 1993

The parties agree that the Employer may adopt policies to implement the Family and Medical Leave Act of 1993, as it may be amended from time to time ("FMLA"), that are in accord with what is legally permissible under the Act.

ARTICLE 12 - OTHER BENEFITS

Section 12.1 Uniform

The City will provide uniforms to employees, and replacement uniforms as authorized by the Chief of Police. The specific uniforms will be as approved by the City and the specifics of uniform content will be set forth in Departmental policy.

Section 12.2 Drug and Alcohol Testing

The City may require employees to submit to a urinalysis test and/or other appropriate test if the City determines there is reasonable suspicion that the employee has been using alcohol and/or drugs as defined in paragraph (c) hereof. Any such tests shall be at a time and place designated by the City and shall be at the City's expense. If an employee is directed to take such a test based on reasonable suspicion, the City shall provide the employee, upon request, with a written statement of the basis for the City's reasonable suspicion within 48 hours of the request. There shall be no random testing.

(a) The City shall use only licensed clinical laboratories for such testing and shall be responsible for maintaining a proper chain of custody. The taking of urine samples shall not be witnessed unless there is reasonable suspicion to believe that the employee is tampering with the testing procedure. If the first test results in a positive finding, a confirmatory test (GC/MS or a scientifically accurate equivalent) shall be conducted. For alcohol, the test shall be deemed positive if it is .04 or above. An initial positive test

result shall not be submitted to the City unless the confirmatory test result is also positive as to the same sample. If the City, contrary to' the foregoing, receives the results of a positive first test which is not confirmed as provided above, such information shall be destroyed if received in writing. Upon request, the City shall provide an employee with a copy of any test results which the City receives with respect to such employee.

(b) A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for another confirmatory test (GC/MS or a scientifically accurate equivalent) to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense. Once the portion of the tested sample is delivered to the clinical laboratory selected by the employee, the employee shall be responsible for maintaining the proper chain of custody for said portion of the tested sample.

(c) Use of prescribed drugs at any time while employed by the City, abuse of prescribed drugs, as well as being under the influence of alcohol or the consumption of alcohol while on duty, shall be cause for discipline, including termination.

(d) The City will not take adverse employment action against an employee solely because that employee voluntarily requests treatment or counseling for an alcohol problem, unless such request follows the testing of an employee or the City otherwise determines that the employee is unfit for duty.

Section 12.3 On-the-Job Injury

Employees shall receive workmen's compensation for on-the-job injury following the State of Illinois Workman's Compensation Act.

Section 12.4 Peace Officer's Disciplinary Act

Nothing in this Agreement shall abridge an employee's rights under the Illinois Uniform Peace Officer's Disciplinary Act, which Act is incorporated by reference as if fully set forth herein.

Section 12.5 Health Maintenance Physical

Employees will be given a health maintenance physical not more frequently than every two (2) years. The costs for the medical examination shall be paid by the City. The results of the physical shall remain confidential between the employee and the physician, except that the physician will give the Chief of Police a statement on fitness for duty.

Section 12.6 On Call Sergeant

Sergeants assigned to on-call duty shall receive additional floating holidays each calendar year, on the following schedule:

January 1, 2015: two (2) additional floating holidays
May 1, 2015: one (1) additional floating holiday for the detective sergeant (total three (3)

additional floating holidays
January 1, 2016: two (2) additional floating holidays for patrol sergeants and three (3) additional floating holidays for the detective sergeant
January 1, 2017: two (2) additional floating holidays for patrol sergeants and three (3) additional floating holidays for the detective sergeant
January 1, 2018: two (2) additional floating holidays for patrol sergeants and three (3) additional floating holidays for the detective sergeant
January 1, 2019: two (2) additional floating holidays for patrol sergeants and three (3) additional floating holidays for the detective sergeant
January 1, 2020: two (2) additional floating holidays for patrol sergeants and three (3) additional floating holidays for the detective sergeant

As is the case with regular floating holidays (addressed in Section 9.3), additional floating holidays must be used during the calendar year and cannot be accumulated if not taken.

Section 12.7 Educational Assistance Program

All requests by an employee for the enrollment to a college degree program or college coursework, which must be job related, must be submitted by the Department Head to the City Administrator for approval. The City recognizes four (4) levels of degree programs, described as follows: (i) high school; (ii) 64 credit hours of college course work; (iii) Bachelor's Degree; and, (iv) Master's Degree. All courses related to the program shall be eligible for payment subject to budget approval. This provision shall be subject to change and does not entitle any employee the exclusive right to receive approval and/or be eligible for payment. Furthermore, the employee shall provide a grade or transcript to the Department Head upon the completion of each course. Any revision or change requested by the employee to the approved program must be submitted to the Department Head for approval prior to the revision or change.

Upon approval under Section "a", the City shall pay tuition and fees only for college coursework (not travel or wages), unless otherwise approved by the Mayor and City Council.

The City may pay all expenses of an elective course. An elective course is one that may benefit the City by added knowledge, but is not directly related to City operations. The tuition and fees only (no books or materials) of an elective or required course will be paid through direct billing from the appropriate school, or paid as a reimbursement to the employee pending the completion of a consent form for repayment and pending receipt of a the grade transcript.

The employee will sign the payroll deduction form prior to the enrollment of the course stipulating to the following provisions will apply: if a grade of a B-average or better is attained upon the completion of the course the class will be considered complete and paid for by the City. If less than a B-average is attained, the employee will be required to pay back 100% of the tuition and fees to the City through a payroll deduction as stipulated within the payroll deduction sign off form or direct payment to the City. If an employee voluntarily leaves the City within two

years of completing a course reimbursed under this policy, a percentage amount of reimbursed expenses must be repaid to the City according to the following schedule:

a. 00-06 months of completion of course – 100%

b. 07-12 months of completion of course – 75%

c. 13-18 months of completion of course – 50%

d. 19-24 months of completion of course – 25%

Tuition rates will be paid for at an amount not to exceed the current per-hour rate charged at the University of Illinois Urbana-Champaign as is designated at the time of class approval.

