



City of Pekin

AGENDA

REGULAR COUNCIL MEETING OF SEPTEMBER 12, 2005
5:30 P.M.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

Regular Council Meeting of August 22, 2005
Special Council Meeting of August 24, 2005
Council Retreat August 13, 2005

V. PUBLIC INPUT ON AGENDA ITEMS

VI. CONSENT AGENDA

1. Receive and File Reports and Minutes: Police, Liquor Commission, Traffic Safety, Tazewell County Animal Control, Airport Commission, and T/PCCC
2. Proclamation: 150th Anniversary of Royal Arch Chapter 25 September 27, 2005
3. Charitable Solicitation: Pekin Union Mission Tag Days October 28, 29 & 30, 2005
Pekin Police Foundation Inc.
4. Receive and File Status of Peoria Base Retention Task Force
5. Receive and File 5 Year Capital Plan
6. Receive and File 5 Year Personnel Plan

VII. NEW BUSINESS

1. Willock Warning & Co. Letter of Engagement (DK)
2. Ordinance No. 2444 - Amending Title 4-4C-2-2 of the Code of the City of Pekin
Regarding Winter Averaging (DK)
3. Resolution No. 123-05/06 - Rescinding Resolution No. 140 - Personnel Policy,
Resolution No. 50 - E-Mail Policy and Resolution No. 177 - Sexual Harassment Policy
And Adopting a New Personnel Policy (PP)
4. Developer Agreement with Gary Allen for Deerfield Estates (JW)
5. Ordinance No. 2445 - Providing for the Disconnection of Certain Territory from the
City of Pekin - Peoria County (Deppert, Amedeo) (DK)

- | | | |
|----|---|------|
| 6. | Ordinance No. 1462 A-237 - Amending Title 8, Chapter 4, Section 1 of the Code of the City of Pekin Regarding No Parking McLean Street | (TB) |
| 7. | Ordinance No. 1462 A-238 - Amending Title 8, Chapter 4, Section 1(E) of the Code of the City of Pekin Regarding Parking Permits | (TB) |
| 8. | Resolution No. 124-05/06 – Granting Signatory Powers | (DK) |

VIII. ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL
Public Questions

Press Time

IX. EXECUTIVE SESSION
Collective Bargaining 5 ILCS 120/2 (c) 2.

X. ADJOURNMENT

City of Pekin

Police Department

PEKIN POLICE DEPARTMENT END OF MONTH REPORT FOR AUGUST 2005

Traffic Tickets	384
Warning Tickets	597
Offenses	474
Arrests	224
Parking tickets	694
STOPS	697

Break down of Parking Tickets

Abandoned Vehicle	5
Fire Lane	4
No Parking Light	140
Handicapped	14
Improper Parking	42
Restricted Parking	458
No Parking Zone	21
Fire Hydrant	0
Abandoned traffic haz	0
Bus Zone	0
Meter violation	10
TOTAL	694

City of Pekin

LIQUOR COMMISSION MINUTES

THURSDAY, AUGUST 25, 2005

4:00 P.M.

CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 4:05 p.m. Commission member Allen was asked to chair the meeting and began with the Pledge of Allegiance.

Roll Call

Roll was called and the following members were present: David Eitenmiller, Gary Allen, Holly Brown, John McCabe, Deputy Fire Chief Rick Bowman, and Police Chief Tim Gillespie.

Absent: Chairman Roy Bockler. Note: Bockler entered the meeting at 4:35pm.

Also present: Attorney Sue Bosich, Public Works Director Joe Wuellner, City Clerk Sue McMillan, and Police Department Liaison Officer Rick Von Rohr

Approval of Agenda

Motion by Eitenmiller, seconded by Gillespie to approve the Agenda as presented.

Motion carried by voice vote.

Approval of Minutes

Motion by Eitenmiller, seconded by McCabe, that the minutes of the Liquor Commission for the meeting of August 11, 2005, 2005 be approved as written. Motion carried by voice vote.

NEW BUSINESS

City Attorney Report – Sue Bosich

Advised that after researching “special use” as applied to liquor licensing that the approval of the provision runs with the license not the licensee. It was her opinion that if the Commission wanted to control the length of time in granting a special use, a “sunset” restriction could be recommended to the Liquor Commissioner but it would necessitate a Public Hearing.

Discussion followed in regards to the Commission’s recommendation for a Liquor Use Request for above grade sales at 431 ½ Court Street from Robert Center in April. It was noted that applicant has not proceeded with completion of the site plan. The license could not be issued until conditions for above grade premises were in compliance;

stairway adequate width, Illinois Building Code, exits, National Fire Code lighting, Knox box, mirrors, closed circuit cameras and sprinkler systems.

Motion by Eitenmiller, seconded by Gillespie that a Public Hearing be called in order to reevaluate length of granting recommendation for Special Use. Bosich advised that the proper notice needed to be published 15 days in advance of the Hearing date but not more than 30 days. Members agreed to conduct the Hearing at the regular meeting on October 13, 2005. The members directed that the notice be published. Motion carried by voice vote.

Police Liaison Report – Officer Rick Von Rohr

Chief Gillespie informed the Commission that he had been made aware of two Police Incident Reports regarding License premises for Hole in the Wall and Nik's Place. Officer Von Rohr advised members of his discussion with licensee of Hole in the Wall regarding non-compliant backroom and of the arrests made for domestic battery. The bartender was given a Notice to Appear for not reporting the incident.

The process for hearing and recommendation by the commission was explained to commission member Brown.

Motion was then made by Eitenmiller, seconded by Brown to schedule a hearing at the meeting of September 22, 2005. Attorney Bosich to send proper notices to License holder and witnesses. (Note this notice of hearing does not require publication in the newspaper). Motion carried by voice vote.

Discussion followed regarding Officer Von Rohr account of an incident at Nik's Place involving sale of alcohol to a minor. Motion by McCabe, seconded by Gillespie that a hearing be set for the meeting of September 22, 2005. Motion carried by voice vote.

Members then discussed that 4 establishments had been notified regarding their noncompliance with the provisions of View from the Street. Three of the taverns had remedied the matter. Hole in the Wall had placed a small window in the front of the building, but was informed by the liaison officers that the premises was still in violation of the liquor code. As agreed by the Commission for the first year, the license still had until November 1, 2005 to comply.

Chairman Bockler expressed concerns that some establishments have blinds that do not comply with the Code. Motion by Gillespie, seconded by McCabe that a strong letter of enforcement be sent to establishments not complying and a recommendation to the Liquor Commissioner. Deputy Chief Bowman was asked to re-inspect Hole in the Wall for fire safety issues and occupancy requirements. Motion carried by voice vote.

Code Revisions:

Chairman Bockler requested that members list all suggestions for Code revisions to the check sheet distributed at the last meeting. He reminded members of the road trip meeting on September 8 @ 4:00 to the Dome, Ball Fields and Concorde Inn. It was his opinion that on site view of requests for Beer Garden License would be beneficial to members.

Council Liaison:

Commissioner Maddox was not in attendance but asked that the compiled list of establishments that two of the member had visited last year be distributed. Members requested that the information be enlarged to be more legible. It was felt that the owners were receptive to the visits and felt that were helpful in obtaining information.

No further business to come before the Commission, motion was made by Gillespie, seconded by Brown to adjourn. On roll call vote, all present voted Aye. Motion carried.

Meeting adjourned at 5:05 P.M.

Respectfully submitted by Sue E. McMillan

CITY OF PEKIN TRAFFIC SAFETY COMMITTEE MINUTES
AUGUST 5, 2005
8:30 A.M.
CITY HALL CONFERENCE ROOM

PRESENT: Denny Kief, Joe Wuellner, Chuck Lauss, Tim Gillespie,
Commissioner Blanchard and Dave Pagliaro

ABSENT: Will Taylor

The meeting was called to order by Chairman Blanchard. Going to go to No. 2 under New Business since Greg has to leave the meeting early.

NEW BUSINESS: (Greg) Parking issue on McClean and Rosenberg Court.

ACTION: Greg, Joe and Tim to go check McClean, 7th and 8th Street 3 to 4 homes in that area to be affected.

DECISION: Approved ~~Stop Signs~~ No Parking area on both sides of McClean.

UNFINISHED BUSINESS:

Ordering Vehicle Stickers/Draft Ordinance restricted parking on 13th and City.

ACTION:

- Chief to check with Sue on the Ordinance

DECISION: Report back on next meeting

- 1) Vehicle Parking Stickers for Downtown Businesses

ACTION:

- Chief to check other towns on their downtown parking restrictions

DECISION: Need more information, bring back to next meeting.

- 2) Request for No Parking on one side on Sycamore from Royal to Lucille

ACTION: Chief had the radar trailer, speed was not an issue.

DECISION: Send letter to residents each side of street stating the No Parking. Bring issue back up at next meeting.

- 4) Follow-up "Deaf Child" sign at 1824 Victoria Drive.

ACTION: Lady needs to bring in form stating child is handicapped.

DECISION: Approved after receiving letter/form from parent

5) Review issues at Park Avenue and 10th Street Intersections

- Blinker Stop Signs did not work
- Chief to check for accidents

ACTION: Give a few more months to monitor

DECISION: Bring back up at the October meeting

6) Sign Stacking at 6th and Washington

ACTION: Blinking Stop Sign did not work. Keep monitoring and see how works, no sign stacking.

DECISION: No decision at this time.

NEW BUSINESS:

- 1) Request for “Blind Person” Handicapped at 1416 ½ Charlotte

ACTION: Dave to put sign by the alley on 15th Street

DECISION: Approved as long as person brings in the form.

UNFINISHED BUSINESS:

Gary Lowe sent an email asking about signs on Clean-up crews

ACTION: Paula to get with Roy Williams, Coordinator of Spruce Up Pekin to get list of all committee's and organizations who clean up sections of streets.

DECISION: Bring list to next meeting

Commissioner Bill Maddox questioned the “cut out” on Parkway close to Sheridan Road for parking. Maddox had a complaint of a home owner parking there and hard to see. Police vehicles park there for radar for short time periods. The Ordinance was approved, No Parking Signs have been put up.

DECISION: No Action taken.

Chuck Lauss reminded everyone that Saturday, August 6th is the St. Jude Run. Chuck will be in this run and stated what a wonderful cause for St. Jude patients.

Meeting Adjourned at 9:25am

Next meeting September 2, 2005 @ 8:30am

TAZEWELL COUNTY ANIMAL CONTROL

City: PEKIN

Date: 9-1-05

Billing For Month of August

\$3,175.00

PEKIN CITY CLERK
111 S CAPITOL ROOM 242
PEKIN IL 61554

Animal Counts Brought in by Individuals between August 1, 2005 and August 31, 2005

City	In By	Origin	PickUp Site	PickUp Dat	Species	Breed	Disposition	Days	Log #
Pekin									
	Individua	City	1722 S 3RD ST	8/9/2005	Dog	ST BERNARD	E	13	51325
	Individua	City	13860 1 ST MIDWAY	8/1/2005	Cat	DSH	E	2	51258
	Owner R	City	213 SAPP	8/2/2005	Dog	ROTT	E	1	51267
	Owner R	City	1313 1/2 S. 8TH APT. B	8/2/2005	Cat	DSH	E	1	51272
	Owner R	City	1313 1/2 S. 8TH APT. B	8/2/2005	Cat	DSH	E	1	51273
	Owner R	City	1313 1/2 S. 8TH APT. B	8/2/2005	Cat	DSH			51274
	Owner R	City	1313 1/2 S. 8TH APT. B	8/2/2005	Cat	DSH	E	1	51275
	Owner R	City	1313 1/2 S. 8TH APT. B	8/2/2005	Cat	DSH	E	1	51276
	Individua	City	1023 BUFF ST	8/4/2005	Cat	DSH	E	4	51285
	Owner R	City	2022 WINDSOR	8/4/2005	Cat	DLH	E	1	51289
	Individua	City	2803 ST JOHNS AVE	8/5/2005	Cat	DSH	E	3	51292
	Individua	County	13860 1 ST MIDWAY	8/1/2005	Cat	DSH	E	2	51257
	Individua	City	811 BACON	8/9/2005	Dog	MIN PIN	A	13	51324
	Individua	City	DOWNTOWN MCDONALD	8/30/2005	Dog	CHOW X			51482
	Individua	City	13577 2ND	8/11/2005	Dog	CHOW MIX	E	7	51336
	Individua	City	1107 EISENHOWER	8/12/2005	Cat	DLH	E	10	51346
	Individua	City	1511 SARA LANE APT 3	8/15/2005	Dog	LAB X	E	10	51365
	Individua	City	206 SCHRAMM	8/17/2005	Cat	SIAMESE	E	9	51385
	Individua	City	12983 WISEMAN	8/17/2005	Dog	BEAGLE			51386
	Owner R	City	1316 S. 11TH	8/18/2005	Dog	LAB X PIT	E	4	51391
	Individua	City	LAKE ARLAN	8/22/2005	Dog	LAB X	A	7	51407
	Owner R	City	629 W. SHORE DR.	8/29/2005	Dog	SHEP X	E	1	51466
	Owner R	County	1414 LORRETTA	8/30/2005	Dog	SHEP X			51472
	Individua	County	17283 RED SHALL HILL	8/30/2005	Cat	DSH			51477
	Individua	City	17283 RED SHALL HILL	8/30/2005	Cat	DSH			51478
	Owner R	City	1015 BUFF #3	8/8/2005	Dog	CHIA	A	0	51313
							Total Dogs picked up in Pekin: 12		
							Total Cats picked up in Pekin: 14		
							Total Others picked up in Pekin: 0		

Animal Counts Brought in by Wardens between August 1, 2005 and August 31, 2005

City	Warden	Origin	PickUp Site	PickUp Dat	Species	Breed	Disposition	Days	Log #
Pekin									
	Hoyland	City	253 HERGET	8/6/2005	Cat	DSH	E	6	51310
	Hoyland	City	253 HERGET	8/6/2005	Cat	DSH	E	6	51309
	Hoyland	City	1326 S. 6TH	8/4/2005	Cat	DSH	E	1	51283
	Hoyland	City	253 HERGET	8/6/2005	Cat	DSH	E	4	51311
	Vogel	City	2204 FAHNDERS	8/29/2005	Cat	DSH			51464
	Hoyland	City	1326 S. 6TH	8/5/2005	Cat	DSH	E	3	51301
	Vogel	City	1514 S. 3RD	8/29/2005	Dog	TERR X			51463
	Mooney	City	283 HERMAN	8/4/2005	Dog	SHEPARD	R	11	51291
	Hoyland	City	1502 HENRIETTA	8/5/2005	Cat	DSH	E	3	51302
	Hoyland	City	1502 HENRIETTA	8/4/2005	Cat	DSH	E	1	51287
	Vogel	City	630 S. 11TH	8/18/2005	Cat	DSH	E	8	51392
	Hoyland	City	1326 S. 6TH	8/4/2005	Cat	DSH	E	1	51284
	Hoyland	City	1513 N. 11TH	8/8/2005	Dog	ROTT X	E	9	51319
	Hoyland	City	1520 S. CAPITAL	8/4/2005	Dog	BEAGLE	R	0	51282
	Hoyland	City	722 PARK AVE	8/4/2005	Dog	ROTT MIX	E	8	51281
	Vogel	City	2204 FAHNDERS	8/30/2005	Cat	DSH			51474
	Mooney	City	1021 AUGUSTA	8/1/2005	Dog	BENJI	E	11	51266
	Vogel	City	630 S. 11TH	8/30/2005	Cat	DSH			51475
	Vogel	City	611 CAROLINE ST	8/29/2005	Dog	PIT	R	2	51470
	Hoyland	City	DR LANGS OFFICE BLACK ST	8/11/2005	Dog	BRITTANY SPANI	E	8	51337
	Mooney	City	COURT ST. BY SCHNUCKS	8/21/2005	Dog	SHEP X	R	5	51405
	Vogel	City	611 CAROLINE	8/24/2005	Dog	MIX			51428
	Vogel	City	2204 FAHNDERS	8/24/2005	Cat	DSH	E	7	51429
	Hoyland	City	329 COURT ST	8/28/2005	Dog	LAB X	R	1	51460
	Hoyland	City	HERGET & HOFF	8/11/2005	Other	SQUIRREL	E	0	51338
	Vogel	City	2204 FAHNDERS	8/26/2005	Cat	DMH			51441
	Vogel	City	200 BLK COOPER	8/16/2005	Dog	ROTT	R	7	51375
	Vogel	City	1502 HENRIETTA	8/26/2005	Cat	DSH	E	3	51442
	Vogel	City	1502 HENRIETTA	8/17/2005	Cat	DSH	E	2	51393
	Vogel	City	1225 FLORENCE	8/9/2005	Cat	DMH	E	3	51322
	Vogel	City	1225 FLORENCE	8/9/2005	Cat	DSH	E	8	51321
	Hoyland	City	1502 HENRIETTA	8/1/2005	Cat	DSH	E	2	51256
	Hoyland	City	329 COURT ST	8/28/2005	Dog	LAB X MASTIFF	R	1	51459

Total Dogs picked up in Pekin: 13

Total Cats picked up in Pekin: 19

Total Others picked up in Pekin: 1

City of Pekin
Airport Commission Special Meeting Minutes
August 26, 2005

Commissioners: Present – Peter Kalman, Charles Thomas, Robert Ehrich, Lillard Hedden & Merrill Parsons

Attendees: Joe Wuellner, Murray Brian, Ric Woldow, & Denny Driscoll

Chairman Kalman opened the meeting at 3:00pm.

Meeting called at the request of Mr. Brian to get permission from the Commission to take over the hangar and associated lease of Kevin Batterton.

Mr. Brian stated that he had talked with Mr. Batterton a long time ago about buying his hangar. Mr. Batterton just recently asked him if he were still interested. He then started checking procedures on what would be required with Mr. Wuellner and was told that it would have to be approved by the Commission.

Mr. Thomas went through the history of the hangar. He also addressed a concern that Mr. Brian would be required to put doors on his other building due to regulations. This was not found to be true. Mr. Thomas mentioned that he had been approached by Larry Byerly and Denny Driscoll about the hangar. They wanted to take it over along with Bill Green for a place to do business at the airport.

Mr. Driscoll stated that they were looking to improve conditions at this dead airport.

Mr. Hedden stated that he saw no problem with allowing Mr. Brian to buy the hangar and assume the lease and made a motion stating so. There was no second to this motion.

Mr. Kalman said that if Mr. Brian were the only one interested in the hangar then there would be no need for discussion. However, since there is another party interested the Commission must look at what is best for the airport for possible growth and increased activity.

Mr. Woldow stated that he felt that what was being proposed was speculative.

Mr. Brian stated that he was the only party with an agreement at this time.

Mr. Thomas asked what he planned to do with the hangar. Mr. Brian responded that with no disrespect intended, that was not the issue. Mr. Thomas and Mr. Kalman both stated that they needed to know in order to do what was best for the airport.

Mr. Thomas asked Mr. Driscoll that if the others were interested in the property why they weren't in attendance since he has always been allowed to use the airport for his flight instruction. Mr. Driscoll stated that they were not given enough notice of the special meeting and the others were not able to get back. He further stated that he would like to see the airport become more active like in the old days.

Mr. Woldow was asked why he was in attendance. He responded that he was here to protect his own interest.

Mr. Thomas asked Mr. Driscoll about his “no compete” clause on flight instruction with the present owners of Mt. Hawley Airport. He stated that it was no longer applicable since the airport is no longer in the business and he could get a signed release.

Mr. Kalman wanted it stated that this decision should not impact any other leases. Mr. Thomas clarified this by showing how this could turn things into a bidding war.

The question was asked why the urgency. Mr. Driscoll stated that the other members of his group had planned to attend the next regular meeting in September. Mr. Brian said again that his was the only agreement on the table and had there been a regular meeting in August this would have been addressed then. The agreement has a September 1 due date and he needed an answer.

Mr. Thomas pointed out that the language in the lease regarding the requirements that affect the end date. The group debated that applicability of the clause that required Mr. Batterton to maintain his license beyond 2007 in order for the lease to run until 2017. Mr. Kalman made a motion to table the action until the next meeting. Motion was seconded by Mr. Parsons.

Mr. Thomas still wanted to know what Mr. Brian’s intended purpose for the hangar was and again received no answer.

Mr. Kalman maintained that since there were two parties interested in the hangar that the Commission needed to find out what everyone had planned.

Mr. Brian requested that he wanted the reason for not re-assigning the lease in the meeting minutes.

Mr. Parsons wanted to know how it is to be handled with regards to ownership.

Mr. Thomas said that more information was needed and called for the vote on the motion to table. Thomas, Kalman, & Parsons voted Aye – Hedden & Ehrich voted Nay

Mr. Hedden expressed his concerns and the fact that things aren’t like they used to be and not acting was unfair.

Mr. Ehrich stated that he felt that by not taking action was being unjust.

Further discussion ensued on who stands to gain or lose by this. Mr. Woldow is concerned about what he should do if he ever wanted to sell his building. It was boiled down to what is required for a decision.

No other business to discuss and meeting adjourned at 3:55PM.

Mr. Hedden requested that it be recorded that he objected to adjourning without a decision.

Next meeting will be September 14, 2005 at 3pm.



Tazewell / Pekin Consolidated Communications Center

1130 Koch St. Pekin, IL 61554 • Office (309) 478-5410 Fax (309) 477-2302

TPCCC MONTHLY STATISTICAL REPORT

Month AUGUST 2005

Number of phone calls received 25793

Number of 9-1-1 Calls 1980 *

Number of calls dispatched (all agencies) 4759

***= Included in total # of calls received**

Additional Comments:

BEGAN SENDING ALL EMPLOYEES TO UNIFIED COMMAND TRAINING AT DEPT. OF

HOMELAND SECURITY TRAINING CENTER @ ANNISTON, AL.

HANDLED MAJOR INCIDENT W/ NORTH PEKIN GAS EXPLOSION

**Steven F. Thompson, ENP
Director**

WHEREAS, Pekin Chapter #25 of the Royal Arch Chapter of Illinois was founded on September 27th, 1855; and

WHEREAS, Grand Royal Arch Officers will perform the rededication ceremonies at 1:00pm at the Lodge, 338 Elizabeth Street, Pekin, Illinois, 61554; and

WHEREAS, Pekin Chapter #25 will be celebrating with a salad luncheon on Saturday, September 17th, 2005; and

WHEREAS, Pekin Chapter #25 of the Royal Arch Chapter would like to invite everyone to come to downtown Pekin to our Lodge on Saturday, September 17th, 2005 at noon.

