

COUNCIL OF THE CITY OF DIXON, ILLINOIS
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS - CITY HALL
MONDAY, NOVEMBER 4, 2019
5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance/Invocation
4. Election of Temporary Chairman Due to Absence of Mayor
5. Electronic participation in the meeting for Mayor Arellano
6. Work Session
 - a. FY19 Audit Report
7. Approval of FY 18/19 Audited Financial Statements
8. Approval of Minutes
9. Approval of Total Labor and Outside Claims
10. Department Reports
11. City Manager Report
12. Council Reports
 - a. Mayor Arellano
 - b. Councilman Considine
 - c. Councilman Marshall
 - d. Councilwoman Oros
 - e. Councilman Venier
13. Boards & Commissions Reports
 - a. Historic Preservation Meeting Minutes
14. Visitors/Public Comment
15. Ordinances
 - a. Authorizing the Sale of Certain Personal Property – Cellular Devices
 - b. Ordinance Amending Title V, Chapter 13, Section 5-13-7 (Alcoholic Liquor – Fees)

The City of Dixon, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of this meeting or facilities, contact the ADA Coordinator at (815) 288-1485 to allow the City of Dixon to make reasonable accommodations for those persons.

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16. Resolutions

- a. Amending 2910-2020 Budget – Veterans’ Memorial Park
- b. Amending 2910-2020 Budget – DIMCO
- c. Amending 2910-2020 Budget – ITEP

17. Motions

- a. Discussion and possible approval of contract with Spillman Flex Records Management System for the Police Department.
- b. Discussion and possible approval of the City Handbook revisions.
- c. Place on file the 2019 Tax Levy Ordinance.
- d. Authorize City Manager to provide post-removal site control concurrence letter to the US EPA in connection with the DIMCO Site.
- e. Refer Petition from Larry Angleton for a Fence Variance to the Zoning Board of Appeals.

18. Executive Session

- a. Discuss purchase or sale of real property by the City pursuant to Section 2(c)(5) of the Open Meetings Act.

19. Adjournment

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SUPPLEMENTAL INFORMATION

16. Ordinances

- b. This ordinance will raise annual fees 5% to 10%, license fees shall be paid in advance on an annual basis, and a late fee will be applied on renewals.

17. Resolutions

- a. Amending line items within the Capital budget to accommodate the environmental study for 1217 Palmyra Street.
- b. Amending line items within the Capital budget to accommodate additional engineering for the ITEP project.
- c. Amending line items within the Downtown TIF budget to accommodate the additional environmental engineering for the DIMCO project.

18. Motion

- d. Pursuant to the letter the City will accept responsibility for 1) operation and maintenance of an interceptor trench and 2) maintenance of the cap installed over contaminated soils, both at the former Dixon iron and metal company site. The obligation will commence 1 year after the US EPA's completion of remediation at the site.

The FY19 Audit Report – Financial Statement can be found on the City’s Website.

Dixongov.com

Finance Department Documents, Financial Statements

https://www.dixongov.com/index.php?option=com_docman&view=download&alias=2455-financial-statement-fiscal-year-2019&category_slug=financial-statements&Itemid=627

and

2019 City Council Agenda’s; 11-4-19 City Council Meeting additional information

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MONDAY, OCTOBER 21, 2019
5:30 P.M.

CALL TO ORDER

The meeting was called to order by Councilman Marshall at 5:30pm.

ROLL CALL

Councilman Venier, Considine, and Marshall answered Roll Call. Absent: Councilman Oros and Mayor Arellano. The Pledge of Allegiance was cited.

ELECTONIC PARTICIPATION IN THE MEETING FOR MAYOR ARELLANO

None

WORK SESSION

None

APPROVAL OF MINUTES

Councilman Venier moved that the minutes of the Regular Session Council Meeting of Monday, October 7, 2019; be accepted and placed on file. Seconded by Councilman Considine. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

APPROVAL OF TOTAL LABOR AND OUTSIDE CLAIMS

Councilman Venier moved that the Total Labor and Outside Claims in the amount of \$506,312.11 be approved and ordered paid. Seconded by Councilman Considine. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

APPROVAL OF YEAR-TO-DATE FINANCIALS

Councilman Venier moved that the year-to-date Financial Summary through September 2019 be accepted. Seconded by Councilman Considine. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

DEPARTMENT REPORTS

Chief Buskohl reported to the Council that the Fire Department has received their new Fire Engine. It will be about 3 weeks before Engine 4 will be in active service, training needs to be

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done. It was on display at the Illinois Chief's Conference. It was delivered about two months late, we did get some discount due to the late delivery. There is another Fire Department coming to look at the old truck.

CITY MANAGER REPORT

Assistant City Manager/Public Works Director Heckman reported on the Depot Avenue project is in its final stages. Hoping to be done by November 1st, depending on the weather.

COUNCIL REPORTS

Mayor Arellano – None

Councilman Considine – He invited the community to 1211 Eustace on Halloween evening, everyone is most welcome to stop by. Thanked downtown merchants, Ladies Night went well; lots of shopping.

Councilman Marshall – Ladies Night was a good night. Touch Down for Tatas raised over \$20,000 for Breast Cancer Awareness.

Councilman Oros – None

Councilman Venier – Ladies Night had the best run, had 150 ladies register. Dixon Theatre had over 700 people for the Pink Floyd show, and many went to the downtown businesses before and after the concert. There will be an announcement soon by the Dixon Historic Theatre.

BOARD & COMMISSIONS REPORTS

Reports on file: Building Report

PROCLAMATION

SISTER CITIES – HERZBERG, GERMANY AND CITY OF DIXON, ILLINOIS USA

Councilman Marshall read the Proclamation.

VISITOR/PUBLIC COMMENT

Clara Harris, President of Goodfellows of Lee County spoke to the Council regarding their organization and the need of a new location. They have been around for 107 years and still continue to serve the community. They are a non-for-profit organization that services all of Lee

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County with Christmas giveaways, assist with Shop with a Cop and Sheriff, and donate to churches. She asked the Council and the community for help finding a new location.

ORD# 3170 – AMENDING TITLE 5, CHAPTER 8A OF THE DIXON CITY CODE
(DOOR TO DOOR SOLICITATION)

Attorney LeSage explained the ordinance, and discussion ensued. Councilman Considine moved to approve the Ordinance Amending Title 5, Chapter 8A of the Dixon City Code (Door-to-Door Solicitation). Seconded by Councilman Venier. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

ORD# 3171 – AMENDING THE LIQUOR CODE IN CONNECTION WITH
THE HALLOWBEAN BLOSSON EVENT

Councilman Venier moved to approve the Ordinance Amending the Liquor Code in Connection with the Halloween Blosson Event. Seconded by Councilman Considine. Discussion ensued. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

RES# 2698-19 – RE-APPOINTMENT TO HISTORIC PRESERVATION COMMISSION
CAROL KRUEGER

Councilman Considine moved to re-appoint Carol Krueger to the Historic Preservation Commission for a term to commence November 1, 2019 and to end May 31, 2022, or until her successor is duly appointed and qualified. Seconded by Councilman Venier. Discussion ensued. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

AMENDING 2019-2020 BUDGET
VETERAN’S MEMORIAL PARK

Moved to the next meeting, there was not a super majority to be able to vote.

RES# 2699-19 – IMPROVEMENT UNDER THE ILLINOIS HIGHWAY CODE

Councilman Venier to approve the resolution appropriating \$400,000 of Motor Fuel Tax funds for street resurfacing. Seconded by Councilman Considine. Public Works Director Heckman explained the request, and discussion ensued. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

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REFER ORDINANCE AMENDING THE CITY OF DIXON ZONING ORDINANCE WITH
RESPECT TO CANNABIS BUSINESS ESTABLISHMENTS TO THE PLAN COMMISSION
FOR A PUBLIC HEARING AND RECOMMENDATION

Attorney LeSage explained the request, discussion ensued. Councilman Venier moved to refer the ordinance amending the City of Dixon Zoning Ordinance with respect to Cannabis Business Establishments to the Planning Commission for a public hearing, in accordance with the City's process for reviewing amendments to the zoning ordinance. Seconded by Councilman Considine. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

ADJOURMENT

Councilman Considine moved that the Regular Council Meeting of Monday, October 21, 2019 be adjourned to meet in Regular Session on Monday, November 4, 2019, at 5:30pm in the Council Chambers at City Hall. Seconded by Councilman Venier. Voting Yea: Councilman Venier, Considine and Marshall. **Motion Carried.**

The meeting adjourned at 6:00pm.

CITY CLERK

Report Criteria:

Invoices with totals above \$.00 included.

Only paid invoices included.

[Report].Date Paid = 10/22/2019-11/04/2019

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|-----------------------|--------|---------------------------------|----------------------|-------------------------------------|--------------|-------------|-------------|------------|
| | 1623 | BLUE CROSS AND BLUE SHIELD OF I | OCT 2019 212731 | OCT 2019 0000137422 | 10/23/2019 | 8,762.23 | 8,762.23 | 10/24/2019 |
| | 1623 | BLUE CROSS AND BLUE SHIELD OF I | OCT 2019 212731 | OCT 2019 0000137422 | 10/23/2019 | 105,121.52 | 105,121.52 | 10/24/2019 |
| | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON LODGING-CRASH INV. | 10/21/2019 | 795.80 | 795.80 | 11/03/2019 |
| | 1612 | CORE & MAIN LP | K762715 | OMNI 1 1/2 R2 13" LL 8WHL | 10/16/2019 | 1,780.00 | 1,780.00 | 11/04/2019 |
| | 1612 | CORE & MAIN LP | L352333 | 3/4" ECR/MXU INSTALL, 4" OMNI, 5/8" | 10/11/2019 | 830.00 | 830.00 | 11/04/2019 |
| | 1731 | KATSS+S LLC | 13828 | TRUCKING FEES | 10/03/2019 | 800.00 | 800.00 | 11/04/2019 |
| | 565 | NORTH'S OIL COMPANY | 3050300 | 2000 GAL DIESEL FUEL | 10/17/2019 | 5,214.00 | 5,214.00 | 11/04/2019 |
| Total : | | | | | | 123,303.55 | 123,303.55 | |
| REVENUES | | | | | | | | |
| REVENUES | 1625 | AZAVAR AUDIT SOLUTIONS | 148467 | AUDIT PROGRAM CONTINGENCY | 11/01/2019 | 75.66 | 75.66 | 11/04/2019 |
| REVENUES | 1625 | AZAVAR AUDIT SOLUTIONS | 148468 | AUDIT PROGRAM CONTINGENCY | 11/01/2019 | 57.82 | 57.82 | 11/04/2019 |
| Total REVENUES: | | | | | | 133.48 | 133.48 | |
| COUNCIL | | | | | | | | |
| COUNCIL | 81 | BLUMHOFF, KEESHA | OCT 2019 | MCI CLERK INSTITUTE-MILEAGE | 10/18/2019 | 197.64 | 197.64 | 11/04/2019 |
| COUNCIL | 81 | BLUMHOFF, KEESHA | OCT 2019 | MCI CLERK INSTITUTE | 10/18/2019 | 9.53 | 9.53 | 11/04/2019 |
| COUNCIL | 81 | BLUMHOFF, KEESHA | OCT 2019 | MCI CLERK INSTITUTE | 10/18/2019 | 5.06 | 5.06 | 11/04/2019 |
| COUNCIL | 1025 | LAW OFFICES OF JOHNSON & BUH | 2019-DIX-003 | ATTORNEY FEE'S FOR CITY ORDINAN | 10/15/2019 | 4,812.50 | 4,812.50 | 11/04/2019 |
| COUNCIL | 828 | WARD MURRAY PACE & JOHNSON | 156160 | PROF SERVICES SEPT 2019 | 10/10/2019 | 9,250.00 | 9,250.00 | 11/04/2019 |
| COUNCIL | 828 | WARD MURRAY PACE & JOHNSON | 156161 | ORDINANCE VIOLATIONS SEPT 2019 | 10/10/2019 | 695.00 | 695.00 | 11/04/2019 |
| COUNCIL | 828 | WARD MURRAY PACE & JOHNSON | 156162 | COLLECTIVE BARGAINING-D922 | 10/10/2019 | 111.00 | 111.00 | 11/04/2019 |
| COUNCIL | 828 | WARD MURRAY PACE & JOHNSON | 156235 | PROF SERVICES - DIXON IRON META | 10/14/2019 | 711.00 | 711.00 | 11/04/2019 |
| Total COUNCIL: | | | | | | 15,791.73 | 15,791.73 | |
| ADMINISTRATION | | | | | | | | |
| ADMINISTRATION | 122 | CENTURYLINK | OCT 2019 029672 | MAYORS OFFICE 304029672 | 10/19/2019 | 105.44 | 105.44 | 11/03/2019 |
| ADMINISTRATION | 170 | CURTIS 1000 INC | 5770373 | CHECK STOCK-OPER ACCT-5000EA | 10/24/2019 | 1,028.49 | 1,028.49 | 11/04/2019 |
| ADMINISTRATION | 610 | PITNEY BOWES | NOV 2019 9924 | METER REFILL | 10/10/2019 | 2,000.00 | 2,000.00 | 11/03/2019 |
| ADMINISTRATION | 2007 | SYNCONN SOLUTIONS | NOV 2019 | RETAINER NOV 2019 | 11/01/2019 | 1,650.00 | 1,650.00 | 11/04/2019 |
| ADMINISTRATION | 819 | VERIZON WIRELESS | 9838345471 | ADMIN | 09/18/2019 | 68.85 | 68.85 | 10/31/2019 |
| ADMINISTRATION | 819 | VERIZON WIRELESS | 9840375686 | ADMIN | 10/18/2019 | 71.47 | 71.47 | 11/03/2019 |

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|-------------------------------------|--------|---------------------------------|-----------------|-----------------------------------|--------------|-------------|-------------|------------|
| Total ADMINISTRATION: | | | | | | 4,924.25 | 4,924.25 | |
| INFORMATION TECHNOLOGY | | | | | | | | |
| INFORMATION TECHN | 118 | CDW GOVERNMENT | VFH1901 | 3 AXIS M30 VANDAL RESISTANT CASI | 10/02/2019 | 184.10- | 184.10- | 11/04/2019 |
| INFORMATION TECHN | 148 | COMCAST CABLE | NOV 2019 060020 | INTERNET 210 S HENNEPIN 87711030 | 10/26/2019 | 91.85 | 91.85 | 11/03/2019 |
| INFORMATION TECHN | 148 | COMCAST CABLE | OCT 2019 060020 | INTERNET 210 S HENNEPIN 87711030 | 09/26/2019 | 91.85 | 91.85 | 10/31/2019 |
| INFORMATION TECHN | 677 | SBM STERLING BUSINESS CENTER | INV466387 | CONTRACT PYMT #A8146 | 10/15/2019 | 120.00 | 120.00 | 11/04/2019 |
| INFORMATION TECHN | 819 | VERIZON WIRELESS | 9838345471 | IT | 09/18/2019 | 19.90 | 19.90 | 10/31/2019 |
| INFORMATION TECHN | 819 | VERIZON WIRELESS | 9840375686 | IT | 10/18/2019 | 21.15 | 21.15 | 11/03/2019 |
| Total INFORMATION TECHNOLOGY: | | | | | | 160.65 | 160.65 | |
| GRANT EXPENSES | | | | | | | | |
| GRANT EXPENSES | 1316 | FEHR GRAHAM & ASSOCIATES | 91392 | 17-570H FY 2018 BROWNSFIELD ASS | 09/30/2019 | 1,600.00 | 1,600.00 | 11/04/2019 |
| GRANT EXPENSES | 1316 | FEHR GRAHAM & ASSOCIATES | 91393 | 17-570P FY 2018 BROWNSFIELD ASS | 09/30/2019 | 1,500.00 | 1,500.00 | 11/04/2019 |
| Total GRANT EXPENSES: | | | | | | 3,100.00 | 3,100.00 | |
| INFRASTRUCTURE FUND EXPENSES | | | | | | | | |
| INFRASTRUCTURE FU | 1612 | CORE & MAIN LP | L32036 | CMP GALV, BAND | 10/10/2019 | 1,126.72 | 1,126.72 | 11/04/2019 |
| INFRASTRUCTURE FU | 1612 | CORE & MAIN LP | L352802 | CMP GALV | 10/16/2019 | 609.04 | 609.04 | 11/04/2019 |
| INFRASTRUCTURE FU | 1316 | FEHR GRAHAM & ASSOCIATES | 91062 | 18-883 FY 20 STREETS PROGRAM | 09/30/2019 | 23,954.00 | 23,954.00 | 11/04/2019 |
| INFRASTRUCTURE FU | 1316 | FEHR GRAHAM & ASSOCIATES | 91063 | 19-389 DEP AVE CONST PROJ 2019 E | 09/30/2019 | 13,071.50 | 13,071.50 | 11/04/2019 |
| Total INFRASTRUCTURE FUND EXPENSES: | | | | | | 38,761.26 | 38,761.26 | |
| MUNICIPAL | | | | | | | | |
| MUNICIPAL | 52 | AUCA CHICAGO MC LOCKBOX | 1592023948 | MAT SERVICE | 10/22/2019 | 108.92 | 108.92 | 11/04/2019 |
| MUNICIPAL | 1623 | BLUE CROSS AND BLUE SHIELD OF I | OCT 2019 212731 | OCT 2019 0000137422 | 10/23/2019 | 8,826.88 | 8,826.88 | 10/24/2019 |
| MUNICIPAL | 201 | DIXON COMMERCIAL ELECTRIC CO. | 02506 | INSTALL NEW DECORATIVE 2HEADED | 10/01/2019 | 11,612.53 | 11,612.53 | 11/04/2019 |
| MUNICIPAL | 203 | DIXON GLASS CO INC | 31517 | REMOVE/INSTALL NEW PANIC DEVIC | 10/17/2019 | 595.48 | 595.48 | 11/04/2019 |
| MUNICIPAL | 1493 | VISION SERVICE PLAN (IL) | 807669119 | NOVEMBER, 2019 COBRA | 10/17/2019 | 19.31 | 19.31 | 11/04/2019 |
| Total MUNICIPAL: | | | | | | 21,163.12 | 21,163.12 | |
| CAPITAL FUND EXPENSES | | | | | | | | |
| CAPITAL FUND EXPEN | 118 | CDW GOVERNMENT | VJF0141 | MS SLD WINSVRDOCORE 2019 CORE | 10/14/2019 | 11,169.00 | 11,169.00 | 11/04/2019 |
| CAPITAL FUND EXPEN | 118 | CDW GOVERNMENT | VLX0546 | DELL POWEREDGE | 10/23/2019 | 15,750.00 | 15,750.00 | 11/04/2019 |
| CAPITAL FUND EXPEN | 1316 | FEHR GRAHAM & ASSOCIATES | 91061 | 17-067B PRELIM ENGINEERING II FOR | 09/30/2019 | 11,144.75 | 11,144.75 | 11/04/2019 |
| CAPITAL FUND EXPEN | 1178 | SWEDBERG & ASSOCIATES INC. | CITY HALL #7 | C.HALL 1ST FL IMPROV DRAW #7 | 10/31/2019 | 13,551.10 | 13,551.10 | 11/04/2019 |

