



**REGULAR CITY COUNCIL MEETING
MONDAY, APRIL 9, 2018
5:30 PM**

1.	Pledge of Allegiance
2.	Call to Order
3.	Approve Agenda
3.1.	Approve agenda
4.	Approval of Minutes
4.1.	Approval of Minutes
4.2.	City Council - Regular Meeting - Mar 26, 2018 5:30 PM
4.3.	City Council - Work Session - Mar 19, 2018 5:00 PM
5.	Consent Agenda
5.1.	Receive and File Bids for the Riverfront Bathroom Ramp Project ACTION REQUESTED: Receive and File the four bids the City received for the Riverfront Bathroom Project
5.2.	Receive and File Fuel Pump Replacement Bid ACTION REQUESTED: Receive and File Fuel Pump Replacement Bid
5.3.	Receive and File Enjoy Pekin Tourism Committee Minutes
5.4.	Receive and File EDAC Minutes January 25, 2018
6.	Communications
6.1.	City Manager Report to Council
6.2.	Public Hearing Budget Fiscal Year 2018-2019
7.	Public Input

8.	New Business
8.1.	Ordinance No. 2782-17/18 An Ordinance Adopting The Annual Budget 2018-2019 ACTION REQUESTED: Adopt Ordinance 2782-17/18 the Fiscal Year 2018-2019 Budget
8.2.	Resolution No. 87-17/18 A Resolution Adopting the Employee Handbook Revision 2018 of the City of Pekin ACTION REQUESTED: Adopt Resolution No. 87-17/18
8.3.	Resolution No. 88-17/18 Supplemental Motor Fuel Resolution for 17-00000-01-GM ACTION REQUESTED: Adopt Resolution No. 88-17/18 to approve the supplemental Motor Fuel Tax Resolution for the 2017 Street Maintenance Program Section 17-00000-01-GM in the amount of \$80,000.
8.4.	Motor Fuel Tax Resolution No. 89-17/18 for 18-00000-00-GM ACTION REQUESTED: Adopt Resolution No. 89-17/18 to approve the Motor Fuel Tax resolution for \$850,000 for the 2018 Street Maintenance Program.
8.5.	Engineering Agreement with Midwest Engineering Associates, Inc for Section 18-00000-00-GM ACTION REQUESTED: To approve the engineering agreement with Midwest Engineering Associates, Inc. for assistance with the street maintenance program in the amount not to exceed 4% of the awarded contract cost of the proposed improvement.
8.6.	Ordinance No. 2783-17/18 An ordinance authorizing the establishment of a tax increment financing “interested parties registry” and adoption of registration rules for such registry for the Pekin South Industrial Park Conservation Area Tax Increment Financing (TIF) District ACTION REQUESTED: Adopt Ordinance 2783-17/18 authorizing the establishment of a tax increment financing “interested parties registry” and adoption of registration rules for such registry for the Pekin South Industrial Park Conservation Area Tax Increment Financing (TIF) District.
8.7.	Bid and Contract for the Riverfront Bathroom Ramp Project ACTION REQUESTED: Approve the bid and award the contract for the Riverfront Bathroom Ramp Project to Illinois Civil Contractors Incorporated in the amount of \$16,956.00.
8.8.	Bid and Contract for Fuel Pump Replacement

ACTION REQUESTED: Approve the bid and award the contract to Illinois Oil Marketing Equipment, Inc. for the bid price of \$93,952.73.	
8.9.	Lease Agreement Between the City of Pekin and Ameren Illinois Company ACTION REQUESTED: Approve the lease agreement with Ameren for use of Hanna Drive contractor yard for storage and project staging for a term of June 1, 2018 to July 31, 2019.
8.10.	Lease Agreement Between the City of Pekin and Precision Pipeline LLC ACTION REQUESTED: Approve the lease agreement with Precision Pipeline, LLC for use of Hanna Drive contractor yard for storage and project staging for a term of May 1, 2018 to August 31, 2018.
9.	Any Other Business To Come Before The Council
10.	Executive Session 5 ILCS 120/2 (c)
11.	Adjourn

Column 1 Key:

TC Tony Carson City Manager

Column 2 Key:

- 1 A Prosperous Community.** To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
- 2 A Safe Community.** To protect community life and property by providing effective, principled police and fire services.
- 3 A Strong Foundation.** To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
- 4 A High Quality of Life.** To support or provide services that improve the quality of life for Pekin's residents.
- 5 An Effective Government.** To deliver effectively the services that Pekin's residents want, need, and are willing to support.

 PROCEEDINGS OF THE REGULAR MEETING
 OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
 HELD IN THE COUNCIL CHAMBERS OF CITY HALL
 111 S. CAPITOL ST
 ON MONDAY MARCH 26, 2018 AT 5:30 O'CLOCK P.M.
 JOHN MCCABE * CHAIR * PRESIDING

PLEDGE OF ALLEGIANCE

All Council Members were present. A quorum was declared by Mayor McCabe.

Attendee Name	Title	Status	Arrived
James A Schramm	Council Member	Present	5:19 PM
Michael Garrison	Councilman	Present	4:51 PM
Lloyd Orrick	Mayor Pro-Tem	Present	4:48 PM
John P Abel	Council Member	Present	4:49 PM
Michael Ritchason	Council Member	Present	5:18 PM
Mark Luft	Council Member	Present	5:22 PM
John McCabe	Mayor	Present	4:48 PM

APPROVE AGENDA

3.1. Motion to: **Approve agenda**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John P Abel, Council Member
SECONDER:	Michael Ritchason, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

APPROVAL OF MINUTES

4.1. Motion to: **Approval of Minutes**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John P Abel, Council Member
SECONDER:	Michael Ritchason, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

4.2. City Council - Regular Meeting - Mar 12, 2018 5:30 PM

CONSENT AGENDA

- 5.1. Tazewell County Animal Control Billing - February 2018
- 5.2. Police Department Stats - February 2018
- 5.3. Building Department Report - February 2018
- 5.4. Pekin Plan Commission Minutes Dated October 11, 2017
- 5.5. Pekin Zoning Board of Appeals Minutes Dated November 8, 2017
- 5.6. Receive and File Notice of Properties to be Demolished Utilizing Funds From the FY2017/2018 Budget
- 5.7. Bid Tabs RFP Auditing Services
- 5.8. Motion to: **Motion to Amend Consent Agenda**

Minutes Acceptance: Minutes of Mar 26, 2018 5:30 PM (Approval of Minutes)

Council Member Orrick motioned to amend item 5.6 to remove 1007 S. Capitol Street from the agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lloyd Orrick, Mayor Pro-Tem
SECONDER:	Mark Luft, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

5.9. Motion to: Motion to Approve Consent Agenda as Amended

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Luft, Council Member
SECONDER:	John P Abel, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

COMMUNICATIONS, PETITIONS, REPORTS

6.1. Tazewell County Health Department Tobacco 21

Stacie Ealey introduced Julie Angle to give a presentation on the Tazewell County Health Department Tobacco 21 program. She explained that one of the grants in Illinois is to become a tobacco free community. She gave a power point presentation with supportive facts on why it is important to have a tobacco free community for our youth. Many surrounding communities are looking to pass ordinances and 5 states have already passed ordinances.

6.2. Discussion of proposed revisions to the Employee Handbook

City Manager, Anthony Carson, explained that due to changes in state law it was necessary to make some changes to the handbook including the section on the collective bargaining agreement and other material that is outdated. Human Resources Director, Sarah Newcomb, went through the details of how clarification was needed with regards to insurance benefits, union contracts, classification and compensation plans, administrative leave, grievance procedures, retention, smoking policy and performance evaluation. Council Member Luft inquired about whether staff raises were determined by the agreement of Council. Mr. Carson confirmed that they are.

PUBLIC INPUT

Jim Mangan brought up questions concerning the TIF consulting firm, the TIF District and PAL Technologies.

John McNish spoke at the podium with comments and questions regarding the Ms. Newcomb's presentation on the changes to the employee handbook.

Ann Witzig stood up to point out that she did some investigating with regards to PAL Technologies and the TIF District.

NEW BUSINESS

8.1. Resolution No. 85-17/18 Authorization to Engage Professional Services for the purpose of Annual Audit

City Treasurer, Jim Wolf addressed the Council regarding audit services. Mr. Wolf explained that Mr. Warning was no longer going to be doing the City's audit. A request for proposal was mailed to seven different firms and a notice was

published in the Journal Star as well as on the City's website. The City received four proposals with the lowest proposed fee from Sikich LLP which the City is recommending. He believes the fees are comparable to Mr. Warning's firm. He pointed out that we require the audited financial statements to include a CAFR which includes good, helpful, statistical information. Mr. Wolf spoke with the finance director at Peoria County to get an opinion and he indicated that he was very pleased with the transition. Sikich LLP has 90 employees and has a heavy concentration with state and municipal agencies. Mr. Wolf answered questions from Council regarding specifics of CAFR and the single audit fee.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Ritchason, Council Member
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

8.2. Ordinance No. 2778-17/18 An Ordinance Approving the Transfer of Volume Cap in Connection with Private Activity Bond Issues, and Related Matters

Assistant City Manager, Mark Rothert, presented the Volume Cap. For many years, the City of Pekin and a collection of other Illinois local governments have collaborated to bring affordable mortgages to qualified homebuyers in what has historically been known as the Assist Homeownership Program ("Assist") and through Mortgage Credit Certificates (MCC). Assist is a program that offers a full 3.00% cash grant on the amount borrowed on a mortgage to qualified home buyers in Pekin with a Federal Housing Administration, Veterans Affairs, or USDA Rural Development, 30-year, fixed-rate mortgage. The cash assistance may be used to offset some or all of the home loan's down payment and closing costs. The Assist program therefore minimizes the amount of money needed on hand to purchase a home. The issuance of MCCs are through a federally authorized program created as an alternative to tax-exempt housing bonds to reduce effective interest costs for qualifying homebuyers. MCC's allow the homebuyer to qualify for a federal income tax credit equal to a percentage of the interest paid on their home loan each year. MCC holders still qualify for a regular deduction of the remaining interest paid on their home loan.

In 2017, a total of 98 loans were made to Pekin home buyers totaling almost \$7.8 million using one of these programs. That trend is expected to continue in 2018. To provide these incentives to Pekin homeowners, the City of Pekin (and many other municipalities) pledges its Volume Cap to another unit of local government that spearheads the implementation of the programs. Volume Cap comes from a federal tax law and is an annual limit placed on cities that puts a cap on the amount of municipal bonds that can be issued each year to finance capital projects undertaken by for-profit, taxing entities. Volume Cap is allocated under the Internal Revenue Code on a calendar year basis. The applicable statewide allocation in Illinois (and most other states) is \$105 per capita in 2018. This year, based on a population of 34,094, Pekin's 2018 volume cap is \$3,579,870.

The attached ordinance approves the transfer of the City of Pekin's volume cap over to the City of Aurora, who is spearheading the Assist and MCC programs. Program incentives are then made available on a continuing basis through a participating lender network, who in turn work with

homebuyers. Allocation of the City's cap needs to be accomplished not later than April 30, 2018 and any transfers of 2018 cap need to be reported to the State within 14 days of the transfer.

Council Member Orrick commented that he thinks it is a worthwhile program that helps first time homebuyers and families; children that are raised in a home turn out better than children that are not.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Garrison, Councilman
SECONDER:	Mark Luft, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

8.3. Ordinance No. 2779-17/18 An Ordinance Approving and Authorizing the Execution of a Professional Service Agreement for the First Amendment to the Southern Industrial Park Conservation Area Tax Increment Financing District By and Between Jacob & Klein, LTD and the Economic Development Group, LTD and the City of Pekin

City Manager Anthony Carson explained that agenda items 8.3, 8.4 & 8.5 are all related. Jacob & Klein Ltd. will be handling all administrative duties, reporting requirements and meetings. They will also be providing all the information to the State government. This agreement will allow the ability to expand the Southern TIF District as a lot of properties during creation were left out. This will be a 4-6 month process. Mr. Carson clarified comments that were made earlier in the meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Garrison, Councilman
SECONDER:	Michael Ritchason, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

8.4. Ordinance No. 2780-17/18 An Ordinance Approving and Authorizing the Execution of a Professional Services Agreement for Annual Administration of the Southern Industrial Park Conservation Area Tax Increment Financing District by and between Jacob & Klein, LTD and The Economic Development Group, LTD and the City of Pekin, Illinois

City Manager, Anthony Carson, explained that these are three year agreements and are paperwork requirements that the city has to follow on an annual basis.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lloyd Orrick, Mayor Pro-Tem
SECONDER:	Michael Ritchason, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

8.5. Ordinance No. 2781-17/18 An Ordinance Approving and Authorizing the Execution of a Professional Services Agreement for Annual Administration of Central Business District Tax Increment Financing District by and between Jacob & Klein, LTD and The Economic Development Group, LTD and the City of Pekin, Illinois

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lloyd Orrick, Mayor Pro-Tem
SECONDER:	John P Abel, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

8.6. Resolution No. 86 - 17/18 Award of Contract for Repair of Roof on City of Pekin Airport Hangar B

Airport Manager, Todd Dugan, explained that this contract was for routine maintenance and that 5-Star was the best bid we received with a 20 year warranty. He stated that prevailing wage will be done. Council Member Orrick asked how old the hangar was and Mr. Dugan answered that it was built in 1964. Council Member Ritchason commented that he was out to the airport recently and that there is a lot of work going on.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James A Schramm, Council Member
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

8.7. Lease Agreement with Brian Aviation Enterprise

City Manager, Anthony Carson, explained that this is a ground lease and that we are just receiving rent for the ground underneath. He added that the building was constructed 30 years ago.

Airport Manager, Todd Dugan, presented the lease between the City and Brian Aviation Enterprise.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James A Schramm, Council Member
SECONDER:	Michael Ritchason, Council Member
AYES:	Schramm, Garrison, Orrick, Abel, Ritchason, Luft, McCabe

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

Tom Veatch spoke as a Pekin Firefighter thanking police and fire for going above and beyond.

Rick VonRohr, Chairman of the Pekin Police Union, spoke about the upcoming budget and public safety.

John McNish spoke about the budget and fixing the roads.

Linda Harmon approached the podium to discuss the storm water issue on Vista Grande Drive and the upcoming budget.

Elaine Ritchie had questions regarding her wastewater bill and thanked the police and fire departments for their actions.

Rick Hilst expressed his support for public safety, brought up questions regarding the changes to the employee handbook and commented on the Motor Fuel Tax deposits.

Trent Reese also spoke about the upcoming budget and his personal connection with each Council Member.

Charity Gallett voiced her support of the firemen and policemen as well. She also commented on the upcoming budget and wastewater bills.

Council Member Schramm thanked police and fire for their help with the fire on Caroline.

EXECUTIVE SESSION 5 ILCS 120/2 (C)

ADJOURN

No further action to come before the Council, motion was made by Council Member Ritchason, seconded by Council Member Luft that Council adjourn. Motion carried viva voce. Mayor McCabe adjourned the meeting at 7:43 p.m.

PROCEEDINGS OF THE WORK SESSION
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
HELD IN THE COUNCIL CHAMBERS OF CITY HALL
111 S. CAPITOL ST
ON MONDAY MARCH 19, 2018 AT 5:00 O'CLOCK P.M.
JOHN MCCABE * CHAIR * PRESIDING

PLEDGE OF ALLEGIANCE

The **Pledge of Allegiance** was led Mayor McCabe.

Notice of a special City Council Budget Work Session was properly posted and received by the Council on March 16, 2018. The purpose of the meeting was for Council and staff to examine a proposed budget.

Attendee Name	Title	Status	Arrived
James A Schramm	Council Member	Present	
Michael Garrison	Councilman	Present	
Lloyd Orrick	Mayor Pro-Tem	Present	
John P Abel	Council Member	Present	
Michael Ritchason	Council Member	Present	
Mark Luft	Council Member	Present	
John McCabe	Mayor	Present	

AGENDA

- 3.1. Motion to: Approve Agenda**
Motion by Council Member Luft, seconded by Council Member Ritchason that the agenda be approved as presented. On roll call vote all present voted Aye.

COMMUNICATIONS

- 4.1. WORK SESSION DRAFT BUDGET FY19**
Mayor McCabe opened the presentation of the proposed budget by having all staff members, Department Heads and Council Members seated around the table to state their name and position. He expressed his appreciation to all for attending the work session.

City Manager Tony Carson told the Council that during his 18 years of presenting a balanced budget each year challenges continue to make a balanced budget difficult.

Finance Director Sarah Newcomb distributed the 2018-2019 Draft Budget narrative and figures. Ms. Newcomb, Angie Evans, Assistant Finance Director, and Mr. Carson were prepared to answer questions. Council was advised the budget process began last Fall in calculating payroll estimates based on completed collective bargaining agreements and changes to the City's health insurance plans. Ms. Newcomb projected the budget information on the Council Chamber monitors and spoke to the key points of the City's budget types, total revenues and total expenses.

Minutes Acceptance: Minutes of Mar 19, 2018 5:00 PM (Approval of Minutes)

The overview included revenues by key types:

- Taxes
- Fees/Charges for Service
- Intergovernmental
- Licenses and Permits
- Fines and Forfeitures
- Other Revenue
- Investment Earnings
- Transfer in

Expenses by key types:

- Supplies and Materials
- Other Expenditures
- Contractual Services
- Training & Education
- Personnel
- Capital Outlay
- Debt Service
- Transfers

Next presented was the revenues and operational expenses by fund of the following:

- General Fund
- Storm Water
- Airport Insurance
- VMF
- Solid Waste
- Wastewater
- Tourism
- MFT
- TIF
- Capital Budget
- School Bus
- Library
- Community Development
- Economic Development

The Council was advised the General Fund received the largest revenue and reflected the basic day to day services provided by the City other than sewer and solid waste. Most of the expenses in the General Fund were obligated due to contractual agreements or mandated and sometimes unfunded regulations from state and federal agencies.

Next the personnel and position information changes for the budget were reviewed for the Council. Also reviewed storm water as a separate fund supplemented by the General Fund revenue because it did not have its own revenue source. The revenue in 2018-2019 was residual funding from the capital loan balance for proposed storm water project. Discussion followed on storm water issues. Mr. Carson had requested the City Engineer Mike Guerra to rank 20 on going storm water issues with no revenue stream. The list was presented and Mr. Carson noted Council had only authorized 2 projects Derby Street and Broadway Farms. Council was asked to prioritize the \$3 million worth of problems.

Each of the Council Members were given the opportunity to comment. Council Member Luft questioned why the City engineering projects had to have outside engineers contracted. Council Member Ritchason thanked the City Engineer for the list of areas with wastewater concerns. He questioned how such request as Vista Grande residents' water concerns could be funded and was told there was not money in this budget that included few capital projects. The Manager suggested if Council give him the means, sales tax increase, storm water fee, ie. of revenues he could fix the list of issues over time. Mayor McCabe encouraged the Members to get with the Manager to discuss changes they had for the budget.

No action was taken.

PUBLIC INPUT

Linda Harmon addressed the Council regarding the water issue of the residents on Vista Grande. She distributed a collage of flooding photos from the summer of 2015. She asked for Council's help by funding the budget and suggest that a fee may be appropriate.

Lynette Hunt also addressed the Council regarding the water issue on Vista Grande.

Jim Mangan asked if the draft budget would be on line and was informed that it would not but would be available at City Hall. He spoke to Council on numbers within the draft budget.

EXECUTIVE SESSION 5 ILCS 120/2 (C) 1. PERSONNEL

ADJOURN

No further business to come before the Council motion by Council Member Orrick, seconded by Council Member Ritchason to adjourn. Motion carried viva voce. Mayor McCabe adjourned the meeting in open

session at 6:55 P.M.



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 2, 2018

From: Michael Guerra, City Engineer

AGENDA ITEM: Riverfront Bathroom Bid Recieve and File

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Receive and File the four bids the City received for the Riverfront Bathroom Project

DESCRIPTION: The City sought bids to reconstruct the ramp and one parking stall at the riverfront bathrooms. This project is due to a complaint filed against the Pekin Park District. One of the findings in the Department of the Interior's report was the ramp at the bathrooms was not compliant for accessibility standards and lacked a handicap parking stall. This project is to construct an accessible ramp and parking stall since the City is the owner of the property. Bids were sought and the City received 4 bids on this project.

FINANCIAL IMPACT:

NEIGHBORHOOD CONCERNS:

IMPACT IF APPROVED:

IMPACT IF DENIED:

ALTERNATIVES:

RELATED TO EFFICIENCY STUDY:

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]

A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.

A Safe Community. To protect community life and property by providing effective, principled police and fire services.

A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.

✓	A High Quality of Life. To support or provide services that improve the quality of life for Pekin’s residents.
	An Effective Government. To deliver effectively the services that Pekin’s residents want, need, and are willing to support.
REQUIRED SIGNATURES	
Department Directors and City Staff: Date:	
Finance Department (Certification of Availability of Funds): Date:	
City Manager: Date:	

RETURN WITH BID


**Local Public Agency
Formal Contract Proposal**

PROPOSAL SUBMITTED BY		
Wm. Aupperle & Sons, Inc.		
Contractor's Name		
190 E. Washington Street		
Street	P.O. Box	
Morton	IL	61550
City	State	Zip Code

STATE OF ILLINOIS

COUNTY OF Tazewell

City of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Pekin Riverfront Bathroom Ramp

SECTION NO. _____

TYPES OF FUNDS Local☒ SPECIFICATIONS (required)☒ PLANS (required)**For Municipal Projects**

Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

Department of Transportation☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

RETURN WITH BID

REVISED NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

Sealed proposals for the improvement described below will be received at the office of City of Pekin City Clerk,
111 S. Capitol St. until 10:00 AM on March 28, 2018
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City of Pekin City Clerk
111 S. Capitol St. at 10:00 AM on March 28, 2018
 Address Time Date

DESCRIPTION OF WORK

Name Pekin Riverfront Bathroom Ramp Length: _____ feet (_____ miles)
 Location City of Pekin
 Proposed Improvement _____

1. Plans and proposal forms will be available in the office of City Clerk, City Hall
111 S. Capitol St, Pekin, IL 61554
 Address
2. ☐ Prequalification
 If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.
3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
 - a. BLR 12200: Local Public Agency Formal Contract Proposal
 - b. BLR 12200a Schedule of Prices
 - c. BLR 12230: Proposal Bid Bond (if applicable)
 - d. ~~BLR 12325: Apprenticeship or Training Program Certification (do not use for federally funded projects)~~
 - e. ~~BLR 12326: Affidavit of Illinois Business Office~~
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

RETURN WITH BID

PROPOSAL

County TazewellLocal Public Agency City of Pekin

Section Number _____

Route Riverfront Bathroom Ramp

1. Proposal of Pekin Riverfront Bathroom Ramp Wm. Aupperle & Sons, Inc.

190 E. Washington Street, Morton, IL 61550

for the improvement of the above section by the construction of The work will consist of installing an ADA ramp and sidewalk to PROWAG standards, which may include but is not limited to the removal and replacement of existing PCC sidewalk, installation of datable warning pads, aggregate base, and grading. The work will also consist of removing and replacing a portion of the asphalt parking lot to create a handicap parking spot and aisles and installing a retaining wall along the east side of the parking lot.
a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin
and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within 45 working days or by 5/31/2017 5/31/2018
unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:

City of Pekin Treasurer of _____The amount of the check is Five Percent Bid Bond (5% Bond).

7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: AUPPERLE & SONS, INC (1372 : Riverfront Bathroom Bid Recieve and File)

RETURN WITH BID

CONTRACTOR CERTIFICATIONS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the City enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with IDOT by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, as the City will not enter into an agreement with barred Contractors.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: AUPPERLE & SONS, INC (1372 : Riverfront Bathroom Bid Recieve and File)

RETURN WITH BID

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

(If an individual)

Signature of Bidder _____

Business Address _____

(If a partnership)

Firm Name _____

Signed By _____

Business Address _____

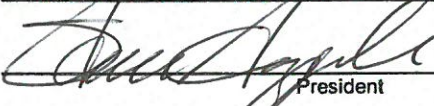
Inset Names and Addressed of All Partners



(If a corporation)

Corporate Name Wm. Aupperle & Sons, Inc.

Signed By


 President

 Business Address 190 E. Washington Street
Morton, IL 61550

Insert Names of Officers

President

Steve Aupperle

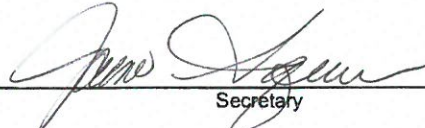
Secretary

Jaime Squier

Treasurer

Steve Aupperle

Attest:


 Secretary

Attachment: AUPPERLE & SONS, INC (1372 : Riverfront Bathroom Bid Recieve and File)



Local Agency Proposal Bid Bond

RETURN WITH BID

Route Riverfront Bathroom Ramp
County Tazewell
Local Agency City of Pekin
Section _____

PAPER BID BOND

WE Wm Aupperle & Sons Inc. as PRINCIPAL,
and United Fire & Casualty Company as SURETY,

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this Instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this Instrument to be signed by their respective officers this 28th day of March 2018

Principal

Wm Aupperle & Sons Inc.

(Company Name)

By: _____

(Signature and Title)

(Company Name)

By: _____

(Signature and Title)

(If PRINCIPLE is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

United Fire & Casualty Company

(Name of Surety)

Surety

By: _____

(Signature of Attorney-in-Fact)

STATE OF ILLINOIS,

COUNTY OF Macon

I, Glenda Hoffman, a Notary Public in and for said county,
do hereby certify that William S Aupperle and Blake E Allison

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said Instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 28th day of March 2018

My commission expires 7-16-21

Glenda Hoffman
(Notary Public)

"OFFICIAL SEAL"

GLEND A HOFFMAN

NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 07-16-2021

ELECTRONIC BID BOND

☐ Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
FINANCIAL PACIFIC INSURANCE COMPANY, ROCKLIN, CA
CERTIFIED COPY OF POWER OF ATTORNEY
(original on file at Home Office of Company - See Certification)

Inquiries: Surety Department
118 Second Ave SE
Cedar Rapids, IA 52401

5.1.a

KNOW ALL PERSONS BY THESE PRESENTS, That UNITED FIRE & CASUALTY COMPANY, a corporation duly organized and existing under the laws of the State of Iowa; UNITED FIRE & INDEMNITY COMPANY, a corporation duly organized and existing under the laws of the State of Texas; and FINANCIAL PACIFIC INSURANCE COMPANY, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint KEVIN J BREHENY, RANDY S CANNADY, RONALD A KOOPMAN, TIM R PATTON, GLENDA HOFFMAN, DANIEL A MARTINI, BLAKE E ALLISON, EACH INDIVIDUALLY OF FORSYTH IL

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$10,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted shall expire the 7th day of August, 2018 unless sooner revoked by UNITED FIRE & CASUALTY COMPANY, UNITED FIRE & INDEMNITY COMPANY, AND FINANCIAL PACIFIC INSURANCE COMPANY.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted on May 15, 2013, by the Boards of Directors of UNITED FIRE & CASUALTY COMPANY, UNITED FIRE & INDEMNITY COMPANY, and FINANCIAL PACIFIC INSURANCE COMPANY.

"Article VI - Surety Bonds and Undertakings"

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal of the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.



IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 7th day of August, 2016

UNITED FIRE & CASUALTY COMPANY
UNITED FIRE & INDEMNITY COMPANY
FINANCIAL PACIFIC INSURANCE COMPANY

By: Dennis J. Richmann Vice President

State of Iowa, County of Linn, ss:

On 7th day of August, 2016, before me personally came Dennis J. Richmann

to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of UNITED FIRE & CASUALTY COMPANY, a Vice President of UNITED FIRE & INDEMNITY COMPANY, and a Vice President of FINANCIAL PACIFIC INSURANCE COMPANY the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



Judith A. Davis
Iowa Notarial Seal
Commission number 173041
My Commission Expires 04/23/2018

Judith A. Davis Notary Public
My commission expires: 04/23/2018

I, David A. Lange, Secretary of UNITED FIRE & CASUALTY COMPANY and Assistant Secretary of UNITED FIRE & INDEMNITY COMPANY, and Assistant Secretary of FINANCIAL PACIFIC INSURANCE COMPANY, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 28th day of March, 2018.



By: David A. Lange

Secretary, UF&C
Assistant Secretary, UF&I/FPIC

BPOA0045 0115



Local Public Agency Formal Contract Proposal

PROPOSAL SUBMITTED BY C & G Concrete Construction Co., Inc.		
Contractor's Name 1906 Meadow Ave.		
Street East Peoria,	IL	P.O. Box 61611
City	State	Zip Code

STATE OF ILLINOIS

COUNTY OF Tazewell

City of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Pekin Riverfront Bathroom Ramp

SECTION NO. _____

TYPES OF FUNDS Local☒ SPECIFICATIONS (required)☒ PLANS (required)**For Municipal Projects**

Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

Department of Transportation☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

REVISED NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

Sealed proposals for the improvement described below will be received at the office of City of Pekin City Clerk,
111 S. Capitol St. until 10:00 AM on March 28, 2018
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City of Pekin City Clerk
111 S. Capitol St. at 10:00 AM on March 28, 2018
 Address Time Date

DESCRIPTION OF WORK

Name Pekin Riverfront Bathroom Ramp Length: _____ feet (_____ miles)
 Location City of Pekin
 Proposed Improvement _____

1. Plans and proposal forms will be available in the office of City Clerk, City Hall
111 S. Capitol St, Pekin, IL 61554
 Address
2. ☐ Prequalification
 If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.
3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
 - a. BLR 12200: Local Public Agency Formal Contract Proposal
 - b. BLR 12200a Schedule of Prices
 - c. BLR 12230: Proposal Bid Bond (if applicable)
 - d. ~~BLR 12325: Apprenticeship or Training Program Certification (do not use for federally funded projects)~~
 - e. ~~BLR 12326: Affidavit of Illinois Business Office~~
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

PROPOSALCounty TazewellLocal Public Agency City of Pekin

Section Number _____

Route Riverfront Bathroom Ramp

1. Proposal of
- Pekin Riverfront Bathroom Ramp

for the improvement of the above section by the construction of The work will consist of installing an ADA ramp and sidewalk to PROWAG standards, which may include but is not limited to the removal and replacement of existing PCC sidewalk, installation of durable warning pads, aggregate base, and grading. The work will also consist of removing and replacing a portion of the asphalt parking lot to create a handicap parking spot and aisles and installing a retaining wall along the east side of the parking lot. a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within 45 working days or by 5/31/2017 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:

City of Pekin Treasurer of _____

The amount of the check is _____ (_____).

7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: C & G CONCRETE CONSTRUCTION (1372 : Riverfront Bathroom Bid Recieve and File)



SCHEDULE OF PRICE

County Tazewell
Local Public Agency City of Pekin
Section _____
Route _____

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements	\$20,000.00
--	-------------

[illegible]

Attachment: C & G CONCRETE CONSTRUCTION (1372 : Riverfront Bathroom Bid Recieve and File)

CONTRACTOR CERTIFICATIONS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the City enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.

2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with IDOT by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, as the City will not enter into an agreement with barred Contractors.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: C & G CONCRETE CONSTRUCTION (1372 : Riverfront Bathroom Bid Receive and File)

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

(If an individual)

Signature of Bidder _____
 Business Address _____

(If a partnership)

Firm Name _____
 Signed By _____
 Business Address _____

Inset Names and Addressed of All Partners

(If a corporation)

Corporate Name C & G Concrete Construction Co., Inc.
 Signed By Curt Slusher
 President
 Business Address 1906 Meadow Ave., East Peoria, IL 61611

Insert Names of Officers { President Curtis Slusher
 Secretary Rodney Slusher
 Treasurer Rodney Slusher

Attest: Rodney Slusher
 Secretary

Attachment: C & G CONCRETE CONSTRUCTION (1372 : Riverfront Bathroom Bid Recieve and File)



Local Agency Proposal Bid Bond

RETURN WITH BID

Route Riverfront Bathroom Ramp
County Tazewell
Local Agency City of Pekin
Section _____

PAPER BID BOND

WE C & G Concrete Construction Co. Inc. as PRINCIPAL
and Old Republic Surety Company as SURETY.

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 28th day of March 2018.

Principal

C & G Concrete Construction Co. Inc.

By: Curt Shueh President
(Signature and Title)

By: _____
(Signature and Title)

(If PRINCIPLE is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

Old Republic Surety Company
(Name of Surety)

Surety

By: Blake E. Allison
(Signature of Attorney-in-Fact)

STATE OF ILLINOIS

COUNTY OF Macon

Glenda Hoffman

a Notary Public in and for said county.

do hereby certify that Blake E. Allison

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 28th day of March 2018.

My commission expires 7-16-21

Glenda Hoffman
(Notary Public)

"OFFICIAL SEAL"

GLEND A HOFFMAN

NOTARY PUBLIC, STATE OF ILLINOIS

MY COMMISSION EXPIRES 7-16-21

ELECTRONIC BID BOND

☐ Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date



OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

KEVIN J. BREHENY, RANDY S. CANNADY, RONALD A. KOOPMAN, TIM R. PATTON, GLENDA S. HOFFMAN, DANIEL A. MARTINI, BLAKE E. ALLISON, OF FORSYTH, IL

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding \$50,000,000, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED
TWENTY FIVE MILLION DOLLARS (\$25,000,000) ----- FOR ANY SINGLE OBLIGATION

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This document is not valid unless printed on colored background and is multi-colored. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

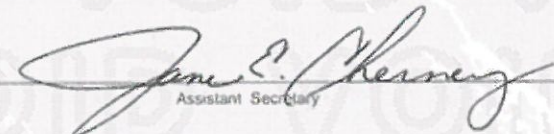
RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

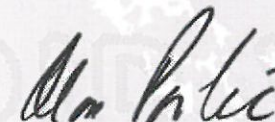
RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 20TH day of SEPTEMBER, 2017.

OLD REPUBLIC SURETY COMPANY


Assistant Secretary

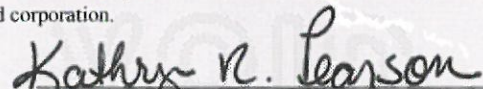



President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 20TH day of SEPTEMBER, 2017, personally came before me, Alan Pavlic and Jane E Cherney, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.




Notary Public
My commission expires: 9/28/2018

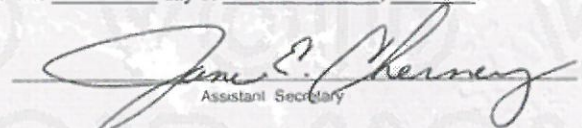
CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

40-1871



Signed and sealed at the City of Brookfield, WI this 28th day of March, 2018.


Assistant Secretary

J. L. HUBBARD INSURANCE &

THIS DOCUMENT HAS A COLORED BACKGROUND AND IS MULTI-COLORED ON THE FACE. THE COMPANY LOGO APPEARS ON THE BACK OF THIS DOCUMENT AS A WATERMARK. IF THESE FEATURES ARE ABSENT, THIS DOCUMENT IS

RETURN WITH BID

Local Public Agency
Formal Contract Proposal

PROPOSAL SUBMITTED BY		
Illinois Civil Contractors		
Contractor's Name		
420 Pinecrest Drive		
Street	P.O. Box	
East Peoria IL	61611	
City	State	Zip Code

STATE OF ILLINOIS

COUNTY OF Tazewell

City of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Pekin Riverfront Bathroom Ramp

SECTION NO.

TYPES OF FUNDS Local

☒ SPECIFICATIONS (required)☒ PLANS (required)**For Municipal Projects**

Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

Department of Transportation☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

RETURN WITH BID

REVISED NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

Sealed proposals for the improvement described below will be received at the office of City of Pekin City Clerk,
111 S. Capitol St. until 10:00 AM on March 28, 2018
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City of Pekin City Clerk
111 S. Capitol St. at 10:00 AM on March 28, 2018
 Address Time Date

DESCRIPTION OF WORK

Name Pekin Riverfront Bathroom Ramp Length: _____ feet (_____ miles)
 Location City of Pekin
 Proposed Improvement _____

1. Plans and proposal forms will be available in the office of City Clerk, City Hall
111 S. Capitol St, Pekin, IL 61554
 Address

2. ☐ Prequalification

If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.

3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.

4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:

- a. BLR 12200: Local Public Agency Formal Contract Proposal
- b. BLR 12200a Schedule of Prices
- c. BLR 12230: Proposal Bid Bond (if applicable)
- d. ~~BLR 12325: Apprenticeship or Training Program Certification (do not use for federally funded projects)~~
- e. ~~BLR 12326: Affidavit of Illinois Business Office~~

5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.

6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.

7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.

8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.

9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

RETURN WITH BID

PROPOSAL

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

1. Proposal of Pekin Riverfront Bathroom Ramp

for the improvement of the above section by the construction of The work will consist of installing an ADA ramp and sidewalk to PROWAG standards, which may include but is not limited to the removal and replacement of existing PCC sidewalk, installation of datable warning pads, aggregate base, and grading. The work will also consist of removing and replacing a portion of the asphalt parking lot to create a handicap parking spot and aisles and installing a retaining wall along the east side of the parking lot.
 a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within 45 working days or by 5/31/2017 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:

City of Pekin Treasurer of _____
 The amount of the check is _____ (_____).

7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: ICCI.CIVIL CONTRACTORS INC (1372 : Riverfront Bathroom Bid Recieve and File)

RETURN WITH BID



SCHEDULE OF PRICE

X See Attachment County _____

County Tazewell
Local Public Agency City of Pekin
Section
Route

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements

[illegible]

Attachment: ICCI.CIVIL CONTRACTORS INC (1372 : Riverfront Bathroom Bid Recieve and File)

Bid Proposal



Illinois Civil Contractors, Inc.

420 Pinecrest Drive

East Peoria, IL 61611

Contact: Michael Fehr (mfehr@ilcivil.com)

Phone: (o) 309-694-4224 (m) 309-208-7281

Fax: 309-694-5676

Quote To:

City of Pekin

Phone:

Fax:

Job Name:

Pekin Riverfront Bathroom Ramp

Bid Date:

3/28/2018

Addendum(s):

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	EARTHWORK, COMPLETE	1.00	LS	1,270.00	1,270.00
2	SIDEWALK REMOVAL	90.00	SF	3.50	315.00
3	PCC SIDEWALK 4"	63.00	SF	14.00	882.00
4	PCC RAMP/LANDING	85.00	SF	33.00	2,805.00
5	DETECTABLE WARNINGS	10.00	SF	28.00	280.00
6	PCC STEPS	1.00	LS	1,300.00	1,300.00
7	AGG SUBBASE, 4"	20.00	TON	34.00	680.00
8	BIT MATLS PR CT	21.00	GAL	22.00	462.00
9	HMA PAVEMENT, 3"	16.00	TON	312.00	4,992.00
10	RETAINING WALL, CAP UNIT	47.00	FT	17.00	799.00
11	MODULAR BLOCK RETAINING WALL	62.00	SF	29.00	1,798.00
12	GRANULAR LEVELING PAD	47.00	FT	9.00	423.00
13	MOBILIZATION	1.00	LS	950.00	950.00
GRAND TOTAL					\$16,956.00

Attachment: ICCI.CIVIL CONTRACTORS INC (1372 : Riverfront Bathroom Bid Recieve and File)

RETURN WITH BID

CONTRACTOR CERTIFICATIONS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the City enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with IDOT by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, as the City will not enter into an agreement with barred Contractors.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: ICCI.CIVIL CONTRACTORS INC (1372 : Riverfront Bathroom Bid Recieve and File)

RETURN WITH BID

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

(If an individual)

Signature of Bidder _____

Business Address _____

(If a partnership)

Firm Name _____

Signed By _____

Business Address _____

Inset Names and Addressed of All Partners



(If a corporation)

Corporate Name Illinois Civil Contractors, IncSigned By MM 18
PresidentBusiness Address 420 Pinecrest Drive
East Peoria, IL 61614

Insert Names of Officers

President Michael L. LehrSecretary Jeff Fuerst

Treasurer _____

Attest:

Secretary

Attachment: ICCI.CIVIL CONTRACTORS INC (1372 : Riverfront Bathroom Bid Recieve and File)



Local Agency Proposal Bid Bond

Route	Riverfront Bathroom Ramp
County	Tazewell
Local Agency	City of Pekin
Section	

PAPER BID BOND

"OFFICIAL SEAL"
STACY R STANDLEY
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 05-25-20

Packet Pg. 41

Attachment: ICCI.CIVIL CONTRACTORS INC (1372 : Riverfront Bathroom Bid Recieve and File)



THE SILVER LINING®

Bond No. 2380057

POWER OF ATTORNEY

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Blake E Allison

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Seven Million Five Hundred Thousand Dollars (\$7,500,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21st day of December, 1999.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 22nd day of September, 2017.

Attest

Christopher C. Zwygart
 Christopher C. Zwygart
 Secretary



Kevin A. Steiner
 Kevin A. Steiner
 Chief Executive Officer/President

State of Wisconsin
 County of Washington

On the 22nd day of September, 2017, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli A. Benedum
 Juli A. Benedum
 Senior Corporate Attorney
 Notary Public, Washington Co., WI
 My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 28th day of March, 2018.



Heather Dunn
 Heather Dunn
 Vice President – Chief Financial Officer

Notice: Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.


**Local Public Agency
Formal Contract Proposal**

PROPOSAL SUBMITTED BY		
Otto Baum Co., Inc.		
Contractor's Name		
866 N. Main St.		
Street		P.O. Box
Morton	IL	61550
City	State	Zip Code

STATE OF ILLINOIS

COUNTY OF TazewellCity of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Pekin Riverfront Bathroom Ramp

SECTION NO. _____

TYPES OF FUNDS Local☒ SPECIFICATIONS (required)☒ PLANS (required)
For Municipal Projects
 Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date _____

Department of Transportation
☐ Released for bid based on limited review

Regional Engineer _____

Date _____

For County and Road District Projects

Submitted/Approved

Highway Commissioner _____

Date _____

Submitted/Approved

County Engineer/Superintendent of Highways _____

Date _____

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

REVISED NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

Sealed proposals for the improvement described below will be received at the office of City of Pekin City Clerk,
111 S. Capitol St. until 10:00 AM on March 28, 2018
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City of Pekin City Clerk
111 S. Capitol St. at 10:00 AM on March 28, 2018
 Address Time Date

DESCRIPTION OF WORK

Name Pekin Riverfront Bathroom Ramp Length: _____ feet (_____ miles)
 Location City of Pekin
 Proposed Improvement _____

1. Plans and proposal forms will be available in the office of City Clerk, City Hall
111 S. Capitol St, Pekin, IL 61554
 Address
2. ☐ Prequalification
 If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.
3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
 - a. BLR 12200: Local Public Agency Formal Contract Proposal
 - b. BLR 12200a Schedule of Prices
 - c. BLR 12230: Proposal Bid Bond (if applicable)
 - d. ~~BLR 12325: Apprenticeship or Training Program Certification (do not use for federally funded projects)~~
 - e. ~~BLR 12326: Affidavit of Illinois Business Office~~
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

Attachment: OTTO BAUM COMPANY, INC (1372 : Riverfront Bathroom Bid Receive and File)

PROPOSAL

County TazewellLocal Public Agency City of Pekin

Section Number _____

Route Riverfront Bathroom Ramp

1. Proposal of Pekin Riverfront Bathroom Ramp

for the improvement of the above section by the construction of The work will consist of installing an ADA ramp and sidewalk to PROWAG standards, which may include but is not limited to the removal and replacement of existing PCC sidewalk, installation of durable warning pads, aggregate base, and grading. The work will also consist of removing and replacing a portion of the asphalt parking lot to create a handicap parking spot and aisles and installing a retaining wall along the east side of the parking lot a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____.
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within 45 working days or by 5/31/2017 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:

City of Pekin

Treasurer of _____

The amount of the check is _____ bid Bond (_____).

7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number n/a.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: OTTO BAUM COMPANY, INC (1372 : Riverfront Bathroom Bid Receive and File)



OTTO BAUM COMPANY, INC.

C O N T R A C T O R S

MASONRY ■ CONCRETE ■ EARTHWORK ■ SITE/CIVIL ■ RESTORATION

5.1.d

www.ottobaum.com

309-266-7114 ■ Fax 309-263-1051
866 N. Main St. ■ ~~P.O. Box 10~~ ■ Morton, IL 61551

Contact:

Mitch Green
309-678-0232
mitchgreen@ottobaum.com

Job Name:

Pekin Riverfront Bathroom Ramp

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Earthwork, Complete	1.00	LSUM	4,152.60	4,152.60
2	Sidewalk Removal	90.00	SQFT	4.74	426.60
3	PCC Sidewalk 4"	63.00	SQFT	17.67	1,113.21
4	PCC Ramp / Landing	85.00	SQFT	34.44	2,927.40
5	Detectable Warnings	10.00	SQFT	22.46	224.60
6	PCC Steps	1.00	LSUM	1,435.94	1,435.94
7	Agg Subbase 4"	20.00	TON	37.99	759.80
8	Bit Matls Pr Ct	21.00	GAL	22.22	466.62
9	HMA Pavement 3"	16.00	TON	316.67	5,066.72
10	Retaining Wall Cap Unit	47.00	FOOT	27.78	1,305.66
11	Modular Block Retaining Wall	62.00	SQFT	42.78	2,652.36
12	Granular Leveling Pad	47.00	FOOT	27.78	1,305.66
13	Mobilization	1.00	LSUM	931.37	931.37
GRAND TOTAL					\$22,768.54

Attachment: OTTO BAUM COMPANY, INC (1372 : Riverfront Bathroom Bid Recieve and File)



SCHEDULE OF PRIC

County Tazewell
Local Public Agency City of Pekin
Section _____
Route _____

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements

[illegible]

Attachment: OTTO BAUM COMPANY, INC (1372 : Riverfront Bathroom Bid Recieve and File)

RETURN WITH BID

CONTRACTOR CERTIFICATIONS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the City enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with IDOT by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, as the City will not enter into an agreement with barred Contractors.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: OTTO BAUM COMPANY, INC (1372 : Riverfront Bathroom Bid Receive and File)

RETURN WITH BID

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

(If an individual)

Signature of Bidder Not Applicable

Business Address _____

(If a partnership)

Firm Name Not Applicable

Signed By _____

Business Address _____

Inset Names and Addressed of All Partners



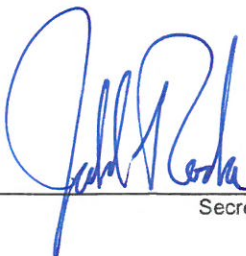
(If a corporation)

Corporate Name Otto Baum Co., Inc.Signed By 
PresidentBusiness Address 866 N. Main St., Morton IL 61550

Insert Names of Officers

President Terry L. BaumSecretary Jedd RockeTreasurer Scott Wallace

Attest:



Secretary

Attachment: OTTO BAUM COMPANY, INC (1372 : Riverfront Bathroom Bid Recieve and File)



Local Agency Proposal Bid Bond

RETURN WITH BID

Route Riverfront Bathroom Ramp
County Tazewell
Local Agency City of Pekin
Section _____

PAPER BID BOND

WE _____ as PRINCIPAL,

and _____ as SURETY,

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this _____ day of _____

Principal

(Company Name)

(Company Name)

By: _____
(Signature and Title)

By: _____
(Signature and Title)

(If PRINCIPLE is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

Surety

(Name of Surety)

By: _____
(Signature of Attorney-in-Fact)

STATE OF ILLINOIS,

COUNTY OF _____

I, _____, a Notary Public in and for said county,
do hereby certify that _____

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____

My commission expires _____
(Notary Public)

ELECTRONIC BID BOND

☐ **Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)**

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No.

231459

Certificate No. 007268905

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Sue Dietrich, Laura L. McGahan, Mike Kuhl, Nancy J. Luchtefeld, David Zern, Jonathan Weber, and Sandy Miller, Andrea Clark, and Marisa Farrel

of the City of Morton, State of Illinois, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 14th day of June, 2017.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By:

Robert L. Raney, Senior Vice President

On this the 14th day of June, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2021.



Marie C. Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 28th day of March, 20 18.


Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

RETURN WITH BID

Route	Riverfront Bathroom Ramp
County	Tazewell
Local Agency	City of Pekin
Section	

WE Otto Baum Company, Inc., 866 N. Main St., Morton, IL 61550 as PRINCIPAL.

and Travelers Casualty and Surety Company of America as SURETY.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 28th day of March 2018.

Principal

Otto Buam Company, Inc.

(Company Name)

By: Terry L. Baum (Signature and Title) President

By: _____
(Signature and Title)

(If PRINCIPLE is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

Travelers Casualty and Surety Company of America
(Name of Surety)

Surety

By: Sue Dietrich
Sue Dietrich (Signature of Attorney-in-Fact)

STATE OF ILLINOIS,

COUNTY OF Tazewell

I, Andrea K. Clark, a Notary Public in and for said county,

do hereby certify that Terry L. Baum & Sue Dietrich

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 28th day of March 2018

My commission expires

OFFICIAL SEAL
ANDREA K CLARK

NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires 8-12-2028

(Notary Public)

ELECTRONIC BID BOND

☐ Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

[illegible]

Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date _____

Attachment: OTTO BAUM COMPANY, INC (1372 : Riverfront Bathroom Bid Recieve and File)

Riverfront Park Bathroom Bids

COMPANY:			ESTIMATE		Aupperle		C&G Concrete		Otto Baum Co.		ICCI			
ITEM OF WORK	QUANTITY	UNIT	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE
Earthwork, Complete	1	L. SUM	\$4,500.00	\$4,500.00	\$3,110.00	\$3,110.00	\$1,175.00	\$1,175.00	\$4,152.60	\$4,152.60	\$1,270.00	\$1,270.00		\$0.00
Sidewalk Removal	90	SQ. FT.	\$2.00	\$180.00	\$9.00	\$810.00	\$5.00	\$450.00	\$4.74	\$426.60	\$3.50	\$315.00		\$0.00
PCC Sidewalk 4"	63	SQ. FT.	\$10.00	\$630.00	\$18.00	\$1,134.00	\$20.00	\$1,260.00	\$17.67	\$1,113.21	\$14.00	\$882.00		\$0.00
PCC Ramp / Landing	85	SQ. FT.	\$20.00	\$1,700.00	\$28.00	\$2,380.00	\$20.00	\$1,700.00	\$34.44	\$2,927.40	\$33.00	\$2,805.00		\$0.00
Detectable Warnings	10	SQ. FT.	\$50.00	\$500.00	\$25.00	\$250.00	\$30.00	\$300.00	\$22.46	\$224.60	\$28.00	\$280.00		\$0.00
PCC Steps	1	L. SUM	\$4,000.00	\$4,000.00	\$1,305.00	\$1,305.00	\$3,000.00	\$3,000.00	\$1,435.94	\$1,435.94	\$1,300.00	\$1,300.00		\$0.00
Agg Subbase, 4"	20	TON	\$40.00	\$800.00	\$36.00	\$720.00	\$25.00	\$500.00	\$37.99	\$759.80	\$34.00	\$680.00		\$0.00
Bit Matls Pr Ct	21	GAL.	\$10.00	\$210.00	\$23.00	\$483.00	\$22.00	\$462.00	\$22.22	\$466.62	\$22.00	\$462.00		\$0.00
HMA Pavement, 3"	16	TON	\$150.00	\$2,400.00	\$315.00	\$5,040.00	\$313.50	\$5,016.00	\$316.67	\$5,066.72	\$312.00	\$4,992.00		\$0.00
Retaining Wall, Cap Unit	47	FOOT	\$10.00	\$470.00	\$5.00	\$235.00	\$25.00	\$1,175.00	\$27.78	\$1,305.66	\$17.00	\$799.00		\$0.00
Modular Block Retaining Wall	62	SQ. FT.	\$60.00	\$3,720.00	\$31.00	\$1,922.00	\$38.50	\$2,387.00	\$42.78	\$2,652.36	\$29.00	\$1,798.00		\$0.00
Granular Leveling Pad	47	FOOT	\$20.00	\$940.00	\$5.00	\$235.00	\$25.00	\$1,175.00	\$27.78	\$1,305.66	\$9.00	\$423.00		\$0.00
Mobilization	1	L. SUM	\$5,000.00	\$5,000.00	\$1,334.00	\$1,334.00	\$1,400.00	\$1,400.00	\$931.37	\$931.37	\$950.00	\$950.00		\$0.00
			TOTAL:	\$25,050.00	TOTAL:	\$18,958.00	TOTAL:	\$20,000.00	TOTAL:	\$22,768.54	TOTAL:	\$16,956.00	TOTAL:	\$0.00
					AS READ:	\$18,958.00	AS READ:	\$20,000.00	AS READ:	\$22,768.54	AS READ:	\$16,956.00	AS READ:	

Attachment: BID TAB (1372 : Riverfront Bathroom Bid Recieve and File)



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 4, 2018

From: Mark Rothert, Assistant City Manager

AGENDA ITEM: Fuel Pump Replacement Bid

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Receive and File Fuel Pump Replacement Bid

DESCRIPTION: The City's current fuel system at 1130 Koch Street is approximately 20-25 years old and was in place when the City of Pekin bought the property. Due to its age, the fueling system has experienced numerous failures over the last several years that include complete pump shut downs; uninitiated fuel dispensing; lower than average pumping speed, and auto-shut-off failures. Additionally, the fuel level monitor and leak detection system has stopped functioning, with repair parts no longer available. With the leak detector no longer functioning, the City runs the risk of being out of compliance with state/federal laws governing petroleum dispensing systems. Without fixing the fuel system, the city may also continue to face unexpected fuel pump down-time which impacts the timeliness of operations and fueling costs as alternative fueling sites are sought. The following are departments that currently use the fueling system: Fire, Police, Bus, Streets, Solid Waste, Wastewater, Vehicle Maintenance/Fleet, Yard Crew, Building & Inspections, Engineering, and Airport. From March 12, 2018 to March 30, 2018, the City sought bids for fuel system replacement through a request for proposals. The City received only one bid from Illinois Oil Marketing Equipment, Inc. at a cost of \$93,952.73 (see attached bid tabulation and bid document). Funds for the fuel system replacement have been budgeted in the City's 2018-2019 fiscal year budget.

FINANCIAL IMPACT: N/A

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED:

IMPACT IF DENIED: N/A

ALTERNATIVES: N/A

RELATED TO EFFICIENCY STUDY: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
√	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Directors and City Staff:

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:



TABULATION OF BIDS

Fuel Pump System Replacement

Bid Dates: March 12, 2018 to March 30, 2018

VENDOR(S)	Oil Marketing Equipment, Inc.	
Equipment	\$	51,537.73
Freight/Delivery	\$	500.00
Installation	\$	41,915.00
TOTAL	\$	93,952.73



OIL MARKETING EQUIPMENT, INC.

850 BRENNMAN DRIVE • PEKIN, IL 61554
 PHONE (309) 347-1819 • FAX (309) 347-1881
 E-MAIL: sales@iome.com • HOME PAGE: <http://www.iome.com>

March 29, 2018

City of Pekin
 111 S Capitol
 Pekin IL 61554
 Re: Pekin Bus Garage

Fuel Pump Replacement Proposal

UNDERSTANDING THE OBJECTIVES AND BIDDERS APPROACH TO MEETING THOSE OBJECTIVES:

- An itemized equipment list and work scope are included in the following pages.
- This project may work better if completed when school is out, and buses are not running. Electrical trenches will disrupt traffic flow at times.
- No other apparent challenges to completion of the project.
- IOME is interested in continuing to work with the City of Pekin on fuel projects, as we have for several years.

BIDDER EXPERIENCE:

- IOME has been in the petroleum equipment business since 1954.
- IOME employees, many still with IOME, bought the company from the original owner in 1995.
- IOME has completed many projects similar to this one, including upgrade work at this facility, making us very familiar with the existing equipment, and its issues.
- IOME installed the existing tanks and piping at this facility for CILCO.

BIDDER TEAM:

- IOME has many key personnel with 20+ years of experience in the petroleum equipment industry.
- Kaiser Electric will be our electrical subcontractor for the project, and been specialists in petroleum work for over 20 years.



Quote

Order Number: 0055543
 Order Date: 3/29/2018
 Salesperson: BR
 Customer Number: 0000884

Ship To:

Pekin, City Of
 111 S Capital
 Pekin, IL 61554

Pekin, City Of
 111 S Capital
 Pekin, IL 61554

Confirm To: Daniel Jost

Item Number:	Quantity:	Amount:
*GAS 9853KXTW1 1 Product 2 Hose SS Panels Gas	1.00	6,946.00
*GAS 9850KXTW2 1 Product 2 hose 40GPM SS Panels For Diesel	1.00	11,496.00
GY PH3/4X12H 3/4"x 12' Flexsteel Hose	2.00	106.05
OPW 241TPS-0241 3/4" Two Plane Swivel	2.00	64.98
OPW 66V-0300 3/4" Breakaway Valve 300lb	2.00	87.84
OPW 11BP-0400 Unleaded Nozzle Black	2.00	179.14
OPW 66H-0075 3/4" x 9" Breakaway Hose	2.00	73.18
GY PH1X12S 1" x 12' Softwall Pump Hose	2.00	195.84
OPW 241TPS-1000 1" Two Plane Swivel	2.00	121.16
OPW 66V-1300 1" Breakaway Valve	2.00	201.94
OPW 66H-1300 1" x 9" Breakaway Hose	2.00	132.60
OPW 7HB-0100 1" Pre-Pay Auto Diesel Nozzle	2.00	353.60
FUEL FMU-2500PLUS PROKEE Master Unit	1.00	6,485.00
FUEL 941D0120 PROKEE Encoder, USB	1.00	585.00
FUEL 199001 Hose Controller-50 Amp	2.00	390.00
FUEL 172405 PROKEE Black Only	100.00	842.40
*FUEL 2501 Satelite card Reader	1.00	5,669.00
FUEL 227838A FUELMaster PLUS Windows Software	1.00	2,269.00
FUEL 941H0219 Deliberant Install Kit	2.00	998.00
VR 846390-107 8' Mag Plus Tank Probe	2.00	4,188.00
VR 846400-001 4" Diesel Mag Plus Kit	1.00	284.00

Attachment: Fuel Pump Replacement Bid - Oil Marketign Equipment, Inc. (1380 : Fuel Pump Replacement Bid)

VR 886100-000	1.00	434.00
4" Phase-Two Water Detector		
VR 330020-282	2.00	206.0
Probe Riser Cap (One-Piece)		
VR 848480-003	2.00	1,864.0
PLLD Kit w/Swiftcheck		
VR 330160-060	1.00	1,771.0
W/PLLD Risk Mgmt.		
VR 330841-001	1.00	468.0
WPLLD Controller Module		
VR 848940-005	1.00	3,336.0
Inform Software		

=====	
Total Equipment:	51,537.7
Freight:	500.0
Installation:	41,915.0
=====	
Total Bid:	93,952.7

Quote total includes all applicable taxes on equipment, material, and labor.

Terms: Net 10

Installation Includes:

- Obtain OSFM Upgrade permit.
- Excavate a trench for new conduit from the Diesel tank and dispenser area to the South side of newest building.
- Excavate a trench for new conduit from the Gas tank and dispenser area to the North side of newest building.
- Install 4 conduits in each trench for Dispenser power, sub pump power, light pole, probe, and Fuel Master communication.
- Proved conduit loop to new Fuelmaster pedestal at each island.
- Furnish and install conduit and junction boxes inside building for power feed from new building to islands.
- Pour back concrete in trenches as needed.
- Do the same with the DC conduits for new probes, and Fuelmaster communication.
- Furnish all wiring and cables to connect all equipment as needed.
- Remove and replace both fuel dispensers as listed above, with power now feeding from the newest shop building.
- Install new probes in both tanks to replace old cap probes, and tie all wiring in to the TLS 350 in the new shop, so the Gas, Diesel, and newest used oil tank are now all on the same tank monitor. Upon completion, all conduit and wiring for the islands will be completely new from newest shop building to islands and tanks.
- Install electronic line leak detection on both line systems.
- Start up, and test, and set up final OSFM inspection.
- Instruct proper personnel on equipment operation.

Any unseen underground conditions, i.e. high water table, underground utilities, underground foundations, etc., will be invoiced as an extra at our usual time and material rates. We will notify the owner immediately upon encountering any of these conditions.

All products and components carry the manufacturer's warranty which is passed on to purchaser according to manufacturer's policy. No other warranties are either expressed or implied.

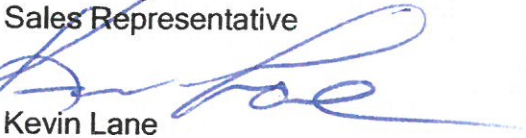
All quotes are good for sixty (60) days.

Thank you for the opportunity to be of service. We look forward to the receipt of your order.

Respectfully Submitted,



Brad Rodgers
Sales Representative



Kevin Lane
President

Accepted by: _____
Signature _____ Print Name _____

Title: _____ Date: _____

Attachment: Fuel Pump Replacement Bid - Oil Marketign Equipment, Inc. (1380 : Fuel Pump Replacement Bid)

ATTACHMENT A - CERTIFICATION DOCUMENT

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

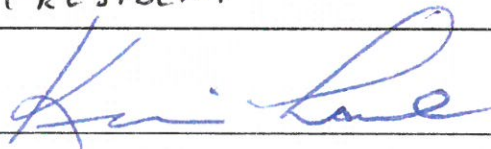
We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the City of Pekin. We agree to be bound by statements and representations made in this proposal.

Print Company Name: ILLINOIS OIL MARKETING EQUIPMENT, INC.

Company Address: 850 BRECKMAN DRIVE

Print Name and Title of Authorized Signing Officers: KEVIN LANE

KEVIN LANE - PRESIDENT

Signature of Authorized Signing Officer: 

Telephone Number: 309.347.1819 Fax Number: 309-347-1831

E-mail address: KLANE@iome.com

Signed this _____ day of _____, 2018.



OIL MARKETING EQUIPMENT, INC.

850 BRENKMAN DRIVE • PEKIN, IL 61554
PHONE (309) 347-1819 • FAX (309) 347-1881
E-MAIL: sales@ioma.com • HOME PAGE: <http://www.ioma.com>

Key Personnel

- Brad Rodgers - Sales - 20+ years at IOME.
- Pete Bradshaw - Estimator - 15 years at IOME, 30+ years in petroleum industry.
- Kevin Lane - President and Construction Manager - 35+ years at IOME.
- Chris Ekins - Project Manager - 30+ years at IOME.
- Jason Schumacher - Lead Service Tech. - 25 years at IOME

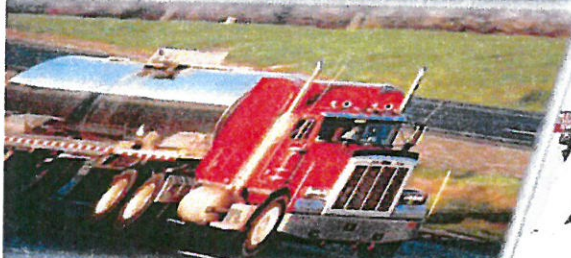
FuelMaster® 2500 Plus



NEXT GENERATION

FUEL MANAGEMENT

FUELMASTER



Main Office and Plant:

100 Four Points Way, Tallahassee, FL 32305

Tel: (850) 878-2558

Toll Free: (800) 888-9136

FAX (850) 877-9327

SYN-TECH SYSTEMS, INC.

www.syntech-fuelmaster.com

For more information email:

marketing@syntech-fuelmaster.com

(Show above: FMU 2500 PLUS REV)

Packet Pg. 64

Benefits

The best just keeps getting better! **FuelMaster®** saves you money by eliminating manual tracking of fuel transactions and increasing accountability. The same reliable **FuelMaster®** equipment that's been the fleet managers' choice for years has been upgraded to increase productivity and provide a quicker return on investment...usually within the first year!

FuelMaster® engineers and technicians provide the best product support service in the industry. Toll-free support directly to your fuel island, as well as PC to PC training and assistance, saves you time and money. **FuelMaster®** doesn't stop there! Its flexibility permits numerous, diverse uses; e.g., a gate opener, car wash activator, or controlling access to chemicals, to name a few. Consider a **FuelMaster® Fuel Management System** ...and start saving money today!

The **FuelMaster®** 2500 Plus series adds additional features that make it the most effective fuel management system on the market for many years to come. Flash memory has been added to permit updating the fuel island operating system without changing chips. The Plus system has increased memory and processor speed and the database has been upgraded to Access 2000. The Plus system also supports a network card to permit Internet access. **FuelMaster®** software now has more flexibility in the customization of reports. **FuelMaster®** also communicates directly with electronic dispensers to permit interfaces with blended MPDs and the capability of remotely changing dispenser prices.

Features

Electronic Read/Write keys and cards are great for fleet operations or gas club members. **PROKEE®**s are high strength, plastic composite keys containing nonvolatile, read/write memory chips, which can be encoded with confidential information to control access to dispensers and streamline product transaction data.

FuelMaster®'s patented **radio frequency tag system** takes driver data entry out of the information collection equation. The odometer or chronometer data, along with other information is automatically collected by the island fuel management unit without driver effort. An AIM (automotive information module) unit is installed on the equipment and collects and stores information and sends it to the fuel management unit by RF during fueling operations. This system works concurrently with the use of **PROKEE®**s or smart cards so that the (AIM) units may be added to equipment currently using electronic read/write access devices.

The **FuelMaster®** 2500 Plus' capabilities to support **self-serve retail applications** have also been increased. As well as being on an ever increasing number of credit card networks, prepaid smart cards and **PROKEE®**s can be issued to customers. The system operator may also enter up to 300 credit card numbers of repeat customers with a specified discount for each. The Plus system also returns more credit card information and settle-up data to the PC software for easier tracking of fuel purchases. The ability to price fuel at multiple remote sites has been enhanced to ensure you're in control of your fuel.

A real-time, on-site **journal printer** can provide hard copy backups of all transactions. A **receipt printer** is also available.

FuelMaster® is a leader in the **alternative fuels** arena... from CNG to E85! **FuelMaster®** can control and measure any liquid or gaseous fuel. Leaders in the alternative fuels field chose **FuelMaster®** because of its reliability and ease of maintenance.

Based on **odometer/hour readings**, the system calculates vehicle efficiency and fuel consumption and alerts the driver and supervisor to maintenance requirements.

The addition of a **tank monitor interface kit** permits automatic reconciliation of tank levels with **FuelMaster®**'s declining balance. **FuelMaster®** interfaces with most popular tank monitors.

The **FuelMaster®** system may be expanded to control an almost limitless number of fueling sites. Each site consists of a master unit with up to eight satellites.

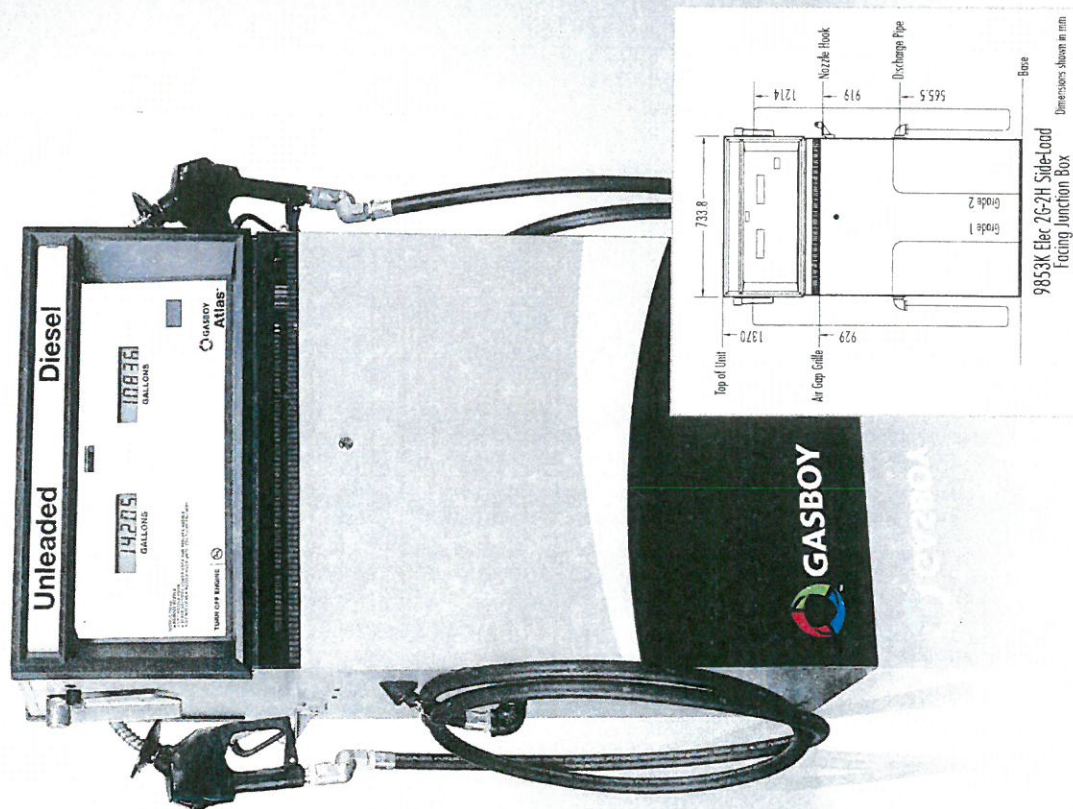
FuelMaster® is warranted for one year from date of installation or fifteen months from date of shipment.

Modular design and construction ensure reliability and ease of maintenance of your **FuelMaster®** Fuel Management System. Site operators can quickly and easily change-out modular components, if necessary, with the assistance of **FuelMaster®** technicians.

The central controller (a PC operating on **Windows 98 or higher**) generates comprehensive transaction reports and invoices.

Transaction data can be easily exported to most **fleet maintenance programs**.

If you are looking for reliability and flexibility, look no further. The purchase price is only part of what you pay for a fuel management system. Repairs and system downtime also cost you money, making reliability a key ingredient in achieving return on your investment. We encourage you to talk with **FuelMaster®** owners, particularly those who have previously used other brands of fuel management.



ATLAS 9853K

ELECTRONIC HIGH FLOW

Basic High Flow

The 9853K Series Basic High Flow Atlas has electronic displays. Available in a complete range of pump or dispenser style models. Versatile for most high-flow fleet fueling applications.

EASY USE

Large 1" LCD display with LED backlight and capacitor back up. LED lighting to identify fuel grade and illuminate the front panel.

FAST

High-flow rated at 22 gpm with side load or optional front load nozzle positions.

INTEGRATED

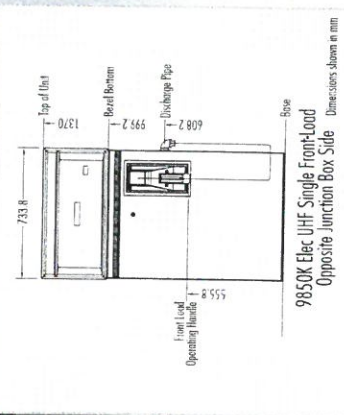
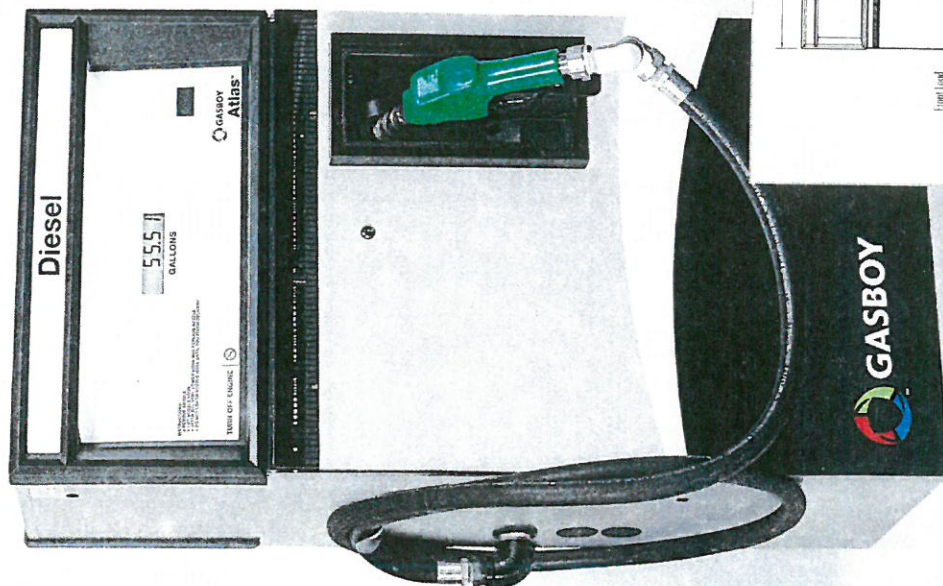
RS485 or Pulse Output interface for connectivity to Gasboy PLUS or other third-party site controllers.

DURABLE

Four-piston CFI meter with flow-through center chamber for harsh fuels. Large 1" internal piping for high flow rates in a variety of site conditions. Steel internal tubing on most models. 10-vane suction pump with 1-HP motor.

OPTIONS

Satellite piping option can turn your Atlas into a master / satellite fueling position.



ATLAS 9850K

ELECTRONIC ULTRA-HI

Ultra-Hi Flow

The 9850K Series Ultra-Hi Atlas has electronic displays. Available in pump or dispenser style models. Heavy-duty, ultra-high flow equipment is designed for the fleet market. Lane-oriented nozzles offer easy, saddle-tank fueling or sideboot fueling for conventional islands.

EASY USE

Large 1" LCD display with LED backlight and capacitor lock up.
LED brand lighting.

ULTRA FAST

Rated at 50 gpm for the 9850 and 40 gpm for the 9840.
LC meter in 9850, 2 CFI meters in the 9840.

DURABLE

Large 1-1/2" internal piping will give ultra-high flow rates.

OPTIONS

Satellite piping option can turn your Atlas in to a master / satellite fueling position.



ILLIOIL-01

5.2.b

TCONLEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
J.L. Hubbard Insurance and Bonds
1090 South Route 51
Forsyth, IL 62535

CONTACT NAME: Kacy Osborne
PHONE (A/C, No, Ext): (217) 877-3344 3261
FAX (A/C, No): (217) 877-0795
E-MAIL: kosborne@jlhubbard.com
ADDRESS:

INSURED

Illinois Oil Marketing Equipment, Inc.
850 Brenkman Drive
Pekin, IL 61554

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A :	Mid-Continent Casualty Company	
INSURER B :	The Cincinnati Insurance Company	10677
INSURER C :	American Mining Insurance Company	15911
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR ☒ Pollution Liab - \$1M GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PROJECT ☐ LOC OTHER:		04GL000977486	06/28/2017	06/28/2018	EACH OCCURRENCE \$ 1,000,00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,00 MED EXP (Any one person) \$ Exclude PERSONAL & ADV INJURY \$ 1,000,00 GENERAL AGGREGATE \$ 2,000,00 PRODUCTS - COMP/OP AGG \$ 2,000,00
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		EPP/EBA0085397	06/28/2017	06/28/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB CLAIMS-MADE DED ☒ RETENTION \$ 10,000		04XS200547	06/28/2017	06/28/2018	EACH OCCURRENCE \$ 4,000,00 AGGREGATE \$ 4,000,00
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	AMWC278501	01/19/2018	01/19/2019	☒ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,00 E.L. DISEASE - POLICY LIMIT \$ 1,000,00
B	Hired/Leased Equip		EPP/EBA0085397	06/28/2017	06/28/2018	250,000
B	Installation Floater		EPP/EBA0085397	06/28/2017	06/28/2018	100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: All Work

CERTIFICATE HOLDER

CANCELLATION

City of Pekin
111 South Capitol
Pekin, IL 61554

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**REQUEST FOR COUNCIL ACTION****To: Council Members****Date: March 23, 2018****From: Katy Shackelford, City Planner****AGENDA ITEM:** Enjoy Pekin Tourism Committee Minutes February 2018**AGENDA DATE REQUESTED:** April 9, 2018**REQUIRED SIGNATURES****Department Directors and City Staff:**

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

**Enjoy Pekin – Tourism Committee Meeting
Tuesday, February 13, 2018
City Hall – 4:00 pm**

MINUTES

Voting Members Present: Katy Shackelford (City of Pekin), Emily Lambe (Pekin Public Library), Renna Hadsall (Chamber of Commerce) and Lelonie Luft (Peoria Area Convention and Visitor Bureau)

New Member: Dori Smith (Pekin Park District)

- 1.0 Welcome
- 2.0 Approval of January 9, 2018 Minutes. Motion made by Renna, Seconded by Emily to approve the January 9, 2018 minutes. All in favor, motion passed.
 - 2.1 Katy introduced new non-voting member Dori Smith, Pekin Park District
- 3.0 Hospitality
 - 3.1 Events
 - 3.2 Grant Applications –(2) Avanti’s Dome events submitted in the summer were further reviewed for eligibility requirements. Originally submission date was honored, and applications brought forward at this meeting. Budget balance thru April 30, 2018 is \$6,403.00.
 - 3.2.1 ASA 18U State Tournament – July 14 –July 16, 2017. Motion made by Lelonie to approve the overnight grant in the amount of \$1,000.00, Seconded by Emily. All in favor, motion passed. 1st award of the year for Avanti’s Dome.
 - 3.2.2 ASA 14U State Tournament – July 14 – July 16, 2017, also submitted by Avanti’s Dome. Motion made by Renna to approve the grant in the amount of \$1,000.00, Seconded by Lelonie. All in favor, motion passed.
 - 3.2.3 Sprint Christmas Shootout – Dec 15 -17, 2017 – New application also submitted by Avanti’s Dome. \$2,00.00 total award to date. Eligible for 1/3 of expenses since there wasn’t a profit or \$1,500.00. Can eligible expenses be themselves? Dome Rental Fee was questioned and members agreed to remove \$4,500.00 from eligible expenses. If removed it will show a profit. Motion by Lelonie to approve the grant in the amount of \$1,000.00, Seconded by Emily. All in favor, motion passed. Dome is recipient of \$3,000.00 in grants today. Katy will process grant checks and include a documentation letter of the event reimbursement. Also included will be suggestions on how to promote the event. This should help the Committee improve promotions. Media List was suggested and will be compiled. Tourism logo can be available after the event has been sponsored.