NOW, THEREFORE, BE IT RESOLVED that I, LYN HOWARD, Mayor of the City of Pekin, Tazewell County, Illinois, do hereby proclaim September 27th, 2005, as

"150TH ANNIVERSARY OF ROYAL ARCH CHAPTER 25"

ADOPTED, this 12th day of September, in the Year of Our Lord, Two Thousand and Five.

LYN HOWARD
Mayor

ATTEST:

SUE E. McMILLAN
City Clerk



Pekin Union Mission Society, Inc.

203 Court, PO Box 1027

Pekin, IL 61554

Telephone 346-0724

August 29, 2005

City of Pekin
111 S. Capitol St.
Pekin, IL 61554
Attn: Sue McMillan

Mayor Howard,

I am requesting permission to hold the Pekin Union Mission Tag Day October 28, 29, & 30, 2005. We hope that these dates will be open and available. This Tag Day will allow us to raise funds for our program and to continue our work for the youth and the surrounding area.

Thank you for your consideration and assistance.

Sincerely,

Scott Lange
Executive Director

CHARITABLE SOLICITATION REGISTRATION FORM

Pekin Police Foundation Inc.

1. Date Submitted 8/25/05
 Address of Organization 111 So. CAPITOL ST. PEKIN IL 61554
 Telephone Number (309) 478-5342

Name, Address and Telephone Number of person filling out form:

- JAMES WARNING, TREASURER 1491 VALLE VISTA PEKIN IL 61554
(309) 347-3152
 2. Name, Title and Address of Principal Executive Officer of
 Organization: R. DAVID TERPEN, PRESIDENT
1905 WILLOW ST, PEKIN, IL 61554 (309) 347-6187
 3. If your Organization is a subsidiary or an affiliate of another
 Organization such as a National Association, list Name and
 Address of such Organization: N/A

4. Specifically where in the Pekin area is your group staying so
 contact can be made within a twelve (12) hour period if
 necessary: CITY HALL, 111 So. CAPITOL ST. PEKIN IL
 5. Explain briefly how you will be operating, ie. collecting door to
 door, calling on businesses, etc. If offering merchandise for
 sale, state what the merchandise is and the price asked:

OCCASIONAL DIRECT SOLICITATION THROUGH MEDIA
OUTLETS.

6. Supply the following information for each member of the group,
 including who is in charge:

Name: Last	First	M	Date of Birth	Name, Address Relationship of next of kin
------------	-------	---	---------------	---

SEE ATTACHED LIST

7. General nature of activities conducted by Organization (Service Club, Church, Veterans Club, Youth Club, United Fund, etc):

NOT-FOR-PROFIT CORPORATION THAT ENCOURAGES AND SUPPORTS
THE IMPROVEMENT OF COMMUNICATIONS BETWEEN THE PUBLIC
AND PEKIN POLICE DEPT.

8. Names and Addresses of Organizations to which funds will be distributed, or if that is inapplicable, the general nature of beneficiaries of proceeds of charitable contributions (College Scholarships to residents of Illinois, Church overseas relief, etc). If some or all of the names of Organizations are not determined at time of the preparation of this form, list those to which you expect to distribute funds and indicate "others to be determined later": _____

FUNDS DISTRIBUTED TO OR ITEMS PURCHASED ON
BEHALF OF THE PEKIN POLICE DEPT.

9. Do you employ a full-time salaried Executive Director: NO
If YES, give name and business of residence address: _____

10. Do you now employ or anticipate employing the services of a person or Organization that conducts fund-raising drives or activities for profit: NO If YES, give name and address of such Organization or person: _____

11. Estimated gross percentage of contributions which are devoted to administrative expenses of collection by your Organization: _____

-0-%

12. Is your Organization registered with the Office of the Attorney General, pursuant to the Charitable Trust Act of Illinois, Chapter 14, Illinois Revised Statutes, Section 51 through 64: _____

YES

The undersigned hereby certifies that the information contained in this Registration Form is true to the best of his or her knowledge.

DATE: 8/25/05

SIGNED: Janel Warrin, Treas.

DIRECTORS

<u>Name</u>	<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>ZIP</u>
Michelle Gregory	4501 Forrest Hill Dr. (309) 925-3394	Pekin	IL	61554
D. Neale Hanley II	1108 Redwood (309) 346-2176	Pekin	IL	61554
Roxanne Heiser	109 N. 4 th St. (309)-347-9200	Pekin	IL	61554
Neal Johnson	303 Linden (888) 789-2477	Pekin	IL	61554
John Remsen	501 Park Ave. (309) 346-6699	Pekin	IL	61554
David Tebben	2104 Wildwood Dr. (309) 347-6187	Pekin	IL	61554
Gorden Walker	6 Stonegate (309) 346-1161	Groveland	IL	61535
James Warning	2001 DeSoto Ct. 309-347-3152	Pekin	IL	61554

Peoria Springfield Base Retention Task Force

Manager
cc: Council

The Peoria Area Chamber of Commerce
124 SW Adams – Suite 300
Peoria, IL 61602-1388

Michael Ayers, Co-Chair

Roberta Parks, Co-Chair

August 29, 2005

Peoria Area

Jim Ardis

Solomon Balraj

Mary DeVries

Tim Elder

Sally Hanley

Pat Hidden

Jeff Joyce

Brad McMillan

Mike Meehan

Jim Montelongo

Roberta Parks

Frank D. Rezac

Bill Troy

Patrick Ulrich

David Williams

Honorable Lyn Howard
City of Pekin
111 S. Capitol Street
Pekin, IL 61554

Dear Lyn:

As one of the contributors to the effort to retain the 182 Air Lift Wing here in Peoria, I wanted to be sure you have accurate information about what has happened as a result of the BRAC final vote on Friday August 26th. As we anticipated, there has been a significant amount of confusion over what exactly has happened to bases and aircraft. The Journal Star reported on August 27th that Peoria would be gaining four additional aircraft from Nashville, Tennessee.

Peoria will maintain a wing of eight C-130 aircraft and all the other related missions now performed at the 182nd. We will not, however, be receiving the four additional C-130's that were originally recommended by the Department of Defense. Nevertheless, we have protected and retained the 182nd along with its 300 full time and 900 part-time jobs in the Peoria community. Without your support that would likely have not been the case.

Please remember also that one of the early results of our offensive posture on retaining the 182nd was the upgrade of aircraft from a 1970's vintage plane to a 1990's plane. That is a huge step forward for our base. The credit for the early implementation of that upgrade goes very clearly to Congressman LaHood with help and assistance from Senator Durbin.

This is not the end of the process, but we are now in a good position. The Commission will submit their recommendations to the President by no later than September 8, 2005. The President then has until September 23 to either accept or reject the recommendations in their entirety. It is generally thought that President Bush will accept the recommendations. If he accepts the recommendations, they go to Congress who will have 45 legislative days to accept or reject the recommendations in their entirety. If Congress takes no action in that time, the recommendations become binding on the Department of Defense. That timeline means that the process will be officially complete in November some time.

Springfield Area

Michael Ayers

Gene Blade

Michael Boer

Tim Davlin

Deb Detmers

Eric Frankl

Marilyn A. Kushak

Sergio Pecori

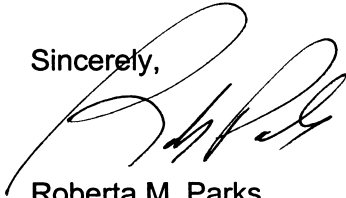
Gary Plummer

Bob Stuart, Jr.

Unfortunately, the results in Springfield, our partner community in this effort, are far less positive. They will lose their F-16 flying wing but will gain a maintenance function.

I want to again thank you for your financial support. We are very pleased with the work that Holland & Knight did for us. Your help made hiring them possible. We will keep you updated as the process moves through the White House and Congress.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Parks', with a large, stylized initial 'R'.

Roberta M. Parks
Peoria Chair



City of Pekin

Finance Department

TO: Mayor Howard,
Council Members: Blanchard, Dagit, Jones and Maddox

FROM: Robert A. Reis, Sr., Finance Director/Treasurer

SUBJECT: Five Year Capital Plan

DATE: September 7, 2005

Attached is the proposed Five Year Capital Plan as was approved by staff at our July 14th staff meeting.

The plan assumed that the General Fund capital bubble items in the 2006 operating budget would be purchased. With this assumption, the plan anticipates spending approximately \$4.3 million in fiscal 2007, of which \$2.1 million is in the General fund.

Bubble items in the Fiscal 2006 Operating Budget:

<u>DEPT</u>	<u>DESCRIPTION</u>	<u>COST</u>
Street	Loader	\$ 65,000
Street	Paint Machine	50,000
Street	Dura Patcher	150,000
Fire	Command Vehicle	30,000
Fire	Utility Vehicle	20,000
Inspections	Pick up Truck	15,000
	TOTAL	<u>\$ 330,000</u>

The major items in the Fiscal 2007 Capital Budget are as follows:

<u>DEPT</u>	<u>DESCRIPTION</u>	<u>COST</u>
Capital Projects	Veterans Drive	\$1,700,000
Capital Projects	Local, State & Federal Reimbursable	(1,240,000)
Fire	Replace Truck #1	500,000 *
General Fund	Debt Service	328,435 *
Waste Water	Sewer Construction	300,000
Waste Water	Vactor	250,000
TIF #1	Debt Service	230,393
TIF #1	Sewer Improvements	200,000
HUD	Street Improvements	170,000
Streets	Street Sweeper	160,000 *
School	Replace 3 School Buses	155,000
Police	6 Squad Cars	150,000 *
Street	Tandem Dump with spreader & plow	110,000 *
Fire	3 new/1 used Ambulances & equipment	109,000 *
Public Land	Land – New Fire Station	100,000 *
	Sub-Total Major items	<u>\$3,222,828</u>
	All Other	<u>1,076,602</u>
	Grand Total Fiscal 2007	<u>\$4,299,430</u>

*

General Fund expense

Highlights of future years are the building of the new fire station in fiscal 2008 for \$1.5 million, purchasing Rescue #4 in 2008 for \$150,000 and Engine #4 for \$400,000 in Fiscal 2009. The replacement of Engine #3, Truck #3 and Tower #3 over the years of fiscal 2009 through 2011 for \$1.2 million.

For the years 2008 through 2011, The annual replacement of squad cars for \$750,700; School buses for \$510,000; two ton dump trucks with spreaders and plows for \$650,000; all debt service (General, Solid Waste and TIF) for \$2,354,963; Conference Center and Amphitheater for \$3 million in 2010 and 2011; and Veterans Drive for \$25.4 million less reimbursable from Local, State and Federal sources of **\$17.98 million** for a net cost of 7.42 million.

The addition of the fire station in fiscal 2008 will necessitate the hiring of crews to man the station in the latter months of fiscal 2008 and 2009. Conversely, if additional personnel are added they could affect future capital plans through the need for additional equipment.

While the above list includes all funds, the General fund shows a total of \$11,503,739 for the years 2008 through 2011 from a low of \$2 million in 2011 to a high of \$3.7 in 2009. If a revenue source is not found for Solid Waste, an additional cost of \$544,647 will be added to the General fund bringing the total to \$12 million for those years.

The Pekin Library needs to speed up the repair of their roof and replacement of their HVAC units. This is necessitated by their planned renovation and the current cost of maintaining the present structure and HVAC.

This would require an expenditure of \$258,000 additionally in Fiscal 2007 (roof: \$207,000 and HVAC: \$51,000), over and above their original \$21,000. To pay for this their levy would need to be increased \$258,000 (approximately \$0.0722 based on the 2004 EAV), or it could be financed by the City and paid back by the library over several years.

As previously indicated, the complete plan is attached to this memo and can be found in "O Drive" under Financial and 2007 Proposed 9-12-05.

If you require any additional information or a hard copy, please contact me at your convenience.

Respectfully,

cc: Denny Kief, City Manager
Sue E. McMillan, City Clerk
Charles H. Renner, Treasurer

Attachment: 2007 Five Year Capital Plan

I:\MSW\CBUDGET\COUNCIL\2006\2007 Capital 9-12-05 .doc

DEPT \ACCOU	NO.	NO.	<----- DESCRIPTION ----->	PROPOSED					2012 -> 2016	TOTAL
				2007	2008	2009	2010	2011		
			CAPITAL EXPENDITURES by Funds							
			GENERAL	\$2,127,980	2,960,771	3,742,534	2,751,162	2,049,272	\$20,893,326	\$34,525,045
			<i>Bubble Items</i>	\$330,000						\$330,000
			SOLID WASTE	\$149,557	\$327,195	\$74,872	\$72,471	\$70,109	\$1,189,977	\$1,884,181
			SEWAGE	\$550,000	600,000	4,520,000	3,500,000	500,000	\$3,400,000	\$13,070,000
			MOTOR FUEL	\$0	150,000	0	0	0	\$1,500,000	\$1,650,000
			HUD - Metro Development	\$200,000	\$189,000	\$185,000	\$185,000	\$0	\$1,000,000	\$1,759,000
			TIF #1 Central Business District	\$530,393	323,552	316,824	1,809,871	1,803,030	\$3,064,637	\$7,848,307
			CAPITAL PROJECTS	\$460,000	2,260,000	1,060,000	1,450,000	2,650,000	\$725,000	\$8,605,000
			CITY BUS	\$0	0	0	0	0	\$0	\$0
			SCHOOL BUS	\$155,000	100,000	155,000	100,000	155,000	\$850,000	\$1,515,000
			AIRPORT	\$57,500	33,000	32,500	35,000	35,000	\$175,000	\$368,000
			VEHICLE MAINTENANCE	\$48,000	0	45,000	0	0	\$0	\$93,000
			DEBT SERVICE							\$0
			CITY of PEKIN	\$4,608,430	6,943,518	10,131,730	9,903,504	7,262,411	\$32,797,940	\$71,647,533
			Reserved - Capital							\$0
			Reserved - Encumbrances (School Bus)							\$0
			Set Aside (Over) / Under Requests	\$4,608,430	6,943,518	10,131,730	9,903,504	7,262,411	\$32,797,940	\$71,647,533
				=====	=====	=====	=====	=====	=====	=====
			MUNICIPAL LIBRARY	\$279,000	\$26,000	\$26,000	\$26,000	\$26,000	\$4,885,000	\$5,268,000
			TP/CCC	\$0	\$100,000	\$0	\$0	\$0	\$250,000	\$350,000
			ALL FUNDS - CAPITAL EXPENDITURES	\$4,887,430	\$7,069,518	\$10,157,730	\$9,929,504	\$7,288,411	\$37,932,940	\$77,265,533
				=====	=====	=====	=====	=====	=====	=====
			1 871.00 OFFICE EQUIPMENT & FURNITURE							
			1 AV Equipment - Convert to Digital	\$25,000						
			1							
			1 872.00 COMPUTER EQUIPMENT							
			1 Replace Server			25,000			25,000	
			1 Video Projector			25,000			25,000	
			1 Fiber			50,000			25,000	
			Dept 001 - Administration	\$25,000	\$0	\$100,000	\$0	\$0	\$75,000	\$200,000
				-----	-----	-----	-----	-----	-----	
			2 802.00 LAND							
			2 Riverway Business Park II Extension							
			2 Ind Park - Veterans Drive			800,000			500,000	
			Dept 002 - Planning & Development	\$0	\$0	\$800,000	\$0	\$0	\$500,000	\$1,300,000
				-----	-----	-----	-----	-----	-----	
			4 998.02 COMPUTER HARDWARE							
			4 Scanner (Hdwe & Sfw) Laser Fiche - Adobe ?	15,000						
			Dept 004 - City Clerk	15,000	0	0	0	0	0	\$15,000

5							
	Dept 005 - Personnel	0	0	0	0	0	\$0
6	998.01 COMPUTER SOFTWARE						
6							
6							
	Dept 006 - Finance	0	0	0	0	0	\$0
7	870.00 Machinery & Equipment						
7	Surveying Equipment			10,000		10,000	
7							
7	871.00 OFFICE EQUIPMENT & FURNITURE						
7	GPS Meter						
7	GPS Unit			15,000		25,000	
7	Plotter		15,000				
7							
7	875.00 VEHICLES	17,000		20,000		50,000	
	Dept 007 - Public Works	17,000	15,000	30,000	15,000	0	\$162,000
	Dept 008 - Tourism	0	0	0	0	0	\$0
9	998.02 COMPUTER HARDWARE						
9	NTCOP2 Server (Transportation Dept)	7,000					
9	NTCOP3 Server (Filemaker/SQL)	10,000					
9	AS400			30,000			
9	Scanner					20,000	
9	COP-EXCHANGE Server (Mail/bckup)			10,000			
9	NTCOP Server (Main File)				16,000		
9	NTCOP3 Server (Filemaker/SQL)				12,000		
9	Proxy (Web access server)				12,000		
9	NTCOP2 Server (Transportation Dept)					9,000	
9	Server, Router and Switches						70,000
	Dept 9 - Computer Network	17,000	0	40,000	40,000	29,000	\$196,000
32	805.00 STREET CONSTRUCTION						
32	Lick Creek						
32	<i>Petri</i>	60,000					
32							
32	806.00 SEWER CONSTRUCTION						
32	Storm Sewer Drainage Improments	150,000	200,000	200,000	200,000	200,000	1,000,000
32	Parkway - Knollwoood		100,000				
32							

32	870.00 MACHINERY and EQUIPMENT							
32	Conveyor for Salt				200,000			
32	2 Rollers (Large)					175,000		
32	Roller (Small)		25,000			30,000		
32	Sign Machine		70,000					
32	Mill					600,000		
32								
32	875.00 VEHICLES							
32	2ton dump trucks w/spreader & plow		100,000	100,000	225,000	225,000	475,000	
32	1ton dump truck w/bed & hoist		60,000				60,000	
32	Tandem Dump w/Spreader & Plow	110,000					200,000	
32	Street Sweeper	160,000	120,000					
32	Pickup			25,000			25,000	
32	Chip Spreader						200,000	
32	Distributor						200,000	
32	Backhoe					30,000		
32	Bobcat with bucket		50,000				60,000	
32	Bucket Truck						200,000	
32	Loader						100,000	
32	Durapatcher w/Truck						200,000	
32	Paint Machine		50,000					
	Depat 032 - Streets	<u>480,000</u>	<u>775,000</u>	<u>325,000</u>	<u>425,000</u>	<u>655,000</u>	<u>3,525,000</u>	\$6,185,000
34	290.00 EQUIPMENT							
34	Turnout Gear 12 @ \$1,700	18,000	27,000	22,000	28,000		36,000	
34								
34	870.00 MACHINERY and EQUIPMENT							
34	30 FOOT tRAILER					15,000		
34								
34	875.00 VEHICLES							
34	Command Vehicle (F3,F1,F4,?)	35,000		35,000		35,000	150,000	
34	Replace Rescue 2				175,000			
34	Refurbish Haz Mat					50,000		
34	Replace T-1	500,000						
34	Refurbish and/or Replace Vehicles					375,000	1,500,000	
34	Engine 4 and Equipment			400,000				
34	Rescue 4 and Equipment		150,000					
34	3 New /1 Used Ambulances & Equipment	109,000						
34	Engine #5, Squad 5 and Equipment						500,000	
34	Replace Engine #3 or Truck #3 or Tower #3			375,000	475,000	350,000		
34								
34	SUB TOTAL CAPITAL	<u>662,000</u>	<u>177,000</u>	<u>832,000</u>	<u>678,000</u>	<u>825,000</u>	<u>2,186,000</u>	
34	Sell RT-1		-75,000					
34	LESS Donations							
34								
	Dept 034 - Fire	<u>662,000</u>	<u>102,000</u>	<u>832,000</u>	<u>678,000</u>	<u>825,000</u>	<u>2,186,000</u>	\$5,285,000

68	802.00 LAND							
68	Land - New Fire Station	100,000					100,000	
68	Land - Street Debris						100,000	
68	Riverway Business Park II (See Morton GO Loan)							
68								
68	802.01 LAND IMPROVEMENTS							
68	West Side Boat Docks							
68	Parking Lot Resurfacing						40,000	
68	Riverfront (From N end of Pekin Lake to STP)						2,000,000	
68	River Front						250,000	
68	Amount paid through HUD-CDBG Funds						1,000,000	
68	RWBP II Infrastructure (St/Sew/Water)			1,000,000	1,000,000		3,800,000	
68								
68	804.00 BUILDING							
68	New Fire Station		1,500,000				2,000,000	
68	Relocate Statio #3 to Riverway 2 - Training Center						2,500,000	
68								
68	804.01 BUILDING REPAIRS							
68	Reroof						100,000	
68	Trench in Street Dept Garage							
68	Street Department (Heat)	22,000						
68	Street Dept - Door, Lights & Grating							
68								
68	854.00 DRAINAGE DISTRICT ASSESSMENT						7,000	
68								
68	870.00 MACHINERY and EQUIPMENT							
68	Used Backhoe	35,000						
68								
68	875.00 VEHICLES							
68	Pick-up Trucks	25,000		25,000		25,000	75,000	
	Dept 068 - Public Land/Buildings	<u>182,000</u>	<u>1,500,000</u>	<u>1,025,000</u>	<u>1,000,000</u>	<u>25,000</u>	<u>11,972,000</u>	\$15,704,000
761	870.00 MACHINERY and EQUIPMENT							
761	In Car Cameras	15,000			17,000		28,000	
761	Radios	98,545					200,000	
761	Scales			25,000				
761								
761	871.00 OFFICE EQUIPMENT & FURNITURE							
761	Copier	15,000			17,000		20,000	
761								
761	875.00 VEHICLES							
761	Squad Cars	150,000	165,900	169,400	217,800	197,600	1,000,000	
761								
761	998.02 COMPUTER HARDWARE							
761	In Car Laptops		30,000		28,000		30,000	