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|------------------------------|--------|-----------------------------|------------------|-------------------------------------|--------------|-------------|-------------|------------|
| CAPITAL FUND EXPEN | 850 | WILLETT HOFMANN & ASSOC INC | 27127 | 1436D17-CITY HALL 1ST FLOOR REN | 10/18/2019 | 469.20 | 469.20 | 11/04/2019 |
| Total CAPITAL FUND EXPENSES: | | | | | | 52,084.05 | 52,084.05 | |
| BUILDING ZONING | | | | | | | | |
| BUILDING ZONING | 122 | CENTURYLINK | OCT 2019 025726 | FAX BUILD/ZON 304025726 | 10/19/2019 | 34.70 | 34.70 | 11/03/2019 |
| BUILDING ZONING | 1527 | MILLER, SHARRI | OCT 2019 | POSTAGE S. DZIEDZIC | 10/23/2019 | 6.85 | 6.85 | 11/04/2019 |
| BUILDING ZONING | 1527 | MILLER, SHARRI | OCT 2019 | POSTAGE K.SMITH | 10/23/2019 | 6.85 | 6.85 | 11/04/2019 |
| BUILDING ZONING | 819 | VERIZON WIRELESS | 9838345471 | ZONING | 09/18/2019 | 20.17 | 20.17 | 10/31/2019 |
| BUILDING ZONING | 819 | VERIZON WIRELESS | 9840375686 | ZONING | 10/18/2019 | 50.26 | 50.26 | 11/03/2019 |
| BUILDING ZONING | 819 | VERIZON WIRELESS | 9840375686 | ZONING | 10/18/2019 | 49.99 | 49.99 | 11/03/2019 |
| BUILDING ZONING | 828 | WARD MURRAY PACE & JOHNSON | 156236 | PROFESSIONAL SERVICES | 10/14/2019 | 60.00 | 60.00 | 11/04/2019 |
| Total BUILDING ZONING: | | | | | | 228.82 | 228.82 | |
| STREETS | | | | | | | | |
| STREETS | 4 | ACE HARDWARE | 576727 | CHOKE LEVER, WIRELCK PIN, FG STA | 10/01/2019 | 27.27 | 27.27 | 11/04/2019 |
| STREETS | 4 | ACE HARDWARE | 579121 | NUMBERS SET | 10/21/2019 | 8.07 | 8.07 | 11/04/2019 |
| STREETS | 4 | ACE HARDWARE | 579492 | SHUTOFF COCK | 10/23/2019 | 18.94 | 18.94 | 11/04/2019 |
| STREETS | 4 | ACE HARDWARE | 579494 | STEALTH CHISEL | 10/23/2019 | 33.29 | 33.29 | 11/04/2019 |
| STREETS | 4 | ACE HARDWARE | 579747 | HARDWARE | 10/25/2019 | 10.71 | 10.71 | 11/04/2019 |
| STREETS | 52 | AUCA CHICAGO MC LOCKBOX | 1592003214 | MATS | 10/03/2019 | 111.44 | 111.44 | 11/04/2019 |
| STREETS | 52 | AUCA CHICAGO MC LOCKBOX | 1592019218 | MATS | 10/17/2019 | 111.44 | 111.44 | 11/04/2019 |
| STREETS | 85 | BONNELL INDUSTRIES INC | 189043-IN | OAK SIDE BOARDS | 10/22/2019 | 63.50 | 63.50 | 11/04/2019 |
| STREETS | 1539 | CIVIL MATERIALS | 118947 | UPM PATCH MIX 15.07 TONS | 10/23/2019 | 1,959.10 | 1,959.10 | 11/04/2019 |
| STREETS | 146 | COM ED | SEPT 2019 157028 | O GRAHAM ST, DEMENT AVE | 09/11/2019 | 9,545.83 | 9,545.83 | 11/04/2019 |
| STREETS | 148 | COMCAST CABLE | OCT 2019 223677 | INTERNET 1610 FRANKLIN GROVE 87 | 10/10/2019 | 112.84 | 112.84 | 11/03/2019 |
| STREETS | 1277 | FISCH MOTORS INC | 16012 | TRUCK TEST-#10, 16 & 3 | 10/28/2019 | 102.00 | 102.00 | 11/04/2019 |
| STREETS | 492 | MARTIN & COMPANY EXCAVATING | 27475 | ASPHALT PAVING 24.17 TONS | 10/19/2019 | 1,305.18 | 1,305.18 | 11/04/2019 |
| STREETS | 555 | NICOR | OCT 2019 6910009 | 621 W SEVENTH 71-84-69-1000 9 | 10/17/2019 | 56.79 | 56.79 | 11/04/2019 |
| STREETS | 565 | NORTH'S OIL COMPANY | 3050313 | CHEVRON URSA 15W40 BULK | 10/24/2019 | 695.75 | 695.75 | 11/04/2019 |
| STREETS | 638 | RENNER QUARRIES LTD. | 51834 | 3/8" CHIPS 17.46TNS, 1" MINUS 9.22T | 10/11/2019 | 188.55 | 188.55 | 11/04/2019 |
| STREETS | 638 | RENNER QUARRIES LTD. | 51899 | 1" MINUS 25.23 TN, A-ROCK 8.76TN | 10/25/2019 | 187.59 | 187.59 | 11/04/2019 |
| STREETS | 650 | ROCK RIVER READY MIX | 14573 | NINTH ST 7.25 YD | 10/03/2019 | 750.37 | 750.37 | 11/04/2019 |
| STREETS | 650 | ROCK RIVER READY MIX | 14594 | NINTH STREET 3.25 YD | 10/04/2019 | 343.69 | 343.69 | 11/04/2019 |
| STREETS | 650 | ROCK RIVER READY MIX | 14627 | NINTH STREET 4.75 YD | 10/08/2019 | 491.62 | 491.62 | 11/04/2019 |
| STREETS | 650 | ROCK RIVER READY MIX | 14656 | SPRUCE ST 5.75 YD | 10/09/2019 | 595.12 | 595.12 | 11/04/2019 |
| STREETS | 728 | STERLING NAPA AUTO PARTS | 019847 | BOXED MINIATURES(LAMPS), EP MOL | 10/11/2019 | 26.88 | .00 | 11/04/2019 |
| STREETS | 728 | STERLING NAPA AUTO PARTS | 021020 | BATTERY | 10/21/2019 | 126.09 | 126.09 | 11/04/2019 |
| STREETS | 728 | STERLING NAPA AUTO PARTS | 21387 | OIL FIILTER, BLADE, AIR FILTER | 10/23/2019 | 459.20 | 459.20 | 11/04/2019 |
| STREETS | 819 | VERIZON WIRELESS | 9838345471 | STREETS | 09/18/2019 | 49.00 | 49.00 | 10/31/2019 |

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|-------------------------------|--------|----------------------------|------------------|--------------------------------|--------------|-------------|-------------|------------|
| STREETS | 819 | VERIZON WIRELESS | 9840375686 | STREETS | 10/18/2019 | 50.26 | 50.26 | 11/03/2019 |
| Total STREETS: | | | | | | 17,430.52 | 17,403.64 | |
| PUBLIC PROPERTY | | | | | | | | |
| PUBLIC PROPERTY | 4 | ACE HARDWARE | 577997 | GLOVES, PLIERS | 10/11/2019 | 30.11 | 30.11 | 11/04/2019 |
| PUBLIC PROPERTY | 4 | ACE HARDWARE | 579251 | CLIPS FOR BERMAN FLAG PEACE PA | 10/22/2019 | 17.98 | 17.98 | 11/04/2019 |
| PUBLIC PROPERTY | 4 | ACE HARDWARE | 579322 | BRASS 1-1/4/CHAMBER COUNCIL | 10/22/2019 | 4.84 | 4.84 | 11/04/2019 |
| PUBLIC PROPERTY | 555 | NICOR | SEP 2019 191954 | 105 W RIVER | 10/17/2019 | 37.92 | 37.92 | 11/04/2019 |
| PUBLIC PROPERTY | 728 | STERLING NAPA AUTO PARTS | 019158 | FLUID DOT | 10/07/2019 | 14.98 | 14.98 | 11/04/2019 |
| PUBLIC PROPERTY | 728 | STERLING NAPA AUTO PARTS | 16902 | TORO BLADES | 09/21/2019 | 179.94 | .00 | 11/04/2019 |
| PUBLIC PROPERTY | 819 | VERIZON WIRELESS | 9838345471 | PUBLIC PROPERTY | 09/18/2019 | 125.02 | 125.02 | 10/31/2019 |
| PUBLIC PROPERTY | 819 | VERIZON WIRELESS | 9840375686 | PUBLIC PROPERTY | 10/18/2019 | 87.00 | 87.00 | 11/03/2019 |
| Total PUBLIC PROPERTY: | | | | | | 497.79 | 317.85 | |
| CEMETERY | | | | | | | | |
| CEMETERY | 4 | ACE HARDWARE | 577997 | GLOVES, PLIERS | 10/11/2019 | 30.12 | 30.12 | 11/04/2019 |
| CEMETERY | 4 | ACE HARDWARE | 578418 | GARDEN SPADE, SPRING SNAP, FER | 10/15/2019 | 23.54 | 23.54 | 11/04/2019 |
| CEMETERY | 4 | ACE HARDWARE | 579348 | IMER MIXER | 10/22/2019 | 200.00 | 200.00 | 11/04/2019 |
| CEMETERY | 122 | CENTURYLINK | OCT 2019 007798 | OAKWOOD 304007798 | 10/04/2019 | 79.94 | 79.94 | 11/03/2019 |
| CEMETERY | 555 | NICOR | OCT 2019 10009 | NS RT 38 1W CHUCHD DIXON | 10/14/2019 | 40.71 | 40.71 | 11/04/2019 |
| CEMETERY | 555 | NICOR | OCT 2019 1320002 | 416 S DEMENT | 10/16/2019 | 40.47 | 40.47 | 11/04/2019 |
| CEMETERY | 728 | STERLING NAPA AUTO PARTS | 19260 | J.D. MOWER | 10/08/2019 | 1.75 | 1.75 | 11/04/2019 |
| Total CEMETERY: | | | | | | 416.53 | 416.53 | |
| VETERANS PARK | | | | | | | | |
| VETERANS PARK | 122 | CENTURYLINK | OCT 2019 099556 | VETERAN MEMORIAL PARK 44609955 | 10/04/2019 | 134.28 | 134.28 | 11/03/2019 |
| Total VETERANS PARK: | | | | | | 134.28 | 134.28 | |
| PUBLIC SAFETY BUILDING | | | | | | | | |
| PUBLIC SAFETY BUILD | 52 | AUCA CHICAGO MC LOCKBOX | 1592019228 | RUG SERVICE PSB | 10/17/2019 | 82.25 | 82.25 | 11/04/2019 |
| PUBLIC SAFETY BUILD | 52 | AUCA CHICAGO MC LOCKBOX | 1592023935 | MOPS | 10/22/2019 | 118.15 | 118.15 | 11/04/2019 |
| Total PUBLIC SAFETY BUILDING: | | | | | | 200.40 | 200.40 | |
| DOWNTOWN MAINTENANCE | | | | | | | | |
| DOWNTOWN MAINTEN | 51 | ASTRO VEN DISTRIBUTORS INC | 41581 | TISSUE | 09/30/2019 | 70.32 | 70.32 | 11/04/2019 |

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|-----------------------------|--------|---------------------------------|-----------------|-------------------------------------|--------------|-------------|-------------|------------|
| Total DOWNTOWN MAINTENANCE: | | | | | | 70.32 | 70.32 | |
| TRAFFIC MAINTENANCE | | | | | | | | |
| TRAFFIC MAINTENANC | 148 | COMCAST CABLE | NOV 2019 166520 | INTERNET TRAFFIC 877110301016652 | 10/27/2019 | 49.95 | 49.95 | 11/03/2019 |
| TRAFFIC MAINTENANC | 148 | COMCAST CABLE | OCT 2019 166520 | INTERNET TRAFFIC 877110301016652 | 09/27/2019 | 49.95 | 49.95 | 10/31/2019 |
| TRAFFIC MAINTENANC | 748 | TAPCO | I651101 | STRAPPING BRACKETS, STEEL STRA | 10/07/2019 | 241.15 | 241.15 | 11/04/2019 |
| TRAFFIC MAINTENANC | 748 | TAPCO | I652617 | BLADEHOLDER GRAPHTEC | 10/21/2019 | 194.75 | 194.75 | 11/04/2019 |
| Total TRAFFIC MAINTENANCE: | | | | | | 535.80 | 535.80 | |
| WATER | | | | | | | | |
| WATER | 4 | ACE HARDWARE | 578593 | GREASE GUN | 10/16/2019 | 44.99 | 44.99 | 11/04/2019 |
| WATER | 4 | ACE HARDWARE | 578593 | THRMOSTAT | 10/16/2019 | 35.98 | 35.98 | 11/04/2019 |
| WATER | 4 | ACE HARDWARE | 578774 | GALV PIPE, COUPLING | 10/17/2019 | 78.23 | 78.23 | 11/04/2019 |
| WATER | 4 | ACE HARDWARE | 579146 | PIPE GALV 30GA 4X24" | 10/21/2019 | 4.13 | 4.13 | 11/04/2019 |
| WATER | 50 | ASSOCIATED TECHNICAL SERVICES | 31924 | LEAK DETECTION 1245 N GALENA | 10/10/2019 | 1,360.00 | 1,360.00 | 11/04/2019 |
| WATER | 1623 | BLUE CROSS AND BLUE SHIELD OF I | OCT 2019 212731 | OCT 2019 0000137422 | 10/23/2019 | 207.73 | 207.73 | 10/24/2019 |
| WATER | 114 | CARUS CORPORATION | SLS10079108 | FLUORIDE | 10/16/2019 | 2,904.48 | 2,904.48 | 11/04/2019 |
| WATER | 122 | CENTURYLINK | OCT 2019 001885 | WATER 304001885 | 10/04/2019 | 348.27 | 348.27 | 11/03/2019 |
| WATER | 148 | COMCAST CABLE | OCT 2019 180059 | INTERNET 92 ARTESIAN 87711030101 | 10/20/2019 | 91.85 | 91.85 | 11/03/2019 |
| WATER | 1612 | CORE & MAIN LP | L365303 | 1002-1010 10 CLAY XCI/PVC CPLG, 4T/ | 10/15/2019 | 493.07 | 493.07 | 11/04/2019 |
| WATER | 1612 | CORE & MAIN LP | L383221 | CLAY XCI/PVC CPLG | 10/21/2019 | 498.31 | 498.31 | 11/04/2019 |
| WATER | 254 | FARLEY'S APPLIANCE | 220029 | PRESSURE SWITCH | 10/17/2019 | 15.98 | 15.98 | 11/04/2019 |
| WATER | 272 | FREEDOM MAILING SERVICES INC. | 36922 | PRINTING & MAILING SHUT OFF NOTI | 10/14/2019 | 30.93 | 30.93 | 11/04/2019 |
| WATER | 272 | FREEDOM MAILING SERVICES INC. | 36922 | PRINTING & MAILING SHUT OFF NOTI | 10/14/2019 | 124.85 | 124.85 | 11/04/2019 |
| WATER | 937 | GASVODA & ASSOCIATES INC. | INV1902055 | REPLACEMENT ELECTRONIC LOAD C | 10/15/2019 | 976.85 | 976.85 | 11/04/2019 |
| WATER | 339 | HUFFMAN CAR WASH | 144598 | VEHICLE WASH | 10/18/2019 | 8.75 | 8.75 | 11/04/2019 |
| WATER | 1527 | MILLER, SHARRI | OCT 2019 | LEIN RECORDING FEE - 617 JACKSO | 10/23/2019 | 56.00 | 56.00 | 11/04/2019 |
| WATER | 531 | MO-ST PLUMBING | 22496 | ICE MACHINE SERVICE | 10/01/2019 | 331.48 | 331.48 | 11/04/2019 |
| WATER | 555 | NICOR | OCT 2019 320001 | 92 ARTESIAN PLACE | 10/16/2019 | 297.39 | 297.39 | 11/04/2019 |
| WATER | 555 | NICOR | OCT 2019 320004 | 520 E RIVER ROAD | 10/16/2019 | 58.26 | 58.26 | 11/04/2019 |
| WATER | 555 | NICOR | OCT 2019 356015 | 1952 LOWELL PARK ROAD | 10/25/2019 | 112.97 | 112.97 | 11/04/2019 |
| WATER | 555 | NICOR | OCT 2019 593337 | 1740 BRINTON AVE | 10/24/2019 | 112.26 | 112.26 | 11/04/2019 |
| WATER | 555 | NICOR | OCT 2019 930232 | 2019 LOWELL PARK ROAD | 10/25/2019 | 85.68 | 85.68 | 11/04/2019 |
| WATER | 594 | PDC LABORATORIES | I9391483 | FLUORIDE TESTING | 10/28/2019 | 108.00 | 108.00 | 11/04/2019 |
| WATER | 728 | STERLING NAPA AUTO PARTS | 014604 | HOSE END FITTINGS, MIS CRIMP | 09/05/2019 | 20.19 | .00 | 11/04/2019 |
| WATER | 728 | STERLING NAPA AUTO PARTS | 016800 | LED SS MC 212, PLUG | 09/20/2019 | 13.36 | .00 | 11/04/2019 |
| WATER | 735 | STRAND ASSOCIATES INC | 153987 | PROF SERVICES SEPTEMBER 2019 | 10/10/2019 | 2,500.00 | 2,500.00 | 11/04/2019 |
| WATER | 819 | VERIZON WIRELESS | 9838345471 | WATER | 09/18/2019 | 127.77 | 127.77 | 10/31/2019 |
| WATER | 819 | VERIZON WIRELESS | 9838345471C | CREDITS | 09/18/2019 | 457.67- | 457.67- | 10/31/2019 |

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|-------------------------|--------|---------------------------------|-----------------|----------------------------------|--------------|-------------|-------------|------------|
| WATER | 819 | VERIZON WIRELESS | 9840375686 | WATER | 10/18/2019 | 118.34 | 118.34 | 11/03/2019 |
| Total WATER: | | | | | | 10,708.43 | 10,674.88 | |
| SEWAGE TREATMENT | | | | | | | | |
| SEWAGE TREATMENT | 4 | ACE HARDWARE | 577174 | LIMEAWAY, BASIN CLNR, SEAL TAPE | 10/04/2019 | 19.94 | 19.94 | 11/04/2019 |
| SEWAGE TREATMENT | 4 | ACE HARDWARE | 579130 | WATER 24 PK | 10/21/2019 | 17.94 | 17.94 | 11/04/2019 |
| SEWAGE TREATMENT | 4 | ACE HARDWARE | 579131 | DUAL FOOT EXT/AIR PLUG | 10/21/2019 | 14.36 | 14.36 | 11/04/2019 |
| SEWAGE TREATMENT | 52 | AUCA CHICAGO MC LOCKBOX | 1592016000 | RUBBER MATS | 10/15/2019 | 62.71 | 62.71 | 11/04/2019 |
| SEWAGE TREATMENT | 52 | AUCA CHICAGO MC LOCKBOX | 159203947 | RUBBER MATS | 10/22/2019 | 62.71 | 62.71 | 11/04/2019 |
| SEWAGE TREATMENT | 1623 | BLUE CROSS AND BLUE SHIELD OF I | OCT 2019 212731 | OCT 2019 0000137422 | 10/23/2019 | 362.16 | 362.16 | 10/24/2019 |
| SEWAGE TREATMENT | 104 | C & N SUPPLY | 57441 | SHIPPING AND HANDLING | 10/18/2019 | 47.13 | 47.13 | 11/04/2019 |
| SEWAGE TREATMENT | 104 | C & N SUPPLY | 57454 | SHIPPING TO PDC | 10/22/2019 | 17.88 | 17.88 | 11/04/2019 |
| SEWAGE TREATMENT | 122 | CENTURYLINK | OCT 2019 027784 | 2600 W THIRD 304027784 | 10/19/2019 | 291.45 | 291.45 | 11/03/2019 |
| SEWAGE TREATMENT | 1992 | CJL & M LLC | 110 | CONTRACTUAL OCT 2019 | 10/29/2019 | 4,496.00 | 4,496.00 | 11/04/2019 |
| SEWAGE TREATMENT | 148 | COMCAST CABLE | OCT 2019 261610 | INTERNET 2600 W 3RD 877110301026 | 10/16/2019 | 145.83 | 145.83 | 11/03/2019 |
| SEWAGE TREATMENT | 201 | DIXON COMMERCIAL ELECTRIC CO. | 02503 | REWIRE 30HP MOTOR | 10/01/2019 | 780.79 | 780.79 | 11/04/2019 |
| SEWAGE TREATMENT | 201 | DIXON COMMERCIAL ELECTRIC CO. | 02504 | CHECK PROBLEM WITH PRESS | 10/02/2019 | 410.50 | 410.50 | 11/04/2019 |
| SEWAGE TREATMENT | 201 | DIXON COMMERCIAL ELECTRIC CO. | 02505 | PULL PUMP & REWIRE | 10/03/2019 | 580.00 | 580.00 | 11/04/2019 |
| SEWAGE TREATMENT | 217 | DIXON TIRE CENTER | 96062 | FUZION, COMPUTER SPIN | 10/23/2019 | 576.56 | 576.56 | 11/04/2019 |
| SEWAGE TREATMENT | 272 | FREEDOM MAILING SERVICES INC. | 36922 | PRINTING & MAILING SHUT OFF NOTI | 10/14/2019 | 30.92 | 30.92 | 11/04/2019 |
| SEWAGE TREATMENT | 272 | FREEDOM MAILING SERVICES INC. | 36922 | PRINTING & MAILING SHUT OFF NOTI | 10/14/2019 | 124.84 | 124.84 | 11/04/2019 |
| SEWAGE TREATMENT | 275 | FYR- FYTER INC | 71617 | SERVICE FIRE EXTINGUISHERS | 10/08/2019 | 114.30 | 114.30 | 11/04/2019 |
| SEWAGE TREATMENT | 440 | KOMLINE-SANDERSON | 42044398 | REPROGRAM PANELVIEW | 10/10/2019 | 368.36 | 368.36 | 11/04/2019 |
| SEWAGE TREATMENT | 505 | MENARDS | 45774 | 4'TOO HANGER, 10" CHANNELLOCK, | 10/21/2019 | 100.14 | 100.14 | 11/04/2019 |
| SEWAGE TREATMENT | 505 | MENARDS | 45774 | 4'TOO HANGER, 10" CHANNELLOCK, | 10/21/2019 | 115.53 | 115.53 | 11/04/2019 |
| SEWAGE TREATMENT | 528 | MORLEY SIGNS | OCT 16 2019 | PICK UP LETTERING | 10/16/2019 | 160.00 | 160.00 | 11/04/2019 |
| SEWAGE TREATMENT | 555 | NICOR | OCT 2019 320002 | OCT 2019 2600 W THIRD ST | 10/17/2019 | 206.82 | 206.82 | 11/04/2019 |
| SEWAGE TREATMENT | 555 | NICOR | OCT 2019 320003 | 2400 W FIRST STREET | 10/17/2019 | 78.59 | 78.59 | 11/04/2019 |
| SEWAGE TREATMENT | 638 | RENNER QUARRIES LTD. | 51900 | 3/4" CHIPS 15.17 TN | 10/25/2019 | 121.36 | 121.36 | 11/04/2019 |
| SEWAGE TREATMENT | 2354 | SCOTT INDUSTRIAL | 1408804-01 | PNEUMATIC CYLINDER REV., SILENC | 09/23/2019 | 1,901.52 | 1,901.52 | 11/04/2019 |
| SEWAGE TREATMENT | 809 | USA BLUEBOOK | 35176 | NUPLA SHOVEL, SPADE, BROOM, GL | 10/10/2019 | 465.90 | 465.90 | 11/04/2019 |
| SEWAGE TREATMENT | 819 | VERIZON WIRELESS | 9838345471 | WASTE WATER | 09/18/2019 | 53.14 | 53.14 | 10/31/2019 |
| SEWAGE TREATMENT | 819 | VERIZON WIRELESS | 9840375686 | WASTE WATER | 10/18/2019 | 56.14 | 56.14 | 11/03/2019 |
| Total SEWAGE TREATMENT: | | | | | | 11,783.52 | 11,783.52 | |
| FIRE | | | | | | | | |
| FIRE | 1662 | BARBECK COMMUNICATIONS | 120000065-1 | PAGERS | 10/10/2019 | 1,599.00 | 1,599.00 | 11/04/2019 |
| FIRE | 1662 | BARBECK COMMUNICATIONS | 120000155-1 | RADIO INSTALL NEW ENGINE | 10/24/2019 | 810.00 | 810.00 | 11/04/2019 |
| FIRE | 2382 | BASLER, BRAD | OCT 2019 BASLER | PER DIEM 5 @ FAST CLASS CAHMPAI | 10/23/2019 | 235.00 | 235.00 | 11/04/2019 |