ARTICLE 13 - INSURANCE

Section 13.1 Medical Insurance

The City retains the right to change insurance carriers, benefit levels, or to self-insure as it deems appropriate. Effective May 1, 2015 through April 30, 2018, the employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: eight and one-half percent (8.5%) for the premium for single, single plus spouse, or single plus children under the HMO insurance policy or seven and one-half percent (7.5%) of the premium for family coverage under HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: nine and one-half percent (9.5%) of the premium for single, single plus spouse, or single plus children under the PPO insurance policy or nine percent (9%) for family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election. If non-represented City employees covered by the City's medical insurance plans pay less than the premium contributions specified herein, then bargaining unit employees shall likewise pay the same amount as such non-represented City employees.

Effective May 1, 2015 through April 30, 2018, employees hired on or after May 1, 2015 (Tier II employees) shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: eleven percent (11%) of the premium for single, single plus spouse, single plus children or family coverage under the HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: sixteen percent (16%) of the premium for single, single plus spouse, single plus children or family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election.

Effective May 1, 2018 through April 30, 2019, Tier I and Tier II employees shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following:

eleven percent (11%) for the premium for single, single plus spouse, single plus children, or family coverage under HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: sixteen percent (16%) of the premium for single, single plus spouse, single plus children, or family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election.

Effective May 1, 2019 and continuing, Tier I and Tier II employees shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: twelve percent (12%) for the premium for single, single plus spouse, single plus children, or family coverage under HMO insurance policy or plan offered by the City. The employee shall be required to pay a monthly contribution towards the monthly insurance premium equal to the following: seventeen percent (17%) of the premium for single, single plus spouse, single plus children, or family coverage under the PPO insurance policy or plan offered by the City, depending on the employee's coverage election. Such premium contributions shall be deducted from the employee's earnings, and are in addition to any co-pays, deductibles or out-of-pocket expenses to be paid by the employee.

Additionally, the City agrees that the actual dollar amount of the monthly employee contribution may not exceed a ten percent (10%) increase from one fiscal year to the next, except in years May 1, 2018 to April 30, 2019 and May 1, 2019 to April 30, 2020. In the years of May 1, 2018 to April 30, 2019 and May 1, 2019 to April 30, 2020, the actual employee contribution amount may exceed a 10% increase from one-year-to-the-next as a result of the agreed upon changes to the employee contribution percentages in this contract. However, in those two years, the City shall implement a pro-rata ten percent (10%) cap on Employer-observed plan design increases, to be calculated by assuming the agreed upon higher employee contributions had existed in the year prior.

This cap on the year-to-year employee contributions is understood to be floating and the base amount will be reset each year based on the actual cost of health insurance premiums and HRA plans.

Section 13.2 Life, Dental and Vision Coverage

The City shall continue in effect the current term life ($50,000 for an eligible employee; $10,000 for spouse; $2,500 for child aged 6 months to 19 years; $1,500 for infant from birth to 6 months), dental and vision coverage, subject to the terms and conditions of the applicable policy or plan provided by the City. Increases in the benefits of these plans for non-bargaining unit non-supervisory employees shall be offered to the bargaining unit employees on the same terms and conditions as they are offered to non-bargaining unit non-supervisory employees.

Section 13.3 Opt-Out Incentive

Employees who are able to enroll in an alternate medical health insurance plan (through a spouse, for example) are eligible to receive a monthly stipend of ($100 for single employees and $150 for families) from the City for choosing to opt-out of the City's health insurance plan. Proof of enrollment in a non-City insurance plan is required to receive compensation. A registration form is available over in Human Resources.

ARTICLE 14 - SENIORITY, LAYOFF AND RECALL

Section 14.1 Definition of Seniority

Seniority shall be based on the promotion date of time from the last date of beginning continuous full-time employment as a sworn Sergeant in the Police Department of the United City of Yorkville. Conflicts of seniority shall be determined on the basis of the order of the Sergeants on the Board of Fire and Police Commissioners promotion list, with the Sergeant higher on the list being the more senior.

Section 14.2 Seniority List

On or before May 1st of each year, the City will post a seniority list setting forth each employee's seniority date, and provide a copy of such list to a Council representative and the department head. The City shall not be responsible for any errors in the seniority list unless such errors are brought to the attention of the City in writing within thirty (30) calendar days after the list is posted.

Section 14.3 Layoff

The City, in its discretion; shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by this agreement will be laid off in accordance with their seniority as provided in Illinois Statute (65 ILCS 5/10-2.1-18). Except in an emergency, no layoff will occur without at least ninety (90) calendar days notification to the Council.

Section 14.4 Recall

Employees who are laid off shall be placed on a recall list for a period of three (3) years. Employees with recall rights shall be recalled before the hiring of new full-time police officers. If there is a recall, employees who are on the recall list shall be recalled, in the inverse order of their layoff. Employees who are eligible for recall shall be given fourteen (14) calendar days' notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Council, provided that the employee must notify the Police Chief or his designee of his intention to return to work is within three (3) days after receiving notice of recall.

The City shall be deemed to have fulfilled its obligations by mailing the recall notice by

certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Police Chief or his designee with his latest mailing address. If an employee fails to timely respond to a recall notice his name shall be removed from the recall list, unless the employee can demonstrate to the City that his inability to respond was due to unforeseen circumstances beyond his control, in which case the employee may be eligible for the next recall that may occur during the three year period following his layoff

Section 14.5 Termination of Seniority

Seniority and the employment relationship shall be terminated for all purposes if the employee:

(a) quits;

(b) is discharged for just cause (probationary employees without cause);

(c) retires or is retired;

(d) falsifies the reason for a leave of absence, or is found to be working during a leave of absence without the advance written approval of the Police Chief;

(e) fails to report to work at the conclusion of an authorized leave of absence or vacation, unless the employee can demonstrate to the City that his failure to report was due to unforeseen circumstances beyond the employee's control;

(1) is laid off for a period in excess of three (3) years;

(g) does not perform work for the City for a period in excess of twelve (12) months, provided, however, this provision shall not be applicable to approved absences due to military service, established work related injury or illness compensable under workers' compensation law, or to employees receiving a duty related disability pension; or

(h) is absent for two (2) consecutive working days without notifying the City unless the employee can demonstrate to the City that his failure to notify the City was due to unforeseen circumstances beyond the employee's control.

Nothing in this Section is intended to interfere with the statutory jurisdiction and authority of the Yorkville Board of Fire and Police Commissioners, except disciplinary suspensions and terminations, at the election of the covered member, can be appealed through the Labor Agreement's Grievance Procedure or the City Board of Fire and Police Commission, but not both.