763	870.00 MACHINERY and EQUIPMENT							
763								
763								
763	871.00 OFFICE EQUIPMENT & FURNITURE							
763	Copier	15,000			15,000	17,000		
764	503.00 Telephone							
764	Cellular Access Fees							
764								
764	871.00 OFFICE EQUIPMENT & FURNITURE							
764	Copier		18,000			20,000		
764	Scanner							
764								
764	998.01 COMPUTER SOFTWARE							
764	IWINN Solution / State Data Base Connection		54,000					
764								
764	998.02 COMPUTER HARDWARE							
764								
766	875.00 VEHICLES							
	GO-4	30,500				31,000		
	Dept's 760-761;763-766 - Police	309,045	210,900	266,400	279,800	212,600	1,346,000	\$2,624,745
793	875.00 VEHICLES (Car and/or Truck)	15,000	15,000	17,000	17,000	17,000	36,000	
	Dept 793 - Zoning and Inspections	15,000	15,000	17,000	17,000	17,000	36,000	\$117,000
990	424.00 Transfer to Library							
990	Committment to Library for Dirksen Center Purchase	77,500						
990								
990	871.00 OFFICE EQUIPMENT & FURNITURE							
990	Copier		25,000				65,000	
990	Wireless Phone System						125,000	
990	DEBT SERVICE							
990	- Herget GO Bond Loan [P&I]	\$164,057	159,186	154,396	149,444	144,573	\$402,065	
990	- Morton GO Bond Loan [P&I]	\$164,378	158,685	152,738	146,918	141,099	\$506,261	
990	998.01 COMPUTER SOFTWARE							
990								
990	998.02 COMPUTER HARDWARE							
990								

30	875.00 VEHICLES						
30	1/2 Ton Pickup			20,000		25,000	
30	Sewer Televising Equipment		100,000				
30	Vactor	250,000				300,000	
30	Root Cutter					50,000	
	Dept 030 - Sewer Treatment Plants	<u>550,000</u>	<u>600,000</u>	<u>4,520,000</u>	<u>3,500,000</u>	<u>500,000</u>	<u>3,400,000</u>
	FUND 231 Sewage	<u>550,000</u>	<u>600,000</u>	<u>4,520,000</u>	<u>3,500,000</u>	<u>500,000</u>	<u>3,400,000</u>
		=====	=====	=====	=====	=====	=====
240	641.00 DRAINAGE IMPROVEMENTS						
240	805.00 STREET CONSTRUCTION						
240	El Camino Dr Extension					3,000,000	
240	Broadway @ Parkway		150,000				
240	TOTAL CONSTRUCTION COST	<u>0</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,000,000</u>
240							
240	LESS Reimbursable from Illinois					-1,500,000	
	FUND 240 MOTOR FUEL TAX	<u>0</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500,000</u>
		=====	=====	=====	=====	=====	=====
261	840.09 GENERAL PUBLIC IMPROVEMENTS						
261	Emergency Sirens	30,000	30,000	30,000	30,000		
261	Sidewalks		20,000		30,000	250,000	
261	Street Improvements	170,000	139,000	155,000	125,000	0	750,000
	Dept 261 Administration / Operating	<u>200,000</u>	<u>189,000</u>	<u>185,000</u>	<u>185,000</u>	<u>0</u>	<u>1,000,000</u>
262	840.09 GENERAL PUBLIC IMPROVEMENTS	-----	-----	-----	-----	-----	-----
	Dept 262 Codes Enforcement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
263	840.09 GENERAL PUBLIC IMPROVEMENTS	-----	-----	-----	-----	-----	-----
	Dept 263 Rehabilitation Program Delivery / Rehab	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
264	840.09 GENERAL PUBLIC IMPROVEMENTS	-----	-----	-----	-----	-----	-----
	Dept 264 Home Program	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	FUND 261 HUD 2 - Metro Development	<u>200,000</u>	<u>189,000</u>	<u>185,000</u>	<u>185,000</u>	<u>0</u>	<u>1,000,000</u>
		=====	=====	=====	=====	=====	=====
270	802.00 LAND						
270	Purchase Misc Property	50,000	50,000	50,000	50,000	50,000	250,000
270							
270	802.01 LAND IMPROVEMENTS						
270	River Front (Pier)						
270	River Front						
270	River Front (OSLAD)						1,000,000
270							

270	804.00 BUILDINGS								
270		Conference Center				500,000	1,000,000		
270		Amplitheater				1,000,000	500,000		
270		Demolition	50,000	50,000	50,000	50,000	50,000	250,000	
270									
270	805.00	STREET CONSTRUCTION							
270		Street Reconstruction							
270									
270	806.00	SEWER CONSTRUCTION							
270		Sewer Improve - Extend/Seperate/Relocate	200,000						
270									
270	840.09	GENERAL PUBLIC IMPROVEMENTS							
270		Facades, Camers's							
270		Marina						1,000,000	
270									
270	912.00	DEVELOPER AGREEMENTS							
270		DEBT SERVICE							
270		- Herget GO Bond Loan [P&I]	\$230,393	223,552	216,824	209,871	203,030	\$564,637	
		FUND 270 TIF 1 - Central Business	530,393	323,552	316,824	1,809,871	1,803,030	3,064,637	\$7,848,307
41	805.00	STREET CONSTRUCTION							
41		Veterans Drive (IL98 to I474)	500,000				4,000,000	5,000,000	
41		Veterans Drive (Sheridan to IL98)	500,000	2,000,000				1,800,000	
41		Veterans Drive (Broadway to Sheridan)	500,000	2,000,000				1,700,000	
41		VFW (IL29 to Towerline)	200,000	3,700,000	3,700,000	5,000,000	5,000,000	1,000,000	
41		Lick Creek Drive Extension							
41		Total Construction Cost	1,700,000	7,700,000	3,700,000	5,000,000	9,000,000	9,500,000	
41									
41		LESS Reimburasable in Revenue							
41		State of Illinois [10%]	-170,000	-770,000	-370,000	-500,000	-900,000	-950,000	
41		Federal [60%]	-1,020,000	-4,620,000	-2,220,000	-3,000,000	-5,400,000	-5,700,000	
41		Tazewell County [\$50k/yr]	-50,000	-50,000	-50,000	-50,000	-50,000	-250,000	
41		LESS LOCAL MOTOR FUEL USE TAX						-1,625,000	
41		LESS INTERFUND TRANSFERS							
41		Wastewater						-125,000	
41		TIF's						-125,000	
		Net Construction Cost	460,000	2,260,000	1,060,000	1,450,000	2,650,000	725,000	
42	805.00	STREET CONSTRUCTION							
42									
42									
42									
42	806.00	SEWER CONSTRUCTION							
42									
42									
		FUND 445 Capital Projects	460,000	2,260,000	1,060,000	1,450,000	2,650,000	725,000	\$8,605,000

924	804.00 BUILDING PURCHASE							
924								
924	801.00 BUILDING REPAIRS							
924	Roof	207,000						
924	HVAC	51,000					30,000	
924	Phase II Renovation (Interior - Adult & Children) + Expansion						4,725,000	
924								
924	873.00 EQUIPMENT	2,500	2,500	2,500	2,500	2,500	12,500	
924								
924	877.00 TECHNOLOGY	3,500	3,500	3,500	3,500	3,500	17,500	
924								
924	988.00 CAPITAL DEVELOPMENT	15,000	20,000	20,000	20,000	20,000	100,000	
924								
	FUND 224 MUNICIPAL LIBRARY	279,000	26,000	26,000	26,000	26,000	4,885,000	\$5,268,000
762	870.00 MACHINERY and EQUIPMENT							
762	Emergency Base Station (EOC/TPCCC)						250,000	
762								
762	870.01 LEASE/PURCHASE of EQUIPMENT							
762	New 800MHz Radios		100,000					
	FUND 900 - TPCCC	0	100,000	0	0	0	250,000	\$350,000

CURRENT FY 2006 DATED 8-12-05							
DEPT	EMPLOYEE NAME	FY: 2007	FY: 2008	FY:2009	FY: 2010	FY:2011	FY:2012 - 2016
001	Gensel, Paula						
001	Howard, Lyn						
001	Jones, Jim						
001	Kief, Dennis						
001	Maddox, Bill						
001	Blanchard, Thomas						
001	Dagit, Daryl						
001	Asst Adm P/T (split with Clerk)			1/2			
001	2 F/T Administration	0	0	1/2	0	0	
002	Economic Dev Director to be filled asap						
002	1 F/T Plan & Develop		0	0	0	0	0
003	Attorney			2			1
003	Paralegal			1			
003	P/T Secretary			1/2			
003	Legal	0		3.5	0	0	1
004	McMillan, Sue						
004	Asst Clerk P/T (split with Adm)			1/2			
004	1 F/T City Clerk		0	1/2	0	0	0
005	Pollock, Pat						
005	p/t asst (Angie w/ Dawn filling in)	1/2					
005	1 F/T Personnel	1/2	0	0	0	0	0
006	Evans, Angie						
006	Reis, Bob						
006	Dawn Breden						
006	3 F/T Finance	0	0	0	0	0	0
007	GIS Tech to be filled asap						
007	Wuellner, Joe (3/4 PW-1/4 Insp)						
007	2 F/T Public Works	0	0		0	0	0
009	Tom Schaub						
009	Dave Hess						
009	2 F/T Network Adm						
032	Bolen, Terry						
032	Street Maint wrkr #11 (Hughes replacement)						
032	Cox, Rick						
032	Farlin, Doug						
032	Giffhorn, John						
032	Hangartner, Jeff						
032	Lohnes, Shane						
032	Mandrell, Stan						
032	Nichols, Derek						
032	Pagliaro, Dave						
032	Scarcliff, Bill						

CURRENT FY 2006 DATED 8-12-05							
DEPT	EMPLOYEE NAME	FY: 2007	FY: 2008	FY:2009	FY: 2010	FY:2011	FY:2012 - 2016
032	Weichel, Bill						
032	Robbins, Lorie						
032	Street Maint Worker #12 (Bubble)						
032	6 Summer College Maint Wrks; 4 hired			1		1	
032	Street Maint wrkr						1
032	14 F/T, 4 P/T Streets	0	0	1	0	1	1
034	Barr, Rich						
034	Barth, Randy						
034	Benson, Eric						
034	Baughman, Robert						
034	Blessman, Jim						
034	Bresnahan, Steve						
034	Burns, John T						
034	Coats, Christopher						
034	Combes, Chris						
034	Cone, Kevin						
034	Cox, Brian						
034	Diekhoff, Brett						
034	Evans, Jamie						
034	Fardel, Roger						
034	Gardner, Michael						
034	Hannan, Matt						
034	Hawkins, Ron						
034	Heisel, Dan						
034	Jeckel, Steve						
034	Lamere, Luke						
034	Lauss, Chuck						
034	Lawrence, Kevin						
034	Lusher, Jami						
034	Martin, Matthew						
034	Nelson, Kurt						
034	Sandall, Jack						
034	Sandifar, Darrell						
034	Schoedel, Anthony						
034	Scovil, Rod						
034	Stallings, William						
034	Thatcher, Jon						
034	Toyne, Lynken						
034	Vice, Andrew						
034	Zukowski, Craig						
034	Abel, John						
034	Bottomley, Vaughn						
034	Bowman, Rick						
034	Clor, Harry						
034	Cretaro, Robt						
034	Curto, Steve						
034	Turner, John						
034	Faux, Don						

CURRENT FY 2006 DATED 8-12-05							
DEPT	EMPLOYEE NAME	FY: 2007	FY: 2008	FY:2009	FY: 2010	FY:2011	FY:2012 - 2016
034	Guerra, Maurisio						
034	Guy, Mike						
034	Veatch, Thomas						
034	Klien, Ron						
034	Morris, Dave						
034	Turner, John						
034	Stubbs, Joseph						
034	Tibbs, Steve						
034	Barlow, Diane						
034	3 Firefighters (eff 11-01-05)						
034	18 Firefighter/Paramedics	18 (ambulance)					
034	3 Firefighters		3				
034	3 Firefighters				3		
034	6 + 15 Firefighters	1206					6 (+15)
034	51 Fire	18	3	0	3	0	21
068	Hill, Bill						
068	Johnson, Evonne						
068	Richie, Elaine						
068	Wyman, Margie (PT)						
068	Ranney, Greg						
068	4 F/T, 1 P/T Public Lands & Bldgs	0	0	0	0	0	0
761	Melton, Jennifer						
761	Bitner,Chris						
761	Brooks, John						
761	Brecher, James						
761	Damron, Matthew						
761	Elliott, Bradd						
761	Elliott, Bryan						
761	Franks, Dennis						
761	Fitzanko, Steve T						
761	Gallup, Cory						
761	Gleason, Tim						
761	Graber, Dan						
761	Guerra, James						
761	Hany, Rod						
761	Hazelwood, Chad						
761	Helmick, Brian						
761	Pulliam, May						
761	Ingles, Billie						
761	Ivey, Shaun						
761	Jackson, Jeff						
761	Jolly, Don						
761	Jones, Douglas						
761	Miller, Ted						
761	Pennell, Tom						
761	Quisenberry, Bradley						
761	Ricci, Timothy						

CURRENT FY 2006 DATED 8-12-05							
DEPT	EMPLOYEE NAME	FY: 2007	FY: 2008	FY:2009	FY: 2010	FY:2011	FY:2012 - 2016
761	Richardson, Jeff						
761	Salmon, Dustin						
761	Smith, Mark						
761	Stolz, Jeff						
761	Taylor, William						
761	Vonrohr, Rick						
761	Zimmerman, Brian						
761	Gillespie, Tim						
761	Brotz, Dan						
761	Davis, Roger						
761	Ghidina, John						
761	Kaminski, James						
761	Little, Jeffrey						
761	Kedzior, Scott						
761	Lowe, Gary						
761	McAtee, Robin						
761	Powell, Carl						
761	Ward, Michael						
761	Simmons, Greg						
761	Williams, Mark	pt fleet mgr/evi/radio					
761	Craven, Marsha						
761	6 new officers	2	1	1	1	1	
761							
761	46 F/T, 1 P/T Patrol/Adm	2.5	1	1	1	1	0
763	Baxter, Donald						
763	Burris, Gregory						
763	Barth, Chuck						
763	Nelson, Greg						
763	Ranney, Seth						
763	Shipman, Erik						
763	Thompson, Andrew						
763	Hollis, Glenda						
763	Zimmerman, Mary						
763	9 Investigations	0	0	0	0	0	0
764	Bourdeau, Mary						
764	Borton, Sheila 2nd shift on desk	full time					
764	Hess, Sonia						
764	Martis, Etta						
764	Schuck, Shirley						
764	Stumpf, Susanne	to records supervisor					
764	part time 3rd shift on desk	1/2					
764	5 F/T, 1 P/T Records	1/2	0	0	0	0	0
766	Martin, Tammy						
766	1 F/T Parking Meter	0	0	0	0	0	0

CURRENT FY 2006 DATED 8-12-05							
DEPT	EMPLOYEE NAME	FY: 2007	FY: 2008	FY:2009	FY: 2010	FY:2011	FY:2012 - 2016
793	Reeder, Mark (Electrical)						
793	Sewer & Plumbing Insp (to be filled)						
793	Sheridan, John (HVAC) PT						
793	Vanbuskirk, Juanita						
793	Sieh, Ron (Code Enf Offcr)						
793	Shallenberger, David, HUD PT						
793	4 F/T, 2 P/T Inspections	0	0	0	0	0	0
025	Arrowsmith, Doug						
025	Deal, Doug						
025	Dean Hohimer						
025	Krog, Jeff						
025	Ritchason, Linda						
025	Whitman, Charles						
025	Mjelde, Jeff						
023	7 F/T Sanitation	0	0	0	0	0	0
025	Engel, Lisa						
025	Morris,Ronald						
025	2 F/T Yardwaste	0	0	0	0	0	0
026	Cox, Debra						
026	Lively, Bill						
026	Peeler, Sandra						
026	3 F/T Recycling	0	0	0	0	0	0
029	Fryman, Cheryle						
029	Oberle, Charlene (P-T)		To F/T				
029	1 F/T, 1 P/T Utility Billing	0	0	0	0	0	0
030	Treatment Plant Foreman		1				
030	Wolfer, Larry						
030	Haller, Gary						
030	Birkmeier, Michael						
030	Yavorshak, Joseph						
030	4 F/T Sewer Operations	0	1	0	0	0	0
261	Anderson, Pamela						
261	PT clerical		3/4				
261	1 F/T HUD	0	3/4	0	0	0	0
500	Cale, Kathy						
500	Thompson, Sue						
500	Wyman, Marylou						
500	3 F/T Municipal Bus	0	0	0	0	0	0
501	Atkinson, Vera , Monitor						
501	Briggs, Judy , Monitor						
501	Carrington, David						
501	Briggs, Lowell						
501	Cecil, Betty						
501	Curless, Patricia						

CURRENT FY 2006 DATED 8-12-05							
DEPT	EMPLOYEE NAME	FY: 2007	FY: 2008	FY:2009	FY: 2010	FY:2011	FY:2012 - 2016
501	Davis, Sandra						
501	Durm, Tammy , Monitor						
501	Driskell, Jamie						
501	Engel, Lisa						
501	Ferguson, Shana						
501	Flatley, Melissa						
501	Geiman, Valerie						
501	Gibbs, David						
501	Gregory, Debra						
501	Heberer, Beryl						
501	Howell, Diane						
501	Johnson, Jesse						
501	Johnson, Kristina , Monitor						
501	Johnson, Tammy						
501	Keefer, Larry						
501	Knight, Jennifer						
501	Lercher, Rebecca						
501	Lowe, Kelley						
501	Maneno, Stacy						
501	Lhamon, Diana						
501	Martin, Terry						
501	Matheny, Lisa						
501	McDaniel, Jonni						
501	Monroe, Rachel						
501	Morrison, Edward						
501	Nash, Carmelita, Monitor						
501	Neff, Lisa						
501	Otto, Shannon						
501	Spiesz, Angie, Monitor						
501	Richey, Tracie						
501	Samms, Lillian, Monitor						
501	Samms, Robert						
501	Schlis, Paul						
501	Scranton, Thomas						
501	Sheppard, Millie, Monitor						
501	Siegler, Richard, Monitor						
501	Stanton, Ashley, Monitor						
501	Sunderland, Ellen, Monitor						
501	Syfert, Charles						
501	Tassart, Carolyn						
501	Todd, Marilyn						
501	Vanduker, Sara						
501	Weaver, Paula						
501	Winters, Dohn						
501	Wertz, Debra						
501	Wolfe, Lenora						
501	Wyman, Amanda Sue						
501	Wyman, Julie						

CURRENT FY 2006 DATED 8-12-05							
DEPT	EMPLOYEE NAME	FY: 2007	FY: 2008	FY:2009	FY: 2010	FY:2011	FY:2012 - 2016
501	Wyman, Margie						
501	York, Johnathon						
501	Zimmerman, Stanley						
501	57 P/T School Bus	0	0	0	0	0	0
069	Howdysshell, Wendell						
069	Franciscovich, Brian						
069	Hancock, John						
069	Maquet, Tom						
069	Stone, Rhonda						
069	Reiling, Bob						
069	2 new mechanics		1			1	
069	6 F/T Vehicle Maintenance	0	1	0	0	1	0
173 F/T , 67 P/T = 240 FY 2006 Excludes Library & T/P CCC		20 F/T - 2 P/T	6 F/T - 1 P/T	4 F/T - 4 P/T	4 F/T	2 F/T - P/T	23 F/T
	One (1) Fire Chief						
	One (1) Deputy Fire Chief						
	Three (3) Assistant Fire Chiefs						
	Ten (10) Captains						
	Sixteen (16) Drivers						
	Eighteen (18) Firefighters						
	One (1) Chief of Police						
	Two (2) Deputy Chiefs						
	Four (4) Lieutenants						
	Seven (7) Sergeants						
	Forty (40) Patrol Officers						



City of Pekin

Finance Department

TO: Mayor Howard,
Council Members: Blanchard, Dagit, Jones and Maddox

FROM: Robert A. Reis, Sr., Finance Director

SUBJECT: Fiscal 2005 Audit Engagement Letter and Fees

DATE: September 7, 2005

On the agenda is the engagement letter from Willock Warning and Co., PC for the Fiscal Year ending April 30, 2005 annual audit. This audit, while good accounting, is also required by the State of Illinois, our bond covenants and the Federal Single Audit Act.

The cost of the basic audit for Fiscal 2005 is \$30,000; the increase from prior years is due to the expanded requirements of GASB (the Governmental Accounting Standards Board). While GASB #34 is probably the most widely known pronouncement, there are several others that will come into effect this year as well..

Willock Warning and Co., PC has been the City's auditors since 1980. The following table shows the basic annual cost of the audit since the contract was rebid for the 1999 audit. This is the first increase in four years.

YEAR	AMOUNT
1999	\$23,500
2000	24,000
2001	25,000
2002	25,500
2003	25,500
2004	25,500
2005	30,000

If you have any questions regarding the engagement letter or costs, please contact me at your convenience.

Respectfully,

cc: Denny Kief, City Manager
Sue E. McMillan, City Clerk

I:\MSW\COUNCIL\2006\2005 Audit.doc

Audit Engagement Letter

July 19, 2005

The City Manager
City of Pekin
Pekin, Illinois

We are pleased to confirm our understanding of the services we are to provide the City of Pekin for the year ended April 30, 2005. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, of the City of Pekin as of and for the year ended April 30, 2005. The document we submit to you will include the following supplementary information required by generally accepted accounting principles that will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules.
3. GASB-Required Supplementary Pension Information.

Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements upon which we will provide an opinion in relation to the basic financial statements:

1. Combining Statements by Fund Type.
2. Individual Fund Statements.
3. Schedule of Expenditures of Federal Awards.

We will also prepare the City's annual report to the Illinois Comptroller's office.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for establishing and maintaining effective internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are

As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. In accordance with Government Auditing Standards, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures-Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinions on the City of Pekin's financial statements and on its compliance with requirements applicable to major programs.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal aware program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by Government Audit Standards and OMB Circular A-133.

Audit Procedures-Compliance

Our audit will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Pekin's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures

Will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the City of Pekin's major programs. The purpose of those procedures will be to express an opinion on the City of Pekin's compliance with requirements applicable to each of its major programs in our report on compliance issued to OMB Circular A-133.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection form that summarizes our audit findings. We will provide copies and an original of our reports to the City of Pekin, however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of Willock Warning & Co., P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the U.S. Department of Commerce or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Willock Warning & Co., P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of three years after the date of the auditors' report is issued or for any additional period requested by the Federal Audit Clearinghouse. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit findings for guidance prior to destroying the audit documentation.

Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$30,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2005 peer review report and letter of comment accompanies this letter.

We appreciate the opportunity to be of service to the City of Pekin and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Willock Warning & Co., P.C.

Response:

This letter correctly sets forth the understanding of the City of Pekin.