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|--------------------|--------|--------------------------------|------------------|----------------------------------|--------------|-------------|-------------|------------|
| FIRE | 122 | CENTURYLINK | OCT 2019 | PSB 304074498 | 10/19/2019 | 280.00 | 280.00 | 11/03/2019 |
| FIRE | 1173 | DIRECT IN SUPPLY | 108670 | DISH SOAP AND SPONGES | 10/09/2019 | 56.91 | 56.91 | 11/04/2019 |
| FIRE | 928 | EAC SUBMISSIONS | 2948 | CLAIMS SUBMISSIONS #IL1952 | 10/27/2019 | 181.20 | 181.20 | 11/04/2019 |
| FIRE | 241 | EMERGENCY MEDICAL PRODUCTS IN | 2107625 | AMBULANCE SUPPLIES | 10/10/2019 | 244.68 | 244.68 | 11/04/2019 |
| FIRE | 275 | FYR- FYTER INC | 71680 | EXTINGUISHER REFILL | 10/14/2019 | 53.30 | 53.30 | 11/04/2019 |
| FIRE | 2075 | HANSLER, TYLER | OCT 2019 HANSLER | PER DIEM @ FAST CLASS CHAMPAIG | 10/23/2019 | 40.00 | 40.00 | 11/04/2019 |
| FIRE | 325 | HENRY, JACOB | OCT 2019 HENRY 2 | MILEAGE @ IFSI STRUCURAL OPS | 10/16/2019 | 214.60 | 214.60 | 11/04/2019 |
| FIRE | 1049 | KALEEL'S CLOTHING AND PRINTING | 5227 | WINTER HATS | 10/17/2019 | 120.00 | 120.00 | 11/04/2019 |
| FIRE | 1049 | KALEEL'S CLOTHING AND PRINTING | 5274 | WINTER JACKETS | 10/21/2019 | 1,120.00 | 1,120.00 | 11/04/2019 |
| FIRE | 528 | MORLEY SIGNS | OCT 2019 MORLEY | PSB CHIEF PLAQUE UPDATED | 10/23/2019 | 270.00 | 270.00 | 11/04/2019 |
| FIRE | 1071 | OLIVER'S FOOD PRIDE | 0475 | ASPRIN FOR AMBULANCE | 09/13/2019 | 8.28 | 8.28 | 11/04/2019 |
| FIRE | 1071 | OLIVER'S FOOD PRIDE | 1222 | BOTTLED WATER | 09/15/2019 | 23.92 | 23.92 | 11/04/2019 |
| FIRE | 1071 | OLIVER'S FOOD PRIDE | 7022 | BOTTLED WATER | 10/08/2019 | 14.95 | 14.95 | 11/04/2019 |
| FIRE | 1072 | PHYSICIANS IMMEDIATE CARE | 4128345 | RESPIRATORY CLEARANCE TESTING | 10/23/2019 | 220.00 | 220.00 | 11/04/2019 |
| FIRE | 622 | PRO-TECH SECURITY SALES | 29326 | 6 ARMORED EMS VESTS | 10/21/2019 | 2,170.00 | 2,170.00 | 11/04/2019 |
| FIRE | 1285 | ROCK FALLS FIRE DEPT | 2019-FD-08 | 1/4 SPLIT WITH AREA DEPTS NATION | 10/21/2019 | 336.37 | 336.37 | 11/04/2019 |
| FIRE | 677 | SBM STERLING BUSINESS CENTER | INV466263 | COPY MACHINE QUARTERLY | 10/14/2019 | 154.80 | 154.80 | 11/04/2019 |
| FIRE | 728 | STERLING NAPA AUTO PARTS | 015152 | BULBS | 09/09/2019 | 11.99 | .00 | 11/04/2019 |
| FIRE | 728 | STERLING NAPA AUTO PARTS | 016874 | HEADLIGHT | 09/20/2019 | 8.29 | .00 | 11/04/2019 |
| FIRE | 728 | STERLING NAPA AUTO PARTS | 018856 | BULBS | 10/04/2019 | 16.99 | .00 | 11/04/2019 |
| FIRE | 801 | UNIFORM DEN INC | 101758 | NEW HIRE DRESS UNIFORM | 10/16/2019 | 266.13 | 266.13 | 11/04/2019 |
| FIRE | 801 | UNIFORM DEN INC | 101759 | DRESS UNIFORM UPDATES | 10/16/2019 | 79.50 | 79.50 | 11/04/2019 |
| FIRE | 819 | VERIZON WIRELESS | 9838345471 | FIRE | 09/18/2019 | 378.19 | 378.19 | 10/31/2019 |
| FIRE | 819 | VERIZON WIRELESS | 9840375686 | FIRE | 10/18/2019 | 395.38 | 395.38 | 11/03/2019 |

Total FIRE:

9,309.48 9,272.21

POLICE

| | | | | | | | | |
|--------|-----|----------------------------|----------------------|--------------------------------|------------|----------|----------|------------|
| POLICE | 89 | BRANIFF COMMUNICATIONS INC | 0032449 | SIREN MAINTENANCE | 10/01/2019 | 3,050.00 | 3,050.00 | 11/04/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | SHARP, WOLFLEY LUNCH-OTTAWA A | 10/21/2019 | 27.27 | 27.27 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | SHARP, WOLFLEY LUNCH-OTTAWA A | 10/21/2019 | 24.04 | 24.04 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | COFFEE SUPPLIES | 10/21/2019 | 86.16 | 86.16 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | POSTAGE | 10/21/2019 | 7.00 | 7.00 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | LAMENDOLA, DEETS LUNCH-FREEPO | 10/21/2019 | 23.65 | 23.65 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | FARIAS LUNCH LOMBARD-SAFETY SE | 10/21/2019 | 14.62 | 14.62 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | LAMENDOLA, DEETS LUNCH-FREEPO | 10/21/2019 | 25.61 | 25.61 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | LAMENDOLA, DEETS LUNCH-FREEPO | 10/21/2019 | 29.89 | 29.89 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | FARIAS LUNCH-GLEN ELLYN SAFETY | 10/21/2019 | 11.67 | 11.67 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | FARIAS LODGING DOWNERS GROVE | 10/21/2019 | 251.12 | 251.12 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | FUEL | 10/21/2019 | 34.03 | 34.03 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | THOMAS, LAMENDOLA DINNER-ELGI | 10/21/2019 | 49.82 | 49.82 | 11/03/2019 |

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|--------------------|--------|------------------------------|----------------------|--------------------------------|--------------|-------------|-------------|------------|
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | THOMAS, LAMENDOLA DINNER-ELGI | 10/21/2019 | 36.86 | 36.86 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON LUNCH-CRASH INV. | 10/21/2019 | 14.27 | 14.27 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | LAMENDOLA, THOMAS DINNER-GST | 10/21/2019 | 43.74 | 43.74 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON DINNER-CRASH INV. | 10/21/2019 | 18.65 | 18.65 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON DINNER-CRASH INV. | 10/21/2019 | 16.84 | 16.84 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON LUNCH-CRASH INV. | 10/21/2019 | 14.27 | 14.27 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON DINNER-CRASH INV. | 10/21/2019 | 18.03 | 18.03 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON LUNCH-CRASH INV. | 10/21/2019 | 14.58 | 14.58 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | LAMENDOLA, DEETS DINNER-INTERV | 10/21/2019 | 64.64 | 64.64 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | LAMENDOLA, DEETS LUNCH-INTERVI | 10/21/2019 | 15.91 | 15.91 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | FUEL | 10/21/2019 | 36.56 | 36.56 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | FUEL | 10/21/2019 | 5.01 | 5.01 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON LUNCH-CRASH INV. | 10/21/2019 | 13.75 | 13.75 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON DINNER-CRASH INV. | 10/21/2019 | 14.27 | 14.27 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON DINNER-CRASH INV. | 10/21/2019 | 11.19 | 11.19 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON LUNCH-CRASH INV. | 10/21/2019 | 17.05 | 17.05 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON LUNCH-CRASH INV. | 10/21/2019 | 11.00 | 11.00 | 11/03/2019 |
| POLICE | 493 | CARD SERVICE CENTER | 09 2019 Whelan #0137 | GARRISON LUNCH-CRASH INV. | 10/21/2019 | 14.94 | 14.94 | 11/03/2019 |
| POLICE | 122 | CENTURYLINK | OCT 2019 | PSB 304074498 | 10/19/2019 | 1,094.79 | 1,094.79 | 11/03/2019 |
| POLICE | 144 | CNA SURETY | 61247042N 2019 AS | 169 NOTARY | 10/25/2019 | 30.00 | 30.00 | 11/04/2019 |
| POLICE | 152 | COMPLETE AUTOWERKS REPAIR SE | 14449 | TIRE REPAIR #6363 | 10/23/2019 | 16.26 | 16.26 | 11/04/2019 |
| POLICE | 152 | COMPLETE AUTOWERKS REPAIR SE | 14450 | BATTERY REPLACEMENT #6997 | 10/23/2019 | 170.22 | 170.22 | 11/04/2019 |
| POLICE | 629 | QUILL CORPORATION | 1965546 | SCISSORS, MARKERS, HOLE PUNCH | 10/16/2019 | 45.83 | 45.83 | 11/04/2019 |
| POLICE | 629 | QUILL CORPORATION | 1986060 | 8 LAYER DISKS | 10/17/2019 | 40.99 | 40.99 | 11/04/2019 |
| POLICE | 629 | QUILL CORPORATION | 2000051 | FLASH DRIVES | 10/17/2019 | 73.16 | 73.16 | 11/04/2019 |
| POLICE | 629 | QUILL CORPORATION | 2131971 | FLASH DRIVES, TAPE, KLEENEX | 10/23/2019 | 177.97 | 177.97 | 11/04/2019 |
| POLICE | 704 | SLIM-N-HANK'S | 09541 | OUTSTANDING TOW BILL | 07/09/2019 | 50.00 | 50.00 | 11/04/2019 |
| POLICE | 704 | SLIM-N-HANK'S | 12495 | OUTSTANDING TOW BILL | 07/12/2019 | 60.00 | 60.00 | 11/04/2019 |
| POLICE | 704 | SLIM-N-HANK'S | 12655 | OUTSTANDING TOW BILL | 07/27/2019 | 60.00 | 60.00 | 11/04/2019 |
| POLICE | 704 | SLIM-N-HANK'S | 12809 | OUTSTANDING TOW BILL | 10/01/2019 | 50.00 | 50.00 | 11/04/2019 |
| POLICE | 801 | UNIFORM DEN INC | 101423-01 | FALL/WINTER DEPT. ORDER | 10/10/2019 | 126.28 | 126.28 | 11/04/2019 |
| POLICE | 819 | VERIZON WIRELESS | 9838345471 | POLICE (IPAD) | 09/18/2019 | 259.99 | 259.99 | 10/31/2019 |
| POLICE | 819 | VERIZON WIRELESS | 9838345471 | POLICE | 09/18/2019 | 841.75 | 841.75 | 10/31/2019 |
| POLICE | 819 | VERIZON WIRELESS | 9840375686 | POLICE | 10/18/2019 | 855.58 | 855.58 | 11/03/2019 |
| Total POLICE: | | | | | | 7,969.26 | 7,969.26 | |

LIBRARY

| | | | | | | | | |
|---------|------|-----------------------------|-----------------|-----------------------------|------------|--------|--------|------------|
| LIBRARY | 1775 | AMAZON CAPITAL SERVICES INC | 1TQF-KFT3-RRQN | CANDY FOR HALLOWEEN PROGRAM | 10/11/2019 | 60.96 | 60.96 | 11/04/2019 |
| LIBRARY | 122 | CENTURYLINK | OCT 2019 050193 | LIBRARY 304050193 | 10/04/2019 | 221.35 | 221.35 | 11/03/2019 |
| LIBRARY | 1872 | CINTAS | 4032735125 | WET MOP REPLACE MATS | 10/24/2019 | 29.85 | 29.85 | 11/04/2019 |

| Segment DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|--------------------|--------|--------------------------|------------------|---------------------------------|--------------|-------------|-------------|------------|
| LIBRARY | 1872 | CINTAS | 4032735125 | SOAP/TOILET PAPER/MICROFIBER CL | 10/24/2019 | 27.08 | 27.08 | 11/04/2019 |
| LIBRARY | 1872 | CINTAS | 4033233515 | WET MOP REPLACE MATS | 10/24/2019 | 29.85 | 29.85 | 11/04/2019 |
| LIBRARY | 1872 | CINTAS | 4033233515 | PAPER TOWELS/SOAP/MICROFIBER | 10/24/2019 | 37.08 | 37.08 | 11/04/2019 |
| LIBRARY | 235 | EBSCO | 1590537 | PERIODICAL WIRED , SEPARATE ORD | 10/16/2019 | 22.37 | 22.37 | 11/04/2019 |
| LIBRARY | 389 | INGRAM LIBRARY SERVICES | 42326118 | ADULT MTLs - BOOKS | 10/11/2019 | 125.81 | 125.81 | 11/04/2019 |
| LIBRARY | 389 | INGRAM LIBRARY SERVICES | 42326118 | CHILDREN - BOOKS | 10/11/2019 | 30.58 | 30.58 | 11/04/2019 |
| LIBRARY | 389 | INGRAM LIBRARY SERVICES | 42390911 | ADULT MTLs - BOOKS | 10/17/2019 | 444.83 | 444.83 | 11/04/2019 |
| LIBRARY | 389 | INGRAM LIBRARY SERVICES | 42390911 | CHILDREN - BOOKS | 10/17/2019 | 5.99 | 5.99 | 11/04/2019 |
| LIBRARY | 389 | INGRAM LIBRARY SERVICES | 42439877 | ADULT MTLs - BOOKS | 10/22/2019 | 310.09 | 310.09 | 11/04/2019 |
| LIBRARY | 389 | INGRAM LIBRARY SERVICES | 42439877 | YA - BOOKS | 10/22/2019 | 431.05 | 431.05 | 11/04/2019 |
| LIBRARY | 460 | LEAF | 9948164 | SHARP COPIER CONTRACT # 100-381 | 10/18/2019 | 391.45 | 391.45 | 11/04/2019 |
| LIBRARY | 478 | LOESCHER HEATING AND | 28924 | INSTALLATION OF CONDENSING UNIT | 10/16/2019 | 4,800.00 | 4,800.00 | 11/04/2019 |
| LIBRARY | 1227 | MIDWEST TAPE | 98066914 | 1 DVD | 10/15/2019 | 23.61 | 23.61 | 11/04/2019 |
| LIBRARY | 1227 | MIDWEST TAPE | 98097439 | 2 DVDS / 7 AUDIOBOOKS | 10/22/2019 | 307.41 | 307.41 | 11/04/2019 |
| LIBRARY | 596 | PEST CONTROL CONSULTANTS | 174415 | MTHLY SERVICE OCT 2019 | 10/15/2019 | 65.00 | 65.00 | 11/04/2019 |
| LIBRARY | 1151 | ROCKFORD REGISTER STAR | NOV 2019 233819 | 52 WEEK RENEWAL (THIS RENEWAL | 10/30/2019 | 275.15 | 275.15 | 11/04/2019 |
| LIBRARY | 1649 | STAPLES BUSINESS CREDIT | 7301446908-0-1 | COPY PAPER/MOUSE PADS/CARDST | 10/23/2019 | 176.78 | 176.78 | 11/04/2019 |
| LIBRARY | 819 | VERIZON WIRELESS | 9838345471 | LIBRARY | 09/18/2019 | 49.00 | 49.00 | 10/31/2019 |
| LIBRARY | 819 | VERIZON WIRELESS | 9840375686 | LIBRARY | 10/18/2019 | 50.26 | 50.26 | 11/03/2019 |
| Total LIBRARY: | | | | | | 7,915.55 | 7,915.55 | |
| AIRPORT | | | | | | | | |
| AIRPORT | 4 | ACE HARDWARE | 579491 | SM TOOLS AIRPORT 86 BLOWER | 10/23/2019 | 246.74 | 246.74 | 11/04/2019 |
| AIRPORT | 4 | ACE HARDWARE | 579496 | OP SUPP AIRP STIHL | 10/23/2019 | 19.99 | 19.99 | 11/04/2019 |
| AIRPORT | 52 | AUCA CHICAGO MC LOCKBOX | 1592019212 | MAT SERVICE | 10/17/2019 | 104.13 | 104.13 | 11/04/2019 |
| AIRPORT | 143 | CMT | 0206279 | PROF SERVICES 08.24.19-09.27.19 | 10/18/2019 | 90.00 | 90.00 | 11/04/2019 |
| AIRPORT | 275 | FYR- FYTER INC | 71627 | EXTINGUISHER | 10/08/2019 | 64.35 | 64.35 | 11/04/2019 |
| AIRPORT | 555 | NICOR | JULY 2019 020007 | DUPLICATE PMT 1650 FRANKLIN GRO | 07/17/2019 | 34.09- | 34.09- | 11/04/2019 |
| AIRPORT | 555 | NICOR | OCT 2019 020007 | 1650 FRANKLIN GROVE RD | 10/14/2019 | 36.36 | 36.36 | 11/04/2019 |
| AIRPORT | 555 | NICOR | OCT 2019 910003 | 1650 FRANKLIN GROVE RD | 10/11/2019 | 26.48 | 26.48 | 11/04/2019 |
| Total AIRPORT: | | | | | | 553.96 | 553.96 | |
| Grand Totals: | | | | | | 327,176.75 | 326,899.11 | |

| Segment | DEPARTMENT | Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Inv Amt | Amount Paid | Date Paid |
|---------|------------|--------|-------------|----------------|-------------|--------------|-------------|-------------|-----------|
|---------|------------|--------|-------------|----------------|-------------|--------------|-------------|-------------|-----------|

Report Criteria:

Invoices with totals above \$.00 included.