- 3.3 Downtown Coordinator Update – Courtney will attend meetings as soon as classes are finished. Pekin Farmer’s Market has just been announced. Rules & Regulations for applicants were just reviewed by legal. The website Pekinfarmersmarket.com is now live. A special appeal letter is being sent to all previous vendors. Market will be held in the area beside Pekin Times and across from Fast Dragon. Market dates are Wednesday, May 30 thru October 17. Vendors will be able to choose preferred space for the market. Each week there will be food trucks and live music. Two new vendors have already been secured and five additional vendors have contacted Courtney. Flowers will be added this year along with produce, baked goods, woodworking and crafts of past markets.
- 3.4 PACVB Update - Updated Visitors Guide will hopefully be ready by April. Several upcoming events are scheduled, Happy Half Hour, March Madness, and an Alpaca Convention at the Civic Center.
- 3.5 Pekin Chamber Updates – Started working on Marigold Festival but theme or celebrity have not been confirmed. Puttin on Pekin had 19 events scheduled. Last breakfast had an interesting and knowledgeable speaker, bigger turn out and good food.
- 3.6 Pekin Park District – Pickle Tournament coming up, March 3 & 4th. Cameron would like all of the park district staff to use Enjoy Pekin website.
- 4.0 Advertisements/Public Relations: Just received yesterday so not in your packet. Tazewell County Museum Educational Center requests \$25.00 membership fee. Motion made by Lelonie to approve the \$25.00 membership fee. Seconded by Emily. All in favor, motion passed.
 - 4.1 Sponsorship Guidelines – Katy is working on the budget for coming months. Guidelines were discussed as newer and larger events are being added. Leaving sponsorship at \$2,500.00. Currently \$5,00.00 has been allocated for the IHSA Basketball Tournament and \$10,000.00 for the Disc Golf Tournament. New this year is AJGA Golf Tournament requesting \$7,500.00 for the next three years. Katy spoke to Cameron at the Park District and was interested in a joint event at the Riverfront. Policies are being created to differentiate between Sponsorships (advance of monies) and grants (monies paid after the event). Using another City’s sponsorship guidelines as an example to create a Sponsorship Agreements. Larger amounts and paid in advance, packets should be ready to evaluate at the next meeting. World Championship for Disc Golf 2019.
- 5.0 Infrastructure:
 - 5.1.1 Beautification Initiatives: Overhaul
 - 5.1.1 Downtown Parking Lots – Park District and Tazewell County have their own restrictions on their lots. Sign Shop can’t make pink or purple signs so colors had to be modified. Park District will have green signs with white symbols. Tazewell County will have white signs with black symbols with parking for county employees only from 7AM – 5PM. Potential for 5th & Court electrified acrylic sign with

map lit day and night of all lots. Signs will be put up by street department as soon as snow isn't an issue.

5.1.2 Downtown Wayfinding Maps – Katy has worked with Tazewell County so all signs are the same format and look similar.

6.0 Promotion:

6.1 Best of Pekin Winners – Each winner was sent a packet with a congratulations letter and a decal. Each winner was asked to submit an article for the Enjoy Pekin website. Two business owners which picked up packets have submitted contact information for articles. Putting business events on the website has helped. Next year Best of Pekin will be modified up a bit and not be so heavy on restaurants and add other services. Allegra printed the decals and next year will probably change the decals. Changing nomination dates and adding categories was also discussed.

6.2 Enjoy Pekin Website

6.2.1 Content Creation

6.2.2 Business Directory Updates – Each committee member submitted their directory updates to be input into Enjoy Pekin.

7.0 Attraction: No Report

8.0 Other Business: None

Renna made a motion to adjourn, seconded by Lelonie. All in favor and meeting adjourned.

Adjourned at 4:50 pm.

Next meeting – Tuesday, March 13, 2018 at 4:00, Pekin City Hall

**REQUEST FOR COUNCIL ACTION****To: Council Members****Date: March 23, 2018****From: Katy Shackelford, City Planner****AGENDA ITEM:** EDAC Minutes January 25, 2018**AGENDA DATE REQUESTED:** April 9, 2018**REQUIRED SIGNATURES****Department Directors and City Staff:**

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:



Economic Development Advisory Committee

Minutes

Thursday January 25, 2018

7:30 -8:30 a.m. Pekin City Hall Council Chambers

Welcome

Public Comment: No Comment

Approve Minutes: Mr. Fleming motioned to approve the minutes. Mr. Sparks Seconded. During comment, Mr. Fleming requested corrected spelling on his name and Mr. Ratliff. Minutes were unanimously approved as amended.

Roundtable Updates

- o Glayn Worrell, Pekin Public School District 108: District is awaiting new evidence based funding method for Illinois Schools. Details have yet to be revealed. Process is delayed due to the Governor exercising his veto power on HB 444 which was intended to correct a number of issues.
- o Gregg Ratliff, Dentsmart: No report
- o Bill Fleming, Pekin Chamber: Mr. Fleming reported that according to real estate indicators, Pekin's average home selling price dropped \$1,000 from the year prior. Mr. Flemming presented the Video Gambling report and revenue.
- o Tony Rolando, DCEO: The state saw a spike in projects at the end of 2017. Mr. Rolando commented that he had been joining Sally Hanley (GPEDC) on CORE Project retention visits across the 5 county region.
- o Steve Martin, CareerLink: Mr. Martin reported CareerLink is looking for a business service representative. The organization is trying to promote their business service and still looking to create relationships with businesses in the 8 county region they serve. Mr. Martin said there is a strong demand for workers and gave the example that Morton Industries had 350 new hires recently.
- o Don Oldham, Pacific Ethanol (Free Agent): Mr. Oldham is a looking for opportunities and remains involved in the specialized manufacturing group. He reminded the EDAC there is a strong need to get skilled labor into the workforce. He reported Todd Benton is on-board now as the manager of Pacific Ethanol.

- o Andy Sparks, Pekin Community Bank: Mr. Sparks reported the ribbon cutting for the new hospital building was the previous week. They are starting to fill the third floor of the building. Mr. Sparks requested staff provide an update of TIF plans and activities.
- o Mack Cakora, Tazewell Machine Works: Mr. Cakora stated that based on supplies update, the industries outlook is positive. He then suggested having the City Manager and Mayor reach out adds a personal touch that is important to local businesses.
- o Buster Hanley, Preston-Hanley Funeral Home: Mr. Hanley reported that a house in Pekin was feature on the HGTV show “House Hunters.” Mr. Hanley asked what can be done to spur development in the Riverway Business Park.
- o Danielle Owens, Pekin Community High School: Ms. Owens reported enrollment is 1750 which is slightly down from last semester but typical for school year cycle. She reported Monday night is the State of the District even. The school will be debuting their new promotional video. District 303 also anticipates the new evidence-based funding program. Approximately a dozen staff have left and not been replaced

Spotlight

Spotlight: Progress Report, Economic Development and Performance Management

Ms. Shackelford presented a progress report of all Economic Development initiatives undertake during the fiscal year to date. Included in the report were the following highlights:

- State of Illinois passed a budget
- Enterprise Zone Expansion approved
- OSF Offices open
- Unity Point Health Pekin opens \$17M facility
- Pacific Ethanol purchases ICP making it one of the largest ethanol refineries in the nation.

Ms. Shackelford also shared progress to watch. The State will be turning over Court Street to the City of Pekin and Pekin will relinquish jurisdiction of Veterans to the State early in the year. Pekin Insurance will be announcing an expansion in 2018. Sheridan road reconstruction will begin.

Other Local, Regional, State Successes/Challenges

- o No Report

City of Pekin Updates

- o Incentive Programs
 - TIF—Staff is beginning to prepare a spend-down plan and propose an updated incentive packet for the Central Business District.
 - Enterprise Zone—
 - USDA Rural Development Program--- Ms. Shackelford. *Program 101’s can be reviewed in the packet.*

Special Projects/Updates

- o 2018 Road Maintenance Plan: Staff shared the 2018 Road Maintenance plan. *See Attached for full document.*

- o Derby Street Corridor Study: Staff reported the results of the public engagement session. The event was well attended and generated a number of ideas to reimagine the corridor. Consultants have reported the final draft will be due within the next two months. Ms. Shackelford said she would present the findings when they were made available.
- o Greater Peoria Works Rollout: Staff introduced the group to Greater Peoria Works, which is an online database available to the region's middle and high schools, connecting them to local companies and career-development opportunities like internships, job shadows, and more. Ms. Shackelford reported that she and Mr. Fleming have begun working with GPEDC to promote the Greater Peoria Works program and recruit businesses to participate.

Next Meeting March 22, 2018, 7:30 AM Pekin City Hall

ADJOURNMENT (9:00 AM)



City of Pekin

Department of Public Works

Memo

To: City Council

From: Michael Guerra, P.E., City Engineer

CC: Antony Carson, Jr. , City Manager
Mark Rothert, Administrative Services Director

Date: January 22, 2018

Re: Proposed Final List of Streets for Street Maintenance for FY2019

Review of the Process for the Selection of Streets for Maintenance

In preparation for selection of the possible projects for road maintenance for the next fiscal year, the City of Pekin contracted with Midwest Engineering to perform a pavement evaluation of city streets and provide recommendations for maintenance. Based on their recommendations, listing of roadways were presented to the City Council and the public with the maintenance recommended for the pavement. The types of maintenance that were recommended consisted of street reconstruction, mill and overlay, chip seal over large partial depth patching, chip seal and crack fill. The review did include exceptions to the street listings. These exceptions consisted of Court Street, Front Street and Derby Street as plans or studies are underway. Brick streets were excluded from the pavement evaluations as the traditional means of maintenance do not apply.

Final Selection of Roadways

The final listing of roadways is to maximize the amount of maintenance performed for the fiscal year. Input from the council and the public was utilized to develop the final listings of street. The selected streets were also compared to proposed utility projects to minimize the potential conflicts between the types of projects. In preparing for next year's budget, it is anticipated that the City will receive at least \$850,000 in MFT funding to utilize for street Maintenance; therefore, only a limited number roadways can be selected.

Final Selection of Streets

Type of Maintenance	Street Name	Termini	Termini	Estimated Sub-Total Cost
Mill & Overlay	Sheridan	Route 29	14th	\$540,000.00
Crack Fill	St. Mary	Capitol	Broadway	\$5,500.00
Crack Fill	Capitol	Margaret	Broadway	\$10,000.00
Crack Fill	4th	Margaret	Broadway	\$6,000.00
Crack Fill	5th	Margaret	Broadway	\$4,500.00
Crack Fill	6th	Margaret	Broadway	\$3,000.00
Crack Fill	Parkway	Willow	Broadway	\$20,000.00
Chip Seal	Audobon	Court	City Limits	\$15,000.00
Chip Seal	Brentwood Manor Subdivision (all roads listed)			\$185,500.00
Chip Seal	5th	Hanna Dr.	VFW	\$58,000.00
			Total Cost	\$847,500.00

If this final selection of streets are approved then plans and specifications will be developed for a spring letting. A resolution appropriating MFT funding will be sought with the final estimate in April. Construction will be performed in the period of May through September.

**REQUEST FOR COUNCIL ACTION****To: Council Members****Date: April 5, 2018****From: Sue McMillan, City Clerk****Sue McMillan, City Clerk****AGENDA ITEM:** City Manager Report to Council**AGENDA DATE REQUESTED:** April 9, 2018**REQUIRED SIGNATURES****Department Directors and City Staff:**

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

**REQUEST FOR COUNCIL ACTION****To: Council Members****Date: April 5, 2018****From: Sue McMillan, City Clerk****Sue McMillan, City Clerk****AGENDA ITEM:** Public Hearing Budget Fiscal Year 2018-2019**AGENDA DATE REQUESTED:** April 9, 2018**REQUIRED SIGNATURES****Department Directors and City Staff:**

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 4, 2018

From: Sarah Newcomb, Human Resources Dir

Anthony Carson, City Manager

AGENDA ITEM: Ordinance Approving the Fiscal Year 2018-2019 Budget

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Adopt Ordinance 2782-17/18 the Fiscal Year 2018-2019 Budget

DESCRIPTION: Attached is the FY 2018-2019 Budget

FINANCIAL IMPACT: The City must approve a fiscal year budget before May 1, 2018

NEIGHBORHOOD CONCERNS:

IMPACT IF APPROVED: The City departments will begin projects and work under the fiscal year budget FY 2018-19

IMPACT IF DENIED:

ALTERNATIVES:

RELATED TO EFFICIENCY STUDY:

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
√	An Effective Government. To deliver effectively the services that Pekin's

	residents want, need, and are willing to support.
REQUIRED SIGNATURES	
Department Directors and City Staff:	
Date:	
Finance Department (Certification of Availability of Funds):	
Date:	
City Manager:	
Date:	

Ordinance No. 2782-17/18 An Ordinance Adopting The Annual Budget 2018-2019

WHEREAS, the City Council of the City of Pekin has adopted the Budget System authorizing expenditures as provided in the Illinois Revised Statutes; and

WHEREAS, pursuant to the Ordinances of the City of Pekin and the Statutes of the State of Illinois made and provided, annual budget shall be adopted by the Corporate Authorities of the City of Pekin in lieu of the passage of any appropriation ordinance, and

WHEREAS, the City Council of the City of Pekin has held all the hearings and caused to be made all the publications and notices required by law; and

WHEREAS, the City Council of the City of Pekin has reviewed the budget for fiscal year 2018-2019 to be in the best interests of the City of Pekin;

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

SECTION ONE: That the Fiscal Year 2018-2019 Budget for the City of Pekin, Illinois attached hereto and hereby made a part hereof as Attachment and the same is hereby adopted and approved.

SECTION TWO: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

MAYOR

ATTEST:

CITY CLERK



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Budget Summary by Fund (Summarized by Account Type)	Page 22
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Budget Detail (Line Items)	Page 83

City of Pekin

Anthony J Carson Jr
City Manager



2018-2019 Proposed Budget City of Pekin

To: Mayor McCabe and City
Council Members

Date

April 9, 2018

Proposal By:

City of Pekin
Anthony J Carson Jr
City Manager

Budget Preparation by:

Sarah Newcomb, Human Resources/
Finance Director

Budget Message

The 2018-2019 budget has been the most challenging budget in many years for the City Manager, Department Heads, and Supervisors to provide a balanced general fund operational budget to the Citizens and City Council. The FY 2018-2019 budget process began for the Finance Department last fall in calculating payroll estimates based on completed collective bargaining agreements and changes to the City's health insurance plan.

The City's official budget process started with the 2018 Tax Levy in December. The 2018 Tax Levy funded only a portion of the police and fire pension actuarial recommended funding requirements set by the State of Illinois goal for 90% funding in 2040. The 2018. In the 2017-18 budget, the tax levy was not sufficient to support 100% of the IMRF pension obligations and was therefore supplemented by the General Fund. The 2018 Tax Levy was even more limited by the state mandated police and fire pension funding goals and actuarial requirements. The 2018 Tax Levy left no property tax to fund IMRF pensions and required \$228,746 from the General Fund to supplement fire and police pension actuarial recommended contributions. IMRF is funded through the individual departments using non-property tax revenue sources.

The entire staff was notified of the need to make up for a \$800,000 in General Fund revenue reduction through reduced expenses for the FY 18-19 budget. By implementing reductions in operating expenses and very limited capital expenses, the City Staff worked jointly with the City Manager to present the Citizens of Pekin, Mayor McCabe and the City Council with a balanced General Fund Operations Budget. The final General Operations Expenses are proposed at \$23,490,370 with Revenues of 23,490,370. The FY2018-19 Budget expense total for all City controlled funds is \$55,952,196 and budgeted Revenue is \$56,083,243 with some of the Enterprise and Special Service Funds using reserves (cash on hand at the end of FY2017-18) to make up the difference in expenses over revenues.

The City of Pekin has three general categories of funds: General Funds, Enterprise Funds and Special Service Funds. The General Fund consists of the core operations of the municipality and includes: Street Maintenance, Police, Fire, Inspections and Code Enforcement, City Clerk and Administrative services. Currently Storm Water is a separate fund, but is supplemented by General Fund Revenue as it does not have its own revenue source. Storm Water revenue in 2018-19 is residual funding from the capital loan balance for the proposed storm water project which has been a known issue for twenty plus years and in negotiation for more than 8 years. The General Fund's main revenue sources are income and sales taxes and, in the past, real estate taxes. Enterprise Funds include Airport and Economic Development which cannot provide revenue to the general operations of the City. However, the General Fund may supplement any shortfalls within these two funds. Other Enterprise Fund accounts include Sewerage, Solid Waste and School Bus. These funds have revenue in the form of fees and charges which should be sufficient to cover the costs of goods and services. Special Revenue funds for the City of Pekin include: Motor Fuel Tax, TIF and Tourism.

Since the Budget work session on March 19th, the following changes have been made to the budget:

- Reduced estimate for two solid waste vehicles
- Reduced estimate for software and hardware costs
- Increased training in Public Works and Finance Departments
- Reduced General Fund Operating Costs by \$88,774
- Reduced Solid Waste Capital Expenditures \$45,068
- Added line items for Farmers' Market and special events to Tourism and TIF
- Adjusted HUD to account for rollover

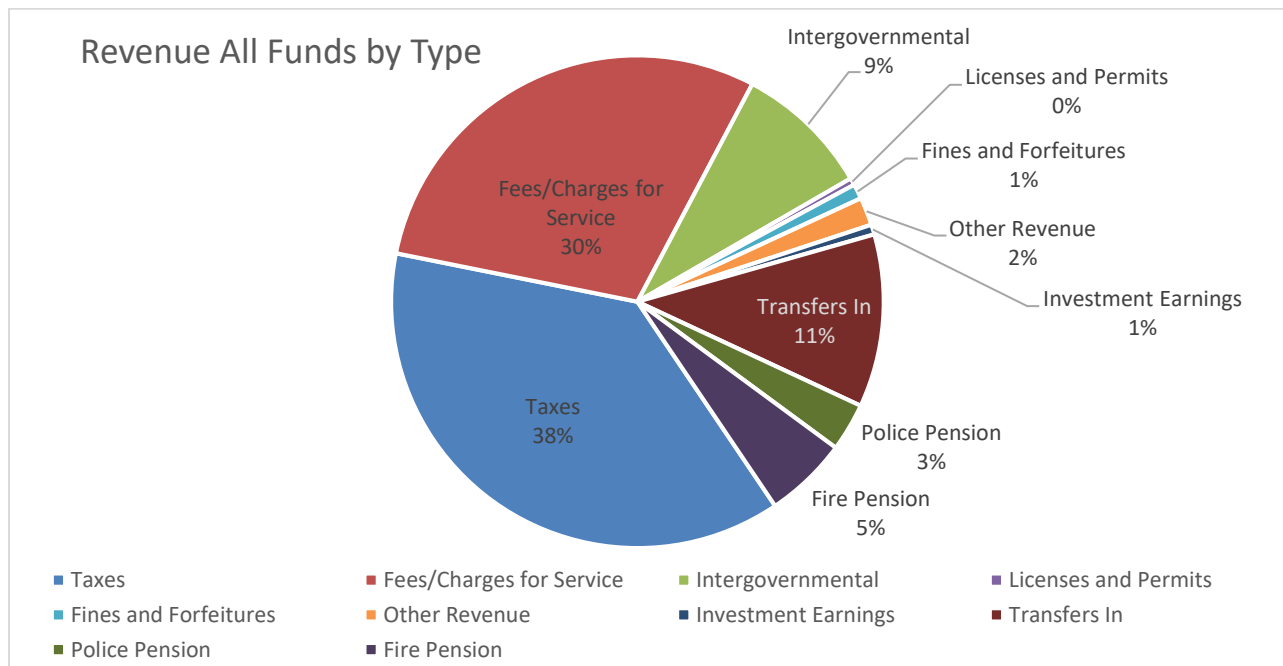
Within this proposed FY 2018-2019 Budget Proposal contains:

-  Cuts and Reductions to balance General Fund Operations
-  Capital Budget – limited vehicle purchases and project discussion
-  Payroll and Position summary

Budget by Type

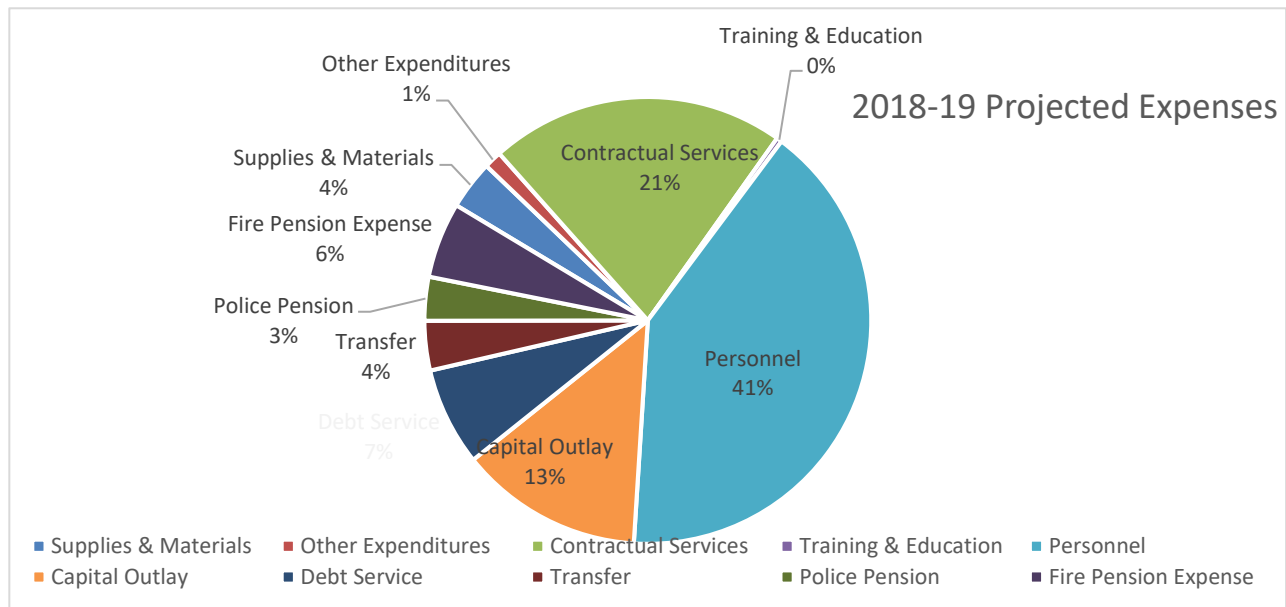
Summary of the City's total Revenue by Type:

400	Taxes	22,711,169
420	Fees/Charges for Service	17,865,103
410	Intergovernmental	5,391,312
440	Licenses and Permits	280,750
430	Fines and Forfeitures	590,250
470 & 480	Other Revenue	1,111,773
460	Investment Earnings	392,225
490	Transfers In	6,857,660
942	Police Pension	1,907,310
942	Fire Pension	3,295,373



Summary of the City's total Expenses by Type:

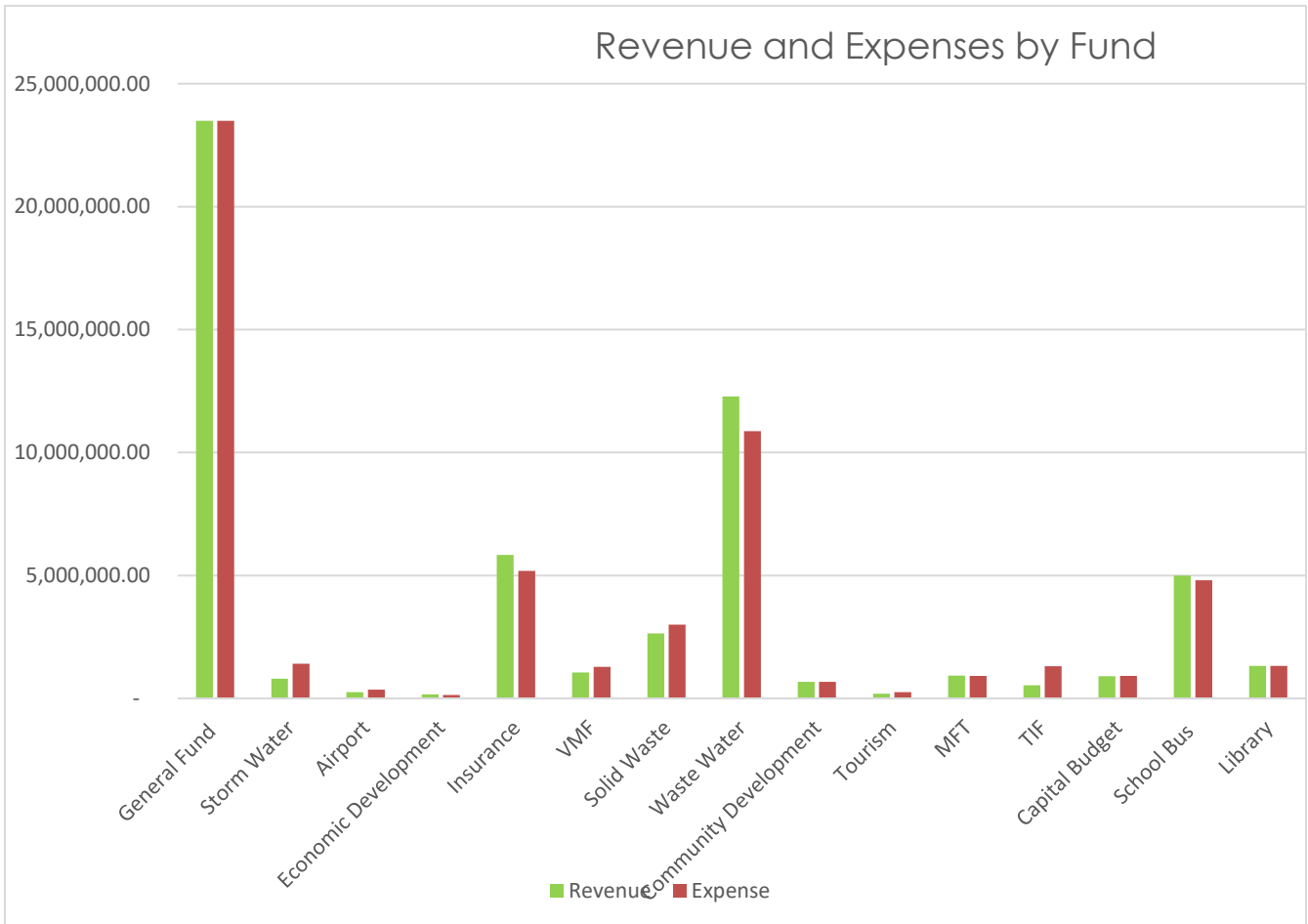
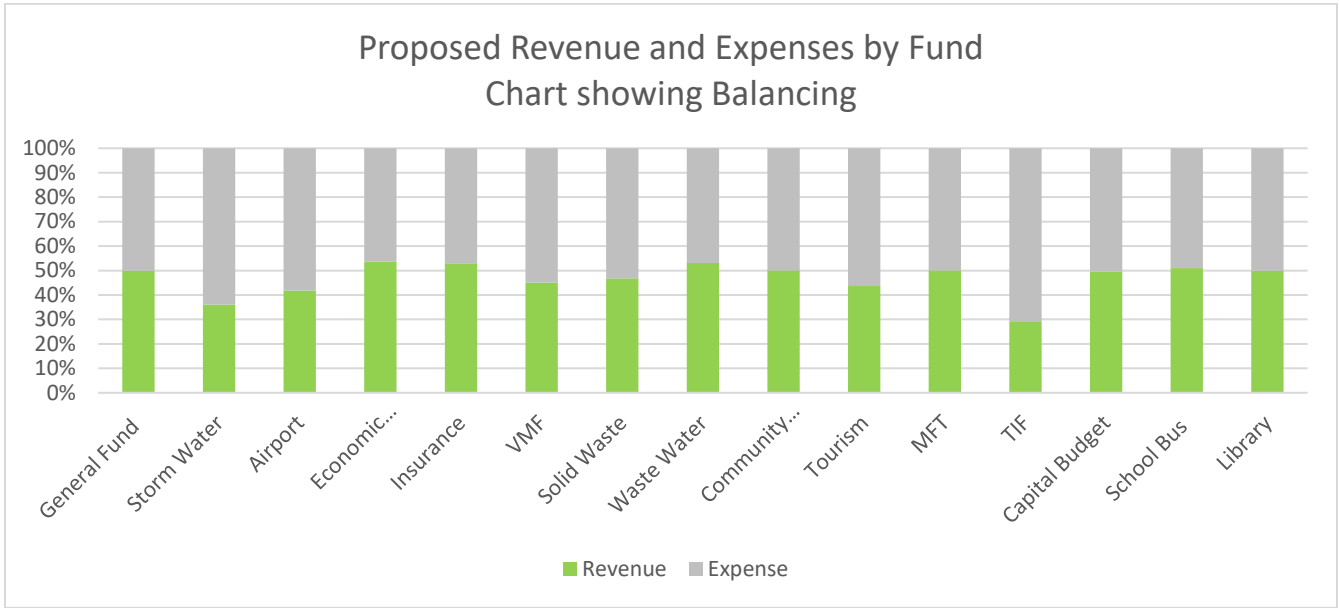
Supplies & Materials	2,132,856.00
Other Expenditures	766,831.00
Contractual Services	12,890,309.14
Training & Education	232,382.00
Personnel	24,575,159.14
Capital Outlay	7,996,891.42
Debt Service	4,287,331.67
Transfer	2,157,435.98
Police Pension	1,907,310.00
Fire Pension Expense	3,295,373.00



Revenue and Expenses by Fund

Below is a summary of the City's Revenue and Operational Expense by Fund:

FUND	Revenue	Expense
General Fund	23,490,370.88	23,490,370.87
Storm Water	801,000.00	1,416,329.37
Airport	257,832.50	357,772.06
Economic Development	163,000.00	140,960.92
Insurance	5,832,364.36	5,184,805.88
VMF	1,054,575.00	1,286,000.33
Solid Waste	2,641,544.00	2,996,590.64
Waste Water	12,282,064.00	10,871,797.00
Community Development	675,617.00	673,866.00
Tourism	196,075.00	253,519.96
MFT	922,500.00	920,000.00
TIF	540,000.00	1,308,554.85
Capital Budget	898,000.00	913,000.00
School Bus	5,001,009.06	4,811,337.43
Library	1,327,291.00	1,327,291.00



Le

GRAND TOTAL	61,285,926.14	61,154,879.51			
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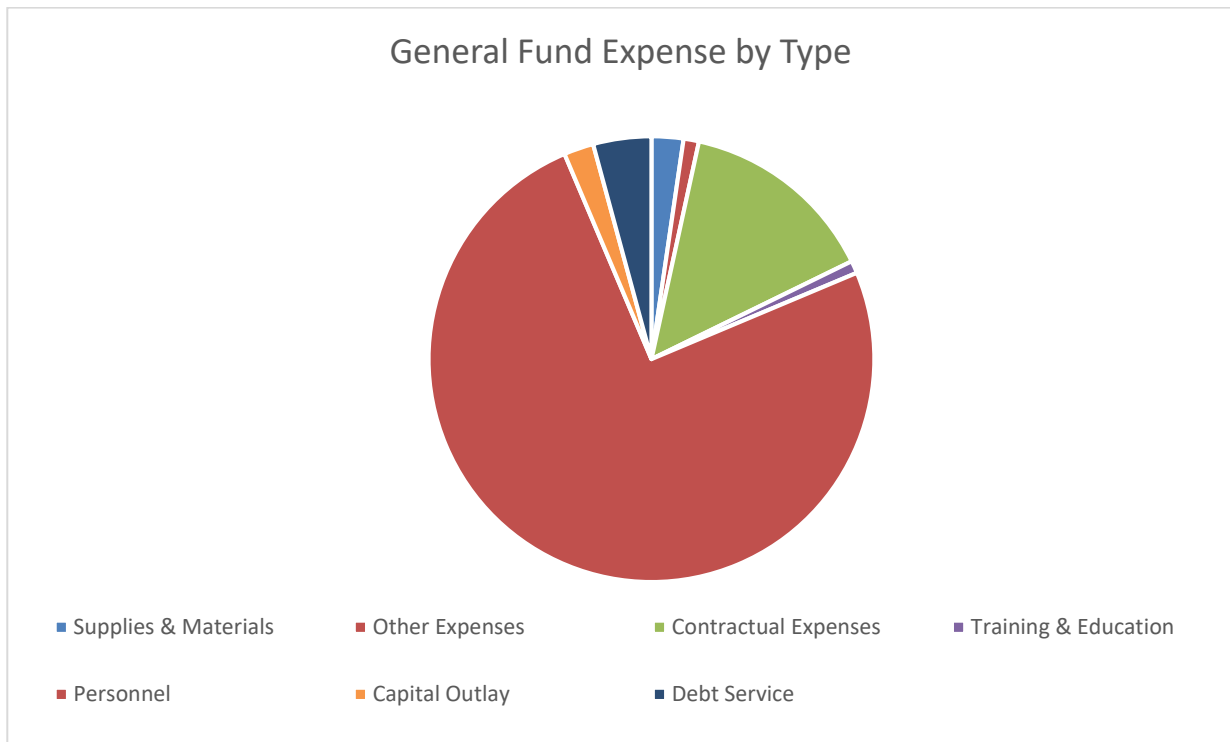
Keys to the FY 2018-2019 Draft Budget

Balanced General Fund Operations

The City Manager has been tasked by the City Council with providing a balanced General Fund Operations Budget. This task is more and more challenging each year and takes effort, sacrifice, knowledge and creativity by the Directors, Department Heads, Finance and HR departments. The General Fund is the workhorse of the City and should be lauded for the hard and often unnoticed work it does daily. The General Fund receives the largest revenue on an annual basis and reflect the basic day to day services provided by the City other than sewer and solid waste services. Most of the expenses in the General fund are obligated due to contractual agreements or mandated and many times, unfunded regulations from state and federal agencies. The General Fund Operations Budget includes City services such as police, fire, street, and public property as well as the cost of the City to provide services both internally and externally through its administrative services (City Manager's office, City Clerk, Finance, Human Resources, Insurance and I.T.).

General Fund

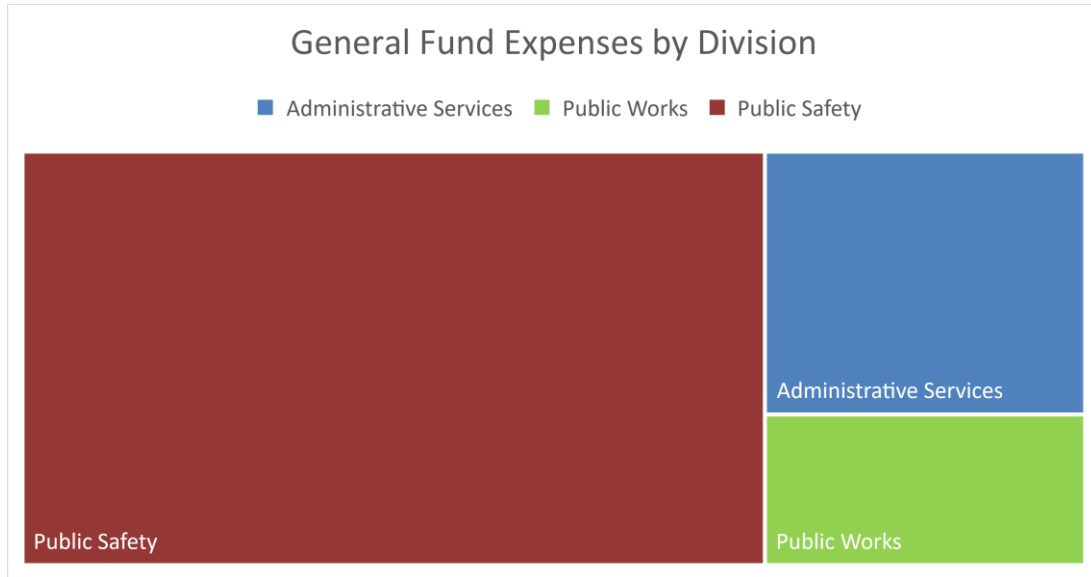
General Fund Expenses by Type



General Fund

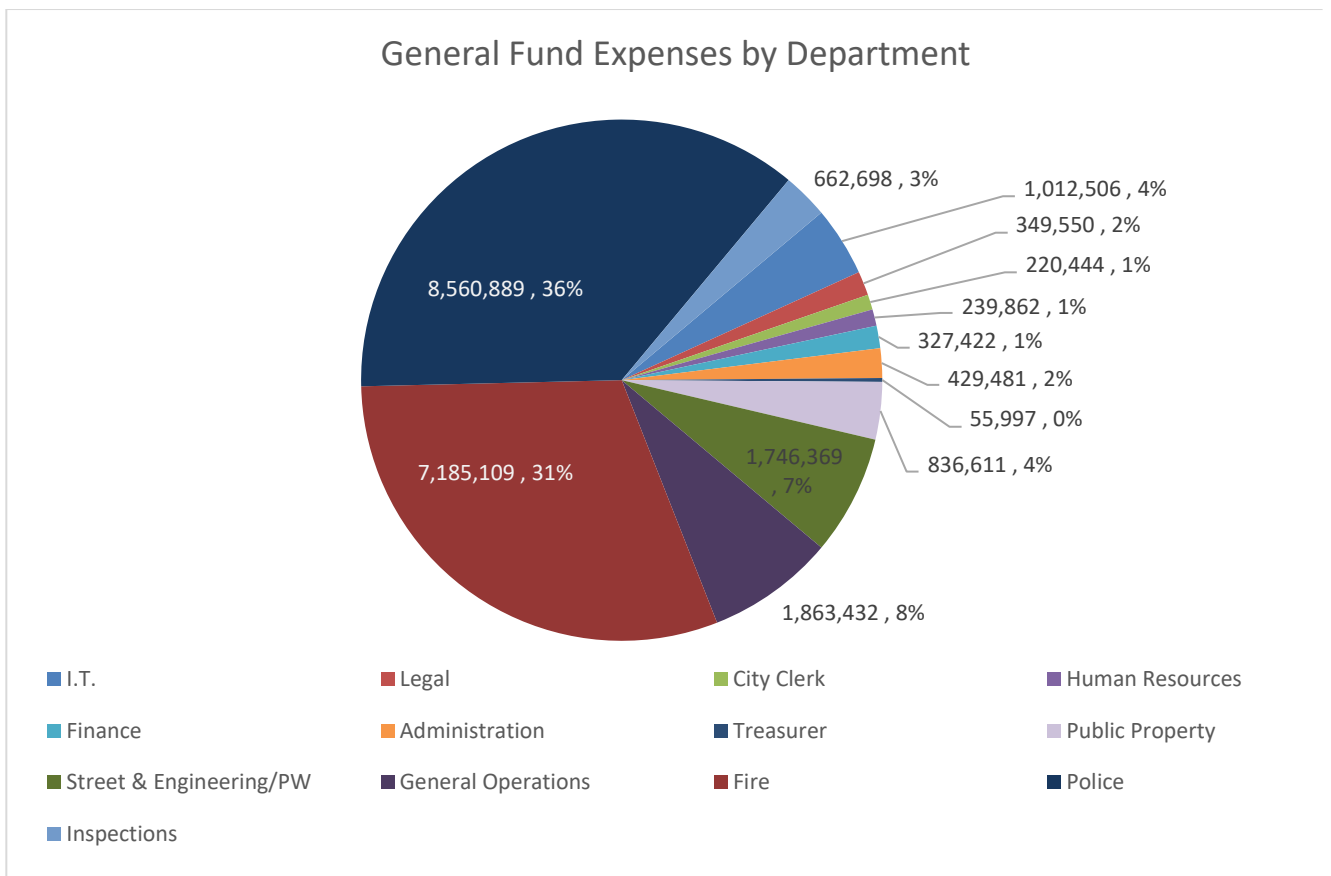
Supplies & Materials	512,911
Other Expenses	246,800
Contractual Expenses	3,180,404
Training & Education	200,200
Personnel	16,623,499
Capital Outlay	479,424
Debt Service	935,542

General Fund Expenses by Division



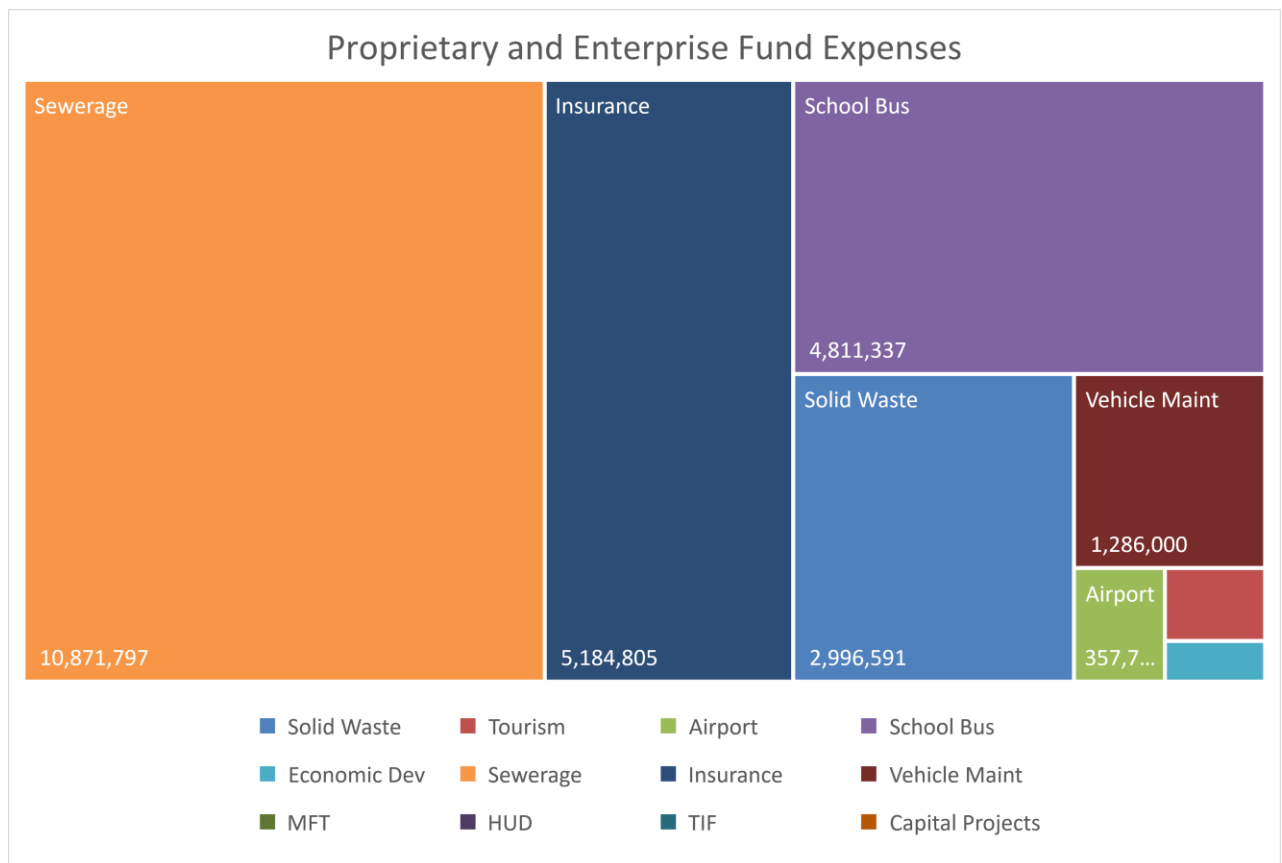
Administrative Services	4,498,695
Public Works	2,582,980
Public Safety	16,408,696

General Fund Expenses by Department



Other Fund Expenses

Solid Waste	2,996,591
Tourism	253,520
Airport	357,772
School Bus	4,811,337
Economic Dev	140,960
Sewerage	10,871,797
Insurance	5,184,805
Vehicle Maint	1,286,000
MFT	920,000
HUD	673,866
TIF	1,308,554
Capital Projects	913,000



Personnel and Position Information

The City Staff have continued to decrease staff or delay hiring in effort to decrease expenses for several years. In 2016, the Efficiency Study recommended some changes to the structure of departments and staffing levels. The 2017-18 budget included a revised Organizational Structure and FY 2018-19 budget also reflects some changes in the customer service and administrative services divisions of the City to replace a retired employee with three-part time employees at a proposed savings of \$17,000 without additional pension obligations. The proposed personnel plan reduces the number of full time employees by 2 full time employees in comparison to current numbers and

includes 8 seasonal employees for yard crew services in the part time employee section.

FTEs (full time equivalents)	FY-09	FY -14	Proposed FY 18	Actual 03/2018	Proposed FY 19
ADMINISTRATIVE (full time only)	3	2	2	2	2
ECON DEV/Planning/TIF	1	0.75	0.75	0.75	0.9
CITY CLERK	1	2	2	2	2
PERSONNEL	2	1	2	2	2
TREASURER	0.5	0.5	0.5	0.5	0.5
FINANCE	4	2.5	3.75	3.75	3
TOURISM	1	0.25	0.25	0.25	0.1
PUBLIC WORKS	3	2.33	2.5	2.5	2.5
GARBAGE	6	6	6	7	6.5
YARDWASTE	2	2	2	1	2
RECYCLING	3	3	2	2	2
IT	2	3	2	2	2
UTILITY BILLING	0	2	1.75	2.5	2.75
STREET	13	9	9	9	8.5
STORM SEWER		2	2	2	2
SANITARY SEWER		2	2	2	2
FIRE	56	54	53	52	51
POLICE	67	67	63	61	59.5
HUD	2	1	1	1	1
INSPECTIONS	7	5.833	4	4.5	4.5
VMF	7	5	6	5	6
WWTP	5	5	5	5	5
PUBLIC LANDS/BLDG	6	2	1.5	1.5	1.5
AIRPORT	1.5	1.5	1	1	1
SCHOOL BUS Full Time	4	6	6	6	6
TOTAL	197	187.663	181	178.25	176.25
LEGISLATIVE (elected officials)	7	7	7	7	7
CITY BUS	0	0	0	0	0
SCHOOL BUS (part time)	75	125	120	116	120
COLLEGE P/T (Street yard crew)	5	0	8	8	8
TOTAL With Part-time depts	87	132	135	131	135
GRAND TOTAL CITY EMPLOYEES	284	319.663	316	309.25	312.25

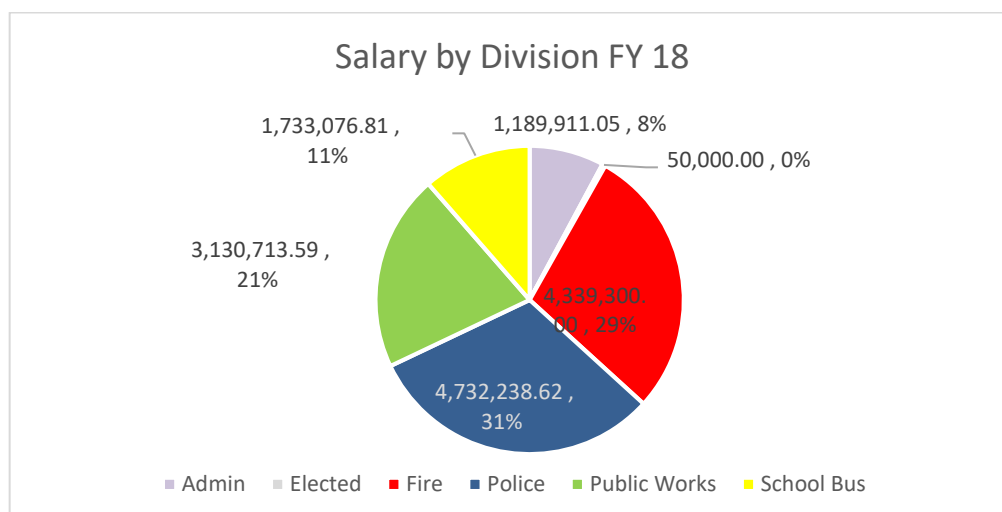
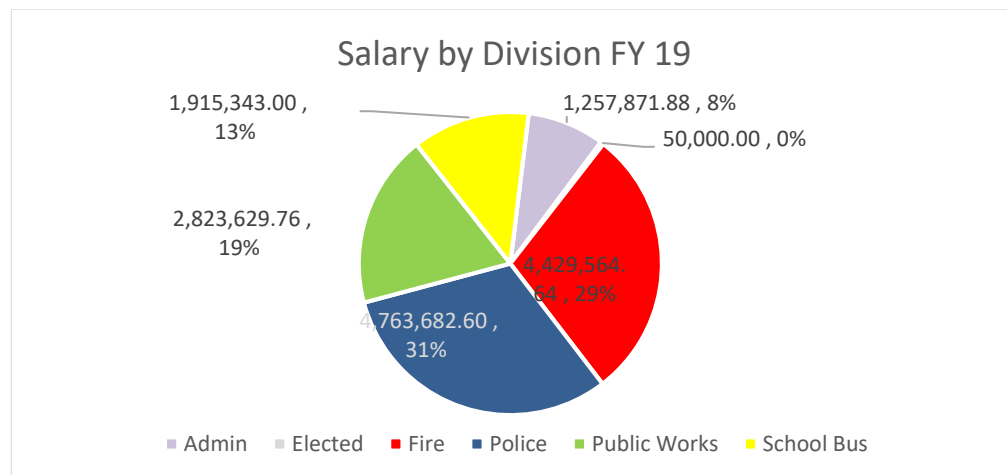
The FY17-18 budget included and funded some new positions and several revised job titles which combined two positions along with a new organizational chart. In the current fiscal year, whenever a position became available, the City reviewed the position duties and determined the best option(s) to replace the position, if at all. The chart above reflects some of those efforts in having 176.25 employees on current payroll compared the budgeted amount of 181 full time equivalents. The full-time equivalents are a result of some full-time employees working under different departments throughout their service to the City and the 3 part time customer service representatives.

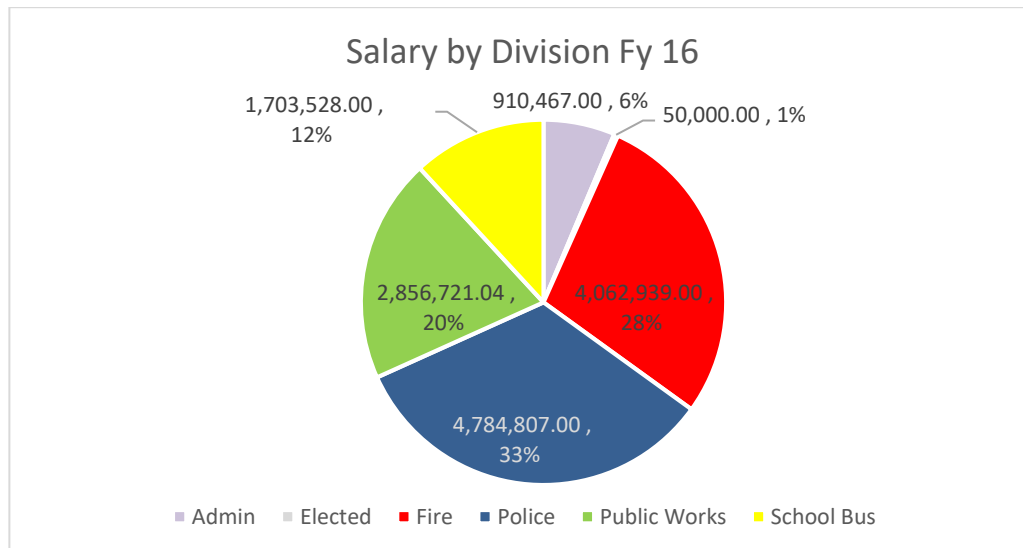
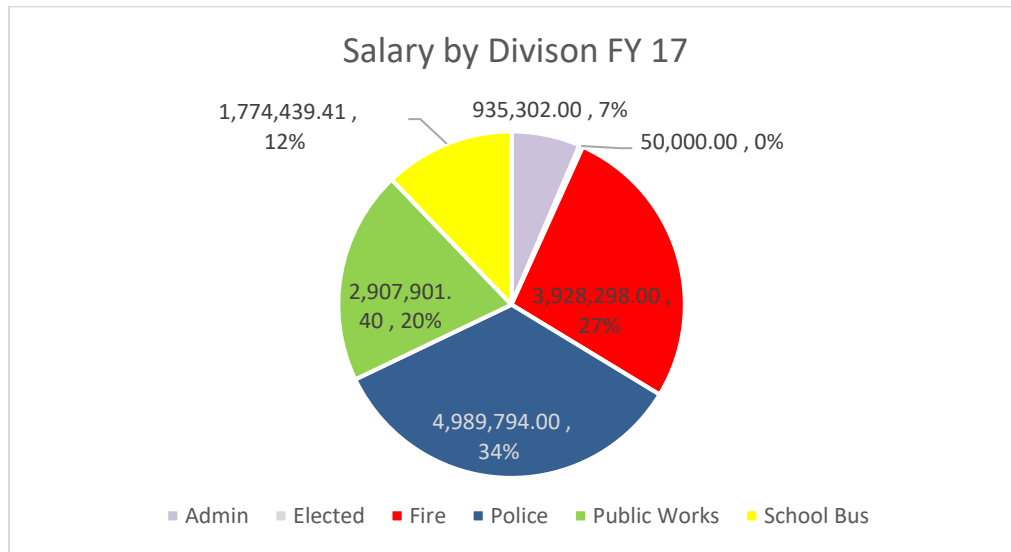
In the proposed FY 18-19 budget the City reduces staffing by two more full time positions. The City will continue to evaluate any positions available through attrition to further reduce pension liabilities and post-employment

benefits as well as annual costs for employees. The City has made a concerted effort to reduce staffing in the last decade as reflected in the summary from FY 09, and 14 as well as FY 18 information compared to the proposed staffing levels.

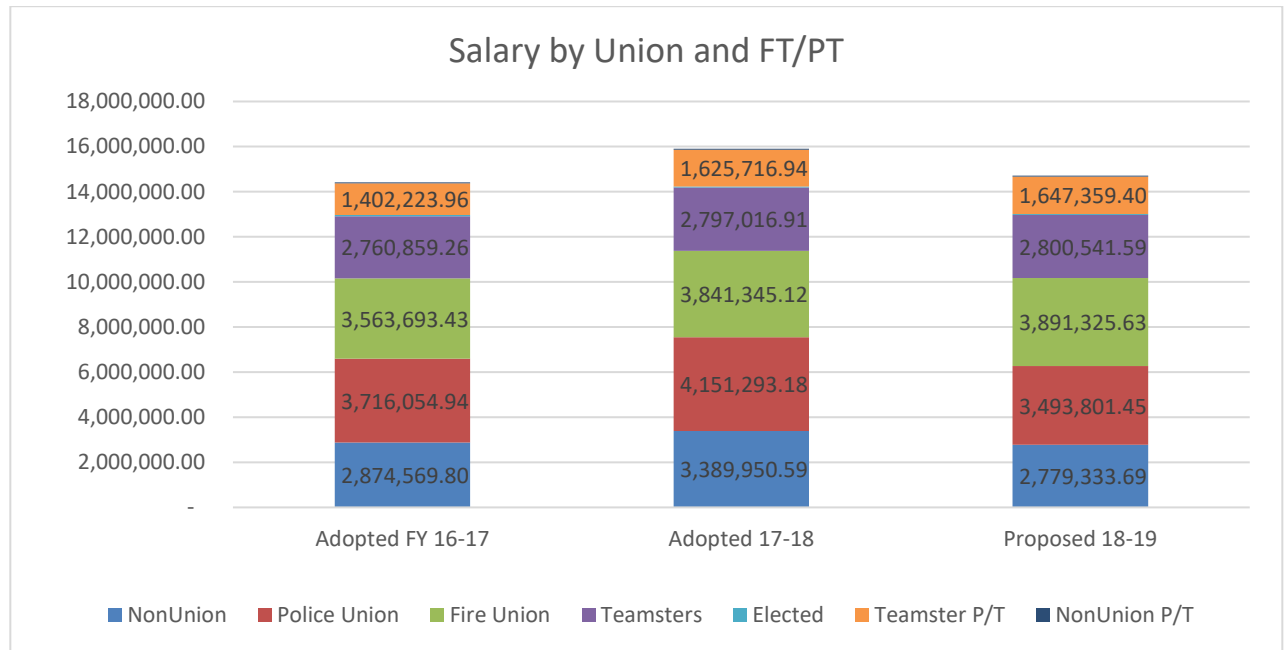
Below is a chart showing the funding dollars by divisions over the last three budgets and for the FY18-19 proposed budget. These numbers are by function, not necessarily funding sources.

	FY 15-16 Adopted	FY 16-17 Adopted	FY17-18 Adopted	Proposed FY 19
Admin	910,467.00	935,302.00	1,189,911.05	1,257,871.88
Elected	50,000.00	50,000.00	50,000.00	50,000.00
Fire	4,062,939.00	3,928,298.00	4,339,300.00	4,429,564.64
Police	4,784,807.00	4,989,794.00	4,732,238.62	4,763,682.60
Public Works	2,856,721.04	2,907,901.40	3,130,713.59	2,823,629.76
School Bus	1,703,528.00	1,774,439.41	1,733,076.81	1,915,343.00
Total	14,368,462.04	14,585,734.81	15,175,240.07	15,240,091.88





The City of Pekin has three union units: the Teamsters, Chauffeurs and Helpers Local 627, the Pekin Firefighters Local 524 and the Pekin Police Benevolent Labor Committee and the non-union and elected employees. The Teamsters unit is the largest unit with over 160 members, as the part time school bus drivers and monitors are members of their unit.



Below is a chart showing the pension types within the funds and for General Fund showing the % of pension compared to total general fund expenses for the fiscal year.

GENERAL FUND Employees by Pension compared to Total General Fund Budget								
	Proposed FY 18-19	% of General Fund	Budgeted 17-18	% of General Fund	Budgeted 16-17	% of General Fund	Budgeted 15-16	% of General Fund
Full Time								
Fire Pension Employees	8,890,630	35%	8,703,526	36%	8,087,089	30%	8,104,956	31%
Police Pension Employees	7,456,790	29%	7,779,892	32%	7,667,623	28%	7,444,108	29%
IMRF Employees	4,667,075	18%	4,336,735	18%	4,394,935	16%	4,307,599	17%
General Fund Budget	25,405,433		24,393,937		26,947,486		25,802,589	
Special and Enterprise IMRF								
Special/Enterprise Fund IMRF	3,431,867		3,053,526		2,653,156		2,460,881	
Part Time								
Elected	54,575.00		54,575.00		54,575.00		54,575.00	
School Bus	2,100,430.37		2,155,690.28		1,675,466.62		1,613,962.65	
Appointed	53,754.47		52,489.58		51,595.50		51,595.50	

Capital Budget

The proposed FY 2018-2019 Capital Budgets include items for Street, Solid Waste, Waste Water, and Storm Water for a projected total of \$11.9M. The major Capital Items, other than road projects, are highlighted below and there were no vehicles approved in the draft budget other than the two garbage trucks.

Waste Water Capital Plan FY 18-19

Department	Description	2019
231-30- Sewer	Sweeper Truck (2008)	\$60,000.00
231-30- Sewer	Lift Station Controllers	\$20,000.00
231-30- Sewer	Sewer Repairs of Schramm	\$75,000.00
231-30- Sewer	Pump Replacements	\$20,000.00
231-30- Sewer	Sewer lining of Combo Mains	\$150,000.00
231-031-WWTP	Fork Lift	\$20,000.00
231-031-WWTP	Truck (1999)	\$30,000.00
Total Capital Cost	Total Capital Cost	\$375,000.00

MFT & Ongoing Capital Plan FY 18-19

The final selection of streets was completed earlier in the year and the City proposes the following for this year's Capital Fund Road Improvement Projects. The City intends to utilize MFT funds for the major projects. Upon budget approval, the Public Works department will submit the resolution for MFT appropriation to Council and begin plans for spring letting.

Final Selection of Streets

Type of Maintenance	Street Name	Termini	Termini	Estimated Sub-Total Cost
Mill & Overlay	Sheridan	Route 29	14th	\$540,000.00
Crack Fill	St. Mary	Capitol	Broadway	\$5,500.00
Crack Fill	Capitol	Margaret	Broadway	\$10,000.00
Crack Fill	4th	Margaret	Broadway	\$6,000.00
Crack Fill	5th	Margaret	Broadway	\$4,500.00
Crack Fill	6th	Margaret	Broadway	\$3,000.00
Crack Fill	Parkway	Willow	Broadway	\$20,000.00
Chip Seal	Audubon	Court	City Limits	\$15,000.00
Chip Seal	Brentwood Manor Subdivision (all roads listed)			\$185,500.00
Chip Seal	5th	Hanna Dr.	VFW	\$58,000.00
			Total Cost	\$847,500.00

At the time of the budget work session the City is awaiting final reimbursement for Veterans Drive from the State of

Illinois. Should those funds arrive, the City could entertain the options of Court Street Rehabilitation and construction for the section from Sharon Ave to Veterans Drive at an estimated \$2.3m. This is an optional project for the Capital (445) Fund which can be added upon approval from council and receipt of the funds from the State.

Solid Waste Capital Expenditures FY 18-19

Solid Waste Vehicles	2 Solid Waste Vehicles	Joint Purchasing Contract	08116-NAF	354,932
----------------------	------------------------	---------------------------	-----------	---------

The City does not anticipate delivery of those vehicles until fall of 2018 at the earliest.

Storm Water Capital Expenditures FY 18-19

PROEJCT RANKING:	ISSUE:	DATE KNOWN:	LOCATION:	ESTIMATED COST:
1	Erosion Failed Pipes and fallen manhole	10+	Broadway Farms	800,000

Cuts and Reductions to Balance General Fund Operations

The FY 18-19 budget reflects continued reductions in staff, increased pressure on revenue due to police and fire pension funding issues. The City Staff has made every move possible to present the balanced General Fund operations and is out of one-time fixes without changes in operations and services. The Department heads and supervisors again were willing to change and adapt, sometimes to their own detriment to provide the balanced General Fund Operations.

The FY 18-19 budget is challenging and the City Manager and Finance Department will be working tirelessly to ensure the City controls costs throughout the year.

In FY 17-18 the City chose to go back to self-funded status for group health insurance and has realized significant savings year to date through that endeavor. The FY 18-19 reflects continued savings; however, the amount is unknown as the police bargaining unit has exercised their right to switch insurance plans. The effect of that change in the savings is difficult to estimate at this time, but the insurance fund is heading in the right direction as a result of the decision to self-fund with a local third-party administrator, Group Plan Solutions, a division of Pekin Insurance.

All the General Fund departments were told they could not have any capital purchases such as vehicles or equipment and no changes in personnel levels.

Recommendation

The City Staff has worked dutifully to provide the City Council and the Citizens of Pekin with a balanced General Fund Operations Budget and keep operational expenses in the overall budget at or below the FY 18-19 budget benchmarks. The City Manager and Finance Department met with all council members at least one time prior to bringing the proposal forward in March. The outlook for the future is grim as reflected in dwindling reserves in the last decade. The management team have had very candid discussions with every department regarding the issues of cash flow and timing of purchases and limitations on purchases and potentially staff. While this proposed budget looks at attrition to reduce personnel costs, without radical changes to pensions and funding levels, the City is looking

at very dire circumstances in the next budget.. The decision to make future changes should come through strategic and long-range plans for the City's operational goals which must include open and candid conversation among the City Council, City Manager and City Staff and the Citizens of Pekin.

City staff and City Manager present a proposed balanced general fund operations budget, limited capital purchases and reduced personnel.

Known Storm Water Problems for the City of Pekin

DRAFT as of 03/2018

Ranking ID #	Priority	Date of problem known	Location	Problem	Cause	Engineering Study	Emergency/Property Needed	Estimated Cost	Notes
1, 2, 4.5, 3*	>15 years		Broadway/Farms	Erosion, failed pipes, fallen manhole	Lack of maintenance, outlet control and channel stabilization	Completed	Yes	\$800,000-	
2, 1, 2, 3.5	>10 years		West Street and Enterprise	Street floods during rain	Obsolescence of North Street Storm sewer system. When there is high river levels, the existing neighbor hood is lower than river so storm water has problems draining. Heavy runoff from the Mall is causing mass erosion due to the amount of runoff (Did some repairs and monitor)	Dependent on scope	Yes	\$200,000-\$250,000	The project could be phased into two components. The bypass pumping station planned for State Street will help the situation due to a 777 overflow connection from Lane Street to Combs sewer
3, 1, 2, 3.5	>20 years		Jane Street	Street floods during rain		Dependent on scope	Possible	Dependent on scope	Complete review of the site is needed
4, 1, 2, 4	Fall of 2017		Trouth Ave	Erosion of the property exposed sewer pipe and manhole		Needed	Possible	scope	Complete review of the site is needed
5, 1, 2, 5	>20 years		Court Street near Stadium	Flooding on the Roadway during Heavy rain	Lack of capacity in the sewer system	Not needed	no	\$250,000-\$500,000	Possible agreement with Park to combine with their flooding issues
6, 1, 2, 4.5	Summer of 2015		18th Ditch & Street Culvert	Culvert pipe is starting to erode, retaining wall failed	Need channel stabilization	Not needed	Possible	\$20,000-\$250,000	
7, 1, 5, 3*	>20 years		100 Block of 18th St	Street floods during rain	Lack of capacity in the storm sewer system	Needed	Possible	Dependent on scope	Complete review of the site is needed
8, 1, 4, 5	>10 years		Creek along Willow	Erosion of property (multiple locations)	Not enough outlet protection or embankment stabilization	Needed	Possible	scope	
9, 1, 4*	Summer of 2017		1101 Windsor St	No storm water runoff causing rain water to go through property to get creek	Private subdivision parking was not completed leaving road with no outlet	Needed	Yes	\$50,000	
10, 1, 4	Summer of 2008		1212/1214 Timber Lane	Flooding between homes during Heavy rains	inlet can't handle the amount of water and overtops	Needed	No	\$50,000	
11, 1, 4	Summer of 2015		718 Vista Grande	Flooding between homes during Heavy rains	inlet can't handle the amount of water and overtops	Needed	Yes	\$250,000	
12, 4, 5	Supposedly mid 2000's		1809 Thump Ave	Erosion of the property	There is an outlet that is turning over ground and bend in the creek causing large erosion	Completed	Yes	\$100,000-\$150,000	
13, 4, 5	Spring 2010		1824 Parkfield	Drainage from back yard drain through the property inlet clogs limiting the detention pond discharge from Hickory Hills	The storm sewer is not working and back yard ditch was modified/not maintained	No	Yes	\$20,000	
14, 1, 5	Summer of 2008		Ironwood/Pine St	Hills	inlet for private pipe is not properly laid out, unknown if private pipe is sized properly, and illegal dumping into the Ditch	Dependent on scope	No	\$25,000	
15, 4, 3*	Summer of 2015		1022 Memorial	Channel is eroding the yards	no channel stabilization	Needed	Possible	Dependent on scope	possible 50/50 project
16, 4, 3*	Summer of 2015		2413 Maywood	Erosion of the property and flooding over the curb	Channel stabilization and lack of proper drainage from the road. Channel stabilization is needed	Completed	Possible	\$50,000	monitoring to see if Cambridge/Shire detention pond helps
17, 1, 4, 5	>20 years		13th St and Center	Flooding on the Roadway during Heavy rain	Lack of capacity in the sewer system	Dependent on scope	Yes	\$50,000	
18, 1	Summer of 2017		1220 El Camino	Flooding on the Roadway during Heavy rain	The storm sewer capacity is limited and unconventional drainage as it is outlet over a field	Yes	Yes	\$50,000	City recently cleaned and rig taped the outlet but there is no definable ditch to pond
19, 4	Summer of 2016		2215 Willow St	Erosion after outlet and sink hole next to manhole	Corrosion of the pipe and failed collar around the pipe for the sink hole and lack of outlet control	No	No	City Staff had term repaired	City is to patch the manhole with City forces and back fill sink hole. Outfall will not be
20, 5	Summer 2010		Lake Kennedy	Trash being deposited in the lake	Trash is through out into streets and collected in storm water	Needed	No	Dependent on scope	

Priority is determined by the following Criteria

1. General public safety
2. Damage to public infrastructure
3. Damage to private property
4. Damage to private property
5. Time of problem known

* indicates a probable chance of occurring

Single Page Budget Summary

BUDGET SUMMARY ALL FUNDS

DRAFT as of 3-22-18

Poposed FY 18-19 Budget		
Revenue	Expense	Surplus/Deficit



Adopted FY 17-18 Budget		
Revenue	Expense	Surplus/Deficit

General Funds

100 Administration	-	429,481.26	(429,481.26)		588,101.46	(588,101.46)
100 Legal	-	349,550.00	(349,550.00)		283,000.00	(283,000.00)
100 Clerk	93,300.00	220,444.28	(127,144.28)		215,334.43	(123,284.43)
100 Human Resources	-	239,862.37	(239,862.37)		243,605.58	(243,605.58)
100 Finance	-	327,422.41	(327,422.41)		357,823.94	(357,823.94)
100 Public Works	-	176,091.51	(176,091.51)		440,948.74	(440,948.74)
100 Utility Billing			-		156,800.00	(156,800.00)
100 IT	-	1,012,505.83	(1,012,505.83)		1,063,246.22	(1,063,246.22)
100 Treasurer	-	55,997.07	(55,997.07)		54,585.13	(54,585.13)
100 Street	439,366.00	1,570,277.21	(1,130,911.21)		1,752,567.55	(1,372,567.55)
100 Fire	595,298.84	7,185,108.59	(6,589,809.75)		578,750.00	(6,666,302.15)
100 Police	711,500.00	8,560,889.11	(7,849,389.11)		1,084,293.00	(7,390,530.85)
100 Public Property	154,500.00	836,610.97	(682,110.97)		154,500.00	(338,019.34)
100 Inspection	187,490.00	662,698.38	(475,208.38)		174,900.00	(468,661.32)
100 General Operations	21,308,916.04	1,863,431.88	19,445,484.16	Gen Fund Operations	20,985,827.00	1,438,350.00
General Fund Operation				0		19,547,477.00
232 Storm Water	801,000.00	1,416,329.37	(615,329.37)		1,300,000.00	810,100.49
525 Airport	257,832.50	357,772.06	(99,939.56)		211,114.50	(85,568.11)
570 Economic Development	163,000.00	140,960.92	22,039.08		308,000.00	150,964.81
Total Operations Rev & Exp	24,712,203.38	25,405,433.22	(693,229.84)		25,269,434.50	24,393,937.02

Special Revenue & Ent Funds

695 Insurance	5,832,364.36	5,184,805.88	647,558.48	5,161,243.40	5,670,973.75	(509,730.35)
699 VMF	1,054,575.00	1,286,000.33	(231,425.33)	696,000.00	1,364,341.17	(668,341.17)
223 Solid Waste	2,641,544.00	2,996,590.64	(355,046.64)	2,307,000.00	2,147,868.73	159,131.27
231 Waste Water	12,282,064.00	10,871,797.20	1,410,266.80	11,118,564.00	5,960,350.34	5,158,213.66
261 Community Development	675,617.00	673,866.00	1,751.00	359,000.00	359,000.00	-
208 Tourism	196,075.00	253,519.96	(57,444.96)	182,500.00	264,822.90	(82,322.90)
240 MFT	922,500.00	920,000.00	2,500.00	896,000.00	2,040,000.00	(1,144,000.00)
270 TIF	540,000.00	1,308,554.85	(768,554.85)	540,000.00	410,750.00	129,250.00
445 Capital Budget	898,000.00	913,000.00	(15,000.00)	9,029,720.51	5,818,250.00	3,211,470.51
501 School Bus	5,001,009.40	4,811,337.43	189,671.97	4,806,989.00	4,767,989.47	38,999.53
924 Library	1,327,291.00	1,327,291.00	-	1,292,006.00	1,292,006.00	-
Total Special Rev & Ent Funds	31,371,039.76	30,546,763.29	824,276.47	36,389,022.91	30,096,352.36	6,292,670.55
TOTAL ALL FUNDS	56,083,243.14	55,952,196.51	131,046.63	61,658,457.41	54,490,289.38	7,168,168.03

941 Police Pension	1,907,310.00	1,907,310.00	
944 Fire Pension	3,295,373.00	3,295,373.00	
GRAND TOTAL	61,285,926.14	61,154,879.51	

Budget Summary by Fund (Summarized by Account Type)

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

General Ledger
Budget Summary by FundUser: newcomb
Printed: 03/30/18 08:28:48
Period 01 - 12
Fiscal Year 2019

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
100	General Fund					
001	Administration					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 329,293.26	\$ 493,913.06	\$ 367,343.07	\$ 259,903.37	\$ 319,397.97
	Training & Education	\$ 10,000.00	\$ 6,000.00	\$ 6,262.65	\$ 2,005.70	\$ 532.52
	Supplies & Materials	\$ 1,400.00	\$ 1,400.00	\$ 480.31	\$ 5,255.71	\$ 1,561.30
	Contractual Services	\$ 86,788.00	\$ 78,788.40	\$ 81,258.35	\$ 82,413.93	\$ 24,148.20
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 2,000.00	\$ 8,000.00	\$ 2,072.04	\$ 17,927.35	\$ 2,981.05
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 429,481.26	\$ 588,101.46	\$ 457,416.42	\$ 367,506.06	\$ 348,621.04
001	Administration	\$ (429,481.26)	\$ (588,101.46)	\$ (457,416.42)	\$ (367,506.06)	\$ (348,621.04)
003	Legal					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Training & Education	\$ -	\$ -	\$ -	\$ -	\$ -
	Supplies & Materials	\$ -	\$ -	\$ -	\$ 39.98	\$ -
	Contractual Services	\$ 343,550.00	\$ 277,000.00	\$ 315,781.45	\$ 72,288.23	\$ 416,565.72
	Other Expenditures	\$ 6,000.00	\$ 6,000.00	\$ 6,819.13	\$ 5,816.66	\$ 6,501.50
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 349,550.00	\$ 283,000.00	\$ 322,600.58	\$ 78,144.87	\$ 423,067.22
003	Legal	\$ (349,550.00)	\$ (283,000.00)	\$ (322,600.58)	\$ (78,144.87)	\$ (423,067.22)
004	City Clerk					
	Fees/Charges For Service	\$ 9,100.00	\$ 8,700.00	\$ 7,841.69	\$ 10,351.30	\$ 10,785.00
	Fines And Forfeitures	\$ -	\$ 3,500.00	\$ -	\$ 3,185.00	\$ 3,354.10
	Licenses And Permits	\$ 84,200.00	\$ 79,850.00	\$ 11,395.06	\$ 98,003.14	\$ 95,535.64
	Other Revenue	\$ -	\$ -	\$ 247.80	\$ -	\$ 888.66
	Personnel	\$ 180,563.28	\$ 182,318.88	\$ 181,186.43	\$ 179,546.20	\$ 180,265.04
	Training & Education	\$ 1,800.00	\$ 2,000.00	\$ 496.81	\$ 185.76	\$ 27.60
	Supplies & Materials	\$ 1,050.00	\$ 750.00	\$ 1,270.41	\$ 655.86	\$ 816.86
	Contractual Services	\$ 33,731.00	\$ 26,965.55	\$ 1,965.55	\$ 1,973.44	\$ 500.00
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 3,300.00	\$ 3,300.00	\$ 2,978.17	\$ 3,388.46	\$ 1,004.39
Revenue Total		\$ 93,300.00	\$ 92,050.00	\$ 19,484.55	\$ 111,539.44	\$ 110,563.40
Expense Total		\$ 220,444.28	\$ 215,334.43	\$ 187,897.37	\$ 185,749.72	\$ 182,613.89
004	City Clerk	\$ (127,144.28)	\$ (123,284.43)	\$ (168,412.82)	\$ (74,210.28)	\$ (72,050.49)

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
005	Human Resources					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ 53.50
	Personnel	\$ 220,331.37	\$ 224,774.48	\$ 187,848.55	\$ 56,245.25	\$ 103,062.48
	Training & Education	\$ 5,300.00	\$ 3,300.00	\$ 2,463.18	\$ 499.00	\$ 1,796.55
	Supplies & Materials	\$ 700.00	\$ 400.00	\$ 482.56	\$ 329.13	\$ 276.31
	Contractual Services	\$ 11,431.00	\$ 12,031.10	\$ 9,147.87	\$ 26,378.85	\$ 4,329.77
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 2,100.00	\$ 3,100.00	\$ 550.62	\$ 4,925.12	\$ 2,417.33
	Revenue Total	\$ -	\$ -	\$ -	\$ -	\$ 53.50
	Expense Total	\$ 239,862.37	\$ 243,605.58	\$ 200,492.78	\$ 88,377.35	\$ 111,882.44
005	Human Resources	\$ (239,862.37)	\$ (243,605.58)	\$ (200,492.78)	\$ (88,377.35)	\$ (111,828.94)
006	Finance					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ 25.99
	Personnel	\$ 260,360.41	\$ 341,927.29	\$ 287,371.50	\$ 244,584.01	\$ 194,204.94
	Training & Education	\$ 11,000.00	\$ 1,000.00	\$ 1,765.56	\$ 883.00	\$ 20.00
	Supplies & Materials	\$ 5,400.00	\$ 4,700.00	\$ 4,057.22	\$ 3,466.83	\$ 4,758.35
	Contractual Services	\$ 46,162.00	\$ 5,196.65	\$ 17,646.65	\$ 27,194.32	\$ 11,317.50
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 4,500.00	\$ 5,000.00	\$ 2,789.82	\$ 5,046.50	\$ 4,046.41
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ -	\$ -	\$ -	\$ -	\$ 25.99
	Expense Total	\$ 327,422.41	\$ 357,823.94	\$ 313,630.75	\$ 281,174.66	\$ 214,347.20
006	Finance	\$ (327,422.41)	\$ (357,823.94)	\$ (313,630.75)	\$ (281,174.66)	\$ (214,321.21)
007	Public Works					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 142,308.51	\$ 417,365.74	\$ 261,450.89	\$ 341,984.98	\$ 280,698.82
	Training & Education	\$ 9,500.00	\$ 3,500.00	\$ 2,039.43	\$ 1,785.65	\$ 4,743.97
	Supplies & Materials	\$ 3,600.00	\$ 2,750.00	\$ 1,574.29	\$ 2,755.21	\$ 1,688.23
	Contractual Services	\$ 20,333.00	\$ 17,033.00	\$ 7,446.06	\$ 22,335.77	\$ 21,189.26
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 350.00	\$ 300.00	\$ 35.00	\$ 1,154.96	\$ 12,511.16
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 176,091.51	\$ 440,948.74	\$ 272,545.67	\$ 370,016.57	\$ 320,831.44
007	Public Works	\$ (176,091.51)	\$ (440,948.74)	\$ (272,545.67)	\$ (370,016.57)	\$ (320,831.44)
008	Utility Billing					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ -	\$ -	\$ 96.00	\$ -	\$ 1,235.62
	Training & Education	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 378.00
	Supplies & Materials	\$ -	\$ 800.00	\$ 2,150.81	\$ 640.11	\$ 909.35
	Contractual Services	\$ -	\$ 135,000.00	\$ 57,406.27	\$ 69,582.31	\$ 34,724.17
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ -	\$ 18,000.00	\$ 25,740.38	\$ 21,255.90	\$ 17,985.73
	Revenue Total	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ -	\$ 156,800.00	\$ 85,393.46	\$ 91,478.32	\$ 55,232.87
008	Utility Billing	\$ -	\$ (156,800.00)	\$ (85,393.46)	\$ (91,478.32)	\$ (55,232.87)