By: _____

Title: _____

Date: _____

CHAMBLIN, MOSS & MOORE, LLP

Certified Public Accountants and Business Consultants

June 21, 2005

William R. Moss, CPA
Brian H. Moore, CPA
Patricia B. Wetherell, Principal

To the Shareholder
Willock, Warning & Co., P.C.

We have reviewed the system of quality control for the accounting and auditing practice of Willock, Warning & Co., P.C. (the firm) in effect for the year ended February 28, 2005. A system of quality control encompasses the firm's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance with its system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included, among others, engagements performed under *Government Auditing Standards*. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with firm management to discuss the results of our review. We believe that the procedures we performed provide a reasonable basis for our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent that we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selected tests therefore it would not necessarily detect all weaknesses in the system of quality control or all instances of noncompliance with it. There are inherent limitations in the effectiveness of any system of quality control and therefore noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Willock, Warning & Co., P.C. in effect for the year ended February 28, 2005, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Chamblin, Moss & Moore, LLP

CHAMBLIN, MOSS & MOORE, LLP

Certified Public Accountants and Business Consultants

William R. Moss, CPA
Brian H. Moore, CPA
Patricia B. Wetherell, Principal

June 21, 2005

To the Shareholder
Willock, Warning & Co., P.C.

We have reviewed the accounting and auditing practice of Willock, Warning & Co., P.C. (the firm) for the year ended February 28, 2005, and have issued our report thereon dated June 21, 2005. That report should be read in conjunction with the comments in this letter, which were considered in determining our opinion. The matters described below were not considered to be of sufficient significance to affect the opinion expressed in that report.

Comment-Firm policy requires the use of purchased practice aids to document audit engagement planning. During our review of an initial engagement, we noted that the auditor did not document conversations with the prior auditor, as required by the practice aid. Through review of the workpapers and discussions with the engagement owner, we were able to satisfy ourselves that the audit work performed was adequate.

Recommendation-We recommend that the firm have a training session to review the use of its purchased practice aids to document the auditor's conversations with the prior auditors.

Comment-During our review of an engagement performed subject to the Single Audit Act, we noted that the notes to the schedule of expenditures of Federal Awards were not prepared. The practice aid required preparation of the notes, but the practice aid was not signed. The omission of the notes did not cause the financial statements to be misleading.

Recommendation-We recommend that the firm have a training session to review the practice aid regarding reports and disclosures required by the Single Audit Act. Further, engagement reviewers should review the completed practice aid to insure that all required disclosures are included in the financial statements.

Chamblin, Moss & Moore, LLP

McMillan, Sue

From: Kief, Denny
Sent: Thursday, September 08, 2005 6:15 AM
To: Commissioners
Cc: McMillan, Sue
Subject: Winter Averaging

On Monday's agenda is an Ordinance to amend the Wastewater Averaging. The proposed language will give us flexibility for such as the following:

- 1) A family that moves from one home in Pekin to another will be allowed to use their previous usage in the 7 month (October through April) averaging.
- 2) "Snowbirds" that are not here for the entire 7 months of averaging will have their average compiled on what months they are here.
- 3) For new users we will give "typical" usages for comparable sized households that we will use for the first year of averaging data.

In all cases we will give them a credit for the possible overages in their bills since May. Let me know if you have any questions or comments.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 4, CHAPTER 4C
SECTION 2 OF THE CODE OF THE CITY OF
PEKIN 1995 REGARDING SEWER USER CHARGES**

WHEREAS, the Code of the City of Pekin 1995 was adopted on April 10, 1995,
and duly published in book form; and

WHEREAS, the City of Pekin is a home rule municipality as described in
Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may
exercise any power and function pertaining to its government and its affairs; and

WHEREAS, the City of Pekin has maintained or decreased the user rate and debt
service charges over the past seventeen years; and

WHEREAS, the City Council has determined that the treatment plant must now
be expanded in order to provide quality service to the City; and

WHEREAS, the City Council has estimated the annual cost of expanding the
treatment plant; and

WHEREAS, the City Council has determined that the appropriate method of
defraying the costs of the expansion is to adjust the Minimum Charge and the Volumetric
Rate for wastewater facilities in the City; and

WHEREAS, the City Council has determined that it is in the best interests of the
City to amend the City Code regarding Sewer User Charges.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF PEKIN, ILLINOIS:**

1. That Title 4, Chapter 4C, Section 2-2, first paragraph,

Section A, Section D, and Section E, be amended to read as follows:

E. Seven (7) month averaging" will only be allowed for those monthly customers classified as residential. The usage from the months of October through April will be averaged, and the lesser of this average or the actual metered usage during the summer billing period will be the amount charged for the summer billing period. If a customer has not been serviced for a full seven (7) month period, the Wastewater Billing Department shall estimate the amount based on historical and/or compatible usage.

BE IT FURTHER ORDAINED that all other parts of the Code of the City of Pekin 1995 as amended except as modified herein are hereby reaffirmed and ratified and are in full force and effect.

BE IT FURTHER ORDAINED that all Ordinances or parts of ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon its passage and approval and publication as required by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Pekin, this ____ day of _____, 2005; and upon roll call the vote was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

APPROVED this ____ day of _____, 2005.

MAYOR

ATTEST:

CITY CLERK

RESOLUTION NO. _____

***A RESOLUTION RESCINDING RESOLUTION 140 - ADOPTING
PERSONNEL POLICY, RESOLUTION NO. 50 – E-MAIL POLICY AND
RESOLUTION NO. 177 - SEXUAL HARASSMENT AND ADOPTING A NEW
PERSONNEL POLICY FOR THE EMPLOYEES
OF THE CITY OF PEKIN***

WHEREAS, the City of Pekin currently has a Personnel Policy adopted by Resolution No. 140 dated March 25, 1996 and amended by Resolution No. 392, and

WHEREAS, the City of Pekin currently has a Sexual Harassment Policy governing policies for the City's personnel, which policy was adopted by the City Council by motion, dated April 28, 1997; and amended by Resolution No. 377 on December 28, 1998 and further amended by Resolution No. 177 on April 22, 2002, and

WHEREAS, the City of Pekin currently has an E-mail and Internet Policy adopted by Resolution No. 50 dated April 11, 2000, and

WHEREAS, the City has undertaken a review of the existing policies; and

WHEREAS, the City has developed a new Personnel Policy that includes revised governing policies for the City's personnel including Sexual Harassment and E-mail and Internet policies, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference (the "City of Pekin Personnel Policy"); and

WHEREAS, it is in the best interest of the City of Pekin to adopt the City of Pekin Personnel Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, PEKIN, ILLINOIS, as follows:

SECTION I. The City Council of the City of Pekin finds as facts the recitals hereinabove set forth.

SECTION II. That existing Personnel Policy approved March 25, 1996 by Resolution No. 140, the Sexual Harassment Policy adopted April 22, 2002 by Resolution No. 177, and that the E-Mail and Internet Policy are rescinded.

SECTION III. That the City of Pekin Personnel Policy presented to the City Council attached hereto as Exhibit A and the same is hereby adopted as the City of Pekin Personnel Policy.

ADOPTED AND APPROVED at a regular meeting of the Council of the City of Pekin, this

_____ day of _____, 2005.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

APPROVED this _____ day of _____, 2005

MAYOR

ATTEST:

CITY CLERK

TABLE OF CONTENTS

NO.	POLICY TITLE	Page	Revision Date
1.	INTRODUCTION		
1.1	Welcome	1	
1.2	Purpose.....	1	
1.3	Employee Responsibilities.....	2	
1.4	Business Practices	3	
2.	EMPLOYMENT		
2.1	Employment At Will	4	
2.2	Employee Relations	4	
2.3	Equal Employment Opportunity	5	
2.4	Employment Process.....	5	
2.5	Employment Process For Police and Fire.....	6	
2.6	Promotions	6	
2.7	Employment of Relatives	6	
2.8	Fitness For Duty.....	6	
2.9	Residency Requirement	7	
2.10	Licensing and Permitting.....	7	
2.11	Employee Orientation.....	7	
3.	EMPLOYMENT STATUS and RECORDS		
3.1	Employment Categories.....	8	
3.2	Access to Personnel Files	9	
3.3	Employment Reference Checks.....	9	
3.4	Personnel Data Changes	9	
3.5	Employment Applications	9	
3.6	Probation Period	10	
3.7	Performance Evaluation	10	
4.	EMPLOYEE BENEFIT PROGRAMS		
4.1	Benefits in General	11	
4.2	Insurance Benefits.....	11	
4.3	Continuation of Benefits (COBRA)	11	
4.4	Retirement Plan.....	12	
4.5	Section 125 Flexible Spending Accounts	13	
4.6	Additional Voluntary Benefits.....	13	
4.7	Wellness Programs.....	13	
4.8	Vacation	13	
4.9	Sick Pay Plan... ..	14	
4.10	Sick Pay Upon Retirement.....	15	
4.11	Holidays	15	
4.12	Overtime	15	
4.13	Personal Days	16	
4.14	Workers Compensation Insurance	16	
4.15	Bereavement Leave.....	17	
4.16	Employee Assistance Program (EAP)	17	

NO.	POLICY TITLE	Page	Revision Date
5.	TIME KEEPING and PAYROLL		
5.1	Time Keeping.....	17	
5.2	Payroll Periods.....	18	
6.	WORK CONDITIONS and HOURS		
6.1	Safety	18	
6.2	Inclement Weather	19	
6.3	Work Schedules	19	
6.4	Employee Meetings and Employee Training.....	20	
6.5	Conference and Meeting Expenses.....	20	
6.6	Corporate Card Program	21	
6.7	Meal and Break Periods.....	22	
6.8	Compensable Time Off (Comp Time).....	22	
7.	UNPAID LEAVES OF ABSENCE		
7.1	Leaves of Absence in General	23	
7.2	Military Leave.....	23	
7.3	Educational Leave & Financial Assistance	23	
7.4	Family and Medical Leave (FMLA).....	24	
8.	EMPLOYEE PERFORMANCE and BEHAVIOR		
8.1	Employee Conduct and Work Rules.....	24	
8.2	Theft and Fraudulent Activities Policy	27	
8.3	E-Mail and The Internet	28	
8.4	Sexual Harassment Policy	30	
8.5	Drug and Alcohol Policy	32	
8.6	Smoking Policy	33	
8.7	Attendance and Punctuality	33	
8.8	Personal Appearance and Image	34	
8.9	Return of Property	34	
8.10	Resignation	35	
9.	MISCELLANEOUS		
9.1	Solicitation and Distribution.....	35	
9.2	Jury / Witness Duty.....	35	
9.3	Personal Telephone Calls.....	36	
9.4	Use of Cameras / Other Recording Equipment.....	36	
	RECEIPT ACKNOWLEDGEMENT	37	



1. INTRODUCTION

1.1 WELCOME

It is a pleasure to welcome you as an employee of The City of Pekin. This Personnel Policy is provided for your personal use. We encourage you to read it and keep for your future reference. If you have any questions about the contents of this Policy, or about anything that pertains to your job, please discuss these issues with your immediate supervisor, department head, or the Personnel Director.

The City Manager and other management staff have faith in their employees, and a real interest in them, their concerns, thoughts and ideas. Our primary aim is to serve the public, and we are proud of our reputation for providing quality service in an effective and efficient manner. We recognize the credit for this distinction goes to everyone in the organization.

Thank you for joining us. We look forward to working with you and will strive to provide a fair and enjoyable work environment for all staff.

1.2 PURPOSE

This Personnel Policy is provided to all employees of the City of Pekin, which will also be referenced throughout this Policy as the “the City”. It is intended to serve as a guideline for reference to the day-to-day administration of the human resources policies, practices, and work rules, and also outlines various programs developed by the City to benefit employees. All statements herein are designed to increase understanding, and provide direction to allow accomplishment of our objectives, and permit interpretations of policies in a fair and consistent manner. These provisions supersede the existing Personnel Policy. Existing departmental policies and procedures necessary for the operations of a specific department shall not be affected by this policy. This Policy is not an employment contract and does not establish contractual rights. The City Manager may modify, change, or eliminate the policies and/or procedures listed in these guidelines at any time, with the approval of our City Council. All

changes and modifications will be communicated to employees through the City's usual channels of communication: mailings, newsletters, payroll stuffers, employee meetings, city website, channel 22, and internal postings.

It is the responsibility of all employees to become familiar with and adhere to all policies and provisions of the Policy. It is the responsibility of all department heads and supervisory personnel to administer these policies in a consistent and impartial manner. Day-to-day interpretations of policy statements and their intent fall under the authority of the Personnel Director, with final approval by the City Manager.

The official copy of this document is kept and maintained in the Personnel Department. This policy is also part of the official records maintained by the City Clerk. For further clarification regarding the full rights, benefits and obligations of employees and of the City, please contact the Personnel Director.

Note: This Policy describes policies, practices, benefits, and work rules for all non-represented employees and for employees covered under collective bargaining agreements; however, current collective bargaining agreements and applicable statutes take precedence over policies, practices, benefits and work rules when conflicting statements exist. Employees covered by collective bargaining agreements should refer to their specific contract language when appropriate.

1.3 EMPLOYEE RESPONSIBILITIES

Each of us, as an employee, is an "Ambassador" of the City. It is hoped and even expected that you are proud to be a member of our team, and will always refer to the City of Pekin in a positive manner.

Our ability to successfully provide the level of service the citizens of our community (our customers) expect and deserve depends upon the quality of our staff and their commitment to excellence. It is expected that all City employees strive to understand, appreciate, commit to, and exemplify the following:

- A. Provide QUALITY work at a productive pace;
- B. Treat others with courtesy and respect their rights;
- C. Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all public activities;
- D. Respect each other, and support the City's goals and philosophies;
- E. Show genuine team effort while participating in work activities;
- F. Display a positive attitude and a smile to the people we serve no matter how challenging the day has been;
- G. Take initiative within your authority; and
- H. Perform your responsibilities to the best of your ability.

All complaints from the public shall be handled courteously and promptly. The employee who receives a complaint should attempt to resolve the complaint if possible, or immediately refer the complaining party to the appropriate department head or the City Manager. All complaints shall be properly documented.

1.4 BUSINESS PRACTICES

The following guidelines are to be adhered to in day-to-day conduct. Violations are subject to disciplinary action.

1. COMPLIANCE WITH LAWS AND REGULATIONS

The City shall conduct all activities in compliance with all applicable federal, state, and local laws and regulations.

2. PROPER RECORDING OF ASSETS AND DISBURSEMENTS

Making false or factitious entries in the City books and records and/or issuing false or misleading reports about the City operations, are prohibited. No employee shall engage in any transaction that requires or contemplates such prohibited activities.

3. PURCHASING POLICIES

All suppliers, seeking or participating in business dealings with the City, will be accorded fair and impartial treatment. Soliciting, or accepting, monetary or non-monetary kickbacks, fees, or commissions from a supplier is expressly forbidden. Accepting normal business courtesies with a value of \$25 or less is permissible. (Also see Conflict of Interest policy below, and refer to current State mandated ethics, gift ban, etc. policies).

4. POLITICAL CAMPAIGN POLICY

The City encourages individuals to participate in civic and political activities in their own way during their personal time. In doing so, individuals must never act as a representative of the City or give the appearance that the City is supporting their activity without the expressed consent of the City Manager. Participation in political activity of any kind is prohibited during the employee's working hours.

5. OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the City, and such outside employment is disclosed to the immediate supervisor and the City Manager. All employees will be judged by the same performance standards and will be subject to the City scheduling requirements, regardless of any existing outside work requirements. If an employee's outside work interferes with his or her performance or ability to meet the requirements of their job as it is modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City for materials sold, or services rendered, while performing their jobs with the City.

6. ON/OFF DUTY MORALS, EFFICIENCY, IMAGE, PUBLIC CONFIDENCE

No employee shall engage in conduct, on or off duty, which adversely affects the morale or efficiency of the organization, or, engage in conduct, on or off duty, which has a tendency to destroy public respect for the employee and/or the City, and/or destroy confidence in the operations of the City. Insure that all actions and statements, whether made publicly or

privately, are such as to promote the execution of City ordinances, regulations, policies and programs.

7. CONFLICT OF INTEREST

Employees are expected to avoid any outside interest or activity which is in conflict or incompatible with the conduct of official duties. Employees must decline from participating in any business activity with the City, or participating in any decision on any such activity when the employee either has an ownership interest in the business with which the City is dealing or stands to receive personal outside gain from such dealings.

Employees are also expected to take precautions to avoid any appearance of conflict of interest, or raise suggestions of impropriety. To this end, the City expressly precludes any City employee from soliciting, or accepting, any gift, gratuity, service, favor or valuable service(s) in exchange for, or as a result of, or which might influence, the performance of their duty as City employees. The sole exceptions are that employees may:

- accept (but may not solicit or request) gifts of normal business courtesies with a nominal value; or
- may, with prior approval of the City Manager, participate in activities / events (e.g., seminars, conventions, golf tournaments) sponsored by an entity with which the City does business or might do business.

2. EMPLOYMENT

2.1 EMPLOYMENT AT WILL

If you are offered and accept employment with the City, your employment will be employment “at will”, which means employment with the City is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law or contractual agreement.

2.2 EMPLOYEE RELATIONS

The City believes that the work conditions and wages, it offers to employees are fair and competitive with those offered by other employers in this area and other municipalities. If employees have concerns, they are strongly encouraged to voice these concerns openly and directly to their immediate Supervisor, Department Head, Personnel Director or City Manager.

Direct communication is always the best route to take to resolve issues.

2.3 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in any aspect of employment opportunities or practices on the basis of race, color, creed, sex, sexual orientation, national origin, ancestry, veteran status, age, disability, or any other characteristic protected by law.

The City will comply with the rules and regulations of the Americans with Disabilities Act of 1990 and make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the City or other employees. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate Supervisor, Personnel Director, or the City Manager. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.4 EMPLOYMENT PROCESS

The Personnel Department will advertise for position openings through various resources and methods including, but not necessarily limited to newspaper advertisement, professional journal advertisement, the City's website, other appropriate websites, and Channel 22. In addition, position openings shall be posted in every City department, and on the information board for official announcements which is located in the lobby near the entrance to the Council Chambers for a minimum of five (5) consecutive working days.

The job vacancy announcement shall be in a consistent format for all City jobs, and include at minimum the job title, rate or range of pay, work hours, a summary of duties, the essential qualifications, and the basic procedure to be followed in hiring.

Applications for regular full-time and regular part-time employment, and all applications and resumes received in response to advertised vacancies, will be kept on file for one (1) year. All applicants previously employed by the City must submit a new application if they have been off the payroll for more than one (1) year or were subsequently employed by another employer.

Employees are selected on the basis of their qualifications to fulfill established specifications for the job, or as outlined in collective bargaining agreements. General selection criteria includes knowledge, experience, education, training, skills, and willingness to work in a specified environment. No applicant shall be hired without an interview.

Hiring of Department Head personnel shall be the responsibility of the City Manager. When a non-management vacancy exists in a department, the respective department head will notify the City Manager to obtain authorization for filling the position before taking any other steps. The

department head will screen all applicants and interview a sufficient number of qualified candidates, and select the most qualified candidate. Participation in the interview/selection process may include the City Manager if he/she elects to participate or is requested to participate by the department head. The department head or City Manager may request participation by the Personnel Director at any step of the employment process. All applicants interviewed shall be notified by the responsible department head or the Personnel Department by written letter when the vacancy is filled.

2.5 EMPLOYMENT PROCESS FOR POLICE AND FIRE

Procedures and specific provisions for hiring members of the Police and Fire Departments will be followed as set forth in the Rules and Regulations of the Board of Fire and Police Commissioners of the City of Pekin.

2.6 PROMOTIONS

The City values the talents and expertise of their employees and will make every effort to promote from within when possible. Current employees of the City will be considered if they possess the necessary qualifications and/or experience that are equal to or would exceed others who make application, and when it is in the best interest of the City to do so.

2.7 EMPLOYMENT OF RELATIVES

Relatives and/or personal acquaintances will be given offers of employment over other candidates only when they are clearly the best candidate for the job. Employees may not work under the direct or indirect supervision of a relative as defined in this policy. For the purpose of this policy “relatives” includes spouses, sons or daughters, grandchildren, brothers or sisters, brothers or sisters-in-law, mothers or fathers, mother or father-in-law, or “step” relatives of the same level.

2.8 FITNESS FOR DUTY

Offers of employment by the City will be conditional upon the candidate successfully completing medical examination which includes a drug screen, and employment will not begin until the employment medical examination is successfully completed. Successful completion of the exam requires a negative drug screen and the physician’s certification that minimal physical standards established for the specific job are met. The City will provide reasonable accommodations, when necessary and requested, for qualified individuals with disabilities, in accordance with the Americans with Disabilities Act of 1990. Subsequently, a fitness for duty examination by a reputable physician, psychiatrist or psychologist approved by the City, may be required as a condition for continued employment, when the need for such examination is brought about by significant absenteeism, a work-related accident, as a guide for reasonable accommodation, prior to a “light duty” assignment, or when such examination is determined to be in the best interest of the employee and the City.

Individual departments may, with City Manager approval, establish additional testing requirements to evaluate the capacity and fitness of candidates to effectively and efficiently perform the duties of the specific job for which they have applied. For example, the Board of Fire and Police Commissioners may establish testing for strength, dexterity, agility, etc. beyond the basic employment physical examination for specific positions in the fire and police departments. In no case will such job or department specific rules or procedures be inconsistent or in conflict with City policies.

2.9 RESIDENCY REQUIREMENT

All existing employees, except Department Heads, hired prior to May 1, 2005, must live within the following boundaries: Interstate 474 (north), Springfield Road (east), Townline Road (south), and Manito Blacktop north from Townline Road to the Illinois River (west).

Department Heads, and all employees hired after May 1, 2005, shall reside within the corporate limits of the City of Pekin. Residency requirements for employees covered under collective bargaining agreements shall be governed by those agreements. Residency requirements for non-union sworn police and fire personnel shall also be governed by the police and fire collective bargaining agreements. Employees hired after May 1, 2005, who do not reside in Pekin, may have up to twelve (12) months from their date of hire to establish residency. Exception to this policy may only be temporary, for personal hardship reasons, and must be authorized by the City Manager. An employee who fails to meet this requirement shall be terminated. Those employees hired prior to the adoption of this policy, and pursuant to a policy permitting residency outside the City limits, may retain that residence without penalty, provided that any relocation they may make during their employment shall only be into the City limits.