Section 14.6 Effects of Layoff

During the term of this Agreement, if the City exercises its discretion to layoff an employee, then the employee shall be afforded an opportunity to maintain the medical insurance in effect at the time he is laid off by paying, in advance, the full applicable monthly premium for his or her individual insurance coverage. If an employee opts to maintain his or her medical insurance under this section, then such employee shall be permitted to continue the insurance coverage for a period of up to eighteen (18) months from the date of layoff, or such greater period as may be required by law. Employee rights and benefits under this section are subject to the terms and conditions of the applicable insurance policy or plan. An employee who is laid off will be paid for earned, but unused, vacation time, and any other benefit time payout required by the terms this Agreement.

ARTICLE 15 -AUTHORITY OF THE POLICE AND FIRE COMMISSION

The parties recognize that the City Board of Fire and Police Commissioners has certain statutory authority over employees covered by this Agreement, including but limited to the right to make, alter and enforce rules and regulations. Nothing in this Agreement is intended in any way to replace or diminish the authority of the Board of Fire and Police Commissioners of the United City of Yorkville, except disciplinary suspensions and terminations, at the election of the covered member, can be appealed through the Labor Agreement's Grievance Procedure or the City Board of Fire and Police Commission, but not both.

ARTICLE 16 - ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term, except as expressly stated to the contrary herein.

The City and the Council, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, including the impact of the City's exercise of its rights as set forth herein on wages, hours or terms and conditions of employment, except as expressly stated to the contrary herein.

In so agreeing, the parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Before making any changes in working conditions not contained in this Agreement which are mandatory topics of bargaining, the City shall notify the Council of its intention of the proposed change. Upon such notification, and if requested by the Council, the City shall meet with the Council and negotiate such change and its impact before it is finally implemented. Any change made without such notice shall be considered temporary pending the completion of such

negotiations.

If the Council becomes aware of such a change and has not received notification, the Council must notify the City as soon as possible and request negotiations if such negotiations are desired. The failure of the Council to request negotiations shall act as a waiver of the right to such negotiations by the Council.

ARTICLE 17- TERMINATION

Section 17.1 Term

This Agreement shall be effective upon execution 05-01-15 and shall remain in full force and effect until April 30, 2020. It shall automatically be renewed from year to year thereafter unless one party shall notify the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement. Notwithstanding any provision of this Agreement to the contrary, this Agreement shall remain in effect after the expiration date while negotiations or resolution of impasse procedures for a new agreement are continuing.

Executed this 19 day of OCTOBER, 2015.

FOR:
THE UNITED CITY OF YORKVILLE

By: Gary J. Golinski, Mayor

By: Richard Hart, Chief of Police

Date: 10/19/15

FOR:
ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL YORKVILLE SERGEANTS UNIT

Samuel J. Stroup

Sarah Klingel

Jim Presnak

Raymond Mikolasek

Andrew Jeleniewski

Keith Turney

Date: _____

APPENDIX A

Dues Authorization Form For Payroll Deduction
ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL
974 CLOCKTOWER DRIVE
SPRINGFIELD, ILLINOIS 62704

I,_____ , hereby authorize my Employer, The United City of Yorkville, to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. In addition, I authorize my Employer to deduct from wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of its certification as exclusive bargaining representative to the date this dues deduction is implemented, in such manner as it so directs.)

Date:_____ Signed:_____

Address:_____

City:_____

State:_____ZIP:_____

Telephone:_____

Employment Start Date: _____

Title: _____

- -

Employer, please remit all dues deductions to:

Illinois Fraternal Order of Police Labor Council
Attn: Accounting
974 Clock Tower Drive Springfield, Illinois 62704 (217) 698-9433

Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction.

APPENDIX B - ANNUAL SALARY

As of May 1, 2015, the top step of the patrol officer salary range is $73,561.95 per year (Bachelor's Degree, after 5 years on the job). Effective May 1, 2015 through April 30, 2017, the Sergeant's shall be compensated at a rate of 15% higher than that top patrol officer salary. Effective May 1, 2017 through April 30, 2018, the Sergeants shall be compensated at a rate 16% higher than that top patrol officer salary. Effective May 1, 2019 the Sergeants shall be compensated at a rate of 17% higher than that top patrol officer salary.

	May 1, 2015	May 1, 2016	May 1, 2017	May 1, 2018	May 1, 2019
Officer, Bachelors, After 5 years	$ 73,561.95	$ 76,136.62	$ 78,751.91	$ 81,114.47	$ 83,547.90
Multiplier	15%	15%	16%	16%	17%
Sergeant	$ 84,596.24	$ 87,557.11	$ 91,352.22	$ 94,092.79	$ 97,751.04

SIDE LETTER OF UNDERSTANDING

The Illinois FOP Labor Council and the United City of Yorkville agree that the Council waives any right to bargain over the provisions of the City's revised employee hand book, as is on final draft date, with the understanding that if any section of the handbook conflicts with the express terms of the contract, then the contract shall govern.

AGREED:

FOR:
THE UNITED CITY OF YORKVILLE

By: Gary J. Golinski, Mayor

By: Richard Hart, Chief of Police

Date: 10/19/15

FOR:
ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL/YORKVILLE SERGEANTS UNIT

Samuel J. Stroup

Sarah Klingel

Jim Presnak

Ray Mikolasek

Andrew Jeleniewski

Keith Turney

Date: _____

Memorandum of Understanding

Between

Illinois FOP Labor Council Representing Yorkville Sergeants

And

The United City of Yorkville

Reference: Collective Bargaining Agreement, 05-01-2015 through 04-30-2020

The parties agree to amend the current contractual language in Section 9.2 of the Collective Bargaining Agreement between the Illinois Fraternal Order of Police Labor Council representing Sergeants and the United City of Yorkville as follows:

Section 9.2 Holiday Pay

Employees shall work all holidays which fall within the regular schedule, unless the employee has been granted approved time off. An employee shall receive eight (8) hours' straight time pay for each observed holiday if the employee does not work the holiday. An employee that works during the calendar days of New Year' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day shall receive the eight (8) hours straight time pay, and any hours worked during that calendar day will be paid at an 2X times pay rate. An employee that works during the calendar days of Good Friday, Presidents' Day, Veterans' Day, Day after Thanksgiving Day, Christmas Eve Day and Martin Luther King Day shall receive the eight (8) hours straight pay, and any hours worked will be paid at a regular rate.