Only paid invoices included.

[Report].Date Paid = 10/22/2019-11/04/2019

DIXON HISTORIC PRESERVATION COMMISSION

CITY HALL
P. O. BOX 318
DIXON IL 61021
dhpc@discoverdixon.org

20190827 MEETING MINUTES

1. CALL TO ORDER

Chairperson McLane called the meeting to order in Council Chambers at City Hall at 103p.

2. ROLL CALL

Present were Commissioners Deter, Higby, McLane, and Wadsworth. Absent was Commissioner Krueger. **A quorum was declared.** Also present were Paul Shiaras, Tim Shipman, Danny Langloss, and Eric Brantley.

3. APPROVAL OF MINUTES

Tom Wadsworth moved, and James Higby seconded, that the minutes of the July 19, 2019 meeting be approved. Voting Aye: Higby, McLane, and Wadsworth. Abstaining: Deter. Voting Nay: None. Motion passed.

4. NOTICES AND COMMUNICATIONS

There were no notices or communications.

5. PUBLIC COMMENT

No public was present.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

- a. Welcome of new Commissioner Antony Deter

All present acknowledged Mr. Deter's membership on the Commission.

- b. Discussion and possible approval of façade modification at 215 West First Street

Property owner Eric Brantley outlined his plans to open a new restaurant at the location. The current storefront will be removed and replaced with a recessed entryway along with two overhead garage doors made of glass. The current awning structure will be recovered, but the second-floor façade will not be altered at this time. Commissioners noted that the current building replaced one that burned in 1943, to be re-opened by the Eichler Brothers in 1946. Its architecture is typical postwar style. After brief discussion **Tom Wadsworth moved, and Antony Deter seconded, that the project be approved. Voting Aye: McLane, Wadsworth, Deter, and Higby. Voting Nay: None. Motion carried.**

c. Ordinance Review

Digital copies of Ordinance 18 had been emailed to all Commissioners. Tom Wadsworth led a spirited discussion of some of its points, especially those involving pro-active designations of historical buildings outside the downtown historic district. Commissioner Higby pointed out that over the years, many dozens of houses had been torn down and replaced by commercial structures, mostly after World War Two. Commissioner McLane reminded the group of efforts in other towns to emphasize their local history by creating brochures that outline walking tours. At the end of this discussion **Tom Wadsworth moved, and James Higby seconded, that the Commission start making a list of historic houses and buildings in Dixon. Voting Aye: Deter, Higby, McLane, and Wadsworth. Voting Nay: None. Motion carried.**

d. Other

Commissioner McLane read a letter from Commissioner Higby, in which the latter announced his resignation as Commission Secretary, while stating that he will remain on the Commission. Higby cited his 8-year tenure in the position and his desire to have more time for other volunteer pursuits. **Tom Wadsworth moved, and Antony Deter seconded, that the Commission accept the resignation with great regret. Voting Aye: McLane, Wadsworth, and Deter. Abstaining: Higby. Voting Nay: None. Motion carried.**

Following this vote, Tom Wadsworth observed that, since the Commission is a part of City government, perhaps the office of Secretary could become titular, while City staff handled the scheduling of meetings, as well as the creation of agendas and minutes.

8. ADJOURNMENT

Tom Wadsworth moved, and John McLane seconded, that the meeting be adjourned, for which the vote was unanimous at 211p.

Submitted by James Higby, Secretary
Dixon Historic Preservation Commission

DIXON HISTORIC PRESERVATION COMMISSION

CITY HALL
P. O. BOX 318
DIXON IL 61021
dhpc@discoverdixon.org

MEETING MINUTES FOR OCTOBER 4, 2019
First Floor Conference Room, Dixon City Hall, 9:30 A.M.

1. CALL TO ORDER

Chairperson McLane called the meeting to order in the First Floor Conference Room at City Hall at 9:34 a.m.

2. ROLL CALL

Present were Commissioners Deter, Higby, McLane, and Wadsworth. Absent was Commissioner Krueger. A quorum was declared. Also present were Joe Bay and Kevin Considine.

3. APPROVAL OF MINUTES

James Higby moved, and Antony Deter seconded, that the minutes of the Aug. 27, 2019, meeting be approved. Motion carried unanimously.

4. NOTICES AND COMMUNICATIONS

There were no notices or communications.

5. PUBLIC COMMENT

No public comments were received.

6. OLD BUSINESS

As planned, the commission briefly discussed creating a list of historic buildings that might be featured in a Historic Walking Tour of Dixon. In preparation for the next meeting, the secretary will distribute a PDF of homes in the "Badger book" for consideration. Jeremy Englund of Main Street will be invited to attend.

7. NEW BUSINESS

- a. Review of application for facade modification at 84 South Galena Avenue**

Kevin Considine attended the meeting and explained his application. Antony Deter moved, and James Higby seconded, a motion to approve the application. The motion carried unanimously.

b. Discuss election of secretary for the commission

John McLane moved, and Antony Deter seconded, a motion to elect Tom Wadsworth to serve as secretary. The motion carried unanimously.

c. Discuss election of vice chair

Since Tom Wadsworth was now secretary, John McLane moved, and Tom Wadsworth seconded, a motion to elect Antony Deter as vice chair of the commission, replacing Tom Wadsworth. The motion carried unanimously.

8. ADJOURNMENT

At 10:25 p.m., James Higby moved, and Antony Deter seconded, that the meeting be adjourned. The motion carried unanimously.

The next meeting will be held at 9:30 a.m. on Friday, Oct. 25, 2019.

Submitted by Tom Wadsworth, Secretary
Dixon Historic Preservation Commission



COUNCIL ACTION FORM

Date: 11/4/2019

Presented By: Allen Philhower

Subject: Disposal of Personal Property (Cellular Devices) Agenda Item: 16A

Description:

Disposal of used or damaged devices. These devices were previously used by employees under our cellular account. The City no longer has a need to retain the items. They will be offered for sale to employees at fair market value based on online pricing from buyback sites. Any remaining devices will be sold to a buyback site or company.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☒

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Info Technology _____

Is this item in the CIP? YES ☐ NO ☒ CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Approve disposal of the devices listed

Required Action

ORDINANCE☒

RESOLUTION☐

MOTION☐

NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

MOVE TO authorize the Disposal of Personal Property (Cellular Devices)

CITY COUNCIL VOTES

| VOTES | Mayor Arellano | Councilman Considine | Councilman Marshall | Councilwoman Oros | Councilman Venier |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| YES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSTAIN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CITY OF DIXON

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN PERSONAL
PROPERTY OWNED BY THE CITY OF DIXON
(Cellular Devices)**

ADOPTED BY THE COUNCIL

OF THE CITY OF DIXON

THIS 4TH DAY OF November, 2019

Published in pamphlet form by authority of the Council of the City of Dixon, this 4th day of November 2019.

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN PERSONAL
PROPERTY OWNED BY THE CITY OF DIXON
(Cellular Devices)**

WHEREAS, the City of Dixon, Illinois (the "City") owns and has utilized previously the following described personal property (the "Property"):

Item Description

Apple iPhone 7, 32GB, Quantity 5

Apple iPhone 6s, 32GB, Quantity 4

Apple iPhone 6, 16GB, Quantity 3

Apple iPad Retinaa, 16GB, Quantity 1

WHEREAS, pursuant to the provisions of 65 ILCS 5/11-76-4, the City may sell personal property it owns which is no longer necessary or useful to it upon the passage of an ordinance authorizing the sale approved by a majority of the corporate authorities then holding office; and

WHEREAS, the City Council has reviewed the needs of the City with reference to the Property and has made a careful study of said needs; and

WHEREAS, it is the opinion of the City Council that the Property is no longer necessary or useful to or for the best interests of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Dixon, Illinois as follows:

SECTION 1: The forgoing recitals are incorporated herein as findings of the City Council by the City of Dixon.

SECTION 2: Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the City Council finds that the Property described above, and now owned by the City, is no longer necessary or useful to the City and that the best interests of the City will be served by its sale.

SECTION 3: Pursuant to said Section 11-76-4, the City Manager be and he is hereby authorized and directed to sell or dispose of the Property upon such terms and for such price as he deems in the best interest of the City, including, but not limited to, the sale or disposal of the Property for scrap.

SECTION 4: The provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of

the remainder.

SECTION 5: All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 6: The City Clerk is hereby authorized and directed to publish this Ordinance in pamphlet form.

SECTION 7: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Passed by the Mayor and the City Council of the City of Dixon on the 4th day of November, 2019.

Mayor

Attest:

City Clerk



COUNCIL ACTION FORM

Date: 11/4/19

Presented By: Mayor

Subject: Amending Liquor Code - Fees Agenda Item: 15B

Description:

Per the request from the Council, we are addressing the liquor fees before the end of the year to give the licensees plenty of notice.

The fees were raised the same 5% to 10% as the last increase.

The installment payment was removed, payment in full is due before April 1st.

A late fee of \$50 was added for any renewal licensee who doesn't pay by April 1st.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Approve the changes to the Liquor Code

Required Action

ORDINANCE☒ RESOLUTION☐ MOTION☐ NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

MOVE TO to approve the amendments to Title V, Chapter 13, Section 5-13-7 (Alcoholic Liquor-Fees).

CITY COUNCIL VOTES

| VOTES | Mayor Arellano | Councilman Considine | Councilman Marshall | Councilwoman Oros | Councilman Venier |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| YES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSTAIN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CITY OF DIXON

ORDINANCE NO. _____

**ORDINANCE AMENDING THE DIXON CITY CODE
TITLE V, CHAPTER 13, SECTION 5-13-7
(ALCOHOLIC LIQUORS – FEES)**

ADOPTED BY THE

CITY COUNCIL

OF THE

CITY OF DIXON

THIS 4TH DAY OF NOVEMBER 2019

Published in pamphlet form by authority of the City Council of the City of Dixon, this 4th day of November, 2019.

ORDINANCE NO. _____

**ORDINANCE AMENDING THE DIXON CITY CODE
TITLE V, CHAPTER 13, SECTION 5-13-7
(ALCOHOLIC LIQUORS – FEES)**

BE IT ORDAINED by the City Council of the City of Dixon, Illinois:

SECTION 1: That Title V, Chapter 13 of the Dixon City Code, 1963, as amended, is hereby further amended by amending Section 5-13-7(A) to read as follows:

“5-13-7: FEES:

(A) The annual fees for licenses according to class as defined in this chapter shall be as follows:

| Class | Description | Fees |
|--------------|---|-------------|
| A | Restaurant/Hotel excluding Sundays | \$1,760.00 |
| A-1 | Restaurant/Hotel including Sundays | \$1,990.00 |
| B | Restaurant/Hotel excluding Sundays – Beer & Wine Only | \$440.00 |
| B-1 | Restaurant/Hotel including Sundays – Beer & Wine Only | \$590.00 |
| C | Clubs excluding Sundays | \$590.00 |
| C-1 | Clubs including Sundays | \$670.00 |
| D | Tavern excluding Sundays | \$1,760.00 |
| D-1 | Tavern including Sundays | \$1,820.00 |
| E | Pkg Liquor excluding Sundays | \$1,600.00 |
| E-1 | Pkg Liquor including Sundays | \$1,690.00 |
| F | Grocery Store/Drugstore excluding Sundays | \$1,600.00 |
| F-1 | Grocery Store/Drugstore including Sundays | \$1,690.00 |
| G-1 | Convenience Store/Gas Station Beer & Wine Only | \$1,340.00 |
| G-2 | Convenience Store/Gas Station | \$1,690.00 |
| I | Beer & Wine consumption on premises excluding Sundays | \$1,760.00 |
| I-1 | Beer & Wine consumption on premises including Sundays | \$1,990.00 |
| N | Beer & Wine Cork & Carry on Premises | \$45.00 |

| | | |
|-----------|--|---------|
| O | Not For Profit | \$37.00 |
| Temporary | Off premise license | \$58.00 |
| Temporary | Off premise license – if no profit is made | \$5.00 |
| Temporary | Petunia Festival | \$1.00 |

License fees shall be paid in advance on an annual basis. Fees for renewal of a license not paid by April 1st of each year shall be charged a late fee of \$50.00.”

SECTION 2: That in all other respects Title V, Chapter 13 shall remain in full force and effect.

SECTION 3: The provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

SECTION 4: All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 5: The City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Mayor and the City Council of the City of Dixon on the 4th day of November, 2019.

Mayor

ATTEST:

City Clerk



COUNCIL ACTION FORM

Date: 11/04/2019

Presented By: Fredericks

Subject: Budget Resolution - Veteran's Park Agenda Item: 16A

Description:

An environmental study was completed by Fehr Graham as a part of the purchasing process of the additional property for the Veteran's Park (1217 Palmyra St). The cost for this study was \$17,200. This resolution allocates money for this expense.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Approve this resolution

Required Action

ORDINANCE☐

RESOLUTION☒

MOTION☐

NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

MOVE TO approve the budget resolution with respect to Veteran's Memorial Park.

CITY COUNCIL VOTES

| VOTES | Mayor Arellano | Councilman Considine | Councilman Marshall | Councilwoman Oros | Councilman Venier |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| YES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSTAIN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RESOLUTION NO. _____

**RESOLUTION AMENDING 2019-2020 BUDGET
(VETERAN'S MEMORIAL PARK)**

WHEREAS, pursuant to 65 ILCS 5/8-2-9.6, the City Council may amend the annual budget of the City of Dixon by a vote of two-thirds of the corporate authorities then holding office; and

WHEREAS, the City Council has reviewed the needs of the City of Dixon and deems it advisable and in the best interests of the City of Dixon to amend the budget for fiscal year 2019-2020 by amending line items within the Capital budget to accommodate the environmental study for 1217 Palmyra Street; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dixon that the Finance Director of the City is hereby authorized and directed to amend the budget for fiscal year 2019-2020 by increasing the line item for "Land" within the Capital budget by \$17,200 and decreasing the Capital fund balance by \$17,200.

BE IT FURTHER RESOLVED that the City Council finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after the date of its passage and approval, and publication as required by law.

This Resolution read and approved this 4th day of November, 2019.

Mayor

Attest:

City Clerk



COUNCIL ACTION FORM

Date: 11/04/2019

Presented By: Heckman

Subject: DIMCO Sampling Agenda Item: 16B

Description:

Funding for sampling on the DIMCO site.

Following joint discussions with the USEPA, IEPA and Fehr Graham the IEPA recommends additional sampling be performed during the USEPA time-critical removal process. These samples are not eligible to be funded with Federal clean up funds.

Performing the sampling now will reduce costs in the future.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: \$29,239.00

Under/Over: _____

Funding Sources:

Riverfront TIF _____

Departments:

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Approve the resolution.

Required Action

ORDINANCE☐

RESOLUTION☒

MOTION☐

NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

MOVE TO approve the budget resolution with respect to DIMCO sampling.

CITY COUNCIL VOTES

| VOTES | Mayor Arellano | Councilman Considine | Councilman Marshall | Councilwoman Oros | Councilman Venier |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| YES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSTAIN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RESOLUTION NO. _____

**RESOLUTION AMENDING 2019-2020 BUDGET
(DIMCO - UDAG)**

WHEREAS, pursuant to 65 ILCS 5/8-2-9.6, the City Council may amend the annual budget of the City of Dixon by a vote of two-thirds of the corporate authorities then holding office; and

WHEREAS, the City Council has reviewed the needs of the City of Dixon and deems it advisable and in the best interests of the City of Dixon to amend the budget for fiscal year 2019-2020 by amending line items within the Downtown TIF budget and the Riverfront TIF budget to accommodate the additional environmental engineering for the DIMCO project; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dixon that the Finance Director of the City is hereby authorized and directed to amend the budget for fiscal year 2019-2020 by decreasing Downtown TIF fund balance by \$29,239 and increasing the line item for "Other Expense" within the Riverfront TIF by \$29,239.

BE IT FURTHER RESOLVED that the City Council finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after the date of its passage and approval, and publication as required by law.

This Resolution read and approved this 4th day of November, 2019.

Mayor

Attest:

City Clerk



COUNCIL ACTION FORM

Date: 11/04/2019

Presented By: Heckman

Subject: ITEP Grant Preliminary Engineering Agenda Item: 16C

Description:

As a part of the ITEP grant process, IDOT is requiring that the City submit TS&L (type, size and location) plans to their structural department. This TS&L information must then be included in the PDR (Project Development Report).

This process requires an additional \$20,000 be added to the ITEP preliminary engineering budget. This additional work is mandatory.

FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

Line Item #: _____ Title: ITEP Pre-Engineering

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

31-210-6200 Infrastructure

Departments:

Is this item in the CIP? YES ☒ NO ☐ CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Approve the resolution.

Required Action

ORDINANCE☐

RESOLUTION☒

MOTION☐

NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

MOVE TO approve the budget resolution with respect to ITEP Grant pre-engineering.

CITY COUNCIL VOTES

| VOTES | Mayor Arellano | Councilman Considine | Councilman Marshall | Councilwoman Oros | Councilman Venier |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| YES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSTAIN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RESOLUTION NO. _____

**RESOLUTION AMENDING 2019-2020 BUDGET
(ITEP)**

WHEREAS, pursuant to 65 ILCS 5/8-2-9.6, the City Council may amend the annual budget of the City of Dixon by a vote of two-thirds of the corporate authorities then holding office; and

WHEREAS, the City Council has reviewed the needs of the City of Dixon and deems it advisable and in the best interests of the City of Dixon to amend the budget for fiscal year 2019-2020 by amending line items within the Capital budget to accommodate additional engineering for the ITEP project; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dixon that the Finance Director of the City is hereby authorized and directed to amend the budget for fiscal year 2019-2020 by increasing the line item for “Infrastructure” within the Capital budget by \$20,000 and decreasing the Capital fund balance by \$20,000.

BE IT FURTHER RESOLVED that the City Council finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after the date of its passage and approval, and publication as required by law.

This Resolution read and approved this 4th day of November, 2019.

Mayor

Attest:

City Clerk



COUNCIL ACTION FORM

Date: 11/04/19

Presented By: Howell/Philhower

Subject: Spillman Flex Records Management System Agenda Item: 18A

Description:

The purchase of the Spillman Flex Records Management System as a joint purchase between the Emergency Telephone Service Board (ETSB), Lee County Sheriff's Office, and the Dixon Police Department. The total cost over the next five years is \$237,500.

Years 1-5;

\$47,500 - cost of software and hardware (\$39,100 per year increase)

Years 6 plus;

\$20,500 - Annual maintenance cost on the system/maintenance of K Core
(\$12,100 per year increase)

FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: \$100,000.00

Actual Cost: \$47,500.00

Under/Over: Under

Funding Sources:

Capital _____

Departments:

Is this item in the CIP? YES ☒ NO ☐ CIP Project Number: ITEC 20-02

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Staff recommends the purchase of one (1) – Spillman Flex Records Management System for a yearly cost of \$47,500.00, every year for the next five years.

Required Action

ORDINANCE☐

RESOLUTION☐

MOTION☒

NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

MOVE TO approve the purchase of the Spillman Flex Records Management System for
the Police Department.