2.10 LICENSING AND PERMITTING

Various permits, licenses and certificates are required of employees by State and National agencies, as a prerequisite to performing various municipal tasks. The City will insure that all such licenses and certificates are in the possession of the applicable department or the employee before authorizing the employee to perform such regulated work.

Costs for such permits, licenses and certificates may be paid by the City (except regular vehicular drivers' licenses), together with any specialized training required to achieve such permits, licenses or certificates, on approval of the department head or City Manager.

2.11 EMPLOYEE ORIENTATION

We all know how critical first impressions are. They establish a foundation for everything that follows. A New Employee Orientation procedure has been established to provide new staff with the initial information and tools they need to be successful. It provides a comprehensive introduction to employment with the City of Pekin.

The orientation will cover a variety of topics including: policies and procedures, expectations, and management style; the new employee's role in the overall picture; benefit programs; rules and regulations; safety information; and more. The immediate supervisor, department head,

Personnel Director, and others will participate by communicating information on material and activities for which they are responsible. The new employee's orientation will be concluded as soon as possible following his or her employment date, and no later than after the first thirty (30) days of employment.

3. EMPLOYMENT STATUS and RECORDS

3.1 EMPLOYMENT CATEGORIES

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

DEFINITIONS OF CLASSIFICATIONS

Employees may be designated as either Non-Exempt or Exempt from federal and state wage and hour laws. Non-Exempt employees are paid for the actual number of hours they work, and are entitled to overtime pay under certain provisions of federal and state laws, and/or collective bargaining agreements. Exempt employees are paid annual salaries which are divided into set bi-weekly payments without regard to the number of hours worked, and are excluded from specific provisions of federal and state wage and hour laws.

DEFINITIONS OF CATEGORIES

Regular Full-time: Employees who are beyond their initial probationary period and are regularly scheduled to work 40 hours or more per week on a continuing basis. Generally, they are eligible for the City benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-time: Employees who are beyond their initial probationary period and are regularly scheduled to work less than 40 hours per week on a continuing basis. They do receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), and they may be eligible for other benefits as outlined in their respective contracts.

School Year: Employees hired for a specific "not to exceed" period of time of less than one year. Seasonal employees' rates of pay may differ from regular employees in similar positions. They receive legally mandated benefits, may receive other benefits as stated in their contracts.

Contractual: Contracted personnel are not employees of the City of Pekin, and therefore, not eligible to participate in the City's benefit programs.

- * NOTE: Occasionally, FULL-TIME employees may work less than their normal schedules, or PART-TIME employees may work more than their normal schedules. These variations do not change the status of the employee or the position.

3.2 ACCESS TO PERSONNEL FILES

The City maintains a confidential personnel file on each employee. The personnel file includes, but is not limited to, such information as the employee's job application, resume, records of training, documentation of performance evaluations, disciplinary records, salary history and other confidential records. Official personnel files are kept and maintained in the Personnel Department. Personnel information kept by individual departments is limited to information needed for day-to-day operations.

Personnel files are the property of the City, and access to the information they contain is restricted on a need-to-know basis, limited to the respective department head, (or their designee), or the City Manager. With reasonable advance notice (up to 24 hours), employees may review their own personnel files in the Personnel Office and in the presence of the Personnel Director.

Employees may request copies of material contained within their own personnel file, and the City reserves the right to charge a reasonable fee for copying the material.

3.3 EMPLOYMENT REFERENCE CHECKS

The City will respond only to those reference check inquiries that are submitted in writing. No employment data beyond dates of employment and eligibility for re-hire will be released without a written authorization and release form signed by the individual who is the subject of the inquiry.

3.4 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Personnel Department of any changes in personnel data. Personal mailing addresses, telephone numbers, citizenship, marital status, number and names of dependents, and individuals to be contacted in the event of an emergency must be accurate and current at all times. If any personnel data has changed, the employee must advise the Personnel Department of the new information.

3.5 EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, may result in disciplinary action, including but not limited to, termination of employment.

3.6 PROBATIONARY PERIOD

The initial Probationary Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance, and to determine whether the new position meets their expectations. The City utilizes this period to evaluate employee capabilities, work habits, and overall performance. An employee may be terminated by the department head, with prior approval of the City Manager, during or at the end of this period if it is determined the employee will not meet the expectations of the job.

All new and rehired employees, as well as current employees who transfer to a new position, shall be subject to a probationary period for the first six (6) months after their date of hire or job change, or as outlined in their collective bargaining agreement. At the end of the six (6) month period, the responsible department head will make a recommendation to retain or terminate the employee; or to extend the introductory period. Extending the initial probationary period will only be considered if there are strong indications that more time will bring the required improvement. There is no employee right to grieve or appeal a termination made in conjunction with the probationary period. The Personnel Department shall be notified of action taken after the probationary period has expired.

Upon satisfactory completion of the Probationary Period, employees enter the “regular” employment classification. Successful completion of the Probationary Period does not change the “employment-at-will” status.

3.7 PERFORMANCE EVALUATION

Managers and employees are strongly encouraged to discuss job performance on an informal, day-to-day basis. A written performance evaluation will be conducted for each employee near the end of, or shortly after they complete, the probation period. Written evaluations will provide an assessment of the employee’s capabilities, work habits, and overall performance. Additional performance evaluations are periodically conducted to provide both managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for performance improvement. NOTE: Contracted employees will receive performance evaluations in accordance with the terms of their contract.

All employees are entitled to receive a written and associated verbal performance review at least annually. The employee is to acknowledge the review by dating and signing the evaluation form. The signature does not imply agreement with the evaluation, but only that it was completed and reviewed. If the employee is not in agreement with any part of the review, he / she may provide a written response to the evaluation to be attached to the completed written evaluation form. A copy of the completed and signed evaluation form and any attachments will be included in the employee’s personnel file.

4.0 EMPLOYEE BENEFIT PROGRAMS

Note: Employees covered by collective bargaining agreements should refer to their specific contract language where appropriate. Contract language shall take precedence over statements found in the Policy.

4.1 BENEFITS IN GENERAL

The City recognizes the importance of providing a full range of benefits to its employees and takes pride in the benefit packages available for its union represented and unrepresented employees. Everyone should share in the effort to use these benefits wisely and appropriately to help keep the costs in line so that we can maintain quality and affordable benefits. Periodic changes to various benefits are necessary from time to time as contracts are renegotiated and business conditions dictate. An updated schedule is distributed periodically outlining the current benefits for the employees of the City.

4.2 INSURANCE BENEFITS

Full-time employees are eligible to participate in the City of Pekin health insurance programs the first day of the month following their date of hire or date they attain full-time status.

A Summary Plan Document of the City of Pekin Employee Health Benefit Plan will be provided to all eligible employees. Along with other pertinent information, this document provides a summary of the plan options available, deductibles, co-insurance levels, out-of-pocket levels, major medical benefits, prescription drug program co-payments, life insurance benefits, and dental benefits. Specific Plan coverages, benefits, and eligibility requirements are determined by and may be found in the Summary Plan Document. Benefit information provided in this Personnel Policy is only summary information and not binding or controlling.

The City of Pekin has in place a joint Health Insurance Committee comprised of two members from each bargaining unit, two members who are non-bargaining employees, and two members from the City of Pekin management staff. The purpose of this committee is to consider and develop health savings strategies with respect to the health plan.

The City of Pekin also conducts an Annual Open Enrollment. During this period, employees are given the opportunity to update their insurance information for the new year. Full-time employees must attend the Annual Open Enrollment.

4.3 CONTINUATION OF BENEFITS (COBRA)

The federal Consolidated Omnibus Reconciliation Act (COBRA) gives the employee and his/her qualified beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death, leave of absence, reduction in an employee's hours, divorce, legal separation, and a dependent child no longer meeting eligibility requirements.

A notification of health care continuation rights will be mailed to the employee at his or her last known address within the timeframe specified by law. If continued coverage is elected and the

proper premium is paid and received within the designated time frame, there will be no break in coverage.

Employees should refer to the Continuation of Benefits (COBRA) section of the Plan document or the Summary Plan Description for a more thorough explanation of this subject. The information shown in this manual is only summary in nature.

IN ADDITION TO THOSE COBRA BENEFITS DESCRIBED OR REFERRED TO ABOVE, THE CITY HAS ADOPTED THE FOLLOWING:

- If an employee resigns or is terminated prior to retirement, the employee will only have the rights, if any, provided by federal and state law.
- If an employee retires under the retirement requirements of IMRF, Fire Pension or Police Pension, the employee and the employee's spouse may continue their health insurance at the employee's cost until the employee becomes eligible for Medicare.
- Employees should refer to their Summary Plan Description (SPD) for additional information regarding continuation of benefits when: an employee retires but dies before the employee becomes eligible for Medicare, if an employee who has successfully completed his or her probationary period becomes disabled, and continuation under other scenarios.

4.4 RETIREMENT PLAN

Illinois State law requires participation in the Illinois Municipal Retirement Fund (IMRF) by employees who work in an IMRF qualified position. An IMRF qualified position is one that is intended to be over 1,000 hours per year. As a member of IMRF making contributions toward a Regular IMRF pension you contribute 4.5% of your salary; 3.75% for your pension and 0.75% for a surviving spouse pension. Your contributions are tax deferred; you do not pay either federal or Illinois income tax on the money used to make your contributions. IMRF benefits include retirement benefits, disability benefits, and death benefits. The Personnel Director will provide to you an IMRF Benefit Booklet which summarizes these and other IMRF benefits and the requirements to be eligible for those benefits.

Illinois state law requires participation in the Police Pension Fund or Fire Pension Fund for those individuals who work as a fire fighter or sworn police officer. Employee contributions are set by the Illinois Pension Code periodically.

4.5 SECTION 125 FLEXIBLE SPENDING ACCOUNT

The City provides employees with the opportunity to participate in a Section 125 Flexible Spending Account (FSA). Section 125 refers to the section of the IRS Code that allows eligible employees to deduct pre-tax dollars for qualified expenses under the health plan and for child care. The City also provides employees with the opportunity to participate in a Health Savings Account (HSA).

4.6 ADDITIONAL VOLUNTARY BENEFITS

Employees may choose to purchase additional benefits on a voluntary basis. These currently include Long-Term Care, Cancer, additional life insurance, and 457 Deferred Compensation. Other plans are available from time to time. It is each employee's responsibility to contact the insurance broker directly to discuss these coverages, and all premiums (costs) are paid by the employee. Payroll deduction may be utilized on approved programs. Information about what is available and who to contact may be obtained from the Personnel Department.

4.7 WELLNESS PROGRAMS

In addition to the Employee Assistance Program, employees are encouraged to participate in various other City-sponsored wellness programs and activities that are designed to maintain or improve employee health before problems arise. The City sponsors programs from time to time to educate employees and encourage healthy behavior through participation in our annual health fair, smoking cessation, athletic club membership, and other programs.

4.8 VACATION (ANNUAL LEAVE)

The City provides a vacation benefit to its eligible regular full-time employees for time away from work for rest, relaxation, or for personal needs. Vacations are accrued (earned) based on anniversary date to anniversary date, and are scheduled during the calendar year following the period in which they were earned. In those years the employee progresses to a new level of benefit accrual (after completing 1, 5, or 10 years of service), the additional week earned at that time is to be taken between the anniversary date and the end of the calendar year. Vacation hours must be scheduled in advance with the approval of the department head, and then approval shall be based on the operating requirements of the department. Vacation hours will be paid based on the employee's base rate of pay at the time the vacation is taken.

Employees shall accrue vacation for use in the following year based on their anniversary date according to the following schedule (unless outlined differently in collective bargaining agreements):

1 Year of Completed Service	2 Weeks or 80 Hours
5 Years of Completed Service	3 Weeks or 120 Hours
10 Years of Completed Service	4 Weeks or 160 Hours

Where an employee does not possess one (1) year of completed service on January 1st for that calendar year, the employee, upon completion of one (1) full year of service with the City, shall be eligible for one (1) week of vacation time during the remainder of that calendar year. If, at the anniversary date, there are less than 45 days left in the calendar year, then for that individual, his/her vacation time will be extended for a 30-day period beyond December 31st.

Where an employee would become eligible for an additional week of vacation because of his/her years of service after the start of the calendar year on January 1st, the employee shall be eligible for the additional week of vacation during the remainder of the calendar year. If, at the

anniversary date, there are less than 45 days left in the calendar year, then for that individual, his/her vacation time will be extended for a 30-day period beyond December 31st.

If an employee becomes ill while on vacation, he/she can use sick leave time instead of vacation if a statement from their doctor is provided to the department head.

FLSA exempt employees shall be reimbursed up to one week each year for unused vacation at a rate of one-half their value not to exceed twenty (20) hours.

Eligible employees who change status (full-time to part-time or vice-versa) may retain the vacation they have already accrued, however, no vacation hours will accrue while the employee is classified in part-time or any other status other than full-time unless their contract states the contrary. If the employee does not plan to return to covered-status, they may wish to be paid for their accrued vacation benefit. When an employee retires or otherwise ends their employment with the City, they will be paid off of all earned but unused vacation.

4.9 SICK PAY PLAN

All Regular full-time employees, will earn 1 day per month (12 days per year) to a maximum accrual of 240 days, for the purpose of protecting them from loss of income due to their inability to work because of personal illness or injury, or the employee's and/or immediate family member's recuperation from illness or injury, or surgery. Immediate family members shall consist of mother, father, brother, sister, mother-in-law, father-in-law, child (adopted, biological or step), maternal and fraternal grandparents. Employees covered by collective bargaining agreements, should refer to the respective contract or written agreement language. Accumulated sick leave will not be paid off when an employee changes from a benefit eligible classification status, or at any termination of employment.

All sick leave absences, regardless of their expected length, must be communicated to the employee's immediate supervisor as soon as known and possible to allow sufficient time to plan for the employee's duties and responsibilities to be met during the employee's absence. Employees are to inform their supervisor of their impending absence, the best estimate of the expected length of the absence, and the reason for the absence no later than the beginning of their scheduled shift. Extenuating circumstances will be taken into consideration.

Department heads may, at their discretion, require a physician's certification of the need to take sick leave. A physician's certification to return to work must be provided to the immediate supervisor if the employee is off 3 (three) or more days. Failure to provide such certification may be the basis for denial of sick leave and the equivalent reduction in pay for the time absent from work.

Abuse of the sick leave policy in any manner including but not limited to: failure to take sick leave when needed, taking sick leave for purposes other than its intended use, and/or falsifying illness or injury shall be the basis for disciplinary action up to and including termination.

4.10 SICK PAY UPON RETIREMENT

For non-bargaining employees who retire, fifty percent (50%) of the value of accrued sick leave, computed at their current rate at time of retirement, shall be placed in the City of Pekin Insurance Fund to pay health insurance premiums after retirement. This benefit shall apply to those retirees who choose to remain on the City of Pekin Health Plan. Such account will not have cash value or bear interest and shall expire upon depletion of the sick leave value placed therein.

4.11 HOLIDAYS

All non-exempt employees are entitled to holiday pay from the initial date of hire. The recognized

Holidays are:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day / Day after Thanksgiving
- Christmas Day

Holidays falling on a Saturday are recognized on the Friday before, and holidays falling on a Sunday are recognized on the following Monday. All nonexempt employees who must work on a designated holiday, or on the day the holiday is recognized, will receive double their normal rate of pay for any holiday hours worked, or as outlined in collective bargaining agreements. All nonexempt employees required to take off on the day a holiday is recognized, and for which they would otherwise normally be scheduled to work, will receive regular pay (base pay) for the holiday. If a recognized holiday falls during an eligible employee's leave of absence from work or during a period of sick leave, the employee will be eligible for holiday pay. If the holiday falls during an employee's approved vacation time, holiday pay will be paid.

Exempt employees receive the same salary they would have received for the week had the holiday not occurred. This is the case regardless of whether or not they worked on a holiday.

4.12 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. When possible, advance notification of these mandatory assignments will be provided, and effort should be made to equalize the burden imposed upon employees within particular job groups or classifications. All overtime work must receive the department head's prior authorization.

Overtime compensation will be paid to all NONEXEMPT employees at one and one-half times the employee's regular hourly rate of pay. Overtime pay is based on actual hours worked unless otherwise stated. Sick time will not be considered hours worked for the purpose of calculating overtime. Vacation time, personal days, and holidays shall be considered as hours worked for the purpose of computing overtime.

Overtime worked without prior authorization from the department head, or failure to work scheduled overtime, may result in disciplinary action, up to and including possible termination of employment.

4.13 PERSONAL DAYS

The City of Pekin grants its regular full-time employees two paid days each calendar year for personal time. These days require the prior approval of the supervisor or department head and may be taken to observe a religious holiday or to conduct personal business. Personal days are not cumulative from year to year and no compensation will be paid for unused time. Personal days may be taken in half-day increments if approved by the department head.

4.14 WORKERS COMPENSATION INSURANCE

The City carries and pays the full cost for workers compensation insurance for the benefit of employees who are injured or become ill during the performance of their duties. All accidents or injuries, no matter how minor, must be immediately reported to the Risk Manager and to the employee's immediate supervisor if available or to a supervisor on duty at the time the injury happened. The supervisor is to be informed about how the injury happened, the nature of the injury, time of the incident, and if and where the employee is going for treatment.

When the illness or injury arises out of or in the course of the performance of the employee's duties, the employee is to be sent to the City Physician immediately, if it is not an emergency. In the case of an actual emergency, the employee should go, or be taken, to the nearest available clinic or hospital emergency room depending on the severity and/or time the action is taken.

According to the State of Illinois Workers Compensation Act, if you are injured at work or suffer an illness which is determined to be occupationally related, the City shall provide and pay for all the necessary first aid, medical and surgical services thereafter, limited, however, to that which is reasonably required to cure or relieve from the effects of the accident or injury.

Eligibility: This coverage is provided to all employees, and paid for by the City.

Neither the City, nor the insurance carrier, will be liable for the payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

4.15 BEREAVEMENT LEAVE

Employees may be granted up to three (3) working days off with pay to make arrangements for and/or attend the funeral of a member of his/her immediate family. Immediate family includes spouse, parent, natural or adoptive child, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or legal guardian. Funerals of "step" relatives of the same relationship may be approved.

4.16 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a confidential service designed to help employees resolve personal and workplace problems that have the potential of affecting job performance and personal well being. Any employee or their immediate family members may contact the designated EAP counselors, on a strictly confidential basis and at no cost to the employee, to seek evaluation and help to deal with the employee's personal problems including, but not limited to: marriage and family problems, excessive stress at work or home, alcohol, drug and other dependencies, financial issues, etc.

5. TIME KEEPING and PAYROLL

5.1 TIME KEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. "Time worked" is all the time actually spent on the job performing assigned duties.

All employees must accurately record each day's activity on their time sheet. All other time is to be documented with an explanation on the time sheet. Employees are required to sign their time sheet, and by signing, certify to the accuracy of the records submitted. All employees are to be given copies of their time sheet upon request. No employee may record or sign another employee's time record under any circumstances. Overtime work must always be approved by the immediate supervisor before it is performed.

Since worked hours are recorded to the nearest quarter hour, hourly employees should begin their workday no more than seven (7) minutes prior to their scheduled starting time or continue working more than seven (7) minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

Altering, falsifying, tampering with time records, or recording time in a deceiving manner in order to receive pay inappropriately may result in disciplinary action including, but not limited to, termination of employment.

5.2 PAYROLL PERIODS

The pay period consists of fourteen (14) consecutive days beginning with the first shift on Sunday and ending with the last shift on the second Saturday. Starting and ending times of shifts may vary depending on the job assignment.

All employees are paid bi-weekly (every other week) and the paychecks are distributed on the Friday following the end of the pay period. A designated employee from each department will be allowed to pick up paychecks for their department. The bi-weekly pay schedule is made up of twenty-six (26) pay periods per year. Changes will be made and announced in advance

whenever the City's holidays or closings interfere with the normal pay schedule. The City offers the convenience of direct deposit. The employees are encouraged to participate in this benefit.

6. WORK CONDITIONS and HOURS

6.1 SAFETY

Overview

To assist in providing a safe work environment, the City has established a workplace safety program. This program is a top priority for all employees. The City Safety Committee, comprised of representatives from various City departments, has responsibility for implementing, administering, monitoring, and evaluating the safety program. Safety Committee members shall hold 2-year staggered terms. Its success depends on the alertness and personal commitment of all.

The City provides information to employees about workplace safety issues through regular internal communication channels. Employees receive periodic workplace safety training. The training covers potential safety hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with the City's Safety Committee. Reports of workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of retaliation. The Safety Committee has in place a Safety Suggestion Program and an Employee Safety Award Program.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Safety Policy

The City has a formal Safety Manual which is attached to and a part of this Personnel Policy. It also recognizes individual departments have unique issues and safety needs and may have their own department-specific policies in place. Employees shall refer to and familiarize themselves with both the City Safety Manual and those policies put into place within their respective departments.

Your job may have additional safety guidelines which are established for your protection, and the protection of others. If so, you will be required to know and follow them carefully. Any questions regarding safety guidelines should be directed to your supervisor, department head, or the City Manager.

6.2 INCLEMENT WEATHER

Generally, all employees are expected to report to work during inclement weather conditions unless major thoroughfares have been closed due to extreme weather. Quite often, bad weather conditions are localized in our area and, simply by waiting, you may be able to safely arrive at work later in the day. Under these circumstances, you should call your immediate supervisor to advise them of the poor weather conditions in your area and your expected time of arrival. Depending on the circumstances, your supervisor may tell you simply to remain at home that day.

Every attempt should be made to come to work. If conditions exist that prevent any employee from coming to work, and the City Manager determines that travel would be detrimental to his or her safety, the employee will be paid for that day, or, for the entire day in the case of late arrival.

On occasion, bad weather occurs during the day after you have arrived at work. Depending upon the circumstances, if approved by the City Manager, employees may be sent home with no loss of pay for the day. On those occasions where the employee leaves early with their supervisor's approval due to inclement weather conditions, and the City Manager does not approve the early release, the employee will not be paid beyond the actual time worked for the day.

6.3 WORK SCHEDULES

Work schedules for employees may vary due to the needs of the City. Department heads will establish, subject to approval of the City Manager, the working schedule for employees within their department, unless otherwise outlined in a collective bargaining agreement. Department heads shall have authority to vary the working hours for employees to meet operational needs of the department and, when possible and appropriate, meet employee needs, so long as it does not create overtime or other unnecessary expense. Any change in a work schedule desired by an employee must be approved by his/her department head. Staffing needs and operational demands may necessitate changes in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The standard work week, for all employees that are not salaried personnel, shall be forty (40) hours from the first shift on Sunday to the last shift on the second Saturday, as scheduled by the respective supervisors. Some employees may be scheduled to work less than the standard forty hours. Salaried and management personnel shall spend the time necessary to properly perform their duties and responsibilities.