AGREED:

FOR:
THE UNITED CITY OF YORKVILLE

By: Gary J. Golinski, Mayor

By: Richard Hart, Chief of Police

Date: 6/20/16

FOR:
ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL/YORKVILLE SERGEANTS UNIT

Samuel J. Stroup

Sarah Klingel

Jim Presnak

Ray Mikolasek

Andrew Jeleniewski

Keith Turney

Date: 9/12/16 KT

Resolution No. 2018-14

A RESOLUTION OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS APPROVING A REVISED SALARY SCHEDULE AND STEP INCREASE

WHEREAS, the United City of Yorkville, Kendall County, Illinois (the "*City*") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of this State; and,

WHEREAS, the Mayor and City Council (the "*Corporate Authorities*") desire to review and update its salary schedule for non-union and exempt employees which has not been reviewed and updated since 2008; and,

WHEREAS, the Corporate Authorities have reviewed a current survey of comparable municipalities for all non-union positions and believe that salary ranges in the City should be competitive within the marketplace as well as reasonable within the current economic climate; and,

WHEREAS, in addition to establishing updated salary ranges for non-union positions, the Corporate Authorities have also reviewed a step increase to allow non-union/non-exempt employees to move one step per year based on personnel evaluations and budgetary constraints; and,

WHEREAS, after discussion and consideration of both the updated salary ranges and the step increase proposal as presented, the Corporate Authorities are prepared to take the following actions.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, as follows:

Section 1. That the Non-Union/Exempt Employees Salary Range Schedule attached hereto and made a part hereof by reference as *Exhibit* A, is hereby approved.

Section 2. That the Schedule of Step Increases for Non-Union/Non-Exempt Employees attached hereto and made a part hereof as *Exhibit B*, is hereby approved.

Section 3. That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED by the Mayor and City Council of the United City of Yorkville, Illinois, this 27th day of March, 2018.

CARLO COLOSIMO	aye	KEN KOCH	aye
JACKIE MILSCHEWSKI	aye	ARDEN JOE PLOCHER	aye
CHRIS FUNKHOUSER	aye	JOEL FRIEDERS	aye
SEAVER TARULIS	aye	ALEX HERNANDEZ	aye

APPROVED:

Mayor

Attest:

DEPUTY City Clerk

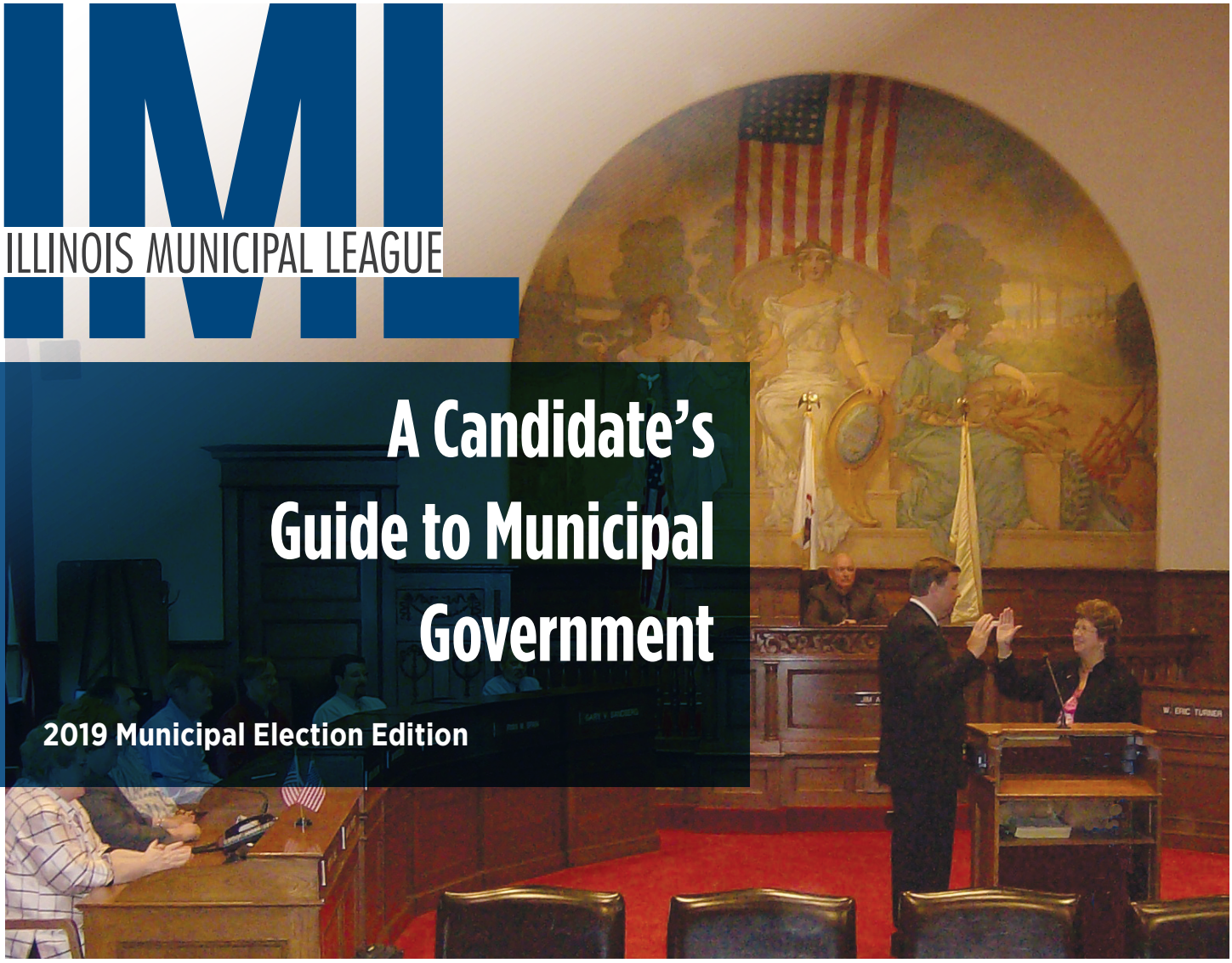
Exhibit A

Non-Union/Exempt Employees	**Min**	**Max**
Administration		
Assistant City Administrator(Exempt)	102,289	144,267
Executive Assistant/Deputy Clerk (Exempt)	49,578	66,929
Community Development		
Building Code Official (Exempt)	78,685	109,985
Community Development Director (Exempt)	101,485	143,178
Senior Planner (Exempt)	66,947	88,389
Finance		
Finance Director(Exempt)	99,278	138,588
Parks and Recreation		
Parks and Recreation Director(Exempt)	99,220	148,397
Superintendent of Parks (Exempt)	75,000	105,000
Superintendent of Recreation (Exempt)	75,000	105,000
Parks Foreman(Exempt)	67,465	95,000
Child Development Coordinator (Exempt)	34,133	44,880
Recreation Coordinator (Exempt)	38,389	57,538
Recreation Manager(Exempt)	44,356	63,396
Police Department		
Deputy Chief (Exempt)	96,756	138,037
Executive Assistant (PD) (Exempt)	50,734	68,122
Public Works		
Public Works Director (Exempt)	100,653	142,915
Sewer Foreman(Exempt)	67,465	95,000
Streets Foreman(Exempt)	67,465	95,000
Water Foreman(Exempt)	67,465	95,000

Exhibit B

Steps	1	2	3	4	5	6	7	8	9	10
Non-Union/Non-Exempt Employees										
Administration										
Administrative Assistant	44,731	46,144	47,635	49,126	50,614	52,295	53,974	56,035	57,963	60,276
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%
Administrative Secretary	44,731	46,144	47,635	49,126	50,614	52,295	53,974	56,035	57,963	60,276
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%
Office Receptionist	39,767	41,024	42,349	43,674	44,998	46,491	47,984	49,817	51,531	53,587
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%
Community Development										
Code Inspector	52,219	53,869	55,609	57,350	59,087	61,049	63,009	65,416	67,666	70,366
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%
Receptionist/Building Dept Clerk	41,983	43,310	44,709	46,108	47,505	49,082	50,658	52,593	54,402	56,573
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%
Finance										
Accounting Clerk	48,516	50,049	51,666	53,283	54,897	56,720	58,541	60,777	62,868	65,376
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%
Senior Accounting Clerk	60,376	62,284	64,296	66,308	68,317	70,585	72,851	75,634	78,236	81,358
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%
Utility Billing Clerk	46,011	47,465	48,998	50,531	52,062	53,791	55,518	57,638	59,621	62,000
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%
Police Department										
Police Records Clerk	41,467	42,777	44,159	45,541	46,921	48,479	50,035	51,946	53,733	55,877
		3.16%	3.23%	3.13%	3.03%	3.32%	3.21%	3.82%	3.44%	3.99%

ILLINOIS MUNICIPAL LEAGUE



A Candidate's Guide to Municipal Government

2019 Municipal Election Edition

Since 1913, the Illinois Municipal League (IML) has been the statewide organization representing all 1,298 municipalities in Illinois, including yours. Running for elected office is a serious undertaking and requires preparation and effort. This Candidate's Guide is intended to serve as a primer on local government for those seeking elected office. Following is information on the structure of municipal government and a summary of the functions and duties of local elected officials.

FORMS OF MUNICIPAL GOVERNMENT

Except for 14 municipalities operating under pre-1870 charters as incorporated towns, all other municipalities in Illinois are either cities or villages. Many municipalities operate under either an aldermanic-city or a trustee-village form of government. These standard forms of government are subject to simple variations, such as the number of members of a legislative body, the terms of office and minority representation. There are also three more complicated variations of municipal government. These variations are called "strong mayor" form, "manager" form and "commission" form. Each form has its own rules for the selection and type of officers, their powers and responsibilities, and the general operations of government. An overview of these forms of government is provided below.

ALDERMANIC-CITY FORM

The aldermanic-city form of municipal government is made up of two aldermen per ward elected for a four-year term. Terms are staggered so that half of the aldermen are elected every two years. The population of the city determines the number of aldermen. Under the aldermanic form of

Roles and Responsibilities of Elected Officials

A municipality functions as an organization made up of individuals with various roles and responsibilities. Below is an overview of those positions as well as their functions.

THE MAYOR OR PRESIDENT

The mayor is the chief executive officer of the city. The president is the corresponding chief executive officer of the village or town. The president, however, may alternately be referred to as the mayor. The mayor or the president performs all of the duties prescribed by law, including municipal ordinances, and is required to see that the laws and ordinances are faithfully executed. The village president has the same general supervisory powers and duties as the mayor, except where the Illinois Municipal Code specifically provides otherwise.

The mayor's term is four years unless the municipality has locally adopted a two-year term of office. The mayor is required to give the council information concerning the affairs of the city.

Under most forms of municipal government, the mayor or president is a member of the corporate authorities, but generally only presides over the council's or board's deliberations. The mayor or president casts a vote in the event of a tie or if a measure has received a favorable vote of one half of the council, and there is no tie. The mayor or president may also vote when a vote greater than a majority of the corporate authorities is required.

As chief executive officer of the city responsible for seeing that all laws and ordinances are enforced, the mayor is, in effect, the administrative superior of all officers and employees, other than the aldermen.

The Illinois Liquor Control Act makes the mayor, or his designee, the Local Liquor Control Commissioner, with power to enforce the appropriate provisions of the Act and local ordinances relating to the subject.

THE CITY COUNCIL, VILLAGE BOARD OF TRUSTEES AND CORPORATE AUTHORITIES

The legislative body of the municipality is the council or board. It is the default repository of all municipal powers that have not been specifically delegated to some other office or board of the municipality. The language of the Illinois Municipal Code is such that in most cases the powers granted under it are to be exercised by the "corporate authorities." In cities, the corporate authorities are the mayor and the aldermen. In villages, the corporate authorities are the president and board of trustees, who exercise the same powers and perform the same duties as the city council. In municipalities under the commission form, the corporate authorities consist of the mayor and four commissioners. Under the manager form, the mayor and council or president and board of trustees constitute the corporate authorities. It is important to note that sometimes statutory provisions require that actions be taken by a specific majority of the "aldermen or trustees," rather than the "corporate authorities." In those cases, the mayor or president does not vote on the matter.

THE MANAGER

Under the manager form of government, the manager is the chief administrative officer of the municipality and is therefore responsible for the efficient administration of all departments. He is vested by statute with the power and duty to enforce the laws and ordinances within the municipality. The manager is appointed and serves at the discretion of the council or board with no set term of office.