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
009	I.T.					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ 457.08
	Personnel	\$ 193,287.73	\$ 191,253.12	\$ 174,291.54	\$ 189,073.13	\$ 181,193.35
	Training & Education	\$ 10,000.00	\$ 10,000.00	\$ 15,695.62	\$ 10,136.32	\$ 7,469.00
	Supplies & Materials	\$ 550.00	\$ 4,550.00	\$ 3,198.39	\$ 2,621.04	\$ 5,945.79
	Contractual Services	\$ 618,168.10	\$ 702,403.10	\$ 667,803.47	\$ 293,086.77	\$ 235,111.86
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 190,500.00	\$ 155,040.00	\$ 179,522.99	\$ 112,696.36	\$ 96,231.19
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ 457.08
Expense Total		\$ 1,012,505.83	\$ 1,063,246.22	\$ 1,040,512.01	\$ 607,613.62	\$ 525,951.19
009	I.T.	\$ (1,012,505.83)	\$ (1,063,246.22)	\$ (1,040,512.01)	\$ (607,613.62)	\$ (525,494.11)
010	Treasurer					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 53,579.47	\$ 52,489.58	\$ 46,430.34	\$ 53,817.92	\$ 53,365.88
	Training & Education	\$ 500.00	\$ 500.00	\$ 366.61	\$ 367.84	\$ 406.45
	Supplies & Materials	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ 21.50
	Contractual Services	\$ 1,887.60	\$ 1,565.55	\$ 1,565.55	\$ 1,848.44	\$ -
	Other Expenditures	\$ -	\$ -	\$ -	\$ 320.00	\$ -
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 55,997.07	\$ 54,585.13	\$ 48,362.50	\$ 56,354.20	\$ 53,793.83
010	Treasurer	\$ (55,997.07)	\$ (54,585.13)	\$ (48,362.50)	\$ (56,354.20)	\$ (53,793.83)
032	Street Dept					
	Taxes	\$ 310,136.00	\$ 294,000.00	\$ 300,871.34	\$ 308,477.38	\$ 291,845.58
	Intergovernmental	\$ 99,230.00	\$ 65,000.00	\$ 77,307.87	\$ 138,263.00	\$ 48,360.94
	Fees/Charges For Service	\$ 4,000.00	\$ 1,000.00	\$ 9,178.50	\$ 915.00	\$ 4,334.00
	Fines And Forfeitures	\$ 3,000.00	\$ -	\$ 9,930.31	\$ 505.49	\$ 4,520.71
	Licenses And Permits	\$ 20,000.00	\$ 20,000.00	\$ 36,088.00	\$ 14,350.50	\$ 19,066.00
	Other Revenue	\$ 3,000.00	\$ -	\$ 17,986.14	\$ 5,556.45	\$ 2,114.95
	Personnel	\$ 853,912.62	\$ 1,052,572.65	\$ 1,057,671.84	\$ 1,063,268.53	\$ 1,085,247.65
	Training & Education	\$ 2,000.00	\$ 2,000.00	\$ 378.00	\$ 80.00	\$ 41.60
	Supplies & Materials	\$ 115,612.00	\$ 110,600.00	\$ 93,538.19	\$ 117,201.34	\$ 79,562.85
	Contractual Services	\$ 593,352.59	\$ 586,894.90	\$ 524,295.43	\$ 597,204.56	\$ 268,465.92
	Capital Outlay	\$ 5,000.00	\$ 230,000.00	\$ 171,478.00	\$ -	\$ 346,968.00
	Other Expenditures	\$ 400.00	\$ 500.00	\$ 952.98	\$ 333.50	\$ 890.23
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total		\$ 439,366.00	\$ 380,000.00	\$ 451,362.16	\$ 468,067.82	\$ 370,242.18
Expense Total		\$ 1,570,277.21	\$ 1,982,567.55	\$ 1,848,314.44	\$ 1,778,087.93	\$ 1,781,176.25
032	Street Dept	\$ (1,130,911.21)	\$ (1,602,567.55)	\$ (1,396,952.28)	\$ (1,310,020.11)	\$ (1,410,934.07)

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
034	Fire Dept					
	Intergovernmental	\$ 7,500.00	\$ -	\$ 184,910.00	\$ -	\$ -
	Fees/Charges For Service	\$ 585,548.84	\$ 568,750.00	\$ 502,129.57	\$ 565,892.01	\$ 639,951.27
	Fines And Forfeitures	\$ 250.00	\$ -	\$ 200.00	\$ -	\$ -
	Other Revenue	\$ 2,000.00	\$ 10,000.00	\$ 65,391.44	\$ 151,823.82	\$ 28,694.29
	Personnel	\$ 6,560,330.51	\$ 6,614,167.02	\$ 5,933,622.56	\$ 6,521,331.97	\$ 6,482,005.61
	Training & Education	\$ 62,600.00	\$ 61,000.00	\$ 34,468.40	\$ 49,303.61	\$ 57,183.96
	Supplies & Materials	\$ 162,287.00	\$ 157,200.00	\$ 55,779.50	\$ 124,614.16	\$ 138,828.20
	Contractual Services	\$ 236,472.00	\$ 254,116.05	\$ 260,481.51	\$ 295,092.04	\$ 168,325.16
	Capital Outlay	\$ 500.00	\$ 42,000.00	\$ 227,205.00	\$ 33,632.00	\$ 488,198.00
	Other Expenditures	\$ 5,350.00	\$ 1,000.00	\$ 1,157.99	\$ 9,635.19	\$ 4,994.72
	Transfers To Other Funds	\$ 157,569.08	\$ 157,569.08	\$ 117,236.00	\$ 104,436.00	\$ 101,004.00
	Revenue Total	\$ 595,298.84	\$ 578,750.00	\$ 752,631.01	\$ 717,715.83	\$ 668,645.56
	Expense Total	\$ 7,185,108.59	\$ 7,287,052.15	\$ 6,629,950.96	\$ 7,138,044.97	\$ 7,440,539.65
034	Fire Dept	\$ (6,589,809.75)	\$ (6,708,302.15)	\$ (5,877,319.95)	\$ (6,420,329.14)	\$ (6,771,894.09)
068	Public Property					
	Intergovernmental	\$ 2,500.00	\$ 2,500.00	\$ 450.00	\$ 900.00	\$ 3,223.62
	Fines And Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Revenue	\$ 152,000.00	\$ 152,000.00	\$ 349,027.04	\$ 186,727.28	\$ 174,143.23
	Personnel	\$ 255,631.97	\$ 99,330.09	\$ 121,049.25	\$ 95,494.00	\$ 101,205.14
	Training & Education	\$ 2,500.00	\$ -	\$ 1,382.26	\$ -	\$ -
	Supplies & Materials	\$ 51,150.00	\$ 22,000.00	\$ 20,390.13	\$ 26,361.78	\$ 20,658.14
	Contractual Services	\$ 271,859.00	\$ 371,189.25	\$ 290,223.47	\$ 360,736.49	\$ 350,439.15
	Capital Outlay	\$ 252,670.00	\$ 209,000.00	\$ 186,420.68	\$ 36,926.09	\$ 99,063.50
	Other Expenditures	\$ 2,800.00	\$ -	\$ 1,253.01	\$ 823.98	\$ 2,386.82
	Revenue Total	\$ 154,500.00	\$ 154,500.00	\$ 349,477.04	\$ 187,627.28	\$ 177,366.85
	Expense Total	\$ 836,610.97	\$ 701,519.34	\$ 620,718.80	\$ 520,342.34	\$ 573,752.75
068	Public Property	\$ (682,110.97)	\$ (547,019.34)	\$ (271,241.76)	\$ (332,715.06)	\$ (396,385.90)
760	Police Revenue					
	Intergovernmental	\$ 55,000.00	\$ 55,000.00	\$ 90,715.24	\$ 52,185.96	\$ 51,278.21
	Fees/Charges For Service	\$ 65,000.00	\$ 65,000.00	\$ 91,624.25	\$ 51,634.21	\$ 73,002.98
	Fines And Forfeitures	\$ 572,000.00	\$ 934,793.00	\$ 336,457.34	\$ 503,918.48	\$ 430,293.57
	Licenses And Permits	\$ 6,000.00	\$ 6,000.00	\$ 5,410.00	\$ 5,730.00	\$ 7,140.00
	Other Revenue	\$ 13,500.00	\$ 13,500.00	\$ 53,985.42	\$ 39,817.97	\$ 13,509.31
	Revenue Total	\$ 711,500.00	\$ 1,074,293.00	\$ 578,192.25	\$ 653,286.62	\$ 575,224.07
	Expense Total	\$ -	\$ -	\$ -	\$ -	\$ -
760	Police Revenue	\$ 711,500.00	\$ 1,074,293.00	\$ 578,192.25	\$ 653,286.62	\$ 575,224.07
761	Police Patrol					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 5,373,003.54	\$ 5,033,059.93	\$ 4,515,397.90	\$ 5,197,727.91	\$ 4,794,225.29
	Training & Education	\$ 61,000.00	\$ 70,000.00	\$ 44,831.70	\$ 58,718.55	\$ 50,391.80
	Supplies & Materials	\$ 133,217.00	\$ 127,900.00	\$ 93,230.04	\$ 88,380.33	\$ 116,005.16
	Contractual Services	\$ 359,029.20	\$ 354,223.75	\$ 260,846.75	\$ 501,792.00	\$ 241,587.02
	Capital Outlay	\$ -	\$ 207,789.00	\$ 188,023.30	\$ 190,941.75	\$ 186,430.00
	Other Expenditures	\$ 8,500.00	\$ 8,500.00	\$ 3,123.70	\$ 10,738.04	\$ 10,904.73
	Transfers To Other Funds	\$ 851,987.87	\$ 851,987.87	\$ 791,128.00	\$ 778,928.00	\$ 750,893.00
	Revenue Total	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 6,786,737.61	\$ 6,653,460.55	\$ 5,896,581.39	\$ 6,827,226.58	\$ 6,150,437.00
761	Police Patrol	\$ (6,786,737.61)	\$ (6,653,460.55)	\$ (5,896,581.39)	\$ (6,827,226.58)	\$ (6,150,437.00)

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
763	Special Services					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 1,115,988.43	\$ 1,334,402.44	\$ 1,290,951.46	\$ 1,394,773.18	\$ 1,260,106.43
	Training & Education	\$ 12,000.00	\$ 13,400.00	\$ 10,810.13	\$ 10,008.13	\$ 13,729.77
	Supplies & Materials	\$ 15,245.00	\$ 15,200.00	\$ 9,387.34	\$ 12,695.76	\$ 16,043.75
	Contractual Services	\$ 13,800.00	\$ 33,975.00	\$ 21,797.21	\$ 54,898.05	\$ 35,910.20
	Capital Outlay	\$ -	\$ -	\$ 17,168.00	\$ -	\$ -
	Other Expenditures	\$ 300.00	\$ 300.00	\$ 105.00	\$ 231.21	\$ 421.25
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 1,157,333.43	\$ 1,397,277.44	\$ 1,350,219.14	\$ 1,472,606.33	\$ 1,326,211.40
763	Special Services	\$ (1,157,333.43)	\$ (1,397,277.44)	\$ (1,350,219.14)	\$ (1,472,606.33)	\$ (1,326,211.40)
764	Police Records					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 528,112.17	\$ 497,378.34	\$ 426,616.46	\$ 517,013.96	\$ 468,380.60
	Training & Education	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -
	Supplies & Materials	\$ 7,900.00	\$ 6,400.00	\$ 5,854.16	\$ 7,632.92	\$ 2,631.79
	Contractual Services	\$ 14,224.40	\$ 16,484.40	\$ 12,674.40	\$ 18,446.08	\$ 2,478.97
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 100.00	\$ 100.00	\$ 987.15	\$ 63.96	\$ 298.56
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 551,336.57	\$ 521,362.74	\$ 446,132.17	\$ 543,156.92	\$ 473,789.92
764	Police Records	\$ (551,336.57)	\$ (521,362.74)	\$ (446,132.17)	\$ (543,156.92)	\$ (473,789.92)
766	Parking Enforcem					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 44,552.00	\$ 94,650.07	\$ 2,529.36	\$ 50,040.13	\$ 77,694.79
	Training & Education	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ -
	Supplies & Materials	\$ 5,000.00	\$ -	\$ 571.56	\$ 1,562.04	\$ 2,360.05
	Contractual Services	\$ 12,929.50	\$ 12,862.05	\$ 5,055.12	\$ 8,266.95	\$ 5,060.00
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ -	\$ -	\$ -	\$ 2,475.69	\$ -
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 65,481.50	\$ 110,512.12	\$ 8,156.04	\$ 62,344.81	\$ 85,114.84
766	Parking Enforcem	\$ (65,481.50)	\$ (110,512.12)	\$ (8,156.04)	\$ (62,344.81)	\$ (85,114.84)
793	Inspections					
	Fees/Charges For Service	\$ 25,440.00	\$ 25,400.00	\$ 12,744.76	\$ 19,838.84	\$ 33,919.51
	Fines And Forfeitures	\$ 2,000.00	\$ 2,000.00	\$ 1,380.00	\$ 4,100.70	\$ 3,747.79
	Licenses And Permits	\$ 160,050.00	\$ 147,500.00	\$ 158,668.70	\$ 143,532.50	\$ 176,136.00
	Other Revenue	\$ -	\$ -	\$ 5,222.74	\$ 7,010.59	\$ 18,922.70
	Personnel	\$ 512,243.38	\$ 493,606.57	\$ 489,039.85	\$ 406,094.34	\$ 465,114.97
	Training & Education	\$ 8,000.00	\$ 10,000.00	\$ 1,805.46	\$ 1,019.24	\$ 395.00
	Supplies & Materials	\$ 6,100.00	\$ 8,000.00	\$ 3,985.31	\$ 5,702.68	\$ 4,940.41
	Contractual Services	\$ 130,255.00	\$ 127,954.75	\$ 24,534.55	\$ 166,792.87	\$ 142,763.91
	Capital Outlay	\$ -	\$ -	\$ -	\$ 22,008.00	\$ -
	Other Expenditures	\$ 6,100.00	\$ 4,000.00	\$ 4,030.99	\$ 10,935.12	\$ 12,485.65
Revenue Total		\$ 187,490.00	\$ 174,900.00	\$ 178,016.20	\$ 174,482.63	\$ 232,726.00
Expense Total		\$ 662,698.38	\$ 643,561.32	\$ 523,396.16	\$ 612,552.25	\$ 625,699.94
793	Inspections	\$ (475,208.38)	\$ (468,661.32)	\$ (345,379.96)	\$ (438,069.62)	\$ (392,973.94)

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
990	General Operations					
	Taxes	\$ 19,608,608.00	\$ 19,503,000.00	\$ 15,432,912.99	\$ 18,294,989.76	\$ 18,079,901.19
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
	Fees/Charges For Service	\$ 603,512.00	\$ 588,000.00	\$ 619,933.38	\$ 611,678.96	\$ 578,931.44
	Fines And Forfeitures	\$ -	\$ -	\$ 5,991.86	\$ 6,108.56	\$ 5,601.50
	Investment Earnings	\$ 21,500.00	\$ 75,000.00	\$ 51,955.69	\$ 56,912.31	\$ 91,268.57
	Other Revenue	\$ 50,000.00	\$ 50,000.00	\$ 1,026,582.87	\$ 17,369.01	\$ 1,135,201.89
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers From Other Funds	\$ 1,025,296.04	\$ 779,827.00	\$ 878,407.81	\$ 1,586,352.32	\$ 554,371.98
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Supplies & Materials	\$ 3,670.00	\$ 2,000.00	\$ 2,409.58	\$ 471.94	\$ 2,262.47
	Contractual Services	\$ 473,220.00	\$ 321,500.00	\$ 294,163.01	\$ 397,988.60	\$ 315,851.29
	Capital Outlay	\$ 221,254.00	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 1,000.00	\$ 489,000.00	\$ 1,899.36	\$ 1,873.27	\$ 6,482.70
	Debt Service	\$ 935,541.88	\$ 625,850.00	\$ 616,177.61	\$ 1,019,086.38	\$ 827,117.86
	Transfers To Other Funds	\$ 228,746.00	\$ -	\$ -	\$ 927,867.43	\$ 355,323.44
	Revenue Total	\$ 21,308,916.04	\$ 20,995,827.00	\$ 18,015,784.60	\$ 20,573,410.92	\$ 20,445,276.57
	Expense Total	\$ 1,863,431.88	\$ 1,438,350.00	\$ 914,649.56	\$ 2,347,287.62	\$ 1,507,037.76
990	General Operations	\$ 19,445,484.16	\$ 19,557,477.00	\$ 17,101,135.04	\$ 18,226,123.30	\$ 18,938,238.81
100	General Fund	\$ 0.01	\$ (688,788.71)	\$ (822,022.39)	\$ (541,934.58)	\$ 380,480.57

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
208	Tourism					
208	Tourism					
	Taxes	\$ 195,000.00	\$ 182,000.00	\$ 155,360.17	\$ 154,714.16	\$ 178,246.37
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
	Fines And Forfeitures	\$ -	\$ -	\$ -	\$ 567.33	\$ 151.63
	Investment Earnings	\$ 1,075.00	\$ 500.00	\$ 88.30	\$ 1,318.38	\$ 386.84
	Other Revenue	\$ -	\$ -	\$ 3,185.00	\$ -	\$ -
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 23,866.05	\$ 30,461.38	\$ 6,134.25	\$ 4,519.82	\$ 25,319.88
	Training & Education	\$ 5,000.00	\$ -	\$ 2,437.90	\$ 2,649.28	\$ 100.00
	Supplies & Materials	\$ 500.00	\$ -	\$ 12.97	\$ 6.48	\$ 10.68
	Contractual Services	\$ 96,900.00	\$ 127,900.00	\$ 97,244.83	\$ 66,112.59	\$ 95,815.69
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 22,500.00	\$ 10,000.00	\$ 6,485.31	\$ 3,131.60	\$ 10,615.63
	Debt Service	\$ 104,753.91	\$ 96,461.52	\$ 96,461.52	\$ 96,461.52	\$ 96,461.52
Revenue Total		\$ 196,075.00	\$ 182,500.00	\$ 158,633.47	\$ 156,599.87	\$ 178,784.84
Expense Total		\$ 253,519.96	\$ 264,822.90	\$ 208,776.78	\$ 172,881.29	\$ 228,323.40
208	Tourism	\$ (57,444.96)	\$ (82,322.90)	\$ (50,143.31)	\$ (16,281.42)	\$ (49,538.56)
208	Tourism	\$ (57,444.96)	\$ (82,322.90)	\$ (50,143.31)	\$ (16,281.42)	\$ (49,538.56)
223	Solid Waste					
023	Garbage					
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
	Fees/Charges For Service	\$ 2,536,544.00	\$ 2,202,000.00	\$ 2,017,688.82	\$ 1,953,381.41	\$ 1,675,582.40
	Licenses And Permits	\$ 2,000.00	\$ 2,000.00	\$ 1,280.00	\$ 2,060.00	\$ 2,660.00
	Investment Earnings	\$ 4,000.00	\$ 4,000.00	\$ 3,063.02	\$ 4,694.42	\$ 1,858.35
	Other Revenue	\$ 25,000.00	\$ 25,000.00	\$ 35,411.05	\$ 30,353.87	\$ 31,458.49
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ 404,475.47	\$ 320,961.74
	Personnel	\$ 770,068.09	\$ 591,218.84	\$ 638,114.45	\$ 764,321.61	\$ 728,048.73
	Training & Education	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
	Supplies & Materials	\$ 143,800.00	\$ 133,600.00	\$ 101,507.57	\$ 142,116.12	\$ 119,077.19
	Contractual Services	\$ 688,585.00	\$ 680,084.95	\$ 637,894.10	\$ 644,971.42	\$ 748,186.50
	Capital Outlay	\$ 354,932.00	\$ 355,000.00	\$ 709,956.00	\$ -	\$ -
	Other Expenditures	\$ 6,000.00	\$ 4,400.00	\$ 6,516.57	\$ 128,135.13	\$ 113,432.95
	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers To Other Funds	\$ 130,842.61	\$ 149,488.00	\$ 162,641.09	\$ 193,095.37	\$ 177,105.22
Revenue Total		\$ 2,567,544.00	\$ 2,233,000.00	\$ 2,057,442.89	\$ 2,394,965.17	\$ 2,032,520.98
Expense Total		\$ 2,095,727.70	\$ 1,913,791.79	\$ 2,256,629.78	\$ 1,872,639.65	\$ 1,885,850.59
023	Garbage	\$ 471,816.30	\$ 319,208.21	\$ (199,186.89)	\$ 522,325.52	\$ 146,670.39
025	Yardwaste					
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Revenue	\$ -	\$ -	\$ -	\$ 60.00	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 386,120.81	\$ 198,819.99	\$ 144,980.30	\$ 211,505.38	\$ 203,472.73
	Training & Education	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -
	Supplies & Materials	\$ 21,250.00	\$ 20,350.00	\$ 18,610.82	\$ 24,135.34	\$ 21,120.14
	Contractual Services	\$ 102,994.15	\$ 112,994.15	\$ 97,547.34	\$ 105,789.78	\$ 96,401.99
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 500.00	\$ 500.00	\$ -	\$ 411.67	\$ 517.67
Revenue Total		\$ -	\$ -	\$ -	\$ 60.00	\$ -
Expense Total		\$ 511,864.96	\$ 333,664.14	\$ 261,138.46	\$ 341,842.17	\$ 321,512.53
025	Yardwaste	\$ (511,864.96)	\$ (333,664.14)	\$ (261,138.46)	\$ (341,782.17)	\$ (321,512.53)

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
026	Recycling					
	Intergovernmental	\$ 69,000.00	\$ 69,000.00	\$ 69,210.00	\$ 69,050.00	\$ 69,090.00
	Other Revenue	\$ 5,000.00	\$ 5,000.00	\$ 27,541.79	\$ 9,424.53	\$ 15,221.47
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 229,003.98	\$ 149,418.80	\$ 169,647.78	\$ 189,061.38	\$ 219,464.45
	Training & Education	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -
	Supplies & Materials	\$ 20,000.00	\$ 25,000.00	\$ 17,700.90	\$ 11,751.32	\$ 7,250.64
	Contractual Services	\$ 138,994.00	\$ 79,994.00	\$ 232,136.06	\$ 77,055.13	\$ 100,261.47
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ -	\$ -	\$ 1,022.98	\$ 881.27	\$ 602.86
	Revenue Total	\$ 74,000.00	\$ 74,000.00	\$ 96,751.79	\$ 78,474.53	\$ 84,311.47
	Expense Total	\$ 388,997.98	\$ 255,412.80	\$ 420,507.72	\$ 278,749.10	\$ 327,579.42
026	Recycling	\$ (314,997.98)	\$ (181,412.80)	\$ (323,755.93)	\$ (200,274.57)	\$ (243,267.95)
223	Solid Waste	\$ (355,046.64)	\$ (195,868.73)	\$ (784,081.28)	\$ (19,731.22)	\$ (418,110.09)
231	Sewerage					
029	Waste Water					
	Intergovernmental	\$ 4,400,000.00	\$ 4,400,000.00	\$ -	\$ 16,167.78	\$ -
	Fees/Charges For Service	\$ 7,757,564.00	\$ 6,658,564.00	\$ 6,445,448.44	\$ 6,956,938.40	\$ 5,048,171.47
	Licenses And Permits	\$ 8,500.00	\$ 8,500.00	\$ (570.00)	\$ 34,174.00	\$ 10,420.00
	Investment Earnings	\$ 101,000.00	\$ 35,500.00	\$ 390,669.53	\$ 435,097.91	\$ 63,292.68
	Other Revenue	\$ 15,000.00	\$ 16,000.00	\$ 23,456.08	\$ 25,568.78	\$ 4,745.97
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 342,499.89	\$ 155,517.94	\$ 121,367.55	\$ 125,980.41	\$ 158,271.12
	Training & Education	\$ 1,500.00	\$ -	\$ 1,788.35	\$ 700.92	\$ -
	Supplies & Materials	\$ 30,300.00	\$ 20,000.00	\$ 23,981.02	\$ 28,827.55	\$ 7,548.69
	Contractual Services	\$ 151,186.10	\$ 13,000.00	\$ 73,121.16	\$ 16,661.08	\$ 18,661.49
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 20,000.00	\$ 4,000.00	\$ 6,509.18	\$ 5,750.97	\$ 4,265.78
	Debt Service	\$ 2,998,914.00	\$ 3,001,654.05	\$ 2,474,668.67	\$ 894,833.85	\$ 816,712.74
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 12,282,064.00	\$ 11,118,564.00	\$ 6,859,004.05	\$ 7,467,946.87	\$ 5,126,630.12
	Expense Total	\$ 3,544,399.99	\$ 3,194,171.99	\$ 2,701,435.93	\$ 1,072,754.78	\$ 1,005,459.82
029	Waste Water	\$ 8,737,664.01	\$ 7,924,392.01	\$ 4,157,568.12	\$ 6,395,192.09	\$ 4,121,170.30
030	Sanitary Sewer					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 246,655.33	\$ 214,916.81	\$ 102,345.44	\$ 100,618.80	\$ 129,601.76
	Training & Education	\$ 500.00	\$ 500.00	\$ 204.20	\$ -	\$ -
	Supplies & Materials	\$ 17,000.00	\$ 11,000.00	\$ 18,104.13	\$ 2,057.88	\$ 8,989.02
	Contractual Services	\$ 748,274.00	\$ 723,674.00	\$ 265,290.23	\$ 203,946.39	\$ 223,122.61
	Capital Outlay	\$ 4,325,000.00	\$ 4,150,000.00	\$ 34,972.14	\$ 119,584.44	\$ 127,422.52
	Other Expenditures	\$ 650.00	\$ 15,000.00	\$ 3,935.50	\$ 1,956,616.00	\$ 1,886,851.00
	Transfers To Other Funds	\$ 125,000.00	\$ 125,000.00	\$ 137,984.55	\$ 151,741.47	\$ 135,751.28
	Revenue Total	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 5,463,079.33	\$ 5,240,090.81	\$ 562,836.19	\$ 2,534,564.98	\$ 2,511,738.19
030	Sanitary Sewer	\$ (5,463,079.33)	\$ (5,240,090.81)	\$ (562,836.19)	\$ (2,534,564.98)	\$ (2,511,738.19)

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
031	Wastewater Treatment Plant					
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 862,388.23	\$ 669,868.76	\$ 574,492.91	\$ 641,960.12	\$ 615,518.83
	Training & Education	\$ 2,000.00	\$ 2,000.00	\$ 582.54	\$ 220.00	\$ 110.00
	Supplies & Materials	\$ 126,250.00	\$ 120,650.00	\$ 75,697.29	\$ 108,633.49	\$ 96,367.08
	Contractual Services	\$ 597,179.65	\$ 577,179.65	\$ 450,497.71	\$ 579,550.03	\$ 585,442.74
	Capital Outlay	\$ 50,000.00	\$ -	\$ 70.97	\$ -	\$ 6,505.61
	Other Expenditures	\$ 1,500.00	\$ 1,500.00	\$ 1,177.30	\$ 377.69	\$ 706.00
	Transfers To Other Funds	\$ 225,000.00	\$ 125,000.00	\$ 99,807.40	\$ 108,135.00	\$ 108,135.00
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 1,864,317.88	\$ 1,496,198.41	\$ 1,202,326.12	\$ 1,438,876.33	\$ 1,412,785.26
031	Wastewater Treatment Plant	\$ (1,864,317.88)	\$ (1,496,198.41)	\$ (1,202,326.12)	\$ (1,438,876.33)	\$ (1,412,785.26)
231	Sewerage	\$ 1,410,266.80	\$ 1,188,102.79	\$ 2,392,405.81	\$ 2,421,750.78	\$ 196,646.85
232	Storm Water					
232	Storm Water					
	Fees/Charges For Service	\$ 1,000.00	\$ -	\$ 100.00	\$ 140.00	\$ 1,110.00
	Other Revenue	\$ 800,000.00	\$ 1,300,000.00	\$ 1,913,363.28	\$ -	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 211,443.49	\$ 208,456.51	\$ 147,245.99	\$ 195,288.31	\$ 188,843.34
	Training & Education	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -
	Supplies & Materials	\$ 3,000.00	\$ 1,000.00	\$ 2,072.83	\$ 1,175.91	\$ 1,608.86
	Contractual Services	\$ 116,309.00	\$ 147,604.00	\$ 47,130.45	\$ 119,645.60	\$ 100,667.77
	Capital Outlay	\$ 855,000.00	\$ 1,450,000.00	\$ 562,422.17	\$ 36,300.00	\$ 58,282.57
	Other Expenditures	\$ 2,000.00	\$ 2,000.00	\$ 1,986.29	\$ 2,078.06	\$ 2,021.68
	Debt Service	\$ 212,141.88	\$ 100,000.00	\$ 37,915.63	\$ -	\$ -
	Transfers To Other Funds	\$ 15,935.00	\$ 30,339.00	\$ 55,593.10	\$ 57,324.00	\$ 57,324.00
Revenue Total		\$ 801,000.00	\$ 1,300,000.00	\$ 1,913,463.28	\$ 140.00	\$ 1,110.00
Expense Total		\$ 1,416,329.37	\$ 1,939,899.51	\$ 854,366.46	\$ 411,811.88	\$ 408,748.22
232	Storm Water	\$ (615,329.37)	\$ (639,899.51)	\$ 1,059,096.82	\$ (411,671.88)	\$ (407,638.22)
232	Storm Water	\$ (615,329.37)	\$ (639,899.51)	\$ 1,059,096.82	\$ (411,671.88)	\$ (407,638.22)
240	Motor Fuel					
240	Motor Fuel					
	Taxes	\$ 880,000.00	\$ 875,000.00	\$ 734,057.42	\$ 864,163.30	\$ 872,086.42
	Intergovernmental	\$ -	\$ -	\$ 95,953.96	\$ 280.94	\$ 2,435.64
	Fees/Charges For Service	\$ -	\$ -	\$ -	\$ -	\$ -
	Fines And Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -
	Investment Earnings	\$ 42,500.00	\$ 21,000.00	\$ 32,159.01	\$ 8,999.61	\$ 22,340.34
	Other Revenue	\$ -	\$ -	\$ 1,800.00	\$ 848.06	\$ 442.93
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ 861.70
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ 45,846.93
	Contractual Services	\$ 70,000.00	\$ 940,000.00	\$ 247,362.59	\$ 188,721.56	\$ 866,420.40
	Capital Outlay	\$ 850,000.00	\$ 1,100,000.00	\$ 968,926.59	\$ -	\$ 199,087.39
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 15.00
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total		\$ 922,500.00	\$ 896,000.00	\$ 863,970.39	\$ 874,291.91	\$ 898,167.03
Expense Total		\$ 920,000.00	\$ 2,040,000.00	\$ 1,216,289.18	\$ 188,721.56	\$ 1,111,369.72
240	Motor Fuel	\$ 2,500.00	\$ (1,144,000.00)	\$ (352,318.79)	\$ 685,570.35	\$ (213,202.69)
240	Motor Fuel	\$ 2,500.00	\$ (1,144,000.00)	\$ (352,318.79)	\$ 685,570.35	\$ (213,202.69)

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
261	HUD					
261	Hud Administration					
	Intergovernmental	\$ 256,416.74	\$ 125,043.65	\$ 139,053.56	\$ 187,756.51	\$ 106,098.05
	Fees/Charges For Service	\$ -	\$ -	\$ -	\$ -	\$ -
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	\$ (1,985.72)
	Other Revenue	\$ -	\$ -	\$ -	\$ 58,116.17	\$ 1,816.65
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 72,058.94	\$ 56,589.84	\$ 60,284.07	\$ 65,296.89	\$ 66,282.51
	Training & Education	\$ 3,182.00	\$ 5,500.00	\$ 220.02	\$ 2,080.87	\$ 2,257.05
	Supplies & Materials	\$ 800.00	\$ 909.25	\$ 304.15	\$ 431.98	\$ 786.62
	Contractual Services	\$ 179,575.36	\$ 60,644.56	\$ 1,254.51	\$ 91,900.95	\$ 41,676.11
	Capital Outlay	\$ -	\$ -	\$ -	\$ 116,171.91	\$ -
	Other Expenditures	\$ 800.00	\$ 1,400.00	\$ 118.71	\$ 1,228.82	\$ 62,925.48
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 256,416.74	\$ 125,043.65	\$ 139,053.56	\$ 245,872.68	\$ 105,928.98
	Expense Total	\$ 256,416.30	\$ 125,043.65	\$ 62,181.46	\$ 277,111.42	\$ 173,927.77
261	Hud Administration	\$ 0.44	\$ -	\$ 76,872.10	\$ (31,238.74)	\$ (67,998.79)
263	Hud Rehab					
	Intergovernmental	\$ 419,199.54	\$ 233,956.35	\$ 345,468.14	\$ 142,138.27	\$ 155,330.94
	Investment Earnings	\$ -	\$ -	\$ 798.83	\$ 591.60	\$ 2,507.87
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 84,590.93	\$ 78,156.50	\$ 60,306.49	\$ 65,296.15	\$ 64,734.38
	Training & Education	\$ -	\$ 1,250.00	\$ -	\$ -	\$ -
	Supplies & Materials	\$ 500.00	\$ 1,350.00	\$ 30.24	\$ 155.24	\$ 233.89
	Contractual Services	\$ 332,358.61	\$ 153,199.85	\$ 304,761.90	\$ 97,977.58	\$ 101,974.54
	Other Expenditures	\$ -	\$ -	\$ -	\$ 161.04	\$ -
	Revenue Total	\$ 419,199.54	\$ 233,956.35	\$ 346,266.97	\$ 142,729.87	\$ 157,838.81
	Expense Total	\$ 417,449.54	\$ 233,956.35	\$ 365,098.63	\$ 163,590.01	\$ 166,942.81
263	Hud Rehab	\$ 1,750.00	\$ -	\$ (18,831.66)	\$ (20,860.14)	\$ (9,104.00)
265	Hud EDFAP2					
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
	Fees/Charges For Service	\$ -	\$ -	\$ -	\$ -	\$ -
	Investment Earnings	\$ -	\$ -	\$ 262.98	\$ 341.28	\$ 492.77
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ -	\$ -	\$ 262.98	\$ 341.28	\$ 492.77
	Expense Total	\$ -	\$ -	\$ -	\$ -	\$ -
265	Hud EDFAP2	\$ -	\$ -	\$ 262.98	\$ 341.28	\$ 492.77
261	HUD	\$ 1,750.44	\$ -	\$ 58,303.42	\$ (51,757.60)	\$ (76,610.02)
270	TIF CBD					
270	TIF CBD					
	Taxes	\$ 505,000.00	\$ 505,000.00	\$ 497,399.86	\$ 490,215.48	\$ 499,336.14
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
	Investment Earnings	\$ 35,000.00	\$ 35,000.00	\$ 1,362.27	\$ 21,867.48	\$ 5,904.65
	Other Revenue	\$ -	\$ -	\$ 550.00	\$ -	\$ 400.00
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 208,518.43	\$ -	\$ 25,741.58	\$ -	\$ -
	Training & Education	\$ 1,000.00	\$ 1,000.00	\$ 918.13	\$ -	\$ 350.00
	Supplies & Materials	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -
	Contractual Services	\$ 847,450.00	\$ 347,450.00	\$ 15,038.83	\$ 7,391.50	\$ 888,503.75
	Capital Outlay	\$ 144,100.00	\$ 209,100.00	\$ 110,194.97	\$ 43,261.90	\$ 78,701.03
	Other Expenditures	\$ 62,150.00	\$ 62,150.00	\$ 3,503.11	\$ 45,921.38	\$ 56,281.16
	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers To Other Funds	\$ 30,186.42	\$ -	\$ 274,318.90	\$ -	\$ -
	Capital Expense	\$ -	\$ -	\$ -	\$ 115,545.60	\$ -

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
Revenue Total		\$ 540,000.00	\$ 540,000.00	\$ 499,312.13	\$ 512,082.96	\$ 505,640.79
Expense Total		\$ 1,293,554.85	\$ 619,850.00	\$ 429,715.52	\$ 212,120.38	\$ 1,023,835.94
270	TIF CBD	\$ (753,554.85)	\$ (79,850.00)	\$ 69,596.61	\$ 299,962.58	\$ (518,195.15)
270	TIF CBD	\$ (753,554.85)	\$ (79,850.00)	\$ 69,596.61	\$ 299,962.58	\$ (518,195.15)
273	Tif SIPCA					
273	Tif SIPCA					
	Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ 237,150.00	\$ -	\$ -
	Contractual Services	\$ -	\$ -	\$ 43,641.10	\$ -	\$ 7,500.00
	Other Expenditures	\$ 15,000.00	\$ -	\$ 728.16	\$ -	\$ 653.48
Revenue Total		\$ -	\$ -	\$ 237,150.00	\$ -	\$ -
Expense Total		\$ 15,000.00	\$ -	\$ 44,369.26	\$ -	\$ 8,153.48
273	Tif SIPCA	\$ (15,000.00)	\$ -	\$ 192,780.74	\$ -	\$ (8,153.48)
273	Tif SIPCA	\$ (15,000.00)	\$ -	\$ 192,780.74	\$ -	\$ (8,153.48)
445	Capital Projects					
041	Capital Projects					
	Investment Earnings	\$ 15,000.00	\$ 15,000.00	\$ 15.19	\$ 2,684.99	\$ 36,275.16
	Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ 7,200.00
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 195,959.60
	Capital Expense	\$ 913,000.00	\$ 5,818,250.00	\$ 1,153,530.14	\$ 5,304,343.31	\$ 10,318,464.73
	Capital Revenue	\$ 883,000.00	\$ 9,014,720.51	\$ 191,850.47	\$ 257,863.80	\$ 298,911.70
Revenue Total		\$ 898,000.00	\$ 9,029,720.51	\$ 191,865.66	\$ 260,548.79	\$ 335,186.86
Expense Total		\$ 913,000.00	\$ 5,818,250.00	\$ 1,153,530.14	\$ 5,304,343.31	\$ 10,521,624.33
041	Capital Projects	\$ (15,000.00)	\$ 3,211,470.51	\$ (961,664.48)	\$ (5,043,794.52)	\$ (10,186,437.47)
042	Velde Drive Project					
	Capital Expense	\$ -	\$ -	\$ 15,601.00	\$ -	\$ -
	Capital Revenue	\$ -	\$ -	\$ 100,090.00	\$ 89,959.60	\$ -
Revenue Total		\$ -	\$ -	\$ 100,090.00	\$ 89,959.60	\$ -
Expense Total		\$ -	\$ -	\$ 15,601.00	\$ -	\$ -
042	Velde Drive Project	\$ -	\$ -	\$ 84,489.00	\$ 89,959.60	\$ -
445	Capital Projects	\$ (15,000.00)	\$ 3,211,470.51	\$ (877,175.48)	\$ (4,953,834.92)	\$ (10,186,437.47)

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
501	School Bus					
501	School Bus					
	Fees/Charges For Service	\$ 4,994,959.40	\$ 4,796,989.00	\$ 3,798,352.99	\$ 4,921,448.31	\$ 4,181,838.74
	Fines And Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -
	Investment Earnings	\$ 6,050.00	\$ 10,000.00	\$ 347.06	\$ 10,007.87	\$ 2,041.66
	Other Revenue	\$ -	\$ -	\$ 1,269.77	\$ 322,533.43	\$ 7,169.11
	Personnel	\$ 2,914,331.03	\$ 2,938,306.22	\$ 2,592,936.72	\$ 2,890,509.28	\$ 2,707,696.79
	Training & Education	\$ 12,000.00	\$ -	\$ 3,934.97	\$ 13,236.26	\$ 8,571.44
	Supplies & Materials	\$ 277,150.00	\$ 312,150.00	\$ 207,665.24	\$ 264,873.70	\$ 262,693.90
	Contractual Services	\$ 348,677.40	\$ 294,533.25	\$ 348,592.08	\$ 286,423.10	\$ 235,393.37
	Capital Outlay	\$ 880,010.00	\$ 910,000.00	\$ 811,120.00	\$ 884,371.16	\$ 707,274.21
	Other Expenditures	\$ 12,000.00	\$ 3,000.00	\$ 12,338.72	\$ 159,446.45	\$ 186,552.62
	Transfers To Other Funds	\$ 367,169.00	\$ 310,000.00	\$ 255,638.70	\$ 1,068,556.48	\$ 68,556.48
	Revenue Total	\$ 5,001,009.40	\$ 4,806,989.00	\$ 3,799,969.82	\$ 5,253,989.61	\$ 4,191,049.51
	Expense Total	\$ 4,811,337.43	\$ 4,767,989.47	\$ 4,232,226.43	\$ 5,567,416.43	\$ 4,176,738.81
501	School Bus	\$ 189,671.97	\$ 38,999.53	\$ (432,256.61)	\$ (313,426.82)	\$ 14,310.70
501	School Bus	\$ 189,671.97	\$ 38,999.53	\$ (432,256.61)	\$ (313,426.82)	\$ 14,310.70
525	Airport					
525	Airport					
	Intergovernmental	\$ 40,000.00	\$ 40,000.00	\$ 40,191.33	\$ 65,264.47	\$ 172,831.96
	Fees/Charges For Service	\$ 186,560.00	\$ 157,700.00	\$ 153,976.20	\$ 173,482.19	\$ 183,036.46
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Revenue	\$ 31,272.50	\$ 13,414.50	\$ 13,303.76	\$ 34,821.47	\$ 19,196.28
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 110,203.64	\$ 89,040.76	\$ 83,507.09	\$ 84,428.05	\$ 82,949.66
	Training & Education	\$ -	\$ -	\$ -	\$ 2,339.90	\$ 2,075.63
	Supplies & Materials	\$ 86,300.00	\$ 87,250.00	\$ 81,821.74	\$ 118,203.52	\$ 112,080.92
	Contractual Services	\$ 92,143.00	\$ 109,391.85	\$ 91,658.88	\$ 102,103.56	\$ 81,830.27
	Capital Outlay	\$ 57,875.42	\$ 137,186.42	\$ 126,360.57	\$ 24,106.78	\$ 9,980.00
	Other Expenditures	\$ 1,250.00	\$ 1,000.00	\$ 140.60	\$ 46,965.28	\$ 46,324.00
	Debt Service	\$ -	\$ -	\$ -	\$ 697.12	\$ -
	Transfers To Other Funds	\$ 10,000.00	\$ 10,000.00	\$ 8,393.40	\$ -	\$ -
	Revenue Total	\$ 257,832.50	\$ 211,114.50	\$ 207,471.29	\$ 273,568.13	\$ 375,064.70
	Expense Total	\$ 357,772.06	\$ 433,869.03	\$ 391,882.28	\$ 378,844.21	\$ 335,240.48
525	Airport	\$ (99,939.56)	\$ (222,754.53)	\$ (184,410.99)	\$ (105,276.08)	\$ 39,824.22
525	Airport	\$ (99,939.56)	\$ (222,754.53)	\$ (184,410.99)	\$ (105,276.08)	\$ 39,824.22
570	Economic Development					
570	Economic Development					
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
	Investment Earnings	\$ 163,000.00	\$ 308,000.00	\$ 320,632.45	\$ 306,458.39	\$ 179,653.83
	Other Revenue	\$ -	\$ -	\$ -	\$ 1,175.00	\$ 124,536.03
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 47,893.32	\$ 83,510.38	\$ 57,088.33	\$ 31,512.76	\$ 77,091.48
	Training & Education	\$ 3,000.00	\$ -	\$ 1,797.00	\$ 1,723.83	\$ 4,245.17
	Supplies & Materials	\$ -	\$ -	\$ 605.64	\$ 708.41	\$ 171.28
	Contractual Services	\$ 53,087.60	\$ 1,565.55	\$ 60,764.30	\$ 66,458.64	\$ 124,226.34
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ 1,000.00	\$ -	\$ 3,590.03	\$ 3,633.14	\$ 4,743.73
	Debt Service	\$ 35,980.00	\$ 431,755.56	\$ 773,551.71	\$ 123,149.81	\$ 57,500.55
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 163,000.00	\$ 308,000.00	\$ 320,632.45	\$ 307,633.39	\$ 304,189.86
	Expense Total	\$ 140,960.92	\$ 516,831.49	\$ 897,397.01	\$ 227,186.59	\$ 267,978.55
570	Economic Development	\$ 22,039.08	\$ (208,831.49)	\$ (576,764.56)	\$ 80,446.80	\$ 36,211.31
570	Economic Development	\$ 22,039.08	\$ (208,831.49)	\$ (576,764.56)	\$ 80,446.80	\$ 36,211.31

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
695	Insurance					
092	Section 125					
	Investment Earnings	\$ -	\$ -	\$ 82.65	\$ 49.35	\$ 46.20
	Other Revenue	\$ -	\$ -	\$ 57,921.38	\$ 67,705.00	\$ 66,328.79
	Contractual Services	\$ -	\$ -	\$ 39,010.28	\$ 62,797.08	\$ 65,316.38
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total		\$ -	\$ -	\$ 58,004.03	\$ 67,754.35	\$ 66,374.99
Expense Total		\$ -	\$ -	\$ 39,010.28	\$ 62,797.08	\$ 65,316.38
092	Section 125	\$ -	\$ -	\$ 18,993.75	\$ 4,957.27	\$ 1,058.61
093	Liability Insurance					
	Investment Earnings	\$ -	\$ -	\$ 14.25	\$ -	\$ -
	Other Revenue	\$ -	\$ -	\$ 14,256.26	\$ -	\$ -
	Transfers From Other Funds	\$ 533,208.17	\$ 467,762.40	\$ 475,519.80	\$ 470,827.01	\$ -
	Training & Education	\$ -	\$ -	\$ -	\$ -	\$ -
	Contractual Services	\$ 536,368.00	\$ 402,183.00	\$ 439,467.83	\$ (22,224.19)	\$ 3,451.68
Revenue Total		\$ 533,208.17	\$ 467,762.40	\$ 489,790.31	\$ 470,827.01	\$ -
Expense Total		\$ 536,368.00	\$ 402,183.00	\$ 439,467.83	\$ (22,224.19)	\$ 3,451.68
093	Liability Insurance	\$ (3,159.83)	\$ 65,579.40	\$ 50,322.48	\$ 493,051.20	\$ (3,451.68)
094	Work Comp					
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Revenue	\$ -	\$ -	\$ 321,690.66	\$ 8,922.42	\$ 2,941.90
	Transfers From Other Funds	\$ 716,342.00	\$ 578,386.00	\$ 982,619.63	\$ 982,619.63	\$ 1,339,545.98
	Contractual Services	\$ 580,000.00	\$ 578,386.00	\$ 727,236.71	\$ 1,749,957.54	\$ 1,274,487.34
	Other Expenditures	\$ -	\$ -	\$ -	\$ 2,017.25	\$ -
Revenue Total		\$ 716,342.00	\$ 578,386.00	\$ 1,304,310.29	\$ 991,542.05	\$ 1,342,487.88
Expense Total		\$ 580,000.00	\$ 578,386.00	\$ 727,236.71	\$ 1,751,974.79	\$ 1,274,487.34
094	Work Comp	\$ 136,342.00	\$ -	\$ 577,073.58	\$ (760,432.74)	\$ 68,000.54
095	Medical					
	Investment Earnings	\$ -	\$ -	\$ 1,597.18	\$ 1,013.92	\$ 668.23
	Other Revenue	\$ -	\$ -	\$ 32,070.57	\$ 3,217.96	\$ 2,347.27
	Transfers From Other Funds	\$ 4,582,814.19	\$ 4,115,095.00	\$ 4,273,718.95	\$ 4,204,361.32	\$ 3,853,897.32
	Training & Education	\$ -	\$ -	\$ -	\$ -	\$ -
	Contractual Services	\$ 3,747,637.88	\$ 4,577,704.75	\$ 2,925,163.44	\$ 4,623,646.34	\$ 3,980,894.79
	Other Expenditures	\$ 320,800.00	\$ 112,700.00	\$ 52,300.87	\$ 56,012.76	\$ 132,136.83
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total		\$ 4,582,814.19	\$ 4,115,095.00	\$ 4,307,386.70	\$ 4,208,593.20	\$ 3,856,912.82
Expense Total		\$ 4,068,437.88	\$ 4,690,404.75	\$ 2,977,464.31	\$ 4,679,659.10	\$ 4,113,031.62
095	Medical	\$ 514,376.31	\$ (575,309.75)	\$ 1,329,922.39	\$ (471,065.90)	\$ (256,118.80)
695	Insurance	\$ 647,558.48	\$ (509,730.35)	\$ 1,976,312.20	\$ (733,490.17)	\$ (190,511.33)

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BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
699	Vehicle Maintenance					
069	City Vehicle Maintenance					
	Fees/Charges For Service	\$ 1,010,575.00	\$ 652,000.00	\$ 644,312.47	\$ 501,560.37	\$ 478,141.26
	Investment Earnings	\$ -	\$ -	\$ 24.35	\$ -	\$ -
	Other Revenue	\$ -	\$ -	\$ 406.70	\$ 403.50	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ 523,391.96	\$ -
	Personnel	\$ 565,013.33	\$ 650,253.77	\$ 379,328.49	\$ 20,155.83	\$ 33,466.61
	Training & Education	\$ -	\$ -	\$ 130.54	\$ -	\$ -
	Supplies & Materials	\$ 695,730.00	\$ 693,330.00	\$ 322,711.44	\$ 449,361.04	\$ 473,657.56
	Contractual Services	\$ 25,257.00	\$ 20,757.40	\$ 57,671.17	\$ 1,884.65	\$ 122.89
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ -	\$ -	\$ -	\$ 3,479.00	\$ 3,479.00
	Revenue Total	\$ 1,010,575.00	\$ 652,000.00	\$ 644,743.52	\$ 1,025,355.83	\$ 478,141.26
	Expense Total	\$ 1,286,000.33	\$ 1,364,341.17	\$ 759,841.64	\$ 474,880.52	\$ 510,726.06
069	City Vehicle Maintenance	\$ (275,425.33)	\$ (712,341.17)	\$ (115,098.12)	\$ 550,475.31	\$ (32,584.80)
070	Tazewell Co Vehicle Maint					
	Fees/Charges For Service	\$ 44,000.00	\$ 44,000.00	\$ 17,573.87	\$ 46,944.34	\$ 45,343.92
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ -	\$ -	\$ 3,603.00	\$ 10,272.62	\$ 12,535.56
	Supplies & Materials	\$ -	\$ -	\$ 6,203.29	\$ 34,328.71	\$ 49,430.31
	Contractual Services	\$ -	\$ -	\$ 6,149.77	\$ 5,834.15	\$ 10,521.91
	Revenue Total	\$ 44,000.00	\$ 44,000.00	\$ 17,573.87	\$ 46,944.34	\$ 45,343.92
	Expense Total	\$ -	\$ -	\$ 15,956.06	\$ 50,435.48	\$ 72,487.78
070	Tazewell Co Vehicle Maint	\$ 44,000.00	\$ 44,000.00	\$ 1,617.81	\$ (3,491.14)	\$ (27,143.86)
699	Vehicle Maintenance	\$ (231,425.33)	\$ (668,341.17)	\$ (113,480.31)	\$ 546,984.17	\$ (59,728.66)
800	General Long Term Debt					
800	Long Term Debt					
	Taxes	\$ -	\$ 402,000.00	\$ 403,121.00	\$ -	\$ -
	Investment Earnings	\$ -	\$ -	\$ 49.54	\$ -	\$ -
	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
	Debt Service	\$ -	\$ 402,000.00	\$ 312,100.00	\$ -	\$ -
	Transfers To Other Funds	\$ -	\$ -	\$ 91,070.54	\$ -	\$ -
	Revenue Total	\$ -	\$ 402,000.00	\$ 403,170.54	\$ -	\$ -
	Expense Total	\$ -	\$ 402,000.00	\$ 403,170.54	\$ -	\$ -

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

BUDGET SUMMARY BY FUND

Proposed FY 2018-19

Account Number	Description	Proposed 2019	FY 2018 Budget	FY 2018 YTD	FY 2017	FY 2016
924	Library					
924	Library					
	Taxes	\$ 1,212,425.00	\$ 1,182,490.00	\$ 1,165,682.51	\$ 1,156,499.91	\$ 1,125,133.55
	Intergovernmental	\$ 42,466.00	\$ 41,366.00	\$ 29,079.19	\$ 66,184.59	\$ 48,749.35
	Fees/Charges For Service	\$ 41,300.00	\$ 34,900.00	\$ 39,953.09	\$ 38,726.08	\$ 22,912.67
	Fines And Forfeitures	\$ 13,000.00	\$ 12,800.00	\$ 11,187.93	\$ 12,977.76	\$ 12,602.52
	Investment Earnings	\$ 3,100.00	\$ 4,450.00	\$ 4,839.67	\$ 3,460.91	\$ 10,246.87
	Other Revenue	\$ 15,000.00	\$ 16,000.00	\$ 12,076.95	\$ 21,550.34	\$ 41,415.24
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Personnel	\$ 877,005.00	\$ 860,925.00	\$ 765,018.10	\$ 832,689.62	\$ 807,081.58
	Supplies & Materials	\$ 197,215.00	\$ 188,205.00	\$ 157,933.67	\$ 95,954.63	\$ 86,382.68
	Contractual Services	\$ 170,140.00	\$ 162,345.00	\$ 172,658.27	\$ 162,887.30	\$ 194,131.92
	Capital Outlay	\$ 550.00	\$ 550.00	\$ 5,263.41	\$ 1,500.00	\$ -
	Other Expenditures	\$ 67,381.00	\$ 64,981.00	\$ 64,963.56	\$ 359,007.85	\$ 307,732.67
	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers To Other Funds	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -
	Revenue Total	\$ 1,327,291.00	\$ 1,292,006.00	\$ 1,262,819.34	\$ 1,299,399.59	\$ 1,261,060.20
	Expense Total	\$ 1,327,291.00	\$ 1,292,006.00	\$ 1,180,837.01	\$ 1,452,039.40	\$ 1,395,328.85
924	Library	\$ -	\$ -	\$ 81,982.33	\$ (152,639.81)	\$ (134,268.65)
924	Library	\$ -	\$ -	\$ 81,982.33	\$ (152,639.81)	\$ (134,268.65)
941	Police Pension					
941	Police Pension	\$ 1,907,310.00				
941	Police Pension					
	Contractual Services	\$ -	\$ -	\$ -	\$ 10,493.00	\$ 7,857.00
	Other Expenditures	\$ -	\$ -	\$ -	\$ 3,098.77	\$ 1,729.80
	Police Pension	\$ 1,907,310.00	\$ -	\$ (2,109,857.56)	\$ (2,445,068.97)	\$ 911,109.70
	Revenue Total	\$ 1,907,310.00	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 1,907,310.00	\$ -	\$ (2,109,857.56)	\$ (2,431,477.20)	\$ 920,696.50
941	Police Pension	-	\$ -	\$ (2,109,857.56)	\$ (2,431,477.20)	\$ 920,696.50
941	Police Pension	\$ -	\$ -	\$ (2,109,857.56)	\$ (2,431,477.20)	\$ 920,696.50
944	Fire Pension					
944	Fire Pension					
	Fire Pension Revenue	\$ 3,295,373.00	\$ -	\$ 3,290,221.59	\$ 5,159,181.20	\$ 2,403,644.41
	Fire Pension Expense	\$ 3,295,373.00	\$ -	\$ 3,319,928.16	\$ 3,559,192.78	\$ 3,440,646.13
	Revenue Total	\$ 3,295,373.00	\$ -	\$ 3,290,221.59	\$ 5,159,181.20	\$ 2,403,644.41
	Expense Total	\$ 3,295,373.00	\$ -	\$ 3,319,928.16	\$ 3,559,192.78	\$ 3,440,646.13
944	Fire Pension	\$ -	\$ -	\$ (29,706.57)	\$ 1,599,988.42	\$ (1,037,001.72)
944	Fire Pension	\$ -	\$ -	\$ (29,706.57)	\$ 1,599,988.42	\$ (1,037,001.72)
	Revenue Total	\$ 61,285,925.42	\$ 61,658,457.41	\$ 51,607,166.47	\$ 56,030,744.38	\$ 48,064,483.83
	Expense Total	\$ 61,154,879.35	\$ 62,077,271.97	\$ 47,742,176.18	\$ 55,053,453.92	\$ 61,549,078.50

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Department Narratives (48 pages)



Administrative Services

Under the Pillar of: Efficient Government

To deliver effectively the services that Pekin's residents want, need & are willing to support

Fund 100-001 Administration

Includes: Mayor, Council and City Manager

The Administrative Department consists of the legislative arm of the City which creates the policy and vision for the municipality with the City Manager managing the day to day operations to implement the policies and vision the City Council has set in place via formal action.

Personnel:

- Mayor and Six Council Members
- City Manager
- Assistant City Manager

Budget Highlights:

- FY16-17 includes 50% salary with benefits for City Manager
- FY16-17 includes 50% salary with benefits for Director position at the discretion of the new City Manager

Fund 100-003 Legal Services

Includes: Legal Services

Currently this department funds legal services which are provided by Eliff, Dancy & Bosich. Within the FY16-17 budget year, the City will solicit request for services for attorney firms and explore the option of in house legal services. Corporation Counsel attends all council meetings, liquor commission, planning & zoning commission and zoning board of appeals meetings regularly as well as other meetings upon request. They also attend hearings and court proceedings on behalf of the City.

Personnel:

- Currently no personnel; however the firm utilizes 3 attorneys and two legal secretaries in completion of City business. The request for services will review the possibility of in house legal personnel within this budget year

Budget Highlights:

- Includes \$210,000 to Corporation Counsel
- \$130,000 legal fees for other firm/attorney fees for specialized services such as labor negotiations (i.e. police contract)

Fund 100-004 City Clerk

Includes: 2 personnel as the keeper of City records

The City Clerk is an appointed positions and FY 17-18 also provided for the Deputy City Clerk position.

The City Clerk maintains all official documents for the City including ordinances, resolutions, contracts and development agreements. The City Clerk also serves as the FOIA agent and responds to up to 250 requests for information annually. City licenses are issued by the City Clerk for liquor, video gaming, raffle, merchant and amusement licenses to name a few. The City Clerk is responsible for distribution of the Council Agenda and Packets and fully implemented the Minute Traq program in FY 17-18 to enhance availability of documents internally and for the public.

Personnel:

- City Clerk
- Deputy City Clerk

Budget Highlights :

- Includes required advertisements and updated legal notifications and resource books
- Codification of City Code in FY 18-19 and is a multi-year project

Fund 100-005, 100-006 and 695

Includes: Human Resources, Finance and Insurance

The Human Resources Department is both a service and advisory department. In the advisory capacity, the HR Director advises managers, supervisors and employees through education, development, influence, fact gathering, problem diagnosis, and providing solutions all with the overarching good of the City of Pekin in mind. The Human Resources director assists in negotiating and administering collective bargaining agreements, handling grievances, and/or discipline. In the advisory capacity staying abreast of federal, state, and regulatory rules and legislation is vital to guarantee all employees and applicants are treated fairly and equally. FY 17-18 implemented the Benefits Coordinator position, to assist employees with health insurance, pensions and other city benefits as well entering new employee information into the system and serving as back up for payroll processing.

The Human Resources Department serves a diverse customer base: City Council, City Manager, managers and supervisors, employees, peers, other departments, legal and regulatory agencies, vendors, applicants, retirees and families of employees as well as other municipalities. The services provided by the human resources director include benefits administration; recruitment, testing and employee training; employee recognition; implementation of the wellness program; employee communications and employee records retention. Human resources develops and maintains the salary and performance review schedules and plans, provides the personnel budget and levy information annually.

Includes: Finance and Risk Management

The Finance Department is the “keeper of the books”. The General Ledger consists of 24 Funds, 53 Departments and several thousand line items. This department runs on annual, monthly, quarterly and bi-weekly deadlines.

Monthly journal entries are done to allocate the departmental costs of fuel and postage, book the split in local gas tax, book the departmental transfers, credit card fees and airport fuel sales. Eleven bank accounts are reconciled.

Bi-weekly, payroll processing and accounts payable is completed. Payroll processing includes more than 80 deduction options and includes tracking police and fire anniversary raises, adding new employees and monthly and quarterly reporting to state and federal agencies. The timesheets are checked for accuracy and checks processed for more than 340 employees. The City processes TPCCC payroll and proposes in the FY 18-19 budget to also process payroll for the new TC3 consolidated 911 dispatch organization. Employee W2's, and 1099's for the Fire Pensioners are processed and uploaded to the IRS and state. Employee wage rates change according to union contracts.



The City budget is tackled annually. The Balance Sheet is checked and reconciled to various backup information. All of that is collected and printed for the outside auditor. MFT bank statements, invoices and reports are gathered for the MFT audit. Information is gathered for other smaller audits from time to time, as well.

Work Comp and Liability Insurance is handled in Finance. Work Comp reports are written on the department level and submitted to Finance. The report typed into the provided computer system. Communication with the adjusters and attorneys is necessary for the investigation and management of each case. Liability includes vehicle accidents, sidewalk falls and sewer backups, to name a few. Bi-monthly safety meetings are held to discuss how accidents could have been avoided and future changes needed to ensure the safety of City employees and residents.

Every payment the City makes, goes through Accounts Payable. Invoices are processed and checks run bi-weekly. Each check has the capability of paying up to 25 invoices, which means, potentially more than one thousand invoices pass through each bill run. The general ledger coding, vendor and amounts of each invoice is checked as well as confirmation of funding and proper approvals. They are also checked for duplication. Monthly statements from vendors are reconciled and any outstanding invoices are tracked down.

Accounts Receivable enters invoices for the City and creates bank deposits for invoiced receipts as well as utility billing receipts. The Accounts Receivable Clerk documents all funding and income sources in to the general ledger, completes school bus billing after the school bus department confirms daily route coverage and collects insurance premiums from retirees.

The Utility Billing group also functions under the direction of finance. Liability and Work Comp claims are entered into the electronic data system for processing by the insurance adjusters. Medical invoices and damage estimates are sent as they come in. The City's self insured health insurance plan is administered through the human resources and finance divisions of the City with Group Plan Solutions, a division of Pekin Insurance serving as the third party administrator.

Personnel:

- 1- Human Resources/Finance Director
- 1 Benefits Coordinator
- 1 Assistant Finance Director
- 3 financial clerks
- 1 Utility Billing Supervisor
- 2.5 Customer Service employees

Budget Highlights:

- Printing & publication for all employment advertisements and employee documents
- Training sessions for City wide training as well as for the HR Director individually

- Health Insurance funding for City employees and retirees under the new self-funded plan
- FY 18-19 will see the implementation of purchase order program City wide

Fund 100-010 Treasurer

Treasurer

The Treasurer is an appointed position serving as the investor of City Funds and a strong focus on City revenues. The Treasurer also provides quarterly budget reports to the City Council, financial forecasting, provides insight on the fiscal health of the City and general oversight of all City revenues and expenses.

The handling of investments is focused on selecting those investments with the highest return and yet possessing the required safety in accordance with the City's investment policy. Investments are monitored to ensure the availability of adequate liquid assets to pay obligations as they become due.

With respect to revenues and expenses, the Treasurer oversees the deposit of the City's monies, manages banking services and reviews bank reconciliations. In addition, the Treasurer approves biweekly payroll and accounts payable disbursements. Other duties involve the coordination of outside City financing and the assistance with the negotiation/review of developer loans made by the City.

Personnel:

- 1 City Treasurer (part time)

Fund 100-009 Information Technology

The Information Technology (IT) serves all employees and departments of the City through more than 35 servers, 150 workstations, 80 network devices and more than 300 user accounts. The IT department houses more than 65 unique software programs and maintains management tools for monitoring network usage, traffic, and security. The IT personnel serve on the Technology Committee, which meets monthly to discuss projects and coordination of technology among all departments. The IT Department is currently investing in the City's network security infrastructure. Last budget year was a large investment in network monitoring. This year the IT Department is investing in server monitoring and workstation security to comply with new State and Federal requirements. The department is currently evaluating products, or will be expanding licensing on existing products, for automated Access Log Auditing/Monitoring, Two Factor Authentication, and Email Encryption.

IT Personnel:

- 2 I.T. positions

Budget Highlights:

- Includes personnel related expenses for two employees
- Maintenance agreements and software purchases for the entire City
- Server refreshes, capacity upgrades, and security investments to comply with new State and Federal requirements

Fund 100-990 General Fund Operations

General Operations

The General Operations fund collects all tax revenue including real estate, use, municipal, replacement property and home rule sales taxes, packaged liquor, food and beverage, video gaming, income tax and telecommunication tax. Cable, natural gas and electric franchise fees and investment earnings are recorded within the general operations fund. Internal transfers, Citilink contract and police and fire commission expenses come from the general operations fund. Bond and interest payments for the bond issue 2012 and 2015 are paid here as well.

Personnel:

- none

Budget Highlights:

- Sikich was selected as the new auditor for FY 18-FY 20 and is funded through the "990" department
- CitiLink
- AVL services, telecommunications and copy machines
- The additional funding for police and fire pensions is also found in the General Operations Division.

Fund 699-069 Vehicle Maintenance Fund

The Vehicle Maintenance Department (VMF) services, maintains, and repairs the City of Pekin's fleet of over 240 passenger vehicles, emergency vehicles, busses, on-highway trucks, emergency generators, and pieces of heavy equipment. It also services external customers including; Tazewell County Head Start busses, and the Tazewell Health Department passenger vehicles. The VMF department also supports the acquisition and end of life auctions of vehicles and equipment for departments within the city.



Pekin's VMF department also manages the Gasoline and Diesel fuel supply for the above mentioned fleet. This includes minor dispenser services, fuel level monitoring and ordering, legal compliance (Inspections/Certifications), and scheduling of repairs.

Personnel:

- 1- Full Time Fleet Manager
- 3- Full Time Fleet Mechanics
- 1- Full Time Secretary

Additional Information:

- Manage approximately 170,000 gallons of fuel sales per year
- Roadside assistance to all City of Pekin departments
- Emergency night and weekend mechanic support
- VMF receives at least 25 repair/inspection requests per day.

Budget Highlights:

- Approximately \$430,000 annual fuel sales.
- Service Tazewell County Headstart
- Service Tazewell County Health Department



Department of Public Works

Under the Pillar of: A Strong Foundation.

To improve and maintain existing infrastructure and leverage opportunities for new infrastructure

Fund 100-007 Public Works

Includes:

Engineering Department

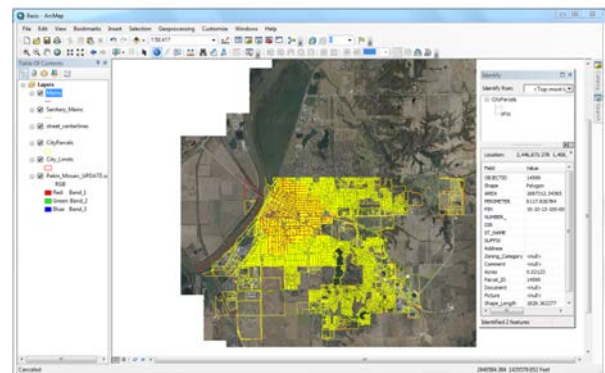
The main responsibility of the Engineering Department is to plan, design and oversee the construction of infrastructure projects that are performed for the City. This includes sewer transmission line projects, road and sidewalk maintenance projects, and storm water projects for the city. This work is done through a collaboration of work performed by in-house staff and the utilization of consultants which are overseen by the City Engineer. The current projects for this budget year includes the annual street maintenance program, Court Street design, Veterans Drive Extension to the North, Front Street, and smaller maintenance projects such sewer linings, sidewalk replacement and others. The Engineering Department will also be working on master plans for the rehabilitation of the combination sewers and brick streets.

The Engineering Department also assists several other departments. These include the Building and Inspection department with site and storm water design reviews for new building or building addition permits. The Airport Department with the large capital project utilizing IDOT's Airport Improvement Program. The Street Department with repairs performed with City crews. The Waste Water Department with capital projects and planning.

Other duties the Engineering Department performs is overseeing the City's Motor Fuel Tax Funds, the Capital Fund and issuance of utility right of way permits. The department also provides representation for the City for several different technical committees, oversees the Municipal Storm Water permit for National Pollutant Discharge Elimination System, and assists other departments with regards to engineering practices and design.

GIS Department

The Geospatial Information System (GIS) department is responsible for the creation, maintenance and distribution of the information regarding City infrastructure. These inventories contain information about most of the City infrastructure such as locations, size, material for sewers, signs, street lights, parcel information, zoning types and other information that is needed by the City. The GIS department also assists other departments with the creation and maintenance of maps for both departmental use and public information. The information provided by the GIS department assists the City in making informed and effective decisions in regards to maintenance and future planning



Personnel:

- 1- City Engineer.
- 1 – Project Engineer
- .5 – GIS/Public Property Supervisor

Budget Highlights

- Reduced Budget by 50% from budgeted FY2018
- Engineering Department is preparing bid packages for \$850,000 in road maintenance and \$800,00 in storm water

Waste Water Department Fund 231

The waste water department is responsible for the collection and treatment of all the sanitary waste water for the City of Pekin, along with a contractual agreement for the treatment of North Pekin's waste Water. This department is governed by National Pollutant Discharge Elimination System (NPDES) permit which regulates the quality of treatment of the water as required by Clean Water Act.

231-029 – Billing

This fund was created for the collection of fees that are billed out of the Utility Billing Department for usage based on the Illinois American water meter readings from the previous month. The Utility Billing Department works under the Waste Water and Solid Waste Funds. The Utility Billing Department produced 34,218 bills in FY18-19 with 25% e-billing and 33% paying online, which is above other municipalities. There still remains a late pay percentage of about 23.2%. This fund also serves to make the payments on the bonds and loans the City has outstanding for the improvements that were required by the IEPA.



Personnel:

- The FY 18-19 Budget contains 3 part time customer service representatives planned to be scheduled at peak times to better serve the needs of the Citizens of Pekin as well as 1.25 full time employees and the Utility Billing Supervisor.

Additional Information:

- Is funded out of the enterprise fund for waste water and solid waste

Budget Highlights:

- Operation budget is \$2.854 Million
- Debt repayment for FY2018 is \$3 Million
- Fees/Charges Revenue is based on a base rate of \$4.20 and raising the user rate to \$7.66 per 1,000 Gal.

231-030 – Sewer

The sewer fund covers the collection system for the waste water in the City. This includes both the Combination Sewers and Sanitary sewers. The Combination Sewer collects both sanitary sewage and storm water and comprised of approximately 45 miles of pipe ranging from 8" to 60", one lift station and five (5) outfall locations. These sewers collect both sanitary water and storm water utilizing the same pipe. The Illinois Environmental Protection discourages this practice and has requiring that the City reduce the amount for overflows to the IL River to be less than an average of four (4) times per year in the last renewal of the National Pollutant Discharge Elimination System (NPDES) permit. Therefore, upgrades to the combination sewer are part of the overall planned upgrade to the treatment plant. This is the final phase of the waste water upgrade and will begin construction upon clearance from the railroad and final approval of ILEPA.

The Sanitary Sewer system consists of approximately 130 miles of sewer ranging from 8" to 30" diameter pipes with several different types of material and 12 lift stations. This system collects all the waste water from the City that is not in a combination system and carries it to the waste water treatment plant for treatment.



Personnel:

- 2 – There is no dedicated staff for the maintaining of the combination sewers; instead the street department oversees the combination sewers in conjunction with the sanitary sewers. Their time performing these duties are charged to the Waste Water Sewer Maintenance fund which accounts for 2 full time employees.

Additional Information:

- Phase three upgrades to the combination sewer is fully designed to increase the capacity of the combination sewer.
- The City has a back-flow preventer installation program in which the City will pay for half of the cost of the installation of a back-flow preventer placed on the resident's sanitary lateral from their house. This helps reduce the amount of backup experience by residents especially in the Combination Sewer locations.
- This sewer network includes most of the oldest infrastructure in the City including some brick sewers and manholes.

Budget Highlights:

- Anticipates Phase 3 Package B beginning in this fiscal year as project ready for Bid once easements from the rail road are acquired. This would account for the \$4 Million in Sewer Construction and \$450,000 in engineering fees
- Has \$150,000 for lining of sewers. Currently have a list of at least 3 known locations where a lining is needed.
- Has \$75,000 for sewer repairs at Schramm and St. Clair St.
- Has \$60,000 for a lease to own for a Vacuum Sweeper Truck to reduce the amount of sediment and trash entering the CSO sewers.
- Other contractual is for the backflow program and the use of contractors for repairs.

Fund 231-031 Waste Water Treatment Plant

Currently there are two waste water treatment plants owned and operated by the City. The main plant (STP #1) is located at 606 S. Front St and the auxiliary plant (STP #2) is located on IL State Route 98. Currently the main treatment plant is rated for a design flow 6.84 Million Gallons per Day (MGD) and can treat up to 15.5 MGD during storm events. The second plant (STP #2) is only used for temporary storage of waste water during heavy rain event as to allow for more Combine Sewer water to flow to the plant. In order to meet new requirements set by the Illinois Environmental Protection Agency the City is in the process of upgrading its existing waste water treatment process. This upgrade consists several phases stretched out over 10 years. Currently phases 1, 2, and 4 have been completed which consists of building a new plant within the foot print of the existing plant location, expansion of the CSO lagoon and expansion of the storage at plant #2. These upgrades will allow for future expansion of the sanitary sewer utilities and additional processes to be added to the treatment to account for any increased regulations as imposed by future NPDES permits.

Personnel:

- 1 – WWTP Supervisor (CL 1 operator license)
- 2 – Class IV O&M Techs (CL 1 operator license)
- 1 – Class III O&M Tech (CL 2 operator license)
- 1 - Class II O&M Tech (CL 3 operator license)

Additional Information:

- Currently the City can treat up to 6.84 MGD of waste water a day and treated 1226.4 MGD in the 2017 Fiscal year.
- Waste Water Treatment Plant is compliant with all EPA Rules and Regulations
- Generated 1,892 tons of sludge to landfill
- Treated over 1.148 billion gallons of water discharged to the Illinois River

Budget Highlights:

- Operating Budget \$1.588 Million which is a 3% reduction from FY16 and 7% reduction from FY2009
- Capital Items include - \$15,000 for a fork lift for material handling and replacing a full size pickup.

Fund 232-232 Storm Water Department

The storm water sewer system is comprised of approximately 100 miles of sewers throughout the City. Currently this system is only for storm water that collects rain water off the streets through a series of inlets and carries it through a network of sewers ranging from 8" to 60" in diameter to the river, lakes, creeks or ravines. The storm water division is required to meet the regulations of the City's National Pollutant Discharge Elimination System Municipal Storm Water permit or NPDES MS4 permit. This permit requires the City to maintain the storm water infrastructure, keep the sewers free from debris with street sweeping, oversee and enforce erosion control permits both from the City and the State, and have a storm water management program that encourages the use of best management practices for storm water runoff.



Personnel:

- There are no dedicated staff for the maintaining of the storm sewers, instead the street department oversees maintenance and repairs to the system. Their time performing these duties are charged to the Storm Water funding which accounts for 2 full time employees

Additional Information:

- Responds to approximately 50 calls a year regarding storm water problems
- Performs approximately 25 repairs to the system which include replacements of manholes, catch basins and storm sewers.
- Sweeps approximately 220 miles of road from spring until fall
 - 1,523.5 hours of sweeping

Budget Highlights:

- Has \$800,000 dollars in the budget for repairs to the Creek that collects the subdivisions of Broadmoor Heights and Park Ridge known as Broadway Farms
- Currently there is no sole funding for the Storm Water Division. The funding comes from the collection of permit fees and the General Fund

Additional Information:

Known Storm Water Problems (full listing at end of budget presentation)

Ranking ID #	Priority	Date of problem known	Location	Problem
1	1,2,4,5,3*	>10 years	Broadway Farms	Erosion, failed pipes, fallen manhole
2	1,2,3,5	>10 years	Koch Street and Enterprise	Street floods during rain
3	1,2,3,5	>20 years	Jane Street	Street floods during rain
4	1,2,4	Fall of 2017	Thrush Ave	Erosion of the property exposed sewer pipe and manhole
5	1,2,5	>20 years	Court Street near Stadium	Flooding on the Roadway during Heavy rain
6	1,2,4,5	Summer 2015	18th Ditch & Street Culvert	CMP pipe is starting to erode, retaining wall failed
7	1,5,3*	>20 years	100 Block of 18th St	Street floods during rain
8	3,4,5	>10 years	Creek along Willow	Erosion of property (multiple locations)
9	2, 4*	Summer 2017	2101 Windsor St	No Storm sewer for roadway causing rain water to go through a property to get creek
10	3,4	Summer of 2008	1212/1214 Timber Ln	Flooding between homes during heavy rains
11	3,4	Summer of 2015	716 Vista Grande	Flooding between homes during heavy rains
12	4,5	Fall of 2015/ Supposedly mid 2000's	1809 Tharp Ave	Erosion of the property
13	4,5	Spring 2010	1824 Parkfield	Drainage from back yards drain through the property
14	3,5	Summer of 2008	Ironwood/Pine St	Inlet clogs limiting the detention pond discharge from Hickory Hills
15	4, 3*	Summer of 2015	1602 Memorial	Channel is eroding the yards
16	4, 3*	Summer of 2015	2413 Maywood	Erosion of the property and flooding over the curb
17	1,4,5	>20 years	13th St and Center	Flooding on the Roadway during Heavy rain
18	1	Summer of 2017	1220 El Camino	Flooding on the Roadway during Heavy rain
19	4	Summer of 2016	2215 Willow St	Erosion after outlet and Sink hole next to manhole
20	5	Summer 2010	Lake Kennedy	Trash being deposited in the lake

Fund 100-032 Street Department

The Street Department is responsible for the maintenance and upkeep of the City of Pekin's streets. This includes a variety of tasks to ensure that the residents have a safe and reliable network of roads in the City. The Street Department performs the plowing and salting icy and snow-covered roads during the winter months, filling in pot holes, repairing damaged roadway pavement, painting and maintaining of cleanliness of the roadways. The street department also oversees several programs in the city. They are responsible for the sidewalk repair program in which residents can seek assistance from the City to repair damaged sections of sidewalks along with other needed repairs to city owned sidewalks. They review street opening permits to confirm utility companies are repairing the road to the specifications of the City. They also oversee all the trees that growing on City Right of Way. This includes the inspection of proposed dead trees and limbs along with trimming any branches that overhang the roadway.



Personnel:

- 1/2- Operations Supervisor who oversees the Street Department and Solid Waste Collection.
- 1 - Secretary (split between Street and Solid Waste)
- 1 - Working foreman
- 6 - Crew members

Additional Information:

- Maintains over 212 centerline miles of Streets
- Maintains approximately 3500 traffic signs in the City
- Workers are on call 24/7 to assist in emergency situations
- FY 17-18 Statistics
 - 1,578 hours snow plowing
 - 2,287 tons of salt used
 - 856 hours hauling material

Budget Highlights:

- The Street Department is currently funded out of the General Fund and \$0.02 of the local gas tax
- Moved all operational cost to maintain roadways into Street Budget instead of MFT fund which is approximately \$300,000
- Sidewalk Improvements include \$50,000 for repair to the sidewalk on Parkway behind Pekin Insurance
- Street Construction includes funding for reconstruction Hecker Court

Fund 223-Solid Waste Collection Division

The solid waste division is responsible for the collection and disposal of garbage, yard waste and recyclable material for approximately 12,000 homes in Pekin. The City is broken up into five (5) different zones which determines the day of collection and run 8 trucks daily to collect the garbage, yard waste, and recycling. Currently there are limited restrictions on garbage disposal which means the drivers will pick up any garbage that is allowed under the Illinois Environmental Protection Agency and any number of extra bags left in addition to the regular garbage tote.