6.4 EMPLOYEE MEETINGS and TRAINING

All employees, as a condition of employment, must attend scheduled orientation and training sessions as assigned.

Periodic employee meetings scheduled by management provide an opportunity to inform employees of the City policies, provide training, and to disseminate information. It also provides the employee an opportunity to express his or her views and make contributions for improvements.

All meetings and seminars will be classified as either optional or mandatory. Mandatory meetings are considered to be important to the employees as well as to the City, and are considered as hours worked for pay and overtime purposes. Failure to attend mandatory meetings will result in disciplinary actions similar to other violations of company policies. Optional meetings are highly encouraged, but no disciplinary action will be taken.

6.5 CONFERENCE AND MEETING EXPENSES

The City Manager or department heads may approve travel to conferences and meetings for persons in their departments to represent the City, and are responsible to approve all such related expenses in accordance with departmental budgets and established policy and procedure.

The City will only pay out of town expenses as defined in this policy for those conferences and meetings that are determined to be advantageous to the conduct of City business. Employees are encouraged to travel together when more than one individual is attending the same event in order to reduce costs.

Transportation: It is expected that the shortest and most direct route and the least expensive method of transportation will be used. If air travel is selected, it will be at coach-class fair. The City will pay the cost of round trip air fair, the cost of employee travel to and from the employee's home and the air terminal, the cost of employee parking at the air terminal, and the cost of transportation to and from the point of arrival/departure and the conference/meeting center. If private vehicle is used for travel, the transportation allowance shall be at the current allowable Internal Revenue Service rate. If a city-owned vehicle is used, there will be no allowance except that out-of-pocket operating expenses will be reimbursed. When feasible, employees are expected to car pool on out-of-town travel.

Lodging: The City will pay for conference and meeting related out-of-town lodging. Employees are expected to stay at the conference center hotel/motel, any hotels/motels affiliated with the conference, or at a hotel/motel with rates not in excess of the conference hotel/motel. Whenever appropriate, employees are encouraged to share rooms in order to save on travel expenses. Employees are eligible for lodging on the evening before a conference which is scheduled to begin before noon the following day and on the evening of a conference which ends after 5:00 p.m. if the event is more than 120 miles from the City of Pekin.

Meals and Incidental Expenses: Reimbursement shall be made for the reasonable cost of meals and incidental expenses. The City Manager shall establish from time to time the maximum allowance per day for meals and incidental expenses. Reimbursements will only be made for actual expenses incurred. Incidental expenses shall be defined as: local taxi fares for transport to and from meeting, business telephone calls, local parking, tolls, and tips. Tipping shall not exceed 20%. Car rental expenses related to meeting or business purposes may be approved if unusual situations so require such rental.

Conference Expenses: The City will pay for all necessary conference fees, registration, and materials charges.

Procedures: Travel, lodging , and registration arrangements should be made as far in advance as possible, and at least two weeks in advance, to allow for securing the lowest rates and obtaining the required approval from the department head or City Manger. No travel expenses shall be reimbursed without receipts. Certain situations may require prior approval of the City Manager. Travel advances may be made, by approval of the responsible department head, to cover estimated expenses of the travel; reconciliation of the advance with the actual expense receipts shall take place within 30 days after the travel is completed, by submittal to the department head and the Finance Department for the accounting of travel expenses. If an employee has received cash in advance, and total expenses are less than the amount of the advance, a check in the amount of the difference must be submitted to the Finance Department.

6.6 CORPORATE CARD PROGRAM

The purpose of the City's Corporate Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The program is designed, in part, to replace department purchase orders, and eliminate the use of petty cash fund reimbursements for small dollar purchases including office supplies, subscriptions, computer software and accessories, maintenance and repair materials, and other petty cash type items.

Cardholder Use Only – The Corporate Card may be used only by the employee to whom the card has been issued or employees who have been authorized to do so. The cardholder is responsible and accountable for all transactions that occur on his or her card. The cardholder may be held personally responsible for inappropriate charges.

City Purchases Only – The Corporate Card is to be used for City authorized purchases only. The Corporate Card cannot be used for any personal use and any such use will require immediate reimbursement and may result in disciplinary action that may include dismissal. When unauthorized purchases are inadvertently included on approved out-of-town travel expenses, immediate reimbursement is required with explanation included.

Spending Limits – The person using the card must attain their supervisor's approval for the purpose and approximate amount of purchase prior to use.

Prohibited Uses of Corporate Cards – The following types of items will **not** be purchased with a Corporate Card, regardless of the dollar amount:

- Cash advances.
- Telephone charges; except during travel, to be included in lodging charges.
- Any additional goods or services specifically restricted by the departments.
- Personal items.
- Unauthorized entertainment expenses.

Cardholders must review detailed Finance Department Corporate Card policies and procedures and sign Cardholder Agreement form prior to receiving a Corporate Card.

6.7 MEAL and BREAK PERIODS

Meal periods of not less than twenty (20) minutes duration are provided to all employees working a shift of at least seven (7) hours. Department heads will schedule meal periods to accommodate operating requirements. Break periods not to exceed fifteen (15) minutes per four hours worked may be scheduled or approved by department heads if needed and not disruptive to operations. Break times cannot be combined, and cannot be used for reporting late or leaving work early.

6.8 COMPENSATORY TIME OFF (COMP TIME)

Comp time for employees covered under collective bargaining agreements are governed by and described within the respective contracts. Additionally, the City provides comp time for non-exempt, non-union employees and for employees who are exempt from the overtime provisions of the Fair Labor Standards Act. Regular full-time exempt employees may accrue up to forty (40) hours of comp time each calendar year. Regular full-time non-exempt, non-union employees may accrue up to forty (40) hours at time and one-half (60 hours total). Each individual employee is responsible for maintaining written accrual and utilization records on their time sheet in accordance with the terms of this policy.

It is anticipated by the City that such comp time will be used for personal commitments, rest and recuperation after particularly heavy work loads or allow for additional time in conjunction with scheduled vacation time. It is not to be used on Mondays and Fridays to extend the weekend or immediately before or after a holiday without department head or City Manager approval. Such approval to be withheld only on a showing of undue hardship on departmental operations.

Non-union employees shall not be compensated, either during or upon separation of employment from the City, for any accumulated but unused comp time.

7.0 UNPAID LEAVES OF ABSENCE

7.1 LEAVES OF ABSENCE IN GENERAL

Leaves of absence, other than for FMLA, are considered for satisfactorily performing employees on the basis of length of service, the nature of the request, and the service needs of the City. Leaves of absence without pay for non-management personnel may be granted by the department head, with final approval by the City Manager, while leaves for management personnel may be granted by the City Manager. When a leave of absence is granted, it is considered time off without pay. Leaves of absence of up to twelve (12) weeks duration may be requested by any regular full or part-time employee with at least twelve (12) months of consecutive service. While on leave, employees do not forfeit any accrued benefits but neither do they accrue benefits during the leave. Except for emergency situations, requests for leaves of absence shall be submitted in writing at least four (4) weeks prior to the date requested for the leave of absence. This language shall not conflict with collective bargaining language.

So that an employee's return to work can be properly scheduled, an employee on leave is requested to provide his/her supervisor with at least two weeks advance notice of the date he or she intends to return to work. When a leave ends, the employee will be reinstated to the same position, if it is available. If an employee fails to report to work promptly at the end of the approved leave, the City will assume that the employee has resigned.

Because of the need for replacement personnel, the City cannot guarantee that at the end of the leave the employee's prior position, or any other position which the employee is capable of performing, will be open. At the end of the leave, if such an opening exists, the City will offer it to the employee before filling that position by outside hiring. If another position is not found for the employee within thirty (30) days from the date the leave expires, the employee shall be deemed terminated. Any employee returning to work after the leave shall receive the rate of pay in effect at the time for the job to which he/she returned.

7.2 MILITARY LEAVE

USERRA, The Uniformed Services Employment and Reemployment Rights Act, protects the job rights of individuals who voluntarily or involuntarily leave employment positions to serve in the military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Any employee who is a member of any military reserve force or inducted into the U.S. Armed Forces will be granted leaves of absence for military service, training, or other obligations in compliance with USERRA.

7.3 EDUCATIONAL LEAVE & FINANCIAL ASSISTANCE

The City encourages employees to continue their education and professional development whenever possible. Employees should take advantage of worthwhile educational opportunities to help improve job performance in their current positions.

Employees may request a leave of absence without pay for educational purposes for up to 12 months duration when absence from work is needed to attend classes at a junior college, college, or trade school. Such leave shall require recommendation by the department head and approval by the City Manager. The Personnel Director should be contacted regarding how seniority, health insurance, vacation and other benefits are affected during and after the leave of absence. Approved employees are eligible for reimbursement of up to 100% of course tuition, book and lab fees for courses that are job or promotion related, and for which the employee/student completes the course with a grade of "C" or better. If no grade is given, the instructor must certify in writing the employee completed the course satisfactorily. The maximum reimbursement for tuition is limited to the current tuition rate per hour for courses at Illinois Central College.

Department heads or the City Manager may approve time off for employees to attend approved workshops or seminars to improve job performance or prepare for advancement or promotion opportunities. Time off for these purposes can be with or without pay depending on the program content, and fees may be reimbursed depending on the availability of budgeted dollars.

7.4 FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act of 1993 (FMLA) provides for up to 12 weeks of unpaid leave time during a consecutive 12-month period (rolling year) for you to care for yourself or a family member in case of a serious health condition that makes you unable to perform your job, or for care of a child through birth or adoption.

You must have worked for the City for at least one year and have worked a minimum of 1,250 hours over the previous 12 months to be eligible for this leave. If you have any questions or if you feel that you have a need to apply for a FMLA leave, contact the Personnel Director.

8. EMPLOYEE PERFORMANCE AND BEHAVIOR

8.1 EMPLOYEE CONDUCT and WORK RULES

To ensure orderly operations and provide the best possible work environment, employees are expected to follow rules of conduct that will protect the interests and safety of all employees and the City. The following are some examples of performance and conduct/behavior that may result in disciplinary action, up to and including termination of employment:

- Willful damage, destruction, theft or inappropriate removal or possession of property
- Deliberate falsification of records, reports, and/or employment application
- Working under the influence of alcohol or illegal drugs
- Boisterous or disruptive activity
- Possession, distribution, sale, transfer, or use of alcohol, illegal drugs, weapons, explosives, and any other dangerous or unauthorized materials
- Insubordination, disobeying supervisor's instructions, or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual and any other unlawful or unwelcome harassment
- Profanity
- Excessive tardiness, absenteeism or any absence without notice
- Inappropriate use of telephones, mail system, computers, or any other equipment
- Fighting, violent behavior, gambling, or any disorderly conduct
- Unsatisfactory performance or conduct
- Conviction of felony
- Negligence of improper conduct leading to damage of property
- Failure to obtain approval for overtime
- Improper use of Leave Time or other benefits
- Gross negligence of job responsibilities and/or obligations
- Unauthorized disclosure of confidential information
- Unauthorized solicitation and/or distribution during work hours

Refer to Disciplinary Action Form

All employees must report to their immediate supervisor the loss of any City property/equipment that has been furnished the individual.

Employees shall immediately report, in writing, all damage to the City vehicles and equipment, and file such reports which contain all known facts surrounding the cause and nature of the damage.

8.1.1 Disciplinary Policy and Procedure

POLICY:

VIOLATION OF THE CITY'S RULES OF CONDUCT, OR OF ANY OF THE POLICIES LISTED IN THIS MANUAL, MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISMISSAL, BASED UPON THE CITY'S EVALUATION OF THE SEVERITY OF THE VIOLATION AND/OR OFFENSE AT ISSUE.

CONSTRUCTIVE CRITICISM

The purpose of the Constructive Criticism process is to provide a way for the employee and his or her supervisor to solve problems in a positive, constructive manner. Supervisors are to provide direction and counseling about performance and conduct on the job routinely in the course of everyday conversation. However, should an employee's performance or conduct require extra discussion, the supervisor will arrange a private meeting with the employee to assure the employee is aware of the problem or issue, is trained and knows what is expected, no obstacles prevent the employee from doing what is expected, the employee has received adequate feedback of how his/her performance or conduct compares to expectations, and is aware of the consequences of non-compliance.

PROCEDURE:

1. When the conduct or ability of an employee is such that duties are not being performed satisfactorily or the supervisor's expectations are not being met, and satisfactory improvement has not resulted from Constructive Criticism meetings, the supervisor shall record in detail the employee's job performance issues on a Disciplinary Action Form. The supervisor shall specifically state the unsatisfactory performance and the recommended action to be taken. A copy of any written disciplinary report shall be given to the employee with a copy placed in the employee's personnel file, and shall be signed by both the employee and the supervisor. A copy of any disciplinary report that includes suspension and/or dismissal shall be sent to the City Manager prior to the specific action being taken.
2. When a reprimand seems warranted, the supervisor shall meet with the employee, ascertain reasons for the act, and if warranted, reprimand the employee verbally or formally with a written Disciplinary Action Report. A note of any verbal reprimand shall be placed in the employee's personnel file.

3. Suspension is a temporary separation without pay. It is used for infractions not grave enough for dismissal. It is also used during the time an investigation is being conducted. If an investigation finds discipline unwarranted, the employee shall be returned to duty and paid for the time suspended. Suspensions may not be imposed without prior discussion with the City Manager.
4. Dismissal is discharge made for misconduct or other “for cause” issues, performance issues, “at will” terminations, or reductions in force due to changing business operations, and/or program modifications resulting in changes in personnel requirements.

8.1.2 Grievance Procedure

In General – Satisfactory working relationships depend to a great degree on understanding among people. Good relationships are easier to achieve in an open atmosphere where problems and opinions are discussed freely, frankly and sincerely.

To assure prompt and fair consideration of problems that cannot be worked out, a formal procedure has been developed. Each employee is afforded the right to express all complaints without fear of prejudice or reprisal. Acts of prejudice or reprisal against an employee who has filed a complaint shall not be tolerated from any supervisory or management personnel.

Procedures – The grievance procedure may be used by any employee who has a complaint. The procedure is as follows:

Step 1: Any cause of dissatisfaction shall be presented by the employee orally or in writing to his or her immediate supervisor. The supervisor shall give due consideration to the employee’s problem and shall attempt to reach a settlement if such settlement is within the scope of his or her authority. The supervisor shall make his or her decision and discuss it with the employee not later than the 14th calendar day after the complaint is made. If the employee fails to receive a reply in fourteen (14) days, if a satisfactory settlement cannot be reached, or if grounds for settlement are not within the scope of the supervisor’s authority, the complaint may proceed to Step 2.

Step 2: The employee shall submit his or her complaint in writing to their department head. The department head shall investigate and evaluate the complaint and attempt to reach a settlement if such settlement is within the scope of his or her authority. The department head shall make his or her decision and discuss it with the employee not later than the 14th calendar day after the written complaint is received. If the employee fails to receive a reply in fourteen (14) calendar days, if a satisfactory settlement cannot be reached, or if grounds for settlement are not within the scope of the department head’s authority, the complaint can proceed to Step 3.

Step 3: The employee shall submit his or her complaint in writing to the Personnel Director. A thorough investigation shall be completed and a conference shall be scheduled among the employee, his or her immediate supervisor and/or department head, and the City Manager. A ruling on the matter will be delivered in writing to the

employee within fourteen (14) calendar days following the conference, and the decision of the City Manager shall be final and binding.

Time Limits: A complaint may not be considered under the Procedure if the time elapsed between its occurrence and the initial discussion with the supervisor equals or exceeds thirty (30) calendar days.

An employee wishing to appeal a decision rendered at any of the steps must do so within three (3) working days after notification of the decision. Should three (3) working days pass without notification by the employee of his or her intentions to appeal, the matter shall be considered settled.

In cases that require extensive investigation, time limits specified in the steps may be extended as mutually agreed by the parties, who will attempt in good faith to reach a decision as promptly as possible.

8.2 THEFT AND FRAUDULENT ACTIVITIES POLICY

The purpose of this policy is to provide an effective and efficient means of reporting and handling suspected fraudulent acts involving the property or resources of the City. Fraudulent transactions ordinarily involve a willful or deliberate action with the intent to obtain an unauthorized personal benefit for the party to the fraudulent transaction or for a third party. Fraudulent transactions may include but are not limited to: misappropriation of City funds, theft of the City property, or falsification of records or reports.

The City will not tolerate theft, waste, or abuse of funds, property, or other resources through fraudulent means. Employees should report suspected irregularities or possible fraudulent activities to the City Manager. All reported allegations will be fully reviewed; substantiated fraudulent activities will be discussed with the City's attorney and a decision whether or not to prosecute will be determined, unless covered by state statutes.

The prevention of fraud is preferable to the detection of fraudulent activities that have already occurred. The City Manager is responsible for the establishment of an adequate system of internal control that is designed to prevent and detect errors or irregularities that may lead to fraudulent activities, and designed to safeguard company resources.

Employees must cooperate fully with those performing investigations pursuant to this policy. Employees must not confront any individual being investigated; such actions can compromise any ensuing investigation. Employees found to have participated in fraudulent acts will be subject to disciplinary action up to and including termination from employment. Also, criminal or civil actions may be taken against employees who participate in fraudulent acts.

For the purpose of this policy, fraud shall be defined as: The intentional deception by an individual or individuals, either internal or external to the City, which could result in a tangible or intangible benefit to themselves, others, or the City, or could cause detriment to others or the City. Fraud includes a false representation of a matter of fact, whether by words or by conduct,

by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

8.3 E-MAIL AND THE INTERNET

The City of Pekin provides access to the information resources of the Internet and the use of E-Mail to help employees do their job and be a more productive employee. The facilities to provide that access represent a considerable commitment on the part of the City of Pekin. The following E-Mail and Internet policy is designed to help you understand our expectations, and to help you use those tools wisely.

The following guidelines are little more than good business practice. When applied to E-Mail and the Internet, these guidelines can help control the cost of the system and maximize its benefits for all the City of Pekin participants.

Acceptable Uses of the City of Pekin E-Mail and the Internet

The City of Pekin encourages the use of the e-mail and the Internet because they make communication more efficient and effective. E-Mail and Internet service are City of Pekin property, and they are to be used primarily to facilitate city business. However, it is permissible to use the City of Pekin e-mail and Internet system for incidental personal purposes on occasion. This does not include uses requiring substantial expenditures of time (not to exceed allowed break times), uses for profit or uses that would otherwise violate City policy with regard to employee time commitments or City equipment. Every employee has a responsibility to maintain and enhance the City of Pekin's public image and to use e-mail and Internet access in a productive manner. Any unauthorized or improper use of e-mail or the Internet is not acceptable and will not be permitted.

Unacceptable Uses of the City of Pekin E-Mail and the Internet

The City of Pekin e-mail and Internet access may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. (Refer to the City of Pekin Sexual Harassment policy). No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual orientation may be transmitted or forwarded using the City of Pekin system. No abusive, profane or offensive language may be transmitted through the City of Pekin's e-mail or Internet system. The City of Pekin's harassment policy applies in full to e-mail and Internet use. Employees do not have a personal privacy right regarding any matter created, received, stored or sent from or on the City of Pekin's e-mail or Internet system or computers.

The City of Pekin e-mail and Internet system also may not be used for any purpose that is illegal, against company policy or contrary to the City of Pekin's best interest. Solicitation of non company business or any use of the City of Pekin e-mail or Internet system for personal gain is prohibited.

Rules for Electronic Communications

Each employee is responsible for the content of all text, audio or images that he or she places on or sends over the City of Pekin's e-mail or Internet system. Employees may not hide their identities or represent that any e-mail or other electronic communications were sent from someone else or from another business entity. Employees must include their name in all messages communicated on the City of Pekin's e-mail and Internet system.

Any messages or information sent by an employee to another individual outside the City of Pekin via the City of Pekin e-mail or Internet system (including bulletin boards, online services or Internet sites) are statements that reflect on the City of Pekin. Despite personal "disclaimers" in electronic messages, any statements may be tied to the City of Pekin. Any communication defaming another person, group or organization is strictly prohibited.

All communications sent by employees via the City of Pekin's e-mail or Internet system must comply with all policies and may not disclose any confidential or proprietary information relating to the City of Pekin.

If employees receive unsolicited e-mail from outside the City that appears to violate this policy, the employee should notify his or her supervisor immediately. Similarly, if any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his or her supervisor immediately.

Downloading Software

To prevent the downloading of computer viruses that could contaminate the e-mail or Internet system, no employee may download software from the Internet without prior authorization. Any and all software that is downloaded from the Internet must be registered with the City of Pekin.

Copyright and Trademark Issues

Copyrighted and trademarked material that does not belong to the City of Pekin may not be transmitted by employees on the City of Pekin's e-mail or Internet system without permission from the holder of the copyright or trademark. Every employee who obtains access to other companies' or individuals' materials must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.

System Security

The City of Pekin reserves the right to monitor how employees use e-mail and the Internet. The City of Pekin will monitor e-mail messages, Internet use and other electronic files created by employees on a random basis, and where there is good cause for such monitoring or some legal obligation to do so. All messages created, sent or received over the City of Pekin's e-mail or Internet system are the City of Pekin's property and should not be considered private information. The City of Pekin reserves the right to access and monitor EVERY message and

file on the e-mail or Internet system. Despite the existence of any passwords, employees should not assume that any electronic communication is private. Highly confidential information or data should be transmitted in other ways.

Violations

Any employee who violates these rules or otherwise abuses the privilege of the City of Pekin's e-mail and Internet system will be subject to corrective action up to and including termination. If necessary, the City of Pekin also reserves the right to advise appropriate officials of any illegal activities.

8.4 SEXUAL HARASSMENT POLICY

POLICY STATEMENT

Harassment on the basis of sex is a violation of Section 703 of Title VII of the US Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The City recognizes sexual harassment as a form of unlawful discrimination, and condemns its practice. It is the policy of the City to take affirmative action to eradicate sexual harassment in the workplace. Consequently, employees who act in contravention to this policy shall be subject to the guidelines as stipulated in this policy. Employees are encouraged to report harassment whenever it occurs, so that it can be expeditiously eliminated from the working environment.