The manager appoints and removes all department directors. Appointments are to be made on the basis of merit and fitness. The manager also selects the municipal attorney. Because the manager

government, the mayor is the chief executive officer. The mayor, city clerk and city treasurer are elected to four-year terms.

TRUSTEE-VILLAGE FORM

Under the trustee-village form, the legislative body consists of six trustees, generally elected from the village at large. The number of trustees does not vary with the size of the municipality. Villages of over 25,000 population may have each of the six trustees elected by district instead of from the village. The village president and clerk are elected at large, but the village treasurer is appointed. The term of the president, trustees and clerk is four years, unless reduced to two years by referendum. As with the mayor in the aldermanic-city form, the appointments to all non-elective offices are made by the president with the advice and consent of the board of trustees.

STRONG MAYOR FORM

This form of government has an elected mayor, clerk and treasurer and, depending upon the size of the community, from eight to 20 aldermen elected from wards. The elected officials serve four-year terms. The functions of an ordinary mayor are generally merged with the powers accorded a municipal manager. The mayor is given the power, without the necessity of the advice and consent of the city council, to appoint and remove his administrative assistants, budget and finance director, heads of all departments, and all other officers of the municipality, and members of commissions, boards and agencies, except those covered by civil service. The powers of the council are purely legislative.

exercises control over all departments and divisions of the municipality, he must attend all meetings of the council or board and may take part in the discussions, but may not vote. The manager may recommend that the corporate authorities adopt such measures as he deems necessary or expedient. The manager also has those powers and duties granted in the statutes to clerks and comptrollers with respect to the preparation of a report of estimated funds necessary to defray the expense of the city or village for the fiscal year to be used by the corporate authorities in the preparation of an annual appropriation ordinance.

THE CLERK

The clerk keeps the corporate seal, which is to be provided by the corporate authorities, and all papers belonging to the municipality. The corporate authorities are free to disburse public records to other officers as efficiency and practicality require. The clerk attends all meetings of the corporate authorities, including executive sessions, and keeps a full record of their proceedings in the form of minutes. Usually the clerk, by custom or ordinance, publishes all ordinances, either in the local newspaper or in pamphlet form.

If no comptroller is elected or appointed, the clerk exercises general supervision over all officers of the municipality charged in any manner with the receipt, collection or disbursement of the municipal revenue. The clerk has custody and control of all municipal documents, books and papers the corporate authorities designate. Except under the manager form, it is also the clerk's duty to prepare an annual estimate of expenses for use in the preparation of the annual appropriation ordinance.

In many municipalities, the clerk is eligible to be the local registrar of vital statistics and, if appointed, must keep the records and make the reports to the State Registrar of Vital Records as prescribed by the statutes concerned with births.

Certain other powers and functions are delegated to the clerk by statute, including the power to administer oaths. As the local election authority, the clerk has various duties in the municipal election process.

THE TREASURER

The treasurer or an appointed finance officer is the custodian of all funds belonging to the municipality. As such, he keeps records that show a separate account for each fund or appropriation. The treasurer issues receipts for money received and files copies thereof with the clerk, as well as issuing money only on warrants or bonds duly signed by the president or mayor and clerk. The treasurer keeps separate accounts for taxes levied for a specific purpose, bond funds and special assessment funds.

The treasurer is also the custodian of the following special funds, among others, if and when they are created: the police pension fund, the firefighters' pension fund, the house of correction pension fund, and the library employees' pension fund.

The treasurer is personally liable for all funds deposited with him, regardless of whether he is negligent in handling them.

Under oath, the treasurer must make a monthly report, or issue reports more often if required by the corporate authorities, showing the state of the treasury and its remaining balance as of the date of the report.

The treasurer is prohibited from making personal use of any municipal funds in his possession.

Excerpted from IML's *Illinois Municipal Handbook,* 2018 edition. Available online at www.iml.org/publications.

MANAGER FORM

The manager form of government is available to all municipalities under 500,000 in population. The municipality may retain its governmental structure as an aldermanic-city form, trustee-village form or commission form while adopting by referendum the features of the manager form. Under this form, the power of the council or board is purely legislative, except that it is empowered to approve all expenses and liabilities of the municipality. The manager is the administrative and executive head of the government for some purposes. The manager appoints and removes all officers not required to be elected.

COMMISSION FORM

The commission form of government is limited to municipalities with a population under 200,000. This form allows voters to elect a mayor and four commissioners who serve as the council. At the first regular meeting after an election, the council designates each member to be either the commissioner of accounts and finances, public health and safety, streets and public improvements or public property. The mayor serves as commissioner of public affairs. The council may elect the clerk and treasurer, as well as all the other officers whose appointment is not delegated. Each commissioner is given executive control over administrative departments assigned to him. By referendum, the electors may provide for the election of commissioners to specific departments.

Excerpted from IML's *Illinois Municipal Handbook,* 2018 edition. Available online at www.iml.org/publications.

What is Home Rule?

The Illinois Constitution of 1970 introduced home rule status into Illinois law. In short, a community with home rule status can adopt any policy unless specifically prohibited from doing so by state law or constitutional limitations. By comparison, a non-home rule community can only adopt policies for which express authority is provided by state law. This means that non-home rule governments are "creatures of the state" and dependent on obtaining grants of authority from the General Assembly and the Governor, while home rule governments are autonomous and able to exercise governing authority independent of the General Assembly and Governor in most cases.

Home rule status is automatically conferred once a community achieves more than 25,000 residents. This automatic threshold has been in place since the ratification of the 1970 Illinois Constitution. Communities with 25,000 or fewer residents are permitted to become home rule following the passage of a referendum. Illinois presently has 215 home rule communities.

Excerpted from IML's *Home Rule vs Non-Home Rule* manual, 2014 edition. Available online at www.iml.org/publications.

A Note About Ethics

One area to become immediately familiar with are the local ordinances adopting the restrictions required by the State Officials and Employees Ethics Act. In 2003, the state of Illinois enacted legislation that regulated political activity by public officials and employees. The act also required all local governments to adopt an ordinance that included restrictions contained in the state act addressing prohibited political activities and the gift ban.

A recent change to the act came in November 2017 when Governor Bruce Rauner signed into law Public Act 100-0554, which required local governmental entities to adopt, by ordinance or resolution, a policy prohibiting sexual harassment. Although many governmental entities may have already had sexual harassment policies in place, the law sets forth new minimum standards for all policies. The Illinois Municipal League provided a model ordinance and model policy to assist members in complying with the law within the compressed timeline.