CITY COUNCIL VOTES

| VOTES | Mayor Arellano | Councilman Considine | Councilman Marshall | Councilwoman Oros | Councilman Venier |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| YES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSTAIN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PRICING

14.1 PRICING SUMMARY

| TOTAL PROJECT PRICING SUMMARY | | |
|-------------------------------|---------------------------|---------------|
| | | OFFER PRICE |
| CallWorks | | \$386,775 |
| K Core / MCC7500 | | \$413,483 |
| Flex | | \$543,563 |
| | 2019 Purchasing Incentive | -(\$133,213) |
| | Final Total | \$1,210,608 |

| CallWorks Pricing Summary | | |
|--|--------------------|-------------|
| | | OFFER PRICE |
| Lee County ETSB | | |
| Hardware and Software | | \$142,285 |
| Professional Services (Project Management, System Engineering, Staging, System Installation, Training, Testing, System Activation and Cutover, 24 Hour Post-Cut on-site Support) | | \$34,857 |
| | Base System Total: | \$177,142 |
| | | |
| Mitel Administrative 250 PBX Solution including HW, SW, Professional Services, and 1 Year of Software and Onsite Support | | \$28,602 |
| 10-Year System and Software Support, Hardware Refresh, Extended Warranty, On-Site Support and Spares | | \$181,030 |
| | Total | \$386,775 |

K Core / MCC 7500 Pricing Summary

| | OFFER PRICE |
|-------------------------------|------------------|
| Lee County ETSB | \$285,000 |
| Maintenance – Years 2-5 | \$66,361 |
| Lee County ETSB Total: | \$351,362 |
| Dixon Police | \$40,000 |
| Maintenance – Years 2-5 | \$22,121 |
| Dixon Police Total: | \$62,121 |
| MCC 7500 TOTAL | \$413,483 |

FLEX Pricing Summary

Software, Services and Hardware

| | |
|--------------------------------------|------------------|
| Total Software | \$171,517 |
| Total Professional Services | \$96,044 |
| Total Hardware | \$43,144 |
| Total Data Conversion | \$50,514 |
| Total Pre-Paid Maintenance (4 years) | \$182,344 |
| Grand Total | \$543,563 |



14.1.1

**Note that Data Conversion is a preliminary ball park estimate based on the information we have today. Dixon City/PD & Lee County will need to furnish a sample set of your data and database in order for us to fully qualify and commit to a specific cost.*

| Flex Maintenance | First Payment (Year 6) |
|---------------------------------|-------------------------------|
| Dixon Police Department | \$14,935 |
| Lee County ETSB | \$9,442 |
| Lee County Sheriff's Department | \$15,733 |
| Total | \$40,110 |

*** The first maintenance payment is estimated for your planning purposes and is not included in this purchase price. First year maintenance is included in the total purchase price. In addition, this proposal includes 4 years of pre-paid maintenance. Lee County/Dixon's first maintenance payment will be due year 6 on the system.*

The following tables represent the breakdown of modules per Agency and the cost associate for those modules related to that agency. These numbers have been broken down for budgetary reasons only, and do not reflect the amount(s) of total contract, but rather reflect the portion of the contract that is made up by each agency.

| Dixon Police Department | |
|-----------------------------------|--|
| Active Directory Integration | Barcode Equipment Bundle |
| Data Conversion Basic | Driver License Scanning |
| Equipment Maintenance | Evidence Barcode and Auditing |
| Evidence Management | Hub |
| Imaging | Illinois UCR Summary Reporting System |
| Law Records | InSight |
| LiveScan Fingerprinting Interface | Learning Management System |
| Mobile Arrest Form | Mobile AVL and Mapping |
| Mobile Records | Mobile Field Report with Field Interview |
| Mobile Voiceless CAD | Mobile State & National Queries |
| Pin Mapping | Personnel Management |
| Traffic Information | Spillman Touch |
| XML Citation Interface | CAD |
| CAD Mapping | |
| Total | \$180,611 |

Lee County ETSB

| | |
|------------------------------|--------------------------------------|
| Active Directory Integration | CAD |
| CAD Mapping | Data Conversion Basic |
| E9-1-1 Interface | Etherlite |
| GIS Server | Hub |
| Illinois StateLink | Learning Management System |
| Power Phone Interface | Premises and HazMat Information |
| Rapid Notification | Response Plans |
| Sentryx GIS (Geobase) | Server - Windows (51-100 Concurrent) |
| Total | \$130,282 |

Lee County Sheriff's Department

| | |
|--|-----------------------------------|
| Active Directory Integration | Barcode Equipment Bundle |
| Camera - Axis Q6055 | Civil Process |
| Data Conversion Basic | Disciplinary Actions |
| Driver License Scanning | Equipment Maintenance |
| Evidence Barcode and Auditing | Evidence Management |
| Hub | Imaging |
| Illinois UCR Summary Reporting System | Inmate Work Assignments |
| InSight | Law Records |
| Jail Management | LiveScan Fingerprinting Interface |
| Learning Management System | Mobile Arrest Form |
| Mobile AVL and Mapping | Mobile Records |
| Mobile Field Report with Field Interview | Mobile Voiceless CAD |
| Mobile State & National Queries | Pin Mapping |
| Personnel Management | Traffic Information |
| Spillman Touch | XML Commissary Interface |
| XML Citation Interface | |
| Total | \$232,670 |



CITY OF DIXON

EMPLOYEE HANDBOOK

Revised 11/04/2019



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I. INTRODUCTION

Welcome to the City of Dixon. We are excited to have you join our team. Our team is founded in the values of service, respect, honesty, compassion, teamwork, and a commitment to excellent. We strive to create a positive work environment where our team members can achieve their full potential. Our mission is to provide the highest quality of government services to our citizens. We constantly strive to add layers of greatness to our great community.

The primary purpose of this handbook is to introduce new employees to the work rules, policies, procedure and benefit plans covering the City of Dixon. In addition, it is intended to serve as a reference for employees currently employed.

Whenever the provisions of this handbook are in conflict with state law, federal law, or a collectively bargained agreement between the city and a certified bargaining unit, the provisions of the state law, federal law, or the collectively bargained agreement between the city and a certified bargaining unit will prevail.

II. AT WILL EMPLOYMENT

This handbook is presented as a matter of information only; it is not intended to form a contract between City of Dixon and the employee. City of Dixon reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

Just as you retain the right to terminate your employment at any time for any reason, the City of Dixon retains a similar right. No policy or practice of the City of Dixon should be construed to change this relationship. Only the City Council has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

III. EQUAL EMPLOYMENT OPPORTUNITY

It is the objective of the City of Dixon to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

The City of Dixon has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, ancestry, disability (except where physical or mental abilities are a bona fide occupational qualification), domestic violence victim status, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment.

IV. EMPLOYEE DEFINITIONS

Full-time Employee:

An employee who is normally scheduled to work no less than 30 hours per week and is eligible for all benefits.

Part-time Employee:

An employee who is normally scheduled to work less than 30 hours per week and is eligible for some benefits. Regular part-time employees must work their designated hours per week on a 12-month basis. Regular part-time employees are eligible for City contributions toward IMRF retirement benefits if they meet the 1000-hour per year requirement. They may also request leaves of absence. Part-time employees are only eligible for health insurance coverage if they meet the eligibility requirement.

The determination of hourly requirements for part-time sworn Police and Fire personnel shall be governed by State statutes and administrative rules.

Short Term or Seasonal Employee:

An employee who has been hired to work for an established period of time of 999 hours or less in duration, on either a full-time or part-time basis, and is not eligible for benefits.

V. EMPLOYMENT

Probation:

The probationary period is the first 12 months of an individual's employment. If the City of Dixon determines that the probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

Job Openings:

When a job opening becomes available, the job opening will be posted on the bulletin boards at each department. The administration reserves the right to determine if the job posting will be internal only or internal and external. Current employees interested in the position will complete the posted application process and submit their application to Human Resources. A hiring committee will be assembled at the direction of the City Manager. The committee will recommend who is selected for the position with final approval given by the City Manager.

The hiring process for sworn police and fire personnel will be governed by Illinois State Statutes.

Official Personnel Files:

The City of Dixon maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only management personnel of the City of Dixon who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Clerk's Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by the City to maintain the files.

VI. HOURS OF WORK

City Hall office hours are generally 8:00 a.m. to 4:30 p.m.

The Workday:

In general, the work schedule of employees will not change from week to week. However, varying conditions in workload and demand of the public may necessitate a change in the work schedule. If it is necessary for the Department Head to change the normal work schedule, every effort will be made to give the employee as much notice as possible. Nothing in this section shall be constructed as a guarantee of the number of hours an employee will be scheduled to work.

Overtime and Compensatory Time:

Non-exempt eligible employees will be compensated at a rate of time and one-half times for hours worked beyond a 40-hour workweek. With Department Head approval, non-exempt employees may elect to take compensatory time in lieu of overtime payment. Non-exempt employees shall be allowed to accumulate a maximum of 60 hours of compensatory time per year.

Rest Periods:

Depending on varying conditions in workload and demand of the public, employees may be provided 2 rest periods during the day, not to exceed 15 minutes per rest period.

Lunch Periods:

The scheduled lunch hours of employees may vary among departments because of operational demands. Every employee who is scheduled to work 5 hours or more will be provided at least a 30-minute uninterrupted lunch period.

Recordkeeping of Hours:

It shall be the responsibility of each employee to assure proper recording of hours worked. Before records of time worked are submitted to Payroll, they are to be reviewed, approved, and signed by the Department Head or designee. If an employee believes an error exists in the recording or reporting of your hours it should be promptly brought to the attention of the Human Resource Department.

Vacation:

Full-time employees are entitled to accrue and receive paid vacation. Eligible employees shall accrue vacation during each pay period. A probationary employee is not eligible to use accrued vacation time until they have completed six (6) months of employment, unless authorized by the City Manager. Annual vacation allotments shall accrue as follows:

| <u>SERVICE:</u> | <u>VACATION ACCRUAL:</u> | <u>MAXIMUM LIMIT:</u> |
|---------------------------|--------------------------|-----------------------|
| Less than 5 years | 10 working days | 15 working days |
| 5 years through 14 years | 15 working days | 20 working days |
| 15 years through 19 years | 20 working days | 25 working days |
| Over 20 years | 25 working days | 30 working days |

Accrual shall occur during the first two pay periods of each month. For example, an employee entitled to 10 working days of vacation shall receive 3.33 hours of the vacation during each applicable pay period. At the time of the employee's anniversary, any days over the maximum limit will be lost. Vacation time may be taken at any time, upon approval of scheduling by the applicable supervisor.

Vacations may be taken in hourly increments.

Upon termination, employees with unused accrued vacation allowances shall receive compensation for that unused vacation at the employee's current rate of pay.

In the event of the employee's death, compensation for all unused vacation allowances shall be paid to the employee's spouse or designated beneficiary.

An employee who is promoted from a union position to a non-union position shall maintain the higher vacation accrual amount until the next incremental step on the non-union accrual scale exceeds the union scale. The employee will then follow the non-union accrual rates based on years of service.

The City of Dixon reserves the right to negotiate vacation accruals with newly hired administrative or department head employees.

Holidays and Holiday Pay:

Full-time employees shall receive twelve paid holidays during the course of a calendar year. The paid holidays will be designated as follows:

| | |
|-------------------------------|------------------------|
| New Year's Eve Day | Labor Day |
| New Year's Day | Good Friday |
| Martin Luther King's Birthday | Thanksgiving Day |
| President's Day | Day after Thanksgiving |
| Memorial Day | Christmas' Eve Day |
| Fourth of July | Christmas Day |

For employees who normally work Monday through Friday, a scheduled holiday that falls on a Saturday shall be observed the preceding Friday. A scheduled holiday that falls on a Sunday shall be observed the following Monday. For employees working a non-standard workweek a scheduled holiday shall be observed on the exact day that the holiday falls.

VII. BENEFIT PLANS AND STATUTORY BENEFITS

Full-time employees are eligible to participate in benefit programs according to the following schedule:

Upon the first day of employment:

1. Federal Social Security and Medicare (required by law and paid for by both the City and employee).
2. State Unemployment Insurance (required by law and paid by the City).
3. Worker's Compensation (required by law and paid by the City).
4. Pension Plans
 - a. Illinois Municipal Retirement Fund (governed by State Statute and paid for by the employee and the City—inapplicable to sworn police and fire personnel).
 - Tier I – employed with an IMRF employer prior to January 1, 2011.
 - Tier II – employed with an IMRF employer on or after January 1, 2011.
 - b. Police Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn police personnel).
 - c. Fire Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn fire personnel).
5. Nationwide Retirement Solutions--Deferred Compensation (employee contributions only).

6. Health Insurance

Employees shall pay a percent of the premium cost for coverage under guidelines set by the Council.

Employees shall have the option to enroll in one of 2 Plan Options:

- a. Plan Option D- PPO.
- b. Plan Option E- High Deductible Health Plan (HDHP) and Health Savings Account (HSA).

Group Health Insurance (Health Insurance Continuing Coverage) Individuals who become eligible for major medical insurance will be given, upon becoming eligible, general notice outlining COBRA continuation coverage rights. If an employee has a qualifying event, as defined by law, they will receive appropriate notice of qualifying event and election direction. Questions regarding such issues should be directed to the Administrative Office.

7. Life Insurance - \$25,000.

8. Accidental Death and Dismemberment Insurance.

The City may amend or terminate the life insurance, accidental death and dismemberment insurance and health insurance benefits at any time. In addition, the percentage of any premiums paid by the employee shall be determined by the City Council and may be modified at any time. If modified, employees will be notified.

9. Tuition Reimbursement Policy:

An employee shall be eligible for reimbursement for the cost of tuition for instruction received, at an accredited college or university, which is job related or for a position that an employee could be reasonably promoted.

Each request for reimbursement shall be applied for and approved by the Department Head prior to the beginning of instruction. Department Heads shall receive approval from the City Manager; the City Manager shall receive approval from the Mayor. Approved reimbursement shall be paid only after successful completion, (grade "C" or better, "pass" if pass/fail course), of the class and submission of proper documentation. Reimbursements shall not be made if an employee receives reimbursement from other sources. Approved reimbursements shall be for books and tuition and shall not exceed 2,000.00 dollars per fiscal year per employee.

After one year of continuously contributing to the IMRF:

1. Disability Benefits.

Part-time employees who have worked 1000 or more hours in 1 year are eligible to participate in:

1. Illinois Municipal Retirement Fund (paid for by the City and the employee).

VIII. LEAVE OF ABSENCE

Employees shall be eligible to be considered for an unpaid leave of absence, for a maximum of 12 weeks, after 1 year of consecutive service with the City

The City recognizes that there may be time when extenuating circumstances make it necessary for employees to be absent from work. Employees must contact their supervisor as far in advance as possible, so that arrangements can be made. Final approval of any requested leave shall be made by the City Council. When an employee takes an unpaid leave of absence, all fringe benefits are suspended until such time that the employee returns. Employees may arrange to continue life insurance and health insurance coverage through the City at their own expense when permitted by the Plan documents. Vacation is not accrued during an unpaid leave of absence. At no time will employees who have been granted an unpaid absence other than FMLA, be guaranteed a position upon return.

Personal:

When it becomes necessary for employees to be absent from work to attend to personal business, which cannot be handled outside of working hours, employees should discuss in advance any such needs with their supervisor to obtain approval. Requests for personal leave must be given to the Department Head with reasonable notice. Each full-time employee shall be entitled to 5 personal days of absence with full pay after completing 12 months of service.

Personal days may be taken only in such a manner, as it will not disrupt City operations. Personal days must be taken within the fiscal year earned and employees will not be paid for unused personal days.

Personal time may be taken in hourly increments.

Jury Duty:

An employee shall receive full pay for time lost when serving on a jury. Any fees received by the employee for jury service must be turned over to the City. Employees should inform their supervisors when the initial notice of impending service is received. Employees should advise their supervisor upon their release from the courts.

Bereavement Leave:

Eligible employees shall receive bereavement leave as follows:

1. Up to 5 days bereavement leave with pay shall be allowed, if necessary, in cases of the death of a parent, sibling, spouse or child.
2. Up to 3 days bereavement leave with pay shall be allowed, if necessary, in cases of the death of a grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

3. To qualify for bereavement, pay, the employee must actually attend the funeral of the above mentioned relative.

Military Leave:

Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

Sick Leave:

Employees will accrue sick time bi-monthly up to a total of 12 days annually, which may be used for illness or injury of the employee, a household family member or an approved FMLA leave, unless the illness or injury is due to a work-related injury, self-employment, or injury at another place of employment.

An employee may use 6 days of sick leave benefits provided by the employer for absences due to an illness, injury, or medical appointment of the employee's child, stepchild, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. The City may request written verification of the employee's absence from a health care professional for this if it is in excess of three (3) days (or repeated absences).

Employees covered under this agreement as of May 1, 2016 shall be allowed to accumulate up to a maximum of 2016 hours of sick time. Employees hired after May 1, 2016, shall be allowed to accumulate up to a maximum of 720 hours of sick time. Days remaining in the sick leave bank upon employment termination will not be paid out.

Documenting Medical Condition: For any leave taken under this Article in excess of three (3) days (or repeated absences), the City may require the employee to furnish a letter from a licensed medical physician stating in detail the nature of the employee's illness or injury, its extent, probable duration, and that it is sufficiently disabling to require their absence from work. It is further agreed that an employee making application for, or receiving, benefits under this policy releases any physician having knowledge of his illness or injury to supply the City with such information.

An employee who is injured on the job and is eligible for workmen's compensation will receive full salary for a period of up to 4 months, except that he/she shall remit to the City whatever monies he shall receive under workmen's compensation. In no instances shall he receive a total pay in excess of earnings which would have been paid had he not been accessing workmen's compensation.

If an employee exhausts the workmen's compensation benefits provided hereunder, he must return to the active employment of the City for a period of not less than 4 consecutive months before being eligible for further benefits, the fiscal year provisions contained notwithstanding.

An employee who does not use any sick leave from December 1 through November 30 will receive compensation in the amount of \$200.00. An employee who uses not more than 1-day

sick leave from December 1 through November 30 will receive compensation in the amount of \$100.00.

Family Medical Leave:

In accordance with the Family Medical Leave Act (FMLA), the City of Dixon will grant up to 12 weeks unpaid leave annually, based on a rolling 12-month period. To be eligible for this leave an employee must have worked for the City for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition
2. Birth, adoption or placement of a child
3. Caring for a spouse, child or parent, with a serious health condition
4. Exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on covered active duty
5. Covered service member

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with federal law.

You must provide a written request for leave and sufficient medical certification to the Clerk's Office within 15 calendar days from the date of your absence. The City of Dixon reserves the right to request re-certification at the city's discretion in accordance with federal law.

The annual FMLA allowance will run concurrently with any Workers' Compensation leave.

Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage that may be available.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you will be required to reimburse the City for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, the City shall assume that the employee has resigned.

Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation.

Victim Leave:

The City shall provide leave in accordance with the Illinois Victims Economic Security and Safety Act of 2003 ("Victims Leave Act").

An eligible employee is entitled to up to twelve work weeks of leave in a consecutive twelve month period for one of the following reasons:

1. Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member
2. Obtaining services from a victim services organization for the employee or employee's family or household member arising out of domestic or sexual violence to the employee or employee's family or household member
3. Obtaining psychological or other counseling for the employee or employee's family or household member for conditions arising out of domestic or sexual violence to the employee or the employee's family or household member
4. Participating in safety planning for or against conditions arising out of domestic or sexual violence to the employee or the employee's family or household member
5. Temporarily or permanently relocating or taking other actions to increase the safety of the employee or employee's family or household member from future domestic or sexual violence or unsure economic security
6. Seeking legal assistance or remedies to insure the health and safety of the employee or employee's family or household member including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

IX. HARASSMENT AND SEXUAL HARRASSMENT

Harassment:

It is the policy of the City of Dixon that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, ancestry, disability, domestic violence victim status, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee shall bring the matter directly to the attention of a department head, city attorney, human resources representative or a member of the City Council. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint. Additionally, there will be no retaliation against anyone for utilizing the charge provisions of the Illinois Department of Human Rights. The Illinois Department of Human Rights and the United States Equal Employment Opportunity Commission investigate complaints of discrimination. A charge of discrimination, to be timely filed under Illinois law, must be filed with the Illinois Department of Human Rights within 300 days of the event complained of. A charge with the Equal Employment Opportunity Commission must be filed within 300 days of the incident.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

Illinois Department of Human Rights
222 South College, Room 101A
Springfield, IL 62704
(217) 785-5100
TTY: (866) 740-3953

Illinois Department of Human Rights
100 W. Randolph Street, Suite 5-100
State of Illinois Building
Chicago, IL 60601
(312) 814-6200
TTY: (866) 740-3953

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission
William G. Stratton Office Bldg.
Room 404-A
Springfield, IL 62706
(217) 785-5100

Illinois Human Rights Commission
32 W. Randolph Street, Suite 5-100
State of Illinois Building
Chicago, IL 60601
(312) 814-6269

The Equal Employment Opportunity Commission's Chicago District Office may be contacted at the following address and phone numbers:

EEOC Chicago District Office
500 West Madison Street
Suite 2000
Chicago, IL 60661
(800) 669-4000
TTY: (312) 869-8001

Sexual Harassment:

It is the policy of the City of Dixon that no employee be harassed by another employee or supervisor on the basis of sex. As such, any kind of sexual harassment by City personnel is expressly prohibited.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be offensive, under the applicable legal standard, is expressly forbidden. This includes but is not limited to:

- a. Sexual flirtations, advances, propositions, innuendoes, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.
- b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, suggestive or insulting sounds, leering, obscene gestures, sexually suggestive bodily gestures, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- c. Any uninvited physical contact or touching, such as patting, pinching, unwelcome hugging or kissing, or other contact.
- d. Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature).
- e. "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The foregoing examples are meant to be illustrative only, and are not an exhaustive list of conduct that may constitute sexual harassment. Sexual harassment, whether verbal, physical or otherwise, will not be tolerated. Appropriate disciplinary action, up to and including termination of employment, will be taken promptly against any City personnel found to have engaged in sexual harassment. Each violation of this policy constitutes a separate punishable offense, and any discipline imposed by the City shall be separate and distinct from any penalty imposed by an ethics commission, court of law, or State or Federal agency. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment shall bring the matter directly to the attention of a department head, city attorney, human resources representative or a member of the City Council. A

complaint may be made in person, email, or by letter. An employee may, if preferred, submit a confidential report of sexual harassment to a department head, city attorney, human resources representative or a member of the City Council. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination.