PROCEDURES

Employees encountering harassment shall tell the person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he or she is being harassed shall report the incident to his or her department head as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated. Where this is not practical, the employee may instead file a complaint directly with the Personnel Director or City Manager.

The supervisor to whom a complaint is given shall meet with the employee and document allegations. All complaints, even if perceived as minor or perceived as resolved, shall be reported to the Personnel Director or City Manager, in writing, without delay.

Detailed notes shall be taken to ensure accuracy when preparing the report and recommendation for action. Upon completion of the investigation, the Personnel Director or City Manager shall take appropriate action based upon the findings. If sexual harassment occurred, appropriate action shall be taken to remedy the effects of the harassment and to protect the victim from further harassment and retaliation. In addition, appropriate disciplinary action, up to and including termination of employment, shall be imposed upon any responsible employees.

If the complaint cannot be substantiated, the person making the complaint shall be informed of the determination and the accused party shall again be advised of the department's sexual harassment guidelines. Persons dissatisfied with the Personnel Director or City Manager's decision may appeal that decision to the state and federal commissions listed below.

A file of harassment complaints shall be maintained in a secure location by the Personnel Director.

This policy does not preclude any employee from filing a complaint with another appropriate outside agency. Employees may choose to file a complaint of harassment with either of the following:

Illinois Department of Human Rights	OR	Federal Equal Employment Opportunity Commission
James R. Thompson Center		500 West Madison Street – Suite 2800
100 West Randolph Street, Suite 10-100		Chicago, Illinois 60661
(312) 814-6200		(312) 353-2713

Complaints are entitled to confidentiality and respect by all persons involved during the investigation process. Employees shall not be subjected to harassment or retaliation as a result of having, in good faith, filed a complaint or appealed a decision. Caution must be exercised, however to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints may result in disciplinary action.

8.5 DRUG and ALCOHOL POLICY

The City is committed to programs that promote safety in the workplace, employee health and well-being, and customer confidence. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee safety, and undermine customer confidence. The purpose of this policy is to establish and maintain a healthy and efficient work force free from the effects of drug and alcohol abuse. Consistent with this goal and commitment, and in response to the requirements of the Drug-Free Work Place Act of 1989, the City has developed this policy regarding the use, sale, possession, and distribution of controlled drugs and alcohol by its employees.

The City encourages any employee with a drug or alcohol problem to contact their department head or the Personnel Director for assistance. The City will, at the employee's request, and when it is the first occurrence, refer her or him to an assistance program for information or professional assistance. The City includes such treatment as an eligible expense in its medical insurance program. All communications will be strictly confidential. Employees will not be

subject to discipline for voluntarily acknowledging a drug or alcohol problem prior to detection. However, this will not excuse any violation of this drug and alcohol policy for which the employee is subject to disciplinary action, including, but not limited to, termination.

The use, possession, manufacture, sale, transportation, or distribution of controlled drugs or alcohol by any employee while on the City property, or representing the City, is cause for termination. An employee found to be under the influence of alcohol, or found to have a detectable concentration of an illegal drug, while on duty or while representing the City, shall be subject to termination. Any employee convicted of any criminal offense involving alcohol or illegal drugs or other controlled substance in connection with or related to their employment with the City in any manner is required to notify their department head in writing of such conviction within five (5) days of the conviction. Failure to provide such notice will result in termination. If an employee has knowledge of the presence or use of drugs, alcohol or other intoxicants or the presence or use of drugs, alcohol or other intoxicants or controlled substance on City property or in City equipment, that employee is required to report such presence as well.

Employees may be required to submit to blood, urine or other diagnostic tests to detect alcohol or drugs in their system upon reasonable suspicion of drug or alcohol use, when an employee is involved in any on-the-job accidents, or reports any injury or illness related to employment and resulting in lost work time. If an initial screening test indicates a positive finding, a confirmation test will be conducted. Any employee who refuses to submit to testing under these circumstances shall be subject to termination.

For the purposes of this policy, an employee shall be deemed to have used, or be under the influence of, or impaired by alcohol when any test demonstrates a blood/alcohol, concentration within the employee's system of or equivalent to .04 percent or more, and by drugs, intoxicants, or other controlled substance whenever any testing confirms the employee has detectable levels of a drug, intoxicant, or other controlled substance or its components within the employee's system for which the employee has not produced a prescription.

The City reserves the right to carry out reasonable searches of employees and their property, including but not limited to desks, files, clothing, lockers and private vehicles parked on company property. An employee who refuses to submit immediately to such a search shall be subject to termination.

Employees are prohibited from bringing drug paraphernalia onto the City property at any time. An employee who possesses or distributes such paraphernalia while on the City property, or while representing the City, shall be subject to termination.

Employees who take over-the-counter or prescribed medications are responsible for being aware of any effect(s) the medications may have on the performance of their duties and must promptly inform their immediate supervisor if any medication may impair their ability to do their jobs. The employee must also maintain the substance in its original container, identifying the drugs, dosage, date of prescription, and prescribing physician, and provide their department head with a statement from the physician indicating the employee is able to work while taking such medications and listing any precautions or safety restrictions that may be advisable for the safety of the employee, co-workers, or the public. An employee who fails to do so shall be subject to disciplinary action, including termination. In addition, employees who take over-the-counter or

prescribed medications contrary to the instructions of the label or physician, may be subject to disciplinary action, including termination.

8.6 SMOKING POLICY

The City has a no-smoking policy for the purpose of providing a healthier work environment for all employees and the public. The use of tobacco products is prohibited in any enclosed building where work is performed except in specific areas designated for such use.

8.7 ATTENDANCE and PUNCTUALITY

Employees are expected to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on our ability to serve the public. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor at work or at home as soon as possible in advance of the anticipated tardiness or absence, but no later than prior to the scheduled starting time. If unable to reach the supervisor, the employee should report their inability to report to work on time to the front desk receptionist. The supervisor has the discretion to excuse late notification in the event of unusual or exceptional circumstances. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action up to and including termination. An employee who is off work for a period of three (3) days or more without contacting his or her supervisor will be considered as a voluntary resignation by the employee.

By definition, any employee who is not at his/her workstation (area) prepared to start work at the scheduled starting time for the shift is late. Likewise, an employee who does not return to work in a timely manner after a meal break is considered late.

Any employee who reports to work more than ten (10) minutes after the beginning of the shift must report to his/her immediate supervisor prior to beginning work. The city follows a “no fault” philosophy with respect to tardiness and absenteeism, which means the reason for being late or absent does not have to be explained unless such discussion may be beneficial to the employee to prevent continued problems.

8.8 PERSONAL APPEARANCE and IMAGE

It is the policy of the City that each employee’s dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a professional appearance to the public we serve. The City may be judged not only by the quality of its services but by the appearance of those providing the services. Therefore, while freedom of individual expression and changing styles and fashion are recognized, it remains important to meet the expectations of the public while representing the City. Good grooming and appropriate dress reflect employee pride and inspires community confidence.

During business hours and business functions, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Business casual is the accepted dress code, unless circumstances would suggest a more professional image.

Collared and/or Henley-style city shirts would be allowed. Polo shirts made of high quality material would also be allowed. Employees who have contact with the public should not wear suggestive attire, sandals, spandex, thong shoes, headbands, tank or halter tops, sweatshirts, shorts or T-shirts with unauthorized printed slogans, excessive or obstructive jewelry (Two earrings per ear allowed), novelty buttons, and similar items of casual attire that do not present a businesslike appearance. Hose and socks should be worn unless the temperature rises above 85 degrees. Hair should be clean, combed, and neatly trimmed or arranged. Employees who do not meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.

Depending on the nature of their job, certain employees may be required to meet special dress standards, such as wearing uniforms or dressing in designated business attire for specific occasions. Nametags and insignias identifying the City and the employee shall be done in a consistent manner as determined by the City. Employees conducting or attending meetings, seminars, roundtables, etc. with the public are expected to represent the City in a professional manner and dress appropriately for conducting such business.

Any employee whose appearance does not meet these guidelines will be sent home and instructed by their direct supervisor or department head to return to work in proper attire. Consult with your department head if you have questions as to what constitutes appropriate attire.

The image you portray is also affected by the spirit with which you contribute to the team effort. Courtesy, in person, by telephone, or by letter, is expected of each employee when interacting and communicating with other employees, and the public.

8.9 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all the City property and all equipment, supplies and keys immediately upon request or upon termination of employment. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required.

8.10 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment. To resign from the City in "good standing", an employee must provide written notice to their department head in a reasonable period in advance of the actual day of separation. The City requires thirty (30) calendar days notice for most job categories unless a shorter timeframe is approved by the department head, but in no case will less than two (2) weeks' written notice be considered a termination in good standing. Failure by the employee to give notice may result in forfeiture of future employment rights.

Any employee absent from work without notice for three (3) consecutive workdays or longer will be deemed to have voluntarily terminated employment. This method of resignation precludes any reemployment with the City.

9. MISCELLANEOUS

9.1 SOLICITATION AND DISTRIBUTION

Disruptions in the work place can be caused by excessive unauthorized sales of tickets, solicitation of contributions, or the distribution of handbills. Such activities should only be allowed with the prior approval of the department head. In some instances, the collection of money for presents, flowers, parties, donations, or for cases of particular hardship can be considered appropriate. In these exceptional cases, such collections may be permitted with the approval of the department head. All such approved solicitation should normally be made during regularly scheduled rest and meal periods.

Solicitation of, or the distribution of literature to visitors of our facilities is strictly prohibited. Solicitation of employees or the distribution of literature, pamphlets or other materials, by anyone not an employee is strictly prohibited on the City property.

Solicitation of employees by other employees and/or the distribution of any literature between employees is prohibited during working time (“working time” applies not only to the employee doing the solicitation or distribution, but also to the employee being solicited or receiving the distribution) and in work areas.

9.2 JURY / WITNESS DUTY

Any employee who must be off work to service jury duty shall be paid his or her regular wages or salary during the period of jury service. The employee must surrender to the City Clerk any compensation received for jury duty, except for mileage fees. Any employee off on jury duty shall report for work when released from jury duty during any period the employee would be scheduled for work. Employees are required to notify their supervisor immediately upon receiving a court summons to allow time to cover your absence from work.

If you are subpoenaed as a witness in a court or administrative hearing not involving personal litigation or service as a paid expert witness, you will be granted paid time off work if such time off will not be detrimental to the City operations, and you may keep any witness fees. If you are subpoenaed in the line of duty to represent the City as a witness or defendant, your appearance will be considered a part of your job assignment (time worked).

9.3 PERSONAL TELEPHONE CALLS

The City telephones are intended to be used for business and job-related purposes only, and not for personal calls. Personal calls can be counter-productive and disruptive to the receiving employee and co-workers as well. While it is understood some non-business telephone interruptions are going to occur because employees can't always control the caller, it is the individual employee's responsibility to inform friends and relatives that, except in cases of emergencies, they are not to be receiving personal telephone calls at work.

Only local calls may be made on the City telephones. Disciplinary measures up to and including termination may result when personal telephone calls become excessive, disruptive and/or counter-productive to the employee or co-workers.

9.4 USE OF CAMERAS / OTHER RECORDING EQUIPMENT

Caution should be taken with regard to the use of cameras, audio, video and other similar equipment while at work and in work areas. The City has legal nondisclosure and confidentiality obligations and respects the privacy of employees and the public. The City strictly prohibits the taking of photographs and videos, whether by camera phone or any other device, in such areas as restrooms, locker rooms and other “private” places. Violations of this policy may result in actions being taken including confiscation of equipment, initiation of appropriate disciplinary measures, or potential legal action.

RECEIPT ACKNOWLEDGMENT

PLEASE SIGN, TEAR OUT, AND RETURN THIS RECEIPT ACKNOWLEDGMENT TO YOUR SUPERVISOR.

Date_____

I have my copy of The City of Pekin (the City) Personnel Policy which outlines my privileges and obligations as an employee of the City. I will familiarize myself with the information in this

book and understand that it constitutes the personnel policies of the City and that I am governed by it.

Since the information in this booklet is necessarily subject to change without notice at the sole discretion of the City, it is understood that any changes in the policies as listed herein that may be made by the City may modify, supersede or eliminate the policies in this booklet, provided that the employees are notified of such changes through the usual channels.

Signature of Employee _____

Memo

To: Commissioners

From: Joseph W. Wuellner, City Engineer

CC: Dennis Kief & Sue McMillan

Date: August 8, 2005

Re: Deerfield Estates, Section 4 – Petri Lane Expenses

I have received the contractor's estimate for the remaining portion of Petri Lane that abuts the Deerfield Estates subdivision. This will complete the upgrades to Petri Lane bringing up to city standards. With the annexation of Section 4, we acquire this portion of Petri. In order to have it meet city standards we have agreed to pay half the cost of the upgrade since this will result in a lower cost having it done in conjunction with the overall Section 4 construction. When expansion on the other side of Petri occurs in the future, we will look to recover these costs at that time from the developer.

The estimate for the work is \$108,027.75. Our portion of this would then be \$54,013.88.

If you have any questions, please feel free to contact me.

Thanks,

Joe

DEERFIELD ESTATES SECTION 4

DEVELOPER'S AGREEMENT

THIS AGREEMENT made between the CITY OF PEKIN, hereinafter referred to as "Pekin" and Gary L. Allen, hereinafter referred to as "Developer", witnesseth:

RECITALS

WHEREAS, there is certain property located in the City of Pekin which is commonly referred to as Petri Lane;

WHEREAS, Developer has dedicated additional right-of-way to relocate Petri Lane and to improve the same;

WHEREAS, Developer owns property which is adjacent to Petri Lane and/or which would be benefited by the improvement of Petri Lane;

WHEREAS, Developer will make or cause to be made certain improvements to Petri Lane;

WHEREAS, Pekin will pay half of the road improvements;

WHEREAS, the Parties desire to make certain agreements with respect to the aforesaid matters.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties hereto agree as follows:

1. Dedication of Right-of-Way by Developer

In conjunction with the improvements described in this Agreement, Developer will dedicate to Pekin the property described in Exhibit A, attached hereto and incorporated herein by reference thereto.

2. Construction

Subject to all of the conditions of this Agreement, Developer will cause improvements to be made to Petri Lane as generally shown on Exhibit B, attached hereto and incorporated herein by reference thereto. Construction is expected to commence in September of 2005, but in no event will construction commence later than November 30, 2005. Construction shall proceed diligently and be completed as soon as reasonably practical.

3. COST ALLOCATION

Developer and Pekin agree that they will share the cost of the improvements equally. Developer shall pay the contractor directly, and Pekin shall reimburse Developer as follows:

A: Upon completion of one-half of the improvements, Pekin shall reimburse Developer

for one-half of Pekin's share of the estimated cost of the improvements;

B: Upon completion and final acceptance by Pekin of the improvements (including the Presentation of contractor's invoices and lien waivers), Pekin shall reimburse Developer for the balance of Pekin's one-half share, not to exceed Fifty-Five Thousand (\$55,000.) Dollars.

4. Counterparts

Thin Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

5. Binding Effect

This agreement shall be binding upon and shall inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns, and this Agreement shall also be binding upon all other persons with notice of knowledge, or chargeable with such, of the provisions of this Agreement.

6. Choice of Law

The laws of the State of Illinois shall govern the validity, interpretation and administration of the Agreement.

7. Complete Agreement

This Agreement supersedes and prior agreements and undertakings among the Parties and represents the complete agreement of the Parties with respect to the subject matter herein. No oral statement of prior written material not specifically incorporated herein shall be of any force or effect. This Agreement may be amended from time to time pursuant to the written agreement of all Parties.

8. Implementation

Each Party shall execute, acknowledge and deliver such additional document, writings and assurances as the other Party may periodically require so as to give full force and effect to the agreement.

9. Incorporation by Reference

The paragraphs under the heading "**RECITALS**" are hereby made a part of this Agreement.

10. Notices

All notices, requests, communications and demands hereunder shall be given in writing and shall be delivered in person or sent by registered or certified mail, postage prepaid to the addresses shown below, or such other address as a party shall periodically designate by written notice. All notices, requests, communications and demands hereunder shall be deemed given and effective upon delivery or mailing as above provided, except any notice of change of address under this Section 10, shall be deemed given and effective only on receipt.

City Manager
City of Pekin
111 South Capital Street
Pekin, IL 61554

Gary Allen
Allen & Associates
430 State Street
Pekin, IL 61554

11. Waiver

The waiver by any Party of any breach of this Agreement, whether in a single instance or repeatedly, shall not be construed as a waiver of rights under this Agreement. Any waiver shall not constitute a waiver by such Party to strictly adhere to this Agreement nor as a waiver of any claim for damages or other remedy by reason of such breach.

12. Venue

As a substantial portion of the duties and obligations of the Parties created hereunder are performable in Tazewell County, Illinois. Tazewell County, Illinois shall be the sole and exclusive venue for any litigation or other proceedings as between the Parties that may be brought, or arise out of, or in connection with or by reason of this Agreement.

13. Attorneys' Fees

In the event any party shall bring any action or proceeding against any other Party for damages for an alleged breach of any provision of this Agreement, to recover amounts owing under this Agreement, or to enforce, protect or establish any right or remedy under this Agreement, the prevailing Party shall recover from the other Party all reasonable costs and expenses, including all reasonable Attorneys' fees, whether incurred prior to or during litigations and at any level of court.

14. Partial Invalidity

The invalidity or unenforceability or any term or provision, or any clause of this Agreement shall in no way impair or affect the validity or enforceability of any other provision of the Agreement, which shall remain in full force and effect.

15. Effective Date

This Agreement shall be effective upon execution by Developer and approval by the City Council of Pekin.

IN WITNESS WHEREOF, the parties hereto have subscribed their respective seals on the date set forth below.

Executed the _____ day of _____

Executed the _____ day of _____

CITY OF PEKIN

By _____

Its _____

ATTEST:

By _____

Its _____

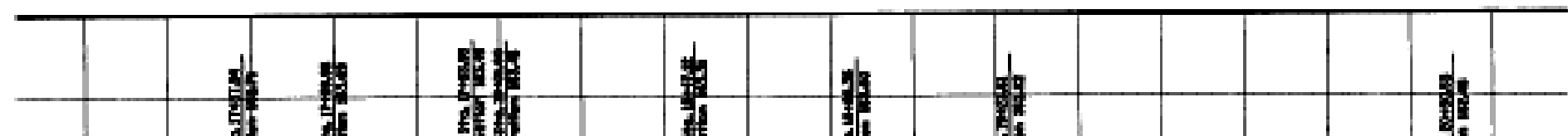
GARY L. ALLEN

By _____

Commissioners:

The attached drawings show the alignment and intersections for the extension of Petri Lane to serve Deerfield Estates. This is the last portion of Deerfield and will complete the extension of Petri Lane. Should growth occur on the other side of Petri or further to the east, we will include in the cost of the expansion the costs we have incurred for the Petri Lane upgrade. By doing it now, we ensure that in the future we have a street that will meet the demands and traffic that comes with growth. If you have any questions, please feel free to contact me.

Joe



ORDINANCE NO.

**AN ORDINANCE PROVIDING FOR THE DISCONNECTION
OF CERTAIN TERRITORY FROM THE CITY OF PEKIN,
TAZEWELL AND PEORIA COUNTIES, ILLINOIS
(Deppert, Amedeo)**

WHEREAS, by Ordinance No. 2417, the City Council of the City of Pekin approved and entered into an annexation agreement with Terry D. Deppert, Keith O. Deppert and Patricia A. Deppert (the “Deppert Agreement”) regarding the annexation of certain territory in Hollis Township, Peoria County, Illinois (said property referred to herein as the “Deppert Property”); and

WHEREAS, by Ordinance No. 2418, the City Council of the City of Pekin approved and entered into an annexation agreement with Amedeo, LLC (“Amedeo Agreement”) regarding the annexation of certain additional territory in Hollis Township, Peoria County, Illinois (said property is referred to herein as the “Amedeo Property”); and

WHEREAS, by Ordinance No. 2419, the City Council of the City of Pekin annexed the Deppert Property, the Amedeo Property, and certain intervening right of way (the “Right of Way”) into the City of Pekin; and

WHEREAS, on August 8, 2005, there was filed with the City Clerk and the City Council of the City of Pekin, Illinois, a Petition for Disconnection, executed by Terry D. Deppert, Keith O. Deppert and Patricia A. Deppert, owners of the Deppert Property, wherein it is recited that said Petitioners are the owner of all of the land within the Deppert Property, and that said property is within the corporate limits and upon the border of the City; and

WHEREAS, on August 8, 2005, there was filed with the City Clerk and the City Council of the City of Pekin, Illinois, a Petition for Disconnection, executed by Amedeo, LLC, owner of

the “Amedeo Property”), wherein it is recited that said Petitioner is the owner of all of the land within the Amedeo Property, and that said property is within the corporate limits and upon the border of the City; and

WHEREAS, said petitions were filed at least 30 days prior to the adoption of this Ordinance, as required by 65 ILCS 5/7-3-4; and

WHEREAS, said petitions were filed with certification from the Peoria County Clerk showing that all city taxes and assessments are fully paid, as required by 65 ILCS 5/7-3-4; and

WHEREAS, the Deppert Property, the Amedeo Property and the Right of Way are collectively referred to herein as the “Territory”; and

WHEREAS, the Territory is within the corporate limits of the City of Pekin, Illinois; and

WHEREAS, the Territory is upon the border of the City of Pekin, Illinois; and

WHEREAS, the City of Pekin, in the Deppert Agreement and the Amedeo Agreement, agreed to disconnect the Territory in the event that a Tax Increment Financing (“TIF”) district including the Territory was not established; and

WHEREAS, the City Council, at its meeting on June 27, 2005, rejected the establishment of such a TIF district; and

WHEREAS, it is the duty of the City Council of the City of Pekin to determine and consider the disconnection petitions and the proposed disconnection of the Territory; and

WHEREAS, the Mayor and City Council, after due consideration, has recommended that the Territory be disconnected from the City of Pekin; and

WHEREAS, it is deemed to be in the best interests of the City of Pekin, Illinois, that the Territory be disconnected from the City of Pekin.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION I: That the property described below is hereby disconnected from the City of Pekin, and the same is hereby no longer included within the corporate limits of the City of Pekin:

TRACT 1:

The Northwest Quarter of Section 23, in Township 7 North, Range 7 East of the Fourth Principal Meridian, EXCEPTING HOWEVER, the West 200 feet of even width thereof, conveyed to St. Louis, Peoria and Northwestern Railway Company by Warranty Deed, dated August 19, 1911, and recorded in Volume 285, Page 601, situated in Peoria County, Illinois.