Personnel:

- 1/2- Operations Supervisor who oversees the Street Department and Solid Waste Collection
 - 1-Working Foreman
 - 4-Regular garbage drivers
 - 2-Recycle drivers
 - 2- Yard waste drivers
 - 1- Utility driver
- The Utility driver backs up the drivers on high capacity days, fills in for vacations and illness. The Utility driver works every route in the City.



Additional Information

- Collects approximately 5,700 Tons of Garbage per year and disposes it at Indian Creek Landfill where the City has an agreement for tipping fees until 2022
- Collects approximately 2,700 Tons of Yard Waste and disposes it at LHF Compost Facility where the City has extended the contract until January of 2022.
- Collects approximately 800 Tons of Recyclables and disposes them at Peoria Area Recycling Center where the City has an agreement
- The City offers garbage totes for purchase at City Hall for residents
- Yard waste can be disposed of in approved paper bags or in a garbage tote that has a yard waste sticker. The yard waste sticker is available for free at City Hall

Budget Highlights:

- The department is budgeting 2 new solid waste vehicles to be delivered in the middle of the FY 18-19 fiscal year.

Fund 525-525 Airport Department

The Pekin Municipal Airport has been serving Pekin and the surrounding area since 1964 and is included in the National Plan of Integrated Airport Systems. In 2009 the City assumed all operations after the existing Fixed Based Operator (FBO) pulled out of the Airport. Currently the Airport offers a 5,000 Ft. long by 75 Ft. wide paved & lighted runway, 100LL and Jet A fuel, 20 single hangar rentals, 3 corporate style rentals along with other services. The airport is able to handle smaller size aircraft up to small jets. The terminal office is open from 8:00am to 5:00pm Monday through Friday to offer assistance to all users of the Airport. In addition any pilot coming in after-hours has access as well. The Pekin Municipal Airport offers a unique opportunity for many businesses in Pekin because it is within minutes to most parts of Pekin and is uncontrolled which means there are not as many restrictions required for the use of the airport.



Personnel:

- One full time Airport Manager

Additional Information:

- The Airport receives federal funds to maintain and improve the Airport every year. Currently the Airport's appropriation is \$150,000 a year. Over the next five years the airport has over \$7 million worth of projects in which 90-95% of the funding comes from the FAA and IDOT Division of Aeronautics.
- Averages 15+ operations a day which corresponds to over 5,500 operations a year
- Four businesses are located at the Airport.
- Approximately 50 aircraft are based at the Airport
- Currently 19 names on the T-Hangar wait list
- Approximately 15 local companies utilize the airport
- A 2012 report conducted by the Illinois Department of Illinois Division of Aeronautics stated that the total Economic Impact from the Pekin Municipal Airport is \$3.1 Million dollars and provides for 26 total jobs with a total payroll of \$820,900.

Budget Highlights:

- Projected Revenue of \$257,832.50 for FY2019
- Operating Expense Budget of \$357,772.06 for FY2019
- Capital Improvements for FY2019 include phase 2 of 2 of airfield lighting replacement which includes the runway lights and repairs to the electrical components. This is funded at 90% with Airport Improvement Funding and additional 5% funding from the state.

240-240 Motor Fuel Tax

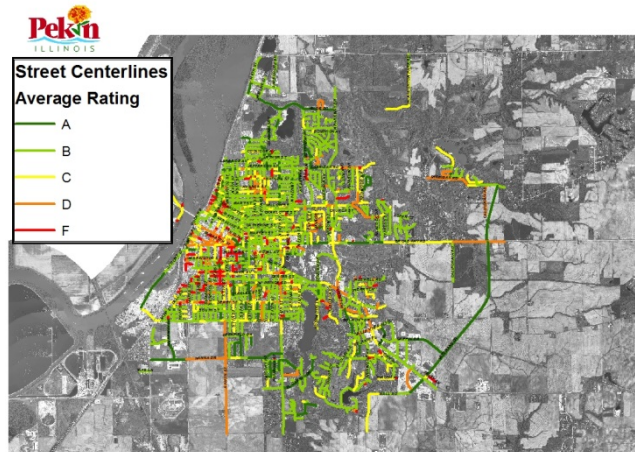
The motor fuel tax fund is an enterprise fund set up for the apportionment the City receives from the federal gas tax. The allotment the City receives is formulated per capita and varies with the amount of gas sold across the nation. The intent of this funding is to help preserve and expand the transportation system so there are limitations on how the funds can be utilized. The funding is distributed by IDOT who ensures the funds are used in accordance with the federal requirements. Therefore all uses of the funding must be made through a resolution by the council before it can be utilized. Historically the city has utilized this funding for engineering for transportation, street maintenance and street construction.

Personnel:

- No personnel cost is incorporated in MFT budget and is overseen by the Engineering Department

Budget Highlights:

- Anticipating \$880,000 in allocation from the State of Illinois
- \$850,000 budgetd for annual street maintenance program including
 - o Mill and Overlay Sheridan from 8th Street to 14th Street
 - o Chip sealing Audubon St., 5th St from Koch to VFW, and Brentwood Subdivision
 - o Crack filling of Parkway from Broadway to Willow along with several streets downtown including Capitol, 4th, 5th and 6th Streets



Fund 445-041 Capital Fund

The Capital Fund was established with the creation of the City of Pekin local gas tax for any gas purchase within the City and in addition to the federal gas tax. As a requirement of the ordinance for the tax, half of the funding (\$0.02 per gallon) is deposited into an enterprise fund for capital projects. Historically approximately 15,000,000 Gallons for fuel is sold in Peking equating to about \$130,000 of revenue generated per \$0.01 of tax. This money has been used to pay for planning, land acquisition, engineering and construction of capital projects such as Veterans Drive.

**Personnel:**

- No personnel are incorporated in the Capital Fund and is overseen by the Engineering Department

Budget Highlights:

- Remainder of the \$30 Million for the construction VFW Road should be received in 2018. This will result in approximately \$4.5 Million to be prioritized for Court Street Rehabilitation.

Fund 100-068 Public Property

The Public Property department is the funding source for maintenance and repair of City owned property and equipment. Certain City utilities are paid in this fund as well as building repairs and lawn maintenance throughout the City. The FY 18-19 budget contains the costs associated with the seasonal yard crew, planned to work May through November.

Personnel:

- .5 – GIS/Public Property Supervisor
- 1- full time Custodian and 2 part-time Custodians
- Seasonal Yard Crew personnel

Budget Highlights:

- Lighting improvements at multiple facilities
- Façade repairs and improvements for Street Department building
- Repairs to City Hall building
- Replacing A/C units
- Energy efficiency improvements at multiple locations

Fund 100-793

Inspections/Code Enforcement/Parking Enforcement

The Inspections, Code Enforcement and Parking Enforcement operations currently work as one department, with inspection employees serving in two capacities as a building related inspector and code enforcement inspectors and one inspector also serving in the parking enforcement capacity.

The FY 18-19 Inspections and Code Enforcement Operations budget proposes no significant changes and staffing levels will remain the same as FY 17-18. Overall, the proposed FY 18-19 Inspections and Code Enforcement budget will increase by 2.9% or 19,337.06 from FY 17-18. In FY 18-19 the Inspections and Code Enforcement Operations will expand utilization of the Accela Land Management software system with the utilization of computer tablets in the field by inspection staff, which will streamline the building inspection and code enforcement inspection processes and dramatically improve overall department efficiency. Given that refurbished computer tablets are available, no budgetary expenditure will be necessary to acquire the required computer tablets to facilitate this initiative. In FY 18-19, the Inspections and Code Enforcement Department will continue to diligently address properties in violation of City Code requirements and will continue to utilize funding from the Demolition line item and Community Development Block Grant program to demolish dangerous and chronically non-compliant homes to protect the health, safety and welfare of the City. The Inspections and Code Enforcement Department also prepares the agenda and packet materials for the Planning Commission and the Zoning Board of Appeals as well as coordination for any public hearings involved with properties.

Personnel:

Proposed Level same as FY 17-18

- 4 full time Inspectors and 1 contracted plumbing inspector
- 1 Supervisor

Budget Highlights:

- Staffing level will remain the same for FY 18-19
- Property clean up fees of \$25,000 to progressively address properties with accumulation of waste and debris.
- \$60,000 from the Demolition line item and \$60,000 from CDBG funding for demolition of chronically non-compliant, dangerous properties
- Printing and publications for public hearings and Notice to Remediate notices for demolition.



Department of Police

Under the Pillar of: A Safe Community

To protect community life and property by
Providing Effective and Principled Police Services

Fund 100 – 760

Police Revenue

The Police Department provides many services to our community, and through intergovernmental agreements, grants, enforcement activity, fines and specialized services provides the City with revenue. The police department has one officer who is assigned exclusively to the Pekin High



School. The school district reimburses the City approximately 50% of the wages and benefits for this officer. In light of the incidents that now seem to be occurring more often than not, we feel that this School Resource Officer is a necessity in protecting the students and faculty at the High School. We have seen the benefits of having an officer at the school and we will continue to partner with the High School to provide them with this

service. The remaining line items within the revenue portion of the budget remain substantially similar to past budgets. This pertains to the general fee's that are collected from fingerprinting, copying of crash reports, overtime reimbursements, and fines from tickets and notices to appear.

It should be noted that our adjudication is fully implemented and costs of these processes have been shifted to the violator. Those matters being heard in front of the Civil Judge are being charged court costs and fines escalate accordingly, which all come back to the City. The final layer of collection has been implemented as it applies to the Illinois Debt Recovery Program, better known as IDRP (pronounced IDrop). This works in conjunction with the Illinois Comptroller's Office. For those who fail to pay their fines, and fail to respond to collection efforts, will have their information submitted to the State of Illinois for collection as one files for their income tax returns. We recently went live with this process in late February of 2018 and are beginning to see some returns as people file their State income tax returns.

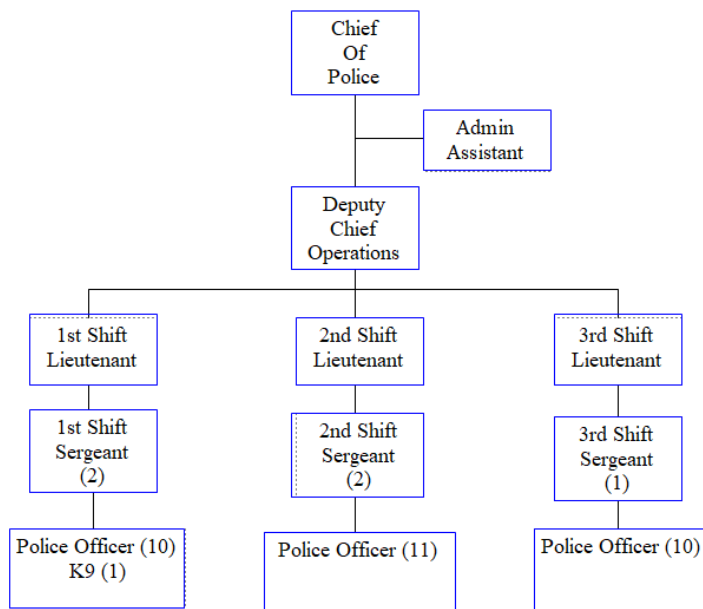
100-761 Police Patrol

This line item applies to the general operations of the police department. This is the most visible



portion of the police department that is seen by the public. Under this portion of the budget there are 40 people (excluding the Chief's and the administrative assistant). Personnel are assigned to a variety of functions including three (3) Lieutenants, Five (5) Sergeants and 32 police officers. There are numerous functions that include the e K9 Officer and his partner Ahen, (Pictured

above). This year the police department was asked to make cuts to their capital budget. Patrol cars were eliminated saving the City \$196,000, which included the equipment to outfit them. Also cut from this division was a patrol copier as well as training and overtime. Because our local Mobile Training Unit (MTU) is offering many of the required updates that are now required we were able to reduce the training line item by approximately \$9,000. These are training mandates that we would otherwise have to pay for as well as potential travel



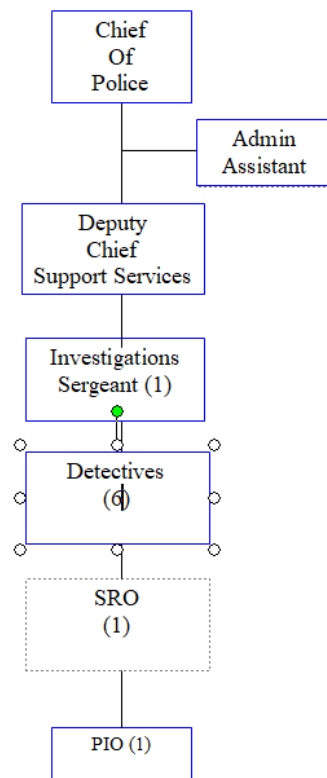
including room and board expenses. The police department continues to look for opportunities through our local MTU to maintain a professional staff that meet the needs of our community. This is a more efficient and cost effective way of maintaining the continual training needs of our staff.

100 – 763

Special Services (Investigations)

The special services unit consists of one sergeant who will be the supervisor of the investigations unit, and there are five detectives at large that perform a variety of investigations. This unit conducts investigations from simple theft, to more complicated cases such as drug conspiracy, sex abuse and assault as well as death investigations which include homicide. The detectives utilize a variety of resources from local, state and federal levels to bring the best possible service to our community.

The School Resource Officer is assigned to the Special Services Unit and this officer's main focus is activities at the Pekin High School. During summer months, when school is out, this officer supplements the investigation unit during its busiest time. The public information officer (PIO) is assigned to Special Services Unit as well and this officer maintains our social media accounts, works with the press and other media outlets as well as attends meetings with Crime Stoppers and other resources that the department utilizes.

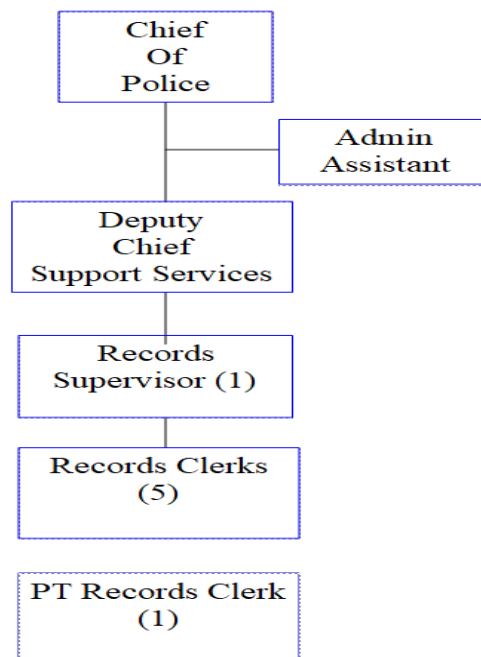


100 – 764 Police Records

The records department consists of a records supervisor, five (5) full time records clerks and one (1) part time records clerk. Currently the records window is not staffed on the night shift. With the addition of the adjudication program, the records clerks now manage the hearing process as they apply to parking tickets as well as local ordinance tickets. The process is automated through the use of the electronic ticketing system and adjudication software. The records unit processes the letters that are sent to violators and ensures that matters that go unattended are appropriately forwarded to collection as ordinance states.

The records unit also handles all Freedom of Information requests as they apply to the police department. Numerous requests come from a variety of people within our community requesting copies of reports, accident reports, and other documentation for civil and criminal processes. The records supervisor has oversight of the FOIA process and maintains accurate records to show that matters are handled in a timely manner.

Finally the records unit has one individual dedicated to the evidence storage and record keeping. This is a very important process for the departments, as quarterly and annual audits, are necessary to ensure that our chain of custody is maintained. This person also is responsible for ensuring that necessary evidence is transported to and from court and accounted for before and after a trial.





Department of Fire

Under the Pillar of: A Safe Community
To protect community life and property by
Providing Effective and Safe Fire Services



Pekin Fire Department

Fund 100-034 Fire Department

Area:

The City of Pekin Fire is an all-hazards response and life safety organization, protecting a community of approximately 34,000 citizens in an area of 12.5 square miles. In addition the City of Pekin Fire Department covers two fire protection districts: 15 square miles to the east in Brush Hill Fire Protection District, and Powerton Fire Protection District- 20 square miles to the southwest, adding approximately an additional 5,000 lives. Within the Powerton Fire protection District area the fire department is protecting one of the state's largest coal fired electrical generating facilities; furthermore, within the City, multiple industrial areas including but not limited to Pacific Ethanol which recently increased its size after purchasing the previous Illinois Corn Products. This resulted in one large ethanol manufacturing plant producing close to 900,000 gallons of ethanol per day. This product is being transported via barge, truck and rail through the City of Pekin every day.

Staff:

Although the number of traditional fire calls has remained fairly steady even since the 1980's, the varied types of responses, and change in the fire science (due to the change in building materials and products used) of today's fires has changed. In addition the additional requests for assistance has risen dramatically over this time. In 1976 the department employed 58 personnel, and responded to 703 calls for service. In 2017 the department responded with 50 personnel to 5498 calls for service, and currently if the trend remains, the number of calls responded to will be over 5800 for this calendar year. The FY 18-19 proposed budget contains 50 sworn firefighters and 1 administrative assistant.

Budget Highlights:

Due to the current revenues and available money the Fire Department does not have any Capital budget items, and is working off of the numbers budgeted for the previous year (2018) minus fifty thousand dollars.



Community Development

Under the Pillar of: Prosperous Community

To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs

Fund 208 Tourism

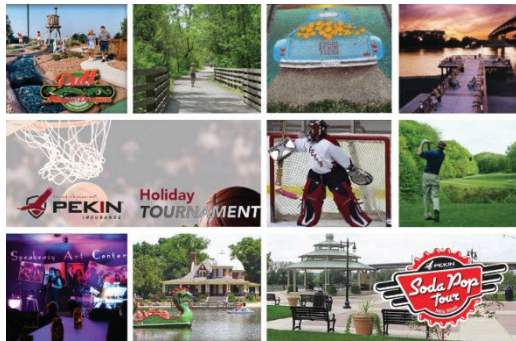
Includes: Tourism

Hotel/Motel 5% Tax Revenue (Restricted Fund)

City of Pekin 5% Hotel/Motel tax is projected to provide an annual revenue of 196,075.00 for FY 18-19.

The objective of Chapter 12 of the City Code is to promote the growth of tourism and convention related business within or near the City of Pekin and to encourage an overnight stay in City. These activities are

Kathryn Shackelford, City Planner, administers tourism budget and works with the Mayor's appointed Tourism Committee to review and approve Community and Overnight Visitor's Grant applications. Along with grants, the tourism fund provides sponsorships for events that raise Pekin's profile, have regional or national significance, and have a proven, quantified financial impact on local businesses. Staff efforts are focused on attracting, retaining, and promoting events within the City of Pekin that draw visitors



from outside the community and encourage overnight stays. The tourism budget supports EnjoyPekin.com, the city operated website used to inform residents, attract visitors, and promote local events. In addition, staff collaborates across departments and with local and regional entities to and encourage public infrastructure improvements that positively impact Pekin's quality of life.

The administrator represents Pekin as a voting member of the Peoria Area Convention and Visitor's Bureau (PACVB) Board. Membership in the PACBD is provided by tourism fund, and the agency provides quarterly activity report to City of Pekin. Through coordination with Avanti's Dome and Pekin Park District, PACVB works with the City of Pekin to market facilities at events and sport conventions. Moreover, PACVB assists the City in sending lead quests to local hotels for convention activity and promotes city interest utilizing their multi-platform marketing channels.

In addition to the PACVB, tourism funds are leveraged for partnerships with Pekin Chamber and Tazewell County Museum.

The fund balance also supports the financing for the Griffin Avenue extension, a project that is critical to support existing private efforts and attracting new hotel related activities to Pekin. These efforts along with other investments in other quality of life assets, such as the Pekin Bike Trail extension, provide opportunities to expand and re-invest Hotel/Motel tax dollars to build a thriving community.



Fund 261 HUD

Purpose:

- Develop a viable urban community by providing decent housing, a suitable living environment and expanding economic opportunities principally for low and moderate income persons;
- The prioritized projects for the CDBG funding for the 2018/2019 fiscal year is for administration, demolition, public service and owner occupied rehabilitation programs.
- In addition to the above programs; required/mandated participation with the following -
 - o Homeless / At risk of becoming homeless
 - o 5 year Consolidated plan Housing Market analysis
 - o Affirmatively furthering Fair Housing
 - o Social Capital for Community – development, inventory, technical support, and City liaison
 - o Anti-poverty strategy (Bridges out of Poverty workshops and implementation of constructs)
 - o Administrative – environmental reports for CDBG programs/activities, WMB reporting, Department of Labor reporting, annual action plans and consolidated annual performance evaluation reports, quarterly financial reporting, loan maintenance, drawdowns of CDBG funding, & HUD monitoring/reviews.

Personnel:

- 1 FTE – Community Development Director / 100% funded by HUD CDBG.

Budget Highlights:

- The Federal budget has not been approved to date (3/26/18). Waiting on upcoming fiscal year CDBG allocation from HUD before annual action plan presented to City Council. Budget numbers are estimated from the prior program year amounts.
- Estimated Operating Budget - Utilization of \$381,706 of Community Development Block Grant funding, \$9,000 estimated program income (loan payments).

Fund 270 TIF

Includes: 270 TIF CBD Central Business District

Fund 270 TIF

270 TIF CBD Central Business District

The Central Business District Tax Increment Financing includes the Redevelopment Project Area Boundary on the map. This TIF was created in 1986 with a redevelopment plan to reduce vacancy, prevent recurrence of blighting conditions, enhance real estate tax base, encourage private investment and provide public improvements. Based on the Illinois' Tax Increment Allocation Redevelopment Act



Central Business District TIF



(65 ILCS 5/11-74.4-1 through 11-74.4-11) the incremental tax collected must be reinvested in the Redevelopment District. City of Pekin is a member of the Illinois Tax Increment Association (ITIA). The ITIA hosts two annual conferences to provide legislative updates, projects utilizing TIF dollars, reporting process and other resources to successfully partner

with taxing bodies and invest dollars back into the district.

As of the end of FY17, the Central Business TIF District had a balance of \$3,742,601. Over the past 10 years, the account has earned annually an average \$508,857.80 in property tax increment (most recently \$490,215). Pekin's Central Business District will expire in 2021. Projecting forward, if no expenses were incurred by the account, it would be worth approximately \$5,800,000 at the time of expiration. To pay down the account by its expiration, approximately \$1,160,000 in investment would need to be expensed annually.

In an effort to meet the redevelopment plan objectives, overcome market conditions, and spend down the account, staff proposes aggressive program to incentive redevelopment and meet the redevelopment project proposals. \$144,100 is set aside in FY18-19 for public improvements to streets and parking lots. In addition, the following are the terms of the proposal:

Proposed Central Business District TIF Program

- \$800,000 annual allocation for redevelopment projects within TIF 1.
- Applicants are eligible for a 50-50% match for eligible TIF expenses limited by the available funds in the allocation.
- No limit on building use. (Previously programs were restricted to commercial first floor buildings).
- Funds can be received as a reimbursement to the applicant upon submittal of final receipts OR funds can be directly paid to the contractor once 50% of eligible work has been completed and receipts submitted to the City.
- Funds will be dispersed through a forgivable loan program.
- Each forgivable loan would be tied to a 3-year lien.
- No limit to the number of times an applicant or property can apply and receive an award (limited only by the availability of collateral and funds in the account).
- Phased and multi-year proposals will be considered.
- All projects must be consistent with the goals and objectives in the Redevelopment Plan.
- The applicant must pay all applicable real estate and other taxes.
- Council has final authority to approve or deny an application.
- The redeveloper must be an Equal Opportunity employer and contractor.

Funds will be allocated on a first-come first-serve basis. Once the allocation is exhausted for a fiscal year, no additional projects will be considered without specific written request by Council.

Includes: 273 TIF South Industrial Conservation Area

The South Industrial Conservation Area Tax Increment Financing district is comprised of approximately 918 acres and 158 parcels that include the Pekin Riverway Business Park and nearby industrial land (see map below).



This TIF was established in 2012 in an effort to reduce vacancy, prevent recurrence of blighting conditions, enhance real estate tax base, encourage private investment and provide public improvements. Based on the Illinois' Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 through 11-74.4-11) the incremental tax collected must be reinvested in the Redevelopment District.

Several industrial projects have been proposed for development in the Area. These include expansions of existing businesses, with prospects for new industry and addition to the Pekin Federal Corrections Institution (PFCI). The City has works with existing companies in the South IPC Area to facilitate an expansion, and tax increment financing has specifically been identified as a necessary incentive.

The South Industrial Conservation Area TIF has not yet matured. The account will

accumulate over \$100,000 in deposits in the FY 18-19 year which will warrant its first audit.

Redevelopment proposals in the South Industrial Conservation Area are considered on a case-by-case basis and subject to review and consideration by Council.

Fund 570**ECONOMIC DEVELOPMENT****Includes: Fund 570-570 Economic Development**

The Economic Development Department aims foster economic growth through existing businesses and attract new business to diversify the tax base, create job opportunities and build a sustainable business environment. The Department is responsible for administering Enterprise Zone, responding to prospect leads, performing development reviews, and providing information and support to local businesses. Staff works collaboratively across departments to focus strategies to generate economic growth through infrastructure investment and strategic development. Efforts are focused on strengthening relationships with Pekin's existing businesses through retention visits and resources assistance, while simultaneously working to recruit and prepare incentives to attract new business to invest in the community. Department staff work collaborative with Tazewell County, the region, State, Federal entities and programs and community engagement to promote and assist Pekin businesses.

Staff coordinates meetings and updates to our Economic Development Advisory Committee (EDAC) which consists of business and community leaders to provide recommendations and feedback on economic development. The Economic Development Department deploys and manages development tools and resources to build our revenues and enhance economic prosperity across all industry sectors along with support to entrepreneurship and workforce development.

The redevelopment agreement for Bergner's development loan is administered through this fund and expected to receive final payment in the FY18-19 year.



Providing school transportation to Districts 303, 108,
Rankin and South Pekin

501 SCHOOL BUS

This enterprise fund generates revenue through intergovernmental agreements with area school districts over \$ 4 million. The School Bus department provides services to more than 4500 students per day with an average of 25 stops per run on 84 buses and includes homeless and special needs student transportation. The Transportation Department maintains the fuel tanks and system for the entire City.

Personnel:

- 7 – Full Time employees: Supervisor, Assistant Supervisor, Administrative Assistant, School Bus Coordinator, transportation clerk and 2 mechanics
- 120 – Part time school bus drivers and monitors

Budget Highlights:

- Lease expense \$850,000 for school buses
- Maintenance fees for routing and planning software
- Annual training, physicals and permits for school bus drivers and monitors



The Pekin Public Library

Under the Pillar of: High Quality of Life

To Support or provide services that improve the quality of life for Pekin's residents

Fund 924 Library

At its core, a public library in the 21st Century does three things: promotes reading, provides access to information and information technology, and anchors the community.

Mission statement

Pekin Public Library serves as the community's information center and gathering place. People have the opportunity to connect, discover, conduct the business of life, and leave enriched and satisfied.

Vision statement

We want Pekin to be a prosperous community that values civility, knowledge, and connectivity. The community should have a safe, neutral place to interact; take advantage of educational, recreational and cultural opportunities; and discover resources to achieve personal goals.

Our library provides a wide selection of free high-quality programs, materials, and services that responds to the changing trends and needs of the community. The renovated and expanded building provides a welcoming environment with a variety of meeting spaces for community members to conduct the business of life. Our staff develops programs and events, and collaborates with educators to increase literacy levels in the community.

The Pekin Public Library actively engages in strategic planning. The FY2014-2019 Strategic Plan addresses these four core strategies:

- Implement a formal training program to address safety readiness, core competencies, customer service and communication.
- Raise early literacy levels in the community.
- Develop a marketing plan for traditional, social, and alternative outlets to keep the public informed of services.
- Renovate facility and develop/update library grounds.

Training and literacy programming are perpetually ongoing and have expanded to include technology literacy, and the marketing plan and facilities update are complete.

The library is open to the public 61 hours a week, six days a week.

Personnel:

- 1 – Library Director, MLS
- 1 – Librarian, MLS
- 1 – Office Manger
- 2 – Maintenance staff (1 FT, 1 PT)
- 3 – Department Leads
- 14 – Library Technical Assistants and Program Coordinators
- 5 – Pages
- Total FTE: 16.8

Budget Highlights:

- Revenue is composed of 82% Property Tax, 9% Corporate Replacement Taxes, 4% User Fees, 4% Grants, 1% Other

- Expenses are 67% Personnel, 17% Other Operating, and 16% Materials, Programs, and Services
- Operating budget increases by 1.69% from FY2016, though still below FY2014 budget
- Salary increases are 2.14% for annual payroll adjustments, plus 2.49% due to State Per Capita Grant not covering a partial cost of a position as in previous years. Instead, the grant will cover a similar amount of electronic resources (see Computer Software decrease), conference & meeting expense, and travel
- Group Insurance will increase due to projected changes in insurance tier eligible for some employees

Budget Detail (Line Items) 66 pages

Budget Detail by Fund

Proposed FY 18-19

General Ledger Budget Detail

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Period 01 - 12

Fiscal Year 2019

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
100	General Fund				
001	Administration				
100-001-499800	Miscellaneous Receipts	\$	-	\$	-
	Other Revenue	\$	-	\$	-
100-001-510100	Salary: Elected Officials	\$	50,000.00	\$	50,000.00
100-001-511600	Salary: All Personnel	\$	170,995.50	\$	302,800.00
100-001-515500	Vacation Pay	\$	-	\$	-
100-001-515600	Holiday Pay	\$	-	\$	-
100-001-515800	Sick Pay	\$	-	\$	-
100-001-517000	Oasdi/city Share 6.2%	\$	13,701.72	\$	18,773.60
100-001-517001	Medicare/city Share 1.45%	\$	3,204.43	\$	4,390.60
100-001-517401	Imrf	\$	19,698.68	\$	30,791.04
100-001-517402	Icma Retirement	\$	-	\$	-
100-001-518000	Group Insurance	\$	68,378.00	\$	82,615.82
100-001-518200	Unemployment Insurance	\$	-	\$	-
100-001-518300	Workers Comp Insurance	\$	3,314.93	\$	4,542.00
100-001-559000	Medical Expense/supplies	\$	-	\$	-
	Personnel	\$	329,293.26	\$	493,913.06
100-001-519000	Training And Education	\$	10,000.00	\$	6,000.00
	Training & Education	\$	10,000.00	\$	6,000.00
100-001-520200	Office Supplies	\$	600.00	\$	600.00
100-001-520400	Postage	\$	300.00	\$	300.00
100-001-529000	Equipment	\$	500.00	\$	500.00
	Supplies & Materials	\$	1,400.00	\$	1,400.00
100-001-518100	Liability Insurance	\$	68,888.00	\$	68,888.40
100-001-524000	Lease/rental Of Equipment	\$	-	\$	-
100-001-534400	Equipment Repairs	\$	-	\$	-
100-001-538000	Maintenance Agreements	\$	-	\$	-
100-001-550300	Telephone/Ipads	\$	900.00	\$	900.00
100-001-551600	Dues And Subscriptions	\$	4,000.00	\$	4,000.00
100-001-555000	Radio Expense	\$	-	\$	-
100-001-560500	Consulting Fees	\$	-	\$	-
100-001-560600	Corporate Counsel Fees	\$	-	\$	-
100-001-569000	Other Contractual Service	\$	5,000.00	\$	-

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-001-598100	Public Relations	\$	8,000.00	\$ 5,000.00
100-001-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	86,788.00	\$ 78,788.40
100-001-587100	Office Equipment & Furniture	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-001-518700	Mileage	\$	-	\$ 6,000.00
100-001-551000	Printing And Publications	\$	2,000.00	\$ 2,000.00
100-001-554200	Meals/Refreshments	\$	-	\$ -
100-001-599000	Miscellaneous	\$	-	\$ -
100-001-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	2,000.00	\$ 8,000.00
001	Administration	\$	(429,481.26)	\$ (588,101.46)
003	Legal			
100-003-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-003-519000	Training And Education	\$	-	\$ -
	Training & Education	\$	-	\$ -
100-003-520200	Office Supplies	\$	-	\$ -
100-003-520400	Postage	\$	-	\$ -
	Supplies & Materials	\$	-	\$ -
100-003-551600	Dues And Subscriptions	\$	4,000.00	\$ -
100-003-560600	Corporate Counsel Fees	\$	202,750.00	\$ 210,000.00
100-003-561000	Legal Fees	\$	130,000.00	\$ 65,000.00
100-003-561001	Legal Services - Police Labor	\$	-	\$ -
100-003-561002	Legal Services - Fire Labor	\$	-	\$ -
100-003-561003	Legal Services - Teamsters	\$	-	\$ -
100-003-569000	Other Contractual Service	\$	6,800.00	\$ 2,000.00
100-003-593000	Suits And Damages	\$	-	\$ -
	Contractual Services	\$	343,550.00	\$ 277,000.00
100-003-551000	Printing And Publications	\$	6,000.00	\$ 6,000.00
100-003-554200	Meals/Refreshments	\$	-	\$ -
100-003-599000	Miscellaneous	\$	-	\$ -
100-003-599700	Income Credit	\$	-	\$ -
	Other Expenditures	\$	6,000.00	\$ 6,000.00
003	Legal	\$	(349,550.00)	\$ (283,000.00)

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
004	City Clerk			
100-004-451600	Dog Reclamation Fees	\$	7,000.00	\$ 7,000.00
100-004-451900	Sales - Ordinances & Maps	\$	-	\$ -
100-004-452100	Liquor License App Fees	\$	1,400.00	\$ 1,000.00
100-004-452200	Vicious Dog Fee	\$	700.00	\$ 700.00
	Fees/Charges For Service	\$	9,100.00	\$ 8,700.00
100-004-463700	Liquor Fines	\$	-	\$ 3,500.00
	Fines And Forfeitures	\$	-	\$ 3,500.00
100-004-420100	Liquor Licenses	\$	62,550.00	\$ 60,000.00
100-004-420200	Cigarette Licenses	\$	2,000.00	\$ 1,100.00
100-004-420300	One Day Liquor License	\$	500.00	\$ 500.00
100-004-420400	Juke Box Licenses	\$	500.00	\$ 500.00
100-004-420600	Auctioneer Licenses	\$	200.00	\$ 500.00
100-004-421100	Peddler Licenses	\$	500.00	\$ 500.00
100-004-421200	Push Carts	\$	-	\$ -
100-004-421300	Transient Merchant License	\$	200.00	\$ 200.00
100-004-421400	Mechanical Amusement Machine	\$	6,000.00	\$ 6,000.00
100-004-421500	State Video Machines	\$	7,850.00	\$ 6,800.00
100-004-421600	Secondhand Dlr/Pawnbroker	\$	450.00	\$ 450.00
100-004-421700	Raffle License	\$	800.00	\$ 500.00
100-004-421800	Billiards,Bowling,Pool License	\$	750.00	\$ 300.00
100-004-421900	Bowling License	\$	1,300.00	\$ 2,000.00
100-004-422200	Taxicab License	\$	-	\$ -
100-004-422900	Miscellaneous Licenses	\$	-	\$ -
100-004-426200	Loudspeaker Permits	\$	-	\$ -
100-004-426300	Special Events Permits	\$	600.00	\$ 500.00
	Licenses And Permits	\$	84,200.00	\$ 79,850.00
100-004-498900	NSF Fee	\$	-	\$ -
100-004-499800	Miscellaneous Receipts	\$	-	\$ -
100-004-499802	Cash Over/Short	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-004-511600	Salary: All Personnel	\$	136,388.23	\$ 134,861.81
100-004-515000	Overtime	\$	-	\$ -
100-004-515500	Vacation Pay	\$	-	\$ -
100-004-515600	Holiday Pay	\$	-	\$ -
100-004-515800	Sick Pay	\$	-	\$ -
100-004-517000	Oasdi/city Share 6.2%	\$	8,456.07	\$ 8,361.43
100-004-517001	Medicare/city Share 1.45%	\$	1,977.63	\$ 1,955.50
100-004-517401	Imrf	\$	15,711.92	\$ 16,426.17
100-004-518000	Group Insurance	\$	15,983.61	\$ 18,691.04
100-004-518300	Workers Comp Insurance	\$	2,045.82	\$ 2,022.93
100-004-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	180,563.28	\$ 182,318.88
100-004-519000	Training And Education	\$	1,800.00	\$ 2,000.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
	Training & Education	\$	1,800.00	\$ 2,000.00
100-004-520200	Office Supplies	\$	500.00	\$ 400.00
100-004-520400	Postage	\$	350.00	\$ 350.00
100-004-529000	Equipment	\$	200.00	\$ -
	Supplies & Materials	\$	1,050.00	\$ 750.00
100-004-518100	Liability Insurance	\$	3,131.00	\$ 1,565.55
100-004-524000	Lease/rental Of Equipment	\$	-	\$ -
100-004-534400	Equipment Repairs	\$	-	\$ -
100-004-538000	Maintenance Agreements	\$	-	\$ -
100-004-550300	Telephone/Ipads	\$	-	\$ -
100-004-551600	Dues And Subscriptions	\$	600.00	\$ 400.00
100-004-569000	Other Contractual Service	\$	30,000.00	\$ 25,000.00
100-004-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	33,731.00	\$ 26,965.55
100-004-587100	Office Equipment And Furniture	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-004-518700	Mileage	\$	200.00	\$ 200.00
100-004-551000	Printing And Publications	\$	3,100.00	\$ 3,100.00
100-004-554200	Meals/Refreshments	\$	-	\$ -
100-004-599000	Miscellaneous	\$	-	\$ -
100-004-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	3,300.00	\$ 3,300.00
004	City Clerk	\$	(127,144.28)	\$ (123,284.43)
005	Human Resources			
100-005-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-005-511600	Salary: All Personnel	\$	160,465.46	\$ 159,000.00
100-005-515000	Overtime	\$	-	\$ -
100-005-515500	Vacation Pay	\$	-	\$ -
100-005-515600	Holiday Pay	\$	-	\$ -
100-005-515800	Sick Pay	\$	-	\$ -
100-005-517000	Oasdi/city Share 6.2%	\$	9,948.86	\$ 9,858.00
100-005-517001	Medicare/city Share 1.45%	\$	2,326.75	\$ 2,305.50
100-005-517401	Imrf	\$	18,506.62	\$ 19,366.20
100-005-518000	Group Insurance	\$	26,676.70	\$ 31,859.78
100-005-518300	Workers Comp Insurance	\$	2,406.98	\$ 2,385.00
100-005-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	220,331.37	\$ 224,774.48

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-005-519000	Training And Education	\$	5,300.00	\$ 3,300.00
	Training & Education	\$	5,300.00	\$ 3,300.00
100-005-520200	Office Supplies	\$	600.00	\$ 300.00
100-005-520400	Postage	\$	100.00	\$ 100.00
100-005-529000	Equipment	\$	-	\$ -
	Supplies & Materials	\$	700.00	\$ 400.00
100-005-518100	Liability Insurance	\$	3,131.00	\$ 3,131.10
100-005-524000	Lease/rental Of Equipment	\$	-	\$ -
100-005-534400	Equipment Repairs	\$	-	\$ -
100-005-538000	Maintenance Agreements	\$	-	\$ -
100-005-550300	Telephone/Ipads	\$	900.00	\$ 1,000.00
100-005-551600	Dues And Subscriptions	\$	1,900.00	\$ 1,400.00
100-005-569000	Other Contractual Service	\$	3,500.00	\$ 4,500.00
100-005-597900	Employee Recognition	\$	2,000.00	\$ 2,000.00
100-005-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	11,431.00	\$ 12,031.10
100-005-587100	Office Equipment & Furniture	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-005-518700	Mileage	\$	100.00	\$ 100.00
100-005-551000	Printing And Publications	\$	2,000.00	\$ 3,000.00
100-005-554200	Meals/Refreshments	\$	-	\$ -
100-005-599000	Miscellaneous	\$	-	\$ -
100-005-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	2,100.00	\$ 3,100.00
005	Human Resources	\$	(239,862.37)	\$ (243,605.58)
006	Finance			
100-006-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-006-511600	Salary: All Personnel	\$	168,741.56	\$ 217,672.53
100-006-515000	Overtime	\$	2,200.00	\$ 2,000.00
100-006-515500	Vacation Pay	\$	-	\$ -
100-006-515600	Holiday Pay	\$	-	\$ -
100-006-515800	Sick Pay	\$	-	\$ -
100-006-517000	Oasdi/city Share 6.2%	\$	10,585.98	\$ 13,743.70
100-006-517001	Medicare/city Share 1.45%	\$	2,475.75	\$ 3,214.25
100-006-517401	Imrf	\$	19,669.43	\$ 26,999.71
100-006-518000	Group Insurance	\$	54,126.57	\$ 74,972.01
100-006-518200	Unemployment Insurance	\$	-	\$ -
100-006-518300	Workers Comp Insurance	\$	2,561.12	\$ 3,325.09
100-006-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	260,360.41	\$ 341,927.29
100-006-519000	Training And Education	\$	11,000.00	\$ 1,000.00

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
	Training & Education	\$	11,000.00	\$ 1,000.00
100-006-520200	Office Supplies	\$	2,000.00	\$ 1,500.00
100-006-520400	Postage	\$	2,900.00	\$ 2,700.00
100-006-529000	Equipment	\$	500.00	\$ 500.00
	Supplies & Materials	\$	5,400.00	\$ 4,700.00
100-006-518100	Liability Insurance	\$	5,662.00	\$ 4,696.65
100-006-524000	Lease/rental Of Equipment	\$	-	\$ -
100-006-534400	Equipment Repairs	\$	-	\$ -
100-006-538000	Maintenance Agreements	\$	-	\$ -
100-006-550300	Telephone/Ipads	\$	-	\$ -
100-006-551600	Dues And Subscriptions	\$	500.00	\$ 500.00
100-006-560100	Auditing Fees	\$	-	\$ -
100-006-560800	Collection Agency Fees	\$	-	\$ -
100-006-569000	Other Contractual Service	\$	40,000.00	\$ -
100-006-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	46,162.00	\$ 5,196.65
100-006-587100	Office Equipment & Furniture	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-006-518700	Mileage	\$	-	\$ -
100-006-551000	Printing And Publications	\$	4,500.00	\$ 5,000.00
100-006-554200	Meals/Refreshments	\$	-	\$ -
100-006-599000	Miscellaneous	\$	-	\$ -
100-006-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	4,500.00	\$ 5,000.00
100-006-520900	Transfer To Tpccc	\$	-	\$ -
	Transfers To Other Funds	\$	-	\$ -
006	Finance	\$	(327,422.41)	\$ (357,823.94)
007	Public Works			
100-007-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-007-511600	Salary: All Personnel	\$	96,125.00	\$ 256,149.64
100-007-515000	Overtime	\$	-	\$ 2,500.00
100-007-515500	Vacation Pay	\$	-	\$ -
100-007-515600	Holiday Pay	\$	-	\$ -
100-007-515800	Sick Pay	\$	-	\$ -
100-007-517000	Oasdi/city Share 6.2%	\$	5,959.75	\$ 16,036.28
100-007-517001	Medicare/city Share 1.45%	\$	1,393.81	\$ 3,750.42
100-007-517401	Imrf	\$	11,073.60	\$ 31,503.53
100-007-518000	Group Insurance	\$	21,281.35	\$ 89,556.72
100-007-518200	Unemployment Insurance	\$	-	\$ -
100-007-518300	Workers Comp Insurance	\$	6,325.00	\$ 17,019.15
100-007-554300	Uniforms And Tools	\$	150.00	\$ 700.00

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-007-557200	License And Inspection Fees	\$	-	\$ -
100-007-559000	Medical Expense/supplies	\$	-	\$ 150.00
	Personnel	\$	142,308.51	\$ 417,365.74
100-007-519000	Training And Education	\$	9,500.00	\$ 3,500.00
	Training & Education	\$	9,500.00	\$ 3,500.00
100-007-520200	Office Supplies	\$	1,000.00	\$ 1,000.00
100-007-520400	Postage	\$	400.00	\$ 200.00
100-007-522000	Photographic Supplies	\$	-	\$ -
100-007-522400	General Supplies	\$	200.00	\$ 150.00
100-007-529000	Equipment	\$	500.00	\$ 400.00
100-007-556100	Gasoline/diesel Fuel	\$	1,500.00	\$ 1,000.00
	Supplies & Materials	\$	3,600.00	\$ 2,750.00
100-007-518100	Liability Insurance	\$	3,633.00	\$ 3,633.00
100-007-524000	Lease/rental Of Equipment	\$	-	\$ -
100-007-534000	Automotive Expense	\$	1,000.00	\$ 500.00
100-007-534400	Equipment Repairs	\$	400.00	\$ 300.00
100-007-538000	Maintenance Agreements	\$	-	\$ -
100-007-550300	Telephone/Ipads	\$	4,500.00	\$ 1,800.00
100-007-551600	Dues And Subscriptions	\$	2,800.00	\$ 2,800.00
100-007-555000	Radio Expense	\$	-	\$ -
100-007-561200	Engineering Fees	\$	-	\$ -
100-007-569000	Other Contractual Service	\$	8,000.00	\$ 8,000.00
100-007-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	20,333.00	\$ 17,033.00
100-007-587000	Machinery And Equipment	\$	-	\$ -
100-007-587100	Office Equipment & Furniture	\$	-	\$ -
100-007-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-007-518700	Mileage	\$	-	\$ -
100-007-551000	Printing And Publications	\$	350.00	\$ 300.00
100-007-554200	Meals/Refreshments	\$	-	\$ -
100-007-593300	Lien Filing Fee	\$	-	\$ -
100-007-599000	Miscellaneous	\$	-	\$ -
100-007-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	350.00	\$ 300.00
100-007-520231	Transfer To Sewerage Fund	\$	-	\$ -
100-007-520240	Transfer To Motor Fuel	\$	-	\$ -
100-007-520261	Transfer To Hud #2	\$	-	\$ -
	Transfers To Other Funds	\$	-	\$ -
007	Public Works	\$	(176,091.51)	\$ (440,948.74)
008	Utility Billing			
100-008-499800	Miscellaneous Receipts	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
	Other Revenue	\$	-	\$ -
100-008-511600	Salary All Personnel	\$	-	\$ -
100-008-515000	Overtime	\$	-	\$ -
100-008-515500	Vacation	\$	-	\$ -
100-008-515600	Holiday Pay	\$	-	\$ -
100-008-515800	Sick Pay	\$	-	\$ -
100-008-517000	Oasdi City Share	\$	-	\$ -
100-008-517001	Medicare City Share	\$	-	\$ -
100-008-517401	Imrf	\$	-	\$ -
100-008-518000	Group Insurance	\$	-	\$ -
100-008-518300	Worker's Comp Insurance	\$	-	\$ -
100-008-559000	Medical Expense	\$	-	\$ -
	Personnel	\$	-	\$ -
100-008-519000	Training & Education	\$	-	\$ 3,000.00
	Training & Education	\$	-	\$ 3,000.00
100-008-520200	Office supplies	\$	-	\$ 600.00
100-008-520400	Postage	\$	-	\$ 200.00
100-008-529000	Equipment	\$	-	\$ -
	Supplies & Materials	\$	-	\$ 800.00
100-008-538000	Maintenance Agreements	\$	-	\$ 3,000.00
100-008-560701	American Water Consumptn Rpts	\$	-	\$ -
100-008-560800	Collection Agency Fees	\$	-	\$ -
100-008-569000	Other Contractual Services	\$	-	\$ 132,000.00
	Contractual Services	\$	-	\$ 135,000.00
100-008-587100	Office Equipment & Furniture	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-008-551000	Printing & Publications	\$	-	\$ -
100-008-590600	Bank Charges	\$	-	\$ 6,000.00
100-008-593300	Lien Filing Fee	\$	-	\$ 12,000.00
	Other Expenditures	\$	-	\$ 18,000.00
008	Utility Billing	\$	-	\$ (156,800.00)
009	I.T.			
100-009-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-009-511600	Salary: All Personnel	\$	129,021.24	\$ 125,874.38
100-009-515000	Overtime	\$	7,500.00	\$ 7,500.00
100-009-515500	Vacation Pay	\$	-	\$ -
100-009-515600	Holiday Pay	\$	-	\$ -
100-009-515800	Sick Pay	\$	-	\$ -
100-009-517000	Oasdi/city Share 6.2%	\$	8,464.32	\$ 8,269.21
100-009-517001	Medicare/city Share 1.45%	\$	1,979.56	\$ 1,933.93

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-009-517401	Imrf	\$	15,727.25	\$ 16,245.00
100-009-518000	Group Insurance	\$	26,546.92	\$ 29,429.98
100-009-518200	Unemployment Insurance	\$	-	\$ -
100-009-518300	Workers Comp Insurance	\$	4,048.44	\$ 2,000.62
100-009-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	193,287.73	\$ 191,253.12
100-009-519000	Training And Education	\$	10,000.00	\$ 10,000.00
	Training & Education	\$	10,000.00	\$ 10,000.00
100-009-520200	Office Supplies	\$	100.00	\$ 500.00
100-009-520400	Postage	\$	50.00	\$ 50.00
100-009-529000	Equipment	\$	400.00	\$ 4,000.00
	Supplies & Materials	\$	550.00	\$ 4,550.00
100-009-518100	Liability Insurance	\$	3,131.10	\$ 3,131.10
100-009-534400	Equipment Repairs	\$	500.00	\$ 1,000.00
100-009-538000	Maintenance Agreements	\$	250,000.00	\$ 213,647.00
100-009-550300	Telephone/Ipads	\$	182,000.00	\$ 78,125.00
100-009-551600	Dues And Subscriptions	\$	1,000.00	\$ 21,950.00
100-009-569000	Other Contractual Service	\$	-	\$ 38,000.00
100-009-599801	Computer Software	\$	181,537.00	\$ 346,550.00
	Contractual Services	\$	618,168.10	\$ 702,403.10
100-009-587100	Office Equipment & Furniture	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-009-518700	Mileage	\$	500.00	\$ 100.00
100-009-529500	AVL Equipment	\$	-	\$ -
100-009-551000	Printing And Publications	\$	-	\$ 200.00
100-009-554200	Meals/Refreshments	\$	-	\$ -
100-009-599000	Miscellaneous	\$	-	\$ -
100-009-599802	Computer Hardware	\$	190,000.00	\$ 154,740.00
	Other Expenditures	\$	190,500.00	\$ 155,040.00
009	I.T.	\$	(1,012,505.83)	\$ (1,063,246.22)
010	Treasurer			
100-010-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-010-511600	Salary: All Personnel	\$	48,000.00	\$ 47,000.00
100-010-515000	Overtime	\$	-	\$ -
100-010-515500	Vacation Pay	\$	-	\$ -
100-010-515600	Holiday Pay	\$	-	\$ -
100-010-515800	Sick Pay	\$	-	\$ -
100-010-517000	Oasdi/city Share 6.2%	\$	2,986.85	\$ 2,914.00
100-010-517001	Medicare/city Share 1.45%	\$	698.54	\$ 681.50
100-010-517401	Imrf	\$	-	\$ -
100-010-518000	Group Insurance	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
100-010-518300	Workers Comp Insurance	\$	1,894.08	\$	1,894.08
	Personnel	\$	53,579.47	\$	52,489.58
100-010-519000	Training And Education	\$	500.00	\$	500.00
	Training & Education	\$	500.00	\$	500.00
100-010-520200	Office Supplies	\$	-	\$	-
100-010-520400	Postage	\$	30.00	\$	30.00
100-010-529000	Equipment	\$	-	\$	-
	Supplies & Materials	\$	30.00	\$	30.00
100-010-518100	Liability Insurnace	\$	1,887.60	\$	1,565.55
100-010-551600	Dues And Subscriptions	\$	-	\$	-
100-010-560100	Auditing Fees	\$	-	\$	-
100-010-569000	Other Contractual Service	\$	-	\$	-
	Contractual Services	\$	1,887.60	\$	1,565.55
100-010-518700	Mileage	\$	-	\$	-
100-010-551000	Printing And Publications	\$	-	\$	-
100-010-599000	Miscellaneous	\$	-	\$	-
	Other Expenditures	\$	-	\$	-
010	Treasurer	\$	(55,997.07)	\$	(54,585.13)
032	Street Dept				
100-032-410101	Re Tax Twp Levy-road & Br	\$	27,000.00	\$	-
100-032-412001	Replacement P/p Tax - Twp	\$	18,136.00	\$	14,000.00
100-032-414001	Local Use Gas Tax	\$	265,000.00	\$	280,000.00
	Taxes	\$	310,136.00	\$	294,000.00
100-032-435000	IDOT - State Routes Maint	\$	99,230.00	\$	65,000.00
100-032-435200	Traffic Light Reimbursement	\$	-	\$	-
100-032-442600	State Grants	\$	-	\$	-
	Intergovernmental	\$	99,230.00	\$	65,000.00
100-032-451800	50 / 50 Sidewalk Project	\$	4,000.00	\$	1,000.00
100-032-498900	Non Sufficient Funds Fee	\$	-	\$	-
	Fees/Charges For Service	\$	4,000.00	\$	1,000.00
100-032-463500	Late Payment Penalty	\$	-	\$	-
100-032-463600	Interest Charges	\$	-	\$	-
100-032-494100	City Property Dmg Reimb	\$	3,000.00	\$	-
	Fines And Forfeitures	\$	3,000.00	\$	-
100-032-425200	Street Opening Permits	\$	20,000.00	\$	20,000.00
100-032-425400	Curb Cuts	\$	-	\$	-
	Licenses And Permits	\$	20,000.00	\$	20,000.00
100-032-499400	Proceeds Of Auction	\$	2,000.00	\$	-
100-032-499404	Sale Of Equipment	\$	-	\$	-

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-032-499406	Sale Of Salt /FBOP, PCHS	\$	1,000.00	\$ -
100-032-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	3,000.00	\$ -
100-032-511600	Salary: All Personnel	\$	459,559.00	\$ 603,280.13
100-032-514800	Yard Crew	\$	-	\$ -
100-032-515000	Overtime	\$	35,000.00	\$ 35,000.00
100-032-515500	Vacation Pay	\$	-	\$ -
100-032-515600	Holiday Pay	\$	-	\$ -
100-032-515800	Sick Pay	\$	-	\$ -
100-032-517000	Oasdi/city Share 6.2%	\$	32,832.66	\$ 38,184.72
100-032-517001	Medicare/city Share 1.45%	\$	7,678.61	\$ 8,930.30
100-032-517401	Imrf	\$	55,936.40	\$ 69,655.30
100-032-518000	Group Insurance	\$	210,836.52	\$ 236,161.00
100-032-518200	Unemployment	\$	-	\$ -
100-032-518300	Workers Comp Insurance	\$	48,719.43	\$ 56,661.20
100-032-554300	Uniforms And Tools	\$	2,850.00	\$ 3,450.00
100-032-557200	License And Inspection Fe	\$	500.00	\$ 500.00
100-032-559000	Medical Expense/supplies	\$	-	\$ 750.00
	Personnel	\$	853,912.62	\$ 1,052,572.65
100-032-519000	Training And Education	\$	2,000.00	\$ 2,000.00
	Training & Education	\$	2,000.00	\$ 2,000.00
100-032-520200	Office Supplies	\$	512.00	\$ 500.00
100-032-520400	Postage	\$	100.00	\$ 100.00
100-032-522000	Photographic Supplies	\$	-	\$ -
100-032-522400	General Supplies	\$	15,000.00	\$ 10,000.00
100-032-523000	Traffic/Street Signs & Marking	\$	15,000.00	\$ 15,000.00
100-032-529000	Equipment	\$	25,000.00	\$ 25,000.00
100-032-535000	Material And Hauling	\$	20,000.00	\$ 20,000.00
100-032-556100	Gasoline/diesel Fuel	\$	40,000.00	\$ 40,000.00
	Supplies & Materials	\$	115,612.00	\$ 110,600.00
100-032-518100	Liability Insurance Packa	\$	25,752.59	\$ 24,294.90
100-032-524000	Lease/rental Of Equipment	\$	9,000.00	\$ 9,000.00
100-032-532000	Electronic Equipment Main	\$	20,000.00	\$ 20,000.00
100-032-534000	Automotive Expense	\$	50,000.00	\$ 50,000.00
100-032-534400	Equipment Repairs	\$	70,000.00	\$ 100,000.00
100-032-534900	Sidewalk Renovation / Ins	\$	60,000.00	\$ 85,000.00
100-032-536000	Tree Removal / Replacemen	\$	75,000.00	\$ 75,000.00
100-032-536300	Snow Removal - Salt And C	\$	100,000.00	\$ -
100-032-538000	Maintenance Agreements	\$	200.00	\$ 600.00
100-032-550100	Utilities	\$	17,500.00	\$ 17,500.00
100-032-550300	Telephone/Ipads	\$	900.00	\$ 900.00
100-032-550500	Electricity For Street Li	\$	130,000.00	\$ 130,000.00
100-032-550600	Electricity For Signal Li	\$	18,000.00	\$ 18,000.00
100-032-551600	Dues And Subscriptions	\$	4,000.00	\$ 4,000.00
100-032-555000	Radio Expense	\$	1,000.00	\$ 1,000.00

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-032-557300	Epa Permits	\$	-	\$ -
100-032-559900	Receivable Charge Off	\$	-	\$ -
100-032-560500	Consulting Fees	\$	-	\$ -
100-032-561000	Attorney fees	\$	-	\$ -
100-032-561200	Engineering Fees	\$	10,000.00	\$ 50,000.00
100-032-561300	Testing Fees	\$	1,000.00	\$ 1,000.00
100-032-561301	Testing - Street Maintena	\$	-	\$ -
100-032-564100	Drainage Improvements	\$	-	\$ -
100-032-569000	Other Contractual Service	\$	1,000.00	\$ 600.00
100-032-569001	Street Maintenance	\$	-	\$ -
100-032-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	593,352.59	\$ 586,894.90
100-032-580200	Purchase Of Property	\$	-	\$ -
100-032-580201	Land Improvements	\$	-	\$ -
100-032-580500	Street Construction	\$	-	\$ -
100-032-580501	Street Repair	\$	-	\$ -
100-032-580600	Sewer Construction	\$	-	\$ -
100-032-587000	Machinery & Equipment	\$	5,000.00	\$ 15,000.00
100-032-587001	Lease/Purchase of Equipment	\$	-	\$ -
100-032-587100	Office Equipment & Furniture	\$	-	\$ -
100-032-587500	Vehicles	\$	-	\$ 215,000.00
	Capital Outlay	\$	5,000.00	\$ 230,000.00
100-032-518700	Mileage	\$	-	\$ -
100-032-551000	Printing And Publications	\$	400.00	\$ 500.00
100-032-554200	Meals	\$	-	\$ -
100-032-590600	Bank Charges	\$	-	\$ -
100-032-599000	Miscellaneous	\$	-	\$ -
100-032-599802	Computer Hardware	\$	-	\$ -
100-032-599900	Depreciation Expense	\$	-	\$ -
	Other Expenditures	\$	400.00	\$ 500.00
100-032-520100	Transfer To General Fund	\$	-	\$ -
100-032-520231	Transfer To Sewerage Fund	\$	-	\$ -
100-032-520900	Transfer To Tpccc	\$	-	\$ -
	Transfers To Other Funds	\$	-	\$ -
032	Street Dept	\$	(1,130,911.21)	\$ (1,602,567.55)

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
034	Fire Dept			
100-034-437300	SOI - Training Reimburse	\$	-	\$ -
100-034-442500	Federal Grants	\$	-	\$ -
100-034-442600	State Grants	\$	-	\$ -
100-034-442700	County Grants	\$	7,500.00	\$ -
	Intergovernmental	\$	7,500.00	\$ -
100-034-451000	Copy Money/Accidents etc	\$	250.00	\$ 100.00
100-034-454001	Fire Protection - Normand	\$	-	\$ -
100-034-454002	Fire Protection - Brush Hill	\$	179,017.27	\$ 175,000.00
100-034-454003	Fire Protection - Powerton	\$	330,881.57	\$ 322,000.00
100-034-454100	Hazardous Waste Cleanup	\$	3,000.00	\$ 3,000.00
100-034-454200	Non Resident Rescue Fees	\$	5,000.00	\$ 4,500.00
100-034-454300	Hydrant Flushing	\$	150.00	\$ 150.00
100-034-454400	Overtime Reimbursements	\$	-	\$ -
100-034-454600	CPR Training Fees	\$	1,500.00	\$ 500.00
100-034-454700	Sprinkler Fees	\$	1,250.00	\$ 500.00
100-034-454800	AMT Transport Assist	\$	3,000.00	\$ 3,000.00
100-034-455005	AMT Franchise	\$	61,500.00	\$ 60,000.00
	Fees/Charges For Service	\$	585,548.84	\$ 568,750.00
100-034-464100	False Alarm Fee	\$	250.00	\$ -
100-034-494100	City Property Dmg Reimb	\$	-	\$ -
	Fines And Forfeitures	\$	250.00	\$ -
100-034-493002	Fire Prevention Contribut	\$	500.00	\$ -
100-034-493600	Training Reimbursements	\$	-	\$ 10,000.00
100-034-499400	Proceeds Of Auction	\$	1,000.00	\$ -
100-034-499404	Sale Of Equipment	\$	500.00	\$ -
100-034-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	2,000.00	\$ 10,000.00
100-034-511600	Salary: All Personnel	\$	4,129,564.64	\$ 4,026,782.88
100-034-515000	Overtime	\$	280,000.00	\$ 300,000.00
100-034-515200	Longevity Pay	\$	-	\$ -
100-034-515400	Education Pay	\$	-	\$ -
100-034-515500	Vacation Pay	\$	-	\$ -
100-034-515600	Holiday Pay	\$	210,670.48	\$ 208,672.78
100-034-515800	Sick Pay	\$	-	\$ -
100-034-515900	Injury Pay	\$	-	\$ -
100-034-517000	Oasdi/city Share 6.2%	\$	3,080.25	\$ 2,916.78
100-034-517001	Medicare/city Share 1.45%	\$	59,878.69	\$ 62,738.35
100-034-517401	Imrf	\$	5,723.30	\$ 5,873.32
100-034-518000	Group Insurance	\$	1,405,218.60	\$ 1,551,860.18
100-034-518200	Unemployment Insurance	\$	-	\$ -
100-034-518300	Workers Comp Insurance	\$	421,694.55	\$ 411,909.73
100-034-518900	Uniform Allowance	\$	28,500.00	\$ 28,113.00
100-034-554300	Uniform & Tool Allowance	\$	-	\$ -
100-034-557200	License And Inspection Fe	\$	1,000.00	\$ 300.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-034-559000	Medical Expense/supplies	\$	15,000.00	\$ 15,000.00
	Personnel	\$	6,560,330.51	\$ 6,614,167.02
100-034-519000	Training And Education	\$	62,600.00	\$ 61,000.00
	Training & Education	\$	62,600.00	\$ 61,000.00
100-034-520200	Office Supplies	\$	2,812.00	\$ 3,600.00
100-034-520400	Postage	\$	350.00	\$ 500.00
100-034-522000	Photographic Supplies	\$	150.00	\$ 100.00
100-034-522400	General Supplies	\$	15,000.00	\$ 18,000.00
100-034-522500	Emergency Medical Supplie	\$	48,000.00	\$ 55,000.00
100-034-529000	Equipment	\$	70,975.00	\$ 55,000.00
100-034-556100	Gasoline/diesel Fuel	\$	25,000.00	\$ 25,000.00
	Supplies & Materials	\$	162,287.00	\$ 157,200.00
100-034-518100	Liability Insurance Packa	\$	119,625.00	\$ 107,416.05
100-034-524000	Lease/rental Of Equipment	\$	850.00	\$ 1,150.00
100-034-534000	Automotive Expense	\$	41,097.00	\$ 40,700.00
100-034-534200	Buildings & Grounds Maintenanc	\$	500.00	\$ 4,500.00
100-034-534400	Equipment Repairs	\$	12,500.00	\$ 15,000.00
100-034-538000	Maintenance Agreements	\$	4,150.00	\$ 9,500.00
100-034-550100	Utilities	\$	30,000.00	\$ 35,000.00
100-034-550300	Telephone/Ipads	\$	-	\$ -
100-034-551600	Dues And Subscriptions	\$	2,500.00	\$ 3,000.00
100-034-555000	Radio Expense	\$	20,000.00	\$ 28,000.00
100-034-559900	Receivable Charge Off	\$	-	\$ -
100-034-569000	Other Contractual Service	\$	2,000.00	\$ 5,000.00
100-034-592605	Bike Program	\$	-	\$ 100.00
100-034-592800	Polygraph Exam	\$	-	\$ -
100-034-598000	Fire Prevention	\$	2,500.00	\$ 4,000.00
100-034-598100	Public Relations	\$	750.00	\$ 750.00
100-034-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	236,472.00	\$ 254,116.05
100-034-587000	Machinery And Equipment	\$	-	\$ 42,000.00
100-034-587001	Lease / Purchase Equipmen	\$	-	\$ -
100-034-587100	Office Equipment And Furn	\$	500.00	\$ -
100-034-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	500.00	\$ 42,000.00
100-034-518700	Mileage	\$	-	\$ -
100-034-551000	Printing And Publications	\$	850.00	\$ 1,000.00
100-034-554200	Meals	\$	1,500.00	\$ -
100-034-599000	Miscellaneous	\$	-	\$ -
100-034-599802	Computer Hardware	\$	3,000.00	\$ -
100-034-599900	Depreciation Expense	\$	-	\$ -
	Other Expenditures	\$	5,350.00	\$ 1,000.00
100-034-520900	Transfer to TPCC	\$	157,569.08	\$ 157,569.08

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-034-544900	Transfer To Tpccc	\$	-	\$ -
	Transfers To Other Funds	\$	157,569.08	\$ 157,569.08
034	Fire Dept	\$	(6,589,809.75)	\$ (6,708,302.15)
068	Public Property			
100-068-435100	Iepa - Air Monitoring Reimburs	\$	2,500.00	\$ 2,500.00
100-068-442600	State Grants	\$	-	\$ -
100-068-442700	County Grants	\$	-	\$ -
	Intergovernmental	\$	2,500.00	\$ 2,500.00
100-068-494100	City Property Dmg Reimb	\$	-	\$ -
	Fines And Forfeitures	\$	-	\$ -
100-068-491000	Rental Of Municipal Property	\$	152,000.00	\$ 152,000.00
100-068-491500	Sale Of Municipal Property	\$	-	\$ -
100-068-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	152,000.00	\$ 152,000.00
100-068-511600	Salary: All Personnel	\$	175,353.71	\$ 54,120.61
100-068-515000	Overtime	\$	1,000.00	\$ 500.00
100-068-515500	Vacation Pay	\$	-	\$ -
100-068-515600	Holiday Pay	\$	-	\$ -
100-068-515800	Sick Pay	\$	-	\$ -
100-068-517000	Oasdi/city Share 6.2%	\$	10,871.93	\$ 3,355.48
100-068-517001	Medicare/city Share 1.45%	\$	2,542.63	\$ 784.75
100-068-517401	Imrf	\$	20,200.75	\$ 6,591.89
100-068-518000	Group Insurance	\$	33,274.68	\$ 30,066.22
100-068-518200	Unemployment Insurance	\$	-	\$ -
100-068-518300	Workers Comp Insurance	\$	11,538.27	\$ 3,561.14
100-068-554300	Uniforms And Tools	\$	250.00	\$ 250.00
100-068-557200	License And Inspection Fees	\$	600.00	\$ 100.00
100-068-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	255,631.97	\$ 99,330.09
100-068-519000	Training And Education	\$	2,500.00	\$ -
	Training & Education	\$	2,500.00	\$ -
100-068-520200	Office Supplies	\$	850.00	\$ -
100-068-520400	Postage	\$	-	\$ -
100-068-522000	Photographic Supplies	\$	-	\$ -
100-068-522400	General Supplies	\$	33,800.00	\$ 18,000.00
100-068-529000	Equipment	\$	15,000.00	\$ 4,000.00
100-068-556100	Gasoline/diesel Fuel	\$	1,500.00	\$ -
	Supplies & Materials	\$	51,150.00	\$ 22,000.00
100-068-518100	Liability Insurance	\$	10,589.00	\$ 10,589.25
100-068-523200	Riverfront Park/Pier	\$	15,000.00	\$ 15,000.00
100-068-524000	Lease/rental Of Equipment	\$	6,000.00	\$ 600.00
100-068-534000	Automotive Expense	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-068-534200	Buildings And Grounds Rep	\$	50,000.00	\$ 60,000.00
100-068-534400	Equipment Repairs	\$	5,000.00	\$ 5,000.00
100-068-535200	Parking Lot Maintenance A	\$	20,000.00	\$ -
100-068-536300	Snow Removal - Salt	\$	5,000.00	\$ 5,000.00
100-068-538000	Maintenance Agreements	\$	11,300.00	\$ 11,000.00
100-068-550100	Utilities	\$	100,000.00	\$ 100,000.00
100-068-550300	Telephone	\$	-	\$ -
100-068-551600	Dues And Subscriptions	\$	200.00	\$ -
100-068-555000	Radio Expense	\$	-	\$ -
100-068-559900	Receivable Charge Off	\$	-	\$ -
100-068-560500	Consulting Fees	\$	2,000.00	\$ -
100-068-561000	Legal Fees	\$	-	\$ -
100-068-561200	Engineering Fees	\$	2,000.00	\$ -
100-068-562500	Demolition	\$	-	\$ -
100-068-566600	Pest Control	\$	4,000.00	\$ 4,000.00
100-068-569000	Other Contractual Service	\$	40,770.00	\$ 160,000.00
	Contractual Services	\$	271,859.00	\$ 371,189.25
100-068-580200	Purchase Of Property	\$	-	\$ -
100-068-580201	Land Improvements	\$	-	\$ -
100-068-580400	Building Purchase/construction	\$	-	\$ -
100-068-580401	Building Repair	\$	231,870.00	\$ 209,000.00
100-068-584009	General Public Improvements	\$	-	\$ -
100-068-587000	Machinery And Equipment	\$	5,000.00	\$ -
100-068-587001	Lease/Purchase Equipment	\$	-	\$ -
100-068-587100	Office Equipment And Furn	\$	15,800.00	\$ -
100-068-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	252,670.00	\$ 209,000.00
100-068-518700	Mileage	\$	-	\$ -
100-068-551000	Printing And Publications	\$	-	\$ -
100-068-554200	Meals/Refreshments	\$	-	\$ -
100-068-590300	Real Estate Tax Expense	\$	2,800.00	\$ -
100-068-599000	Miscellaneous	\$	-	\$ -
	Other Expenditures	\$	2,800.00	\$ -
068	Public Property	\$	(682,110.97)	\$ (547,019.34)
760	Police Revenue			
100-760-437100	School Reimbursements	\$	46,000.00	\$ 46,000.00
100-760-437200	SOI-Police Training Reimb	\$	4,000.00	\$ 4,000.00
100-760-442500	Federal Grants	\$	-	\$ -
100-760-442600	State Grants	\$	5,000.00	\$ 5,000.00
	Intergovernmental	\$	55,000.00	\$ 55,000.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-760-450800	Fingerprint Fees	\$	3,000.00	\$ 3,000.00
100-760-451000	Copy Money/Accidents etc	\$	4,000.00	\$ 4,000.00
100-760-451100	Parking Meter Collections	\$	-	\$ -
100-760-451101	Rentals - Parking Lots	\$	8,000.00	\$ 8,000.00
100-760-454400	Overtime Reimbursements	\$	50,000.00	\$ 50,000.00
100-760-454800	Bassett Training	\$	-	\$ -
100-760-464700	E Citation Fees	\$	-	\$ -
100-760-498900	Non Sufficient Funds Fee	\$	-	\$ -
	Fees/Charges For Service	\$	65,000.00	\$ 65,000.00
100-760-460100	Cir Clk/States Atty	\$	250,000.00	\$ 250,000.00
100-760-460200	Municipal Ordinance Violations	\$	100,000.00	\$ 463,493.00
100-760-460300	Warrants	\$	4,500.00	\$ 4,000.00
100-760-463700	Liquor Fines	\$	-	\$ -
100-760-463800	Tobacco Fines	\$	-	\$ -
100-760-464000	Parking Tickets	\$	30,000.00	\$ 30,000.00
100-760-464100	False Alarm Fee	\$	2,000.00	\$ 1,800.00
100-760-464300	Seizures And Forfeitures	\$	-	\$ -
100-760-464400	Dui Surcharge	\$	22,000.00	\$ 22,000.00
100-760-464500	Towing/Storage/Impound Fees	\$	150,000.00	\$ 150,000.00
100-760-464600	Court Supervision Fines	\$	13,000.00	\$ 13,000.00
100-760-494100	Restitution	\$	500.00	\$ 500.00
	Fines And Forfeitures	\$	572,000.00	\$ 934,793.00
100-760-450700	Rental Property Registration	\$	6,000.00	\$ 6,000.00
	Licenses And Permits	\$	6,000.00	\$ 6,000.00
100-760-493001	Crime Prevention Contributions	\$	-	\$ -
100-760-493100	Dare Program	\$	-	\$ -
100-760-493500	Canine Unit Contributions	\$	-	\$ -
100-760-493700	Bike Program Contribution	\$	-	\$ -
100-760-493900	Sex Offender Registration	\$	2,500.00	\$ 2,500.00
100-760-494000	State Iron Eagle Revenue	\$	6,000.00	\$ 6,000.00
100-760-494001	Federal Iron Eagle Revenue	\$	-	\$ -
100-760-494200	Range Instructor Reimbursement	\$	-	\$ -
100-760-494300	Explorer	\$	-	\$ -
100-760-499400	Proceeds Of Auction	\$	-	\$ -
100-760-499403	Unclaimed Evidence	\$	-	\$ -
100-760-499404	Sale Of Equipment	\$	-	\$ -
100-760-499600	Sale Of Vehicles	\$	5,000.00	\$ 5,000.00
100-760-499800	Miscellaneous Receipts	\$	-	\$ -
100-760-499802	Cash Over/short	\$	-	\$ -
	Other Revenue	\$	13,500.00	\$ 13,500.00
760	Police Revenue	\$	711,500.00	\$ 1,074,293.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
761	Police Patrol			
100-761-511600	Salary: All Personnel	\$	3,538,106.04	\$ 3,277,708.85
100-761-515000	Overtime	\$	240,000.00	\$ 250,000.00
100-761-515500	Vacation Pay	\$	-	\$ -
100-761-515600	Holiday Pay	\$	122,256.54	\$ 108,625.00
100-761-515800	Sick Pay	\$	-	\$ -
100-761-515900	Injury Pay	\$	-	\$ -
100-761-517000	Oasdi/city Share 6.2%	\$	3,078.00	\$ 2,973.91
100-761-517001	Medicare/city Share 1.45%	\$	54,927.54	\$ 52,726.81
100-761-517401	Imrf	\$	5,719.11	\$ 5,842.29
100-761-518000	Group Insurance	\$	1,181,709.01	\$ 1,093,897.63
100-761-518200	Unemployment Insurance	\$	-	\$ -
100-761-518300	Workers Comp Insurance	\$	189,405.30	\$ 176,385.44
100-761-518900	Uniform Allowance	\$	37,802.00	\$ 62,000.00
100-761-554300	Tools & Uniforms	\$	-	\$ 900.00
100-761-557200	License And Inspection Fees	\$	-	\$ -
100-761-559000	Medical Expense/supplies	\$	-	\$ 2,000.00
	Personnel	\$	5,373,003.54	\$ 5,033,059.93
100-761-519000	Training And Education	\$	61,000.00	\$ 70,000.00
	Training & Education	\$	61,000.00	\$ 70,000.00
100-761-520200	Office Supplies	\$	2,800.00	\$ 2,800.00
100-761-520201	Live-scan Deposit Account	\$	1,700.00	\$ 1,700.00
100-761-520400	Postage	\$	930.00	\$ 900.00
100-761-522000	Photographic Supplies	\$	561.00	\$ 500.00
100-761-522400	General Supplies	\$	3,226.00	\$ 3,000.00
100-761-525000	Police Ammunition	\$	14,000.00	\$ 14,000.00
100-761-529000	Equipment	\$	35,000.00	\$ 30,000.00
100-761-556100	Gasoline/diesel Fuel	\$	75,000.00	\$ 75,000.00
	Supplies & Materials	\$	133,217.00	\$ 127,900.00
100-761-518100	Liability Insurance	\$	103,611.20	\$ 89,223.75
100-761-524000	Lease/rental Of Equipment	\$	5,000.00	\$ 5,000.00
100-761-534000	Automotive Expense	\$	62,800.00	\$ 48,000.00
100-761-534101	Vehicle Towage	\$	500.00	\$ 500.00
100-761-534400	Equipment Repairs	\$	3,000.00	\$ 3,000.00
100-761-538000	Maintenance Agreements	\$	-	\$ 22,000.00
100-761-550100	Utilities	\$	-	\$ -
100-761-550300	Telephone/Ipads	\$	-	\$ -
100-761-551600	Dues And Subscriptions	\$	10,000.00	\$ 10,000.00
100-761-555000	Radio Expense	\$	28,318.00	\$ 21,000.00
100-761-555200	Radar Expense	\$	4,000.00	\$ 4,000.00
100-761-559900	Receivable Charge Off	\$	-	\$ -
100-761-561000	Legal Fees	\$	-	\$ -
100-761-566000	Jail Expense	\$	-	\$ -
100-761-566700	Care Of Stray Animals	\$	45,000.00	\$ 45,000.00
100-761-569000	Other Contractual Service	\$	2,450.00	\$ 3,500.00
100-761-592100	Auxiliary Police	\$	-	\$ -