Local entities may have additional elements beyond those minimum requirements, so it is important to become familiar with all local ordinances.

Legal Services

IML attorneys are active in providing assistance to locally retained city attorneys throughout the state. With the input and assistance of the Home Rule Attorneys Committee, IML provides model ordinances, sample ordinances and model policies on a wide array of municipal issues. In addition, IML attorneys may file *amicus* briefs in support of municipalities in the appellate courts on cases with a statewide impact on member communities. IML also provides continuing legal education to municipal attorneys through two Municipal Attorneys Seminars, one each spring and another at IML's Annual Conference each fall. The seminars explore the latest developments in municipal law led by subject matter experts and leading municipal attorneys.

Illinois "Sunshine Laws"

Two important statutes govern openness in meetings and public documents that should be guiding principles of your local government service. These laws are the Open Meetings Act (5 ILCS 120/) (OMA) and Freedom of Information Act (5 ILCS 140/) (FOIA).

OPEN MEETINGS ACT

Open Meetings Act training is required once of all newly elected or appointed members of a public body covered by the act. All new officials must complete electronic training provided by the Attorney General's office within 90 days of taking office. A list of OMA designees must be submitted to the Attorney General's office. The list must name designated employees, officers or members, and those listed must take the training annually. To accomplish this, go to the Attorney General's website www.illinoisattorneygeneral.gov and click on the box "Ensuring Open and Honest Government," then register. Next you will be guided through training and questions. When you are finished, you will receive a certificate.

The Open Meetings Act (OMA) is the guiding state statute on the conduct of meetings concerning an open format, with the public being able to witness the events and discussion of public officials when conducting the public's business. OMA requires openness, and the public has a right to be informed as to the conduct of their business. OMA also provides exceptions for closed "executive sessions" of the public body, but those are to be strictly construed. Meeting in closed session is not mandatory, but the statutory rules within OMA governing closed sessions must be followed. OMA also covers public notice, agenda of meetings, schedules of meetings, recording meetings, minutes, procedures for closing a meeting, and attendance by means other than physical presence. The provisions also include enforcement and penalties to assure compliance. The online training will provide you with a good working knowledge of the act's provisions.

The Attorney General's office, through the Public Access Counselor (PAC), has the authority to review requests alleging a violation of OMA. Any individual can also bring a civil action in the local circuit court alleging non-compliance.

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA) pertains to the public's right of access to the public records in the possession of public bodies in whatever form they exist. The provisions of FOIA are the guiding principles for allowing citizens and interested parties to have knowledge of government records, balanced by the fact that certain limited records shall be exempt from disclosure. The FOIA statute begins with a broad policy statement and definitions. It then provides for the copying or inspection, dissemination of information about the public body, and a list of types or categories of records and the ability to charge reasonable copying fees. The law also includes a list of public records and information exempt from disclosure to the public. Note: if a record can be determined to be exempt because of some information that can be deleted, then the redacted record must be tendered to the requester.

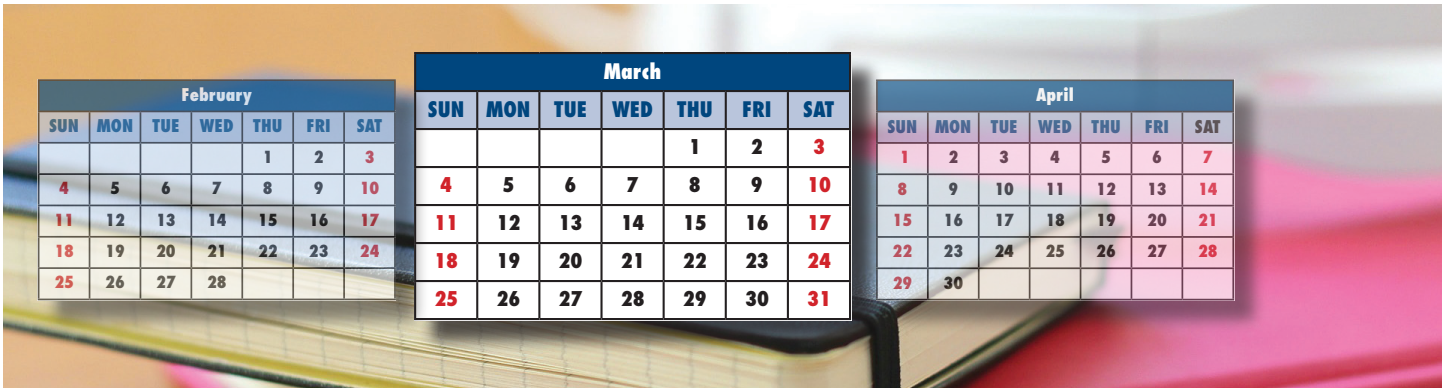
The act requires each public body to designate one or more officials or employees to act as its Freedom of Information officer(s). Those individuals must take online training within 30 days of being appointed and annually thereafter. This is also available through the Attorney General's website.

The PAC can review denial of documents under a FOIA request when asked by the requester. An individual may also file suit in the local circuit court to enforce FOIA.

Both of these "Sunshine Laws," OMA and FOIA, should be embraced with a spirit of public service and desire to keep the public informed and educated about the public's business. A strong word of encouragement — adhere to the provisions of both laws in your municipal public office; it will serve you well as an elected official and keep your constituents included in their government.

Excerpted from IML's *Sunshine Laws* manual, 2016 edition. Available online at www.iml.org/publications.

For more information regarding Illinois' sunshine laws, visit the Illinois Attorney General's website at www.ag.state.il.us/government/index.html. The PAC is also authorized to assist and provide guidance to local governments. Their office number is (877) 299-3642.



February

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MUNICIPAL CALENDAR

Every December, IML publishes the Municipal Calendar in the *Review* magazine. Throughout the year, each month, the *Review* includes that month's reminders for tasks that must be completed. Those entries include the provisions for the annual budget or appropriation ordinance (due by the end of the first quarter of the fiscal year), the annual property tax levy ordinance (which must be filed with the county clerk by the last Tuesday in December), and the annual audit (due to be filed with the Comptroller within 180 days of the end of the fiscal year). Additional reminders include annual appointments and reappointments for boards and commissions, salaries for elected officials (which must be set at least 180 days before taking office or a new term), and numerous other acts that must be completed throughout the year. You may review that resource at any time on the IML website.