TRACT 2:

A part of the West Half of the Northeast quarter of Section 23, in Township 7 North, Range 7 East of the Fourth Principal Meridian, described as follows: Commencing at a point 42.6 rods North of the Southwest corner of said Northeast Quarter, on the section line; thence East at right angles from said section line 79 rods; thence North, parallel with said section line, 42 ½ rods; thence West, at right angles with said section line, 79 rods; thence South on said section line 42 ½ rods, to the place of beginning, situated in Peoria County, Illinois.

TRACT 3:

Lot 2, being part of the West Half of the Northeast Quarter of Section 23, Township 7 North, Range 7 East of the Fourth Principal Meridian, more particularly bounded and described as follows, to-wit: Commencing at a point on the West line of said quarter section, 85.1 rods North of the Southwest corner of said quarter section; thence running North along the West line of said quarter section, 42.5 rods; thence East 79 rods; thence South 42.5 rods; thence West to the place of beginning, situated in Peoria County, Illinois.

TRACT 4:

The West 365.78 feet of the Southeast 1/4 of the Southwest 1/4 of Section 14, Township 7 North, Range 7 East of the Fourth Principal Meridian, situated, lying and being in the County of Peoria and State of Illinois.

TRACT 5:

All of the Southwest 1/4 of the Southwest 1/4 of Section 14, Township 7 North, Range 7 East of the Fourth Principal Meridian, excepting however, all that part of said premises heretofore conveyed to the St. Louis, Peoria and Northwestern (now Chicago and Northwestern) Railway Company, a corporation, by V.P. Turner and wife by warranty deed dated August 25, 1911, and recorded in book 285 of Deeds on Pg. 633; situate, lying and being in the County of Peoria and State of Illinois.

TRACT 6:

Fifteen and one-half acres off the North end of the West Half of the Northeast quarter of Section 23; one acre in the Southwest corner of the East Half of the Southeast Quarter of Section 14; and

11.75 acres in the Northwest corner of the East Half of the Northeast Quarter of Section 23, all in Township 7 North, Range 7 East of the Fourth Principal Meridian, being the same premises more particularly described in a Warranty Deed recorded in Volume "RH" of the deeds at page 15 in the Recorder's Office of Peoria County, Illinois described as follows:

Commencing at a point on the Southwesterly line of the Peoria and Pekin Road (SBI Route 9) 48 ½ rods Northwesterly of the intersection of the Southwesterly line of said Road and the East line of the said Quarter Section; thence Northwesterly along the Southwesterly line of said road 55 rods to a point which is 10 rods North of the Southwest corner of the East Half of the Southeast Quarter of Section 14; thence South on the Half Section line of the Section 14 and Northeast Quarter of Section 23 a distance of 87 rods; thence Northeasterly 66 rods to the Point of Beginning; situated in the County of Peoria and State of Illinois.

TRACT 7:

All that part of the Northeast Quarter (NE1/4) of Section Twenty-three (23) in township Seven (7) North, Range Seven (7) East of the Fourth Principal Meridian lying between the former right-of-way of the Peoria Railway Terminal Company as now located and the right-of-way of the City of Pekin Wagon Road, leading from the bridge across the Illinois River at Pekin, Illinois, to Orchard Mines, now known as Illinois State Route No. 9-A, said premises containing 7.5 acres, and all right of way contiguous to said parcel, situate, lying and being in the County of Peoria and State of Illinois. Said tract also being known as Lot No. 8 in the NE 1/4 of Section 23 on a Plat made by Kinsey Engineering Company recorded in the Office of the Recorder of Deeds of Peoria County in Plat Book N on pages 6 and 7, situated in Peoria County, Illinois.

SECTION II: That, upon the taking effect of this ordinance, the City Clerk shall file a certified copy of this ordinance in the Office of the Peoria County Recorder of Deeds, and further the City Clerk shall file a document of disconnection with the County Clerk and County Election Authority.

SECTION III: That this ordinance shall be in full force and effect upon its passage by a majority of the members elected to the Council, approval and publication as may be required by law.

PASSED AND APPROVED at a regular meeting of the Mayor and City Council of the City of Pekin, this _____ day of _____, 2005; and upon roll call the vote was as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

APPROVED this _____ day of _____, 2005.

MAYOR

ATTEST:

CITY CLERK

ORDINANCE NO. 1462-A

**AN ORDINANCE AMENDING TITLE 8, CHAPTER 4, SECTION 1
OF THE CODE OF THE CITY OF PEKIN 1995
REGARDING NO PARKING**

WHEREAS, the Code of the City of Pekin 1995 was adopted on April 10, 1995, and duly published in book form;

WHEREAS, the City Council has determined that it is in the best interests of the City to amend the City Code NO PARKING SCHEDULE regarding parking on McLean Street.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS:

1. That Title 8, Chapter 4, Section 1. D. be amended by deleting the existing No Parking Schedule dated July 25, 2005 in its entirety, and inserting the No Parking Schedule dated September 12, 2005 attached hereto and incorporated herein by this reference.

BE IT FURTHER ORDAINED that all other parts of the Code of the City of Pekin 1995 as amended except as modified herein are hereby reaffirmed and ratified and are in full force and effect.

BE IT FURTHER ORDAINED that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon its passage, approval and publication as required by law.

PASSED AND APPROVED at the regular meeting of the City Council of the City of Pekin,
this _____ day of _____, 2005; and upon roll call the vote was as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

APPROVED this _____ day of _____, 2005.

Mayor

ATTEST:

City Clerk

Time	Duration	Days	On Street	At or From	To	Direction	Side
Total	Always	All days	Ann Eliza Street	North 8th Street	North 2nd Street	West	Both
Total	Always	All days	Barney Avenue	Court Street	Griffin Drive	North	Both
Total	Always	All days	Broadway	Front Street	Eastern City Limit	East-West	Both
Total	6:00am-6:00	Mon-Fri	Buena Vista	Broadway	South 620'	North	East
15 minutes	6am-6pm	Mon-Fri	Buena Vista	Broadway	South 540'	South	West
Total	Always	All days	Caroline Street	North 2nd Street	P & PU Railroad	East	South
2 hours	9am-5pm	Mon-Sat	Center Street	South 13th Street	Garden Street	East-West	Both
2 hour	8am-4pm	School	Commonwealth	East Shore Drive	East End	East-West	Both
Total	Always	All days	Court Street	South 4th Street	80' West	East	South
Total	Always	All days	Court Street	South 8th Street	Eastern City Limit	East-West	Both
Total	Always	All days	Court Street	Broadway	North 6th Street	West	Both
2 hours	9am-5pm	Mon-Sat	Court Street	North 6th Street	North 2nd Street	West	Both
2 hours	9am-5pm	Mon-Sat	Court Street	South 2nd Street	Broadway	East	Both
2 hours	8am-4pm	School	Court Street (Fronta	East Shore Drive	West Shore Drive	East-South	Both
Total	Always	All days	Cynthiana Street	Broadway	South 2nd Street	West	Both
Total	Always	All days	Derby Street	Hoff Street	South 2nd Street	West	Both
Total	Always	All days	Derby Street	Morton Street	South 10th Street	West	Both
2 hours	8am-4pm	School	East Shore Drive	Court Street	Commonwealth	North-South	Both
2 hours	9am-5pm	Mon-Sat	Elizabeth Street	Broadway	South 3rd Street	West	Both
Total	Always	All days	Elizabeth Street	Broadway	South 5th Street	West	South
Total	Always	All days	Elizabeth Street	South Third Street	Capitol Street	West	North
2 hours	9am-5pm	Mon-Sat	Elizabeth Street	South 3rd Street	South 5th Street	East	Both
2 hours	9am-5pm	Mon-Sat	Elizabeth Street	South Third Street	Capitol Street	East	South
Total	Always	All days	Enterprise Drive	South 2nd Street	Riverway Drive	East-West	Both
Total	Always	All days	Entrance Drive	Orr Avenue	Court Street	North-South	Both
2 hours	9am-5pm	Mon-Sat	Haines Avenue	Hillyer Street	St Joseph Place	North-South	Both
Total	Always	All days	Hanna Drive	South 2nd Street	East end	East-West	Both
Total	Always	All days	Highwood Avenue	Valle Vista Boulevar	Summit Drive	South	Both
Total	8:15am-8:45	School	Highwood Avenue	341' south of Melanie	456' north of Powers	North	East
Total	Always	All days	Highwood Avenue	Valle Vista Boulevar	Summit Drive	South	West
2 hours	9am-5pm	Mon-Sat	Hillyer Street	South 6th Street	South 8th Street	East-West	Both
Total	Always	All days	Illinois Street	North 14th Street	Earl Street	West	Both
Total	Always	All days	Koch Street	Summer Street	100' East	West	North

Time	Duration	Days	On Street	At or From	To	Direction	Side
Total	Always	All days	Koch Street	South 2nd Street	South 14th Street	East	Both
Total	Always	All days	Lawndale Avenue	North 8th Street	Terrace Boulevard	East	Both
Total	Always	All days	Margaret Street	North 2nd Street	Court Street	East	Both
Total	Always	All days	Margaret Street	North 12th Street	North 13th Street	East	South
Total	Always	All days	Market Street	North 19th Street	East dead end of street	East-West	Both
Total	Always	All days	Market Street	North 7th Street	North 8th Street	East-West	Both
Total	Always	All days	Market Street	North 6th Street	North 5th Street	West	Both
Total	8:15am-8:45	School	Matilda Street	North 13th Street	North 14th Street	East-West	North
Total*****	Always	All days	McLean Street	Rosenberg Court	35' East of Rosenberg Co	East	South
Total*****	Always	All days	McLean Street	151' West of 8th Stre	225' West of 8th Street	West	North
2 hours	8am-4pm	School	Monge Avenue	Court Street	Commonwealth	North-South	Both
2 hours	9am-5pm	Mon-Sat	N Capitol Street	Court Street	Caroline Street	North-South	Both
Total	Always	All days	North 11th Street	Broadway	Willow Street	North	Both
Total	Always	All days	North 14th Street	Broadway	Ann Eliza Street	North	Both
Total	Always	All days	North 14th Street	100' North of Willow	135' North of Willow	South	West
Total	10pm-6am	All days	North 19th Street	Market Street	Broadway	South	West
Total	Always	All days	North 20th Street	Broadway	Market Street	North	East
Total	Always	All days	North 20th Street	Broadway	Market Street	North	West
Total	Always	All days	North 2nd Street	P & PU Railroad	Catherine Street	South	Both
Total	Always	All days	North 2nd Street	Ann Eliza Street	Caroline Street	North	East
Total	Always	All days	North 2nd Street	Railroad tracks	Court Street	South	Both
Total	Always	All days	North 2nd Street	Sheridan Road	Caroline Street	South	Both
Total	Always	All days	North 2nd Street	Sommerset Street	Sheridan Road	North-South	Both
Total	Always	All days	North 3rd Street	Court Street	Sommerset Street	North	Both
2 hours	9am-5pm	Mon-Sat	North 4th Street	Margaret Street	Court Street	South-North	Both
2 hours	9am-5pm	Mon-Sat	North 4th Street	Caroline Street	Ann Eliza	South	Both
Total	Always	All days	North 5th Street	Broadway	Willow Street	North-South	Both
Total	Always	All day	North 6th Street	Court Street	100' North	North	East
2 hours	9am-5pm	Mon-Sat	North 6th Street	Caroline Street	Court Street	South	West
2 hours	9am-5pm	Mon-Sat	North 6th Street	Court Street	North to Alley	North	East
Total	Always	All days	North 6th Street	Margaret Street	Caroline Street	North	East
30 minutes	9am-5pm	Mon-Sat	North 7th Street	Ann Eliza Street	Margaret Street	South	East
Total	Always	All days	North 7th Street	Ann Eliza Street	Margaret Street	South	West

Time	Duration	Days	On Street	At or From	To	Direction	Side
Total	Always	All days	North 7th Street	North 8th Street	Ann Eliza Street	South	Both
Total	Always	All days	North 8th Street	North 7th Street	Northern city limits	North-South	Both
2 hours	8am-4pm	School	North Shore Drive	East Shore Drive	West Shore Drive	East-West	Both
Total	Always	All days	Olt Avenue	Court Street	Valle Vista Boulevard	North-South	Both
2 hours	9am-5pm	Mon-Sat	Park Avenue	South 12th Street	Court Street	East	South
15 minutes	9am to 5pm	Mon-Sat	Park Avenue	256' East 13th Street	South 14th Street	West	North
Total	Always	All days	Park Avenue	235' East of South 13	255' East of South 13th St	East	South
15 minutes	9am-5pm	Mon-Sat	Park Avenue	South 13th Street	266' E of South 13th Stree	West	North
Total	Always	All days	Parkway Drive	Court Street	Northern city limit	North-South	Both
Total	Always	All days	Parkway Drive	368' south of Sherida	427' south of Sheridan	North	East
Total	Always	All days	Pine Street	Maple Park Drive	70' West	West	North
Total	Always	All days	Powers Avenue	Highwood Avenue	Entrance Drive	East-West	Both
Total	7:30am-5pm	School	Prince Street	South Capitol Street	South 4th Street	East	South
Total	Always	All days	Prince Street	South 8th Street	South 9th Street	East-West	Both
Total	Always	All days	Prince Street	South 8th Street	300' West	West	North
Total	Always	All days	Riverway Drive	Koch Street	Hanna Drive	North-South	Both
Total	Always	All days	RWBP Frontage Ro	Enterprise Drive	North end	North-South	Both
2 hours	9am-5pm	Mon-Sat	Sabella Street	South 3rd Street	South 2nd Street	West	Both
2 hours	9am-5pm	Mon-Sat	Sabella Street	South 3rd Street	Broadway	East-West	Both
Total	Always	All days	Sabella Street	South 2nd Street	South 3rd street	East	Both
Total	Always	All days	Sommerset Street	North 3rd Street	North 2nd Street	North	Both
Total	Always	All days	South 10th Street	Park Avenue	105' S	North	East
Total	Always	All days	South 13th Street	Center Street	Court Street	North-South	Both
Total	Always	All days	South 13th Street	Park Avenue	Martha Street	North	East
Total	Always	All days	South 14th Street	Center Street	Court Street	North-South	Both
Total	Always	All days	South 14th Street	Broadway Road	Alley south	South	Both
Total	Always	All days	South 18th Street	Tennell Road	40' South	South	East
Total	Always	All days	South 18th Street	West Shore Drive	40' South	South	East
Total	Always	All days	South 2nd Street	Southern city limit	Washington Street	North-South	Both
Total	Always	All days	South 2nd Street	Court Street	Washington Street	South	Both
Total	Always	All days	South 3rd Street	Broadway	Court Street	North	Both
2 hours	9am-5pm	Mon-Sat	South 4th Street	St Mary Street	Court Street	North	Both
Total	Always	All days	South 4th Street	St Mary Street	100' South	South	

Time	Duration	Days	On Street	At or From	To	Direction	Side
2 hours	9am-5pm	Mon-Sat	South 4th Street	Elizabeth Street	Court Street	South-North	Both
Total	Always	All days	South 4th Street	Broadway	400' South	South	Both
Total	Always	All days	South 4th Street	Broadway	St Mary Street	North	Both
2 hours	9am-5pm	Mon-Sat	South 4th Street	Court Street	Broadway	South	Both
2 hours	9am-5pm	Mon-Sat	South 4th Street	Broadway	Washington Street	South	Both
30 minutes	9am-5pm	Mon-Sat	South 4th Street	St Mary Street	North 100'	North-South	Both
Total	Always	All days	South 6th Street	Broadway	Court Street	North-South	Both
2 hours	9am-5pm	Mon-Sat	South 6th Street	Hillyer Street	St Joseph Place	North	Both
15 minutes	9am-5pm	Mon-Sat	South 6th Street	St Joseph Place	Broadway	North	Both
Total	Always	All days	South 6th Street	Broadway	Washington Street	South	Both
Total	Always	All days	South 7th Street	Derby Street	88' North of Derby Street	North	East
2 hours	9am-5pm	Mon-Sat	South 7th Street	Washington	Court Street	North-South	Both
Total	Always	All days	South 7th Street	60' North of Derby	95' North of Derby	North	West
Total	Always	All days	South Capitol Street	Washington Street	from stop signs 90' South	North	Both
Total	Always	All days	South Capitol Street	Washington Street	Broadway	North	West
Total	7:30am-5pm	School	South Capitol Street	Prince Street	South 80'	North	Both
2 hours	9am-5pm	Mon-Sat	South Capitol Street	Broadway	Court Street	North	Both
2 hours	9am-5pm	Mon-Sat	South Capitol Street	Court Street	Sabella Street	South	Both
Total	Always	All days	St Joseph Place	South 7th Street	South 6th Street	West	North
2 hours	9am-5pm	Mon-Sat	St Joseph Place	South 6th Street	South 7th Street	East	South
2 hours	9am-5pm	Mon-Sat	St Joseph Place	South 7th Street	Haines Avenue	West	Both
2 hours	9am-5pm	Mon-Sat	St Mary Street	South 3rd Street	Broadway	East-West	Both
Total	Always	All days	Stadium Drive	Court Street	Parkway Drive	East-West	Both
Total	Always	All days	State Street	North 5th Street	40'	East-West	Both
Total	Always	All days	Sunnyridge				
Total	Always	All days	Third Avenue	Washington Street	Broadway	North	Both
Total	Always	All days	Veerman Street	810' North of Willow	895' North of Willow	North	East
Total	Always	All days	Veerman Street	535' North of Willow	620' North of Willow	North	East
Total	Always	All days	Washington Street	South 6th Street	88'	East	North
Total	Always	All days	Washington Street	Bacon Street	South 6th Street	East	South
Total	Always	All days	Washington Street	South 10th Street	75' East of South 10th Str	East	South
Total	Always	All days	Washington Street	South 6th Street	50' West	West	North
Total	Always	All days	Washington Street	165' East of Buena Vi	230' East of Buena Vista	West	North

9-12-05

9/7/2005

Time	Duration	Days	On Street	At or From	To	Direction	Side
Total	Always	All days	Washington Street	South 6th Street	50' East	West	North

ORDINANCE NO. _____

**AN ORDINANCE ADDING TITLE 8, CHAPTER 4, SECTION 1(E)
TO THE CODE OF THE CITY OF PEKIN 1995
REGARDING PARKING PERMITS UNDER THE TRAFFIC CODE**

WHEREAS, the Code of the City of Pekin 1995 was adopted on April 10, 1995, and duly published in book form: and

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6 (a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and function pertaining to its government and its affairs; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend the City Code regarding the No Parking provisions of the Traffic Code. **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS:**

(i) That Title 8, Chapter 4, Section 1 (E) (i) be added as follows; Parking will be allowed on Center Street between 13th Street and Garden Street between the hours of 9:00 am and 5:00 pm, Monday through Saturday, by vehicles displaying a valid permit in the lower left hand corner of the vehicle's rear window. All non-permit holding vehicles remain subject to the two hour parking limitation as set forth in the Restricted Parking Schedule of Title 8, Chapter 4, Section 1 (E). Said permits will be available at the City of Pekin Police Department for an annual fee of \$10.00 per authorized vehicle upon proof of residency and vehicle registration to that Center Street address.

(ii) That Title 8, Chapter 4, Section 1 (E) (ii) be added as follows; Parking will be allowed on South 13th Street between Park Avenue and Martha Street between the hours of 9:00 am and 5:00 pm, Monday through Saturday, by vehicles displaying a valid permit in the lower left hand corner of the vehicle's rear window. All non-permit holding vehicles remain subject to the two hour parking limitation as set forth in the Restricted Parking Schedule of Title 8, Chapter 4, Section 1 (E). Said permits will be available at the City of Pekin Police Department for an annual fee of \$10.00 per authorized vehicle upon proof of residency and vehicle registration to that South 13th Street Address.

(iii) That Title 8, Chapter 4, Section 1 (E) (iii) be added as follows; The display of a parking sticker as described in Title 8, Chapter 4, Section 1 (E) (i) or (ii) in an unauthorized or otherwise improperly registered vehicle is strictly prohibited and any such use will result in a penalty pursuant to Title 8, Chapter 4, Section 1 (E) (v).

(iv) That Title 8, Chapter 4, Section 1 (E) (iv) be added as follows; The transfer of parking stickers described in Title 8, Chapter 4, Section (E) (i) or (ii) is permitted between vehicles upon the proper registration of the transferee vehicle, however, at no time shall two vehicles be registered to the same permit. Any such violation will result in a penalty pursuant to Title 8, Chapter 4, Section 1 (E) (v).

(v) That Title 8, Chapter 4, Section 1 (E) (v) be added as follows; Any violation of Title 8, Chapter 4, Section 1 (E) (i), (ii), (iii) or (iv) will result in the revocation of any and all parking permits provided to vehicles registered to the

address of the permit holder and will disqualify any vehicle registered to any current resident from obtaining a parking permit.

BE IT FURTHER ORDAINED that all other parts of the Code of the City of Pekin 1995 as amended except as modified herein are hereby reaffirmed and ratified and are in full force and effect.

BE IT FURTHER ORDAINED that all Ordinances or parts or parts of Ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon its passage and approval and publication as required by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Pekin, this ____ day of _____, 2005; and upon roll call the vote was as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING _____

APPROVED this ____ day of _____, 2005.

Lyn Howard
MAYOR

ATTEST:

Sue McMillan
CITY CLERK

RESOLUTION GRANTING SIGNATORY POWERS

WHEREAS, the City of Pekin has established the appointed positions of Treasurer and City Manager; and

WHEREAS, the City of Pekin employs a Director of Finance; and

WHEREAS, it is in the best interest of municipal efficiency to grant signatory power to the duly appointed Treasurer; and

WHEREAS, upon the unavailability of the duly appointed Treasurer, it is in the best interest of municipal efficiency to then grant signatory power to the duly appointed City Manager; and

WHEREAS, upon the unavailability of both the duly appointed Treasurer and the duly appointed City Manager, it is in the best interest of municipal efficiency to then grant signatory power to the Director of Finance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pekin, Illinois, that the City of Pekin hereby grants signatory powers as herein described.

PASSED BY THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS this
day of _____, 2005.

AYES

NAYES

ABSTENTIONS

PRESENT

LYN HOWARD, Mayor

ATTEST:

Sue E. McMillan, City Clerk