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-761-592300	Explorer Post	\$	-	\$ 3,000.00
100-761-592500	Crime Prevention Expense	\$	6,000.00	\$ 6,000.00
100-761-592601	Dare Program	\$	-	\$ -
100-761-592602	Canine Unit	\$	3,000.00	\$ 3,000.00
100-761-592604	Emergency Services Team	\$	16,350.00	\$ 22,000.00
100-761-592605	Bike Program	\$	500.00	\$ 500.00
100-761-592606	Dui Enforcement	\$	35,000.00	\$ 35,000.00
100-761-592608	Court Supervision Funded Exp	\$	25,000.00	\$ 25,000.00
100-761-592609	Warrant Expense	\$	7,000.00	\$ 7,000.00
100-761-592700	Shooting Range	\$	750.00	\$ 750.00
100-761-592900	Iron Eagle Expenses	\$	-	\$ -
100-761-598100	Public Relations	\$	750.00	\$ 750.00
100-761-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	359,029.20	\$ 354,223.75
100-761-587000	Machinery And Equipment	\$	-	\$ -
100-761-587001	Lease/Purchase Equipmen	\$	-	\$ -
100-761-587100	Office Equipment & Furniture	\$	-	\$ 12,000.00
100-761-587500	Vehicles	\$	-	\$ 195,789.00
	Capital Outlay	\$	-	\$ 207,789.00
100-761-551000	Printing And Publications	\$	8,000.00	\$ 8,000.00
100-761-554200	Meals/Refreshments	\$	-	\$ -
100-761-590600	Bank/Credit Card Charges	\$	-	\$ -
100-761-592400	E Citation Allowable Expenses	\$	-	\$ -
100-761-595000	Reimbursement - Personal	\$	500.00	\$ 500.00
100-761-599000	Miscellaneous	\$	-	\$ -
100-761-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	8,500.00	\$ 8,500.00
100-761-520900	Transfer To Tpccc	\$	851,987.87	\$ 851,987.87
	Transfers To Other Funds	\$	851,987.87	\$ 851,987.87
761	Police Patrol	\$	(6,786,737.61)	\$ (6,653,460.55)
763	Special Services			
100-763-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-763-511600	Salary: All Personnel	\$	727,180.01	\$ 854,393.00
100-763-515000	Overtime	\$	75,000.00	\$ 60,000.00
100-763-515500	Vacation Pay	\$	-	\$ -
100-763-515600	Holiday Pay	\$	27,968.46	\$ 32,861.29
100-763-515800	Sick Pay	\$	-	\$ -
100-763-515900	Injury Pay	\$	-	\$ -
100-763-517000	Oasdi/city Share 6.2%	\$	-	\$ -
100-763-517001	Medicare/city Share 1.45%	\$	11,776.61	\$ 13,351.88
100-763-517401	Imrf	\$	-	\$ -
100-763-518000	Group Insurance	\$	215,454.35	\$ 318,176.59
100-763-518300	Workers Comp Insurance	\$	40,609.00	\$ 45,719.68

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-763-518900	Uniform Allowance	\$	18,000.00	\$ 9,900.00
100-763-557200	License And Inspection Fees	\$	-	\$ -
	Personnel	\$	1,115,988.43	\$ 1,334,402.44
100-763-519000	Training And Education	\$	12,000.00	\$ 13,400.00
	Training & Education	\$	12,000.00	\$ 13,400.00
100-763-520200	Office Supplies	\$	2,500.00	\$ 2,500.00
100-763-520400	Postage	\$	1,000.00	\$ 1,000.00
100-763-522000	Photographic Supplies	\$	200.00	\$ 200.00
100-763-522400	General Supplies	\$	1,545.00	\$ 1,500.00
100-763-529000	Equipment	\$	2,000.00	\$ 2,000.00
100-763-556100	Gasoline/diesel Fuel	\$	8,000.00	\$ 8,000.00
	Supplies & Materials	\$	15,245.00	\$ 15,200.00
100-763-524000	Lease/rental Of Equipment	\$	-	\$ -
100-763-534000	Automotive Expense	\$	-	\$ -
100-763-534101	Vehicle Towage	\$	-	\$ -
100-763-534400	Equipment Repairs	\$	-	\$ -
100-763-538000	Maintenance Agreements	\$	-	\$ 10,000.00
100-763-550300	Telephone/Ipads	\$	-	\$ -
100-763-551600	Dues And Subscriptions	\$	2,800.00	\$ 2,800.00
100-763-555000	Radio Expense	\$	-	\$ -
100-763-569000	Other Contractual Service	\$	-	\$ -
100-763-592600	Special Investigations Exp	\$	5,000.00	\$ 5,000.00
100-763-592603	Multi-county Narcotics Exp	\$	-	\$ 10,175.00
100-763-592800	Polygraph Exam	\$	1,000.00	\$ 1,000.00
100-763-592900	Iron Eagle Expenses	\$	5,000.00	\$ 5,000.00
100-763-592901	Federal Iron Eagle Expense	\$	-	\$ -
100-763-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	13,800.00	\$ 33,975.00
100-763-587000	Machinery And Equipment	\$	-	\$ -
100-763-587001	Lease/Purchase Equipment	\$	-	\$ -
100-763-587100	Office Equipment & Furniture	\$	-	\$ -
100-763-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-763-518700	Mileage	\$	-	\$ -
100-763-551000	Printing And Publications	\$	200.00	\$ 200.00
100-763-554200	Meals/Refreshments	\$	-	\$ -
100-763-595000	Reimbursement - Personal	\$	100.00	\$ 100.00
100-763-599000	Miscellaneous	\$	-	\$ -
100-763-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	300.00	\$ 300.00
763	Special Services	\$	(1,157,333.43)	\$ (1,397,277.44)
764	Police Records			
100-764-499800	Miscellaneous Receipts	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
	Other Revenue	\$	-	\$ -
100-764-511600	Salary: All Personnel	\$	326,013.50	\$ 329,297.84
100-764-515000	Overtime	\$	18,000.00	\$ 12,000.00
100-764-515500	Vacation Pay	\$	-	\$ -
100-764-515600	Holiday Pay	\$	-	\$ -
100-764-515800	Sick Pay	\$	-	\$ -
100-764-517000	Oasdi/city Share 6.2%	\$	20,584.84	\$ 21,160.47
100-764-517001	Medicare/city Share 1.45%	\$	4,814.20	\$ 4,948.82
100-764-517401	Imrf	\$	38,247.97	\$ 41,570.08
100-764-518000	Group Insurance	\$	117,132.59	\$ 85,194.64
100-764-518200	Unemployment Insurance	\$	-	\$ -
100-764-518300	Workers Comp Insurance	\$	1,819.07	\$ 1,706.49
100-764-554300	Uniforms And Tools	\$	1,500.00	\$ 1,500.00
100-764-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	528,112.17	\$ 497,378.34
100-764-519000	Training And Education	\$	1,000.00	\$ 1,000.00
	Training & Education	\$	1,000.00	\$ 1,000.00
100-764-520200	Office Supplies	\$	2,400.00	\$ 2,400.00
100-764-520400	Postage	\$	5,500.00	\$ 4,000.00
100-764-529000	Equipment	\$	-	\$ -
	Supplies & Materials	\$	7,900.00	\$ 6,400.00
100-764-518100	Liability Ins Premiums	\$	12,524.40	\$ 12,524.40
100-764-520500	Rim System Fees	\$	1,200.00	\$ 1,200.00
100-764-524000	Lease/rental Of Equipment	\$	-	\$ -
100-764-534400	Equipment Repairs	\$	500.00	\$ 500.00
100-764-538000	Maintenance Agreements	\$	-	\$ 2,260.00
100-764-550300	Telephone	\$	-	\$ -
100-764-569000	Other Contractual Service	\$	-	\$ -
100-764-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	14,224.40	\$ 16,484.40
100-764-587100	Office Equipment & Furniture	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-764-518700	Mileage	\$	-	\$ -
100-764-551000	Printing And Publications	\$	100.00	\$ 100.00
100-764-554200	Meals/Refreshments	\$	-	\$ -
100-764-599000	Miscellaneous	\$	-	\$ -
100-764-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	100.00	\$ 100.00
100-764-520900	Transfer To Tpccc	\$	-	\$ -
	Transfers To Other Funds	\$	-	\$ -
764	Police Records	\$	(551,336.57)	\$ (521,362.74)

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
766	Parking Enforcem			
100-766-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-766-511600	Salary: All Personnel	\$	23,909.60	\$ 48,000.00
100-766-515000	Overtime	\$	-	\$ 4,000.00
100-766-515500	Vacation Pay	\$	-	\$ -
100-766-515600	Holiday Pay	\$	-	\$ -
100-766-515800	Sick Pay	\$	-	\$ -
100-766-517000	OASDI	\$	1,482.40	\$ 3,224.00
100-766-517001	Medicare/city Share 1.45%	\$	346.69	\$ 754.00
100-766-517401	Imrf	\$	2,754.39	\$ 6,333.60
100-766-518000	Group Insurance	\$	13,484.12	\$ 28,848.47
100-766-518300	Workers Comp Insurance	\$	1,374.80	\$ 2,990.00
100-766-554300	Uniforms And Tools	\$	1,200.00	\$ 500.00
100-766-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	44,552.00	\$ 94,650.07
100-766-519000	Training And Education	\$	3,000.00	\$ 3,000.00
	Training & Education	\$	3,000.00	\$ 3,000.00
100-766-520200	Office Supplies	\$	-	\$ -
100-766-520400	Postage	\$	-	\$ -
100-766-522400	General Supplies	\$	-	\$ -
100-766-529000	Equipment	\$	-	\$ -
100-766-556100	Gasoline/diesel Fuel	\$	5,000.00	\$ -
	Supplies & Materials	\$	5,000.00	\$ -
100-766-518100	Liability Insurance Packa	\$	929.50	\$ 862.05
100-766-524000	Lease/rental Of Equipment	\$	-	\$ -
100-766-534000	Automotive Expense	\$	-	\$ -
100-766-534101	Vehicle Towage	\$	-	\$ -
100-766-534400	Equipment Repairs	\$	-	\$ -
100-766-538000	Maintenance Agreements	\$	-	\$ -
100-766-550300	Telephone	\$	-	\$ -
100-766-555000	Radio Expense	\$	-	\$ -
100-766-569000	Other Contractual Service	\$	12,000.00	\$ 12,000.00
100-766-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	12,929.50	\$ 12,862.05
100-766-587000	Machinery And Equipment	\$	-	\$ -
100-766-587001	Lease/Purchase Equipmen	\$	-	\$ -
100-766-587100	Office Equipment & Furniture	\$	-	\$ -
100-766-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-766-518700	Mileage	\$	-	\$ -
100-766-551000	Printing And Publications	\$	-	\$ -
100-766-554200	Meals/Refreshments	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-766-599000	Miscellaneous	\$	-	\$ -
	Other Expenditures	\$	-	\$ -
766	Parking Enforcem	\$	(65,481.50)	\$ (110,512.12)
793	Inspections			
100-793-425000	Prelim Plat Review Filing	\$	-	\$ -
100-793-425100	Final Plat Review Filing	\$	220.00	\$ 200.00
100-793-426500	ZBA Waiver Request Fees	\$	220.00	\$ 200.00
100-793-450700	Rental Proprty Registr Fee	\$	-	\$ -
100-793-451000	Copy Money/Accidents etc	\$	-	\$ -
100-793-451300	Certification Signatures	\$	-	\$ -
100-793-451400	Electrical Inspection Fee	\$	-	\$ -
100-793-451700	Property Cleanup Fees	\$	25,000.00	\$ 25,000.00
100-793-451900	Sales - Ordinances & Maps	\$	-	\$ -
100-793-458700	Code Inspections	\$	-	\$ -
	Fees/Charges For Service	\$	25,440.00	\$ 25,400.00
100-793-463600	Code Violation Fines	\$	2,000.00	\$ 2,000.00
100-793-464500	Towing/storage Fees	\$	-	\$ -
	Fines And Forfeitures	\$	2,000.00	\$ 2,000.00
100-793-420500	Hvac License	\$	10,000.00	\$ 10,000.00
100-793-420800	Electrical Contractors License	\$	10,000.00	\$ 10,000.00
100-793-423000	Home Occupation License	\$	2,000.00	\$ 2,000.00
100-793-425500	Hvac Permit	\$	22,000.00	\$ 20,000.00
100-793-425600	House Movers Permit	\$	-	\$ -
100-793-425700	Special Use Permit	\$	1,650.00	\$ 1,500.00
100-793-426000	Electrical Permits	\$	19,800.00	\$ 18,000.00
100-793-426400	Building And Rezoning Permit	\$	82,500.00	\$ 75,000.00
100-793-451200	Plumbing Permits	\$	12,100.00	\$ 11,000.00
	Licenses And Permits	\$	160,050.00	\$ 147,500.00
100-793-490500	Lien File & Release Fees	\$	-	\$ -
100-793-498900	Non Sufficient Funds Fee	\$	-	\$ -
100-793-499800	Miscellaneous Receipts	\$	-	\$ -
100-793-499802	Cash Over/short	\$	-	\$ -
	Other Revenue	\$	-	\$ -
100-793-511600	Salary: All Personnel	\$	308,686.20	\$ 294,030.74
100-793-515000	Overtime	\$	2,500.00	\$ 4,000.00
100-793-515500	Vacation Pay	\$	-	\$ -
100-793-515600	Holiday Pay	\$	-	\$ -
100-793-515800	Sick Pay	\$	-	\$ -
100-793-517000	Oasdi/city Share 6.2%	\$	19,293.54	\$ 18,477.91
100-793-517001	Medicare/city Share 1.45%	\$	4,512.20	\$ 4,321.45
100-793-517401	Imrf	\$	35,848.65	\$ 36,300.14
100-793-518000	Group Insurance	\$	114,934.88	\$ 110,299.38
100-793-518200	Unemployment Insurance	\$	-	\$ -
100-793-518300	Workers Comp Insurance	\$	25,167.91	\$ 24,676.95

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-793-554300	Uniforms And Tools	\$	1,000.00	\$ 1,000.00
100-793-557200	License And Inspection Fees	\$	300.00	\$ 300.00
100-793-559000	Medical Expense/supplies	\$	-	\$ 200.00
	Personnel	\$	512,243.38	\$ 493,606.57
100-793-519000	Training And Education	\$	8,000.00	\$ 10,000.00
	Training & Education	\$	8,000.00	\$ 10,000.00
100-793-520200	Office Supplies	\$	1,000.00	\$ 1,000.00
100-793-520400	Postage	\$	1,000.00	\$ 1,000.00
100-793-522000	Photographic Supplies	\$	-	\$ -
100-793-522400	General Supplies	\$	400.00	\$ 400.00
100-793-529000	Equipment	\$	500.00	\$ 600.00
100-793-556100	Gasoline/diesel Fuel	\$	3,200.00	\$ 5,000.00
	Supplies & Materials	\$	6,100.00	\$ 8,000.00
100-793-518100	Liability Insurance	\$	7,555.00	\$ 7,554.75
100-793-524000	Lease/rental Of Equipment	\$	-	\$ -
100-793-534000	Automotive Expense	\$	4,000.00	\$ 2,000.00
100-793-534400	Equipment Repairs	\$	-	\$ -
100-793-536100	Property Cleanup Fees	\$	25,000.00	\$ 25,000.00
100-793-538000	Maintenance Agreements	\$	-	\$ -
100-793-550300	Telephone/Ipads	\$	900.00	\$ 900.00
100-793-551600	Dues And Subscriptions	\$	500.00	\$ 500.00
100-793-555000	Radio Expense	\$	300.00	\$ -
100-793-559900	Provisions For Bad Debts	\$	-	\$ -
100-793-560500	Consulting Fees	\$	-	\$ -
100-793-560600	Corporate Counsel Fees	\$	-	\$ -
100-793-562500	Demolition	\$	60,000.00	\$ 60,000.00
100-793-569000	Other Contractual Service	\$	32,000.00	\$ 32,000.00
100-793-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	130,255.00	\$ 127,954.75
100-793-587000	Machinery And Equipment	\$	-	\$ -
100-793-587100	Office Equipment & Furniture	\$	-	\$ -
100-793-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
100-793-518700	Mileage	\$	-	\$ -
100-793-551000	Printing And Publications	\$	4,000.00	\$ 4,000.00
100-793-554200	Meals/Refreshments	\$	-	\$ -
100-793-593300	Lien Filing Fee	\$	2,100.00	\$ -
100-793-599000	Miscellaneous	\$	-	\$ -
	Other Expenditures	\$	6,100.00	\$ 4,000.00
793	Inspections	\$	(475,208.38)	\$ (468,661.32)
990	General Operations			
100-990-410100	Real Estate Tax	\$	402,000.00	\$ 830,000.00
100-990-410900	Use Tax	\$	895,000.00	\$ 825,000.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-990-411000	Municipal Sales Tax	\$	5,425,000.00	\$ 6,720,000.00
100-990-411004	Home Rule Sales Tax	\$	5,615,000.00	\$ 4,020,000.00
100-990-412000	Replacement P/p Tax - State	\$	1,101,866.00	\$ 1,240,000.00
100-990-412200	Pull Tab/jar Game Tax	\$	6,000.00	\$ 3,000.00
100-990-412300	Video Gaming Tax	\$	345,333.00	\$ 325,000.00
100-990-413000	Illinois Income Tax	\$	3,748,913.00	\$ 3,475,000.00
100-990-413001	Illinois Income Tax Surch	\$	-	\$ -
100-990-414100	Food & Beverage Tax	\$	1,313,504.00	\$ 1,175,000.00
100-990-414200	Packaged Liquor Tax	\$	180,992.00	\$ 200,000.00
100-990-455002	Municipal Telecommunicatns	\$	575,000.00	\$ 690,000.00
100-990-496100	RE Tax Clearing Acct	\$	-	\$ -
100-990-496200	PPRT Tax Clearing Acct	\$	-	\$ -
	Taxes	\$	19,608,608.00	\$ 19,503,000.00
100-990-442500	Federal Grants	\$	-	\$ -
100-990-442600	State Grants	\$	-	\$ -
100-990-442700	County Grants	\$	-	\$ -
	Intergovernmental	\$	-	\$ -
100-990-451900	Sales - Ordinances & Maps	\$	-	\$ -
100-990-455001	Cilco Gas Franchise	\$	85,512.00	\$ 64,000.00
100-990-455003	Franchise Fee - Cable Tv	\$	432,000.00	\$ 430,000.00
100-990-455004	Good Energy Revenue	\$	86,000.00	\$ 94,000.00
	Fees/Charges For Service	\$	603,512.00	\$ 588,000.00
100-990-463500	Late Payment Penalty	\$	-	\$ -
100-990-463600	Interest Charge	\$	-	\$ -
	Fines And Forfeitures	\$	-	\$ -
100-990-490100	Interest Earnings	\$	21,500.00	\$ 75,000.00
100-990-491900	Incr/decr Investment Valu	\$	-	\$ -
100-990-492300	Bond Credits	\$	-	\$ -
	Investment Earnings	\$	21,500.00	\$ 75,000.00
100-990-490800	Developer Agreement Payments	\$	-	\$ -
100-990-491300	Prorated Re Tax/City Prop	\$	-	\$ -
100-990-492100	Loan Proceeds	\$	50,000.00	\$ 50,000.00
100-990-498900	Non Sufficient Funds Fee	\$	-	\$ -
100-990-499150	Suits And Settlements	\$	-	\$ -
100-990-499400	Proceeds Of Auction	\$	-	\$ -
100-990-499520	Unclaimed Grant Money	\$	-	\$ -
100-990-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	50,000.00	\$ 50,000.00
100-990-492000	Bond Proceeds - Principal	\$	-	\$ -
	Debt Proceeds	\$	-	\$ -
100-990-440223	Transfer From Solid Waste	\$	130,842.62	\$ 149,488.00
100-990-440231	Transfer From Sewerage	\$	225,000.00	\$ 250,000.00

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
100-990-440232	Transfer From Storm Water	\$	30,339.00	\$ 30,339.00
100-990-440240	Transfer From Motor Fuel	\$	-	\$ -
100-990-440261	Transfer From Hud	\$	-	\$ -
100-990-440270	Transfer from TIF I	\$	30,186.42	\$ -
100-990-440445	Transfer From Capital Projects	\$	-	\$ -
100-990-440501	Transfer From School Bus	\$	367,169.00	\$ 310,000.00
100-990-440525	Transfer from Airport	\$	10,000.00	\$ 10,000.00
100-990-440695	Transfer from Insurance	\$	178,759.00	\$ -
100-990-440800	Transfer from Debt Service	\$	-	\$ -
100-990-440900	Transfer From Tpcc	\$	38,000.00	\$ 15,000.00
100-990-440924	Contribution from Library	\$	15,000.00	\$ 15,000.00
	Transfers From Other Funds	\$	1,025,296.04	\$ 779,827.00
100-990-599997	Payroll Increase Set Aside	\$	-	\$ -
	Personnel	\$	-	\$ -
100-990-520200	Office Supplies	\$	3,670.00	\$ -
100-990-520400	Postage	\$	-	\$ 1,000.00
100-990-529000	Equipment	\$	-	\$ 1,000.00
	Supplies & Materials	\$	3,670.00	\$ 2,000.00
100-990-524000	Lease/rental Of Equipment	\$	900.00	\$ 1,500.00
100-990-538000	Maintenance Agreements	\$	20,500.00	\$ 10,000.00
100-990-550300	Telephone	\$	79,080.00	\$ 30,000.00
100-990-559900	Receivable Charge Off	\$	-	\$ -
100-990-560100	Auditing Fees	\$	70,000.00	\$ 45,000.00
100-990-565900	Citylink Contract	\$	205,000.00	\$ 160,000.00
100-990-568100	Home Rule Tax Rebate	\$	44,000.00	\$ 32,000.00
100-990-569000	Other Contractual Service	\$	30,740.00	\$ 20,000.00
100-990-590900	Police And Fire Commission	\$	23,000.00	\$ 23,000.00
	Contractual Services	\$	473,220.00	\$ 321,500.00
100-990-587100	Office Equipment & Furniture	\$	-	\$ -
100-990-599998	Capital Set Aside	\$	221,254.00	\$ -
	Capital Outlay	\$	221,254.00	\$ -
100-990-551000	Printing And Publications	\$	-	\$ -
100-990-590600	Bank Charges	\$	1,000.00	\$ 1,000.00
100-990-593700	Reconciliation Difference	\$	-	\$ -
100-990-599000	Miscellaneous	\$	-	\$ 35,000.00
100-990-599002	IMRF Costs-ERI	\$	-	\$ -
100-990-599700	Income Credit	\$	-	\$ -
100-990-599999	Transf to General Fnd Reserves	\$	-	\$ 453,000.00
	Other Expenditures	\$	1,000.00	\$ 489,000.00
100-990-590400	Interest Paid	\$	123,771.87	\$ 40,850.00
100-990-591000	Bond Principal Retired	\$	623,500.00	\$ 305,000.00
100-990-591100	Bond Registrar Fees	\$	1,500.00	\$ -
100-990-591101	Bond Issuance Costs	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
100-990-591200	Note Principal Paid	\$	-	\$	-
100-990-591400	Loan payments	\$	186,770.01	\$	280,000.00
	Debt Service	\$	935,541.88	\$	625,850.00
100-990-520223	Transfer To Garbage	\$	-	\$	-
100-990-520225	Transfer To Yardwaste	\$	-	\$	-
100-990-520226	Transfer To Recycling	\$	-	\$	-
100-990-520231	Transfer To Sewerage Fund	\$	-	\$	-
100-990-520240	Transfer to MFT	\$	-	\$	-
100-990-520261	Transfer To Hud	\$	-	\$	-
100-990-520270	Transfer To Tif 1	\$	-	\$	-
100-990-520445	Transfer To Capital Projects	\$	-	\$	-
100-990-520500	Transfer To Municipal Bus	\$	-	\$	-
100-990-520525	Transfer To Pekin Airport	\$	-	\$	-
100-990-520570	Transfer To Economic Devel	\$	-	\$	-
100-990-520695	Transfer To Insurance Fund	\$	-	\$	-
100-990-520699	Transfer To Vehicle Maint	\$	-	\$	-
100-990-520800	Transfer to Library Debt	\$	-	\$	-
100-990-520924	Transfer To Library Fund	\$	-	\$	-
100-990-520941	Transfer To Police Pension	\$	114,373.00	\$	-
100-990-520944	Transfer To Fire Pension	\$	114,373.00	\$	-
	Transfers To Other Funds	\$	228,746.00	\$	-
990	General Operations	\$	19,445,484.16	\$	19,557,477.00
100	General Fund	\$	0.01	\$	(688,788.71)

Budget Detail by Fund

Proposed FY 18-19

Account Number Description		Proposed FY 19 Budget		FY 2018 Budget
208	Tourism			
208	Tourism			
208-208-411005	Home Rule Motel Tax	\$	195,000.00	\$ 182,000.00
	Taxes	\$	195,000.00	\$ 182,000.00
208-208-442500	Federal Grants	\$	-	\$ -
208-208-442600	State Grants	\$	-	\$ -
	Intergovernmental	\$	-	\$ -
208-208-463500	Late Payment Penalty	\$	-	\$ -
208-208-463600	Interest Charges	\$	-	\$ -
	Fines And Forfeitures	\$	-	\$ -
208-208-490100	Interest Earnings	\$	1,075.00	\$ 500.00
	Investment Earnings	\$	1,075.00	\$ 500.00
208-208-493600	Training Reimbursements	\$	-	\$ -
208-208-498700	Farmer's Market Revenue	\$	-	\$ -
208-208-499201	Tourism Contributions	\$	-	\$ -
208-208-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
208-208-492100	Loan Proceeds	\$	-	\$ -
	Debt Proceeds	\$	-	\$ -
208-208-511600	Salary: All Personnel	\$	7,687.50	\$ 18,750.00
208-208-515500	Vacation	\$	-	\$ -
208-208-515600	Holiday Pay	\$	-	\$ -
208-208-515800	Sick Pay	\$	-	\$ -
208-208-516700	Wellness Program	\$	500.00	\$ 500.00
208-208-517000	Oasdi/city Share 6.2%	\$	1,639.13	\$ 1,162.50
208-208-517001	Medicare/city Share 1.45%	\$	383.35	\$ 271.88
208-208-517401	Imrf	\$	3,169.35	\$ 2,283.75
208-208-518000	Group Insurance	\$	9,908.82	\$ 7,212.00
208-208-518300	Workers Comp Insurance	\$	577.90	\$ 281.25
	Personnel	\$	23,866.05	\$ 30,461.38
208-208-519000	Training And Education	\$	5,000.00	\$ -
	Training & Education	\$	5,000.00	\$ -

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
208-208-520200	Office Supplies	\$	500.00	\$ -
208-208-520400	Postage	\$	-	\$ -
	Supplies & Materials	\$	500.00	\$ -
208-208-550300	Telephone	\$	900.00	\$ 900.00
208-208-551600	Dues And Subscriptions	\$	64,000.00	\$ 90,000.00
208-208-560500	Consulting Services	\$	-	\$ -
208-208-560600	Corporate Counsel Fees	\$	-	\$ -
208-208-561200	Engineering Fees	\$	-	\$ -
208-208-569000	Other Contractual Service	\$	-	\$ -
208-208-573100	Grants	\$	25,000.00	\$ 25,000.00
208-208-583000	Loan Agreements	\$	-	\$ -
208-208-591200	Developers Agreements	\$	-	\$ -
208-208-598100	Public Relations	\$	7,000.00	\$ 12,000.00
	Contractual Services	\$	96,900.00	\$ 127,900.00
208-208-580201	Land Improvements	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
208-208-518700	Mileage	\$	-	\$ -
208-208-551000	Printing And Publications	\$	2,500.00	\$ 10,000.00
208-208-554200	Mealslodging	\$	-	\$ -
208-208-590600	Bank fees	\$	-	\$ -
208-208-597700	Sponsorships	\$	20,000.00	\$ -
208-208-598500	Farmer's Market Expense	\$	-	\$ -
208-208-599000	Miscellaneous	\$	-	\$ -
	Other Expenditures	\$	22,500.00	\$ 10,000.00
208-208-590400	Interest Paid	\$	8,292.39	\$ 8,292.39
208-208-591400	Loan Payments	\$	96,461.52	\$ 88,169.13
	Debt Service	\$	104,753.91	\$ 96,461.52
208	Tourism	\$	(57,444.96)	\$ (82,322.90)
208	Tourism	\$	(57,444.96)	\$ (82,322.90)
223	Solid Waste			
023	Garbage			
223-023-442600	State Grants	\$	-	\$ -
	Intergovernmental	\$	-	\$ -
223-023-452300	Garbage Fees	\$	-	\$ -
223-023-452400	Garbage Fees Non-resident	\$	-	\$ -
223-023-459000	Sanitation Fee	\$	2,534,544.00	\$ 2,200,000.00
223-023-459400	Special Refuse Pickups	\$	2,000.00	\$ 2,000.00
223-023-498900	Non Sufficient Funds Fee	\$	-	\$ -
	Fees/Charges For Service	\$	2,536,544.00	\$ 2,202,000.00
223-023-421000	Garbage Licenses	\$	2,000.00	\$ 2,000.00
	Licenses And Permits	\$	2,000.00	\$ 2,000.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
223-023-490100	Interest Earnings	\$	4,000.00	\$	4,000.00
	Investment Earnings	\$	4,000.00	\$	4,000.00
223-023-491000	Rental Of Municipal Property	\$	-	\$	-
223-023-491500	Sale Of Municipal Property	\$	25,000.00	\$	25,000.00
223-023-499700	Transfer In	\$	-	\$	-
223-023-499800	Miscellaneous Receipts	\$	-	\$	-
223-023-499802	Cash Over/short	\$	-	\$	-
	Other Revenue	\$	25,000.00	\$	25,000.00
223-023-492000	Bond Proceeds - Principal	\$	-	\$	-
	Debt Proceeds	\$	-	\$	-
223-023-440100	Transfer From General Fund	\$	-	\$	-
	Transfers From Other Funds	\$	-	\$	-
223-023-511600	Salary: All Personnel	\$	431,000.00	\$	323,883.25
223-023-515000	Overtime	\$	25,000.00	\$	21,420.00
223-023-515500	Vacation Pay	\$	-	\$	-
223-023-515600	Holiday Pay	\$	-	\$	-
223-023-515800	Sick Pay	\$	-	\$	-
223-023-516700	Wellness Program	\$	3,500.00	\$	3,500.00
223-023-517000	Oasdi/city Share 6.2%	\$	28,325.98	\$	21,408.81
223-023-517001	Medicare/city Share 1.45%	\$	6,624.62	\$	5,006.90
223-023-517401	Imrf	\$	52,631.50	\$	42,057.96
223-023-518000	Group Insurance	\$	176,063.07	\$	149,465.62
223-023-518200	Unemployment Insurance	\$	-	\$	-
223-023-518300	Workers Comp Insurance	\$	43,172.92	\$	22,476.30
223-023-554300	Uniforms And Tools	\$	3,750.00	\$	2,000.00
223-023-557200	License And Inspection Fees	\$	-	\$	-
223-023-559000	Medical Expense/supplies	\$	-	\$	-
	Personnel	\$	770,068.09	\$	591,218.84
223-023-519000	Training And Education	\$	1,500.00	\$	-
	Training & Education	\$	1,500.00	\$	-
223-023-520200	Office Supplies	\$	300.00	\$	100.00
223-023-520400	Postage	\$	30,000.00	\$	20,000.00
223-023-522000	Photographic Supplies	\$	-	\$	-
223-023-522400	General Supplies	\$	3,500.00	\$	3,500.00
223-023-529000	Equipment	\$	40,000.00	\$	40,000.00
223-023-556100	Gasoline/diesel Fuel	\$	70,000.00	\$	70,000.00
	Supplies & Materials	\$	143,800.00	\$	133,600.00
223-023-518100	Liability Insurance Packa	\$	11,885.00	\$	11,884.95
223-023-524000	Lease/rental Of Equipment	\$	-	\$	-
223-023-534000	Automotive Expense	\$	85,000.00	\$	125,000.00
223-023-534400	Equipment Repairs	\$	-	\$	-

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
223-023-538000	Maintenance Agreements	\$	1,500.00	\$ -
223-023-550100	Utilities	\$	4,000.00	\$ 5,000.00
223-023-550300	Telephone	\$	1,200.00	\$ 1,200.00
223-023-551600	Dues And Subscriptions	\$	-	\$ -
223-023-555000	Radio Expense	\$	1,000.00	\$ 1,000.00
223-023-559900	Bad debt	\$	-	\$ -
223-023-560100	Auditing Fees	\$	2,000.00	\$ 2,000.00
223-023-561000	legal fees	\$	-	\$ -
223-023-561200	Engineering Fees	\$	-	\$ -
223-023-566400	Garbage Removal Contract	\$	-	\$ -
223-023-566500	Landfill Expense	\$	532,000.00	\$ 532,000.00
223-023-566600	Pest Control	\$	-	\$ -
223-023-569000	Other Contractual Service	\$	50,000.00	\$ 2,000.00
223-023-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	688,585.00	\$ 680,084.95
223-023-587000	Machinery And Equipment	\$	-	\$ -
223-023-587001	Lease/Purchase Equipment	\$	-	\$ -
223-023-587100	Office Equipment & Furniture	\$	-	\$ -
223-023-587500	Vehicles	\$	354,932.00	\$ 355,000.00
223-023-599998	Capital Set Aside	\$	-	\$ -
	Capital Outlay	\$	354,932.00	\$ 355,000.00
223-023-518700	Mileage	\$	-	\$ -
223-023-551000	Printing And Publications	\$	1,000.00	\$ 400.00
223-023-554200	Meals/Refreshments	\$	-	\$ -
223-023-590600	Bank Charges	\$	5,000.00	\$ 4,000.00
223-023-599000	Miscellaneous	\$	-	\$ -
223-023-599802	Computer Equipment	\$	-	\$ -
223-023-599900	Depreciation Expense	\$	-	\$ -
223-023-599999	Contingency	\$	-	\$ -
	Other Expenditures	\$	6,000.00	\$ 4,400.00
223-023-590400	Interest Paid	\$	-	\$ -
223-023-591000	Bond Principal Retired	\$	-	\$ -
	Debt Service	\$	-	\$ -
223-023-520100	Transfer To General Fund	\$	130,842.61	\$ 149,488.00
223-023-520231	Transfer to Sewerage Fund	\$	-	\$ -
	Transfers To Other Funds	\$	130,842.61	\$ 149,488.00
023	Garbage	\$	471,816.30	\$ 319,208.21
025	Yardwaste			
223-025-442600	State Grants	\$	-	\$ -
	Intergovernmental	\$	-	\$ -
223-025-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
223-025-440100	Transfer From General Fund	\$	-	\$ -
	Transfers From Other Funds	\$	-	\$ -
223-025-511600	Salary: All Personnel	\$	220,493.18	\$ 108,710.78
223-025-515000	Overtime	\$	13,100.00	\$ 7,100.00
223-025-515500	Vacation Pay	\$	-	\$ -
223-025-515600	Holiday Pay	\$	-	\$ -
223-025-515800	Sick Pay	\$	-	\$ -
223-025-517000	Oasdi/city Share 6.2%	\$	13,918.58	\$ 6,740.07
223-025-517001	Medicare/city Share 1.45%	\$	3,255.15	\$ 1,576.31
223-025-517401	Imrf	\$	26,579.10	\$ 13,240.97
223-025-518000	Group Insurance	\$	96,775.47	\$ 50,324.34
223-025-518200	Unemployment Insurance	\$	-	\$ -
223-025-518300	Workers Comp Insurance	\$	10,999.33	\$ 10,327.52
223-025-554300	Uniforms And Tools	\$	1,000.00	\$ 800.00
223-025-557200	License And Inspection Fees	\$	-	\$ -
223-025-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	386,120.81	\$ 198,819.99
223-025-519000	Training And Education	\$	1,000.00	\$ 1,000.00
	Training & Education	\$	1,000.00	\$ 1,000.00
223-025-520200	Office Supplies	\$	-	\$ -
223-025-520400	Postage	\$	-	\$ -
223-025-522400	General Supplies	\$	250.00	\$ 250.00
223-025-529000	Equipment	\$	1,000.00	\$ 100.00
223-025-556100	Gasoline/diesel Fuel	\$	20,000.00	\$ 20,000.00
	Supplies & Materials	\$	21,250.00	\$ 20,350.00
223-025-518100	Liability Insurance	\$	1,494.15	\$ 1,494.15
223-025-524000	Lease/rental Of Equipment	\$	-	\$ -
223-025-534000	Automotive Expense	\$	20,000.00	\$ 20,000.00
223-025-534400	Equipment Repairs	\$	-	\$ -
223-025-538000	Maintenance Agreements	\$	-	\$ -
223-025-550300	Telephone	\$	-	\$ -
223-025-551600	Dues And Subscriptions	\$	-	\$ -
223-025-555000	Radio Expense	\$	500.00	\$ 500.00
223-025-560500	Consulting Fees	\$	-	\$ -
223-025-561200	Engineering Fees	\$	-	\$ -
223-025-566501	Compost Site Expense	\$	80,000.00	\$ 90,000.00
223-025-569000	Other Contractual Service	\$	1,000.00	\$ 1,000.00
	Contractual Services	\$	102,994.15	\$ 112,994.15
223-025-587000	Machinery And Equipment	\$	-	\$ -
223-025-587001	Lease/Purchase Equipment	\$	-	\$ -
223-025-587100	Office Equipment & Furniture	\$	-	\$ -
223-025-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
223-025-518700	Mileage	\$	-	\$ -
223-025-551000	Printing And Publications	\$	500.00	\$ 500.00
223-025-554200	Meals/Refreshments	\$	-	\$ -
223-025-599000	Miscellaneous	\$	-	\$ -
	Other Expenditures	\$	500.00	\$ 500.00
025	Yardwaste	\$	(511,864.96)	\$ (333,664.14)
026	Recycling			
223-026-442600	State Grants	\$	-	\$ -
223-026-442700	County Grants	\$	69,000.00	\$ 69,000.00
	Intergovernmental	\$	69,000.00	\$ 69,000.00
223-026-459000	Recycling Revenue	\$	-	\$ -
223-026-491500	Sale of Municiple Property	\$	5,000.00	\$ 5,000.00
223-026-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	5,000.00	\$ 5,000.00
223-026-440100	Transfer From General Fund	\$	-	\$ -
	Transfers From Other Funds	\$	-	\$ -
223-026-511600	Salary: All Personnel	\$	109,782.40	\$ 108,710.78
223-026-515000	Overtime	\$	7,150.00	\$ 5,920.00
223-026-515500	Vacation Pay	\$	-	\$ -
223-026-515600	Holiday Pay	\$	-	\$ -
223-026-515800	Sick Pay	\$	-	\$ -
223-026-517000	Oasdi/city Share 6.2%	\$	13,989.26	\$ 6,740.07
223-026-517001	Medicare/city Share 1.45%	\$	3,271.68	\$ 1,576.31
223-026-517401	Imrf	\$	26,710.43	\$ 13,240.97
223-026-518000	Group Insurance	\$	56,192.58	\$ 2,103.15
223-026-518300	Workers Comp Insurance	\$	11,107.63	\$ 10,327.52
223-026-554300	Uniforms And Tools	\$	800.00	\$ 800.00
223-026-557200	License And Inspection Fees	\$	-	\$ -
223-026-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	229,003.98	\$ 149,418.80
223-026-519000	Training And Education	\$	1,000.00	\$ 1,000.00
	Training & Education	\$	1,000.00	\$ 1,000.00
223-026-520200	Office Supplies	\$	-	\$ -
223-026-520400	Postage	\$	-	\$ -
223-026-522000	Photographic Supplies	\$	-	\$ -
223-026-522400	General Supplies	\$	-	\$ -
223-026-529000	Equipment	\$	5,000.00	\$ 10,000.00
223-026-556100	Gasoline/diesel Fuel	\$	15,000.00	\$ 15,000.00
	Supplies & Materials	\$	20,000.00	\$ 25,000.00
223-026-518100	Liability Insurance	\$	1,494.00	\$ 1,494.00
223-026-524000	Lease/rental Of Equipment	\$	-	\$ -
223-026-534000	Automotive Expense	\$	20,000.00	\$ 25,000.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
223-026-534400	Equipment Repairs	\$	-	\$ 5,000.00
223-026-538000	Maintenance Agreements	\$	-	\$ -
223-026-550300	Telephone	\$	-	\$ -
223-026-551600	Dues And Subscriptions	\$	-	\$ -
223-026-555000	Radio Expense	\$	500.00	\$ 500.00
223-026-561200	Engineering Fees	\$	-	\$ -
223-026-566502	Recycling Expense	\$	48,000.00	\$ 48,000.00
223-026-569000	Other Contractual Service	\$	-	\$ -
223-026-592000	Community Education	\$	-	\$ -
223-026-598200	Grant Expenses	\$	69,000.00	\$ -
	Contractual Services	\$	138,994.00	\$ 79,994.00
223-026-587000	Machinery And Equipment	\$	-	\$ -
223-026-587001	Lease/Purchase Equipment	\$	-	\$ -
223-026-587100	Office Equipment & Furniture	\$	-	\$ -
223-026-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
223-026-518700	Mileage	\$	-	\$ -
223-026-550100	Utilities	\$	-	\$ -
223-026-551000	Printing And Publications	\$	-	\$ -
223-026-554200	Meals/Refreshments	\$	-	\$ -
223-026-599000	Miscellaneous	\$	-	\$ -
	Other Expenditures	\$	-	\$ -
026	Recycling	\$	(314,997.98)	\$ (181,412.80)
223	Solid Waste	\$	(355,046.64)	\$ (195,868.73)
231	Sewerage			
029	Waste Water			
231-029-442500	Federal Grants	\$	4,400,000.00	\$ 4,400,000.00
	Intergovernmental	\$	4,400,000.00	\$ 4,400,000.00
231-029-452000	Sewage Treatment - N Pekin	\$	177,564.00	\$ 177,564.00
231-029-452900	Sewer Connection Fees	\$	40,000.00	\$ 40,000.00
231-029-458400	Vactor Disposal Fees	\$	-	\$ -
231-029-459100	Basic Service Fees	\$	7,500,000.00	\$ 6,401,000.00
231-029-459200	Surcharge	\$	40,000.00	\$ 40,000.00
231-029-459300	Capital Replacement Fees	\$	-	\$ -
231-029-494100	City Property Dmg Reimb	\$	-	\$ -
231-029-498900	Non Sufficient Funds Fee	\$	-	\$ -
	Fees/Charges For Service	\$	7,757,564.00	\$ 6,658,564.00
231-029-420900	Sewer Contractors License	\$	2,000.00	\$ 2,000.00
231-029-427200	Sewer Permits	\$	6,500.00	\$ 6,500.00
	Licenses And Permits	\$	8,500.00	\$ 8,500.00
231-029-490100	Interest Earnings	\$	71,000.00	\$ 5,500.00
231-029-490110	Ww Finance Charge	\$	30,000.00	\$ 30,000.00

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
231-029-490300	Court Fees	\$	-	\$ -
231-029-491900	Incr/decr Investment Valu	\$	-	\$ -
	Investment Earnings	\$	101,000.00	\$ 35,500.00
231-029-490500	Lien File & Release Fees	\$	15,000.00	\$ 16,000.00
231-029-490550	Lien Filing Search Fee	\$	-	\$ -
231-029-490600	Water Company Commission	\$	-	\$ -
231-029-490800	Developer Agreement Payments	\$	-	\$ -
231-029-491500	Sale Of Municipal Property	\$	-	\$ -
231-029-499400	Proceeds of Auction	\$	-	\$ -
231-029-499800	Miscellaneous Receipts	\$	-	\$ -
231-029-499802	Cash Over/short	\$	-	\$ -
	Other Revenue	\$	15,000.00	\$ 16,000.00
231-029-492000	Bond Proceeds - Principal	\$	-	\$ -
	Debt Proceeds	\$	-	\$ -
231-029-440100	Transfer From General Fund	\$	-	\$ -
231-029-440223	Transfer from Solid Waste	\$	-	\$ -
231-029-440261	Transfer From Hud	\$	-	\$ -
	Transfers From Other Funds	\$	-	\$ -
231-029-511600	Salary: All Personnel	\$	229,278.16	\$ 94,419.71
231-029-515000	Overtime	\$	-	\$ -
231-029-515500	Vacation Pay	\$	-	\$ -
231-029-515600	Holiday Pay	\$	-	\$ -
231-029-515800	Sick Pay	\$	-	\$ -
231-029-516700	Wellness Program	\$	3,500.00	\$ 3,500.00
231-029-517000	Oasdi/city Share 6.2%	\$	14,215.25	\$ 5,854.02
231-029-517001	Medicare/city Share 1.45%	\$	3,324.53	\$ 1,369.09
231-029-517401	Imrf	\$	21,132.09	\$ 11,500.32
231-029-518000	Group Insurance	\$	67,610.69	\$ 37,458.50
231-029-518200	Unemployment Insurance	\$	-	\$ -
231-029-518300	Workers Comp Insurance	\$	3,439.17	\$ 1,416.30
231-029-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	342,499.89	\$ 155,517.94
231-029-519000	Training And Education	\$	1,500.00	\$ -
	Training & Education	\$	1,500.00	\$ -
231-029-520200	Office Supplies	\$	300.00	\$ -
231-029-520400	Postage	\$	30,000.00	\$ 20,000.00
231-029-529000	Equipment	\$	-	\$ -
	Supplies & Materials	\$	30,300.00	\$ 20,000.00
231-029-518100	Liability Insurance	\$	52,636.10	\$ -
231-029-524000	Lease/rental Of Equipment	\$	-	\$ -
231-029-534400	Equipment Repairs	\$	-	\$ -
231-029-538000	Maintenance Agreements	\$	1,500.00	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
231-029-550300	Telephone	\$	-	\$ -
231-029-551600	Dues And Subscriptions	\$	-	\$ -
231-029-559900	Provisions For Bad Debts	\$	-	\$ -
231-029-560600	Corporate Counsel Fees	\$	15,000.00	\$ -
231-029-560701	American Water Consmpn Repts	\$	13,000.00	\$ 12,000.00
231-029-560800	Collection Agency Fees	\$	-	\$ -
231-029-561000	Legal Fees	\$	-	\$ -
231-029-561800	Bond Issue Expense	\$	-	\$ -
231-029-562300	Summons Fees	\$	-	\$ -
231-029-569000	Other Contractual Service	\$	68,050.00	\$ -
231-029-599801	Computer Software	\$	1,000.00	\$ 1,000.00
	Contractual Services	\$	151,186.10	\$ 13,000.00
231-029-587100	Office Equipment & Furniture	\$	-	\$ -
231-029-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
231-029-518700	Mileage	\$	-	\$ -
231-029-551000	Printing And Publications	\$	-	\$ -
231-029-554200	Meals/Refreshments	\$	-	\$ -
231-029-590600	Bank Charges	\$	5,000.00	\$ 4,000.00
231-029-593300	Lien Filing Fee	\$	15,000.00	\$ -
231-029-593302	Judgement Filing Fee	\$	-	\$ -
231-029-599000	Miscellaneous	\$	-	\$ -
231-029-599802	Computer Hardware	\$	-	\$ -
231-029-599999	Contingency	\$	-	\$ -
	Other Expenditures	\$	20,000.00	\$ 4,000.00
231-029-590400	Interest Paid	\$	790,931.00	\$ 739,773.35
231-029-591000	Bond Principal Retired	\$	320,000.00	\$ 406,838.50
231-029-591100	Bond Registrar Fees	\$	1,100.00	\$ 1,100.00
231-029-591101	Bond Issuance Costs	\$	-	\$ -
231-029-591102	Partial Defeasance Genera	\$	-	\$ -
231-029-591400	Loan Payments	\$	1,886,883.00	\$ 1,853,942.20
	Debt Service	\$	2,998,914.00	\$ 3,001,654.05
231-029-520100	Transfer To General Fund	\$	-	\$ -
	Transfers To Other Funds	\$	-	\$ -
029	Waste Water	\$	8,737,664.01	\$ 7,924,392.01

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
030	Sanitary Sewer			
231-030-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
231-030-511600	Salary: All Personnel	\$	125,465.60	\$ 124,198.46
231-030-515000	Overtime	\$	15,000.00	\$ 15,000.00
231-030-515500	Vacation Pay	\$	-	\$ -
231-030-515600	Holiday Pay	\$	-	\$ -
231-030-515800	Sick Pay	\$	-	\$ -
231-030-517000	Oasdi/city Share 6.2%	\$	8,708.87	\$ 8,630.30
231-030-517001	Medicare/city Share 1.45%	\$	2,036.75	\$ 2,018.38
231-030-517401	Imrf	\$	33,136.01	\$ 16,954.37
231-030-518000	Group Insurance	\$	36,579.00	\$ 35,309.04
231-030-518200	Unemployment Insurance	\$	-	\$ -
231-030-518300	Workers Comp Insurance	\$	25,729.10	\$ 12,806.26
231-030-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	246,655.33	\$ 214,916.81
231-030-519000	Training And Education	\$	500.00	\$ 500.00
	Training & Education	\$	500.00	\$ 500.00
231-030-520200	Office Supplies	\$	-	\$ -
231-030-520400	Postage	\$	-	\$ -
231-030-522000	Photographic Supplies	\$	-	\$ -
231-030-522400	General Supplies	\$	2,000.00	\$ 1,000.00
231-030-529000	Equipment	\$	15,000.00	\$ 10,000.00
231-030-556100	Gasoline/diesel Fuel	\$	-	\$ -
	Supplies & Materials	\$	17,000.00	\$ 11,000.00
231-030-518100	Liability Insurance Packa	\$	35,574.00	\$ 35,574.00
231-030-524000	Lease/rental Of Equipment	\$	-	\$ -
231-030-534000	Automotive Expense	\$	4,000.00	\$ 4,000.00
231-030-534400	Equipment Repairs	\$	50,000.00	\$ 23,000.00
231-030-536000	Tree Removal / Replacemen	\$	-	\$ -
231-030-538000	Maintenance Agreements	\$	2,200.00	\$ -
231-030-550100	Utilities	\$	18,000.00	\$ 18,000.00
231-030-550300	Telephone	\$	3,000.00	\$ 3,000.00
231-030-551600	Dues And Subscriptions	\$	500.00	\$ -
231-030-555000	Radio Expense	\$	-	\$ 100.00
231-030-557300	Epa Permits	\$	-	\$ -
231-030-560600	Corporate Counsel Fees	\$	-	\$ -
231-030-561200	Engineering Fees	\$	450,000.00	\$ 450,000.00
231-030-561300	Testing Fees And Expenses	\$	-	\$ -
231-030-564000	Sewer Maintenance/Improvements	\$	50,000.00	\$ 50,000.00
231-030-569000	Other Contractual Service	\$	100,000.00	\$ 100,000.00
231-030-569001	Street Maintenance	\$	-	\$ -
231-030-569020	Contract Sewer Operation	\$	35,000.00	\$ 35,000.00
231-030-599801	Computer Software	\$	-	\$ 5,000.00
	Contractual Services	\$	748,274.00	\$ 723,674.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
231-030-580200	Purchase Of Property	\$	-	\$ -
231-030-580400	Building Purchase/Construction	\$	-	\$ -
231-030-580401	Building Repair	\$	-	\$ -
231-030-580600	Sewer Construction	\$	4,000,000.00	\$ 4,000,000.00
231-030-580601	Sewer Repair	\$	225,000.00	\$ 150,000.00
231-030-587000	Machinery And Equipment	\$	40,000.00	\$ -
231-030-587100	Office Equipment & Furniture	\$	-	\$ -
231-030-587500	Vehicles	\$	60,000.00	\$ -
	Capital Outlay	\$	4,325,000.00	\$ 4,150,000.00
231-030-518700	Mileage	\$	-	\$ -
231-030-551000	Printing And Publications	\$	150.00	\$ -
231-030-554200	Meals/Refreshments	\$	-	\$ -
231-030-599000	Miscellaneous	\$	-	\$ -
231-030-599802	Computer Hardware	\$	500.00	\$ 15,000.00
231-030-599900	Depreciation Expense	\$	-	\$ -
231-030-599902	Amortization Expense	\$	-	\$ -
	Other Expenditures	\$	650.00	\$ 15,000.00
231-030-520100	Transfer To General Fund	\$	125,000.00	\$ 125,000.00
231-030-520445	Transfer To Capital Proje	\$	-	\$ -
	Transfers To Other Funds	\$	125,000.00	\$ 125,000.00
030	Sanitary Sewer	\$	(5,463,079.33)	\$ (5,240,090.81)
031	Wastewater Treatment Plant			
231-031-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
231-031-511600	Salary: All Personnel	\$	498,588.45	\$ 386,382.21
231-031-515000	Overtime	\$	10,000.00	\$ 10,000.00
231-031-515500	Vacation Pay	\$	-	\$ -
231-031-515600	Holiday Pay	\$	-	\$ -
231-031-515800	Sick Pay	\$	-	\$ -
231-031-516700	Wellness Program	\$	3,500.00	\$ 3,500.00
231-031-517000	Oasdi/city Share 6.2%	\$	31,532.48	\$ 24,885.70
231-031-517001	Medicare/city Share 1.45%	\$	7,374.53	\$ 5,820.04
231-031-517401	Imrf	\$	58,589.39	\$ 48,888.35
231-031-518000	Group Insurance	\$	203,490.28	\$ 149,516.41
231-031-518200	Unemployment Insurance	\$	-	\$ -
231-031-518300	Workers Comp Insurance	\$	48,313.10	\$ 39,876.05
231-031-554300	Uniforms And Tools	\$	1,000.00	\$ 1,000.00
231-031-557200	License And Inspection Fees	\$	-	\$ -
231-031-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	862,388.23	\$ 669,868.76

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
231-031-519000	Training And Education	\$	2,000.00	\$	2,000.00
	Training & Education	\$	2,000.00	\$	2,000.00
231-031-520200	Office Supplies	\$	250.00	\$	150.00
231-031-520400	Postage	\$	1,000.00	\$	500.00
231-031-522000	Photographic Supplies	\$	-	\$	-
231-031-522200	Chemical Supplies	\$	75,000.00	\$	70,000.00
231-031-522400	General Supplies	\$	20,000.00	\$	20,000.00
231-031-522600	Machine Lubricant & Oil	\$	10,000.00	\$	10,000.00
231-031-529000	Equipment	\$	10,000.00	\$	10,000.00
231-031-535000	Material And Hauling	\$	5,000.00	\$	5,000.00
231-031-556100	Gasoline/diesel Fuel	\$	5,000.00	\$	5,000.00
	Supplies & Materials	\$	126,250.00	\$	120,650.00
231-031-518100	Liability Insurance Packa	\$	7,279.65	\$	7,279.65
231-031-524000	Lease/rental Of Equipment	\$	5,000.00	\$	-
231-031-534000	Automotive Expense	\$	2,000.00	\$	2,000.00
231-031-534200	Buildings And Grounds Rep	\$	5,000.00	\$	5,000.00
231-031-534400	Equipment Repairs	\$	60,000.00	\$	75,000.00
231-031-536000	Tree removal, trim	\$	-	\$	-
231-031-536300	Snow Removal - Salt	\$	-	\$	-
231-031-536400	Sludge Removal	\$	120,000.00	\$	100,000.00
231-031-538000	Maintenance Agreements	\$	10,000.00	\$	10,000.00
231-031-550100	Utilities	\$	230,000.00	\$	230,000.00
231-031-550300	Telephone	\$	2,200.00	\$	2,200.00
231-031-551600	Dues And Subscriptions	\$	-	\$	-
231-031-555000	Radio Expense	\$	-	\$	-
231-031-557300	Epa Permits	\$	37,500.00	\$	37,500.00
231-031-560100	Auditing Fees	\$	5,000.00	\$	5,000.00
231-031-560600	Corporate Counsel Fees	\$	-	\$	-
231-031-561000	Attorney Fees	\$	-	\$	-
231-031-561200	Engineering Fees	\$	15,000.00	\$	15,000.00
231-031-561300	Testing Fees And Expenses	\$	70,000.00	\$	60,000.00
231-031-566600	Pest Control	\$	2,700.00	\$	2,700.00
231-031-569000	Other Contractual Service	\$	25,000.00	\$	25,000.00
231-031-599801	Computer Software	\$	500.00	\$	500.00
	Contractual Services	\$	597,179.65	\$	577,179.65
231-031-580400	Building Purchase/Construction	\$	-	\$	-
231-031-580500	Road construction	\$	-	\$	-
231-031-587000	Machinery And Equipment	\$	-	\$	-
231-031-587500	Vehicles	\$	50,000.00	\$	-
	Capital Outlay	\$	50,000.00	\$	-
231-031-518700	Mileage	\$	-	\$	-
231-031-551000	Printing And Publications	\$	500.00	\$	500.00
231-031-554200	Meal/Refreshments	\$	-	\$	-
231-031-599000	Miscellaneous	\$	-	\$	-
231-031-599700	Fixed Asset Disposal	\$	-	\$	-

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
231-031-599802	Computer Hardware	\$	1,000.00	\$ 1,000.00
231-031-599900	Depreciation Expense	\$	-	\$ -
	Other Expenditures	\$	1,500.00	\$ 1,500.00
231-031-520100	Transfer To General Fund	\$	225,000.00	\$ 125,000.00
	Transfers To Other Funds	\$	225,000.00	\$ 125,000.00
031	Wastewater Treatment Plant	\$	(1,864,317.88)	\$ (1,496,198.41)
231	Sewerage	\$	1,410,266.80	\$ 1,188,102.79
232	Storm Water			
232	Storm Water			
232-232-428000	Erosion Control	\$	1,000.00	\$ -
232-232-459100	Basic Service Fees	\$	-	\$ -
	Fees/Charges For Service	\$	1,000.00	\$ -
232-232-492100	Loan Proceeds	\$	-	\$ -
232-232-499800	Miscellaneous Revenue	\$	800,000.00	\$ 1,300,000.00
	Other Revenue	\$	800,000.00	\$ 1,300,000.00
232-232-440100	Transfer From General Fund	\$	-	\$ -
	Transfers From Other Funds	\$	-	\$ -
232-232-511600	Salary: All Personnel	\$	125,465.60	\$ 124,198.46
232-232-515000	Overtime	\$	10,000.00	\$ 5,000.00
232-232-515500	Vacation Pay	\$	-	\$ -
232-232-515600	Holiday Pay	\$	-	\$ -
232-232-515800	Sick Pay	\$	-	\$ -
232-232-517000	Oasdi/city Share 6.2%	\$	8,088.87	\$ 8,010.30
232-232-517001	Medicare/city Share 1.45%	\$	1,891.75	\$ 1,873.38
232-232-517401	Imrf	\$	15,029.64	\$ 15,736.37
232-232-518000	Group Insurance	\$	38,964.79	\$ 41,751.74
232-232-518300	Workers Comp Insurance	\$	12,002.84	\$ 11,886.26
	Personnel	\$	211,443.49	\$ 208,456.51
232-232-519000	Training And Education	\$	500.00	\$ 500.00
	Training & Education	\$	500.00	\$ 500.00
232-232-520200	Office Supplies	\$	-	\$ -
232-232-520400	Postage	\$	-	\$ -
232-232-522000	Photographic Supplies	\$	-	\$ -
232-232-522400	General Supplies	\$	1,000.00	\$ 1,000.00
232-232-529000	Equipment	\$	-	\$ -
232-232-535000	Material And Hauling	\$	2,000.00	\$ -
232-232-556100	Gasoline/diesel Fuel	\$	-	\$ -
	Supplies & Materials	\$	3,000.00	\$ 1,000.00
232-232-518100	Liability Insurance Packa	\$	29,759.00	\$ 27,054.00
232-232-524000	Lease/rental Of Equipment	\$	1,000.00	\$ 1,000.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
232-232-534000	Automotive Expense	\$	20,000.00	\$ 20,000.00
232-232-534400	Equipment Repairs	\$	1,000.00	\$ 1,000.00
232-232-555000	Radio Expense	\$	550.00	\$ 550.00
232-232-557300	Epa Permits	\$	1,000.00	\$ -
232-232-560600	Corporate Counsel Fees	\$	-	\$ -
232-232-560701	Il-amer Ww Billing Charge	\$	-	\$ -
232-232-561200	Engineering Fees	\$	25,000.00	\$ 25,000.00
232-232-561300	Lab testing fees	\$	-	\$ -
232-232-564100	Drainage Improvements	\$	-	\$ 40,000.00
232-232-569000	Other Contractual Service	\$	35,000.00	\$ 30,000.00
232-232-585400	Drainage District Assessm	\$	3,000.00	\$ 3,000.00
	Contractual Services	\$	116,309.00	\$ 147,604.00
232-232-580200	Land Purchase	\$	-	\$ -
232-232-580600	Sewer Construction	\$	800,000.00	\$ 1,400,000.00
232-232-580601	Sewer Repair	\$	50,000.00	\$ 50,000.00
232-232-587000	Machinery And Equipment	\$	5,000.00	\$ -
232-232-587500	Vehicles	\$	-	\$ -
232-232-599998	Capital Set Aside	\$	-	\$ -
	Capital Outlay	\$	855,000.00	\$ 1,450,000.00
232-232-518700	Mileage	\$	-	\$ -
232-232-550100	Utilities	\$	2,000.00	\$ 2,000.00
232-232-551000	Printing and Publications	\$	-	\$ -
232-232-593300	lien filing & release fees	\$	-	\$ -
232-232-599802	Computer Hardware	\$	-	\$ -
232-232-599900	Depreciation Expense	\$	-	\$ -
232-232-599999	Contingency	\$	-	\$ -
	Other Expenditures	\$	2,000.00	\$ 2,000.00
232-232-590400	Interest Paid	\$	-	\$ -
232-232-591400	Loan payments	\$	212,141.88	\$ 100,000.00
	Debt Service	\$	212,141.88	\$ 100,000.00
232-232-520100	Transfer To General Fund	\$	15,935.00	\$ 30,339.00
	Transfers To Other Funds	\$	15,935.00	\$ 30,339.00
232	Storm Water	\$	(615,329.37)	\$ (639,899.51)
232	Storm Water	\$	(615,329.37)	\$ (639,899.51)
240	Motor Fuel			
240	Motor Fuel			
240-240-414000	Illinois Motor Fuel Tax	\$	880,000.00	\$ 875,000.00
	Taxes	\$	880,000.00	\$ 875,000.00
240-240-435200	Traffic Lgt Maint Reimb	\$	-	\$ -
240-240-442500	Federal Grants	\$	-	\$ -
240-240-442600	State Grants	\$	-	\$ -
	Intergovernmental	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
240-240-455001	Franchise Fee - Cilco	\$	-	\$	-
	Fees/Charges For Service	\$	-	\$	-
240-240-463500	Late Payment Penalty	\$	-	\$	-
240-240-463600	Interest Charges	\$	-	\$	-
	Fines And Forfeitures	\$	-	\$	-
240-240-490100	Interest Earnings	\$	42,500.00	\$	21,000.00
240-240-490200	Gain On Securities Sold	\$	-	\$	-
240-240-491900	Incr/decr Investment Valu	\$	-	\$	-
	Investment Earnings	\$	42,500.00	\$	21,000.00
240-240-499800	Miscellaneous Receipts	\$	-	\$	-
	Other Revenue	\$	-	\$	-
240-240-440100	Transfer From General Fund	\$	-	\$	-
240-240-440261	Transfer From Hud	\$	-	\$	-
240-240-440445	Transfer from Capital	\$	-	\$	-
	Transfers From Other Funds	\$	-	\$	-
240-240-511600	Salary: All Personnel	\$	-	\$	-
240-240-515500	Vacation Pay	\$	-	\$	-
240-240-515600	Holiday Pay	\$	-	\$	-
240-240-515800	Sick Pay	\$	-	\$	-
240-240-517000	Oasdi/city Share 6.2%	\$	-	\$	-
240-240-517001	Medicare/city Share 1.45%	\$	-	\$	-
240-240-517401	Imrf	\$	-	\$	-
240-240-518300	Workers Comp Insurance	\$	-	\$	-
	Personnel	\$	-	\$	-
240-240-522400	General Supplies	\$	-	\$	-
240-240-523000	Traffic/Street Signs & Marking	\$	-	\$	-
240-240-529000	Equipment	\$	-	\$	-
240-240-535000	Material And Hauling	\$	-	\$	-
	Supplies & Materials	\$	-	\$	-
240-240-532000	Electronic Equipment Main	\$	-	\$	-
240-240-534900	Sidewalk Renovation	\$	-	\$	50,000.00
240-240-536000	Tree Removal / Replacemen	\$	-	\$	-
240-240-536300	Snow Removal - Salt & Chemical	\$	-	\$	130,000.00
240-240-550500	Electricity For Street Lights	\$	-	\$	-
240-240-550600	Electricity For Signal Lights	\$	-	\$	-
240-240-561200	Engineering Fees	\$	55,000.00	\$	650,000.00
240-240-561300	Testing Fees And Expenses	\$	-	\$	-
240-240-561301	Testing - Street Maintenance	\$	-	\$	-
240-240-563000	Contract Construction	\$	-	\$	-
240-240-564100	Drainage Improvements	\$	-	\$	-
240-240-569000	Other Contractual Service	\$	15,000.00	\$	-

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
240-240-569001	Street Maintenance	\$	-	\$	110,000.00
	Contractual Services	\$	70,000.00	\$	940,000.00
240-240-580200	Purchase Of Property	\$	-	\$	-
240-240-580500	Street Construction	\$	-	\$	300,000.00
240-240-580501	Street Major Repair	\$	850,000.00	\$	800,000.00
	Capital Outlay	\$	850,000.00	\$	1,100,000.00
240-240-590600	Bank Charges	\$	-	\$	-
240-240-599000	Miscellaneous	\$	-	\$	-
240-240-599999	Contingency	\$	-	\$	-
	Other Expenditures	\$	-	\$	-
240-240-520100	Transfer To General Fund	\$	-	\$	-
240-240-520445	Transfer To Capital Proje	\$	-	\$	-
	Transfers To Other Funds	\$	-	\$	-
240	Motor Fuel	\$	2,500.00	\$	(1,144,000.00)
240	Motor Fuel	\$	2,500.00	\$	(1,144,000.00)
261	HUD				
261	Hud Administration				
261-261-446100	Grant Income	\$	247,416.74	\$	116,043.65
261-261-446200	Program Income	\$	9,000.00	\$	9,000.00
261-261-446900	Hud Edfap2 Program Income	\$	-	\$	-
	Intergovernmental	\$	256,416.74	\$	125,043.65
261-261-450900	Loan Application Fees	\$	-	\$	-
261-261-451500	Lead Testing Fees	\$	-	\$	-
261-261-498900	Non Sufficient Funds Fee	\$	-	\$	-
	Fees/Charges For Service	\$	-	\$	-
261-261-490100	Interest Earnings	\$	-	\$	-
261-261-490101	Loan Interest	\$	-	\$	-
	Investment Earnings	\$	-	\$	-
261-261-446201	Bridges Out of Poverty	\$	-	\$	-
261-261-491400	Repayment/hud Rehab Grant	\$	-	\$	-
261-261-499500	Sale Of Bid Packages	\$	-	\$	-
261-261-499510	Hud Performance Bonds	\$	-	\$	-
261-261-499800	Miscellaneous Receipts	\$	-	\$	-
261-261-499802	Cash Over/short	\$	-	\$	-
	Other Revenue	\$	-	\$	-
261-261-440570	Transfer From Economic De	\$	-	\$	-
	Transfers From Other Funds	\$	-	\$	-
261-261-511600	Salary: All Personnel	\$	45,800.72	\$	36,640.58
261-261-515000	Overtime	\$	-	\$	-

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
261-261-515500	Vacation Pay	\$	-	\$ -
261-261-515600	Holiday Pay	\$	-	\$ -
261-261-515800	Sick Pay	\$	-	\$ -
261-261-517000	Oasdi/city Share 6.2%	\$	5,111.12	\$ 2,271.72
261-261-517001	Medicare/city Share 1.45%	\$	1,859.51	\$ 531.29
261-261-517401	Imrf	\$	15,015.31	\$ 4,462.82
261-261-518000	Group Insurance	\$	3,585.27	\$ 12,116.36
261-261-518300	Workers Comp Insurance	\$	687.01	\$ 567.07
261-261-557200	License And Inspection Fe	\$	-	\$ -
261-261-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	72,058.94	\$ 56,589.84
261-261-519000	Training And Education	\$	3,182.00	\$ 5,500.00
	Training & Education	\$	3,182.00	\$ 5,500.00
261-261-520200	Office Supplies	\$	500.00	\$ 640.00
261-261-520400	Postage	\$	300.00	\$ 269.25
261-261-520401	Postage-proj Delivery/reh	\$	-	\$ -
261-261-522000	Photographic Supplies	\$	-	\$ -
261-261-529000	Equipment	\$	-	\$ -
261-261-556100	Gasoline/diesel Fuel	\$	-	\$ -
	Supplies & Materials	\$	800.00	\$ 909.25
261-261-519001	Trng Bridges Out of Poverty	\$	-	\$ -
261-261-519002	Trng & Educ-code Enforce	\$	-	\$ -
261-261-524000	Lease/rental Of Equipment	\$	-	\$ -
261-261-534000	Automotive Expense	\$	-	\$ -
261-261-534400	Equipment Repairs	\$	-	\$ -
261-261-534900	Sidewalk Renovation / Ins	\$	-	\$ -
261-261-536000	Tree removal/trimming	\$	-	\$ -
261-261-538000	Maintenance Agreements	\$	-	\$ -
261-261-550300	Telephone	\$	-	\$ 900.00
261-261-551600	Dues And Subscriptions	\$	300.00	\$ 500.00
261-261-555000	Radio Expense	\$	-	\$ -
261-261-559900	Provisions For Bad Debts	\$	-	\$ -
261-261-560100	Auditing Fees	\$	1,000.00	\$ 1,000.00
261-261-560500	Consulting Fees	\$	-	\$ -
261-261-560600	Corporate Counsel Fees	\$	-	\$ -
261-261-561000	Legal Fees	\$	-	\$ -
261-261-561200	Engineering Fees	\$	-	\$ -
261-261-561300	Testing Fees And Expenses	\$	-	\$ -
261-261-562500	Demolition CDBG	\$	119,500.00	\$ -
261-261-563100	Hud Residential Rehab	\$	-	\$ -
261-261-563101	Hud Emergency Projects	\$	-	\$ -
261-261-563102	Hud Backflow Projects	\$	-	\$ -
261-261-563103	Hud Senior/ada Program	\$	-	\$ -
261-261-563201	Contribution To Christ Civic	\$	-	\$ -
261-261-563202	Contribution To Boy's And	\$	-	\$ -
261-261-563203	Contribution To Salvation	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
261-261-563204	Isp	\$	-	\$ -
261-261-563205	Contributions	\$	58,775.36	\$ 53,244.56
261-261-563206	Contrib To Coalition/equa	\$	-	\$ 5,000.00
261-261-563209	Public Facilities Projects	\$	-	\$ -
261-261-569000	Other Contractual Service	\$	-	\$ -
261-261-569001	Street Maintenance	\$	-	\$ -
261-261-573000	Down Payment Assistance	\$	-	\$ -
261-261-583000	Edfap Loan Program Expens	\$	-	\$ -
261-261-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	179,575.36	\$ 60,644.56
261-261-580201	Land Improvements	\$	-	\$ -
261-261-580400	Building Purchase/constru	\$	-	\$ -
261-261-580500	Street Construction	\$	-	\$ -
261-261-580600	Sewer Construction	\$	-	\$ -
261-261-584000	Construction	\$	-	\$ -
261-261-584009	General Public Improvemen	\$	-	\$ -
261-261-584010	Public Service-street Res	\$	-	\$ -
261-261-584013	Public Facilities-ada S W	\$	-	\$ -
261-261-587100	Office Equipment And Furn	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
261-261-518700	Mileage	\$	800.00	\$ 1,400.00
261-261-551000	Printing And Publications	\$	-	\$ -
261-261-554200	Mealslodging	\$	-	\$ -
261-261-559800	Loan Forgiveness	\$	-	\$ -
261-261-590600	Bank Charges	\$	-	\$ -
261-261-593300	Lien Filing Fee	\$	-	\$ -
261-261-599000	Miscellaneous	\$	-	\$ -
261-261-599500	Loan Forgiveness	\$	-	\$ -
261-261-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	800.00	\$ 1,400.00
261-261-520100	Transfer To General Fund	\$	-	\$ -
261-261-520231	Transfer To Sewerage Fund	\$	-	\$ -
261-261-520264	Transfer To Home Program	\$	-	\$ -
261-261-520570	Transfer To Economic Deve	\$	-	\$ -
	Transfers To Other Funds	\$	-	\$ -
261	Hud Administration	\$	0.44	\$ -

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
263	Hud Rehab			
261-263-446100	Grant Income	\$	419,199.54	\$ 233,956.35
	Intergovernmental	\$	419,199.54	\$ 233,956.35
261-263-490101	Loan Interest	\$	-	\$ -
	Investment Earnings	\$	-	\$ -
261-263-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
261-263-511600	Salary: All Personnel	\$	45,800.72	\$ 52,726.69
261-263-515000	Overtime	\$	-	\$ -
261-263-515500	Vacation Pay	\$	-	\$ -
261-263-515600	Holiday Pay	\$	-	\$ -
261-263-515800	Sick Pay	\$	-	\$ -
261-263-517000	Oasdi/city Share 6.2%	\$	2,839.64	\$ 3,269.05
261-263-517001	Medicare/city Share 1.45%	\$	1,328.22	\$ 764.54
261-263-517401	Imrf	\$	10,552.49	\$ 6,422.11
261-263-518000	Group Insurance	\$	23,382.85	\$ 14,177.51
261-263-518300	Workers Comp Insurance	\$	687.01	\$ 796.60
261-263-557200	License And Inspection Fee	\$	-	\$ -
	Personnel	\$	84,590.93	\$ 78,156.50
261-263-519000	Training And Education	\$	-	\$ 1,250.00
	Training & Education	\$	-	\$ 1,250.00
261-263-520200	Office Supplies	\$	200.00	\$ 1,000.00
261-263-520400	Postage	\$	300.00	\$ 350.00
261-263-556100	Gasoline/diesel Fuel	\$	-	\$ -
	Supplies & Materials	\$	500.00	\$ 1,350.00
261-263-536000	Tree trimming/removing	\$	-	\$ -
261-263-538000	Maintenance Agreements	\$	-	\$ -
261-263-550300	Telephone Expense	\$	-	\$ 500.00
261-263-560600	Corporate Counsel	\$	-	\$ -
261-263-563100	Hud Residential Rehab	\$	330,608.61	\$ 115,199.85
261-263-563101	Hud Emergency Projects	\$	-	\$ -
261-263-563102	Hud Backflow Projects	\$	-	\$ -
261-263-563103	Hud Senior/ada Program	\$	-	\$ -
261-263-569000	Other Contractual Service	\$	-	\$ 35,500.00
261-263-599801	Computer Software	\$	1,750.00	\$ 2,000.00
	Contractual Services	\$	332,358.61	\$ 153,199.85
261-263-551000	Printing & Publishing	\$	-	\$ -
261-263-554200	Meal expense	\$	-	\$ -
261-263-599500	Loan Forgiveness	\$	-	\$ -
	Other Expenditures	\$	-	\$ -
263	Hud Rehab	\$	1,750.00	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
264	Hud Home Program				
261-264-446100	Grant Income	\$	-	\$	-
261-264-446900	Hud Edfap2 Program Income	\$	-	\$	-
	Intergovernmental	\$	-	\$	-
261-264-490100	Interest Earnings	\$	-	\$	-
	Investment Earnings	\$	-	\$	-
261-264-440261	Transfer From Hud	\$	-	\$	-
	Transfers From Other Funds	\$	-	\$	-
261-264-519000	Training And Education	\$	-	\$	-
	Training & Education	\$	-	\$	-
261-264-520400	Postage	\$	-	\$	-
261-264-556100	Gasoline/diesel Fuel	\$	-	\$	-
	Supplies & Materials	\$	-	\$	-
261-264-569000	Other Contractual Service	\$	-	\$	-
	Contractual Services	\$	-	\$	-
261-264-551000	Printing And Publications	\$	-	\$	-
261-264-590600	Bank Charges	\$	-	\$	-
	Other Expenditures	\$	-	\$	-
264	Hud Home Program	\$	-	\$	-
265	Hud EDFAP2				
261-265-446100	Grant Income	\$	-	\$	-
261-265-446900	Hud Edfap2 Program Income	\$	-	\$	-
	Intergovernmental	\$	-	\$	-
261-265-450900	Loan Application Fees	\$	-	\$	-
	Fees/Charges For Service	\$	-	\$	-
261-265-490101	Loan Interest	\$	-	\$	-
	Investment Earnings	\$	-	\$	-
261-265-491600	Hud Loan Repayments	\$	-	\$	-
	Other Revenue	\$	-	\$	-
261-265-583000	Edfap Loan Program Expens	\$	-	\$	-
	Contractual Services	\$	-	\$	-
265	Hud EDFAP2	\$	-	\$	-
261	HUD	\$	1,750.44	\$	-