IML Annual Conference & Training Opportunities

The Illinois Municipal League offers a number of a convenient and affordable opportunities to meet the professional development needs of elected officials and staff.

The IML Annual Conference is the municipal event of the year, and you might be surprised by the scope of this event. We offer more than 2,000 registrants unparalleled access to education and professional development as well as the opportunity to network with fellow elected officials.

Each year, the event offers more than 60 diverse sessions that provide innovative ideas, proven best practices and practical information over the course of three days. Conference topics are carefully vetted to ensure we offer the most relevant, timely solutions to the problems facing Illinois communities. The speakers who present them are among the best in their field.

In addition to the three-day annual conference, we also offer trainings and workshops throughout the year. Newly Elected Officials training is conducted in odd-numbered years with Not So Newly Elected Officials training offered in even-numbered years. Municipal Attorneys Seminars are held in the spring and fall, with the latter held on the first day of the annual conference. Learn more about training opportunities online at www.iml.org/training.

Media Engagement



An election cycle inevitably generates media attention. Dealing with the media need not be adversarial, nor is it even a "necessary evil," as some candidates would argue. Quite to the contrary, the press can be a valuable resource to your community and to you personally. Conversely, failure to build a relationship with the press and to keep them informed can create unending problems.

The business of government is to be conducted in the open. Dealing with the press is a legitimate part of that process. Following are several suggestions to consider when working with the media.

FIRST, BE HONEST. Always give reporters and the media honest answers to their questions. If you cannot be honest, then do not talk to the press on a particular issue. But do not lie.

SECOND, RETURN TELEPHONE CALLS OR MESSAGES. Reporters are doing their jobs. Part of your role is keeping constituents informed, and your constituents read the newspaper, online news, Facebook, Twitter, blogs, and listen to the local radio show. Returning messages from the media is therefore imperative.

THIRD, TAKE THE TIME TO EXPLAIN YOUR POSITION. While you may be familiar with an issue that has gone on for the last 30 years in your municipality, the reporter (and, for that matter, constituents) may not have any idea what the matter is about or why it has been so difficult to solve. You should take the time to explain the historical background of what has occurred and why you are taking a particular position.

FOURTH, if your story is not getting across, consider writing an "Op-Ed" piece. If an issue is important enough or you believe the facts are not being reported fully, consider writing your own Op-Ed piece. A letter to the editor is usually short and subject to editing by the publication; however, an Op-Ed piece carries more significance and is longer. This is an opportunity to tell your story the way you want to tell it.

FIFTH, for all of the reasons listed above, it also can be helpful to meet with a newspaper's editorial board. This may be particularly helpful when the editorial board may be expected to weigh in on complicated or controversial issues.

SIXTH, DEVELOP A THICK SKIN. Because you do not write the stories, the stories will rarely appear as one-sided cheering sections for you or your position. Keep your perspective on this. Reasonable people can disagree, and not everyone will invest a particular issue with as much importance as you.

FINALLY, be respectful and thoughtful in your public and private behavior. We live in an era of cell phone cameras and social media, and everyone should act accordingly. Off-hand comments and remarks that are insensitive to others — whether in real life or online — are unacceptable. Such comments will hurt your credibility and will distract from your legitimate goals and objectives. Remember that as long as you are a public figure, your private actions and casual remarks will shape the public's perception of you, and possibly your community.

Excerpted from IML's *You've Been Elected! Now What Do You Do?* manual, 2015 edition. Available online at www.iml.org/publications.

You've Been Elected! Now What Do You Do?

Once in office, municipal officials can look forward to their public service and the continuing support of the Illinois Municipal League (IML) as we fulfill our mission to Educate, Advocate and Empower our municipal members throughout the state. Be sure to take full advantage of the resources available through IML, some of which are listed below.

IML MEMBERSHIP SERVICES

- Legislative advocacy at the state and federal level
- Full-time in-house legal counsel
- Comprehensive website (www.iml.org) with the latest news, legislative updates, events and valuable resources for municipal officials
- Educational opportunities throughout the year, including Newly Elected Officials training and an Annual Conference in Chicago
- *Statehouse Briefing* (emailed weekly)
- *Illinois Municipal Review* magazine (mailed monthly)
- *Legal Bulletin* (emailed monthly)
- *Federal Focus* (emailed as needed)

IML PUBLICATIONS

IML also has an extensive library of affordably-priced publications designed to answer a wide range of municipal questions. Below is a list of publications that can be ordered online at www.iml.org/publications:

- *Conflict of Interests and Liability of Illinois Elected Municipal Officials*
- *Illinois Municipal Directory*
- *Financing Municipal Improvements*
- *Home Rule vs. Non-Home Rule*
- *Illinois Municipal Handbook*
- *Illinois Municipal Policy Journal*
- *Liquor Licensing and Regulation*
- *Manual on Police and Fire Disciplinary Matters*
- *Municipal Forms of Government*
- *Parliamentary Motion Guide*
- *Sunshine Laws* (OMA & FOIA)
- *You've Been Elected! Now What Do You Do?*
- *Zoning Handbook*

QUESTIONS?

Should you have non-political questions at any point during your candidacy or after the election, please feel welcome to contact us. The Municipal Clerks of Illinois and the Illinois State Board of Elections are also valuable resources.

Illinois Municipal League
(217) 525-1220
www.iml.org

Illinois State Board of Elections
(217) 782-4141 or (312) 814-6440
www.elections.il.gov

Municipal Clerks of Illinois
www.mci.iml.org

This Candidate's Guide was developed in partnership with the Municipal Clerks of Illinois (MCI).

August 1, 2018

ILLINOIS MUNICIPAL LEAGUE

Self-Evaluation Services

Maybe you struggled through a contentious campaign to be elected, or your new role is fraught with tension. Maybe the board is too acrimonious to be effective. As a benefit of membership, Illinois Municipal League staff can assist with convening an executive session of the governing body to develop solutions to issues that may be impacting your municipality.

Regardless of the issues at hand, a self-evaluation session can serve as an opportunity to focus on future success. While good governance and the interests of the public demand much of the work of city councils and village boards be conducted in open session, the Open Meetings Act affords local government the opportunity to meet in executive session for the subjects of "self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member." (5 ILCS 120/2(c)(16).

Contact the Illinois Municipal League at (217) 525-1220 to discuss whether these services might benefit your community.