All employees also have the right to file formal charges of sexual harassment with the Illinois Department of Human Rights and/or the United States Equal Employment Opportunity Commission as outlined above. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint. Additionally, there will be no retaliation against anyone for utilizing the charge provisions of the Illinois Department of Human Rights (IDHR) and the Equal Employment Opportunity Commission (EEOC). The Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101) also provide protection to employees from retaliation for reporting an incident of sexual harassment.

Any employee found to have made a false report of sexual harassment shall be subject to discipline or discharge pursuant to applicable City policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements. In addition, any person making a false report to a law enforcement agency or official alleging a violation of the State Officials and Employees Ethics Act may be found guilty of a Class A misdemeanor and may be subject to a fine of up to \$5,000.

X. DISCIPLINE

Disciplinary Action:

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of the City of Dixon to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated, at the discretion of the City, considering the nature of the first offense.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned.

Department Heads must notify the City Manager immediately if he/she has issued a suspension of less than 3 days. The City Manager must approve all suspensions of 3 days or greater.

All disciplinary actions may be noted as deemed appropriate to the infraction committed. A copy of any written disciplinary action will be given to the employee, and a copy maintained in the employee's personnel file.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be timely and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Grounds for Disciplinary Action:

In determining the seriousness of an offense, the circumstances existing at the time of occurrence will be duly considered. Aggravated and mitigating factors will be considered when determining the appropriate action to take. Each of the following work-related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other city employee or individual in the community, including verbal or nonverbal sexual or racial harassment.
2. Violation of any lawful and reasonable city or departmental policy.
3. Destruction or loss of city property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.
5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information. This includes falsifying time sheet records, to include putting hours on the time sheet that were not actually worked.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.
7. Being under the influence of narcotics, alcohol or other physically/mentally impairing or illegal substances on the job.
8. Possession of any type of firearms, explosives or concealed weapons (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her city job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the city from taking disciplinary action.)
10. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.
11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.

12. An attendance record, which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.
13. Engaging in gossip, rumors, excessive negative attitude that negatively impacts the work environment. This includes social media use outside of the workplace that has significant impact within the workplace environment.
14. Insubordination

The Department Head may elect to place an employee on emergency suspension if the conduct of the employee presents a danger to themselves or others (or) if the employee is causing a disruption to the work environment. If the Department Head places an employee on emergency suspension, the City Manager must be notified immediately.

XI. HEALTH AND SAFETY

The City of Dixon attempts to provide the safest possible working conditions for employees, and, as a governmental unit, to provide a safe environment for the public, which benefits from those services.

On the Job Injuries:

Employees injured on-the-job must immediately report the injury to their supervisors unless the injury is an emergency and the employee is not able to do so immediately; then it should be reported as soon as possible. Necessary first aid, medical and surgical services reasonably required to cure or relieve the effects of an accidental injury are covered by worker's compensation.

Restricted Duty Work Status:

It is in the best interest of the City and its employees to have injured or ill employees to return to work as soon as they are physically capable. Therefore, following the occurrence of a job-related injury/illness an employee who is medically determined to be capable of working at some level and capacity other than normal capacity may be assigned such work and conditions as may be beneficial to the City if such work exists in the department and if the employee is qualified to perform such work.

Drug-free Workplace:

The City of Dixon is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks and undermines the city's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official business. A report of a conviction must be made to your Department Head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

ADA Compliance:

The City stands committed to fulfilling the Americans with Disabilities Act and the Americans with Disabilities Act Amendment Act. It is the policy of the City to hire, train, promote, compensate, and administer all employment practices without regard to disability or ability to perform a job with or without reasonable accommodation. Discrimination, other than where bona fide occupational qualifications exist, against job applicants or employees, who are qualified individuals, on the basis of disability is prohibited and will not be tolerated.

The City is committed to making reasonable accommodations in job duties, the work environment, and the application process to enable a qualified person with a disability to enjoy equal employment opportunities, so long as such accommodations do not constitute an undue hardship.

Pregnancy Discrimination Law

The City will provide reasonable accommodation to women who are pregnant, have recently given birth, or have a medical or common condition related to their pregnancy or childbirth. If an accommodation is needed the City encourages employees to submit requests. In assessing reasonable accommodation the City will consider reasonable modification or adjustments to the job application process or work environment, or to the manner or circumstances under which the position desired or held is customarily performed, that enable an applicant or employee affected by pregnancy or recent childbirth to be considered for the position or to perform the essential functions of that position. Examples include:

1. More frequent or longer bathroom breaks
2. Breaks for increased water intake
3. Breaks for periodic rests
4. Private non-bathroom space for expressing breast milk and breastfeeding
5. Seating
6. Assistance with manual labor
7. Light duty
8. Temporary transfer to a less strenuous or hazardous position

9. The provision of an accessible worksite
10. Acquisition or modification of equipment
11. Job restructuring
12. A part-time or modified work schedule
13. Appropriate adjustment or modifications of examinations, training materials, or policies
14. Reassignment to a vacant position
15. Time off to recover from pregnancy
16. Leave necessitated by pregnancy

The City reserves the right to deny a request for reasonable accommodation where an undue hardship to the City exists.

Upon receipt of a request the City may ask for documentation from your healthcare provider, including but not limited to information concerning the need or medical justification for the requested accommodation; a description of the reasonable accommodation medically advisable; the date the reasonable accommodation became medically advisable; and the probable duration of the reasonable accommodation. If information is requested, a final decision on accommodation will be made upon receipt thereof—even if an interim accommodation is provided while waiting for the documentation.

It is a violation of City policy to retaliate against an employee because the employee requested or was provided a reasonable accommodation. Any employee who believes that such action has occurred should report it to Human Resources.

Nursing Mothers in the Workplace Act

The City stands committed to fulfilling the Nursing Mothers in the Workplace Act. It is the policy of the City to provide reasonable break time to an employee who needs to express breast milk for her nursing infant child each time the employee has the need to express milk for one year after the child's birth. The break time may run concurrently with any breaktime already provided to the employee. The City will make reasonable effort to provide a room or other location, in close proximity to the work area, where an employee can express her milk in privacy.

XII. RETIREMENT AND RESIGNATION

Resignation:

Employees shall present a written resignation at least 2 weeks prior to the effective date of the resignation. The 2-week period shall exclude vacation and holidays and any other paid time off.

Extension of Health Insurance to Employees:

In accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer eligible employees the opportunity to continue their group medical coverage under the City's current plan if coverage terminates.

Retiring employees may be eligible to continue, at their own expense, single or family health insurance coverage, when they meet the qualifying conditions under 215 ILCS 5/367j (as may be amended from time to time).

Individuals who meet all of the statutory eligibility requirements will receive a credit against the cost of the elected coverage, in an amount not to exceed ½ of the cost of single coverage, if they also meet all of the following criteria:

1. Are not eligible for other group health insurance by reason of their own employment.
2. Are not eligible for Medicare.
3. Had a period of continuous employment with the City of not less than 30 years of service if hired prior to 1/1/15, not less than 25 years if hired prior to 1/1/2009, or not less than 20 years if hired prior to 1/1/1999. Employees hired after 1/1/15 will not be eligible for city contributions toward their retiree health insurance costs.
4. Was last employed by the City not more than thirty (30) days prior to electing to continue health insurance coverage.
5. Has maintained continuous health insurance coverage with the City since retirement date.
6. Retired from the City after reaching full eligibility for IMRF, or the applicable Police or Fire retirement plan.

At no time will the City contribute to a retiree's Health Savings Account.

XIII. MISCELLANEOUS

Religious Garb Act

The City will not discriminate based on religion as outlined in the Illinois Human Rights Act. The City will reasonably accommodate an employee who's sincerely held religious belief conflicts with a work requirement. The City will not impose, as a condition of obtaining or retaining employment, any term or condition that requires an employee to violate or forgo a sincerely held religious practice, including the wearing of attire, clothing or facial hair unless the religious requirement unreasonably interferes with performance of the essential functions of the job, becomes an undue hardship, or is otherwise limited by State or Federal law.

Outside Employment and Business Interests:

The primary work duty and responsibility of City employees is to the City of Dixon. No full-time employee shall engage in other employment for salary, wages or commissions or outside business interests unless prior written approval is given by the Department Head. Department Heads need written approval from the City Manager.

The City shall have the right to restrict an employee from engaging in outside employment or business interests for any reason.

The City will not allow outside employment or business interests if such employment or business interest are determined by the City to cause any of the following circumstances:

1. Interference with the employee's work with the City,
2. Creation of a conflict of interest or the appearance of a conflict of interest for the employee between the employee's position with the City and the outside employment or business interest,
3. The creation of any extraordinary risk of injury in outside employment or business interests or any reduction in the employee's physical and mental ability to perform his duties as a City employee to the fullest of his capabilities; or
4. Creation of a reasonable expectation of loss or injury to the City or public.

Employees who suffer an occupational sickness, injury or disability compensable under the worker's compensation as a direct result of other employment or outside business interests shall not be eligible for paid sick leave.

Employees shall not engage in any outside employment during or after the use of sick leave with the City until they complete a normal work day in their City employment or until 24 hours have elapsed since their last use of sick time, whichever is less.

Payroll Periods:

Employees shall be paid bi-weekly on the Friday of the pay period. Paychecks or remittance advice can be obtained from the Department Head. City Council members shall be paid on a monthly basis.

Employment of Relatives:

The City of Dixon, unless determined that the best interest of the City, shall not consider an applicant for full time employment if the applicant bears any apparent relationship to an elected official, appointed officer, or Department Head. At no time shall the City allow a direct reporting relationship between family members.

Political Activity:

Employees may not engage in political activity which involves the use of their uniform, equipment or vehicles or the use of their official position to coerce or influence others and may not engage in political activities while at work or on duty.

Accepting of Gifts or Loans:

City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. Employees of the City may not accept loans or monetary gifts from other City employees, or from any elected or appointed official of the City. (Not including de-minimus, voluntary gifts for recognition or celebrating a special event).

Expense Reimbursement Policy:

In accordance with the Illinois Wage Payment and Collection Act, the city has enacted the Expense Reimbursement Policy.

It is the policy of the City to reimburse employees for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for and on behalf of the City. Notwithstanding the foregoing, the City is not responsible for any losses due to an employee's own negligence, losses due to normal wear or losses due to theft unless the theft was a result of the City's own negligence.

Reimbursement for Loss of Personal Items:

The City of Dixon will not reimburse in any manner or form, for any personal objects, possessions or clothing, which are lost or damaged, either while on duty or off duty. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the City of Dixon.

In situations of extraordinary or unusual circumstances, special requests for reimbursement for loss or damage can be made.

Travel, Meal and Lodging Reimbursement Policy:

In accordance with the Illinois Local Government Travel Expense Control Act, the city has enacted the Travel, Meals and Lodging Reimbursement Policy. The city will reimburse employees for travel, meals and lodging as outlined in the policy.

Use of City Telecommunications and Computer Equipment:

The use of City telephones for personal reasons is a privilege. Each employee should discourage other persons from attempting to contact them for personal reasons during work hours, including by use of cellular telephone or text message. Any personal long-distance call made on City phones shall be reimbursed by employee. City issued cell phones can be

used for work and personal use so long as it does not incur additional fees. As city issued cell phones are municipal property, please understand that there is accordingly no expectation of privacy in the content, personal or city related, of any such cell phone.

Computers are owned and placed by the City for the purpose of assisting employees in performance of functions and responsibilities of the City. Minimal, appropriate personal use may be acceptable as determined by your Department Head. The City reserves the right to monitor employee email and computer use, and employees are placed on notice that personal email sent or received by use of City computers or any other type of personal use is subject to review and reading. Employees have no expectation of privacy in use of a City computer or internet access.

Use of City Vehicles, Equipment, Supplies, Tools and Uniforms:

In using City vehicles or personal vehicles for City business, employees must keep in mind the fact that they are representatives of the City government and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection, for good or bad, on the City. Any fines incurred by an employee while operating a City vehicle due to traffic or parking violations shall be the responsibility of the employee and all fines or monies shall be paid by the employee. Employees must adhere to all applicable traffic laws while operating City vehicles.

City vehicles, equipment, supplies, tools and uniforms shall not be used for private or unauthorized purposes.

Employees are expected to follow all applicable traffic laws.

Employees shall be responsible for the proper care and use of City vehicles, equipment, supplies tools and uniforms. Accidents, breakdowns, or malfunctions of any equipment should be reported to the employee's immediate supervisor on the day of occurrence so that the repairs may be made.

City owned vehicles may be taken home overnight on an assigned regular basis or on an occasional basis when authorized by the Department Head. Such vehicles are to be used only for City business or duties. Passengers who are not employed by the City of Dixon are not typically allowed in City vehicles. Exceptions to this rule must be approved in advance by the Department Head.

Employees are responsible for the uniforms supplied by the City. Uniforms provided for the employees shall be worn only during working hours, or for conducting official City business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn during any personal activity other than defined in this section, unless authorized by the Department Head.

Employees must make every effort to take proper care of their uniforms. Damaged and/or lost uniforms must be reported immediately to the employee's immediate supervisor.

If an employee violates this section, the employee may be held liable to the City for any claims, costs or damages arising out of or resulting from the use, operation or possession of City equipment.

Employee Driver's License Requirement:

If, at any time, operation of a motor vehicle is one of an employee's required duties, that employee must possess a valid Illinois driver's license of the classification necessary for fulfillment of all applicable job duties. This shall be a condition of employment. No employee shall be allowed, at any time, to drive a motor vehicle, whether on streets or city owned property, without a valid Illinois driver's license.

Department Head's will require employees to furnish a photocopy of each employee's driver's license. In the event an employee has received a traffic (moving) violation or is charged with a traffic offense that employee must notify his supervisor either immediately, if the occurrence takes place during a working shift, or prior to the beginning of the next shift, relating to the details of the surrender of the driver's license. Procedures to be followed will be determined at this meeting and will depend on the nature and severity of the offense. The City of Dixon reserves the right to exclude any employee from operating a motor vehicle, on behalf of the City, if it is in the best interest of the City.

XIV. PRIVACY POLICY

If you have any questions about this notice, please contact the Administrative Office.

WHO WILL FOLLOW THIS NOTICE

This notice describes the information privacy practices followed by our employees.

YOUR HEALTH INFORMATION

This notice applies to the information and records we have about your health, health status, and the health care services you received through our health insurance plan as processed by the City.

We are required by law to give you this notice. It will tell you about the ways in which we may use and disclose health information about you and describes your rights and our obligations regarding the use and disclosure of that information.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

For Payment We may use and disclose health information about you so that the treatment and services as necessary to process the benefits of the Health Plan.

SPECIAL SITUATIONS

We may use or disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Required by Law We will disclose health information about you when required to do so by federal, state or local law.

Research We may use and disclose health information about you for research projects that are subject to a special approval process. We will ask for your permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the office.

Organ and Tissue Donation If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate such donation and transplantation.

Military, Veterans, National Security and Intelligence If you are or were a member of the armed forces, or part of the national security or intelligence communities, we may be required by military command or other government authorities to release health information about you. We may also release information about foreign military personnel to the appropriate military authority.

Worker's Compensation We may release health information about you for worker's compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Health Oversight Activities We may disclose health information to a health oversight agency for audits, investigations, inspections, or licensing purposes. These disclosures may be necessary for certain state and federal agencies to monitor the health care system, government programs, and compliance with the civil rights laws.

Lawsuits and Disputes If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. Subject to all applicable legal requirements, we may also disclose health information about you in response to a subpoena.

Law Enforcement We may release health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process, subject to all applicable legal requirements.

Coroners, Medical Examiners and Funeral Directors We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.

Information not Personally Identifiable We may use or disclose health information about you in a way that does not personally identify you or reveal who you are.

OTHER USES AND DISCLOSURES OF HEALTH INFORMATION

We will not use or disclose your health information for any purpose other than those identified in the previous sections without your specific, written authorization. We must obtain your authorization separate from any consent we may have obtained from you. If you give us authorization to use or disclose health information about you, you may revoke that information in writing, at any time. If you revoke your authorization, we will no longer use or disclose information about you for the reasons covered by your written authorization, but we can not take back any uses or disclosures already made with your permission.

If we have HIV or substance abuse information about you, we cannot release that information without a special signed, written authorization from you. In order to disclose these types of records for purposes of treatment, payment or health care operations, we will have to have both your signed consent and a special written authorization that complies with the law governing HIV or substance abuse records.

YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU

You have the following rights regarding health information we maintain about you:

Right to Inspect and Copy You have the right to inspect and copy your health information, such as medical and billing records, that we may use to process the insurance deductible. You must submit a written request to the Clerk's Office in order to inspect and/or copy your health information. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other associated supplies. We may deny your request to inspect and/or copy in certain limited circumstances. If you are denied access to your health information, you may ask that the denial be reviewed. If such a review is required by law, we will select a licensed health care professional to review your request and our denial. The person conducting the review may not be the same person who denied your request, and we will comply with the outcome of the review.

Right to Amend If you believe health information we have about you is incorrect or incomplete, you may ask to amend the information.

To request an amendment, complete and submit a Medical Record Amendment/Correction Form to the Clerk's Office. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask to amend information that:

1. We did not create, unless the person or the entity that created the information is no longer available to make the amendment.
2. Is not part of the health information that we keep.
3. You would not be permitted to inspect or copy.
4. Is accurate and complete.

Right to an Accounting of Disclosure You have the right to request an “Accounting of Disclosures.” This is the list of disclosures we made of medical information about you for purposes other than treatment, payment and health care operations. To obtain this list, you must submit your request in writing to the Clerk’s Office, it must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). We may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions You have the right to request restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for it, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery that you had.

We are not Required to Agree to your Request If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you may complete and submit the request for Restriction on Use/Disclosure of Medical Information to the Clerk’s Office.

Right to Request Confidential Communications You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you by mail.

To request confidential communications, you may complete and submit the Request for Restriction on Use/Disclosure of Medical Information and/or Confidential Communications to the Clerk’s Office. We will not ask the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

CHANGES TO THIS NOTICE

We reserve the right to change this notice, and to make the revised or changed notice effective for medical information we already have about you, as well as any information we receive in the future. We will post a summary of the current notice in the office with its effective date in the top right-hand corner. You are entitled to a copy of the notice currently in effect

CITY OF DIXON
EMPLOYEE ACKNOWLEDGMENT
EMPLOYEE HANDBOOK

My signature below acknowledges that I have received a copy of the City of Dixon Employment Handbook. I agree to read the handbook and agree to comply with the policies of the City. I understand that neither receipt of this handbook nor the policies contained therein are to be construed as creating any contractual obligations or constitute a guarantee or contract of employment.

Policies and programs presented here in summary form are subject to management interpretation and City practices. I further understand that the City retains the unilateral right to change, revoke, or modify the handbook or its policies at any time without prior notice to me.

I understand that this handbook is intended to supersede and replace all previous employee handbooks, manuals, and policy statements, whether oral or written, issued by the City of Dixon.

Employee's Signature

Date

Print Name

Department

**City of Dixon
November 4, 2019**

Topic: 2019 Tax Levy

Presented By: Becky Fredericks

Presentation:

Attached is the City of Dixon 2019 Tax Levy Ordinance that is being placed on file tonight. The total levy requested is \$4,264,597. However due to tax caps, the City can only expect to receive approximately \$4,160,000 which is about \$95,000 more than last year. The increase is primarily due to the inflation of home values.

State law requires us to file a tax levy with the county clerk by the fourth Tuesday of December. The timeline to meet that deadline is as follows:

| | |
|----------------------------|----------------------------------|
| Tonight's Council Meeting- | Place Levy Ordinance on file |
| Nov. 18 Council Meeting- | Truth in Taxation Public Hearing |
| Dec. 2 Council Meeting- | Approve the Levy |

Fire Protection Levy:

Dixon's Fire Protection levy is separate because its corporate limits are smaller than the actual City's corporate limits.