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
270	TIF CBD			
270	TIF CBD			
270-270-410100	Real Estate Tax	\$	505,000.00	\$ 505,000.00
270-270-411001	Tif Sales Tax/city	\$	-	\$ -
270-270-411002	Tif Tax Allocation / State	\$	-	\$ -
	Taxes	\$	505,000.00	\$ 505,000.00
270-270-442600	State Grants	\$	-	\$ -
270-270-442800	Park Reimbursements	\$	-	\$ -
	Intergovernmental	\$	-	\$ -
270-270-490100	Interest Earnings	\$	35,000.00	\$ 35,000.00
270-270-491900	Incr/decr Investment Valu	\$	-	\$ -
	Investment Earnings	\$	35,000.00	\$ 35,000.00
270-270-491000	Rental Of Municipal Property	\$	-	\$ -
270-270-491300	Prorated Re Tax/city Prop	\$	-	\$ -
270-270-491500	Sale Of Municipal Property	\$	-	\$ -
270-270-498700	Farmer's Market	\$	-	\$ -
270-270-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
270-270-492000	Bond Proceeds - Principal	\$	-	\$ -
	Debt Proceeds	\$	-	\$ -
270-270-440100	Transfer From General Fund	\$	-	\$ -
270-270-440261	Transfer From Hud	\$	-	\$ -
	Transfers From Other Funds	\$	-	\$ -
270-270-511600	Salaries	\$	152,280.30	\$ -
270-270-515500	Vacation	\$	-	\$ -
270-270-515600	Holiday Pay	\$	-	\$ -
270-270-515800	Sick Pay	\$	-	\$ -
270-270-517000	Oasdi City Share	\$	9,441.38	\$ -
270-270-517001	Medicare City Share	\$	2,208.06	\$ -
270-270-517400	Imrf	\$	17,542.69	\$ -
270-270-517401	IMRF	\$	-	\$ -
270-270-518000	Group Insurance	\$	27,046.00	\$ -
	Personnel	\$	208,518.43	\$ -
270-270-519000	Training And Education	\$	1,000.00	\$ 1,000.00
	Training & Education	\$	1,000.00	\$ 1,000.00
270-270-520400	Postage	\$	150.00	\$ 150.00
	Supplies & Materials	\$	150.00	\$ 150.00
270-270-535200	Parking Lot Maintenance	\$	-	\$ -
270-270-551600	Dues And Subscriptions	\$	850.00	\$ 850.00
270-270-557300	Epa Permits	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
270-270-560100	Auditing Fees	\$	3,100.00	\$ 3,100.00
270-270-560500	Consulting Fees	\$	15,000.00	\$ 15,000.00
270-270-560600	Corporate Counsel Fees	\$	2,500.00	\$ 2,500.00
270-270-561000	Legal Fees	\$	-	\$ -
270-270-561200	Engineering Fees	\$	5,000.00	\$ 5,000.00
270-270-562500	Demolition	\$	21,000.00	\$ 21,000.00
270-270-562501	Asbestos Removal	\$	-	\$ -
270-270-569000	Other Contractual Service	\$	-	\$ -
270-270-569001	Street Maintenance	\$	-	\$ -
270-270-583000	Tif Facade Grant/Loan	\$	800,000.00	\$ 150,000.00
270-270-583100	Tif Interior Loan	\$	-	\$ 150,000.00
270-270-591200	Developer Agreement Payment	\$	-	\$ -
	Contractual Services	\$	847,450.00	\$ 347,450.00
270-270-580500	Street Construction	\$	-	\$ -
270-270-580600	Sewer Construction	\$	-	\$ 65,000.00
270-270-584000	Construction	\$	-	\$ -
270-270-584009	General Public Improvements	\$	144,100.00	\$ 144,100.00
270-270-599998	Capital Set Aside	\$	-	\$ -
	Capital Outlay	\$	144,100.00	\$ 209,100.00
270-270-518700	Mileage	\$	150.00	\$ 150.00
270-270-522400	General Supplies	\$	-	\$ -
270-270-529000	Equipment	\$	-	\$ -
270-270-551000	Printing And Publications	\$	2,000.00	\$ 2,000.00
270-270-554200	meals	\$	-	\$ -
270-270-559800	Loan Forgiveness	\$	-	\$ -
270-270-565300	School Distr Tax Reimbursement	\$	50,000.00	\$ 50,000.00
270-270-573100	Facade Grants	\$	-	\$ -
270-270-590300	Real Estate Tax Expense	\$	10,000.00	\$ 10,000.00
270-270-590600	Bank Charges	\$	-	\$ -
270-270-598500	Farmer's Market Expense	\$	-	\$ -
270-270-599000	Miscellaneous	\$	-	\$ -
270-270-599999	Contingency	\$	-	\$ -
	Other Expenditures	\$	62,150.00	\$ 62,150.00
270-270-520100	Transfer to General Fund	\$	30,186.42	\$ -
270-270-520273	Transfer to Tif 3	\$	-	\$ -
270-270-520445	Transfer To Capital Proje	\$	-	\$ -
	Transfers To Other Funds	\$	30,186.42	\$ -
270-270-580601	Sewer Repair & Improvements	\$	-	\$ -
	Capital Expense	\$	-	\$ -
270	TIF CBD	\$	(753,554.85)	\$ (79,850.00)
270	TIF CBD	\$	(753,554.85)	\$ (79,850.00)

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
273	TIFSIPCA				
273	TIFSIPCA				
273-273-411002	Tif Tax Allocation/State	\$	-	\$	-
	Taxes	\$	-	\$	-
273-273-560100	Audit Expense	\$	-	\$	-
273-273-561200	Engineering	\$	-	\$	-
273-273-569000	Other Contractual	\$	-	\$	-
	Contractual Services	\$	-	\$	-
273-273-518700	Mileage	\$	-	\$	-
273-273-551000	Printing & Publishing	\$	-	\$	-
273-273-554200	Meals/lodging	\$	-	\$	-
273-273-560600	Corporate Counsel Fees	\$	-	\$	-
273-273-590300	Real Estate Tax Expense	\$	-	\$	-
273-273-599000	Misc Expense	\$	15,000.00	\$	-
	Other Expenditures	\$	15,000.00	\$	-
273	TIFSIPCA	\$	(15,000.00)	\$	-
273	TIFSIPCA	\$	(15,000.00)	\$	-
445	Capital Projects				
041	Capital Projects				
445-041-490100	Interest Earnings	\$	15,000.00	\$	15,000.00
	Investment Earnings	\$	15,000.00	\$	15,000.00
445-041-560100	Auditing Fees	\$	-	\$	-
	Contractual Services	\$	-	\$	-
445-041-591600	Developer Debt Write Off	\$	-	\$	-
	Other Expenditures	\$	-	\$	-
445-041-520100	Transfer To General Fund	\$	-	\$	-
445-041-520240	Transfer to MFT	\$	-	\$	-
445-041-524000	Lease/Rental of Equipment	\$	-	\$	-
445-041-551000	Printing And Publications	\$	500.00	\$	250.00
445-041-556100	Gasoline/diesel Fuel	\$	-	\$	-
445-041-557300	Epa Permits	\$	-	\$	-
445-041-560600	Corporate Counsel Fees	\$	-	\$	-
445-041-561000	Legal Fees	\$	-	\$	-
445-041-561200	Engineering Fees	\$	400,000.00	\$	1,000,000.00
445-041-561300	Testing Fees And Expenses	\$	-	\$	-
445-041-563000	Contract Construction	\$	-	\$	-
445-041-569000	Other Contractual Service	\$	-	\$	-
445-041-580200	Purchase Of Property	\$	100,000.00	\$	200,000.00
445-041-580201	Land Improvements	\$	-	\$	-
445-041-580500	Street Construction	\$	412,500.00	\$	4,000,000.00
445-041-580501	Street Improvement/Repair	\$	-	\$	618,000.00

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
445-041-584000	Construction	\$	-	\$ -
445-041-599000	Miscellaneous	\$	-	\$ -
	Capital Expense	\$	913,000.00	\$ 5,818,250.00
445-041-414001	Local Use Gas Tax	\$	265,000.00	\$ 280,000.00
445-041-440100	Transfer From General Fund	\$	-	\$ -
445-041-440231	Transfer From Sewerage	\$	-	\$ -
445-041-440240	Transfer From Motor Fuel	\$	-	\$ -
445-041-440270	Transfer From Tif 1	\$	-	\$ -
445-041-442500	Federal Grants	\$	-	\$ -
445-041-442600	State Grants	\$	-	\$ 8,116,720.51
445-041-499800	Miscellaneous Receipts	\$	618,000.00	\$ 618,000.00
	Capital Revenue	\$	883,000.00	\$ 9,014,720.51
041	Capital Projects	\$	(15,000.00)	\$ 3,211,470.51
042	Velde Drive Project			
445-042-587000	Machinery and Equipment	\$	-	\$ -
	Capital Expense	\$	-	\$ -
445-042-490800	Developer Agreement Payments	\$	-	\$ -
445-042-499800	Miscellaneous Receipts	\$	-	\$ -
	Capital Revenue	\$	-	\$ -
042	Velde Drive Project	\$	-	\$ -
445	Capital Projects	\$	(15,000.00)	\$ 3,211,470.51
501	School Bus			
501	School Bus			
501-501-450011	District 108 Contract Fa	\$	2,982,207.40	\$ 2,853,787.00
501-501-450012	Transportation Contract	\$	468,214.00	\$ 468,214.00
501-501-450013	District 303	\$	1,323,538.00	\$ 1,284,988.00
501-501-450020	Bus passes	\$	6,000.00	\$ 5,000.00
501-501-450030	Bus Special Charters	\$	215,000.00	\$ 185,000.00
501-501-454500	Other Contractual Revenue	\$	-	\$ -
	Fees/Charges For Service	\$	4,994,959.40	\$ 4,796,989.00
501-501-490100	Interest Earnings	\$	6,050.00	\$ 10,000.00
	Investment Earnings	\$	6,050.00	\$ 10,000.00
501-501-499404	Sale of Equipment	\$	-	\$ -
501-501-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
501-501-511600	Salary: All Personnel	\$	2,072,465.45	\$ 2,023,648.51
501-501-514600	Salaries - School Drivers	\$	-	\$ -
501-501-515000	Overtime	\$	35,000.00	\$ 35,000.00
501-501-515500	Vacation Pay	\$	-	\$ -
501-501-515600	Holiday Pay	\$	41,000.00	\$ 41,000.00
501-501-515800	Sick Pay	\$	-	\$ -

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
501-501-516700	Wellness Program	\$	30,000.00	\$ 30,000.00
501-501-517000	Oasdi/city Share 6.2%	\$	130,662.86	\$ 129,186.21
501-501-517001	Medicare/city Share 1.45%	\$	30,558.25	\$ 30,212.90
501-501-517401	Imrf	\$	236,199.80	\$ 253,788.39
501-501-518000	Group Insurance	\$	212,431.67	\$ 221,003.00
501-501-518200	Unemployment Insurance	\$	-	\$ 55,000.00
501-501-518300	Workers Comp Insurance	\$	120,313.00	\$ 113,767.21
501-501-554300	Uniforms & Tools	\$	700.00	\$ 700.00
501-501-557200	License And Inspection Fees	\$	5,000.00	\$ 5,000.00
501-501-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	2,914,331.03	\$ 2,938,306.22
501-501-519000	Training And Education	\$	12,000.00	\$ -
	Training & Education	\$	12,000.00	\$ -
501-501-520200	Office Supplies	\$	3,000.00	\$ 2,000.00
501-501-520400	Postage	\$	150.00	\$ 150.00
501-501-522000	Photographic Supplies	\$	-	\$ -
501-501-522400	General Supplies	\$	10,000.00	\$ 10,000.00
501-501-529000	Equipment	\$	5,000.00	\$ -
501-501-556100	Gasoline/diesel Fuel	\$	259,000.00	\$ 300,000.00
	Supplies & Materials	\$	277,150.00	\$ 312,150.00
501-501-518100	Liability Insurance Packa	\$	70,877.40	\$ 70,733.25
501-501-524000	Lease/rental Of Equipment	\$	8,000.00	\$ 4,000.00
501-501-534000	Automotive Expense	\$	105,000.00	\$ 100,000.00
501-501-534400	Equipment Repairs	\$	2,000.00	\$ 2,000.00
501-501-538000	Maintenance Agreements	\$	30,000.00	\$ 10,000.00
501-501-550100	Utilities	\$	25,000.00	\$ 20,000.00
501-501-550300	Telephone	\$	8,800.00	\$ 7,800.00
501-501-551600	Dues And Subscriptions	\$	2,000.00	\$ 2,000.00
501-501-555000	Radio Expense	\$	16,000.00	\$ -
501-501-559900	Provisions For Bad Debts	\$	-	\$ -
501-501-560100	Auditing Fees	\$	-	\$ -
501-501-560600	Corporate Counsel Fees	\$	-	\$ -
501-501-561000	Legal expense	\$	3,000.00	\$ -
501-501-566600	Pest Control	\$	-	\$ -
501-501-569000	Other Contractual Service	\$	78,000.00	\$ 78,000.00
501-501-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	348,677.40	\$ 294,533.25
501-501-580401	Building Repair	\$	10,000.00	\$ -
501-501-587000	Machinery And Equipment	\$	-	\$ -
501-501-587001	Lease / Purchase Equipmen	\$	850,000.00	\$ 850,000.00
501-501-587100	Office Equipment & Furniture	\$	10.00	\$ -
501-501-587500	Vehicles	\$	20,000.00	\$ 60,000.00
	Capital Outlay	\$	880,010.00	\$ 910,000.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
501-501-518700	Mileage	\$	-	\$ -
501-501-534200	Building Repairs	\$	-	\$ -
501-501-551000	Printing And Publications	\$	6,000.00	\$ 2,000.00
501-501-554200	Meals/Refreshments/Lodging	\$	1,000.00	\$ 1,000.00
501-501-590600	Bank Charges	\$	-	\$ -
501-501-599000	Miscellaneous	\$	1,000.00	\$ -
501-501-599700	Fixed Asset Disposal	\$	-	\$ -
501-501-599802	Computer Hardware	\$	4,000.00	\$ -
501-501-599900	Depreciation Expense	\$	-	\$ -
501-501-599901	Abandonment Loss	\$	-	\$ -
501-501-599999	Contingency	\$	-	\$ -
	Other Expenditures	\$	12,000.00	\$ 3,000.00
501-501-520100	Transfer To General Fund	\$	367,169.00	\$ 310,000.00
	Transfers To Other Funds	\$	367,169.00	\$ 310,000.00
501	School Bus	\$	189,671.97	\$ 38,999.53
501	School Bus	\$	189,671.97	\$ 38,999.53
525	Airport			
525	Airport			
525-525-442600	State Grants	\$	40,000.00	\$ 40,000.00
	Intergovernmental	\$	40,000.00	\$ 40,000.00
525-525-450040	Gasoline Sales	\$	-	\$ -
525-525-450041	Sale of Oil	\$	200.00	\$ 200.00
525-525-453001	Rental - Airport Shop	\$	-	\$ -
525-525-453002	Rental - Airport Hangars	\$	51,000.00	\$ 52,000.00
525-525-453003	Rental - Tie Down Spaces	\$	360.00	\$ -
525-525-453004	Sale of Gas	\$	135,000.00	\$ 105,500.00
	Fees/Charges For Service	\$	186,560.00	\$ 157,700.00
525-525-490100	Interest Earnings	\$	-	\$ -
	Investment Earnings	\$	-	\$ -
525-525-491000	Rental Of Municipal Prope	\$	30,522.50	\$ 13,414.50
525-525-499800	Miscellaneous Receipts	\$	750.00	\$ -
	Other Revenue	\$	31,272.50	\$ 13,414.50
525-525-440100	Transfer From General Fund	\$	-	\$ -
	Transfers From Other Funds	\$	-	\$ -
525-525-511600	Salary All Personnel	\$	58,076.07	\$ 56,659.57
525-525-515000	Overtime	\$	-	\$ -
525-525-515500	Vacation	\$	-	\$ -
525-525-515600	Holiday	\$	-	\$ -
525-525-515800	Sick Time	\$	-	\$ -
525-525-517000	OASDI	\$	3,600.72	\$ 3,512.89
525-525-517001	Medicare	\$	842.10	\$ 821.56

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
525-525-517401	IMRF	\$	6,993.36	\$	6,901.14
525-525-518000	Health Ins Prem	\$	38,112.81	\$	18,629.92
525-525-518300	Work Comp Premium	\$	2,578.58	\$	2,515.68
	Personnel	\$	110,203.64	\$	89,040.76
525-525-519000	Training And Education	\$	-	\$	-
	Training & Education	\$	-	\$	-
525-525-520200	Office Supplies	\$	50.00	\$	200.00
525-525-520400	Postage	\$	50.00	\$	50.00
525-525-522400	General Supplies	\$	200.00	\$	500.00
525-525-529000	Equipment	\$	500.00	\$	1,000.00
525-525-556200	Cost of Gas Sold	\$	85,500.00	\$	85,500.00
525-525-556202	Cost of Parts Sold	\$	-	\$	-
	Supplies & Materials	\$	86,300.00	\$	87,250.00
525-525-518100	Liability Insurance Packa	\$	5,808.00	\$	3,146.85
525-525-524000	Equipment Rental	\$	240.00	\$	240.00
525-525-534000	Automotive Expense	\$	1,300.00	\$	1,000.00
525-525-534200	Buildings And Grounds Rep	\$	10,000.00	\$	15,000.00
525-525-534400	Equipment Repairs	\$	2,000.00	\$	3,000.00
525-525-536100	Property Cleanup Fees	\$	-	\$	-
525-525-536300	Snow Removal - Salt And C	\$	5,000.00	\$	5,000.00
525-525-538000	Maintenance Agreement	\$	350.00	\$	130.00
525-525-550100	Utilities	\$	15,000.00	\$	16,500.00
525-525-550300	Telephone	\$	2,100.00	\$	4,000.00
525-525-551600	Dues And Subscriptions	\$	1,000.00	\$	1,000.00
525-525-556100	Fuel	\$	-	\$	500.00
525-525-557300	Epa Permits	\$	-	\$	-
525-525-559900	Provisions For Bad Debts	\$	-	\$	-
525-525-560600	Corporate Counsel Fees	\$	-	\$	-
525-525-561000	Legal Fees	\$	-	\$	-
525-525-561200	Engineering Fees	\$	47,875.00	\$	47,875.00
525-525-561301	Concrete Testing	\$	-	\$	-
525-525-566600	Pest Control	\$	720.00	\$	-
525-525-569000	Other Contractual Service	\$	750.00	\$	12,000.00
	Contractual Services	\$	92,143.00	\$	109,391.85
525-525-580201	Land Improvements	\$	47,875.00	\$	60,000.00
525-525-580401	Building Repairs	\$	10,000.00	\$	65,000.00
525-525-587001	Lease to own equipment	\$	0.42	\$	12,186.42
	Capital Outlay	\$	57,875.42	\$	137,186.42
525-525-551000	Printing & Publishing	\$	150.00	\$	-
525-525-599000	Miscellaneous	\$	100.00	\$	-
525-525-599700	Fixed Asset Disposal	\$	-	\$	-
525-525-599802	Computer Hardware	\$	1,000.00	\$	1,000.00
525-525-599900	Depreciation Expense	\$	-	\$	-
525-525-599999	Contingency	\$	-	\$	-

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
	Other Expenditures	\$	1,250.00	\$	1,000.00
525-525-590400	Interest Paid	\$	-	\$	-
	Debt Service	\$	-	\$	-
525-525-520100	Transfer to General Fund	\$	10,000.00	\$	10,000.00
	Transfers To Other Funds	\$	10,000.00	\$	10,000.00
525	Airport	\$	(99,939.56)	\$	(222,754.53)
525	Airport	\$	(99,939.56)	\$	(222,754.53)
570	Economic Development				
570	Economic Development				
570-570-490100	Interest Earnings	\$	5,000.00	\$	20,000.00
570-570-490101	Loan Interest	\$	158,000.00	\$	168,000.00
570-570-490103	Hospital Loan Interest Reimbur	\$	-	\$	120,000.00
	Investment Earnings	\$	163,000.00	\$	308,000.00
570-570-450600	Application Fees	\$	-	\$	-
570-570-491000	Rental Of Municipal Prope	\$	-	\$	-
570-570-491500	Sale Of Municipal Propert	\$	-	\$	-
570-570-493600	Training Reimbursements	\$	-	\$	-
570-570-499210	Donations	\$	-	\$	-
570-570-499800	Miscellaneous Receipts	\$	-	\$	-
570-570-499802	Cash Over/short	\$	-	\$	-
	Other Revenue	\$	-	\$	-
570-570-511600	Salary: All Personnel	\$	30,750.00	\$	56,250.00
570-570-515000	Overtime	\$	-	\$	-
570-570-515500	Vacation Pay	\$	-	\$	-
570-570-515600	Holiday Pay	\$	-	\$	-
570-570-515800	Sick Pay	\$	-	\$	-
570-570-516700	Wellness Program	\$	-	\$	-
570-570-517000	Oasdi/city Share 6.2%	\$	1,906.50	\$	3,487.50
570-570-517001	Medicare/city Share 1.45%	\$	445.88	\$	815.63
570-570-517401	Imrf	\$	3,542.40	\$	6,851.25
570-570-518000	Group Insurance	\$	10,787.29	\$	14,263.00
570-570-518300	Workers Comp Insurance	\$	461.25	\$	1,843.00
	Personnel	\$	47,893.32	\$	83,510.38
570-570-519000	Training And Education	\$	3,000.00	\$	-
	Training & Education	\$	3,000.00	\$	-
570-570-520200	Office Supplies	\$	-	\$	-
570-570-520400	Postage	\$	-	\$	-
570-570-529000	Equipment	\$	-	\$	-
	Supplies & Materials	\$	-	\$	-

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
570-570-518100	Liability Insurance Packa	\$	1,887.60	\$ 1,565.55
570-570-524000	Lease/rental Of Equipment	\$	-	\$ -
570-570-534400	Equipment Repairs	\$	-	\$ -
570-570-538000	Maintenance Agreements	\$	-	\$ -
570-570-550300	Telephone	\$	1,200.00	\$ -
570-570-551600	Dues And Subscriptions	\$	-	\$ -
570-570-560500	Consulting Fees	\$	-	\$ -
570-570-560600	Corporate Counsel Fees	\$	-	\$ -
570-570-561000	Legal Fees	\$	-	\$ -
570-570-561200	Engineering Fees	\$	-	\$ -
570-570-567500	Build Illinois Grants	\$	-	\$ -
570-570-568102	Sales Tax Rebate	\$	-	\$ -
570-570-569000	Other Contractual Service	\$	-	\$ -
570-570-591200	Developer Agreement Payme	\$	-	\$ -
570-570-591300	Developer Credit Applied	\$	50,000.00	\$ -
570-570-598100	Public Relations	\$	-	\$ -
570-570-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	53,087.60	\$ 1,565.55
570-570-580200	Purchase Of Property	\$	-	\$ -
570-570-580400	Building Purchase/constru	\$	-	\$ -
570-570-587100	Office Equipment And Furn	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
570-570-518700	Mileage	\$	-	\$ -
570-570-551000	Printing And Publications	\$	1,000.00	\$ -
570-570-554200	Mealslodging	\$	-	\$ -
570-570-590300	Real Estate Tax Expense	\$	-	\$ -
570-570-590600	Bank Charges	\$	-	\$ -
570-570-593300	Lien Filing Fee	\$	-	\$ -
570-570-599000	Miscellaneous	\$	-	\$ -
570-570-599802	Computer Hardware	\$	-	\$ -
	Other Expenditures	\$	1,000.00	\$ -
570-570-590400	Interest Paid	\$	-	\$ -
570-570-591400	Loan Payment	\$	35,980.00	\$ 431,755.56
	Debt Service	\$	35,980.00	\$ 431,755.56
570-570-520261	Transfer To Hud #2	\$	-	\$ -
570-570-520695	Transfer To Insurance Fun	\$	-	\$ -
	Transfers To Other Funds	\$	-	\$ -
570	Economic Development	\$	22,039.08	\$ (208,831.49)
570	Economic Development	\$	22,039.08	\$ (208,831.49)

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Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
695	Insurance				
092	Section 125				
695-092-490100	Interest	\$	-	\$	-
	Investment Earnings	\$	-	\$	-
695-092-479100	Sec 125 Flex Plan Contrib	\$	-	\$	-
695-092-499801	Write Off Outstanding Che	\$	-	\$	-
	Other Revenue	\$	-	\$	-
695-092-517300	Sec 125 Flex Plan Claims	\$	-	\$	-
	Contractual Services	\$	-	\$	-
695-092-590600	Bank Charges	\$	-	\$	-
	Other Expenditures	\$	-	\$	-
092	Section 125	\$	-	\$	-
093	Liability Insurance				
695-093-490100	Interest Earnings	\$	-	\$	-
	Investment Earnings	\$	-	\$	-
695-093-440100	Transfer From General Fund	\$	-	\$	-
695-093-440501	Transfer From School Bus	\$	-	\$	-
695-093-450500	Premiums	\$	533,208.17	\$	467,762.40
	Transfers From Other Funds	\$	533,208.17	\$	467,762.40
695-093-519000	Training And Education	\$	-	\$	-
	Training & Education	\$	-	\$	-
695-093-518110	Claims Paid / General	\$	-	\$	-
695-093-518123	Claims Paid / Sanitation	\$	-	\$	-
695-093-518125	Claims Paid/Airport	\$	-	\$	-
695-093-518131	Claims Paid / Sewerage	\$	-	\$	-
695-093-518132	Claims Paid / Street Dept	\$	-	\$	-
695-093-518133	Claims Paid / Police Prot	\$	-	\$	-
695-093-518134	Claims Paid / Fire Prot	\$	-	\$	-
695-093-518151	Claims Paid / School Bus	\$	-	\$	-
695-093-518157	Claims Paid / Economic De	\$	-	\$	-
695-093-518190	Claims Paid / Tpccc	\$	-	\$	-
695-093-518199	Mechanics	\$	-	\$	-
695-093-518400	Premiums Paid	\$	536,368.00	\$	402,183.00
695-093-560600	Corporate Counsel Fees	\$	-	\$	-
695-093-561000	Attorney Fees	\$	-	\$	-
	Contractual Services	\$	536,368.00	\$	402,183.00
093	Liability Insurance	\$	(3,159.83)	\$	65,579.40

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Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
094	Work Comp				
695-094-490100	Interest Earnings	\$	-	\$	-
	Investment Earnings	\$	-	\$	-
695-094-499800	Miscellaneous Receipts	\$	-	\$	-
	Other Revenue	\$	-	\$	-
695-094-440100	Transfer From General Fund	\$	-	\$	-
695-094-440501	Transfer From School Bus	\$	-	\$	-
695-094-450500	Premiums	\$	716,342.00	\$	578,386.00
	Transfers From Other Funds	\$	716,342.00	\$	578,386.00
695-094-518310	Workers Comp / General	\$	-	\$	-
695-094-518323	Workers Comp / Sanitation	\$	-	\$	-
695-094-518331	Workers Comp / Sewerage	\$	-	\$	-
695-094-518332	Workers Comp / Street Dep	\$	-	\$	-
695-094-518333	Workers Comp / Police Pro	\$	-	\$	-
695-094-518334	Workers Comp / Fire Prote	\$	-	\$	-
695-094-518350	Workers Comp / Municipal	\$	-	\$	-
695-094-518351	Workers Comp / School Bus	\$	-	\$	-
695-094-518390	Workers Comp / Tpccc	\$	-	\$	-
695-094-518399	Workers Comp / VMF	\$	-	\$	-
695-094-518400	Premiums Paid	\$	580,000.00	\$	578,386.00
695-094-561000	Legal Fees	\$	-	\$	-
	Contractual Services	\$	580,000.00	\$	578,386.00
695-094-599000	Miscellaneous	\$	-	\$	-
	Other Expenditures	\$	-	\$	-
094	Work Comp	\$	136,342.00	\$	-
095	Medical				
695-095-490100	Interest Earnings	\$	-	\$	-
	Investment Earnings	\$	-	\$	-
695-095-495200	Excess Health Insurance R	\$	-	\$	-
695-095-495300	Claim refunds	\$	-	\$	-
695-095-495400	Ppo Refund	\$	-	\$	-
695-095-495500	Drug Card Rebate	\$	-	\$	-
695-095-499800	Miscellaneous Receipts	\$	-	\$	-
695-095-499801	Write Off Outstanding Che	\$	-	\$	-
	Other Revenue	\$	-	\$	-
695-095-440100	Transfer From General Fund	\$	-	\$	-
695-095-450500	Premiums	\$	4,582,814.19	\$	4,115,095.00
	Transfers From Other Funds	\$	4,582,814.19	\$	4,115,095.00
695-095-519000	Training And Education	\$	-	\$	-
	Training & Education	\$	-	\$	-

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
695-095-517500	Health Claims Paid/GPS	\$	3,276,996.28	\$ -
695-095-517501	Administration Fees	\$	220,850.00	\$ 220,850.00
695-095-517502	Reinsurance Premium	\$	200,000.00	\$ -
695-095-517503	Organ Transplant Premium	\$	-	\$ -
695-095-517504	A D & D Life Premium	\$	16,000.00	\$ -
695-095-517505	Flex Premium	\$	1,987.60	\$ -
695-095-517506	Vision Coverage	\$	-	\$ -
695-095-517507	Health Claims Plan A (new	\$	-	\$ -
695-095-517508	Stop Loss	\$	-	\$ -
695-095-517600	Central States Premium	\$	-	\$ 4,356,854.75
695-095-517700	Drug Card Charges	\$	-	\$ -
695-095-551600	Dues And Subscriptions	\$	-	\$ -
695-095-569000	Other Contractual Service	\$	31,804.00	\$ -
	Contractual Services	\$	3,747,637.88	\$ 4,577,704.75
695-095-516700	Wellness Program	\$	118,000.00	\$ 112,700.00
695-095-516900	Smoking Cessation Program	\$	2,800.00	\$ -
695-095-551000	Printing And Publications	\$	-	\$ -
695-095-590600	Bank Charges	\$	-	\$ -
695-095-599000	Miscellaneous	\$	-	\$ -
695-095-599999	Contingency	\$	200,000.00	\$ -
	Other Expenditures	\$	320,800.00	\$ 112,700.00
695-095-520092	Transfer To Insurance Fle	\$	-	\$ -
	Transfers To Other Funds	\$	-	\$ -
095	Medical	\$	514,376.31	\$ (575,309.75)
695	Insurance	\$	647,558.48	\$ (509,730.35)
699	Vehicle Maintenance			
069	City Vehicle Maintenance			
699-069-450040	Gasoline Sales - Interfun	\$	693,330.00	\$ 652,000.00
699-069-450041	Sale of Oil	\$	-	\$ -
699-069-450042	Sale of Parts	\$	-	\$ -
699-069-450043	Labor	\$	317,245.00	\$ -
	Fees/Charges For Service	\$	1,010,575.00	\$ 652,000.00
699-069-490100	Interest Earnings	\$	-	\$ -
	Investment Earnings	\$	-	\$ -
699-069-499800	Miscellaneous Receipts	\$	-	\$ -
	Other Revenue	\$	-	\$ -
699-069-440100	Transfer From General Fund	\$	-	\$ -
699-069-440501	Transfer From School Bus	\$	-	\$ -
	Transfers From Other Funds	\$	-	\$ -
699-069-511600	Salary: All Personnel	\$	334,811.67	\$ 395,068.11
699-069-515000	Overtime	\$	5,400.00	\$ 5,400.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
699-069-515500	Vacation Pay	\$	-	\$ -
699-069-515600	Holiday Pay	\$	-	\$ -
699-069-515800	Sick Pay	\$	-	\$ -
699-069-517000	Oasdi/city Share 6.2%	\$	20,758.32	\$ 24,829.10
699-069-517001	Medicare/city Share 1.45%	\$	4,854.77	\$ 5,806.81
699-069-517401	Imrf	\$	38,570.30	\$ 48,777.18
699-069-518000	Group Insurance	\$	130,669.27	\$ 135,875.72
699-069-518300	Workers Comp Insurance	\$	25,949.00	\$ 30,496.85
699-069-554300	Uniforms And Tools	\$	3,900.00	\$ 3,900.00
699-069-557200	License And Inspection Fe	\$	100.00	\$ 100.00
699-069-559000	Medical Expense/supplies	\$	-	\$ -
	Personnel	\$	565,013.33	\$ 650,253.77
699-069-519000	Training And Education	\$	-	\$ -
	Training & Education	\$	-	\$ -
699-069-520200	Office Supplies	\$	-	\$ -
699-069-520400	Postage	\$	-	\$ -
699-069-522400	General Supplies	\$	2,000.00	\$ -
699-069-529000	Equipment	\$	-	\$ -
699-069-556100	Gasoline/diesel Fuel	\$	400.00	\$ -
699-069-556200	Cost Of Fuel Sold	\$	693,330.00	\$ 693,330.00
699-069-556201	Cost Of Oil	\$	-	\$ -
699-069-556202	Cost Of Parts	\$	-	\$ -
	Supplies & Materials	\$	695,730.00	\$ 693,330.00
699-069-518100	Liability Insurance Packa	\$	7,757.00	\$ 7,757.40
699-069-524000	Lease/rental Of Equipment	\$	-	\$ -
699-069-534000	Automotive Expense	\$	2,000.00	\$ -
699-069-534400	Equipment Repairs	\$	2,500.00	\$ -
699-069-534500	Core Charge/credit	\$	-	\$ -
699-069-538000	Maintenance Agreements	\$	-	\$ -
699-069-557300	EPA Permit	\$	-	\$ -
699-069-569000	Other Contractual Service	\$	13,000.00	\$ 13,000.00
699-069-599801	Computer Software	\$	-	\$ -
	Contractual Services	\$	25,257.00	\$ 20,757.40
699-069-587000	Machinery And Equipment	\$	-	\$ -
699-069-587500	Vehicles	\$	-	\$ -
	Capital Outlay	\$	-	\$ -
699-069-599600	Overage & Shrinkage	\$	-	\$ -
699-069-599802	Computer Hardware	\$	-	\$ -
699-069-599900	Depreciation Expense	\$	-	\$ -
699-069-599999	Contingency	\$	-	\$ -
	Other Expenditures	\$	-	\$ -
069	City Vehicle Maintenance	\$	(275,425.33)	\$ (712,341.17)

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
070	Tazewell Co Vehicle Maint				
699-070-450040	Gasoline Sales - Interfun	\$	12,000.00	\$	12,000.00
699-070-450041	Sale of Oil	\$	-	\$	-
699-070-450042	Sale of Parts	\$	12,000.00	\$	12,000.00
699-070-450043	Labor	\$	20,000.00	\$	20,000.00
	Fees/Charges For Service	\$	44,000.00	\$	44,000.00
699-070-499800	Miscellaneous Receipts	\$	-	\$	-
	Other Revenue	\$	-	\$	-
699-070-511600	Salary: All Personnel	\$	-	\$	-
699-070-515000	Overtime	\$	-	\$	-
699-070-515600	Holiday Pay	\$	-	\$	-
699-070-517000	Oasdi/city Share 6.2%	\$	-	\$	-
699-070-517001	Medicare/city Share 1.45%	\$	-	\$	-
699-070-517401	Imrf	\$	-	\$	-
699-070-518000	Group Insurance	\$	-	\$	-
699-070-518300	Workers Comp Insurance	\$	-	\$	-
	Personnel	\$	-	\$	-
699-070-556100	Gasoline/diesel Fuel	\$	-	\$	-
699-070-556200	Cost Of Fuel Sold	\$	-	\$	-
699-070-556201	Cost Of Oil	\$	-	\$	-
699-070-556202	Cost Of Parts	\$	-	\$	-
	Supplies & Materials	\$	-	\$	-
699-070-518100	Liability Insurance Packa	\$	-	\$	-
699-070-534000	Automotive Expense	\$	-	\$	-
	Contractual Services	\$	-	\$	-
070	Tazewell Co Vehicle Maint	\$	44,000.00	\$	44,000.00
699	Vehicle Maintenance	\$	(231,425.33)	\$	(668,341.17)
924	Library				
924	Library				
924-924-410100	Real Estate Tax	\$	1,106,425.00	\$	1,076,490.00
924-924-412000	Replacement P/p Tax - Statr	\$	106,000.00	\$	106,000.00
	Taxes	\$	1,212,425.00	\$	1,182,490.00
924-924-437900	South Pekin Revenue	\$	11,500.00	\$	11,000.00
924-924-438300	South Pekin Per Capita Grant	\$	885.00	\$	885.00
924-924-438700	Other Grants	\$	3,800.00	\$	3,200.00
924-924-445000	Per Capita Grant	\$	26,281.00	\$	26,281.00
	Intergovernmental	\$	42,466.00	\$	41,366.00
924-924-456900	Passports	\$	11,500.00	\$	6,800.00
924-924-457001	Friends Book Sale	\$	5,000.00	\$	5,000.00
924-924-457002	Copy Machines	\$	4,000.00	\$	3,600.00
924-924-457003	Printing Fees (library)	\$	8,500.00	\$	7,200.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
924-924-457005	Non-resident Fees	\$	3,900.00	\$ 4,900.00
924-924-457006	Books - Lost And Damaged	\$	1,800.00	\$ 1,200.00
924-924-457007	Room Use Fees	\$	3,400.00	\$ 3,000.00
924-924-457008	Book Rental Fee	\$	-	\$ -
924-924-457009	Staff Sales	\$	200.00	\$ 200.00
924-924-457010	Fax Fee	\$	3,000.00	\$ 3,000.00
	Fees/Charges For Service	\$	41,300.00	\$ 34,900.00
924-924-465001	Library Fines - Adult Dep	\$	11,600.00	\$ 11,300.00
924-924-465002	Library Fines - Junior De	\$	1,400.00	\$ 1,500.00
	Fines And Forfeitures	\$	13,000.00	\$ 12,800.00
924-924-490100	Interest Earnings	\$	2,000.00	\$ 3,000.00
924-924-490102	Endowment Interest	\$	700.00	\$ 900.00
924-924-490111	Interest Earnings Capital	\$	400.00	\$ 550.00
	Investment Earnings	\$	3,100.00	\$ 4,450.00
924-924-491100	Refund On Insurance Premi	\$	-	\$ -
924-924-498800	Capital Development	\$	-	\$ -
924-924-499100	Insurance Recoveries	\$	-	\$ -
924-924-499200	Gifts And Memorials	\$	12,000.00	\$ 12,000.00
924-924-499300	Iptip / Gift Fund	\$	-	\$ -
924-924-499800	Miscellaneous Receipts	\$	3,000.00	\$ 4,000.00
	Other Revenue	\$	15,000.00	\$ 16,000.00
924-924-440100	Transfer from Library	\$	-	\$ -
924-924-450500	Premiums	\$	-	\$ -
	Transfers From Other Funds	\$	-	\$ -
924-924-511600	Salary: All Personnel	\$	628,750.00	\$ 622,000.00
924-924-515500	Vacation Pay	\$	-	\$ -
924-924-515600	Holiday Pay	\$	-	\$ -
924-924-515800	Sick Pay	\$	-	\$ -
924-924-516700	Wellness Programs	\$	2,500.00	\$ 2,500.00
924-924-517000	Oasdi/city Share 6.2%	\$	39,600.00	\$ 38,750.00
924-924-517001	Medicare/city Share 1.45%	\$	9,300.00	\$ 9,075.00
924-924-517401	Imrf	\$	68,200.00	\$ 65,100.00
924-924-518000	Group Insurance	\$	126,055.00	\$ 120,000.00
924-924-518300	Workers Comp Insurance	\$	2,600.00	\$ 3,500.00
	Personnel	\$	877,005.00	\$ 860,925.00
924-924-520200	Office Supplies	\$	6,000.00	\$ 6,850.00
924-924-520300	Library Supplies	\$	9,500.00	\$ 9,750.00
924-924-520303	Reader-printer - Supplies	\$	-	\$ -
924-924-520400	Postage	\$	2,300.00	\$ 2,600.00
924-924-520600	Oclc Cataloging	\$	5,000.00	\$ 5,000.00
924-924-522700	Electronic Resources	\$	19,000.00	\$ 13,575.00
924-924-523301	Adult * Books - Fiction	\$	33,000.00	\$ 32,000.00
924-924-523302	Children's * Books - Fict	\$	18,500.00	\$ 17,000.00

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
924-924-523304	Large Print Books	\$	8,200.00	\$	8,200.00
924-924-523401	Adult * Books - Non-fict	\$	20,000.00	\$	20,000.00
924-924-523402	Children's * Books - Non-	\$	10,000.00	\$	10,000.00
924-924-523404	Large Print Books	\$	700.00	\$	1,300.00
924-924-523500	Rental Book Purchase	\$	-	\$	-
924-924-523501	Adult * Periodicals	\$	3,750.00	\$	3,700.00
924-924-523502	Children's * Periodicals	\$	535.00	\$	500.00
924-924-523603	C.d.'s	\$	2,200.00	\$	2,400.00
924-924-523700	Video Cassettes	\$	15,500.00	\$	15,000.00
924-924-523701	Adult * Cassettes	\$	10,300.00	\$	10,300.00
924-924-523702	Children's * Cassettes	\$	1,000.00	\$	1,000.00
924-924-523709	Capitalized Books	\$	-	\$	-
924-924-523900	Program Supplies	\$	1,000.00	\$	800.00
924-924-523901	Adult * Programs	\$	12,730.00	\$	11,230.00
924-924-523902	Children's * Programs	\$	14,000.00	\$	13,000.00
924-924-529000	Equipment	\$	4,000.00	\$	4,000.00
	Supplies & Materials	\$	197,215.00	\$	188,205.00
924-924-520302	Copy Machine - Rental And	\$	13,700.00	\$	15,600.00
924-924-534300	Equipment - Repairs And M	\$	5,500.00	\$	3,500.00
924-924-534600	Building Repairs & Mainte	\$	25,800.00	\$	26,000.00
924-924-538000	Maintenance Contracts	\$	26,755.00	\$	21,660.00
924-924-550101	Electricity	\$	37,000.00	\$	36,500.00
924-924-550102	Water	\$	5,100.00	\$	5,000.00
924-924-550103	Gas	\$	6,500.00	\$	7,000.00
924-924-550300	Telephone	\$	3,100.00	\$	3,100.00
924-924-550900	General Insurance	\$	14,800.00	\$	15,000.00
924-924-551507	Purchases - Newspapers	\$	4,700.00	\$	4,300.00
924-924-551600	Dues And Subscriptions	\$	1,800.00	\$	1,800.00
924-924-551900	Lost Books / Ill	\$	100.00	\$	100.00
924-924-554206	Conference And Meeting Ex	\$	4,500.00	\$	2,500.00
924-924-554207	Travel	\$	1,200.00	\$	1,200.00
924-924-561500	Property Management Expen	\$	-	\$	-
924-924-563204	Isp	\$	3,600.00	\$	3,100.00
924-924-569000	Other Contractual Service	\$	500.00	\$	500.00
924-924-599100	Staff Purchases	\$	200.00	\$	200.00
924-924-599200	Designated Fund Purchases	\$	-	\$	-
924-924-599300	Purchases From Gifts	\$	12,000.00	\$	12,000.00
924-924-599301	Purchases From Endowment	\$	900.00	\$	900.00
924-924-599801	Computer Software	\$	1,500.00	\$	1,500.00
924-924-599803	Literacy Grant Purchases	\$	885.00	\$	885.00
	Contractual Services	\$	170,140.00	\$	162,345.00
924-924-580400	Building Purchase/constru	\$	-	\$	-
924-924-580401	Building Repair	\$	-	\$	-
924-924-598800	Capital Development	\$	550.00	\$	550.00
	Capital Outlay	\$	550.00	\$	550.00

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget			FY 2018 Budget
924-924-518200	Unemployment	\$	-	\$	-
924-924-566300	Circulation System	\$	25,700.00	\$	24,500.00
924-924-598300	Per Capita Grant	\$	26,281.00	\$	26,281.00
924-924-598400	Passport Expense	\$	1,300.00	\$	1,200.00
924-924-598700	Transfer To Friends	\$	5,000.00	\$	5,000.00
924-924-599000	Miscellaneous	\$	3,000.00	\$	3,000.00
924-924-599302	Fixed Asset Transfer	\$	-	\$	-
924-924-599700	Fixed Asset Disposal	\$	-	\$	-
924-924-599802	Computer Hardware	\$	6,100.00	\$	5,000.00
924-924-599900	Depreciation Expense	\$	-	\$	-
924-924-599999	Contingency	\$	-	\$	-
	Other Expenditures	\$	67,381.00	\$	64,981.00
924-924-590400	Interest Paid	\$	-	\$	-
924-924-591101	Bond Issuance Costs	\$	-	\$	-
	Debt Service	\$	-	\$	-
924-924-520100	Transfer to General Fund	\$	15,000.00	\$	15,000.00
924-924-544100	Transfer To General Fund	\$	-	\$	-
	Transfers To Other Funds	\$	15,000.00	\$	15,000.00
924	Library	\$	-	\$	-
924	Library	\$	-	\$	-
941	Police Pension				
941	Police Pension				
941-941-518400	Insurance	\$	-	\$	-
	Contractual Services	\$	-	\$	-
941-941-518700	Milieage	\$	-	\$	-
	Other Expenditures	\$	-	\$	-
941-941-410100	Real Estate Tax	\$	1,907,310.00	\$	-
941-941-412000	Replacement P/p Tax - State	\$	-	\$	-
941-941-440100	Transfer From General Fund	\$	-	\$	-
941-941-479000	Employee Pension Deductio	\$	-	\$	-
941-941-490100	Interest Earnings	\$	-	\$	-
941-941-490200	Gain On Securities Sold	\$	-	\$	-
941-941-491900	Incr/decr Investment Valu	\$	-	\$	-
941-941-499800	Miscellaneous Receipts	\$	-	\$	-
	Police Pension Revenue	\$	1,907,310.00	\$	-
941-941-518000	Group Insurance	\$	-	\$	-
941-941-519000	Training And Education	\$	-	\$	-
941-941-520200	Office Supplies	\$	-	\$	-
941-941-520400	Postage	\$	-	\$	-
941-941-529000	Equipment	\$	-	\$	-
941-941-551000	Printing And Publications	\$	-	\$	-
941-941-551600	Dues And Subscriptions	\$	-	\$	-
941-941-554200	Mealslodging	\$	-	\$	-

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
941-941-557000	Filing Fees	\$	-	\$ -
941-941-559000	Medical Expense/supplies	\$	-	\$ -
941-941-559400	Pension Payments	\$	1,907,310.00	\$ -
941-941-559500	Refund Of Employee Pensio	\$	-	\$ -
941-941-560100	Auditing Fees	\$	-	\$ -
941-941-560600	Corporate Counsel Fees	\$	-	\$ -
941-941-561000	Legal Fees	\$	-	\$ -
941-941-569000	Other Contractual Service	\$	-	\$ -
941-941-590200	Loss On Securities Sold	\$	-	\$ -
941-941-590400	Interest Paid	\$	-	\$ -
941-941-590600	Bank Charges	\$	-	\$ -
941-941-590610	Asset Admin Fees	\$	-	\$ -
941-941-599000	Miscellaneous	\$	-	\$ -
941-941-599800	Actuarial Unfunded Liabil	\$	-	\$ -
941-941-599999	Contingency	\$	-	\$ -
	Police Pension	\$	1,907,310.00	\$ -
941	Police Pension	\$	-	\$ -
941	Police Pension	\$	-	\$ -
944	Fire Pension			
944	Fire Pension			
944-944-410100	City Contrib RE Tax Levy	\$	3,295,373.00	\$ -
944-944-412000	City Contrib/PPRT	\$	-	\$ -
944-944-479000	Employee Pension Deductio	\$	-	\$ -
944-944-490100	Interest Earnings	\$	-	\$ -
944-944-490200	Gain On Securities Sold	\$	-	\$ -
944-944-491900	Incr/decr Investment Valu	\$	-	\$ -
944-944-499800	Miscellaneous Receipts	\$	-	\$ -
	Fire Pension Revenue	\$	3,295,373.00	\$ -
944-944-518000	Group Insurance	\$	-	\$ -
944-944-519000	Training And Education	\$	-	\$ -
944-944-520200	Office Supplies	\$	-	\$ -
944-944-520400	Postage	\$	-	\$ -
944-944-529000	Equipment	\$	-	\$ -
944-944-551000	Printing And Publications	\$	-	\$ -
944-944-551600	Dues And Subscriptions	\$	-	\$ -
944-944-554200	Mealslodging	\$	-	\$ -
944-944-557000	Filing Fees	\$	-	\$ -
944-944-559000	Medical Expense/supplies	\$	-	\$ -
944-944-559400	Pension Payments	\$	3,295,373.00	\$ -
944-944-559500	Refund Of Employee Pensio	\$	-	\$ -
944-944-560100	Auditing Fees	\$	-	\$ -
944-944-560600	Corporate Counsel Fees	\$	-	\$ -
944-944-561000	Legal Fees	\$	-	\$ -
944-944-569000	Other Contractual Service	\$	-	\$ -
944-944-590200	Loss On Securities Sold	\$	-	\$ -
944-944-590600	Bank Charges	\$	-	\$ -

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019

Budget Detail by Fund

Proposed FY 18-19

Account Number	Description	Proposed FY 19 Budget		FY 2018 Budget
944-944-590610	Asset Admin Fees	\$	-	\$ -
944-944-599000	Miscellaneous	\$	-	\$ -
944-944-599800	Actuarial Unfunded Liabil	\$	-	\$ -
944-944-599999	Contingency	\$	-	\$ -
	Fire Pension Expense	\$	3,295,373.00	\$ -
944	Fire Pension	\$	-	\$ -
944	Fire Pension	\$	-	\$ -
Revenue Total		\$	61,285,925.42	\$ 61,658,457.41
Expense Total		\$	61,154,879.35	\$ 62,077,271.97

Attachment: Proposed Budget FY 18-19 presentation 04-09-18 all page numbers (1381 : Ordinance Approving the Fiscal Year 2018-2019



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 4, 2018

From: Sarah Newcomb, Human Resources Dir

Anthony Carson, City Manager

AGENDA ITEM: Resolution Adopting Employee Handbook 2018

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Adopt Resolution No. 87-17/18

The City Manager requested changes to the employee handbook and there were regulatory and law changes since 2012 when the previous full revision was completed. The City Manager, human resources department, the Deputy City Clerk and the labor attorney all reviewed the document before it was presented to the City Council at the 3/26/2018 council meeting. The proposed document was also shared with the three unions and the City heard back from only one unit and is meeting to go over the changes. Mr. Gleason, from the Teamsters union did confirm the language stating "This Personnel Manual is not intended to replace or supersede a collective bargaining agreement that may cover many of the terms and conditions of employment for employees covered by that agreement." remained in the document. This statement was satisfactory to the Teamsters Union to move forward with a meeting about the document after potential council action takes place.

After the council presentation 3 changes were made at the request of the Mayor and Council to language regarding voting and political campaign policy; allowing 2 hours for voting if necessary on page 75 and adding the word campaign to "political activity" on page 3 and changed the word "City" to "human resources department in the last paragraph of section 8.6. Those changes are reflected in the document attached.

REQUIRED SIGNATURES

Department Directors and City Staff:

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

**Resolution No. 87-17/18 A Resolution Adopting the Employee Handbook Revision
2018 of the City of Pekin**

WHEREAS, the City of Pekin reviewed existing policies and amended the Employee Handbook and Personnel Policy as follows:

Resolution No. 140 dated March 25, 1996
 Resolution No. 70
 Resolution No. 392 dated March 8, 1999
 Resolution No. 50 Email Policy dated April 11, 2000
 Resolution No. 177 Sexual Harassment Policy dated April 22, 2002
 Resolution No. 123-05/06 New Personnel Policy for Employees dated September
 12, 2005
 Resolution No. 178-06/07 dated December 11, 2006
 8.3 E-Mail and the Internet
 Resolution No.190-06/07 dated March 26, 2007
 6.2 Inclement Weather
 4.8 Vacation
 8.3 Email and Internet Policy
 6.8 Compensatory Time Off (Comp Time)
 Resolution No. 16-07/18 dated October 9, 2007
 9.3 Personal Telephone Calls
 Resolution No. 52-08/09 dated August 25, 2008
 8.6 Smoking Policy
 Resolution No.35-10/11 dated January 25, 2010
 4.8 Vacation
 4.10 Pay Upon Retirement
 Resolution No.91-10/11 dated April 11, 2011
 2.9 Residency
 Resolution No.57-12/13
 Adoption of the Employee Handbook 2012;

And

WHEREAS, it is in the best interest of the City of Pekin that the Employee Handbook reflect federal and state law changes as well as updating sections for modern and healthy work force and work environment as well as using modern language; and

WHEREAS, after initial changes by the City Manager, review by the Human Resources Department and further review by the labor attorney and with Council direction it is in the best interest of the City of Pekin to adopt a new Employee Handbook by replacing the present Employee Handbook with the attached "Employee Handbook 2018"

MAYOR

ATTEST:

CITY CLERK

City of Pekin

Employee Handbook



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NO CONTRACTS OF EMPLOYMENT

The policies in this Personnel Manual are not intended to create a contract and are not an offer to enter into a contract. These policies do not establish contractual rights for employment or any employment benefit. The policies are not to be construed to constitute contractual obligations of any kind, or a contract of employment between the City of Pekin ("City") and any employee.

No commitment for employment for any specified duration, including "lifetime" employment, shall be valid or binding on the City unless expressly set forth in a written document and signed by both the employee and by the City Manager.

Employment with the City is voluntary and "at-will." Just as you are free to resign at any time for any reason, the City has the right to terminate your employment and/or benefits at any time, with or without cause or advance notice.

The policies in this Personnel Manual have been developed at the discretion of the City and may be amended or eliminated at any time, at the sole discretion of the City. The City retains the right to modify, eliminate, amend, or cancel any of its published or unpublished policies for any reason, with or without advance notice, at its sole discretion without having to give justification.

This Personnel Manual is not intended to replace or supersede a collective bargaining agreement that may cover many of the terms and conditions of employment for employees covered by that agreement.

These policies replace all previous policies and practices and may not be changed or added to without the express written approval of the City Manager. Questions about these policies should be directed to the Human Resources Director.



1. INTRODUCTION

1.1 WELCOME

It is a pleasure to welcome you as an employee of The City of Pekin and to wish you success in your new job. This Personnel Manual is provided for your personal use. The following pages are intended to provide newcomers and those of you who have been with us for some time a better understanding of the privileges and responsibilities of being a City of Pekin employee. –We encourage you to read it and keep for your future reference. If you have any questions about the contents of this Manual, or about anything that pertains to your job, please discuss these issues with your immediate supervisor, department head, or the Human Resources 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 strive to provide quality service in an effective and efficient manner. We recognize the credit for this distinction most of the time goes unappreciated; however the City Manager and management staff do appreciate everything our employees do for the public.

Thank you for joining us. We look forward to working with you and hope your experience will be enjoyable and rewarding.

1.2 PURPOSE

This Personnel Manual is provided to all employees of the City of Pekin, which will also be referenced throughout this Manual 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 employee benefit programs. All statements herein are designed to increase employee understanding and provide direction to allow accomplishment of our objectives. These provisions supersede the existing Personnel Manual. Existing departmental policies and procedures necessary for the operations of a specific department shall not be affected by this Manual. This Manual 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 one or more of the City’s usual channels of communication such as: mailings, newsletters, payroll stuffers, employee meetings, city website, or internal postings.

It is the responsibility of all employees to become familiar with and adhere to all policies and provisions of the Manual. Day-to-day interpretations of policy statements and their intent fall under the authority of the Human Resources Director, with final approval by the City Manager.

The official copy of this document is kept and maintained in the Human Resources 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 Human Resources Director.

It is recognized that the City has in the past and may in the future, enter into collectively-bargained agreements on behalf of particular groups of employees within the City's operation. It is expressly acknowledged that the provisions of such collectively-bargained agreements control and shall be applied to employees covered by such agreements, notwithstanding any contrary provisions within this Manual. Accordingly, any matters specifically covered by the collectively-bargained agreements supersede these policies for those employees covered by the collective bargaining agreement.

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

Employees are expected to follow certain guidelines and standards in day-to-day conduct. Violations are subject to disciplinary action, up to and including termination of employment. City business practices include, but are not limited to the following:

1. COMPLIANCE WITH LAWS AND REGULATIONS

City employees shall conduct all activities in compliance with all applicable federal, state, and local laws and regulations. It is the responsibility of the employee to make sure any license, permit, certification or the like is kept current. The City will not be held responsible for the expiration of any such item if the employee did not give proper notice to the City.

2. PROPER RECORDING OF ASSETS AND DISBURSEMENTS

Making false or fictitious 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 is permissible in accordance with the Illinois State Gift Ban Act. (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 [campaign](#) 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. Employees must notify their immediate supervisor and the City Manager in writing of any outside employment. All employees are subject to the City scheduling requirements, regardless of any existing outside work requirements. City work schedules will not be adjusted to accommodate non-City work schedules.

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.

Employees in certain job categories should be aware that working while on disability may decrease certain pension benefits, in accordance with applicable state law.

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 or otherwise reflect negatively on the City. Employees must ensure 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, or has the potential to be a conflict of interest. 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), or other personal gain for themselves or a relative 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 in compliance with the Illinois State Gift Ban Act:

- 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.

This policy is to provide guidelines so that employees can seek further clarification on conflicts of interest or potential conflicts of interest. Contact the Human Resources Director for more information or questions about conflicts of interest.

2. EMPLOYMENT

2.1 EMPLOYMENT AT WILL

Employment with the City is “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 advance notice or cause.

2.2 EMPLOYEE RELATIONS: OPEN DOOR POLICY

The City values employees' constructive opinions and suggestions, and believes communication is important in the workplace. The City encourages employees to discuss suggestions, problems, or concerns with their supervisor. In most cases, talking with your supervisor may resolve an issue. However, an employee may also discuss problems and concerns with their immediate supervisor, Department Head, Human Resources 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, protected military or veteran status, marital status, age, disability, order of protection status, or any other characteristic protected by law. 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, Human Resources 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 REASONABLE ACCOMMODATION

The City will make reasonable accommodations for qualified employees with known disabilities unless doing so would result in undue hardship. Questions about reasonable accommodation should be directed to the Human Resources Director.

2.5 EMPLOYMENT PROCESS

The Human Resources Department may advertise for position openings through various resources and methods. In addition, position openings are posted in every City department.

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, 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. Applicants must submit a new application for each job posting.

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 include knowledge, experience, education, training, skills, and willingness to work in a specified

environment. Applicants meeting criteria are interviewed and may be subject to testing for the position requirements.

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 and the Human Resources Director 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. All applicants interviewed shall be notified by the responsible department head or the Human Resources Department when the vacancy is filled.

2.6 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.

2.7 PROMOTIONS AND DEMOTIONS

The City values the talents and expertise of their employees and employees are encouraged to seek advancement opportunities within the City. 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.

An employee may be demoted from one position to another, provided they meet the minimum qualifications of an available lower level position. Voluntary demotion requests may be initiated in writing by the employee, and must be approved by the department director and the Human Resources Director to be effective. If an employee is involuntarily demoted as a result of disciplinary action, the City will consider factors such as the nature and severity of the offense as major factors affecting salary within the lower pay range of in determining the rate of pay the employee will receive within the lower pay range for their new classification.

A demoted employee returning to their former job in a lower range will normally be placed at the same rate of pay they were receiving when they left that position. A demoted employee who has limited experience related to the lower level job may receive a lower rate of pay based on the employee's skill level. In no case shall the salary of a demoted employee be below or above the minimum or maximum of the salary range of the new position.

2.8 EMPLOYMENT OF RELATIVES

Relatives and/or personal acquaintances are subject to the same hiring standards and job requirements as other applicants. It is the City's policy that an employee 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, civil union partners, 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. The City reserves the right to take action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship even if no direct reporting relationship is involved.

2.9 EMPLOYMENT PHYSICALS

Post-offer pre-employment medical exams, including drug screen, are required for every applicant who is offered employment with the City. Offers of employment by the City are conditional upon the candidate successfully completing these requirements, 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 health care provider's certification that the candidate meets the minimal physical standards established for the specific job.

The City will provide reasonable accommodations, when necessary and requested, for qualified individuals with disabilities, in accordance with the Americans with Disabilities Act.

2.9 (a) FITNESS FOR DUTY EXAM

Current employees may be required to take medical examinations to determine fitness for duty when the examination is job-related and consistent with business necessity in accordance with the ADA and applicable law. For example, a medical examination may be required when as a guide for reasonable accommodation, prior to a "light duty" assignment, or other reason.

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.

2.10 RESIDENCY REQUIREMENT

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General Conditions. All employees shall reside within 10 miles of 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.

Newly hired employees who do not reside within 10 miles of the corporate limits of the City of Pekin may have up to twelve (12) months from the end of their Introductory Period to establish residency.

Exceptions to this policy may only be temporary, for personal hardship reasons, and must be authorized in writing by the City Manager. An employee who fails to meet this requirement shall be terminated.

Special Conditions. Employees occupying the following positions shall be required to live within the corporate limits of the City of Pekin: City Manager, Assistant City Manager, Public Works Director, Operations Supervisor (for Public Works), Superintendent of Transportation, Police Chief, and Fire Chief.

Newly hired employees who do not reside within the corporate limits of the City of Pekin may have up to twelve (12) months from the end of their Introductory Period to establish residency if required by the position or collective bargaining agreement.

Exceptions to this policy may only be temporary, for personal hardship reasons, and must be authorized in writing by the City Manager. An employee who fails to meet the requirements of this policy shall be terminated.

2.11 LICENSING AND PERMITTING

Various permits, licenses and certificates are required of employees by State and Federal agencies as a prerequisite to performing certain municipal tasks. It is the employee's responsibility to maintain permits, licenses and certificates. The City will confirm, on occasion, 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. The City will not be held responsible for the expiration of any such item.

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.

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 are designated as either Non-Exempt or Exempt from certain federal and state wage and hour laws. **Non-Exempt** employees are not exempt from minimum wage and overtime provisions and are paid for the actual number of hours they work. **Exempt employees** are exempt

from specific provisions of state and federal wage and hour requirements, including minimum wage and overtime provisions. Exempt employees are paid annual salaries without regard to the number of hours worked.

DEFINITIONS OF CATEGORIES

Regular Full-Time: Employees who have successfully completed initial Introductory Period and are regularly scheduled to work 40 hours or more per week on a regular basis. Generally, regular full-time employees are eligible for City employee benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-time: Employees who have successfully completed their initial Introductory Period and are regularly scheduled to work less than 40 hours per week on a regular basis. Regular part-time employees receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), and may be eligible for other benefits as outlined in any applicable collective bargaining agreement or the benefit program itself.

Seasonal: Employees hired for a specific "not to exceed" period of time of less than one year, including school year employees. Seasonal employees' rates of pay may differ from regular employees in similar positions. Seasonal employees receive legally mandated benefits and may receive other benefits as stated in any applicable collective bargaining agreement or the benefit program itself.

Temporary: An employee whose employment with the City is of a limited duration, such as an interim replacement, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees may be scheduled to work either a full-time or part-time schedule. Temporary employees are not eligible for any benefits offered by the City, other than legally mandated benefits.

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 for each employee. The personnel file normally includes, but is not limited to, such information as the employee's job application, resume, records

of training, documentation of performance evaluations, disciplinary records, pay history, and other records. Official personnel files are kept and maintained in the Human Resources 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, generally limited to the respective department head, the City Manager, and human resources personnel who have a legitimate reason to review information in the file.

Employees who wish to review their own personnel file should contact the Human Resources Office. Files will be reviewed in the Human Resources Office and in the presence of the Human Resources Director.

Employees may request copies of material contained within their own personnel file. The City reserves the right to charge a reasonable fee for copying the material in accordance with the Illinois Personnel Records Review Act.

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 Human Resources Department of any changes in personnel data. Personal mailing addresses, telephone numbers, citizenship, marital or civil union 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 promptly advise the Human Resources 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, up to and including termination of employment.

3.6 INTRODUCTORY PERIOD

The initial Introductory 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. Either the employee or the City may end the employment relationship at will at any time during or after the introductory period.

All new and rehired employees, as well as current employees who transfer to a new position, work on an introductory basis 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 Introductory 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 Introductory Period. The Human Resources Department shall be notified of action taken at the conclusion of the Introductory Period.

Upon satisfactory completion of the Introductory Period, employees enter the “regular” employment classification. Successful completion of the Introductory 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~~ may be conducted for each employee near the end of, or shortly before, the completion of the Introductory Period. Written evaluations ~~will~~ provide an assessment of the employee’s capabilities, work habits, and overall performance. Additional performance evaluations ~~are~~ may be 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 normally 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.

The City may also use additional performance management software for evaluation and documentation through an ongoing record observations, incidents, rewards and recognitions or any other work-related happenings.

4. 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 Manual.

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 benefits available to qualified 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.

These policies do not constitute a guarantee of plan coverage or benefits. Periodic changes to various benefits are necessary from time to time as contracts are renegotiated and business conditions dictate. Benefits are subject to change or termination at any time with or without advance notice. In the event there is a conflict between the language in these policies and the language in the benefit plan documents, the language in the plans documents shall prevail.

An updated schedule ~~is distributed~~ may be provided periodically outlining the current benefits for City employees.

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 until the age of medicare eligibility, unless otherwise stated in Illinois State Statutes or collective bargaining agreement.

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 Manual is only summary information and not binding or controlling.

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

Employees and Retirees receiving insurance hereunder shall notify the Employer if their spouse is eligible for insurance through their spouse's employer, or through other available coverage. Employees or Retirees with such availability shall, at the earliest opportunity, but no later than Fall of 2018 open enrollment (~~Fall of 2018~~ for coverage beginning January 1, 2019), obtain insurance coverage for their spouse, as applicable, through such coverage and to the greatest extent possible.

Effective January 1, 2019, spouses of Employees who are eligible for an insurance plan offered by the spouse's employer shall not be eligible to participate in the City of Pekin Health Benefit Plan ("Plan"). If a spouse's employer denies coverage per the eligibility provisions in that employer's

plan, written proof of denial must be submitted to the Employer before the Spouse may participate in the Plan. Beginning January 1, 2019, any employee's spouse found to be participating in the Plan who did not elect available coverage through his/her own employer is subject to having all claims after January 1, 2019 denied.

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 include termination of employment, death, certain leaves 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 and spouse 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 Introductory 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. Currently, as a member of IMRF making contributions toward a Regular IMRF pension, employees contribute 4.5% of their salary (3.75% for the employee's pension and 0.75% for a surviving spouse pension).

IMRF contributions are tax deferred; employees 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 benefits and provisions of the IMRF are governed by Illinois law and the plan is administered by IMRF. An IMRF Benefit Booklet which summarizes these and other IMRF benefits and the requirements to be eligible for those benefits is available at www.imrf.org.

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, through payroll deduction, are set by the Illinois Pension Code, and change 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.

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 a 457 Deferred Compensation plan. Other plans are available from time to time. It is each employee's responsibility to contact the insurance broker directly to discuss these coverages. ~~The City provides employees with the opportunity to participate in a Retirement Health Savings Account (RHSA). With the RHSA, participating employees can pay for qualified out of pocket expenses (medical, dental, vision, etc.) on a pretax basis with deductions taken directly from the employee's paycheck.~~ 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 Human Resources 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. The City sponsors programs from time to time to educate employees and encourage healthy behavior through participation in our annual health fair, smoking cessation, general athletic club membership, and other programs.

4.8 VACATION (ANNUAL LEAVE)

The City provides vacation benefits to eligible regular full-time employees for time away from work for rest, relaxation, or for personal needs. Vacations are accrued (earned) based on the employee's anniversary date, and are scheduled during the calendar year in the period in which they were earned.

In those years the employee progresses to a new level of benefit accrual (after completing 1, 5, 10 or 15 years of service), the additional week earned can be taken any time during the vacation year of the employee's anniversary date.

Vacation hours must normally be scheduled in advance with the approval of the department head. Approval is based on a number of factors, including 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 accrue vacation 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
15 Years of Completed Service	5 Weeks or 200 Hours

New hires may request one week of their earned vacation hours after 6 months, with supervisor approval.

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

Exempt employees will be reimbursed up to one week (40 hours) each year for unused vacation at a rate of one-half the value of the unused vacation.

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 status other than full-time unless their collective bargaining agreement or 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. Employees who retire or whose employment otherwise terminates will be paid for all earned but unused vacation in accordance [will with](#) Illinois law.

4.9 SICK PAY PLAN

The City provides regular full-time employees paid sick days to eligible employees who are temporarily absent due to their own illness or injury or the illness or injury of the employee's immediate family member. For the purpose of this policy, immediate family members consist of the employee's spouse, civil union partner, mother, father, brother, sister, mother-in-law, father-in-law, child (adopted, biological or step), maternal and paternal grandparents.

Eligible employees earn 1 sick day per month (12 days per year) up to a maximum accrual of 240 days (1920 hours). Employees covered by collective bargaining agreements should refer to the respective contract or written agreement language. Accumulated sick leave will not be paid when an employee changes from a benefit eligible classification status, or upon termination of employment.

Employees must notify their immediate supervisor of all sick leave absences, regardless of the expected length of the absence, before the scheduled start of their workday, if possible, or as soon as possible. Extenuating circumstances will be taken into consideration. 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. Employees must notify their supervisor for each additional day of absence under this policy.

Department heads may require a physician's certification of the need to take sick leave. Employees who are absent for three or more consecutive days must provide a physician's certification to return to work. Return to work certification may also be requested for absences of less than three 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 when applicable.

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

Upon retirement, up to a maximum of 240 sick days (1,920 hours) can be used to pay for City of Pekin group health insurance premiums and/or to extend IMRF service credit for up to one (1) year. Upon retirement, An employees hired prior to January 1, 2018, will have their with-a employee's sick time balance at retirement will be computed at their current hourly rate (unless otherwise noted in a contract or collective bargaining agreement) and placed in a City of Pekin account for the sole and exclusive purposes of paying City of Pekin health insurance premium contributions. Such account shall not bear interest and shall expire upon depletion of the sick leave value placed therein and shall not be used exclusively for any other purpose than payment of for City of Pekin health insurance premiums. Employees hired after January 1, 2018 are not entitled to such a conversion of sick leave upon retirement; however, they -shall be allowed to use sick time benefits only for the extension of IMRF service time per IMRF regulations set forth by IMRF. Thus, a retiring employee's earned and unused sick time value of this sick time computation can only be used to can be used as pay for the followings:

The value of this sick time computation Employees hired prior to January 1, 2018 can be used exclusively to pay for:

- (1) City of Pekin group health insurance premiums;
- (2) to extend IMRF service time for up to one year 120 sick days (960 hours) or according to IMRF regulations; or
- (3) any combination of these two options, as long as the total hours used does not exceed 240 days, or 1,920 hours. for those hired prior to January 1, 2018.

Employees hired after January 1, 2018:

(3)(1) to extend IMRF service time for up to one year 120 sick days (960 hours) or according to IMRF regulations.

Upon the death of a retired employee who was using his or her sick time monies to pay for health insurance, his or her spouse may use the balance of any sick time monies to pay for health insurance premiums until exhausted.

4.11 HOLIDAYS

The City provides non-exempt employees holiday pay upon hire. The City-recognized Holidays are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- 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 normally recognized on the Friday before, and holidays falling on a Sunday are recognized on the following Monday.

All non-exempt 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 non-exempt 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. If an employee calls in sick the day before or the day after a recognized holiday without prior authorization from the supervisor or department, the employee will not be eligible for holiday pay unless otherwise required by law.

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. Overtime work must be authorized in advance by the employee's supervisor.

Overtime compensation will be paid to all NON-EXEMPT employees at one and one-half times the employee's regular hourly rate of pay for hours worked in excess of 40 in any workweek. Sick time will not be considered hours worked for the purpose of calculating overtime pay. Vacation time, personal days, and holidays shall be considered as hours worked for the purpose of computing overtime.

Employees who do not work scheduled overtime or who work overtime without prior approval are subject to discipline.

4.13 PERSONAL DAYS

The City of Pekin grants its regular full-time non-union and non-sworn employees ~~two-three~~ (3) 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 incur injury or illness arising out of and in the course of employment with the City, in accordance with applicable law.

Employees who sustain a work related injury or illness, no matter how minor, must **immediately** report it 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 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. All employees involved in a work-related accident are required to undergo drug and alcohol testing immediately after the accident without any deviation from the location of the accident to the designated physician's facility.

If the injury or illness is deemed compensable under the Illinois Workers' Compensation Act, the City will pay for necessary first aid, medical and surgical services thereafter, limited, however, to

that which is reasonably required to cure or relieve the effects of the accident or injury, in accordance with applicable law.

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

~~Each regular E~~employees ~~may shall~~ be ~~grant~~allowed up to three (3) ~~working d~~days off with pay to make arrangements for and/or attend the funeral ~~when a death occurs of a member of his/her in the employee's immediate family, which shall include the employee's legal . Immediate family includes~~ spouse, civil union partner, ~~parent,~~ natural or adoptive child, ~~father, mother, father-in-law, mother-in-law,~~ brother, sister, ~~brother-in-law, sister-in-law,~~ grandparent, ~~grandparent-in-law, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or legal guardian~~ or any relative residing in the employees home. ~~Step relatives with the same relationship as above shall also be included. In addition, days off without pay may be granted due to the death of any close friend or relative with the approval of the department head. Part time employees shall be entitled to one (1) day off with pay, based on four (4) hours pay to attend a funeral as provided for all full-time employees. Bereavement leave used during a vacation period shall extend or credit the employee's vacation. Employees shall be entitled to two (2) paid weeks bereavement leave in the event of a child's death, subject to the terms and requirements of the Illinois Child Bereavement Leave Act.~~

~~Funerals of "step" relatives of the same relationship may shall 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 member of their immediate family may contact the designated EAP counselors, on a confidential basis and at no cost to the employee for up to six visits per year, 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. Contact the Human Resources Director or your Department Head for more information.

5. TIME KEEPING and PAYROLL

5.1 CLASSIFICATION AND PAY PLANS

The Human Resources Department is responsible for determining the appropriate classification of new and existing positions as well as maintaining the compensation plan. Classification reviews will be completed by the Human Resources Department and reviewed by the appropriate departments and approved in writing by the City Manager.

5.24 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. Full-Time employees, regardless of exempt status, are expected to work 40 hours per week by either their presence or by using benefit hours to complete the 40 hours.

All employees, regardless of status, must accurately record each day's time 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 if they do not electronically record the time themselves, 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.

5.32 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 paychecks are normally 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.

5.43 PAY CORRECTIONS AND NON-UNION YEARLY SALARY ADJUSTMENTS

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck. The City prohibits improper deductions from employee paychecks. In the event that there is an error in the amount of pay (including any improper deduction) employees should promptly notify the finance department so that corrections can be made as quickly as possible.

Effective May 1st of each year the City Manager is authorized to provide yearly salary adjustments to all non-union City Personnel based on the social security consumer price index unless by Resolution of Council prior to April 1st the authority is rescinded.

6. WORK CONDITIONS and HOURS

6.1 SAFETY

Overview

Safety is a top priority for the City and we are committed to maintaining a safe and healthful work environment for employees. To assist in providing a safe work environment, the City has established a workplace safety program. The City Safety Committee is comprised of representatives from various City departments. Goals of the safety committee include developing, implementing, monitoring, and evaluating safety and emergency procedures. Safety Committee members hold 2-year staggered terms. Its success depends on the alertness and personal commitment of all employees.

The City provides information to employees about workplace safety issues through regular internal communication channels. Employees also 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. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with the City's Safety Committee or their department head. 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.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must use safety equipment whenever the job requires. 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 Manual. 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

All employees are expected to report to work during inclement weather conditions. However, if weather conditions are extreme and travel to work would present a safety concern, employees should contact their immediate supervisor. Depending on your job duties, or other circumstances, your supervisor may send a city vehicle to pick you up or give you the option of remaining at home. Employees choosing to remain at home will be paid for the day using benefit time, i.e. vacation, sick, personal, or comp time, if available.

On occasion, bad weather occurs during the day after you have arrived at work. Depending on your job duties, or other circumstances, and if approved by the City Manager, employees may be sent home with the option of using comp time, vacation, or personal time, if available, for remaining hours of the work day. Employees who choose to remain at work will be paid their normal rate of pay for that day.

6.2 (a) EMERGENCY CLOSINGS

In the event an emergency (such as power failure) disrupts City operations, City administration will make every effort to open City facilities and offices to the public and employees. In extreme cases, such circumstances may require a delay in opening a facility or the closing of a work facility. Critical City operations and services may be required to maintain a minimum level of staffing during adverse weather or emergency conditions when other employees are not required to report to work.

6.3 WORK SCHEDULES

Work schedules for employees may vary due to the needs of the City and each Department. 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, or unduly disrupt operations.

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 full-time employees, is forty (40) hours from the first shift on Sunday to the last shift on 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, but shall work a minimum of forty (40) hours.

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 City policies. Optional meetings are highly encouraged, but no disciplinary action will be taken as a result of not attending.

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 of Pekin will regulate the reimbursement of all travel, meal and lodging expenses to its employees per Public Act 99-0604, Local Government Travel Expense Control Act.](#)

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 and according to [the Local Government Travel Expense Control Act](#) and Internal Revenue Service regulations and policies. 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. [City owned vehicles shall be used whenever possible and is the preferred form of transportation. If private vehicle is used for travel, the transportation allowance shall be at the current allowable Internal Revenue Service rate and based upon the trip originating and ending at City Hall, plus tolls and parking. Prior to the date of travel by use of a privately owned vehicle, the employee must provide proof of a valid driver's license issued by the](#)

State of Illinois and automobile insurance coverage in an amount not less than that required by the Illinois Vehicle Code.

If air or rail travel is selected, it will be at coach-class fare. The City will pay the cost of round trip air fare, 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 for out-of-pocket operating expenses, such as re-fueling while on the trip. When feasible, employees are expected to car pool on out-of-town travel. A City vehicle shall be used for local travel when at all possible.

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 rate. ~~Whenever appropriate, employees are encouraged to share rooms in order to save on travel expenses.~~

When the event is more than 120 miles from the City of Pekin, the City will pay for lodging on the evening before a conference only when the conference is scheduled to begin before noon the following day. Similarly, the City will pay for lodging on the evening of a conference when the conference ends after 5:00 p.m. ~~when the event is more than 120 miles from the City of Pekin.~~

Meals and Incidental Expenses: ~~Per Diem Basis – The City will reimburse employees for meals based on United States General Services Administration per the M & IE Breakdown chart. For travel out of state, the maximum daily meal reimbursement will be determined by the City Manager/Finance Director or the current IRS Per Diem Rate. Under the per diem basis, no receipts are necessary to turn in. The City does not reimburse for meal expenses for anyone other than the employee, the cost of travel insurance premiums, alcoholic beverages, entertainment expenses, personal items such as movies/theatre/event tickets, sightseeing, telephone calls, magazines and other similar personal expenses.~~

~~Reimbursement shall be made for the reasonable cost of meals and incidental expenses. The City shall establish from time to time the maximum allowance per day for meals and incidental expenses in accordance with IRS specifications. Meal reimbursements will only be made for meals during regular business hours and when the employee is 50 miles away from his or her normal work location. Employees are expected to use discretion in meal reimbursement. In general, breakfast is only reimbursable if the employee's travel time necessarily begins before 7:00am.; lunch is only reimbursable if the employee is necessarily travelling during normal lunch hours. Dinner is only reimbursable if the employee's actual departure time to the event is before 5:00pm or the employee's return time is after 6:30 pm. In other words, if the employee has a reasonable opportunity to eat breakfast before travel begins, breakfast is not reimbursable.~~

Reimbursements will only be made for actual expenses incurred and with complete receipts attached to the reimbursement form. Any expense reimbursement over \$2,000 must be approved by the City Council prior to reimbursement on the next available accounts payable run. 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.

Advances for travel expenses may be provided to an employee by submitting a travel, meal and expenses reimbursement form to the department head for approval and upon final approval by the finance department and City Manager on a regular accounts payable run.

Conference Expenses: The City will pay for all necessary conference fees, registration, and materials charges, in accordance with IRS limits.

Procedures: Travel, lodging, and registration arrangements must 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 Manager. No travel expenses shall be reimbursed without receipts. Certain situations may require prior approval of the City Manager. Employees must submit a completed expense form with receipts within 14 days of the employees return.

Travel advances and per diem checks may be made on the regular bill runs, 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 actual travel expenses; including receipts for all 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 within 10 business days of return from trip.

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, certain 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 unauthorized or 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 should only be the result of an extreme emergency and improper use will result in disciplinary action that may include termination of employment. When unauthorized purchases are inadvertently included on approved out-of-town travel expenses, the employee must immediately reimburse the City and provide a written explanation.

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

Prohibited Uses of Corporate Cards – The following types of items may **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 the Cardholder Agreement form prior to receiving a Corporate Card. [Any rebates or benefits associated with the City's Corporate Card purchases are the property of the City of Pekin and may not be used for personal benefit.](#)

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. Employees are expected to eat in the break room or other designated location rather than at their work location.

6.8 COMPENSATORY TIME OFF (COMP TIME)

Compensatory time for employees covered under collective bargaining agreements is governed by and described within the applicable agreements. However, the City provides compensatory time to non-exempt, non-union employees. When an employee who is eligible for compensatory time under this policy works in excess of 40 hours in a workweek, the employee is eligible to be paid at the rate of one and one-half times their regular hourly rate of pay or for compensatory time off at a rate of one and one-half hours for each hour of overtime.

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.

Employees may use accrued compensatory time within a reasonable period after making the request as long as the absence does not unduly disrupt the operations of the department. It is anticipated by the City that compensatory 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. Factors that will be considered include staffing and operational demands.

Non-union employees will not be compensated, either during or upon separation of employment from the City, for any accumulated but unused compensatory time. Exempt employees are not eligible for compensatory time.

7.0 UNPAID LEAVES OF ABSENCE

7.1 PERSONAL LEAVE OF ABSENCE

The City will consider requests for personal leaves of absence from regular full-time and regular part-time employees who have at least twelve (12) months of continuous service. The City provides personal leave of absence in certain circumstances not covered by FMLA or other City leave policy. Requests are granted based on the nature of the request and the service needs of the City. Leaves of absence under this policy are unpaid.

Eligible employees may request a leave~~s~~ of absence for a period of up to twelve (12) weeks. Employees must submit a request for a leave of absence at least 30 days in advance, whenever the need for leave is foreseeable. If the need for leave is not foreseeable, employees must request leave as soon in advance as practicable.

Personal leave itself is unpaid. However, City policy requires employees to first use their available paid time off (vacation, sick leave, compensation time, etc., as applicable) during the FMLA leave period. When an employee has taken all available accrued paid leave, any additional leave under this policy will be unpaid. Paid sick leave is not available under circumstances in which the employee is not otherwise eligible for such leave.

Employees on leave of absence under this policy are prohibited from engaging in outside or supplemental employment.

Benefit accruals, such as vacation and sick time, will be suspended during any unpaid portion of leave under this policy and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on leave must, whenever possible, provide his or 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 normally be reinstated to the same position, if it is available, or to a similar position for which the employee is qualified. However, approval leave does not guarantee reinstatement in all cases. -If another position is not found for the employee within thirty (30) days from the date the leave expires, the employee's employment will be terminated. -If an employee fails to report to work promptly at the end of the approved leave, the employee is considered to have voluntarily resigned unless otherwise protected by applicable law.

Please note that the eligibility and other requirements and limitations do not apply to an employee's request for reasonable accommodation under the ADA. -Employees in need of leave as reasonable accommodation under the ADA for a medical condition may make such a request regardless of

their length of service, employment category, or other requirement of this policy. See Reasonable Accommodation policy.

7.2 MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees on military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Differential pay may be granted for military leave greater than two weeks. -Employees may use their available vacation, personal, or compensatory time while absent for service under this policy.

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 leave and financial assistance for courses of study that the City determines are directly related to the employee's present job or that will enhance the employee's potential for advancement to a position within the City and to which the employee has a reasonable expectation of advancing. Factors the City will consider in approving courses include the nature and purpose of the course of study, the benefits of the course to the employee and the City, the employee's current position and length of service, and cost.

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. All educational leave requests must be approved in advance by recommendation by the department head and approval by the City Manager. The Human Resources Director should be contacted regarding how seniority, health insurance, vacation, and other benefits are affected during and after the leave of absence.

All employees seeking reimbursement must be pre-approved under the Tuition Reimbursement Policy. The Tuition Reimbursement Policy is available through the Human Resources Department. Approved employees are eligible for reimbursement according to the Tuition Reimbursement Policy available in the Human Resources Department. The maximum reimbursement for tuition is limited to the current tuition rate per hour for courses at University of Illinois-Springfield.

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.

While educational leave and financial assistance are expected to enhance and employees' performance and professional abilities, the City cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increase.

7.4 FAMILY AND MEDICAL LEAVE

Eligible employees may take up to 12 workweeks of unpaid FMLA leave in a consecutive 12-month period (rolling year) for specified family and medical reasons. Employees may take up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness, in accordance with FMLA.

Eligibility

Employees are eligible if they have worked for a covered employer for at least 12 months, has worked 1,250 hours over the previous 12 months, and is employed at a worksite with at least 50 employees within 75 miles of that worksite.

Conditions Triggering Leave

Eligible employees may take 12-weeks unpaid FMLA leave during the leave year for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care (leave must be taken during the 12-month period following the birth or placement, and must be taken in a single consecutive period and may not be taken intermittently or on a reduced schedule);
- To care for the employee's spouse, son or daughter, or parent of the employee, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job; or
- Any qualifying exigency.

Federal law specifies employee eligibility for leave and provides certain limitations and conditions. Spouses who both work for the City may only take a combined total of twelve (12) weeks for the birth or placement of a child. However, each employee may use the remainder of his/her individual FMLA leave for other allowable reasons.

Definition of Serious Health Condition

For the purposes of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave

Qualifying Exigency Leave Eligible employees may take up to 12 weeks of FMLA leave for certain qualifying exigencies arising out of the fact that a spouse, son, daughter, or parent of the employee is on covered active duty or call to active duty status. Qualifying exigencies may include short-notice deployment (up to 7 days of leave); attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; periods of rest and recuperation for the servicemember (up to 5 days of leave); attending certain counseling sessions; attending post-deployment activities (available for up to 90 days after the termination of the covered servicemember's covered active duty status; other activities arising out of the servicemember's covered active duty or call to active duty and agreed upon by the City and the employee.

Leave to Care for a Covered Servicemember FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered service member is also a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness or who was a member of the Armed Forces (including the National Guard or reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

For leave under this section, a "serious injury or illness" is defined as:

- (1) For a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or
- (2) For a veteran who was a covered servicemember of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the

beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Spouses who both work for the City may only take a combined total of 26 weeks in a single 12-month period to care for a covered servicemember.

Calculation of FMLA Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement of the child.

Intermittent Leave

Eligible employees may take FMLA intermittently or on a reduced hour basis when medically necessary for the employee's own or immediate family member's serious health condition. Leave due to qualifying exigencies and to care for a covered servicemember with a serious illness or injury may also be taken on an intermittent basis. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care.

Where an employee requests intermittent leave or leave on a reduced hours basis due to an immediate family member's or the employee's own serious health condition, the City has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job (with equivalent pay and benefits) for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations.

Use of Accrued Paid Leave

FMLA leave itself is unpaid. However, City policy requires employees to first use their available paid time off (vacation, sick leave, etc., as applicable) during the FMLA leave period. When an employee has taken all available accrued paid leave, any additional leave under this policy will be unpaid. Paid sick leave is not available under circumstances in which the employee is not otherwise eligible for such leave.

Outside Employment

Employees on leave of absence under this policy are prohibited from engaging in outside or supplemental employment.

Requesting Leave

To request FMLA leave, employees must complete a Request for Leave form and submit it to the Human Resources Director.

Notification by Employee

When the need for leave is foreseeable (such as the birth or placement of a child and certain medical treatments), the employee must notify the City at least 30 days in advance of the requested leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (usually within 1 or 2 business days of learning of the need for leave). Failure to provide timely notification may result in delay or denial of leave.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated date when the leave would start and the duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Calling in "sick" is generally not sufficient. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Certification

If the employee is requesting leave due to the employee's own or a covered family member's serious health condition, employees are required to provide a certification and periodic recertification from a health care provider supporting the need for leave. The employee must provide a copy of the certification in a timely manner (fifteen calendar days after leave is requested). All appropriate information must be provided on the certification. Under certain circumstances, the City may require second or third medical opinions and periodic recertifications. Failure to comply with these requirements may result in delay or denial of leave.

Employees may be required to provide a fitness-for-duty certification before returning to work.

Benefits

Employees taking leave under this policy who participate in the City's group health plan may continue coverage under the plan on the same terms as if they had continued work, with the City paying its portion of the premiums and the employee paying his or her portion. If paid leave is substituted for unpaid leave, the City will deduct the employee's portion of the group health insurance premiums through payroll deduction. If leave is unpaid, employees must pay his or her portion to the City prior to the first day of each month. If the employee's share of the premium payment is more than 30 days late, loss of coverage may result.

If an employee fails to return to work from FMLA leave, the City reserves the right to recover reimbursement for the employer-paid portion of benefits coverage, unless the employee fails to return due to the continuation, recurrence, or onset of a serious health condition or circumstances beyond his or her control.

Return to Work

Upon returning from FMLA leave, most employees must be restored to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms. Job restoration may be denied if the employee qualifies as a “key employee” (generally the highest paid 10% of the City’s workforce) and restoration would cause substantial and grievous economic injury to the City.

Questions

Questions about this policy should be directed to the Human Resources Director.

Limited Nature of This Policy

This policy is intended to provide only those leave benefits and protection required by the Family and Medical Leave Act and any applicable law.

7.5 VOTING

The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee’s work hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls, the City will grant up to ~~2-4~~² hours paid time off to vote. Employees must request time off under this policy before the ~~ee~~lection day. ~~–~~Employee will be required to provide their receipt from the polling place. The City may schedule the hours during which the employee takes time off to vote under this policy.

7.6 VESSA LEAVE

The Illinois Victims’ Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic or sexual violence may take up to a total of 12 workweeks of leave during any 12-month period to address the sexual or domestic violence. Reasons for leave under this policy can include seeking medical care, counseling, victim services, safety planning, and legal assistance. Employees must provide at least 48 hours’ notice of the need for leave under this policy, unless providing such notice is not practicable. Employees may be required to provide certification that the leave is for one of the purposes covered under VESSA. Employees who have any questions about VESSA leave should contact the Employee Benefits Coordinator.

7.7 SCHOOL VISITATION LEAVE

The City provides eligible employees who have exhausted all paid time off (except sick and disability) unpaid time off to attend school conferences and activities of their child. Under this policy, “child” includes biological, adopted, foster, stepchild of the employee, and/or legal wards

of the employee.

To be eligible for leave under this policy, employees must have been employed by the City at least 6 months working at least half time. Employees must provide at least 7 days advance notice of the need for leave under this policy whenever possible. Employees must provide at least 24 hours notice in an emergency situation.

Employees may request up to 8 hours leave per school year under this policy. However, no more than 4 hours of school visitation leave may be taken in any one day. Upon return from the leave, employees must provide documentation to the Employee Benefits Coordinator or Department Head from the school verifying the date and time of the visit. Contact the Employee Benefits Coordinator for more information or questions about and requests for parental leave for school visits.

7.8 ADMINISTRATIVE LEAVE

In the interest, protection, or security of an employee of the City, or if the employee's presence on the job is judged to be detrimental to the operation, the department director may place the employee on administrative leave with pay for up to ten (10) working days. Any other circumstance requiring the use of administrative leave must be authorized by the Human Resources Director and the City Manager. If the situation is not resolved during those ten (10) days, the employee must be placed on vacation, sick, personal leave or leave without pay, unless additional administrative leave is approved by the Human Resources Director and City Manager.

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 certain rules of conduct that will help protect the interests and safety of all employees and the City. While it is impossible to list every rule of conduct, the following are some examples. Violations of City work rules include, but are not limited to:

- Negligence or improper conduct leading to damage of property
- Theft or inappropriate removal or possession of property
- Falsification of records or statements, or deliberately using any type of misleading, inaccurate, or falsified records or statements (including 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 in the workplace, while on duty, or while operating City-owned vehicles
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Insubordination (including disobeying supervisor's instructions and disrespectful conduct)

- Inappropriate attire
- Violation of safety or health rules
- Smoking in prohibited areas
- Felony conviction
- Sexual and any other unlawful or unwelcome harassment
- Profanity
- Excessive tardiness, absenteeism, or any absence without notice
- Inappropriate use of telephones, mail system, electronic communications, computers, or any equipment
- Violence or threat of violence, bullying, intimidation, or any disorderly conduct
- Gambling
- Unsatisfactory performance or conduct
- Failure to obtain approval for overtime
- Improper use of Leave Time or other benefits
- Unauthorized disclosure of confidential information
- Unauthorized solicitation and/or distribution during work hours
- Failure to follow any other City rule or policy

Employees who engage in unacceptable or inappropriate behavior are subject to discipline, up to and including termination of employment. Discipline can include verbal warning, written warning, suspension with or without pay, and termination of employment. The City retains the right to use progressive discipline or not, as it deems appropriate in each instance.

8.2 USE OF CITY PROPERTY AND EQUIPMENT

Employees are responsible for all City property and equipment issued to them or in their possession or control. When using City equipment and property, employees are expected to use care and follow all operating instructions, safety standards, and guidelines. Employees must immediately notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. All employees must report to their immediate supervisor the loss of any City property/equipment that has been furnished to the individual.

City property may not be removed or used for personal use unless authorized by the City. Employees must return all City property immediately upon request or upon termination of employment. The improper, careless, negligent, destructive, or unsafe use or operation of City equipment can result in disciplinary action, up to and including termination of employment.

8.3 CITY VEHICLES AND DRIVING ON CITY BUSINESS

Any employee who drives a City vehicle is expected to treat it with care. Any employee who abuses a City vehicle through lack of care or unsafe or distracted driving will be subject to disciplinary action up to and including termination. In the event of an accident involving a City

vehicle or while on City business, the employee must report all information immediately to their supervisor or in their absence, the Risk Manager.

When driving a City vehicle or personal vehicle on City business, employees ~~are prohibited from using~~ should limit cell phones and any other electronic equipment unless use of a cell phone is concurrent with and related to an employee's response to an emergency. Employees ~~should~~ shall safely pull off the road and come to a complete stop or use a hands-free device before dialing, talking, texting, or using any electronic equipment. Distracted driving is considered a serious offense and employees must be aware of their surroundings and their concentration levels at all times.

City vehicles are intended to be driven by the assigned employee or agent only of the City. Operators of City vehicles and anyone driving on City business must comply with all applicable motor vehicle laws and regulations, including laws governing cell phone use and use of electronic communications and equipment, and drivers must possess a valid driver's license. There shall be no unauthorized drivers or passengers in City vehicles.

All drivers and passengers in City vehicles are required to wear safety belts. City vehicles may not be driven for private use unless specific arrangements have been made in advance. Illegal drugs or chemicals are not allowed in a City vehicle at any time and no driver who has been drinking alcohol or is under the influence of alcohol, drugs, or chemicals is allowed to drive a City vehicle. There is no smoking in City vehicles.

The improper, careless, negligent, or unsafe operation of City vehicles, as well as excessive or avoidable traffic and parking violations, loss of license and any other violation of this policy can result in disciplinary action, up to and including termination of employment.

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.

Employees should be aware that City vehicles may have GPS tracking devices and cameras recording driver and passenger activity.

8.4 WORKPLACE VIOLENCE PREVENTION

The City is committed to preventing workplace violence and to maintaining a safe work environment. All employees and public should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from City premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, or member of the public will not be tolerated. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as

possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

The City will promptly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.

8.5 DISCIPLINARY POLICY AND PROCEDURES

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 SEVERITY OF THE VIOLATION AND/OR OFFENSE AT ISSUE.

Supervisors are to provide direction and counseling about performance and conduct on the job routinely in the course of everyday conversation. The purpose of the [counseling and recording of events, including 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. --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~~ [counseling sessions or previous 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~~ [copy](#) 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.

4.

8.6 GRIEVANCE PROCEDURE

In General – In most cases, employees are able to satisfactorily address workplace concerns with their supervisor, department head, or the Human Resources Director. Good relationships are easier to achieve in an open atmosphere where problems and opinions are discussed freely, frankly, and sincerely.

In the event an issue cannot be resolved on an informal basis, employees may utilize the following Grievance Procedure (if not covered by a collective bargaining agreement). –Employees are afforded the right to express issues and complaints without fear of reprisal.

If the issue involves sexual or other harassment, or an issue involving employee or public safety, or as required by law, employees may bypass any or all steps in this policy and raise the issue directly with their supervisor, department head, Human Resources Director, or the City Manager.

Procedures – The following grievance procedure may be used by any employee who has a complaint:

~~Step 1: Employees can present the problem orally or in writing to his or her immediate supervisor. The supervisor will normally respond no later than the 14th calendar day after the complaint is made. If the supervisor does not respond within 14 days, or the problem is not resolved to the employee's satisfaction, the complaint may proceed to Step 2.~~

Step 2: The employee shall submit his or her complaint in writing to their immediate supervisor or department head within five (5) working days. ~~days of the supervisor's decision in Step 1.~~ When circumstances warrant, the department head will investigate and evaluate the complaint and attempt to reach a settlement. The immediate supervisor/department head shall make his or her decision and discuss it with the employee no later than the 14th-7th calendar day after the written complaint is received. If the employee fails to receive a reply in fourteen-seven (14/7) 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 32: The employee shall submit his or her complaint in writing to the Human Resources Director. When circumstances warrant, a thorough investigation will be conducted and a conference will 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-seven~~ (147) 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 at the City's discretion.

Any City employee may file a grievance pursuant to this procedure without fear of retaliation or reprisal from others. Any employee experiencing such conduct shall report it to the The City Human Resources Department will aggressively handle any actions as identified through the review process and will so that it can take appropriate steps to stop or otherwise remedy such retaliation any type of reprisal taken against individuals filing a charge of discrimination or harassment.

8.7 THEFT AND FRAUDULENT ACTIVITIES POLICY

Any employee who has reason to believe theft, fraudulent activity, or other illegal act has occurred (or may occur) in conjunction with any City department, function, or activity shall immediately report it to the Human Resources Director or their department head.

Fraudulent transactions and other acts covered under this policy may include but are not limited to: misappropriation of City funds, theft of the City property, or falsification of records or reports, waste, or abuse of funds, property, or other resources.

Employees must cooperate fully with those performing investigations pursuant to this policy. Employees found to have participated in any fraudulent act or other activity in violation of this policy will be subject to disciplinary action up to and including termination from employment. In addition, criminal or civil actions may be taken against employees who participate in such acts.

For the purpose of this policy, fraud shall be defined to include: 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.

8.8 E-MAIL AND INTERNET POLICY

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.

PURPOSE

The purpose of this policy is to establish an e-mail policy for all municipal employees, volunteers, appointees and elected officials that create, use, and manage e-mail as part of the transaction of business. Additionally, this policy will set forth some general guidelines as to what constitutes a “public record.”

INTENT

To establish guidelines that will promote the effective capture, management, and retention of e-mail messages which are public records in compliance with records retention requirements. This policy is not intended to discourage the use of e-mail to conduct municipal business, but rather to establish a framework for its proper use as a communications tool. E-mail can still function as a viable, efficient means to conduct municipal business. Consistency, predictability, and reliability in the manner in which the e-mail system is used and in which public records are maintained within the municipality, are the primary focuses of this policy.

POLICY

All municipal records should be inventoried and analyzed for administrative, legal, financial and historical values to ensure that:

1. Valuable records are adequately preserved; and
2. Non-records and obsolete records are destroyed in accord with authorized records retention schedules and after approval is received from the Local Records Commission.

SCOPE

This policy applies to all e-mail and attachments circulated within the municipality.

DEFINITIONS

~~A.~~ ~~A.~~ E-mail messages are text documents which are created, stored, and delivered in an electronic format. As such, e-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters.

B. Non-record messages are e-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Rather, they are informal communications that are similar to communications during telephone conversations or conversations in an office hallway. Generally, non-record messages are short-lived, with no historical significance or public importance, and need not be retained after they have fulfilled their purpose. Examples include:

1. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research, and copies of replies.
2. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material.
3. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions (i.e., holiday notices, meeting confirmations, etc.).

C. Records retention schedules are listings of agency records and how long they must be retained.

APPROPRIATE USE

E-mail and Internet services are City of Pekin property, and they are to be used primarily to facilitate city business. The City recognizes that there may be occasions where it is necessary to use the systems for incidental personal purposes. ~~This does not, however, allow for continuous use during lunch hours or break times. Reasonable use for personal purposes may be permitted. As always, use of E-mail and Internet services may be monitored, and abuse of non-work related use of the systems may result in a loss of access and/or disciplinary action.~~

ACCESS AND PRIVACY

Users should take note that the information generated on e-mail may be a public record subject to public inspection. There is no expectation of privacy when using the city's network. Regardless if messages are sent on a personal device or account, they are may be -subject to FOIA if they are sent or received by a public employee and pertain to public business.

RETENTION

~~Generally, e-mail messages are temporary communications which are non vital and may be discarded routinely. However, depending on the content of the e-mail, it may be considered public~~

record. Accordingly, employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between records and non-record information.

Non-record messages should be deleted from files as soon as they have fulfilled their purpose. These are records that are not required to be kept under law or whose preservation is not necessary or convenient to conduct municipal business. On the other hand, messages determined by users to be records should be properly preserved and disposed of as specified in the municipality's approved records retention schedule. Examples of messages considered to be records might include policy documents or contract related documents.

Messages and attachments shall be reviewed at minimum every 15 days and, if they are determined to be records, printed fully (including time, date, sender and receiver) and retained in paper format.

The IT Department shall delete all messages from the server thirty (30) days after they have been opened.

Factors to consider in deciding whether a document is a record are:

1) Is it in connection with the transaction of public business (this eliminates all e-mails which do not relate to public business, i.e., personal notes, etc.)?

2) Is it official documentary material (a draft of a letter vs. the letter itself)?

3) Is it FOIAable? For example, "preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated" need not be produced under FOIA, "except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body." Therefore, unless staff wishes to keep their preliminary drafts, notes, etc., there seems to be no point in keeping these documents and presumably they may be destroyed if paper or deleted if e-mail.

4) Is the material "appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein"? These would eliminate the necessity of keeping documents which do not reflect the official actions of the municipality, but rather the comments or actions of individuals which reflect not the policy of the municipality but the thought of the individual.

5) Does the document have any historical significance? Is the document evidence of the function, policies, decisions, procedures or other activities of the municipality or of just an individual?

6) Even if a document is a record it need not be kept forever. The LRA sets up timetables within which records may be destroyed. Each municipality should refer to its own Records Retention Schedule to determine how long a particular record must be retained. If a Records Retention Schedule does not yet exist, the Local Records Commission should be contacted by the municipality in order to gain assistance in:

- ~~_____ a. _____ creating an inventory of the documents that exist within the municipality;~~
- ~~_____ b. _____ determining the amount of time each category of records must be retained;~~
- ~~_____ c. _____ obtaining approval of the retention periods assessed to each record.~~

~~Examples of potential records requested to be retained in a Records Retention Schedule, and their generally requested retention periods, include:~~

- ~~• E-mails considered public records — 1 year~~
- ~~• Unsolicited applications for employment — 1 year~~
- ~~• Solicited applications for employment — 2 years~~
- ~~• FOIA requests and denials — 2 years after the date of filing~~
- ~~• Lawsuits — 3 years following final settlement~~
- ~~• Bids — 10 years (successful), 3 years (unsuccessful)~~
- ~~• Annexation agreements, transcripts, plats, ordinances — permanently~~

~~_____ 7) _____ Many e-mail documents rapidly become stale and do not reflect “function, policies, decisions, procedures, etc.” when a matter is finalized. Therefore, the municipality can simply keep the final document.~~

~~_____ 8) _____ Are the records duplicative? Only one copy need be retained.~~

~~NOTE: A public record that is stored and accessible after this time is still a public record and must be produced upon request, if it does not fall within one of FOIA’s exemptions. Accordingly, a systematic deletion program that eliminates obsolete documents should be implemented in conjunction with the system administrator.~~

EXAMPLES OF E-MAILS THAT GENERALLY CONSTITUTE PUBLIC RECORDS

- ~~• E-mail created or received by municipal employees in connection with municipal business~~
- ~~• E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with municipal business~~

EXAMPLES OF E-MAILS THAT GENERALLY DON’T CONSTITUTE PUBLIC RECORDS

- ~~• Personal e-mail messages and announcements not related to municipal business~~
- ~~• Copies or extracts of documents e-mailed for convenience or reference~~
- ~~• Internal e-mails created by employees on work-related topics which do not facilitate action (i.e., cover notes, etc.)~~
- ~~• E-mails containing drafts, notes or inter-office memoranda that are not retained by the municipality in the ordinary course of business~~

EXAMPLES OF E-MAILS THAT MAY CONSTITUTE PUBLIC RECORDS

- ~~E-mail that provides substantive comments on an action taken by the municipality (i.e., comments add to a proper understanding of the execution of the final municipal action)~~
- ~~E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the municipality's files~~

RESPONDING TO FOIA REQUESTS

~~If an e-mail does fall within the definition of a public record it may not be deleted, except as provided in the municipality's record retention schedule. Further, these e-mails should be reviewed prior to release under FOIA so that any exempt information contained in them may be deleted or redacted. Finally, if the e-mail falls within one of the exemptions (i.e., protected by attorney-client privilege), it need not be produced.~~

~~If in doubt as to whether an e-mail message is a public record or contains exempt information, contact Corporation Counsel or City Clerk for clarification.~~

COPY OF RECORD

~~Where e-mail communication is between a sender and a recipient, the sender's copy is designated as the copy of record. In other words, it is the sender's copy to which any retention requirements should apply. All other copies are merely "duplicates" and can be disposed of at will. Cases where this principle does not apply include e-mail received from other agencies or from the public.~~

REVIEW

A periodic review of this policy shall be undertaken to keep the policy current with best practices and new technology.

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. The City also encourages the use of telecommunications to explore occupational topics, conduct research, and contact others in the same job field throughout the country. The City anticipates that the systems will expedite the sharing of effective practices and lessons across the community and will help the City stay on the leading edge of practice by forming partnerships with others across the nation. E-Mail and Internet service are City of Pekin property, and they are to be used exclusively to facilitate city business. 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

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 Anti-Harassment policy). No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, marital status, 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 City policy or contrary to the City of Pekin's best interest. Solicitation of ~~non~~-non-City 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 system, no employee may download software without prior authorization from his/her department head. If unsure, the department head should clear the request with the IT Department before authorization is granted. Any and all software that is downloaded 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.

8.9 SOCIAL MEDIA

The City recognizes the prevalence and importance of social media. Social media includes, but is not limited to, online forums, and social networking sites. The use of social media by City employees can become a problem, however, if it interferes with an employee's work, is used to harass coworkers, creates a hostile work environment, harms the goodwill or reputation of the City, [releases private or confidential information about employees, students, patients or customers of the City of Pekin](#), or if it in any way adversely affects the City.

Employees are expected to use their professional judgment and take the most prudent action possible with regard to social media posts. If a City employee is uncertain about the appropriateness of a social media posting, he or she should refrain from making the post, or contact the Human Resources Director.

While it is not possible to list all inappropriate social media activity, following are some guidelines:

1. No City employee other than a designated spokesperson may speak on behalf of the City.

2. If an employee identifies himself or herself as a City employee or discusses matters related to the City on social media, the employee must make clear that he or she is an employee of the City and that the views posted are those of the person (the employee) alone and they do not represent the views of the City or any agency or department of the City. The employee must keep in mind that if information is posted in violation of City policy or any law, the disclaimer will not shield the employee from disciplinary action.
3. Unless given written consent by the City, an employee shall not use the City's logo or trademarks on any social media post.
4. All postings on social media must comply with the City's confidentiality, ethics, harassment, safety, and personnel policies. If an employee is unsure about the confidential nature of information the employee is considering for posting, the employee must first consult with their supervisor.
5. Employees shall not link any post to the City's website, nor shall an employee post City material, on a social media site without written permission from City Human Resources.

Violation of this policy may lead to discipline up to and including the immediate termination of employment.

8.9A MEDIA AND PUBLIC RELATIONS

Employees should not speak to the media or public relations entities (bloggers, chat rooms, online site managers) on behalf of the City or for any individual Department without contacting the Department Head/Chief or the City Manager. All media inquiries should be directed to the City Manager.

8.10 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

POLICY STATEMENT

The City is committed to providing a work environment free from unlawful discrimination and harassment. Discrimination or harassment of any kind based on sex, race, color, national origin, age, religion, disability, handicap, sexual orientation, protected veteran status, marital status, ancestry, order of protection status or any other legally protected characteristic is strictly prohibited. Actions, words, jokes, or comments based on any of these characteristics will not be tolerated.

Sexual harassment is one type of harassment that is prohibited. Sexual harassment is defined as 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.

Other conduct commonly considered to be sexual harassment includes:

- **VERBAL:** sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.
- **NONVERBAL:** suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises
- **VISUAL:** posters, signs, pin-ups or slogans of a sexual nature
- **PHYSICAL:** touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

PROCEDURES

If you believe you have been subject to or witness to sexual or other unlawful harassment, report it immediately to your supervisor, department head, or Director of Human Resources. Such conduct must be reported whether it occurs at or away from City facilities, during work hours or outside work hours, and whether committed by a City employee or by another person the employee encounters as part of employment by the City, such as a supplier.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately report such information to the Human Resources Director or City Manager even if the employee has asked that no action be taken on the complaint.

Employees can make good faith reports and complaints of sexual or other harassment without fear of reprisal or retaliation. Retaliation by any person against an employee making such a report or complaint or participating in a related investigation is strictly prohibited and any such retaliation subjects an employee to disciplinary action, up to and including termination of employment.

False and frivolous complaints refer to incidents where the accuser is using a sexual harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

All complaints of sexual or other harassment will be promptly and thoroughly investigated. To the extent possible, the City endeavors to maintain confidentiality of complaints and related investigation.

Any employee who has engaged in sexual or other unlawful harassment or otherwise violated this policy will be subject to disciplinary action, up to and including termination of employment.

The City hopes that any incident of sexual harassment can be resolved through the internal process outlined above. This policy, however, does not preclude any employee from filing a complaint with an appropriate outside agency. Employees may choose to file a complaint of harassment with either of the following:

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

8.11 DRUG AND ALCOHOL POLICY

The City is committed to providing a safe and healthy workplace and a work environment that promotes employee health and well-being and public confidence. The City expects all employees to report for work in a condition to perform their duties safely and satisfactorily. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee and public safety, and undermine public confidence.

It is a violation of City policy for any employee to use, possess, manufacture, transport, distribute sell, trade, and/or offer for sale, illegal drugs or alcohol while on the City property or while representing or working for the City. Furthermore, any such conduct (as well as alcohol use) off-premises and/or during non-working hours that adversely affects or has the potential to adversely affect safety or performance is also prohibited. 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 is 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 illegal drugs, alcohol or other intoxicants or controlled substance on City property or in City equipment or vehicle, 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. Testing that may be required includes the following:

1. Post-Offer/Pre-Employment. The City requires employees who have been extended a conditional offer of employment to undergo a drug and alcohol test. Individuals subject to this testing who refuse to take a test or who test positive will not be eligible for employment with the City.
2. Post-Post-Accident. When an employee is involved in an on-the-job accident, he or she may be required to undergo a drug and alcohol test. An “accident” includes an incident that results in death or bodily injury to an individual requiring medical treatment away from the scene of the accident; any incident resulting in damage to property; and any serious or potentially serious incident, including near misses, in which safety precautions were violated or unusually careless acts were performed. Testing shall occur as soon as possible after the accident; however, nothing in this policy shall be construed to require the delay or necessary medical attention for the injured following the accident. Each employee whose performance could have contributed to the accident is subject to testing.
3. Reasonable Suspicion Testing. When an employee’s supervisor or other supervisor has reason to believe an employee on City property or during work hours is using or is under the influence of prohibited drugs or alcohol, or that there has been a violation of this policy, the employee may be required to undergo a drug and alcohol test.

If an initial screening test indicates a positive finding, a confirmation test will be conducted. Any employee who refuses to submit to testing under this policy is subject to termination. An employee will be subject to the same consequences of a positive test if he or she adulterates or dilutes the specimen, substitutes the specimen with that of another person, will not sign the required forms, or refuses to cooperate in the testing process in such a way that prevents completion of the test.

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 provided proof of a current 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 City 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 medications, dosage, date of prescription, and prescribing physician. If an employee's use of any medication could adversely affect the safe performance of his or her job duties or conduct on the job, the employee must 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, safety restrictions, or any on-duty limitations resulting from the use of the medication. 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.

The City encourages any employee with a drug or alcohol problem to contact their department head or the Human Resources Director for assistance. The City may, 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.

8.12 SMOKING POLICY

The City is committed to providing a safe and healthy environment. The City strives to be a smoke-free/tobacco free/nicotine-free work place.

All City-owned or operated buildings and vehicles are non-smoking areas. Smoking and the use of tobacco products is prohibited in any enclosed building and within 15 feet of any entrance or exit.

***Effective April 1, 2018, tobacco use of any type (pipes, cigars, chewing tobacco, cigarettes or "vaping" with e-cigarettes), is not permitted on City property. Violations of this policy may result in disciplinary action, up to and including termination.

Employees are permitted to smoke in their personal vehicles, even if parked on City property, during designated breaks and lunches. Smoking on properties adjacent to City property is discouraged. Employees should avoid "congregating" on these properties.

8.13 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 must notify their supervisor at work or at home as soon as possible before the start of the scheduled work time. If unable to reach the supervisor, the employee must notify the front desk receptionist or the Human Resources office.

The supervisor has the discretion to excuse late notification in the event of unusual or exceptional circumstances. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action up to and including termination.

An employee who is absent for a period of three (3) consecutive days without notification will be considered to have voluntarily resigned.

By definition, any employee who is not at his or 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 or other 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.

8.14 PERSONAL APPEARANCE AND IMAGE

It is the policy of the City that each employee's dress, grooming, and personal hygiene must be appropriate to the work situation. Employees are expected at all times to present a professional businesslike appearance that is neat and clean to the public we serve. The City may be judged not only by the quality of its services, but also 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. This policy applies to all City employees and volunteers.

During business hours and business functions, and when representing the City, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees are expected to dress in business casual unless circumstances require a more professional image.

Below are common examples of approved business casual attire in an office setting:

~~Business casual includes collared and/or Henley style city shirts and polo shirts; dress pants, khakis, and long capri pants (but not clam diggers or cargo style). Shorts are not allowed. Dresses and skirts must be mid length (at or below the knee); mini skirts (at mid thigh or above) are not allowed. Spaghetti strap or backless dresses are prohibited.~~

- Blazer/Jacket/Sports Coat
- Sweater/Cardigans
- Blouse/Top/Collared and/or Henley Style City Shirts/Polo of a professional nature
- Skirt/Dress
- Dress pants/Khakis
- Hosiery (socks/tights/stockings)
- Proper undergarments

Provocative, suggestive articles, or other inappropriate work attire as defined below are not allowed in the workplace (this is not an all-inclusive list):

- Short dresses, mini dress, short skirts, or skorts that are above the knee in length.
- Yoga pants or similar knit pants, ~~leggings that are skin fitting~~
- Spaghetti strapped dresses or tops
- Sheer or see-through material ~~that exposes inappropriate areas~~
- Jogging pants or similar exercise / lounge pants / pajama pants
- Ill-fitting clothing (too loose or too tight)
- Bermuda shorts that are above the knee in a standing position
- ~~Hats of any kind~~
- Sunglasses/sun shades
- Crop tops, halter tops, or abdomen revealing tops, or T-shirts
- Noticeably worn articles of clothing showing signs of wear and tear, ripped, or torn.
- Casual ~~flip-flops, tank or halter tops, sweatpants or yoga pants, sweatshirts, shorts or T-shirts with unauthorized or inappropriate printed slogans or designs~~ or athletic shoes of any type, and similar items of casual attire that do not present a businesslike appearance.

All attire must be clean and pressed. Any clothing that is excessively worn, frayed, or suggestive, provocative or revealing is not appropriate. Furthermore, facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not appropriate and must not be worn during work hours.

Hair must be clean, combed, and neatly trimmed or arranged.

Good personal hygiene habits shall be maintained at all times. Cologne, perfume and aftershave should be subtle.

The City may designate Casual Day for employees. This designation is a privilege that is offered to provide a more comfortable and relaxed work atmosphere. Casual days may be revoked on a Citywide basis if the guidelines set forth are not adhered to. Employee participation in Casual day is optional. The following guidelines shall be followed:

- 1) Employees scheduled to meet with the public or with persons outside the department must wear normal business attire;
- 2) Business casual attire must be professional and appropriate for the workplace;
- 3) Denim jeans are allowed, as long as they are not ripped, torn, or have holes in them.
- 4) Casual shirts, dress shirts, sweaters, blouses and tops are acceptable.

Casual days does not apply to employees in departments where uniforms are the normal dress.

Depending on the nature of their job, certain employees may be required to meet special dress and grooming standards, such as wearing uniforms or dressing in designated business attire for specific occasions. Employees must consistently wear nametags and insignias identifying the City and the employee when required. 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.

8.15 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, including 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 authorized by the employee.

8.16 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 his or her department head in a reasonable period in advance of the actual day of separation. The City requests 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 resignation in good standing. Failure by the employee to give notice may result denial of consideration for future employment.

Any employee absent from work without notice for three (3) consecutive work days 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

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.

The City recognizes that employees have interests in events and organizations outside the workplace. However, excessive unauthorized sales of tickets, solicitation of contributions, or the distribution of handbills can be disruptive in the workplace. Such activities require 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 may only be made during non-work time (regularly scheduled rest, meal periods, and other periods when employees are not on duty).

9.2 JURY / WITNESS DUTY

The City encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. Any employee who is summoned and participates in jury duty shall be paid the difference between their regular rate of pay and the jury per diem for each day the employee normally would have worked. 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 who receive a summons must provide a copy of the summons to their supervisor as soon as possible. Employees must provide proof of service and proof of per diem paid by the court upon completion of the jury duty period, or as requested by the City. It is the employee's responsibility to keep his or her supervisor informed as to the expected amount of time required for jury duty.

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 TELEPHONE AND CELL PHONE USE

Personal calls and use of personal cell phones (for talking, texting, or other use) during work hours is to be kept to a minimum. Personal cell phones should be set on the vibrate function while at work and during work hours.

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. [Personal calls should be limited.](#) 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.

CITY CELL PHONES

City cell phones are allowed for employee use at the discretion of the City Manager. Cell phones are for business purposes ~~only~~, unless otherwise authorized by the City Manager. Employees will pay for upgraded phones at their own expense.

Personal Use: City employees are encouraged to keep their personal time their own and not use their cell phones/smart phones excessively on off-City hours as this could be in violation of the Fair Labor Standards Act. Check with individual supervisors about recommendations for using your phone after regular City business hours.

Usage of City cell phones for long distance calls is strongly discouraged.

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. [Without authorization from a superior and the people to be recorded,](#) ~~The~~ City strictly prohibits the taking of photographs, [audio](#) and videos, whether by camera, [phone,](#) or any other device, in such areas [not generally accessible to the public, or in](#) as restrooms, locker rooms, and other [places generally considered](#) “private” ~~places~~. Violations of this policy may result in actions being taken including confiscation of equipment, initiation of appropriate disciplinary measures and/or potential legal action.

The City has many cameras and recording devices, as well as GPS tracking systems in vehicles and on premises. All City employees should be aware that they or their movements may be recorded while in one of these areas or vehicles.

~~9.59.5~~ SOCIAL SECURITY POLICY

The City of Pekin adopted a Social Security Policy under the Identity Protection Act, 5ILCS 179/1 et seq. to state the purpose or purposes for which the agency or its designees can collect an individual’s Social Security Number (SSN). Employees are to use the utmost care when collecting social security numbers and they will not use SSN for any unlawful purpose.

What does the City of Pekin do with your Social Security Number? The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local and state government agency to draft, approve and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for

which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided to you because you have been asked by the City of Pekin to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- Utility account or licensee application
- Complaint mediation or investigation
- Crime victim compensation
- Law enforcement investigation
- Child Support Collection
- Internal verification
- Administrative services and or;
- Emergency Medical service response, disease control or other medical necessity;

What do we do with your Social Security number?

- We will only use your SSN for the purpose for which it was collected
- We will not:
 - Sell, lease, loan, trade, or rent your SSN to a third party
 - Publicly post or publicly display your SSN
 - Print your SSN on any card required for you to access our services
 - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN

For details Contact : City of Pekin City Clerk's Office 111 S. Capitol St. Pekin IL 61554
Refer to City Code: Chapter 1 Administration Article 8

9.6 WORKING OFF-PREMISES

Employees who work off City premises must maintain appropriate care and security of all City equipment and information when authorized to work off-premises. Employees are responsible for maintaining the confidentiality of City information, documents, passwords, and other information. Employees are also responsible for preventing unauthorized access to any City system or information from their worksite. Employees must dispose of work related documents in a manner that will not jeopardize the interests of the City.

All City equipment, property, information, hardware, software, and files remain the property of the City and shall be promptly returned to the City upon request or termination of employment.

9.7 REPORTING ACCIDENTS AND INJURIES

All City employees are required to report all on-the-job accidents (including City vehicle accidents or accidents while driving on City business) to their supervisors immediately.

9.8 POLITICAL ACTIVITIES

The support or promotion of political activities or interests by City employees during working hours or with City resources is strictly prohibited. Employees may not make statements or publish materials that imply City endorsement of a particular political candidate.

9.9 INSPECTIONS

The City reserves the right to inspect all equipment, desks, lockers, offices, and other storage devices and areas on City premises (including, but not limited to, City buildings and parking areas), as well as any articles found within them, at any time, with or without notice. This includes the right to inspect employee property brought onto City premises.

9.11 CONFIDENTIALITY OF INFORMATION

The daily work of an employee may involve access to information about citizens, other employees or members of the general public that is sensitive and/or confidential in nature. Technological or manual capabilities should not be used in a manner that infringes upon an individual's right to privacy. Such information may be learned from City records, documents, files or conversations. Information originating from issues of litigation or medical documents is protected under strict Federal or State disclosure laws.

Any form of confidential information shall only be accessed and disclosed to authorized individuals as necessary, on a need to know basis, or as required through the normal course of business or work activity. Any employee who has been determined to be in violation of this policy may be subject to disciplinary action up to and including termination of employment.

Any questions or concerns by City employees regarding the appropriateness of conveying certain confidential information should be directed to the Human Resources Director as applicable.

PERSONNEL MANUAL ACKNOWLEDGMENT

PLEASE SIGN, TEAR OUT, AND RETURN THIS RECEIPT ACKNOWLEDGMENT TO THE HUMAN RESOURCES DEPARTMENT.

My signature below acknowledges I have received and read a copy of the City of Pekin Personnel Manual. I understand it contains important information on certain policies and my responsibilities as an employee of the City. I understand that if I have any questions or need additional information regarding policies and procedures, I may contact my immediate supervisor or the Human Resources Director.

I understand that this Manual does not constitute a contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. I understand that nothing contained in this Manual or any verbal statement should be interpreted as creating any type of employment contract between the City and me.

I understand that my employment with the City is at-will and that either I or the City may terminate my employment for at any time, for any reason, with or without cause or advance notice. I also understand there is no specified length to my employment with the City. Furthermore, no commitment for employment for any specified duration is valid or binding on the City unless expressly set forth in a written document and signed by both the employee and by an authorized representative of the City.

I understand that this Manual and the information in it supersedes any other previous manuals or policies. I understand that the City may add, change, rescind, replace, or cancel policies, practices, or benefits at any time, with or without notice, at its sole discretion.

I have read, understand, and agree with the City's policies on electronic communications and information. I understand and agree that I have no expectation of privacy with respect to any of the City's electronic equipment or any information sent, received, or stored in the equipment. I understand that the City has the right to monitor, at its discretion, any electronic information and usage. By my signature below, I hereby authorize the City to monitor, search, inspect, use, and disclose all electronic communications.

I understand that during the course of my employment confidential information may be made available to me. I understand that this information may not be disclosed or used outside City premises without prior authorization.

Employee Name (Printed)

Employee Signature

Date



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 3, 2018

From: Michael Guerra, City Engineer

AGENDA ITEM: Supplemental Resolution MFT 17-00000-01-GM

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Adopt Resolution No. 88-17/18 to approve the supplemental Motor Fuel Tax Resolution for the 2017 Street Maintenance Program Section 17-00000-01-GM in the amount of \$80,000.

DESCRIPTION: This supplemental resolution is to balance the Motor Fuel Tax (MFT) funding with the Illinois Department of Transportation (IDOT), regarding the final cost of the 2017 Street Maintenance Program. The 2017 Street Maintenance program included the purchase of salt, the crack filling of Parkway Drive, and the mill and overlay of 14th, Broadway, and Sheridan which was completed last fall. The final MFT program costs (including an estimated purchase of salt that will be incurred this month) total \$1,289,975. The original IDOT resolutions for the 2017 Street Maintenance totaled \$1,210,000, leaving a difference of approximately \$80,000 from estimated final program costs. A supplemental MFT resolution of \$80,000 is therefore needed to satisfy IDOT and balance available MFT funding with the 2017 program costs. If approved, the total MFT appropriations (original and supplemental) will total \$1,290,000, which is less than the \$1,320,150 the City budgeted for in FY18 for these expenditures.

FINANCIAL IMPACT: \$80,000, budgeted through MFT Funds

NEIGHBORHOOD CONCERNS: Improved streets and sidewalks for the use of the community.

IMPACT IF APPROVED: All project costs covered with MFT funding.

IMPACT IF DENIED: The General Fund will have to cover the additional cost of the projects.

ALTERNATIVES: N/A

RELATED TO EFFICIENCY STUDY: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
√	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Directors and City Staff:

Date:

Finance Department (Certification of Availability of Funds):	
Date:	

City Manager:
Date:

Resolution No. 88-17/18 Supplemental Motor Fuel Resolution for 17-00000-01-GM

MAYOR

ATTEST:

CITY CLERK



Resolution for Maintenance
Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Supplemental	17-00000-01-GM

BE IT RESOLVED, by the Council of the City of Pekin Illinois that there is hereby appropriated the sum of Eighty Thousand Dollars (\$80,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/17 to 04/30/18.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Pekin shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Sue McMillian City Clerk in and for said City of Pekin in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of Pekin at a meeting held on 04/09/18 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this April day of 2018.

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 2, 2018

From: Michael Guerra, City Engineer

AGENDA ITEM: MFT Resolution for 2018 Street Maintenance

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Adopt Resolution No. 89-17/18 to approve the Motor Fuel Tax resolution for \$850,000 for the 2018 Street Maintenance Program.

DESCRIPTION: This resolution is to allocate \$850,000 of Motor Fuel Tax (MFT) for the 2018 Street Maintenance Program. The Illinois Department of Transportation (IDOT) requires the adoption of the resolution prior to the projects being approved for bid. This resolution will allow the City to submit the street maintenance projects to IDOT for review and approval. The proposed schedule for these projects is to have them out for bid in May. Ultimately the schedule is dependent on the timeframe of IDOT's review process.

FINANCIAL IMPACT: Allocating \$850,000 of MFT funds for use on the 2018 Street Maintenance Program

NEIGHBORHOOD CONCERNS: Maintaining the streets of the City.

IMPACT IF APPROVED: MFT funds will be allocated for the street maintenance program and the specifications will be sent to IDOT for release to bid.

IMPACT IF DENIED: MFT funds will not be allocated for the street maintenance program.

ALTERNATIVES: General funds for the street maintenance program be utilized instead of MFT.

RELATED TO EFFICIENCY STUDY: The creation of a capitol plan for the maintenance of streets in the City

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]

A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.

A Safe Community. To protect community life and property by providing effective, principled police and fire services.

✓	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Directors and City Staff:

Date:

Date:

Finance Department (Certification of Availability of Funds):

Date:

Date:

City Manager:	
Date:	

Date:

Motor Fuel Tax Resolution No. 89-17/18 for 18-00000-00-GM

MAYOR

ATTEST:

CITY CLERK



Resolution for Maintenance
Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Original	18-00000-00-GM

BE IT RESOLVED, by the Council of the City of Pekin Illinois that there is hereby appropriated the sum of Eight Hundred Fifty Thousand Dollars (\$850,000.00

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

05/01/18 to 04/30/19
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Pekin
Local Public Agency Type Name of Local Public Agency

shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sue McMillan City Clerk in and for said City
Name of Clerk Local Public Agency Type Local Public Agency Type
of Pekin in the State of Illinois, and keeper of the records and files thereof, as
Name of Local Public Agency

provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of Pekin at a meeting held on 04/09/18
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this April day of 2018
Day Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 3, 2018

From: Michael Guerra, City Engineer

AGENDA ITEM: MFT Engineering Agreement with Midwest Engineering Associates, Inc. for 18-00000-00-GM

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: To approve the engineering agreement with Midwest Engineering Associates, Inc. for assistance with the street maintenance program in the amount not to exceed 4% of the awarded contract cost of the proposed improvement.

DESCRIPTION: This agreement is to have Midwest Engineering Associates, Inc. assist with the survey, design, and preparation of plans for the mill and overlay of Sheridan Road. The City selected Midwest Engineering Associates, Inc. in 2017 to assist the City with street and sidewalk maintenance projects as needed. Due to elevation differences between the sidewalk and the road surface on Sheridan Road, a more detailed survey is required to ensure design of ADA compliant sidewalk ramps and transitions to driveways along the project. The Engineering Department is currently in the process of acquiring the necessary software and surveying equipment to perform design engineering for this type of project internally. However, this acquisition of such software and equipment will not be completed in time for this project.

The cost for this agreement is included in the overall Street Maintenance Plan budget of \$850,000 and is eligible for use of Motor Fuel Tax funds. Per the Illinois Department of Transportation (IDOT) requirements for maintenance engineering, the consultant's fee is 4% of the awarded contract cost of the proposed improvement.

FINANCIAL IMPACT: 4% of the awarded contract cost of the proposed improvement; source of funds is MFT

NEIGHBORHOOD CONCERNS: Improved streets and sidewalks for the use of the community.

IMPACT IF APPROVED: Plans will be ready for submission to IDOT in the next few weeks for approval and release to bid.

IMPACT IF DENIED: If the City does not enter into an agreement with Midwest

Engineering Associates, Inc., the plans and specifications will not be completed in a timely manner.

ALTERNATIVES: none

RELATED TO EFFICIENCY STUDY:

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
--	---

	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
--	--

✓	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
---	--

	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
--	---

	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.
--	--

REQUIRED SIGNATURES

Department Directors and City Staff:

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

Municipality City of Pekin	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Motor Fuel Tax Funds	C O N S U L T A N T	Name Midwest Engineering Associates, Inc.
Township				Address 140 East Washinton Street
County				City East Peoria
Section 18-00000-00-GM				State Illinois

THIS AGREEMENT is made and entered into this 29 day of March, 2018 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name Sheridan Road

Route _____ Length 0.48 Mi. 2,519 FT (Structure No. _____)

Termini Crescent Drive to 14th Street

Description:

Prepare plans, special provisions, and other applicable documents for the proposed maintenance of Sheridan Road's pavement, sidewalk, and curb.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
 - a. ☒ Make such detailed surveys as are necessary for the preparation of detailed roadway plans
 - b. ☐ Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
 - c. ☐ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. ☐ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - e. ☐ Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
 - f. ☐ Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
 - g. ☒ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
 - h. ☐ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Note: Four copies to be submitted to the Regional Engineer

- i. ☐ Assist the LA in the tabulation and interpretation of the contractors' proposals
 - j. ☐ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
 - k. ☐ Prepare the Project Development Report when required by the DEPARTMENT.
- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plats, plans and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
- (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

The LA Agrees,

1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:
 - a. ☒ A sum of money equal to 4% percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
 - b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost	Percentage Fees	(see note)
Under \$50,000	_____	%
	_____	%
	_____	%
	_____	%
	_____	%

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus _____ percent to cover profit, overhead and readiness to serve - "actual cost" being defined as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.

"Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:
 - a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.
 - b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.

By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.

4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus 180 percent incurred up to the time he is notified in writing of such abandonment -"actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus 180 percent to cover profit, overhead and readiness to serve -"actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

City of Pekin _____ of the
(Municipality/Township/County)

ATTEST:

State of Illinois, acting by and through its

By _____

(Seal)

Clerk

By _____
Title _____

Executed by the ENGINEER:

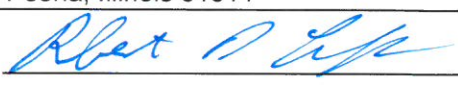
Midwest Engineering Associates, Inc.

140 East Washington Street

ATTEST:

East Peoria, Illinois 61611

By 
Title Sr. Project Manager

By 
Title Sr. Project Manager

Approved

Date

Department of Transportation

Regional Engineer



Local Agency City of Pekin
Section Number 18-00000-00-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of maintenance operations (BLR 14231 or BLR 14221), shall consist of the following:

PRELIMINARY ENGINEERING shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program: preparation of the maintenance resolution, maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract and/or acceptance of BLR 12330 form. The maintenance expenditure statement must be submitted to IDOT within 3 months of the end of the maintenance period.

ENGINEERING INSPECTION shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection, as opposed to those routine maintenance operations as described in Chapter 14-2.04 of BLRS Manual, which may or may not require engineering inspection.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. For furnishing engineering inspection the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each group shall be applied to the total final cost of that group for the items which required engineering inspection. In no case shall this be construed to include supervision of contractor operations.

SCHEDULE OF FEES

Total of the Maintenance Operation	Base Fee
☒ > \$20,000	\$1,250.00
☐ ≤ \$20,000 (Negotiated: \$1,250 Max.)	

PLUS

Group	Preliminary Engineering		Engineering Inspection		Operation to be Inspected
	Acceptable Fee %	Negotiated Fee %	Acceptable Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%	2%	1%	1%	
IIB	3%	3%	3%	3%	
III	4%	4%	4%	4%	
IV	5%	4%	6%	6%	

By: _____
Local Agency Official Signature

Title

Date

By: Robert D. Culp
Consulting Engineer Signature

Sr. Project Manager
Title

March 20, 2018
Date





REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 4, 2018

From: Mark Rothert, Assistant City Manager

AGENDA ITEM: Establishing an Interested Parties Registry for Southern Industrial Park TIF

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Adopt Ordinance 2783-17/18 authorizing the establishment of a tax increment financing “interested parties registry” and adoption of registration rules for such registry for the Pekin South Industrial Park Conservation Area Tax Increment Financing (TIF) District.

DESCRIPTION: At its March 26, 2018 meeting, the City Council approved work to begin amending the boundary of the Southern Industrial Park TIF District. Per the State of Illinois TIF Act, a first step is to establish an Interested Parties Registry so that information associated with the amendment can be made available to the public for a period of time. The Interested Parties Registry allows individuals, businesses, and organizations to sign up for future notices related to the TIF amendment. A person or organization seeking to register as an Interested Party with respect to the Redevelopment Project Area must complete and submit a registration form. The registry will be maintained by the City Clerk. When future notices related to the TIF amendment are published, individual notices will be made available to those that have registered as an Interested Party.

The attached ordinance provides for the creation of the Interested Parties Registry and defines guidelines for registering.

Staff recommends approval of the ordinance.

FINANCIAL IMPACT: N/A

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: Information on TIF Amendment may reach more people or organizations in the public

IMPACT IF DENIED: Less information on TIF Amendment may reach the public

ALTERNATIVES: N/A

RELATED TO EFFICIENCY STUDY: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

√	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
---	---

	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
--	--

	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
--	--

	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
--	---

	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.
--	--

REQUIRED SIGNATURES

Department Directors and City Staff:

Date: _____

Finance Department (Certification of Availability of Funds):

Date: _____

City Manager:

Date: _____

Ordinance No. 2783-17/18 An ordinance authorizing the establishment of a tax increment financing “interested parties registry” and adoption of registration rules for such registry for the Pekin South Industrial Park Conservation Area Tax Increment Financing (TIF) District

MAYOR

ATTEST:

CITY CLERK

CITY OF PEKIN, ILLINOIS

ORDINANCE NO. _____

CITY OF PEKIN, ILLINOIS

**AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A
TAX INCREMENT FINANCING
“INTERESTED PARTIES REGISTRY”**

and

**ADOPTION OF REGISTRATION RULES
FOR SUCH REGISTRY**

for the

**PEKIN SOUTH INDUSTRIAL PARK CONSERVATION AREA
TAX INCREMENT FINANCING (TIF) DISTRICT**

**ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS,
ON THE 9TH DAY OF APRIL, 2018.**

ORDINANCE NO. _____

CITY OF PEKIN, ILLINOIS

**AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A
TAX INCREMENT FINANCING
“INTERESTED PARTIES REGISTRY”**

and

**ADOPTION OF REGISTRATION RULES
FOR SUCH REGISTRY**

for the

**PEKIN SOUTH INDUSTRIAL PARK CONSERVATION AREA
TAX INCREMENT FINANCING (TIF) DISTRICT**

PREAMBLE

WHEREAS, on the 22nd day of October, 2012, pursuant to the Tax Increment Allocation Redevelopment Act 65 ILCS 5/11-74.4-1 *et. seq.* (the “TIF Act”), the City of Pekin, Tazewell County, Illinois (the “City”) approved a Redevelopment Plan and Projects, designated a Redevelopment Project Area and adopted Tax Increment Financing for the South Industrial Park Conservation Area Tax Increment Financing (TIF) District; and

WHEREAS, the City desires to amend the Redevelopment Project Area, Plan and Projects (“First Amendment”) pursuant to the TIF Act; and

WHEREAS, pursuant to Section 11-74. 4-4.2 of the TIF Act, the City is required to establish certain “Interested Parties Registries” and adopt Registration Rules for such registries for the Pekin South Industrial Park Conservation Area TIF District and the First Amendment thereto; and

WHEREAS, the City desires to adopt this ordinance in order to comply with such requirements of the TIF Act.

**NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS THAT:**

1. The above recitals are incorporated herein and made a part hereof.
2. In accordance with Section 11-74.4-4.2 of the Act, the City hereby adopts the Registration Rules attached hereto as ***Exhibit A*** as Registration Rules for each such “Interested Parties Registry”. The City Clerk, with the consent of the City’s Special Counsel Jacob & Klein, Ltd., as to form and legality, shall have the authority to amend such Registration Rules from time to time as may be necessary or desirable to comply with and carry out the purposes intended by the TIF Act.

3. The City Clerk, is hereby authorized and directed to create an “Interested Parties Registry” attached hereto as ***Exhibit B*** in accordance with Section 11-74.4-4.2 of the TIF Act for each redevelopment project area created under the TIF Act, whether now existing or created after the date of the adoption of this ordinance.
4. If any provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect any of the other provisions of this ordinance.
5. All ordinances, resolutions, motions or orders in conflict with this ordinance are hereby repealed to the extent of such conflict.
6. This ordinance shall be in full force and effect immediately upon its passage.

PASSED, APPROVED AND ADOPTED by the Corporate Authorities of the City of Pekin, Tazewell County, Illinois, this 9th day of April, 2018.

CORPORATE AUTHORITIES	AYES	NAYS	ABSTAIN	ABSENT
John P. Abel				
Michael Garrison				
Mark Luft				
Lloyd Orrick				
Michael Ritchason				
Jim Schramm				
John McCabe, Mayor				
TOTALS:				

APPROVE:

ATTEST:

Mayor

City Clerk

ATTACHMENTS:

EXHIBIT A: Pekin South Industrial Park Conservation Area Tax Increment Financing (TIF) District Interested Parties Registry Registration Rules

EXHIBIT B: Pekin South Industrial Park Conservation Area Tax Increment Financing (TIF) District Interested Parties Registry Forms

EXHIBIT A

CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS
PEKIN SOUTH INDUSTRIAL PARK CONSERVATION AREA
TAX INCREMENT FINANCING (TIF) DISTRICT

INTERESTED PARTIES REGISTRY
REGISTRATION RULES

A. Definitions. As used in these Registration Rules, the following terms shall have the definitions set forth below:

- i. **“Act”** shall mean the Tax Increment Allocation Redevelopment Act, 65ILCS 5/11-74.4-1, et seq., as amended from time to time.
- ii. **“Clerk”** shall mean the City Clerk.
- iii. **“Interested Party(ies)”** shall mean (a) any organization(s) active within the City, (b) any resident(s) of the City, and (c) any other entity or person otherwise entitled under the Act to register in the Interested Parties Registry who has registered in such Registry and whose registration has not been terminated in accordance with these Registration Rules.
- iv. **“Redevelopment Project Area”** shall mean a redevelopment project area that (a) is intended to qualify or that has previously or subsequently qualified as a “redevelopment project area” under the Act, and (b) is subject to the *“Interested Parties Registry”* requirements of the Act.
- v. **“Registration Form”** shall mean the form appended to these Registration Rules, or such revised form as may be approved by the Department consistent with the requirements of the Act.
- vi. **“Registry”** or **“Registries”** shall mean each *Interested Parties Registry*, and all such registries, collectively, established by the City pursuant to Section 11-74.4-4.2 of the Act for a Redevelopment Project Area.
- vii. **“City”** shall mean the City of Pekin, Tazewell County, Illinois, an Illinois Municipal Corporation.

B. Establishment of Registry. The City shall establish a separate interested parties registry for each Redevelopment Project Area, whether existing as of the date of the adoption of these Rules or hereafter established.

- C. Maintenance of Registry.** The Registries shall be maintained by the Clerk, which has a principal business office located at: Pekin City Hall, 111 S. Capitol Street, Pekin, Illinois 61554. The City may transfer the responsibility for maintaining the Registries to such other Department provided that the City (a) gives prior written notice to all Interested Parties not less than thirty (30) days prior to such transfer, and (b) publishes notice of such transfer in a newspaper of general circulation in the City.
- D. Registration by Individual Residents.** An individual seeking to register as an Interested Party with respect to a Redevelopment Project Area must complete and submit a Registration Form to the Clerk. Such individual must also submit a copy of a current driver's license, lease, utility bill, or such other evidence as may be acceptable to the Clerk to establish the individual's current residency.
- E. Registration by Organizations.** An organization seeking to register as an Interested Party with respect to a redevelopment project area must complete and submit a Registration Form to the Clerk. Such organization must also submit a copy of a one-page statement describing the organization's current operations in the City.
- F. Determination of Eligibility to Register.** All individuals and organizations whose Registration form and supporting documentation complies with these Registration Rules shall be registered in the applicable Registry within ten (10) business days of the Clerk's receipt of all such documents. The Clerk shall provide written notice to the registrant confirming such registration. Upon registration, Interested Parties shall be entitled to receive all notices and documents required to be delivered under these Rules or as otherwise required under the Act with respect to the applicable redevelopment project area. If the Clerk determines that a registrant's Registration Form and/or supporting documentation is incomplete or does not comply with these Rules, the Clerk shall give written notice to the registrant specifying the defect(s). The registrant shall be entitled to correct any defects and resubmit a new Registration Form and supporting documentation.
- G. Renewal and Termination.** An Interested Party's registration shall remain effective for a period of three years. At any time after such three-year period, the Clerk may provide written notice by regular mail to the Interested Party stating that such registration shall terminate unless the Interested Party renews such registration within thirty (30) days of the Clerk's mailing of written notice. To renew such registration, the Interested Party shall, within such thirty (30) day period, complete and submit the same Registration form and supporting documentation then required of initial registrants in order to permit the Clerk to confirm such person's residency or such organization's operations in the City. The registration of all individuals and organizations whose Registration Form and supporting documentation is submitted in a timely manner and complies with these Regulation Rules shall be reviewed for an additional, consecutive three-year period. If the Clerk determines that a registrant's renewal Registration Form and/or supporting documentation is incomplete or does not comply with these Registration Rules, the Clerk shall give written notice to the registrant at the address specified in the renewal Registration Form submitted by such registrant, specifying the

defect(s). The registrant shall be entitled to correct any defects and resubmit a new Registration Form and supporting documentation within thirty (30) days of receipt of the Clerk's notice. If all defects are not corrected within thirty (30) days or the Interested Party's receipt of the Clerk's notice, the Interested Party's registration shall be terminated. Any Interested Party whose registration is terminated shall be entitled to register again as if a first- time registrant.

- H. Amendment to Registration.** An Interested Party may amend its registration by giving written notice to the Clerk by certified mail of any of the following: (i) a change in address for notice purposes; (ii) in the case of organizations, a change in the name of the contact person; and (iii) a termination of registration. Upon receipt of such notice, the Clerk shall revise the applicable Registry accordingly.
- I. Registries Available for Public Inspection.** Each Registry shall be available for public inspection during normal City business hours. The Registry shall include the name, address and telephone number of each Interested Person and, for organizations, the name and phone number of a designated contact person.
- J. Notices to be Sent to Interested Parties.** Interested Parties shall be sent the following notices and any other notices required under the Act with respect to the applicable Redevelopment Project Area:
- i. pursuant to §74.4-5(a) of the Act, notice of the availability of a proposed redevelopment plan and eligibility report, including how to obtain this information; such notice shall be sent by mail within a reasonable period of time after the adoption of the ordinance fixing the public hearing for the proposed redevelopment plan; and
 - ii. pursuant to §74.4-5(a) of the Act, notice of changes to proposed redevelopment plans that do not (1) add additional parcels of property to the proposed redevelopment project area, (2) substantially affect the general land uses proposed in the redevelopment plan, (3) substantially change the nature of or extend the life of the redevelopment project, or (4) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of the households will exceed 10; such notice shall be sent by mail not later than 10 days following the City's adoption by ordinance of such changes; and
 - iii. pursuant to §74.4-5(c) of the Act, notice of amendments to previously approved redevelopment plans that do not (1) add additional parcels of property to the redevelopment project area, (2) substantially affect the general land uses in the redevelopment plan, (3) substantially change the nature of the redevelopment project, (4) increase the total estimated redevelopment project

costs set out in the redevelopment plan by more than 5% after adjustment for inflation from the date the plan was adopted, (5) add additional redevelopment project costs to the itemized list of redevelopment project costs set out in the redevelopment plan, or (6) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of households will exceed 10; such notice shall be sent by mail not later than 10 days following the City's adoption by ordinance of any such amendment; and

- iv. pursuant to §74.4-5(d)(9) of the Act, for redevelopment plans or projects that would result in the displacement of residents from 10 or more inhabited residential units or that contain 75 or more inhabited residential units, notice of the availability of the certified audit report described in §74.4-5(d)(9), including how to obtain the certified audit report; such notice shall be sent by mail within a reasonable period of time after completion of the certified audit report; and
- v. pursuant to §74.4-6(e) of the Act, notice of the preliminary public meeting required under the Act for a proposed Redevelopment Project Area that will result in the displacement of 10 or more inhabited residential units or which will contain 75 or more inhabited residential units, such notice shall be sent by certified mail not less than 15 days before the date of such preliminary public meeting.

K. Non-Interference. These Registration Rules shall not be used to prohibit or otherwise interfere with the ability of eligible organizations and individuals to register for receipt of information to which they are entitled under the Act.

L. Amendment of Registration Rules. These Registration Rules may be amended by the City Council, subject to and consistent with the requirements of the Act.

THE CITY OF PEKIN, TAZEWEEL COUNTY, ILLINOIS.

EXHIBIT B

**CITY OF PEKIN TAZEWELL COUNTY, ILLINOIS
PEKIN SOUTH INDUSTRIAL PARK TAX INCREMENT FINANCING (TIF) DISTRICT**

INTERESTED PARTIES REGISTRY

The following Individuals and Organizations have registered with the City under Rules adopted by the City pursuant to 65 Illinois Compiled Statutes 5/11-74.4-4.2:

PEKIN SOUTH INDUSTRIAL PARK CONSERVATION AREA TAX INCREMENT FINANCING (TIF) DISTRICT REGISTRY FOR INDIVIDUAL RESIDENT					
<i>No.</i>	<i>Print Name</i>	<i>Phone</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

**PEKIN SOUTH INDUSTRIAL PARK CONSERVATION AREA
TAX INCREMENT FINANCING (TIF) DISTRICT
REGISTRY FOR ORGANIZATIONS**

No.	<i>Print Name of Organization and Contact Person</i>	<i>Phone</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>
1	<i>Organization:</i> <i>Contact:</i>				
2	<i>Organization:</i> <i>Contact:</i>				
3	<i>Organization:</i> <i>Contact:</i>				
4	<i>Organization:</i> <i>Contact:</i>				
5	<i>Organization:</i> <i>Contact:</i>				
6	<i>Organization:</i> <i>Contact:</i>				
7	<i>Organization:</i> <i>Contact:</i>				
8	<i>Organization:</i> <i>Contact:</i>				
9	<i>Organization:</i> <i>Contact:</i>				
10	<i>Organization:</i> <i>Contact:</i>				
11	<i>Organization:</i> <i>Contact:</i>				
12	<i>Organization:</i> <i>Contact:</i>				

Attachment: Pekin S Ind Park IPR ORDINANCE_4 April 2018 (1378 : Establishing an Interested Parties Registry for Southern Industrial Park



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 2, 2018

From: Michael Guerra, City Engineer

AGENDA ITEM: Award the Riverfront Bathroom Ramp Project

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Approve the bid and award the contract for the Riverfront Bathroom Ramp Project to Illinois Civil Contractors Incorporated in the amount of \$16,956.00.

DESCRIPTION: This project is to reconstruct the ramp and one parking stall at the riverfront bathrooms to make them accessible for people with disabilities. This project is in response to a notice the City received from the Pekin Park District last year. The Park District had a complaint filed against them with regards to accessibility of facilities. One of the findings of the report from the Department of the Interior was related to the riverfront bathroom ramp and parking lot not being accessible. This project will correct that situation. Bids were sought for this project with the City receiving four bids. Illinois Civil Contractors Incorporated (ICCI) was the low bid with unit prices totaling \$16,956. In reviewing the bids, their bid appears to be reasonable and responsible. It is recommended to award the contract to ICCI.

FINANCIAL IMPACT: The unit prices for the project bid totaling \$16,956.00 of Public Property Funds

NEIGHBORHOOD CONCERNS: The current ramp and parking lot do not have ADA compliant access for people with disabilities.

IMPACT IF APPROVED: The contract will be awarded to ICCI for the Riverfront Bathroom Ramp Project.

IMPACT IF DENIED: The contract will not be awarded to ICCI for the Riverfront Bathroom Ramp Project.

ALTERNATIVES: None

RELATED TO EFFICIENCY STUDY: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
✓	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Directors and City Staff:

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:



Local Public Agency
Formal Contract

PROPOSAL SUBMITTED BY		
Illinois Civil Contractors Inc.		
Contractor's Name		
420 Pincrest Drive		
Street		P.O.
East Peoria	IL	61
City	State	Zip

STATE OF ILLINOIS
COUNTY Tazewell
City of Pekin
(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF
STREET NAME OR ROUTE Pekin Riverfront Bathroom Ramp Project
SECTION NO. _____
TYPES OF FUNDS Local

☒ SPECIFICATIONS (required) ☒ PLANS (required) ☒ CONTRACT BOND (when required)

For Municipal Projects
Submitted/Approved/Passed

☒ Mayor ☐ President of Board of Trustees ☐ Municipal Official

Date _____

Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom

1. THIS AGREEMENT, made and concluded the 9th day of April, 2018,
 Month and Year
 between the City of PEkin
 acting by and through its Council known as the party of the first part,
Illinois Civil Contractors Inc. his/their executors, administrators, successors or assign
 known as the party of the second part.

2. Witnesseth: That for and in consideration of the payments and agreements mentioned in the Proposal hereto attached, be made and performed by the party of the first part, and according to the terms expressed in the Bond referring to the presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the terms of this agreement and the requirements of the Engineer under it.

3. And it is also understood and agreed that the LPA Formal Contract Proposal, Special Provisions, Affidavit of Illinois Business Office, Apprenticeship or Training Program Certification, and Contract Bond hereto attached, and the Plans for Riverfront Bathroom Section Ramp, in Pekin, IL approved by the City of Pekin on March 28, 2018, are essential documents of this contract and are a part hereof.
 Date

4. IN WITNESS WHEREOF, The said parties have executed these presents on the date above mentioned.

Attest:

The _____ of _____

 Clerk

By _____
 Party of the First Part

(Seal)

(If a Corporation)

Corporate Name _____

By _____
 President Party of the Second Part

(If a Co-Partnership)

Attest:

 Secretary

 Partners doing Business under the firm name of

 Party of the Second Part

(If an individual)

 Party of the Second Part

RETURN WITH BID

REVISED NOTICE TO BIDDERS

County TazewellLocal Public Agency City of Pekin

Section Number _____

Route Riverfront Bathroom Ramp

Sealed proposals for the improvement described below will be received at the office of City of Pekin City Clerk,
111 S. Capitol St. until 10:00 AM on March 28, 2018
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City of Pekin City Clerk
111 S. Capitol St. at 10:00 AM on March 28, 2018
 Address Time Date

DESCRIPTION OF WORK

Name Pekin Riverfront Bathroom Ramp Length: _____ feet (_____ miles)
 Location City of Pekin
 Proposed Improvement _____

1. Plans and proposal forms will be available in the office of City Clerk, City Hall

111 S. Capitol St, Pekin, IL 61554
 Address

2. ☐ Prequalification

If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.

3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.

4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:

- a. BLR 12200: Local Public Agency Formal Contract Proposal
- b. BLR 12200a Schedule of Prices
- c. BLR 12230: Proposal Bid Bond (if applicable)
- d. ~~BLR 12325: Apprenticeship or Training Program Certification (do not use for federally funded projects)~~
- e. ~~BLR 12326: Affidavit of Illinois Business Office~~

5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

RETURN WITH BID

PROPOSAL

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

1. Proposal of Pekin Riverfront Bathroom Ramp

for the improvement of the above section by the construction of The work will consist of installing an ADA ramp and sidewalk to PROWAG standards, which may include but is not limited to the removal and replacement of existing PCC sidewalk, installation of durable warning pads, aggregate base, and grading. The work will also consist of removing and replacing a portion of the asphalt parking lot to create a handicap parking spot and aisles and installing a retaining wall along the east side of the parking lot a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within 45 working days or by 5/31/2017 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:

City of Pekin Treasurer of _____
 The amount of the check is _____ (_____).

7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)



SCHEDULE OF PRICE

X See Alachua County

County Tazewell
Local Public Agency City of Pekin
Section _____
Route _____

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements

[illegible]

Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)

Bid Proposal



Illinois Civil Contractors, Inc.

420 Pinecrest Drive

East Peoria, IL 61611

Contact: Michael Fehr (mfehr@ilcivil.com)

Phone: (o) 309-694-4224 (m) 309-208-7281

Fax: 309-694-5676

Quote To:

City of Pekin

Phone:

Job Name:

Pekin Riverfront Bathroom Ramp

Fax:

Bid Date:

3/28/2018

Addendum(s):

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	EARTHWORK, COMPLETE	1.00	LS	1,270.00	1,270.00
2	SIDEWALK REMOVAL	90.00	SF	3.50	315.00
3	PCC SIDEWALK 4"	63.00	SF	14.00	882.00
4	PCC RAMP/LANDING	85.00	SF	33.00	2,805.00
5	DETECTABLE WARNINGS	10.00	SF	28.00	280.00
6	PCC STEPS	1.00	LS	1,300.00	1,300.00
7	AGG SUBBASE, 4"	20.00	TON	34.00	680.00
8	BIT MATLS PR CT	21.00	GAL	22.00	462.00
9	HMA PAVEMENT, 3"	16.00	TON	312.00	4,992.00
10	RETAINING WALL, CAP UNIT	47.00	FT	17.00	799.00
11	MODULAR BLOCK RETAINING WALL	62.00	SF	29.00	1,798.00
12	GRANULAR LEVELING PAD	47.00	FT	9.00	423.00
13	MOBILIZATION	1.00	LS	950.00	950.00
GRAND TOTAL					\$16,956.00

Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)

RETURN WITH BID

CONTRACTOR CERTIFICATIONS

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the City enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.

2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with IDOT by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, as the City will not enter into an agreement with barred Contractors.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)

RETURN WITH BID

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number _____
 Route Riverfront Bathroom Ramp

(If an individual)

Signature of Bidder _____

Business Address _____

(If a partnership)

Firm Name _____

Signed By _____

Business Address _____

Inset Names and Addressed of All Partners



(If a corporation)

Corporate Name Illinois Clail Contractors IncSigned By NUM 18
PresidentBusiness Address 420 Pinecrest Drive
East Peoria, IL 61604

Insert Names of Officers

President Michael L. LehrSecretary Jeff Fuerst

Treasurer _____

Attest:

Secretary

Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)



**Local Agency
Proposal Bid Bond**

RETURN WITH BID

Route	Riverfront Bathroom Ramp
County	Tazewell
Local Agency	City of Pekin
Section	

PAPER BID BOND

WE Illinois Civil Contractors Inc. as PRINCIPAL.

and West Bend Mutual Insurance Company as SURETY.

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 28th day of March, 2018

Principal

Illinois Civil Contractors Inc.

By: _____
 (Company Name)
 By: _____
 (Signature and Title)

(If PRINCIPLE is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

West Bend Mutual Insurance Company
(Name of Surety)

Surety

By: 
(Signature of Attorney-in-Fact)

STATE OF ILLINOIS.

COUNTY OF Macon

I, Stacy R Standley, a Notary Public in and for said county,
do hereby certify that Blake E Allison

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 28th day of March, 2018

My commission expires May 25, 2021

Stacy R. Standley

(Notary Public)

"OFFICIAL SEAL"

STACY R STANDLEY

NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 05-25-20

ELECTRONIC BID BOND

☐ Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

[illegible]

Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date _____

Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)



THE SILVER LINING®

Bond No. 2380057

POWER OF ATTORNEY

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Blake E Allison

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Seven Million Five Hundred Thousand Dollars (\$7,500,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21st day of December, 1999.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 22nd day of September, 2017.

Attest

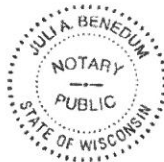
Christopher C. Zwygart
Christopher C. Zwygart
 Secretary



Kevin A. Steiner
Kevin A. Steiner
 Chief Executive Officer/President

State of Wisconsin
 County of Washington

On the 22nd day of September, 2017, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli A. Benedum
Juli A. Benedum
 Senior Corporate Attorney
 Notary Public, Washington Co., WI
 My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 28th day of March, 2018.



Heather Dunn
Heather Dunn
 Vice President – Chief Financial Officer

Notice: Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.



City of Pekin

Department of Public Works

SUMMARY OF WORK

The City of Pekin is accepting bids for reconstructing a portion of the existing Pekin Riverfront Bathroom Ramp to make it handicap accessible. The work will consist of installing an ADA ramp and sidewalk to PROWAG standards, which may include but is not limited to the removal and replacement of existing PCC sidewalk, installation of detectable warning pads, aggregate base, and grading. The work will also consist of removing and replacing a portion of the asphalt parking lot to create a handicap parking spot and aisles that have no greater than 2% slope in any direction, completing all earthwork needed to accomplish the re-grading of the parking lot, and installing a retaining wall along the east side of the parking lot to accommodate the change in parking lot grade.

All questions can be directed to Josie Esker at (309) 478-5399 or jaesker@ci.pekin.il.us.

SCOPE OF WORK

All work will be done in accordance with the Illinois Department of Transportation Standard Specification for Road and Bridge Construction, 2016 and the Proposed Pedestrian Right of Way Accessibility Guidelines. In addition to the following:

Earthwork, Complete – This work shall consist of all earthwork necessary to install the sidewalks, stairs, ramps, parking lot, and retaining wall to the specifications below, including excavation or fill as needed. Topsoil, seeding, and nutrients for all disturbed areas shall be included in the cost of Earthwork, Complete.