The proposed 2019 Fire Protection tax rate will be approximately \$.5763 per hundred dollars of EAV, up from \$.5602 in 2018. The following table compares the two years' levies and tax rates:

| Purpose | 2018 Levy | Proposed 2019 Levy | % Change | 2018 Rates | Proposed 2019 Rates |
|--------------|-----------|-----------------------|----------|---------------|---------------------------|
| Fire Pension | 510,512 | 535,000 | 4.90% | 0.5602 | 0.5763 |

Early information from the Lee County Assessor indicates that the 2019 EAV for the Fire Protection will increase about 1.87% over 2018, from \$91,130,295 to \$92,830,965. The actual tax base upon which our tax revenue is collected will not be determined until May 2020.

Due to tax caps, the City no longer levies for Fire Protection because the Fire Pension uses all the levy capacity authorized by the citizens.

City Levy:

The remainder of the City's proposed 2019 tax rate will be approximately \$1.9613 per hundred dollars of EAV, up from \$1.9303 in 2018. The following table compares the two years' levies and tax rates:

| Purpose | 2018 Levy | Proposed 2019 Levy | % Change | 2018 Rates | Proposed 2019 Rates |
|---------------------|------------------|-------------------------------|---------------------|-----------------------|--------------------------------|
| Corporate General | 343,450 | 646,046 | 88.1% | 0.1864 | 0.3397 |
| Police Protection | 1,105,527 | 1,140,893 | 3.2% | 0.6000 | 0.6000 |
| Police Pension | 991,105 | 887,341 | -10.5% | 0.5379 | 0.4666 |
| Library | 523,836 | 539,551 | 3.0% | 0.2843 | 0.2837 |
| Cemetery | 46,064 | 47,252 | 2.6% | 0.0250 | 0.0248 |
| Audit | 32,060 | 34,000 | 6.1% | 0.0174 | 0.0179 |
| Library Maintenance | 25,980 | 26,759 | 3.0% | 0.0141 | 0.0141 |
| Claim and Judgement | 396,516 | 313,252 | -21.0% | 0.2152 | 0.1647 |
| Public Benefit | 92,127 | 94,503 | 2.6% | 0.0500 | 0.0497 |
| Total | 3,556,664 | 3,729,597 | 4.86% | 1.9303 | 1.9613 |

Early information from the Lee County Assessor indicates that the 2019 EAV will increase about 3.20% over 2018, from \$184,254,507 to \$190,155,026. The actual tax base upon which our tax revenue is collected will not be determined until May 2020.

The levy request for Corporate General, Police Protection, Public Benefit and Cemetery need to be set slightly higher than the anticipated actual base in order to provide the City with all of the tax revenue previously authorized by the public. The Library, Audit and Claim & Judgment levies are set at an estimate of the actual expenses for next fiscal year

ORDINANCE NO. _____

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR
THE CITY OF DIXON, LEE COUNTY, ILLINOIS FOR THE FISCAL YEAR
BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020

ADOPTED BY THE
CITY COUNCIL OF THE
CITY OF DIXON, ILLINOIS
This 2nd day of December, 2019

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DIXON, LEE
COUNTY, ILLINOIS:

SECTION 1. That the total amount of appropriations for all corporate purposes legally made to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum of four million, two hundred sixty-four thousand and five hundred ninety-seven dollars (\$4,264,597).

SECTION 2. That the sum of four million, two hundred sixty-four thousand and five hundred ninety-seven dollars (\$4,264,597) being the total of appropriations heretofore legally made that are to be collected from the tax levy of the current fiscal year of the City of Dixon, Illinois for all corporate purposes of providing for a Police Pension Fund, Firefighter's Pension Fund, Illinois Municipal Retirement Fund, Social Security Fund, Library Fund and General Corporate Fund, as budgeted for the current fiscal year by annual budget ordinance of the City of Dixon for the Fiscal Year 2020, passed by the Mayor and City Council at the legally convened meeting of April 15, 2019, and the same is hereby levied on all the taxable property in the City of Dixon, Illinois, subject to taxation for the current year, the specific amounts as levied for the various funds heretofore named being included herein by being placed in separate columns under the heading "To be Raised by Tax Levy", the tax so levied being for the current fiscal year, and for the said appropriation to be collected from said tax levy, the total of which has been ascertained above and being as follows:

| Description | Total Budget | Estimate Receipts from Sources other than Tax Levy | To be Raised by Tax Levy |
|--------------------------------------|--------------|--|-----------------------------|
| <u>General Corporate Fund</u> | | | |
| <u>Council</u> | | | |
| PARTTIME SALARY | 49,300 | 49,300 | |
| AUTO/ PHONE ALLOW | 1,200 | 1,200 | |
| LEGAL | 165,000 | 165,000 | |
| OTHER CONTRACTUAL | 1,555 | 1,555 | |
| PRINTING/PUBLISHING | 4,250 | 4,250 | |
| DUES | 2,965 | 2,965 | |
| OFFICE SUPPLIES | 500 | 500 | |
| CONF, MEETING, MILEAGE | 7,750 | 7,750 | |
| | 232,520 | 232,520 | |
| <u>ECONOMIC</u> | | | |
| <u>DEVELOPMENT</u> | | | |
| PRINTING/PUBLISHING | 1,100 | 1,100 | |
| DUES | 1,100 | 1,100 | |
| ADVERTISING | 500 | 500 | |
| CONFERENCE/ MEETING | 3,000 | 3,000 | |
| DONATION EXPENSE | 100,332 | 100,332 | |
| | 106,032 | 106,032 | - |
| <u>FIRE/POLICE</u> | | | |
| <u>COMMISSION</u> | | | |
| CONTRACTUAL EXPENSE | 5,500 | 5,500 | |
| MEDICAL | 5,500 | 5,500 | |
| SUPPLIES | 3,000 | 3,000 | |
| | 14,000 | 14,000 | - |
| <u>ADMINISTRATION</u> | | | |
| FULLTIME SALARY | 422,242 | 422,242 | |
| PARTTIME WAGES | 6,000 | 6,000 | |
| OVERTIME | 500 | 500 | |
| EXTRA DUTY PAY | 13,000 | 13,000 | |
| MEDICAL INSURANCE | 58,952 | 58,952 | |
| LIFE INSURANCE | 431 | 431 | |
| AUTO/ PHONE ALLOW | 12,000 | 12,000 | |
| AUDIT EXP | 34,000 | - | 34,000 |
| CONTRACTUAL EXPENSE | 51,000 | 51,000 | |
| MEDICAL EXP | 6,000 | 6,000 | |

| | | | |
|-----------------------|---------|---------|--------|
| POSTAGE | 3,000 | 3,000 | |
| INFO TECHNOLOGY | 16,100 | 16,100 | |
| TELEPHONE | 2,400 | 2,400 | |
| PRINTING/PUBLISHING | 1,900 | 1,900 | |
| DUES & SUBSCRIPTIONS | 4,300 | 4,300 | |
| ADVERTISING | 2,500 | 2,500 | |
| FUEL AND OIL | 500 | 500 | |
| SMALL EQUIP/TOOLS | 1,000 | 1,000 | |
| OFFICE SUPPLIES | 16,500 | 16,500 | |
| PROF DEV/ TRAINING | 28,050 | 28,050 | |
| TUITION REIMBURSEMENT | 2,000 | 2,000 | |
| | 682,375 | 648,375 | 34,000 |

INFORMATION

TECHNOLOGY

| | | | |
|------------------------------|---------|---------|---|
| FULLTIME SALARY | 57,054 | 57,054 | |
| PARTTIME WAGES | 3,400 | 3,400 | |
| EXTRA DUTY PAY | 1,700 | 1,700 | |
| MEDICAL INSURANCE | 13,998 | 13,998 | |
| LIFE INSURANCE | 53 | 53 | |
| AUTO/ PHONE ALLOW | 720 | 720 | |
| INFO TECHNOLOGY | 68,547 | 68,547 | |
| TELEPHONE | 300 | 300 | |
| DUES & SUBSCRIPTIONS | 550 | 550 | |
| FUEL AND OIL | 150 | 150 | |
| OPERATING SUPPLIES | 5,000 | 5,000 | |
| SMALL TOOLS AND EQUIPMENT | 37,000 | 37,000 | |
| PROF DEV/ TRAINING | 1,000 | 1,000 | |
| | 189,472 | 189,472 | - |

MUNICIPAL

| | | | |
|------------------------|---------|---------|---------|
| EXTRA DUTY PAY | 5,000 | 5,000 | |
| MEDICAL INSURANCE | 115,700 | 115,700 | |
| UNEMPLOYMENT INS | 20,000 | - | 20,000 |
| WORKERS COMP | 185,000 | 92,386 | 92,614 |
| MAINT & REPAIRS | 12,500 | 12,500 | |
| OTHER CONTRACTUAL | 6,000 | 6,000 | |
| PROPERTY LIABILITY INS | 215,000 | 15,862 | 199,138 |
| BOND INSURANCE | 1,500 | - | 1,500 |
| OPERATING SUPPLIES | 3,000 | 3,000 | |

| | | | |
|-------------------|---------|---------|---------|
| SMALL EQUIP/TOOLS | 5,000 | 5,000 | |
| NATURAL GAS | 1,000 | 1,000 | |
| | 569,700 | 256,448 | 313,252 |

BUILDING

| | | | |
|----------------------|---------|---------|---|
| FULLTIME SALARY | 136,813 | 136,813 | |
| EXTRA DUTY PAY | 1,900 | 1,900 | |
| MEDICAL INSURANCE | 38,073 | 38,073 | |
| LIFE INSURANCE | 151 | 151 | |
| MAINT & REPAIRS | 2,500 | 2,500 | |
| ENGINEERING | 2,000 | 2,000 | |
| CONTRACTUAL | 25,000 | 25,000 | |
| INFO TECHNOLOGY | 7,300 | 7,300 | |
| POSTAGE | 300 | 300 | |
| TELEPHONE | 1,300 | 1,300 | |
| PRINTING/PUBLISHING | 400 | 400 | |
| DUES & SUBSCRIPTIONS | 300 | 300 | |
| FUEL AND OIL | 2,000 | 2,000 | |
| SMALL EQUIP/TOOLS | 1,000 | 1,000 | |
| OFFICE SUPPLIES | 1,300 | 1,300 | |
| PROFESSIONAL | | | |
| DEVELOPMENT/TRAIN | 5,000 | 5,000 | |
| LEASE PAYMENT | 450 | 450 | |
| | 225,787 | 225,787 | - |

STREETS

| | | | |
|----------------------|---------|--------|---------|
| FULLTIME SALARY | 447,952 | - | 447,952 |
| PARTTIME SALARY | 13,000 | 3,000 | 10,000 |
| OVERTIME | 20,000 | 20,000 | |
| EXTRA DUTY PAY | 10,200 | 10,200 | |
| MEDICAL INSURANCE | 86,995 | 1,995 | 85,000 |
| LIFE INSURANCE | 718 | 718 | |
| CLOTHING ALLOW | 4,500 | 4,500 | |
| MAINT & REPAIRS | 57,000 | 57,000 | |
| CONTRACTUAL | 22,300 | 22,300 | |
| MEDICAL EXP | 1,300 | 1,300 | |
| INFO TECHNOLOGY | 1,500 | 1,500 | |
| TELEPHONE | 650 | 650 | |
| DUES & SUBSCRIPTIONS | 750 | 750 | |
| FUEL AND OIL | 28,000 | 28,000 | |
| OPERATING SUPPLIES | 168,000 | 91,156 | 76,844 |

| | | | |
|--------------------|-----------|---------|---------|
| SMALL EQUIP/TOOLS | 5,000 | 5,000 | |
| OFFICE SUPPLIES | 300 | 300 | |
| PROF DEV/ TRAINING | 10,000 | 10,000 | |
| NATURAL GAS | 2,000 | 2,000 | |
| ELECTRICITY | 175,000 | 175,000 | |
| | 1,055,165 | 435,369 | 619,796 |

PUBLIC PROPERTY

| | | | |
|--------------------|---------|--------|---------|
| FULLTIME SALARY | 70,377 | 1,377 | 69,000 |
| PARTTIME WAGES | 26,239 | 736 | 25,503 |
| OVERTIME | 6,000 | 6,000 | |
| EXTRA DUTY PAY | 1,200 | 1,200 | |
| MEDICAL INSURANCE | 13,125 | - | 13,125 |
| LIFE INSURANCE | 76 | 76 | |
| CLOTHING ALLOW | 500 | 500 | |
| MAINT & REPAIRS | 16,000 | 16,000 | |
| OTHER CONTRACTUAL | 11,500 | 11,500 | |
| MEDICAL EXP | 300 | 300 | |
| TELEPHONE | 3,000 | 3,000 | |
| FUEL AND OIL | 8,000 | 8,000 | |
| OPERATING SUPPLIES | 12,000 | 12,000 | |
| SMALL EQUIP/TOOLS | 6,000 | 6,000 | |
| OFFICE SUPPLIES | 300 | 300 | |
| PROF DEV/ TRAINING | 2,000 | 2,000 | |
| NATURAL GAS | 1,000 | 1,000 | |
| ELECTRICITY | 1,000 | 1,000 | |
| BAD DEBT EXPENSE | 1,500 | 1,500 | |
| | 180,117 | 72,489 | 107,628 |

CEMETERY

| | | | |
|-------------------|--------|--------|--------|
| FULLTIME SALARY | 70,377 | 23,125 | 47,252 |
| PARTTIME WAGES | 31,239 | 31,239 | |
| OVERTIME | 10,000 | 10,000 | |
| EXTRA DUTY PAY | 1,200 | 1,200 | |
| MEDICAL INSURANCE | 13,125 | - | 13,125 |
| LIFE INSURANCE | 76 | 76 | |
| CLOTHING ALLOW | 500 | 500 | |
| MAINT & REPAIRS | 5,000 | 5,000 | |
| OTHER CONTRACTUAL | 3,450 | 3,450 | |
| TELEPHONE | 500 | 500 | |
| DUES | 100 | 100 | |

| | | | |
|--------------------|---------|---------|--------|
| FUEL AND OIL | 8,000 | 8,000 | |
| OPERATING SUPPLIES | 12,000 | 12,000 | |
| SMALL EQUIP/TOOLS | 5,000 | 5,000 | |
| OFFICE SUPPLIES | 500 | 500 | |
| PROF DEV/ TRAINING | 800 | 800 | |
| NATURAL GAS | 2,000 | 2,000 | |
| ELECTRICITY | 2,000 | 2,000 | |
| BAD DEBT EXPENSE | 1,000 | 1,000 | |
| | 166,867 | 106,490 | 60,377 |

VETERANS PARK

| | | | |
|-----------|-------|-------|---|
| TELEPHONE | 1,600 | 1,600 | |
| | 1,600 | 1,600 | - |

PUBLIC SAFETY BUILDING

| | | | |
|--------------------|---------|---------|---|
| FULLTIME SALARY | 31,980 | 31,980 | |
| PARTTIME WAGES | 3,000 | 3,000 | |
| OVERTIME | 3,500 | 3,500 | |
| EXTRA DUTY PAY | 200 | 200 | |
| MEDICAL INSURANCE | 19,997 | 19,997 | |
| LIFE INSURANCE | 76 | 76 | |
| MAINT & REPAIRS | 37,000 | 37,000 | |
| OTHER CONTRACTUAL | 2,500 | 2,500 | |
| OPERATING SUPPLIES | 10,000 | 10,000 | |
| NATURAL GAS | 15,000 | 15,000 | |
| | 123,253 | 123,253 | - |

DOWNTOWN

MAINTENANCE

| | | | |
|--------------------|--------|--------|--|
| FULLTIME SALARY | 21,789 | 21,789 | |
| OVERTIME | 3,000 | 3,000 | |
| EXTRA DUTY PAY | 150 | 150 | |
| MEDICAL INSURANCE | 9,038 | 9,038 | |
| LIFE INSURANCE | 38 | 38 | |
| CLOTHING ALLOW | 250 | 250 | |
| MAINT & REPAIRS | 2,000 | 2,000 | |
| CONTRACTUAL | 26,738 | 26,738 | |
| OPERATING SUPPLIES | 4,200 | 4,200 | |
| | 67,203 | 67,203 | |

TRAFFIC MAINTENANCE

| | | | |
|--------------------|--------|--------|---|
| PARTTIME SALARY | 9,000 | 9,000 | |
| INFO TECHNOLOGY | 800 | 800 | |
| OPERATING SUPPLIES | 29,000 | 29,000 | |
| SMALL EQUIP/TOOLS | 1,000 | 1,000 | |
| | 39,800 | 39,800 | - |

FIRE

| | | | |
|-----------------------|-----------|-----------|---|
| FULLTIME SALARY | 1,057,433 | 1,057,433 | |
| PARTTIME SALARY | 3,000 | 3,000 | |
| OVERTIME | 115,000 | 115,000 | |
| EXTRA DUTY PAY | 131,100 | 131,100 | |
| MEDICAL INSURANCE | 184,326 | 184,326 | |
| LIFE INSURANCE | 1,130 | 1,130 | |
| MAINT & REPAIRS | 20,000 | 20,000 | |
| OTHER CONTRACTUAL | 14,000 | 14,000 | |
| MEDICAL EXP | 5,000 | 5,000 | |
| INFO TECHNOLOGY | 1,500 | 1,500 | |
| POSTAGE | 500 | 500 | |
| TELEPHONE | 3,500 | 3,500 | |
| PRINTING/PUBLISHING | 450 | 450 | |
| DUES & SUBSCRIPTIONS | 3,000 | 3,000 | |
| MAINTENANCE SUPPLIES | 2,500 | 2,500 | |
| FUEL AND OIL | 7,000 | 7,000 | |
| OPERATING SUPPLIES | 10,000 | 10,000 | |
| UNIFORMS | 17,000 | 17,000 | |
| SMALL EQUIP/TOOLS | 10,500 | 10,500 | |
| OFFICE SUPPLIES | 1,000 | 1,000 | |
| PROFESSIONAL | | | |
| DEVELOPMENT/TRAIN | 26,500 | 26,500 | |
| TUITION REIMBURSEMENT | 6,000 | 6,000 | |
| GRANT MATCH | - | - | |
| | 1,620,439 | 1,620,439 | - |

POLICE

| | | | |
|-------------------|-----------|-----------|-----------|
| FULLTIME SALARY | 2,235,630 | 1,094,737 | 1,140,893 |
| PARTTIME SALARY | 18,000 | 18,000 | |
| OVERTIME | 136,000 | 136,000 | |
| EXTRA DUTY PAY | 230,333 | 230,333 | |
| MEDICAL INSURANCE | 433,175 | 433,175 | |
| LIFE INSURANCE | 2,533 | 2,533 | |
| CLOTHING ALLOW | 6,000 | 6,000 | |

| | | | |
|-----------------------|-----------|-----------|-----------|
| MAINT & REPAIRS | 48,200 | 48,200 | |
| OTHER CONTRACTUAL | 231,824 | 231,824 | |
| MEDICAL EXP | 7,600 | 7,600 | |
| INFORMATION | | | |
| TECHNOLOGY | 10,115 | 10,115 | |
| POSTAGE | 1,050 | 1,050 | |
| TELEPHONE | 24,000 | 24,000 | |
| PRINTING/PUBLISHING | 1,000 | 1,000 | |
| DUES & SUBSCRIPTIONS | 2,500 | 2,500 | |
| FUEL AND OIL | 50,000 | 50,000 | |
| OPERATING SUPPLIES | 26,600 | 26,600 | |
| UNIFORMS | 22,000 | 22,000 | |
| SMALL EQUIPMENT AND | | | |
| TOOLS | 35,100 | 35,100 | |
| OFFICE SUPPLIES | 5,000 | 5,000 | |
| PROFESSIONAL | | | |
| DEVELOPMENT/TRAIN | 28,000 | 28,000 | |
| TUITION REIMBURSEMENT | 4,000 | 4,000 | |
| OTHER EXP | 2,000 | 2,000 | |
| | 3,560,660 | 2,419,767 | 1,140,893 |

**PUBLIC RELATIONS &
TOURISM**

| | | | |
|----------------------|---------|---------|---|
| MAINT & REPAIRS | 1,000 | 1,000 | |
| CONTRACTUAL EXPENSES | 500 | 500 | |
| DUES | 1,000 | 1,000 | |
| DONATION EXPENSE | 255,000 | 255,000 | |
| | 257,500 | 257,500 | - |

| | | | |
|---|-----------|-----------|-----------|
| TOTAL GENERAL CORPORATE FUND | 9,092,490 | 6,816,544 | 2,275,946 |
|---|-----------|-----------|-----------|

IMRF FUND

| | | | |
|---------|---------|---------|---|
| PENSION | 140,000 | 140,000 | - |
|---------|---------|---------|---|

SOCIAL SECURITY FUND

| | | | |
|-----------------|---------|---------|---|
| SOCIAL SECURITY | 220,000 | 220,000 | - |
|-----------------|---------|---------|---|

LIBRARY FUND

| | | | |
|-------------------|---------|-------|---------|
| | - | | |
| FULLTIME SALARY | 287,000 | - | 287,000 |
| PARTTIME SALARY | 57,000 | 7,000 | 50,000 |
| MEDICAL INSURANCE | 83,000 | - | 83,000 |

| | | | |
|------------------------------------|-----------|---------|---------|
| LIFE INSURANCE | 500 | 500 | - |
| MAINT & REPAIRS | 44,000 | 17,241 | 26,759 |
| OTHER CONTRACTUAL | 9,500 | 9,500 | |
| INFO TECHNOLOGY | 17,000 | 1,949 | 15,051 |
| POSTAGE | 200 | 200 | |
| TELEPHONE | 3,500 | 3,500 | |
| PRINTING/PUBLISHING | 500 | 500 | |
| DUES & SUBSCRIPTIONS | 500 | 500 | |
| MAINTENANCE SUPPLIES | 3,500 | 500 | 3,000 |
| MATERIALS SUPPLIES | 5,500 | 500 | 5,000 |
| ADULT LIBRARY | | | |
| MATERIALS | 43,000 | 8,000 | 35,000 |
| YOUNG ADULT LIBRARY | | | |
| MATERIALS | 12,000 | 2,000 | 10,000 |
| CHILD LIBRARY MATERIALS | 24,000 | 4,000 | 20,000 |
| PERIODICALS | 4,500 | 1,000 | 3,500 |
| MATERIALS DATABASE | 14,000 | 4,000 | 10,000 |
| TRUST BUILDING PROJECTS | 10,000 | 10,000 | |
| SMALL EQUIP/TOOLS | 8,000 | 1,000 | 7,000 |
| OFFICE SUPPLIES | 3,750 | 3,750 | |
| PROGRAMS | 11,000 | - | 11,000 |
| PROF DEV/TRAINNG | 2,000 | 2,000 | |
| NATURAL GAS | 2,000 | 2,000 | |
| MISC EXP | 250 | 250 | |
| LIBRARY PURCHASES | 19,666 | 19,666 | |
| | 665,866 | 99,556 | 566,310 |
| <u>PERFORMING ARTS FUND</u> | - | | |
| CONTRACTUAL WAGES | 20,500 | 20,500 | |
| OPERATING SUPPLIES | 3,500 | 3,500 | |
| MILEAGE/MEAL | | | |
| ALLOWANCE | 1,000 | 1,000 | |
| CONTRACTUAL EXPENSES | 20,000 | 20,000 | |
| | 45,000 | 45,000 | - |
| <u>FIRE PENSION</u> | - | | |
| PENSION PAYMENTS | 1,050,000 | 515,000 | 535,000 |
| CONTRACTUAL EXPENSE | 75,000 | 75,000 | |
| OTHER EXPENSE | 5,000 | 5,000 | |
| | 1,130,000 | 595,000 | 535,000 |

| | | | |
|--------------------------------|-------------------|------------------|------------------|
| <u>POLICE PENSION</u> | - | | |
| PENSION PAYMENTS | 1,275,000 | 387,659 | 887,341 |
| CONTRACTUAL EXPENSE | 153,000 | 153,000 | |
| OTHER EXPENSE | 5,000 | 5,000 | |
| | 1,433,000 | 545,659 | 887,341 |
| Total All Funds | 12,726,356 | 8,461,759 | 4,264,597 |
| RECAP: | | | |
| CORPORATE | 3,334,024 | 2,606,600 | 727,424 |
| FIRE | 1,620,439 | 1,620,439 | - |
| POLICE | 3,560,660 | 2,419,767 | 1,140,893 |
| CEMETERY TAX | 166,867 | 106,490 | 60,377 |
| AUDIT TAX | 34,000 | - | 34,000 |
| CLAIM & JUDGEMENT TAX | 421,500 | 108,248 | 313,252 |
| GENERAL CORPORATE FUND | 9,137,490 | 6,861,544 | 2,275,946 |
| LIBRARY | 621,866 | 82,315 | 539,551 |
| LIBRARY BUILDING & MAINTENANCE | 44,000 | 17,241 | 26,759 |
| | 665,866 | 99,556 | 566,310 |
| IL MUNICIPAL RETIREMENT FUND | 140,000 | 140,000 | - |
| SOCIAL SECURITY FUND | 220,000 | 220,000 | - |
| FIREMAN'S PENSION | 1,130,000 | 595,000 | 535,000 |
| POLICEMAN'S PENSION | 1,433,000 | 545,659 | 887,341 |
| TOTAL ALL FUNDS | 12,726,356 | 8,461,759 | 4,264,597 |

SECTION 3. That the total amount of four million, two hundred sixty-four thousand and five hundred ninety-seven dollars (\$4,264,597) ascertained above is hereby levied and assessed on all the taxable property in the City of Dixon, Illinois according to the value of said property as assessed and equalized for state and county purposes for the current fiscal year.

SECTION 4. That this Levy Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code.

SECTION 5. That there is hereby certified to the County Clerk of Lee County, Illinois, the several sums above, constituting the total amount of four million, two hundred sixty-four thousand and five hundred ninety-seven dollars (\$4,264,597) which the City of Dixon, Illinois requires to be raised by taxation for the current fiscal year, and the Clerk of the City of Dixon, Illinois is hereby ordered and directed to file with the County Clerk of Lee County, Illinois, on or before the last Tuesday of December, 2019, a certified copy of this Ordinance.

SECTION 6. That this Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 2nd day of December, 2019.

MAYOR

ATTEST:

CITY CLERK

The United States Environmental Protection Agency (EPA) has requested concurrence from the City of Dixon regarding the implementation of deed restrictions and responsibility for on-going operation and maintenance of an environmental remediation system (interceptor trench) at the former Dixon Iron and Metal Company (DIMCO) site.

Interceptor Trench

As part of emergency response removal actions at the DIMCO site, the EPA intends to install an interceptor trench to capture light non aqueous phase liquid (LNAPL) containing diesel fuel and polychlorinated biphenyls (PCBs) prior to its migration to the Rock River. The interceptor trench is proposed to be approximately 110 feet long, 15 feet deep, and 2 feet wide, and will include four new 4-inch diameter monitoring wells for LNAPL observation and recovery.

The EPA is planning to install the interceptor trench in the fall of 2019 and will conduct efficacy monitoring for 12-months following installation, which will include LNAPL removal, system optimization, and development of an operations and maintenance (O&M) program. Following the 12-month efficacy monitoring period, the City of Dixon will assume the responsibility of the interceptor trench O&M. Although the exact scope of O&M cannot be determined at this time, Fehr Graham anticipates that O&M will include routine observations/monitoring and collection of LNAPL captured in the trench.

LNAPL collection/recovery technologies will likely be performed via absorbent, active skimmer system(s), and/or vacuum truck removal. The specific tasks involved in O&M will vary depending on the selected method(s) of recovery. A generalized description of each method and anticipated O&M tasks is provided as follows:

- **Absorbents:** Involves use of absorbent socks in the recovery wells to soak up LNAPL collected in the interceptor trench. O&M will include routine monitoring of LNAPL thickness and condition of absorbents, including replacement of spent absorbents and disposal of LNAPL-saturated absorbent materials.
- **Active Skimmer System(s):** Involves use of mechanical system(s) to skim LNAPL from the top of the water table in recovery wells and collect in drums or storage tanks staged at the surface. O&M will include routine monitoring of LNAPL thickness and system operation, equipment maintenance, and disposal of recovered LNAPL.
- **Vacuum truck:** Involves mobilization of a vacuum truck to pump LNAPL from recovery wells. O&M will include routine monitoring of LNAPL thickness, coordination with pumping and disposal contractor, and scheduled pumping and disposal of LNAPL mixed with water.

The specific O&M plan will be determined during the 12-month efficacy monitoring period based on the volume of product recovered in the interceptor trench. Costs for O&M may vary significantly depending on the amount of LNAPL captured in the trench and the selected recovery method. At this time, Fehr Graham estimates that annualized costs for interceptor trench O&M may be approximately \$25,000 to \$50,000.

Deed Restrictions

Following completion of the emergency response actions, the EPA will place deed restrictions on the site to ensure that site use is consistent with the control measures used in site remediation. At a minimum, controls will include engineered caps installed in select areas where underlying soils contain residual PCB contamination. The cap is anticipated to consist of a bentonite clay material overlain by a fabric barrier and 2-feet of clean soil or aggregate. Maintenance of the cap will be required as a continuing obligation for the site owner, and will include protection from damage or penetration, routine physical survey of the condition of the capped areas, and repair as needed to prevent erosion or other cap failure. At this time, Fehr Graham estimates that annualized costs for cap inspection may be less than \$1,000. Repair costs would be dependent on the magnitude of cap failure but would likely consist of localized replacement of seeded topsoil.



COUNCIL ACTION FORM

Date: 11/4/19

Presented By: Tim Shipman

Subject: Fence Variance Agenda Item: 18E

Description:

Petitioner Larry Angleton residing at 1417 W River St. is requesting a variance for the installation of privacy fence located on the side yard of the residence.

FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

To refer the petition to the Zoning Board of Appeals.

Required Action

ORDINANCE☐

RESOLUTION☐

MOTION☒

NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

MOVE TO refer the petition for variance on behalf of petitioner Larry Angleton 1417 W River St
to the Zoning Board of Appeals .

CITY COUNCIL VOTES

| VOTES | Mayor Arellano | Councilman Considine | Councilman Marshall | Councilwoman Oros | Councilman Venier |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| YES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NO | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABSTAIN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

STATE OF ILLINOIS)
LEE COUNTY) SS
CITY OF DIXON)

TO THE CITY COUNCIL OF THE
CITY OF DIXON

IN THE MATTER OF THE PETITION
OF

LARRY CHERYL ANGLETON)
)
1417 W. RIVER ST)
)
DIXON, IL 61021)
)
)

PETITION FOR VARIANCE

TO THE

ZONING BOARD OF APPEALS

Your Petitioner (s) LARRY CHERYL ANGLETON

respectfully state:

1. That they are the owners of the following described real estate (legal description):

SECT/LOT THP: 00 RING 1 BLK DIXON/ WEST DIXON PT
BLKS 1-14 ALSO ^{PT} VAC CANAL ST AND PT VAC DOUGLAS AV ADJ
BK 9407-471 07-08-06-276-017
SECT/LOT: 6 THP: 21 RING 6 BLK 9 WEST DIXON VAC DOUGLAS AV
AS IN BK 9802-2553 07-08-06-276-019

otherwise know as 1417 W. RIVER ST Street/Address, Dixon Illinois.

SEE ATTACHED FULL LEGAL

2. That the premises above described are presently classified as "R-2" as defined in Section 6-9-6 of the City Code of the City of Dixon, Lee County, Illinois, and that your Petitioner(s) desire that a variance be granted to the aforesaid premises to permit INSTALLATION

OF A PRIVACY FENCE ON THE WEST SIDE / FRONT
YARD OF THE PROPERTY. THE FENCE WILL BE
144' OF 6' FENCE AND 46' OF 4' THE FENCE
WILL END APPROX. 30' THE FRONT LOT LINE

WHEREFORE, your Petitioner(s) pray that a variance be granted to permit INSTALLATION
OF A PRIVACY FENCE

Respectfully submitted,

Larry Angleton

Petitioner (s)

**NOTICE OF PUBLIC HEARING – ZONING BOARD OF APPEALS
CITY OF DIXON, LEE COUNTY, ILLINOIS**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the undersigned Zoning Board of Appeals, designated by the City Council of the City of Dixon, Illinois, to conduct a public hearing on a proposed amendment to the Zoning Ordinance of the City of Dixon, will conduct such hearing at the hour of 4:30 P.M. on the 21 day of NOV, 2019, in the City Council Chambers at the Dixon City Hall, 121 West Second Street, Dixon, Illinois.

The proposed amendment would INSTALLATION PRIVACY FENCE
WEST SIDE FRONT OF HOUSE

The property affected by the proposed amendment is presently zoned "R-2" and legally described as: SECT/LOT THP: 00RNG/BLK DIXON/WEST DIXON PT
BLKS 1 AND 4 ALSO PT VAC CANAL ST AND PT VAC DOUGLAS AV
ADD BK 9407-471 07-08-06-276-017
SECT LOT: 6 THP: 21 RNG/BLK 9 WEST DIXON E 36.5' VAC
DOUGLAS AV AS IN BK 9802-2553 07-08-06-276-019
otherwise known as 1217 W. RIVER ST Street/Avenue, Dixon, IL
SEE ATTACHED FULL LEGAL

ZONING BOARD OF APPEALS
CITY OF DIXON, ILLINOIS



COPY



* 2 0 1 1 0 0 7 6 3 4 *

2011000763

LEE COUNTY ILLINOIS
FILED FOR RECORD

BOOK 1102 PAGE 827-830
02/10/2011 02:53PM
CATHY MYERS */pd*

RECORDING: 51.00
RHSP Surcharge: 10.00
TOTAL: \$61.00

QUIT CLAIM DEED

LCT 186983

THE GRANTOR, **LARRY D. ANGLETON**, in consideration of One Dollar and other consideration CONVEYS and QUIT CLAIMS to **LARRY D. ANGLETON** and **CHERYL A. ANGLETON**, husband and wife, as TENANTS BY THE ENTIRETY, GRANTEEES,

THE PROPERTY COMMONLY KNOWN AS: 1417 River Street, Dixon, IL 61021
PROPERTY CODE NO. 07-08-06-276-017 / 07-08-06-276-019 AND LEGALLY DESCRIBED AS:

PLAT AFFIDAVIT FILED

Lot 2 and part of Lots 1, 3 and 4 in Block 14 in the Town of West Dixon, now a part of the City of Dixon, described as follows: Commencing at the southeast corner of said Block; thence Westerly on the Southerly line of said Block 223.5 feet; thence Northerly parallel with the east line of said Block 195 feet; thence Easterly, parallel with the said south line, 223.5 feet to the said east line; thence Southerly on said east line 195 feet to the point of beginning; ALSO part of said Lot 1; and part of vacated Douglas Street, described as follows: Commencing at a point on the south line of said Block, which is 223.5 feet West of the southeast corner of said Block; thence Northerly, at right angles, 150 feet; thence Westerly, parallel with said south line, 113 feet; thence Southerly, parallel with the east line of said Block, 150 feet to the said south line; thence Easterly, along said south line and its extension, 113 feet to the point of beginning; ALSO part of Block 1, part of lot 4 in Block 14, part of vacated Douglas Street and a part of vacated Canal Court, all in said Town of West Dixon, now a part of the City of Dixon, described as follows: Commencing at the southeast corner of said Block 14; thence Westerly, along the southerly line of said Block 223.5 feet; thence Northerly, parallel with the easterly line of said Block, 329.21 feet; thence Westerly, parallel with the said southerly line, 29.72 feet; thence Northwesterly at an angle of 94 degrees 35 minutes 15 seconds, measured counterclockwise from the last described course, 74 feet, more or less to the southerly edge of Rock River, being the point of beginning of the hereinafter described tract of land; thence Southeasterly, along the last described course, 74.0 feet; thence Easterly, parallel with the said southerly line of Block 14, at an angle of 94 degrees 35 minutes 15 seconds, measured clockwise from the last described course,

29.72 feet; thence Southerly, parallel with the said easterly line, 179.21 feet to a point 150 feet Northerly of the said Southerly line; thence Westerly, parallel with said Southerly line, 82.0 feet; thence Northwesterly at an angle of 88 degrees 18 minutes 25 seconds measured counterclockwise from the last described course, 254.32 feet more or less to the southerly edge of Rock River; thence Northeasterly, on said edge 39.9 feet to the point of beginning; ALSO part of Block 1, part of vacated Douglas Street and a part of vacated Canal Court, all in said Town of West Dixon, now a part of the City of Dixon, described as follows: Commencing at the southeast corner of said Block 14; thence Westerly, along the southerly line of said Block 223.5 feet; thence Northerly, parallel with the easterly line of said Block, 150.0 feet; thence Westerly, parallel with the said southerly line, 82.0 feet; thence Northwesterly at an angle of 88 degrees 18 minutes 25 seconds, measured counterclockwise from the last described course, 254.32 feet, more or less to the southerly edge of Rock River, being the point of beginning of the hereinafter described tract of land; thence Southeasterly, along the last described course, 254.32 more or less to a point 150.0 feet northerly of the southerly line of said Block 14; thence Southwesterly, parallel with the said southerly line, 31.0 feet; thence Southeasterly, parallel with the easterly line of said Block, 150.0 feet to the Westerly extension of said southerly line, thence Southwesterly, along said extension, 6.0 feet; thence Northwesterly, parallel with the said easterly line, 391.0 feet to the said edge of Rock River; thence Northeasterly, along said edge, 46 feet more or less to the point of beginning, all situated in the County of Lee, in the State of Illinois.

hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

Dated this 8 day of FEBRUARY, 2011.

| | |
|--|---------------------------------|
| AFFIX TRANSFER TAX STAMP | |
| OR | |
| "Exempt under provisions of Paragraph <u>e</u> | |
| Section 4, Real Estate Transfer Tax Act. | |
| <u>28-11</u> | <u>See Deed</u> |
| Date | Buyer, Seller or Representative |

Larry D. Angleton
LARRY D. ANGLETON

STATE OF ILLINOIS)
) ss
Lee COUNTY)

I, the undersigned, a Notary Public, in and for said County and State aforesaid, DO HEREBY CERTIFY THAT **LARRY D. ANGLETON** who is/are personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, as having executed the same, appeared before me this day in person and acknowledged that he/she/they signed, sealed and delivered the said instrument as his/her/their free and voluntary act for the purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and Notarial Seal this 8 day of February, 2011.



Susan Danekas
Notary Public

Drafted by: Schlueter Ecklund, 4023 Charles St., Rockford, IL 61108

Future taxes to and Return to: LARRY D. ANGLETON & CHERYL A. ANGLETON, 1417 River Street, Dixon, IL 61021

Affidavit of compliance with provisions of "An Act to revise the law in relation to plats as amended effective on October 1, 1973.

The following statement of exemption under the Plat Act is required by the RECORDER OF DEEDS OF LEE COUNTY according to paragraph 5a of said act as follows: "Recorder of Deeds or Registrar of Title of any County shall not record deeds or leases which attempt to convey property contrary to the provisions of this Act. In case of doubt, the Recorder of Deeds, or the Registrar of Title of any County may require the person presenting such deed or lease to give evidence of the legality of a conveyance by an affidavit as to the facts which exempt such conveyance from the provisions of this Act."

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

_____, being duly sworn on oath states that he resides at _____; that the attached deed or lease is not in violation of paragraph 1, Chapter 109 of the Illinois Revised Statutes for one of the following indicated reasons:

Said Act is not applicable as the grantors own no adjoining property to that described in conveyance.

1. The division or subdivision of land into parcels or tracts of 5 acres or more in size which does not involve any new streets or easements of access.
2. The division of lots or blocks of less than 1 acre in any recorded subdivision which does not involve any new streets or easements of access.
3. The sale or exchange of parcels of land between owners of adjoining and contiguous land.
4. The conveyance of parcels of land or interests therein for use as a right of way for railroads or other public utility facilities or pipe lines which does not involve any new streets or easements of access.
5. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access.
6. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land for public use.
7. Conveyances made to correct descriptions in prior conveyances.
8. The sale or exchange of parcels or tracts of land following the division into no more than 2 parts of a particular parcel or tract of land existing on July 17, 1959 and not involving any new streets or easements of access.
9. The sale of a single lot of less than 5 acres from a larger tract when a survey is made by a registered surveyor; provided, however, that this exemption shall not apply to the sale of a subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on the effective date of this amendatory Act of 1973.

10. This conveyance does not subdivide any land.

AFFIANT further states that he makes this affidavit for the purpose of indicating to THE RECORDER OF DEEDS OF LEE COUNTY that the conveyance by the attached instrument is within and in compliance with the provisions of the Illinois Plat Act.

Entry Number 200000763

Subscribed and sworn to by me under penalty as provided by law
this 8 day of February 2011

Jim Danekas
Signature

BOOK 1102 PAGE 0830