Sidewalk Removal (SF) – This work shall consist of removing the existing concrete sidewalk to the south of the existing bathroom building. Any damage done to adjacent building shall be repaired at the contractor's expense.

PCC Ramp / Landing (SF) – This work will include placing PCC sidewalk along the south side of the bathroom building in accordance to IDOT Standard Specifications for Road and Bridge Construction Section 424, with the exception that magnesium alloy floats will be allowed for final finish. The new sidewalk will be construction with a minimum of 4" of concrete thickness. The reinforcement, concrete toe wall, CA-6 backfill (min. 4"), and expansion joint as shown in the plans, shall be included in the cost of PCC Ramp /Landing.

PCC Sidewalk 4" (SF) – This work will include placing PCC sidewalk along the south side of the bathroom building in accordance to IDOT Standard Specifications for Road and Bridge Construction Section 424, with the exception that magnesium alloy floats will be allowed for final finish. The new sidewalk will be construction with a minimum of 4" of concrete thickness.

Detectable Warnings (SF) – This work will include installing detectable warnings in location shown in the plans. Detectable warnings will be placed in accordance with IDOT Standard Specifications for Road and Bridge Construction Section 424.09.

PCC Steps (L. Sum) – This work will include placing PCC steps between two sections of sidewalk in accordance to IDOT Standard Specifications for Road and Bridge Construction Section 424, with the exception that magnesium alloy floats will be allowed for final finish. Three steps will be needed, with a 11 inch run and approximately 5 inch rise. Steps shall be constructed so that the rise of each step is equal. The width of the steps shall be five feet, to match the

sidewalk on each side. Welded wire mesh reinforcement W2.9xW2.9 6x6 shall be included in the cost. Concrete thickness shall be no less than 6" at any point along the stairs. Minimum 3" wide yellow safety tape by Watco or equal shall be applied along the edge of each step and shall be included in the cost of PCC Steps.

Aggregate Subbase 4" (Ton) – CA-6 or CA-06X (or reclaimed) Subbase, four inches in thickness, shall be graded to ensure uniform thickness of HMA Pavement. Compaction of subbase shall be in accordance with the "Standard Specifications for Road and Bridge Construction," adopted April 1, 2016.

Bituminous Materials Prime Coat (GAL.) – This work will include the application of MC-30 grade prime coat at an application rate of .25 gal/sq. yd. and shall be cured for a period not less than 24 hours prior to placing the HMA. The surface shall then be maintained by the Contractor until the HMA has been placed. Suitable precautions shall be taken by the Contractor to protect the primed surface against damage during this interval, including supplying and spreading any sand necessary to blot up excess bituminous material.

HMA Pavement 3" (Ton) – This work shall consist of placing 3 inches, in two 1.5 inch lifts, of HMA SC "D" N50 and compacting the HMA to a minimum of 93% density and to the satisfaction of the engineer. Contractor is responsible for QC testing to verify compaction. Cost of testing is included in this pay item.

Retaining Wall, Cap Unit (Foot) – Cap units shall be by the same manufacturer and correlate to the size and color of the Modular Block Retaining Wall. Cap units shall be attached to the retaining wall per the manufacturer's specifications. Cap Unit shall be paid by per linear foot along the length of the retaining wall.

Modular Block Retaining Wall (SQ. FT.) – This work shall consist of providing and installing AB Stones by Allen Block or equal. Color shall be chosen by the City of Pekin. Contractor shall bring a minimum of three block samples to the site for color selection. Drainage aggregate behind the wall and wall rock shall all be included in in this pay item. Retaining wall shall be installed per the manufacturer's specifications. Retaining wall shall be paid for per square foot, measuring the front face of the retaining wall.

Granular Leveling Pad (Foot) – This work shall consist of placing and compacting a 6 inches thick and 2 feet wide granular leveling pad per the specifications of the retaining wall manufacturer. Granular Leveling Pad shall be paid by per linear foot along the length of the retaining wall.

Mobilization (Lump Sum) – This work shall consist of preparatory work and operations necessary for the movement of personnel, equipment, supplies, incidentals to the project site, facilities necessary for the work on the project and for all other work or operations which must be performed or cost incurred when beginning work on the project.

Not included in the scope of work: The City of Pekin will provide all striping for the parking lot, the parking block, and the railing for the ramp.

SPECIAL PROVISIONS

The following Special Provisions supplement the "Standard Specifications for Road and Bridge Construction," adopted April 1, 2016, the "Supplemental Specifications and Recurring Special Provisions", adopted January 1, 2018, and the latest edition of the "Illinois Manual on Uniform Traffic Control Devices for Streets and Highways" in effect on the date of invitation for bids. These special provisions included herein apply to and govern the proposed improvement and in case of conflict with any part or parts of said specifications, said special provisions shall take precedence and shall govern.

CONTRACTOR INFORMATION:

The selected contractor shall supply the following to the municipality within one week of being selected.

- Certificate of insurance

- One year warranty on all completed work to be delivered to municipality.
- Day and night phone numbers for the contractor's representative
- Certified Weekly Payrolls and Monthly Equal Employment Opportunity Reports
- Proposed Construction Schedule and Start Dates

PREVAILING WAGE:

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12).

SIDEWALK CONSTRUCTION:

The construction methods to construct the sidewalk shall conform to Section 423 and 424 of the Standard Specification for Road and Bridge Construction. The minimum cross slope shall be 1% but shall not exceed 2%. Any sections of sidewalk exceeding 2% cross slope will be removed and replaced at the contractors cost. Accessible ramps shall conform to the current draft of the Public Right of Ways Accessibility Guidelines. IDOT standard 424016-03 shall apply. The Contractor shall confirm the ramp with the Engineer prior to the placement of concrete.

CONCRETE MATERIALS:

The concrete will meet the standards of the Section 1020 of the Standard Specifications for Road and Bridge Construction, except that the course aggregate shall consist of crushed limestone. Class SI concrete shall be specified for concrete items. All cost associated with protection of concrete due to weather temperatures shall be included in the cost of the pay item. The City of Pekin will provide all necessary testing of concrete.

SCHEDULE OF CONSTRUCTION:

Contractor will coordinate with the Engineer prior to beginning any work. A preconstruction meeting will be held prior to any work being performed. This meeting will be scheduled following the award of the project. All work shall be completed by May 31, 2018 unless extension granted by the City Engineer due to weather restrictions. Liquidated damages of \$475 per calendar day will be assessed for each day of work after the completion date has passed.

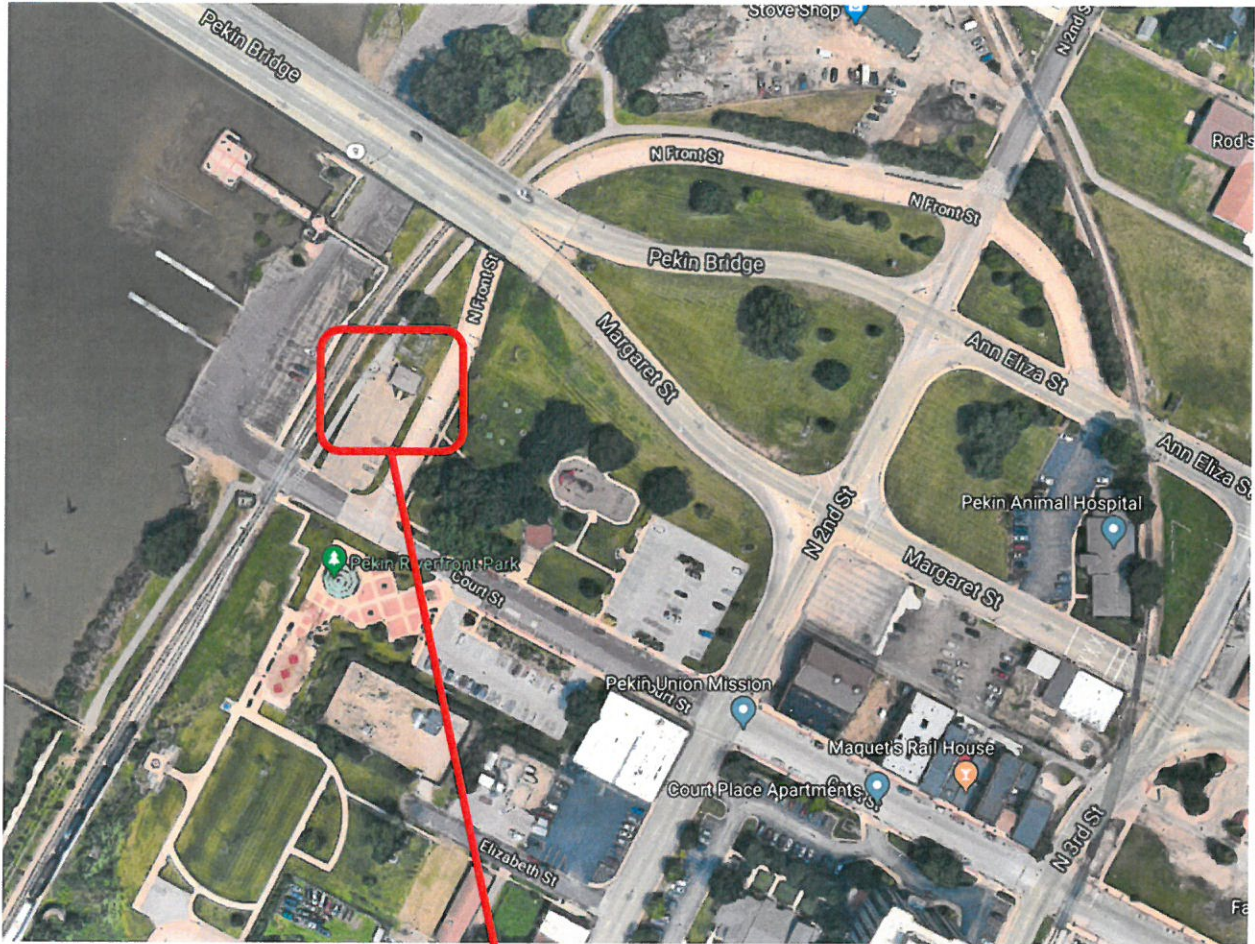
RIGHTS OF THE MUNICIPALITY:

The Municipality reserves the right to increase or decrease quantities at the unit price bid and/or delete any item completely.

PUBLIC SAFETY AND CONVENIENCE:

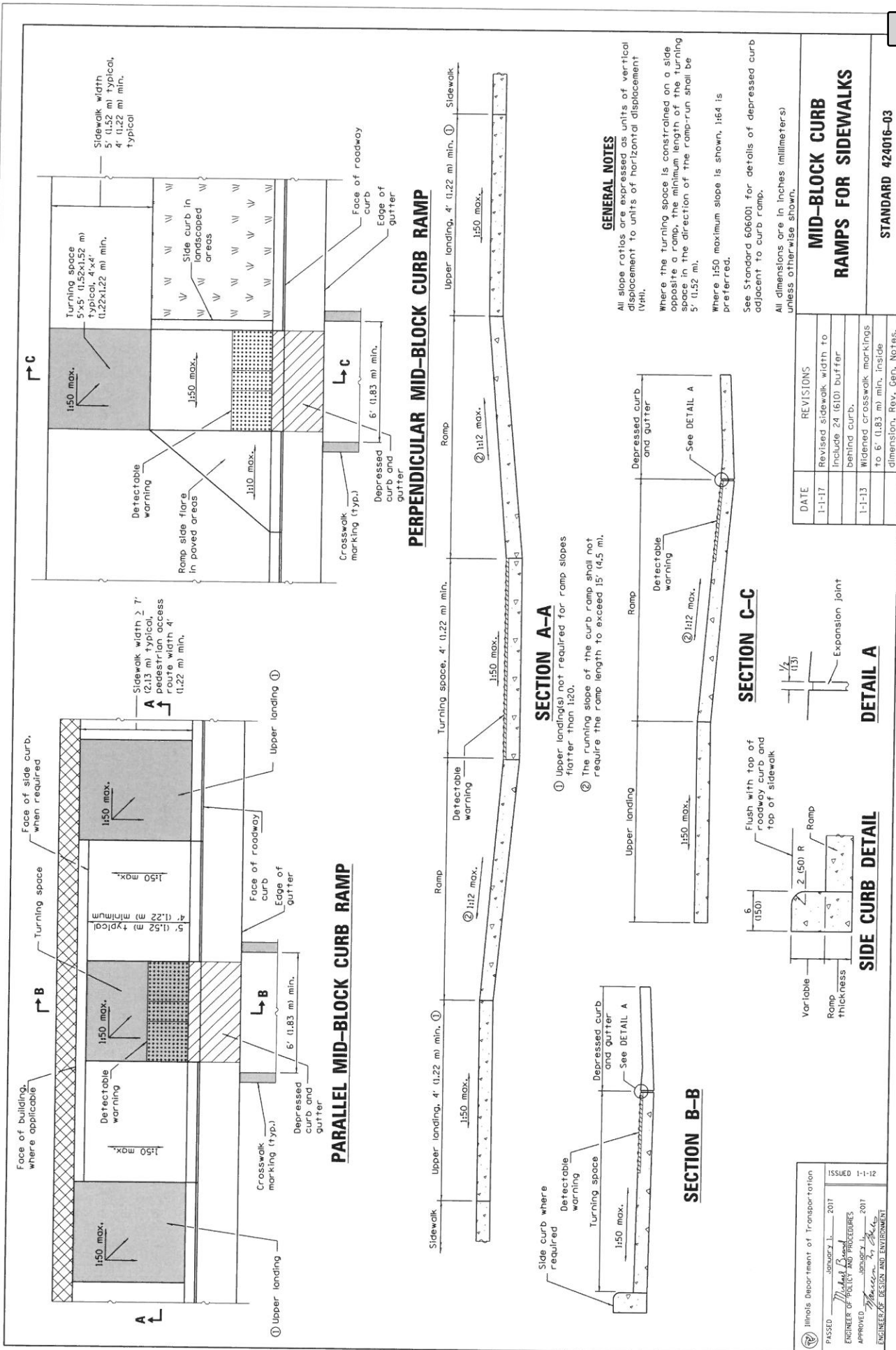
The contractor shall at all times conduct his work so as to ensure the least possible obstructions to traffic and inconvenience to the general public and the residents in the vicinity of the work, and to insure the protection of persons and property in a manner satisfactory to the Engineer. No road or street shall be closed to the public except with the permission of the Engineer and proper governmental authority. The parking lot may be closed to accomplish construction. Fire hydrants on or adjacent to the work shall be kept accessible to fire-fighting equipment at all times.

Project Location



Riverfront Park Bathroom
50 Court St.
Pekin, IL 61554

Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)



Attachment: Contract for ICCI (1371 : Award the Riverfront Bathroom Ramp Project)

**Prevailing Wage rates for
Tazewell County
effective Sept. 1, 2017**

Trade Title	Region	Type	Class	Base Wage	Fore- man Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	NW	BLD		26.89	28.39	1.5	1.5	2	7.80	18.85	0.00	0.80
ASBESTOS ABT-GEN	NW	HWY		29.99	31.49	1.5	1.5	2	7.80	20.64	0.00	0.80
ASBESTOS ABT-GEN	SE	BLD		28.00	29.50	1.5	1.5	2	9.00	14.57	0.00	0.80
ASBESTOS ABT-MEC	ALL	BLD		32.78	35.28	1.5	1.5	2	12.12	11.70	0.00	0.72
BOILERMAKER	ALL	BLD		39.50	42.50	2	2	2	7.07	12.47	0.00	0.40
BRICK MASON	ALL	BLD		33.16	34.66	1.5	1.5	2	9.40	10.57	0.00	0.79
CARPENTER	ALL	BLD		32.01	34.26	1.5	1.5	2	8.45	17.10	0.00	0.54
CARPENTER	ALL	HWY		34.04	36.29	1.5	1.5	2	8.45	17.50	0.00	0.52
CEMENT MASON	ALL	BLD		30.52	32.27	1.5	1.5	2	8.26	16.40	0.00	0.50
CEMENT MASON	ALL	HWY		32.11	33.61	1.5	1.5	2	8.25	16.77	0.00	0.50
CERAMIC TILE FNSHER	ALL	BLD		30.86	30.86	1.5	1.5	2	9.40	10.57	0.00	0.77
ELECTRIC PWR EQMT OP	ALL	ALL		43.76	54.80	1.5	1.5	2	6.81	12.25	0.00	0.44
ELECTRIC PWR GRNDMAN	ALL	ALL		29.96	54.80	1.5	1.5	2	6.40	8.39	0.00	0.30
ELECTRIC PWR LINEMAN	ALL	ALL		48.61	54.80	1.5	1.5	2	6.96	13.61	0.00	0.49
ELECTRIC PWR TRK DRV	ALL	ALL		31.42	54.80	1.5	1.5	2	6.44	8.80	0.00	0.31
ELECTRICIAN	ALL	BLD		35.71	38.21	1.5	1.5	2	7.55	12.21	0.00	0.80
ELECTRONIC SYS TECH	ALL	BLD		28.00	30.00	1.5	1.5	2	7.10	11.44	0.00	0.40
ELEVATOR CONSTRUCTOR	ALL	BLD		43.43	48.86	2	2	2	15.28	15.71	3.47	0.60
GLAZIER	ALL	BLD		34.87	34.87	1.5	1.5	1.5	10.50	7.70	0.00	1.25
HT/FROST INSULATOR	ALL	BLD		43.70	46.20	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	ALL	BLD		32.41	34.31	1.5	1.5	2	10.66	15.47	0.00	0.54
IRON WORKER	ALL	HWY		36.82	38.82	1.5	1.5	2	10.66	15.47	0.00	0.64
LABORER	NW	BLD		25.89	27.39	1.5	1.5	2	7.80	18.85	0.00	0.80

LABORER	NW	HWY	29.24	30.74	1.5	1.5	2	7.80	20.64	0.00	0.80
LABORER	SE	BLD	28.00	29.50	1.5	1.5	2	9.00	14.57	0.00	0.80
LABORER	SE	HWY	32.00	33.50	1.5	1.5	2	9.00	16.62	0.00	0.80
LATHER	ALL	BLD	32.01	34.26	1.5	1.5	2	8.45	17.10	0.00	0.54
MACHINERY MOVER	ALL	HWY	35.98	37.98	1.5	1.5	2	9.49	13.91	0.00	0.00
MACHINIST	ALL	BLD	45.35	47.85	1.5	1.5	2	7.26	8.95	1.85	0.00
MARBLE FINISHERS	ALL	BLD	30.86		1.5	1.5	2	9.40	10.57	0.00	0.77
MARBLE MASON	ALL	BLD	32.61	33.86	1.5	1.5	2	9.40	10.57	0.00	0.78
MILLWRIGHT	ALL	BLD	31.74	33.99	1.5	1.5	2	8.45	17.72	0.00	0.54
MILLWRIGHT	ALL	HWY	33.59	35.33	1.5	1.5	2	8.20	16.95	0.00	0.52
OPERATING ENGINEER	ALL	BLD	39.69	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	BLD	36.83	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	BLD	32.12	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	HWY	39.69	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	HWY	36.83	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	HWY	32.12	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
PAINTER	ALL	ALL	35.35	37.35	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PAINTER SIGNS	ALL	BLD	37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00
PILEDRIIVER	ALL	BLD	33.01	35.26	1.5	1.5	2	8.45	17.10	0.00	0.54
PILEDRIIVER	ALL	HWY	34.04	36.29	1.5	1.5	2	8.45	17.50	0.00	0.52
PIPEFITTER	ALL	BLD	38.90	43.18	1.5	1.5	2	7.10	12.53	0.00	1.06
PLASTERER	ALL	BLD	29.41	30.66	1.5	1.5	2	8.40	16.74	0.00	0.80
PLUMBER	ALL	BLD	35.57	38.77	1.5	1.5	2	7.10	14.71	0.00	0.95
ROOFER	ALL	BLD	31.00	32.55	1.5	1.5	2	9.00	9.20	0.00	0.30
SHEETMETAL WORKER	ALL	BLD	32.75	34.39	1.5	1.5	2	9.37	16.46	0.00	0.80
SIGN HANGER	ALL	HWY	36.82	38.82	1.5	1.5	2	10.66	15.47	0.00	0.64
SPRINKLER FITTER	ALL	BLD	37.12	39.87	1.5	1.5	2	8.42	8.50	0.00	0.35
STEEL ERECTOR	ALL	HWY	36.82	38.82	1.5	1.5	2	10.66	15.47	0.00	0.64
STONE MASON	ALL	BLD	33.16	34.66	1.5	1.5	2	9.40	10.57	0.00	0.79
TERRAZZO FINISHER	ALL	BLD	30.86		1.5	1.5	2	9.40	10.57	0.00	0.77
TERRAZZO MASON	ALL	BLD	32.61	32.61	1.5	1.5	2	9.40	10.57	0.00	0.78

TILE MASON	ALL	BLD		32.61	33.86	1.5	1.5	2	9.40	10.57	0.00	0.78
TRUCK DRIVER	ALL	ALL	1	36.15	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	ALL	2	36.67	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	ALL	3	36.91	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	ALL	4	37.25	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	ALL	5	38.23	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	1	28.92	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	2	29.34	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	3	29.53	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	4	29.80	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	ALL	O&C	5	30.58	32.03	1.5	1.5	2	12.16	5.89	0.00	0.25
TUCKPOINTER	ALL	BLD		33.16	34.66	1.5	1.5	2	9.40	10.57	0.00	0.79

Legend

M-FOT Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OSA Overtime pay required for every hour worked on Saturdays

OSH Overtime pay required for every hour worked on Sundays and Holidays

H/W Health/Welfare benefit

Explanations TAZEWELL COUNTY

ASBESTOS - See Laborers

CARPENTERS (NORTH) - That part of the county North including the towns of Marquette Hts., Morton, Creve Coeur and Deer Creek.

LABORERS (NORTHWEST) - The area bounded by the old city limits of East Peoria.

MILLWRIGHTS - See Carpenters PILEDRIVERS - See Carpenters

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - Removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

ELECTRONIC SYSTEMS TECHNICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vactor trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

OPERATING ENGINEERS - BUILDING

Class 1. Cranes; Overhead Cranes; Gradall; All Cherry Pickers; Mechanics; Central Concrete Mixing Plant Operator; Road Pavers (27E - Dual Drum - Tri Batchers); Blacktop Plant Operators and Plant Engineers; 3 Drum Hoist; Derricks; Hydro Cranes; Shovels; Skimmer Scoops; Koehring Scooper; Drag Lines; Backhoe; Derrick Boats; Pile Drivers and Skid Rigs; Clamshells; Locomotive Cranes; Dredge (all types) Motor Patrol; Power Blades - Dumore - Elevating and similar types; Tower Cranes (Crawler-Mobile) and Stationary; Crane-type Backfiller; Drott Yumbo and similar types considered as Cranes; Caisson Rigs; Dozer; Tournadozer; Work Boats; Ross Carrier; Helicopter; Tournapulls - all and similar types; Scoops (all sizes); Pushcats; Endloaders (all types); Asphalt Surfacing Machine; Slip Form Paver; Rock Crusher; Heavy Equipment Greaser; CMI, CMI Belt Placer, Auto Grade & 3 Track and similar types; Side Booms; Multiple Unit Earth Movers; Creter Crane; Trench Machine; Pump-crete-Belt Crete-Squeeze Cretes-Screw-type Pumps and Gypsum; Bulker & Pump - Operator will clean; Formless Finishing Machine; Flaherty Spreader or similar

types; Screed Man on Laydown Machine; Wheel Tractors (industrial or Farm-type w/Dozer-Hoe-Endloader or other attachments); F.W.D. & Similar Types; Vermeer Concrete Saw.

Class 2. Dinkeys; Power Launches; PH One-pass Soil Cement Machine (and similar types); Pugmill with Pump; Backfillers; Euclid Loader; Forklifts; Jeeps w/Ditching Machine or other attachments; Tunneler; Automatic Cement and Gravel Batching Plants; Mobile Drills (Soil Testing) and similar types; Gurries and Similar Types; (1) and (2) Drum Hoists (Buck Hoist and Similar Types); Chicago Boom; Boring Machine & Pipe Jacking Machine; Hydro Boom; Dewatering System; Straw Blower; Hydro Seeder; Assistant Heavy Equipment Greaser on Spread; Tractors (Track type) without Power Unit pulling Rollers; Rollers on Asphalt -- Brick Macadem; Concrete Breakers; Concrete Spreaders; Mule Pulling Rollers; Center Stripper; Cement Finishing Machines & CMI Texture & Reel Curing Machines; Cement Finishing Machine; Barber Green or similar loaders; Vibro Tamper (All similar types) Self-propelled; Winch or Boom Truck; Mechanical Bull Floats; Mixers over 3 Bag to 27E; Tractor pulling Power Blade or Elevating Grader; Porter Rex Rail; Clary Screed; Truck Type Hoptoe Oilers; Fireman; Spray Machine on Paving; Curb Machines; Truck Crane Oilers; Oil Distributor; Truck-Mounted Saws.

Class 3. Air Compressor; Power Subgrader; Straight Tractor; Trac Air without attachments; Herman Nelson Heater, Dravo, Warner, Silent Glo, and similar types; Roller: Five (5) Ton and under on Earth or Gravel; Form Grader; Crawler Crane & Skid Rig Oilers; Freight Elevators - permanently installed; Pump; Light Plant; Generator; Conveyor (1) or (2) - Operator will clean; Welding Machine; Mixer (3) Bag and Under (Standard Capacity with skip); Bulk Cement Plant; Oiler on Central Concrete Mixing Plant.

OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION

CLASS 1. Cranes; Hydro Cranes; Shovels; Crane Type Backfiller; Tower, Mobile, Crawler, & Stationary Cranes; Derricks; Hoists (3 Drum); Draglines; Drott Yumbo & Similar Types considered as Cranes; 360 Degree Swing Excavator (Shears, Grapples, Movacs, etc.); Back Hoe; Derrick Boats; Pile Driver and Skid Rigs; Clam Shell; Locomotive - Cranes; Road Pavers - Single Drum - Dual Drum - Tri Batcher; Motor Patrols & Power Blades - Dumore - Elevating & Similar Types; Mechanics; Central Concrete Mixing Plant Operator; Asphalt Batch Plant Operators and Plant Engineers; Gradall; Caisson Rigs; Skimmer Scoop - Koering Scooper; Dredges (all types); Hoptoe; All Cherry Pickers; Work Boat; Ross Carrier; Helicopter; Dozer; Tournadozer; Tournapulls - all and similar types; Operation of Concrete and all Recycle Machines; Multiple Unit Earth Movers; Scoops (all sizes); Pushcats; Endloaders (all types); Asphalt Surfacing Machine; Slip Form Paver; Rock Crusher; Operation of Material Crusher, Screening Plants, and Tunnel Boring Machine; Heavy Equipment Greaser (top greaser on spread); CMI, Auto Grade, CMI Belt Placer & 3 Track and Similar Types; Side Booms; Asphalt Heater & Planer Combination (used to plane streets); Wheel Tractors (with Dozer, Hoe or Endloader Attachments); CAT Earthwork Compactors and Similar Types; Blaw Knox Spreader and Similar Types; Trench Machines; Pump Crete - Belt Crete - Squeeze Crete - Screw Type Pumps and Gypsum (operator will clean); Creter Crane; Operation of Concrete Pump Truck; Formless Finishing

Machines; Flaherty Spreader or Similar Types; Screed Man on Laydown Machine; Vermeer Concrete Saw; Operation of Laser Screed; Span Saw; Dredge Leverman; Dredge Engineer; Lull or Similar Type; Hydro-Boom Truck; Operation of Guard Rail Machine; and Starting Engineer on Pipeline or Construction (11 or more pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"), Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc, and Ground Heater (Trailer Mounted).

CLASS 2. Bulker & Pump; Power Launches; Boring Machine & Pipe Jacking Machine; Dinkeys; Operation of Carts, Powered Haul Unit for a Boring Machine; P & H One Pass Soil Cement Machines and Similar Types; Wheel Tractors (Industry or Farm Type - Other); Back Fillers; Euclid Loader; Fork Lifts; Jeep w/Ditching Machine or Other Attachments; Tunneluger; Automatic Cement & Gravel Batching Plants; Mobile Drills - Soil Testing and Similar Types; Pugmill with Pump; All (1) and (2) Drum Hoists; Dewatering System; Straw Blower; Hydro-Seeder; Bump Grinders (self-propelled); Assistant Heavy Equipment Greaser; Apsco Spreader; Tractors (Track-Type) without Power Units Pulling Rollers; Rollers on Asphalt - Brick or Macadam; Concrete Breakers; Concrete Spreaders; Cement Strippers; Cement Finishing Machines & CMI Texture & Reel Curing Machines; Vibro-Tampers (All Similar Types Self-Propelled); Mechanical Bull Floats; Self-Propelled Concrete Saws; Truck Mounted Power Saws; Operation of Curb Cutters; Mixers - Over Three (3) Bags; Winch and Boom Trucks; Tractor Pulling Power Blade or Elevating Grader; Porter Rex Rail; Clary Screed; Mule Pulling Rollers; Pugmill without Pump; Barber Greene or Similar Loaders; Track Type Tractor w/Power Unit attached (minimum); Fireman; Spray Machine on Paving; Curb Machines; Paved Ditch Machine; Power Broom; Self-Propelled Sweepers; Self-Propelled Conveyors; Power Subgrader; Oil Distributor; Straight Tractor; Truck Crane Oiler; Truck Type Oilers; Directional Boring Machine; Horizontal Directional Drill; Articulating End Dump Vehicles; Starting Engineer on Pipeline or Construction (6 -10 pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"), Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc., and Ground Heater (Trailer Mounted).

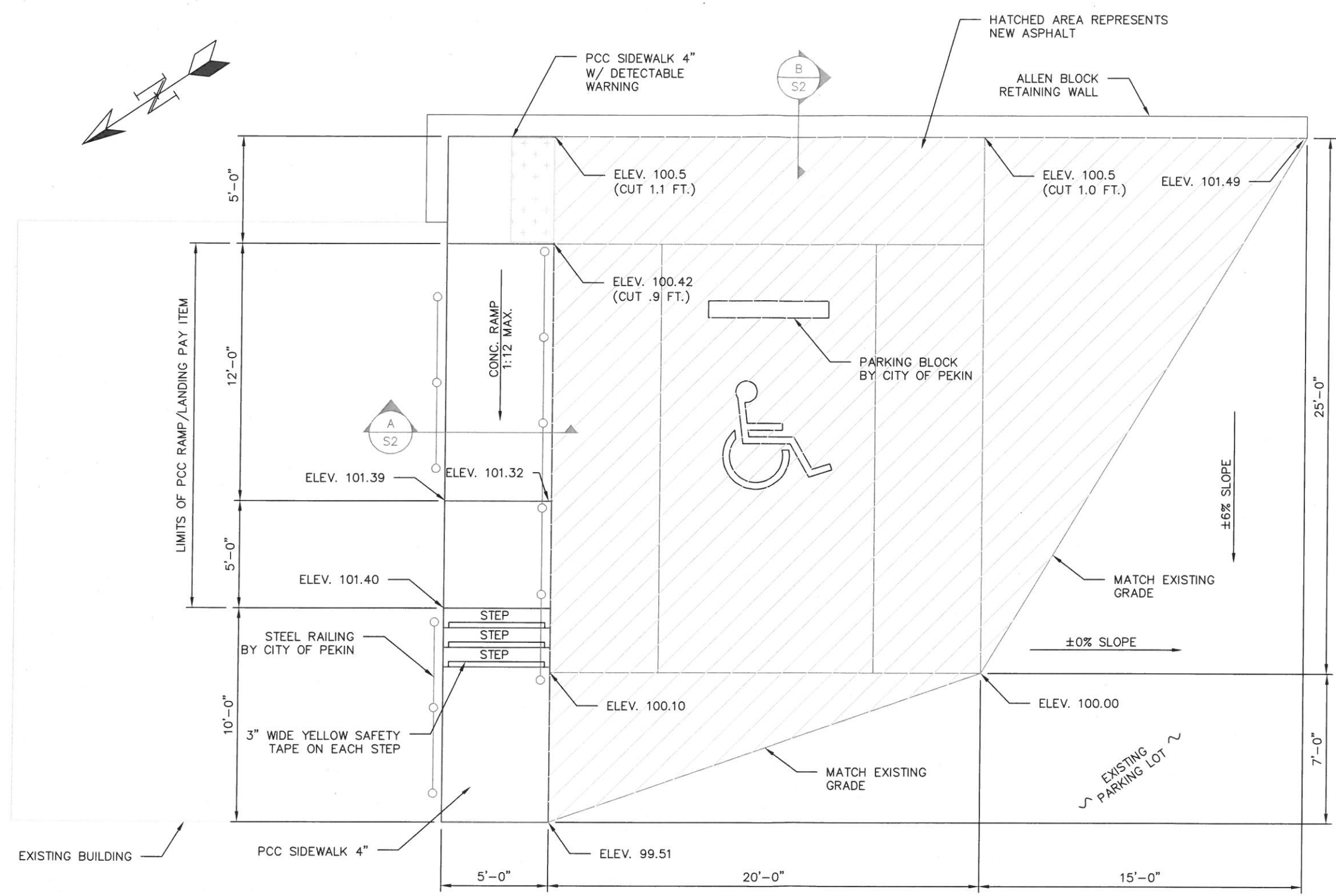
CLASS 3. Straight Framed Truck Mounted Vac Unit (separately powered); Trac Air Machine (without attachments); Rollers - Five Ton and Under on Earth and Gravel; Form Graders; Bulk Cement Plant; Oilers; and Starting Engineer on Pipeline or Construction (3 - 5 pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"), Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc., and Ground Heater (Trailer Mounted).

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.



1 PARKING LOT PLAN VIEW
S1 SCALE: 3/16"=1'-0"

General Notes

1. City of Pekin shall complete all striping work.

No.	Revision/Issue	Date

Project Name and Address

PEKIN RIVERFRONT BATHROOM
50 COURT ST.
PEKIN, IL 61554

Project

PEKIN RIVERFRONT BATHROOM RAMP

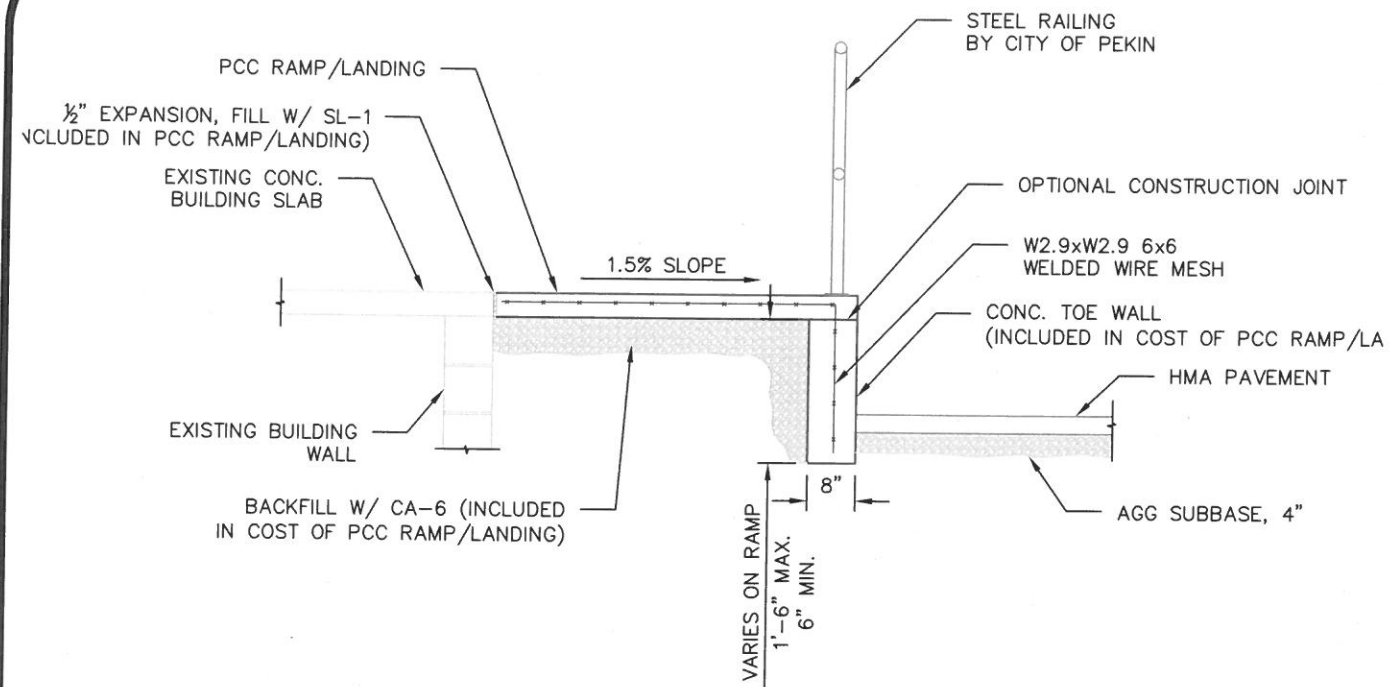
Date

March 28, 2018

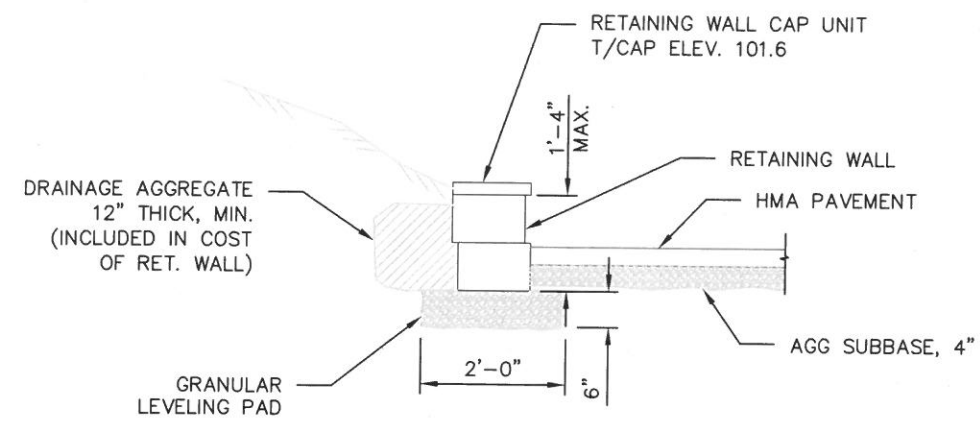
Sheet

S1

1 of 2



A
S2
SIDEWALK SECTION
SCALE: 3/8"=1'-0"



B
S2
RETAINING WALL SECTION
SCALE: 3/8"=1'-0"

General Notes

No.	Revision/Issue	Date



Project Name and Address
PEKIN RIVERFRONT
BATHROOM
50 COURT ST.
PEKIN, IL 61554

Project
PEKIN RIVERFRONT
BATHROOM RAMP
Date
March 28, 2018

Sheet
S2
2 of 2



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 4, 2018

From: Mark Rothert, Assistant City Manager

AGENDA ITEM: Fuel Pump Replacement Award

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Approve the bid and award the contract to Illinois Oil Marketing Equipment, Inc. for the bid price of \$93,952.73.

DESCRIPTION: The City's current fuel system at 1130 Koch Street is approximately 20-25 years old and was in place when the City of Pekin bought the property. Due to its age, the fueling system has experienced numerous failures over the last several years that include complete pump shut downs; uninitiated fuel dispensing; lower than average pumping speed, and auto-shut-off failures. Additionally, the fuel level monitor and leak detection system has stopped functioning, with repair parts no longer available. With the leak detector no longer functioning, the City runs the risk of being out of compliance with state/federal laws governing petroleum dispensing systems.

Without fixing the fuel system, the city may also continue to face unexpected fuel pump down-time which impacts the timeliness of operations and fueling costs as alternative fueling sites are sought. The following are departments that currently use the system: Fire, Police, Bus, Streets, Solid Waste, Wastewater, Vehicle Maintenance/Fleet, Yard Crew, Building & Inspections, Engineering, and Airport.

The City sought bids for fuel system replacement through a request for proposal from March 12, 2018 to March 30, 2018. The City received only one bid from Illinois Oil Marketing Equipment, Inc. at a cost of \$93,952.73. Funds for the fuel system replacement have been budgeted in the City's 2018-2019 fiscal year budget.

The attached resolution awards the bid and a contract to Illinois Oil Marketing Equipment, Inc. in the amount of \$93,952.73 for replacement of the fuel pump system.

Staff recommends approval.

FINANCIAL IMPACT: \$93,952.73 - FY2018-2019 Budget – 100990-599998 (Capital Set Aside)	
NEIGHBORHOOD CONCERNS: N/A	
IMPACT IF APPROVED: greater efficiency in fueling of vehicles in the City’s fleet and assured compliance with state and federal regulations	
IMPACT IF DENIED: greater inefficiency in fueling of vehicles in the City’s fleet	
ALTERNATIVES: N/A	
RELATED TO EFFICIENCY STUDY: N/A	
RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]	
	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin’s residents.
✓	An Effective Government. To deliver effectively the services that Pekin’s residents want, need, and are willing to support.
REQUIRED SIGNATURES	
Department Directors and City Staff:	
Date: _____	
Finance Department (Certification of Availability of Funds):	
Date: _____	

City Manager:

Date:

Bid and Contract for Fuel Pump Replacement

MAYOR

ATTEST:

CITY CLERK



OIL MARKETING EQUIPMENT, INC.

850 BRENNMAN DRIVE • PEKIN, IL 61554
 PHONE (309) 347-1819 • FAX (309) 347-1881
 E-MAIL: sales@iome.com • HOME PAGE: <http://www.iome.com>

March 29, 2018

City of Pekin
 111 S Capitol
 Pekin IL 61554
 Re: Pekin Bus Garage

Fuel Pump Replacement Proposal

UNDERSTANDING THE OBJECTIVES AND BIDDERS APPROACH TO MEETING THOSE OBJECTIVES:

- An itemized equipment list and work scope are included in the following pages.
- This project may work better if completed when school is out, and buses are not running. Electrical trenches will disrupt traffic flow at times.
- No other apparent challenges to completion of the project.
- IOME is interested in continuing to work with the City of Pekin on fuel projects, as we have for several years.

BIDDER EXPERIENCE:

- IOME has been in the petroleum equipment business since 1954.
- IOME employees, many still with IOME, bought the company from the original owner in 1995.
- IOME has completed many projects similar to this one, including upgrade work at this facility, making us very familiar with the existing equipment, and its issues.
- IOME installed the existing tanks and piping at this facility for CILCO.

BIDDER TEAM:

- IOME has many key personnel with 20+ years of experience in the petroleum equipment industry.
- Kaiser Electric will be our electrical subcontractor for the project, and been specialists in petroleum work for over 20 years.



Quote

Order Number: 0055543
 Order Date: 3/29/2018
 Salesperson: BR
 Customer Number: 0000884

Ship To:

Pekin, City Of
 111 S Capital
 Pekin, IL 61554

Pekin, City Of
 111 S Capital
 Pekin, IL 61554

Confirm To: Daniel Jost

Item Number:	Quantity:	Amount:
*GAS 9853KXTW1 1 Product 2 Hose SS Panels Gas	1.00	6,946.00
*GAS 9850KXTW2 1 Product 2 hose 40GPM SS Panels For Diesel	1.00	11,496.00
GY PH3/4X12H 3/4"x 12' Flexsteel Hose	2.00	106.05
OPW 241TPS-0241 3/4" Two Plane Swivel	2.00	64.98
OPW 66V-0300 3/4" Breakaway Valve 300lb	2.00	87.84
OPW 11BP-0400 Unleaded Nozzle Black	2.00	179.14
OPW 66H-0075 3/4" x 9" Breakaway Hose	2.00	73.18
GY PH1X12S 1" x 12' Softwall Pump Hose	2.00	195.84
OPW 241TPS-1000 1" Two Plane Swivel	2.00	121.16
OPW 66V-1300 1" Breakaway Valve	2.00	201.94
OPW 66H-1300 1" x 9" Breakaway Hose	2.00	132.60
OPW 7HB-0100 1" Pre-Pay Auto Diesel Nozzle	2.00	353.60
FUEL FMU-2500PLUS PROKEE Master Unit	1.00	6,485.00
FUEL 941D0120 PROKEE Encoder, USB	1.00	585.00
FUEL 199001 Hose Controller-50 Amp	2.00	390.00
FUEL 172405 PROKEE Black Only	100.00	842.40
*FUEL 2501 Satelite card Reader	1.00	5,669.00
FUEL 227838A FUELMaster PLUS Windows Software	1.00	2,269.00
FUEL 941H0219 Deliberant Install Kit	2.00	998.00
VR 846390-107 8' Mag Plus Tank Probe	2.00	4,188.00
VR 846400-001 4" Diesel Mag Plus Kit	1.00	284.00

Attachment: Fuel Pump Replacement Bid - Oil Marketign Equipment, Inc. (1379 : Fuel Pump Replacement Award)

VR 886100-000	1.00	434.00
4" Phase-Two Water Detector		
VR 330020-282	2.00	206.0
Probe Riser Cap (One-Piece)		
VR 848480-003	2.00	1,864.0
PLLD Kit w/Swiftcheck		
VR 330160-060	1.00	1,771.0
W/PLLD Risk Mgmt.		
VR 330841-001	1.00	468.0
WPLLD Controller Module		
VR 848940-005	1.00	3,336.0
Inform Software		

Total Equipment:	51,537.7
Freight:	500.0
Installation:	41,915.0
Total Bid:	93,952.7

Quote total includes all applicable taxes on equipment, material, and labor.

Terms: Net 10

Installation Includes:

- Obtain OSFM Upgrade permit.
- Excavate a trench for new conduit from the Diesel tank and dispenser area to the South side of newest building.
- Excavate a trench for new conduit from the Gas tank and dispenser area to the North side of newest building.
- Install 4 conduits in each trench for Dispenser power, sub pump power, light pole, probe, and Fuel Master communication.
- Proved conduit loop to new Fuelmaster pedestal at each island.
- Furnish and install conduit and junction boxes inside building for power feed from new building to islands.
- Pour back concrete in trenches as needed.
- Do the same with the DC conduits for new probes, and Fuelmaster communication.
- Furnish all wiring and cables to connect all equipment as needed.
- Remove and replace both fuel dispensers as listed above, with power now feeding from the newest shop building.
- Install new probes in both tanks to replace old cap probes, and tie all wiring in to the TLS 350 in the new shop, so the Gas, Diesel, and newest used oil tank are now all on the same tank monitor. Upon completion, all conduit and wiring for the islands will be completely new from newest shop building to islands and tanks.
- Install electronic line leak detection on both line systems.
- Start up, and test, and set up final OSFM inspection.
- Instruct proper personnel on equipment operation.

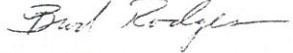
Any unseen underground conditions, i.e. high water table, underground utilities, underground foundations, etc., will be invoiced as an extra at our usual time and material rates. We will notify the owner immediately upon encountering any of these conditions.

All products and components carry the manufacturer's warranty which is passed on to purchaser according to manufacturer's policy. No other warranties are either expressed or implied.

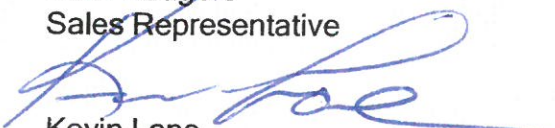
All quotes are good for sixty (60) days.

Thank you for the opportunity to be of service. We look forward to the receipt of your order.

Respectfully Submitted,



Brad Rodgers
Sales Representative



Kevin Lane
President

Accepted by: _____

Signature

Print Name

Title: _____ Date: _____

Attachment: Fuel Pump Replacement Bid - Oil Marketign Equipment, Inc. (1379 : Fuel Pump Replacement Award)

ATTACHMENT A - CERTIFICATION DOCUMENT

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

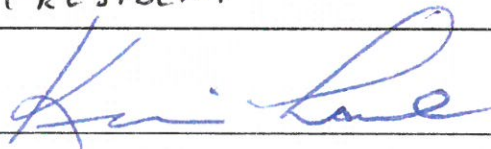
We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the City of Pekin. We agree to be bound by statements and representations made in this proposal.

Print Company Name: ILLINOIS OIL MARKETING EQUIPMENT, INC.

Company Address: 850 BRECKMAN DRIVE

Print Name and Title of Authorized Signing Officers: KEVIN LANE

KEVIN LANE - PRESIDENT

Signature of Authorized Signing Officer: 

Telephone Number: 309.347.1819 Fax Number: 309-347-1831

E-mail address: KLANE@iome.com

Signed this _____ day of _____, 2018.



OIL MARKETING EQUIPMENT, INC.

850 BRENKMAN DRIVE • PEKIN, IL 61554
PHONE (309) 347-1819 • FAX (309) 347-1881
E-MAIL: sales@ioma.com • HOME PAGE: <http://www.ioma.com>

Key Personnel

- Brad Rodgers - Sales - 20+ years at IOME.
- Pete Bradshaw - Estimator - 15 years at IOME, 30+ years in petroleum industry.
- Kevin Lane - President and Construction Manager - 35+ years at IOME.
- Chris Epkins - Project Manager - 30+ years at IOME.
- Jason Schumacher - Lead Service Tech. - 25 years at IOME

FuelMaster® 2500 Plus

NEXT GENERATION

FUEL MANAGEMENT

FUELMASTER

Main Office and Plant:

100 Four Points Way, Tallahassee, FL 32305

Tel: (850) 878-2558

Toll Free: (800) 888-9136

FAX (850) 877-9327

SYN-TECH SYSTEMS, INC.

www.syntech-fuelmaster.com

For more information email:
marketing@syntech-fuelmaster.com

(Show above: FMU 2500 PLUS REV)

Packet Pg. 367

Benefits

The best just keeps getting better! **FuelMaster®** saves you money by eliminating manual tracking of fuel transactions and increasing accountability. The same reliable **FuelMaster®** equipment that's been the fleet managers' choice for years has been upgraded to increase productivity and provide a quicker return on investment...usually within the first year!

FuelMaster® engineers and technicians provide the best product support service in the industry. Toll-free support directly to your fuel island, as well as PC to PC training and assistance, saves you time and money. **FuelMaster®** doesn't stop there! Its flexibility permits numerous, diverse uses; e.g., a gate opener, car wash activator, or controlling access to chemicals, to name a few. Consider a **FuelMaster® Fuel Management System** ...and start saving money today!

The **FuelMaster®** 2500 Plus series adds additional features that make it the most effective fuel management system on the market for many years to come. Flash memory has been added to permit updating the fuel island operating system without changing chips. The Plus system has increased memory and processor speed and the database has been upgraded to Access 2000. The Plus system also supports a network card to permit Internet access. **FuelMaster®** software now has more flexibility in the customization of reports. **FuelMaster®** also communicates directly with electronic dispensers to permit interfaces with blended MPDs and the capability of remotely changing dispenser prices.

Features

Electronic Read/Write keys and cards are great for fleet operations or gas club members. PROKEE®s are high strength, plastic composite keys containing nonvolatile, read/write memory chips, which can be encoded with confidential information to control access to dispensers and streamline product transaction data.

FuelMaster®'s patented **radio frequency tag system** takes driver data entry out of the information collection equation. The odometer or chronometer data, along with other information is automatically collected by the island fuel management unit without driver effort. An AIM (automotive information module) unit is installed on the equipment and collects and stores information and sends it to the fuel management unit by RF during fueling operations. This system works concurrently with the use of PROKEE®s or smart cards so that the (AIM) units may be added to equipment currently using electronic read/write access devices.

The **FuelMaster®** 2500 Plus' capabilities to support **self-serve retail applications** have also been increased. As well as being on an ever increasing number of credit card networks, prepaid smart cards and PROKEE®s can be issued to customers. The system operator may also enter up to 300 credit card numbers of repeat customers with a specified discount for each. The Plus system also returns more credit card information and settle-up data to the PC software for easier tracking of fuel purchases. The ability to price fuel at multiple remote sites has been enhanced to ensure you're in control of your fuel.

A real-time, on-site **journal printer** can provide hard copy backups of all transactions. A **receipt printer** is also available.

FuelMaster® is a leader in the **alternative fuels** arena... from CNG to E85! **FuelMaster®** can control and measure any liquid or gaseous fuel. Leaders in the alternative fuels field chose **FuelMaster®** because of its reliability and ease of maintenance.

Based on **odometer/hour readings**, the system calculates vehicle efficiency and fuel consumption and alerts the driver and supervisor to maintenance requirements.

The addition of a **tank monitor interface kit** permits automatic reconciliation of tank levels with **FuelMaster®**'s declining balance. **FuelMaster®** interfaces with most popular tank monitors.

The **FuelMaster®** system may be expanded to control an almost limitless number of fueling sites. Each site consists of a master unit with up to eight satellites.

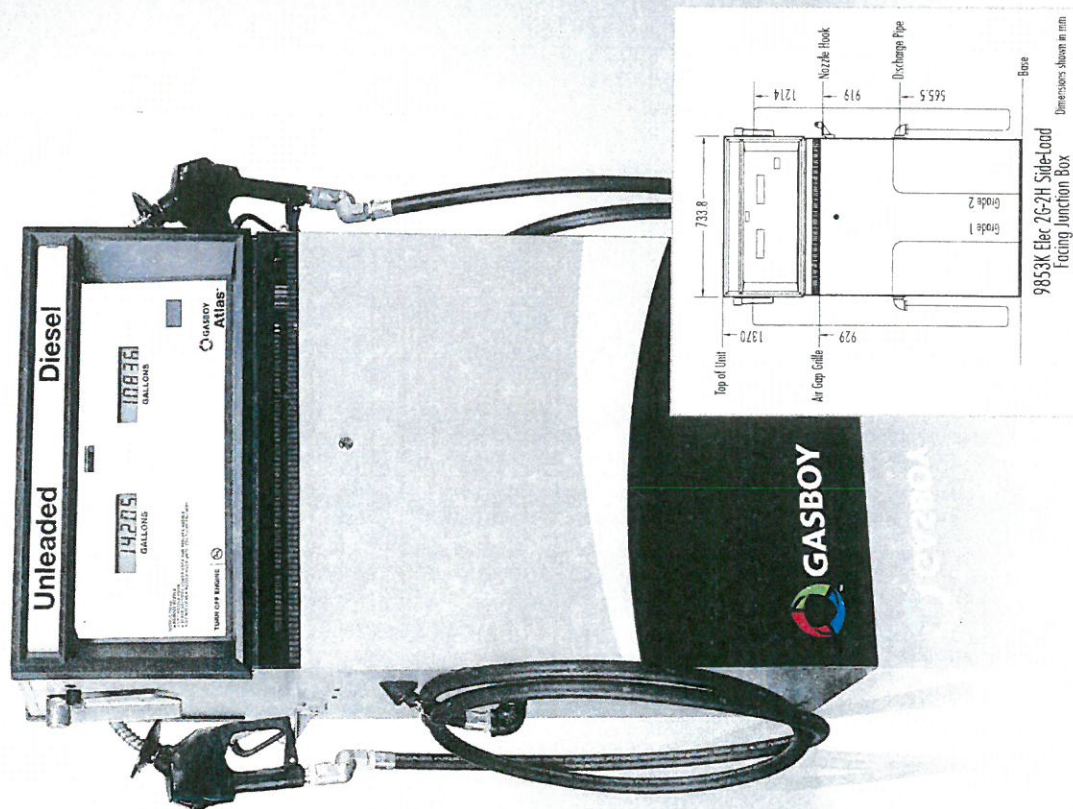
FuelMaster® is warranted for one year from date of installation or fifteen months from date of shipment.

Modular design and construction ensure reliability and ease of maintenance of your **FuelMaster®** Fuel Management System. Site operators can quickly and easily change-out modular components, if necessary, with the assistance of **FuelMaster®** technicians.

The central controller (a PC operating on **Windows 98 or higher**) generates comprehensive transaction reports and invoices.

Transaction data can be easily exported to most **fleet maintenance programs**.

If you are looking for reliability and flexibility, look no further. The purchase price is only part of what you pay for a fuel management system. Repairs and system downtime also cost you money, making reliability a key ingredient in achieving return on your investment. We encourage you to talk with **FuelMaster®** owners, particularly those who have previously used other brands of fuel management.



ATLAS 9853K

ELECTRONIC HIGH FLOW

Basic High Flow

The 9853K Series Basic High Flow Atlas has electronic displays. Available in a complete range of pump or dispenser style models. Versatile for most high-flow fleet fueling applications.

EASY USE

Large 1" LCD display with LED backlight and capacitor back up. LED lighting to identify fuel grade and illuminate the front panel.

FAST

High-flow rated at 22 gpm with side load or optional front load nozzle positions.

INTEGRATED

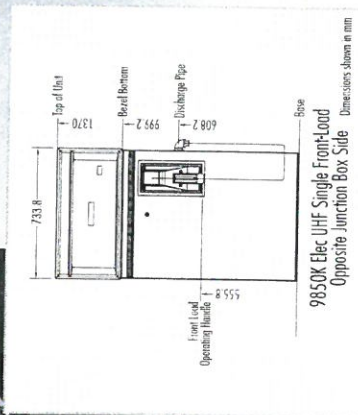
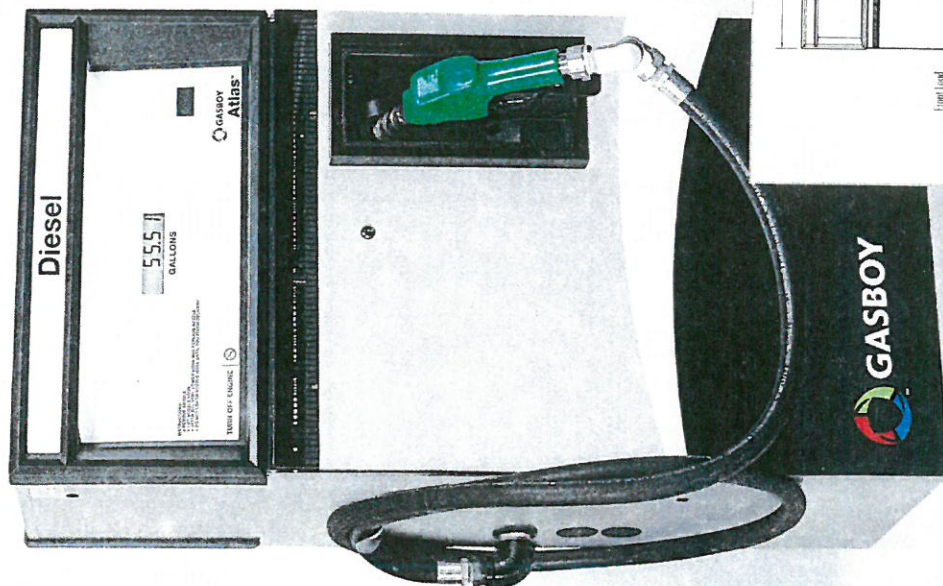
RS485 or Pulse Output interface for connectivity to Gasboy PLUS or other third-party site controllers.

DURABLE

Four-piston CFI meter with flow-through center chamber for harsh fuels. Large 1" internal piping for high flow rates in a variety of site conditions. Steel internal tubing on most models. 10-vane suction pump with 1-HP motor.

OPTIONS

Satellite piping option can turn your Atlas into a master / satellite fueling position.



ATLAS 9850K

ELECTRONIC ULTRA-HI

Ultra-Hi Flow

The 9850K Series Ultra-Hi Atlas has electronic displays. Available in pump or dispenser style models. Heavy-duty, ultra-hi flow equipment is designed for the fleet market. Lane-oriented nozzles offer easy, saddle-tank fueling or sideboot fueling for conventional islands.

EASY USE

Large 1" LCD display with LED backlight and capacitor lock up.
LED brand lighting.

ULTRA FAST

Rated at 50 gpm for the 9850 and 40 gpm for the 9840.
LC meter in 9850, 2 CFT meters in the 9840.

DURABLE

Large 1-1/2" internal piping will give ultra-hi flow rates.

OPTIONS

Satellite piping option can turn your Atlas in to a master / satellite fueling position.



ILLIOIL-01

8.8.a

TCONLEY

DATE (MM/DD/YYYY)

03/29/2018

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
J.L. Hubbard Insurance and Bonds
1090 South Route 51
Forsyth, IL 62535

CONTACT NAME: Kacy Osborne
PHONE (A/C, No, Ext): (217) 877-3344 3261
FAX (A/C, No): (217) 877-0795
E-MAIL ADDRESS: kosborne@jlhubbard.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Mid-Continent Casualty Company	
INSURER B : The Cincinnati Insurance Company	10677
INSURER C : American Mining Insurance Company	15911
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Illinois Oil Marketing Equipment, Inc.
850 Brenkman Drive
Pekin, IL 61554

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Pollution Liab - \$1M GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PROJECT ☐ LOC OTHER:		04GL000977486	06/28/2017	06/28/2018	EACH OCCURRENCE \$ 1,000,00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,00 MED EXP (Any one person) \$ Exclude PERSONAL & ADV INJURY \$ 1,000,00 GENERAL AGGREGATE \$ 2,000,00 PRODUCTS - COMP/OP AGG \$ 2,000,00
B	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		EPP/EBA0085397	06/28/2017	06/28/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB CLAIMS-MADE DED ☒ RETENTION \$ 10,000		04XS200547	06/28/2017	06/28/2018	EACH OCCURRENCE \$ 4,000,00 AGGREGATE \$ 4,000,00
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	AMWC278501	01/19/2018	01/19/2019	☒ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,00 E.L. DISEASE - POLICY LIMIT \$ 1,000,00
B	Hired/Leased Equip		EPP/EBA0085397	06/28/2017	06/28/2018	250,000
B	Installation Floater		EPP/EBA0085397	06/28/2017	06/28/2018	100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: All Work

CERTIFICATE HOLDER

CANCELLATION

City of Pekin
111 South Capitol
Pekin, IL 61554

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 3, 2018

From: Mark Rothert, Assistant City Manager

Sue McMillan, City Clerk

AGENDA ITEM: Ameren Lease Agreement Contractor Yard

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Approve the lease agreement with Ameren for use of Hanna Drive contractor yard for storage and project staging for a term of June 1, 2018 to July 31, 2019.

DESCRIPTION: Ameren is requesting use of 6 acres from the City for up to 14 months to stage poles, wires and equipment for local improvements.

FINANCIAL IMPACT: \$2,800 in lease revenues

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: City to receive additional revenue

IMPACT IF DENIED: City does not receive revenue

ALTERNATIVES: N/A

RELATED TO EFFICIENCY STUDY: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.

A Safe Community. To protect community life and property by providing effective, principled police and fire services.

A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.

A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.

X	An Effective Government. To deliver effectively the services that Pekin’s residents want, need, and are willing to support.
REQUIRED SIGNATURES	
Department Directors and City Staff: Date: _____	
Finance Department (Certification of Availability of Funds): Date: _____	
City Manager: Date: _____	

LEASE AGREEMENT (Contractor Yard)

THIS LEASE AGREEMENT is made this _____ day of _____, 2018, between City of Pekin of the State of Illinois (hereinafter "Lessor"), and Ameren Illinois Company, d/b/a Ameren Illinois, with an office at 8420 N University St, Peoria, IL 61615 (hereinafter "Lessee").

In consideration of the covenants and agreements herein, Lessor leases to Lessee for the purpose of providing storage of material and equipment, including but not limited to: security fencing, wire, poles, other related materials, office trailer, temporary electrical service, vehicles and access for Lessee's employees and contractors associated with maintenance and construction activities of electric transmission lines. The leased are is located in The City of Pekin, State of Illinois, described as follows:

Approximately 6 acres on a 119.78 acre parcel owned by the City. Said 6 acres is located in the NW 1/4 of the SE 1/4 of Section 10, T24N, R5W within the City limits of Pekin, IL. PIN: 10-10-10-400-006.

As shown on the attached **Exhibit "A"**

The Parties agree that the Lease shall be subject to the following terms and conditions:

1. **Initial Term and Rent:** The initial term of the Lease shall be **Fourteen (14) months**, commencing June 1, 2018 and terminating July 31, 2019. Lessee shall pay the sum of **\$200.00 (Two Hundred dollars)** per month, upon execution of this Lease. On the date of this lease signing, a 14 month payment of **\$2,800.00 (Two Thousand Eight Hundred Dollars)** will be issued for the lease period of **Fourteen Months**.
2. **Extension of Term:** Lessee has the right to **Two (2)** extensions of the term of the Lease for **Two (2) months** each with a payment of **\$400.00 (Four Hundred Dollars)** to Lessor for each **(2) month** extension thereof. Such notice of extension shall be provided to Lessor at least 1 day in advance of the beginning of any extended lease period.
- (2) **Lessor's Obligations Regarding the Land:** Except as otherwise specifically set forth in this Lease, Lessor shall have no responsibility to provide any equipment, labor or services in connection with the Lessee's intended use of the Land under this Lease.
- (3) **Lessee's Obligations Regarding the Land:**
 - a. Except as otherwise specifically set forth in this Lease or agreed by the parties, Lessee shall have no right to construct, install, store, alter or modify any permanent improvements on the Property.
 - b. Lessee shall be responsible and liable to fix or repair any existing drain tile crushed, broken or disturbed by Lessee's operations on the Land.
 - c. To the extent that Lessee requires the consent or approval of Lessor to obtain permits, zoning changes, special use permits or environmental authorizations, Lessor agrees to cooperate with Lessee and sign and join in such applications provided that the same are consistent with the use intended by Lessee. It is expressly agreed that the applications shall be submitted at no expense to the Lessor.
 - e. Except as agreed by Lessor, Lessee shall remove all of Lessee's property located on the

- leased acreage within 5 business days after the Lease expires or is terminated.
- f. At clean-up, Lessee shall restore the entire worksite to flat, level, condition. Any improvements made to site must be removed unless Lessor accepts the retention of site improvements in writing.
 - g. For the term of the lease, Lessee shall be responsible for maintenance of the site, including mowing and weed control.
 - h. If substantial soil disturbance occurs, Lessee shall erect appropriate erosion control measures in accordance with NPDES standards and obtain necessary permits.
 - i. Following site restoration, the entire site, except for hard surface access roads or gravel parking lots, will be aerated, fertilized, and seeded with a Class 2 grass OR prairie grass blend to be selected by Lessor.
 - j. Lessee agrees, that if it fails to meet its obligations under d, e, f, g, or h, individually or accumulatively, the lessor shall have the right to undertake such obligations, and to bill lessee for those activities, which lessee shall pay, along with reasonable attorneys' fees and costs, if litigation is require to achieve compliance.
5. **Default:** If Lessee defaults in the performance of any of its obligations under this Lease and the default or failure to perform continues for a period of thirty (30) days after written notice of such failure from Lessor, then Lessor may declare the Lease to be terminated. Upon termination of the Lease, Lessee shall have no further rights to use the Land and clause 4(e) and 4(h) hereof shall apply.
6. **Indemnification:** Lessee agrees to indemnify and hold Lessor harmless for any and all damage to property of Lessor or third parties and any injury to or death of any person, including costs and attorney's fees and expenses related thereto resulting from Lessee's exercise of the rights or breach of the obligations provided hereunder, unless such damage, injury or death results from the negligent or intentional acts or omissions of Lessor or any of its agents.
7. **Notices:** Any notice required to be given under this Lease shall be deemed given or served in accordance with the terms of the Lease, if such notice is delivered personally or if mailed by United States registered or certified mail, return receipt requested, postage prepaid, or if sent by overnight receipted courier to the addresses of Lessor and Lessee set forth above. Either Party may change its address for service of notice by delivering written notice of said change of address to the other Party.
8. **Liens:** Lessee agrees to keep the Land free of liens and encumbrances of any sort resulting from Lessee's operations, and will promptly take whatever action is necessary to discharge or release any such lien or encumbrance.
9. **Assignment:** Lessee has the right to assign or transfer this Lease, in whole or in part, with the prior written consent of Lessor; which consent shall not be reasonably withheld.
10. **Other Matters:**
- (a) This Lease may not be modified or amended except in writing signed by both Parties.
 - (b) The terms, provisions and conditions of this Lease shall run with the Land and shall be binding upon the successors, transferees and assigns of the Parties.
 - (c) This is the entire agreement of the Parties with respect to the matters set forth herein and may not be amended or modified except in a writing signed by both Parties.

(d) This Lease shall be interpreted under the laws of the State of Illinois.

IN WITNESS WHEREOF, the Parties hereto have executed this Lease effective as of the date first set forth above.

Lessor: City Of Pekin, IL

By: _____

Title: _____

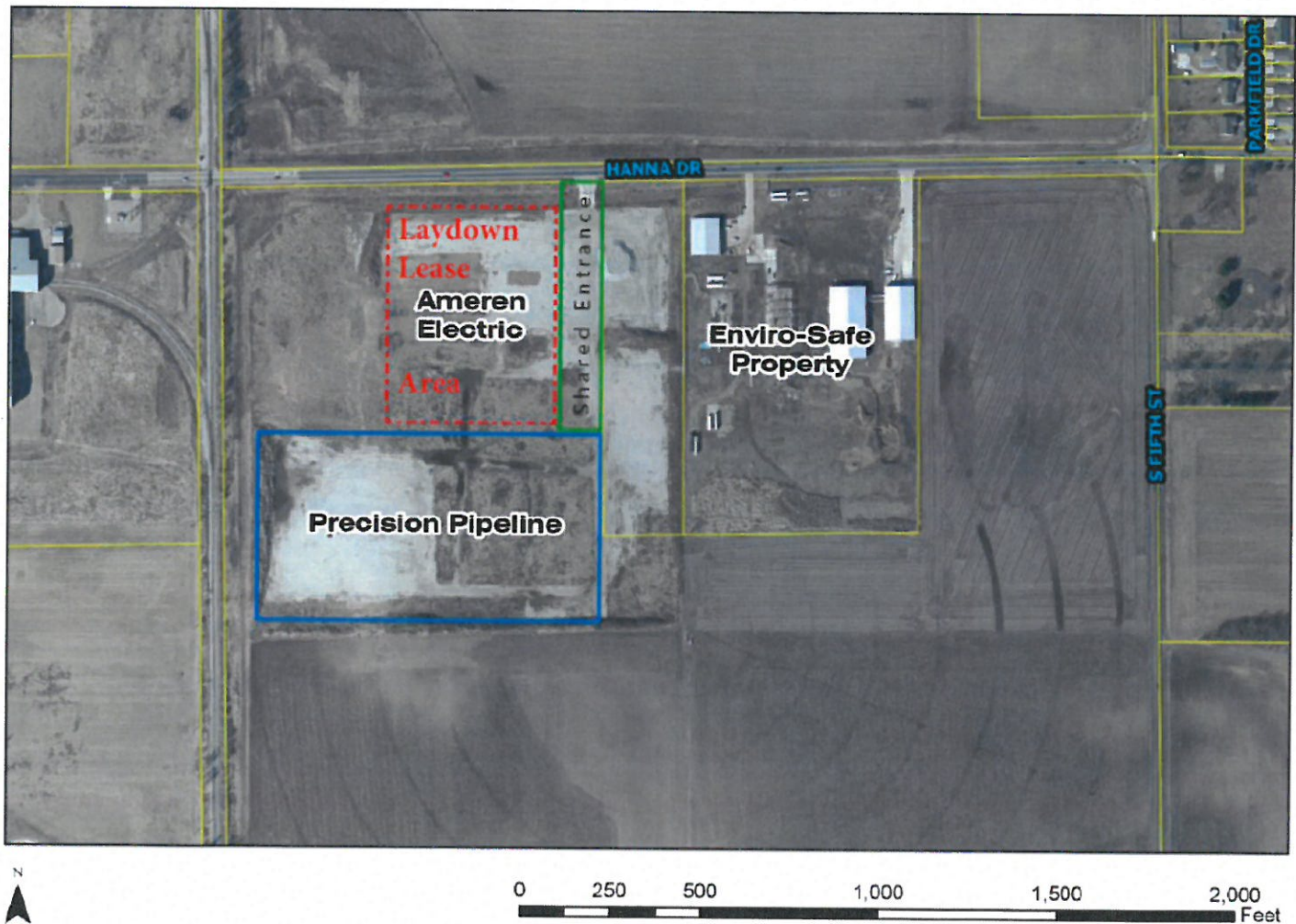
Lessee: Ameren Illinois Company

By: _____

Dennis W Weisenborn

Title: Vice President

Exhibit A



Attachment: AMEREN LEASE HANNA (1375 : Ameren Lease Agreement Contractor Yard)



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: April 3, 2018

From: Mark Rothert, Assistant City Manager

Sue McMillan, City Clerk

AGENDA ITEM: Precision Pipeline, LLC Lease Agreement Contractor Yard

AGENDA DATE REQUESTED: April 9, 2018

ACTION REQUESTED: Approve the lease agreement with Precision Pipeline, LLC for use of Hanna Drive contractor yard for storage and project staging for a term of May 1, 2018 to August 31, 2018.

DESCRIPTION: Precision Pipeline LLC is requesting to lease 10 acres from the city for up to 4 months for storage of pipes, supplies, and equipment for an Ameren-related pipeline improvement.

FINANCIAL IMPACT: \$2,000 in lease revenues

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: Additional Revenue

IMPACT IF DENIED: City does not receive additional revenue

ALTERNATIVES: N/A

RELATED TO EFFICIENCY STUDY: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.

A Safe Community. To protect community life and property by providing effective, principled police and fire services.

A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.

	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
X	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.
REQUIRED SIGNATURES	
Department Directors and City Staff: Date: _____	
Finance Department (Certification of Availability of Funds): Date: _____	
City Manager: Date: _____	

LEASE AGREEMENT (Contractor Yard)

THIS LEASE AGREEMENT is made this _____ day of _____, 2018, between City of Pekin of the State of Illinois (hereinafter "Lessor"), and Precision Pipeline, L.L.C., 3314 56TH ST, Eau Claire, WI 54703 (hereinafter "Lessee").

In consideration of the covenants and agreements herein, Lessor leases to Lessee for the purpose of storage, maintenance and operation of pipe and pipeline materials, pipe fabrication, facilities and equipment, a tract of land in The City of Pekin, State of Illinois, described as follows:

About 10 ac. being in the NW 1/4 of the SE 1/4 of Section 10, T24N, RSW within the City limits of Pekin, IL

As shown on the attached Exhibit "A"

The Parties agree that the Lease shall be subject to the following terms and conditions:

1. **Initial Term and Rent:** The initial term of the Lease shall be Four (4) months, commencing May 1, 2018 and terminating August 31, 2018. Lessee shall pay the sum of \$500.00 (Five hundred and dollars) per month, upon execution of this Lease. On the date of this lease signing, a 4 month payment of \$2,000.00 (Two Thousand Dollars) will be issued for the lease period of Four Months.
2. **Extension of Term:** Lessee has the right to Two (2) extensions of the term of the Lease for Four (4) months each with a payment of \$2,000.00 (Two Thousand Dollars) to Lessor for each (4) Four month extension thereof. Such notice of extension shall be provided to Lessor at least 30 days in advance of the beginning of any extended lease period.
3. **Lessor's Obligations Regarding the Land:** Except as otherwise specifically set forth in this Lease, Lessor shall have no responsibility to provide any equipment, labor or services in connection with the Lessee's intended use of the Land under this Lease.
4. **Lessee's Obligations Regarding the Land:**
 - a. Except as otherwise specifically set forth in this Lease or agreed by the parties, Lessee shall have no right to construct, install, store, alter or modify any permanent improvements on the Property.
 - b. Lessee shall be responsible and liable to fix or repair any existing drain tile crushed, broken or disturbed by Lessee's operations on the Land.
 - c. To the extent that Lessee requires the consent or approval of Lessor to obtain permits, zoning changes, special use permits or environmental authorizations, Lessor agrees to cooperate with Lessee and sign and join in such applications provided that the same are consistent with the use intended by Lessee. It is expressly agreed that the applications shall be submitted at no expense to the Lessor.
 - d. Except as agreed by Lessor, Lessee shall remove all of Lessee's property located on the leased acreage within 30 days after the Lease expires or is terminated.

- e. At clean-up, Lessee shall restore the entire worksite to flat, level, condition. Any improvements made to site must be removed unless Lessor accepts the retention of site improvements in writing.
- f. For the term of the lease, Lessee shall be responsible for maintenance of the site, including mowing and weed control.
- g. If substantial soil disturbance occurs, Lessee shall erect appropriate erosion control measures in accordance with NPDES standards and obtain necessary permits.
- h. Following site restoration, the entire site, except for hard surface access roads or lots, will be aerated, fertilized, and seeded with a Class 2 grass OR prairie grass blend to be selected by Lessor.
- i. Lessee agrees, that if it fails to meet its obligations under d, e, f, g, or h, individually or accumulatively, the lessor shall have the right to undertake such obligations, and to bill lessee for those activities, which lessee shall pay, along with reasonable attorneys' fees and costs, if litigation is require to achieve compliance.

5. **Default:** If Lessee defaults in the performance of any of its obligations under this Lease and the default or failure to perform continues for a period of thirty (30) days after written notice of such failure from Lessor, then Lessor may declare the Lease to be terminated. Upon termination of the Lease, Lessee shall have no further rights to use the Land and clause 4(e) and 4(h) hereof shall apply.

6. **Indemnification:** Lessee agrees to indemnify and hold Lessor harmless for any and all damage to property of Lessor or third parties and any injury to or death of any person, including costs and attorney's fees and expenses related thereto resulting from Lessee's exercise of the rights or breach of the obligations provided hereunder, unless such damage, injury or death results from the negligent or intentional acts or omissions of Lessor or any of its agents.

7. **Notices:** Any notice required to be given under this Lease shall be deemed given or served in accordance with the terms of the Lease, if such notice is delivered personally or if mailed by United States registered or certified mail, return receipt requested, postage prepaid, or if sent by overnight receipted courier to the addresses of Lessor and Lessee set forth above. Either Party may change its address for service of notice by delivering written notice of said change of address to the other Party.

8. **Liens:** Lessee agrees to keep the Land free of liens and encumbrances of any sort resulting from Lessee's operations, and will promptly take whatever action is necessary to discharge or release any such lien or encumbrance.

9. **Assignment:** Lessee has the right to assign or transfer this Lease, in whole or in part, with the prior written consent of Lessor; which consent shall not be reasonably withheld.

10. **Other Matters:**

- (a) This Lease may not be modified or amended except in writing signed by both Parties.
- (b) The terms, provisions and conditions of this Lease shall run with the Land and shall be binding upon the successors, transferees and assigns of the Parties.
- (c) This is the entire agreement of the Parties with respect to the matters set forth herein and may not be amended or modified except in a writing signed by both Parties.

(d) This Lease shall be interpreted under the laws of the State of Illinois.

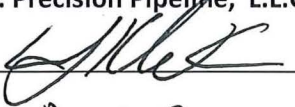
IN WITNESS WHEREOF, the Parties hereto have executed this Lease effective as of the date first set forth above.

Lessor: City Of Pekin, IL

By: _____

Title: _____

Lessee: Precision Pipeline, L.L.C.

By:  _____

Title: Director

Exhibit A

