

1415 Locust Street
P.O. Box 743
Dubuque, IA 52004-0743
Phone | 563-582-7224
Fax | 563-582-6118

901 Spring Street
P.O. Box 294
Galena, IL 61036-0294
Phone | 815-777-1880
Fax | 815-777-3092

www.oconnorbrooks.com

November 22, 2016

Michael Dittmar, Village President
Village of Elizabeth
Elizabeth, IL 61028

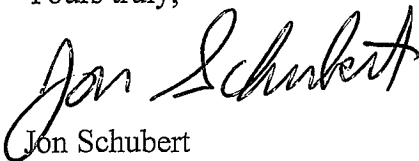
Dear Mr. Dittmar,

Enclosed is a draft of the 2016 Tax Levy Ordinance for the fiscal year May 1, 2016 through April 30, 2017. The Tax Levy Ordinance was prepared by your direction based upon an email received from you on November 21, 2016. Please review the draft with the committee on December 7, 2016. You should forward any changes, if any, to me so that I provide you with a final version for board approval at the December 20, 2016 meeting. Please consult the Village's legal counsel for the notices and hearing requirements of the "Truth in Taxation Act".

The Tax Levy Ordinance need not be published in the newspaper; however, a certificate of publication in pamphlet form should be signed by the Municipal Clerk. The Tax Levy Ordinance should be posted for a period of at least ten municipal office days subsequent to adoption. Please remember the Tax Levy Ordinance must be filed with the county within thirty days of adoption or by the last Tuesday in December, whichever is earlier.

Please call if you have any questions 815-777-1880.

Yours truly,



Jon Schubert
O'CONNOR, BROOKS & CO., P.C.

DRAFT

**NOTICE OF PUBLIC MEETING
NOTICE IS HEREBY GIVEN** by the Board of Trustees of the Village of Elizabeth, Elizabeth, Illinois, that the Ordinance for the Levy and Assessment of Taxes for said Village of Elizabeth for the fiscal year beginning May 1, 2016 and ending April 30, 2017 will be on file and conveniently available for public inspection at the Village Hall and at the Apple River State Bank and Illinois Bank and Trust of Elizabeth, Illinois, on and after the 20th day of December 2016. Notice is further given that a public meeting on said Ordinance for the Levy and Assessment of Taxes for the fiscal year beginning May 1, 2016 and ending April 30, 2017 will be held at 6:55 P.M. on the 20th day of December 2016, at the Village Hall in Elizabeth, Illinois. Dated at Elizabeth, Illinois this 20th day of December 2016. Barbara Brown, Village Clerk, Village of Elizabeth.

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NOTE: Please publish the above notice in the legal section of the newspaper

VILLAGE OF ELIZABETH

ORDINANCE NO. _____ **DRAFT**

AN ORDINANCE FOR THE LEVY AND ASSESSMENT
OF TAXES FOR THE FISCAL YEAR
MAY 1, 2016 - APRIL 30, 2017

PUBLISHED IN PAMPHLET FORM BY AUTHORITY
OF THE BOARD OF TRUSTEES OF THE VILLAGE
OF ELIZABETH, JO DAVIESS COUNTY, ILLINOIS
THIS 20th DAY OF DECEMBER 2016

DRAFT

TAX LEVY ORDINANCE

VILLAGE OF ELIZABETH

ORDINANCE NO. **DRAFT**

An ordinance levying taxes for all corporate purposes for the **VILLAGE OF ELIZABETH**, Jo Daviess County, **ILLINOIS**, for the fiscal year commencing on the 1st day of May 2016 and ending on the 30th day of April 2017. (2016 Tax Levy/Payable 2017).

Be it ordained by the President and Board of Trustees of the Village of Elizabeth, Jo Daviess County, Illinois:

SECTION 1: WHEREAS, the **VILLAGE OF ELIZABETH** has heretofore passed the annual budget making appropriations for corporate purposes for the fiscal year beginning May 1, 2016 and ending April 30, 2017, and whereas, said budget has been legally passed and published according to law, and whereas, said budget appropriated the sum of one million one hundred eighty-nine thousand three hundred ninety dollars (\$1,189,390) for defraying the necessary expenses and liabilities of the **VILLAGE OF ELIZABETH** or the fiscal year beginning May 1, 2016 and ending April 30, 2017.

SECTION 2: That the amounts hereinafter set forth, or so much thereof as may be authorized by law and the same is hereby levied for such purposes as: General Corporate, Police Protection, Liability Insurance, Social Security Tax, Audit and Refuse Funds of the **VILLAGE OF ELIZABETH**, Jo Daviess County, Illinois, beginning the 1st day of May 2016 and ending on the 30th day of April 2017.

SECTION 3: That the sum of seventy-nine thousand three hundred and forty-four dollars (\$79,344) for the municipal taxes for the **VILLAGE OF ELIZABETH**, Jo Daviess County, and State of Illinois, is hereby levied upon all the real and personal property liable to taxation within the corporate limits of the **VILLAGE OF ELIZABETH**, Jo Daviess County, State of Illinois, for the fiscal year beginning May 1, 2016 and ending April 30, 2017, upon the assessed and equalized value thereof for State and County purposes, that said sum be budgeted and set apart for the following specific purposes, to-wit:

<u>GENERAL CORPORATE FUND:</u>	<u>Appropriation</u>	<u>Amount to be Raised by Tax Levy</u>
DRAFT		
<u>ADMINISTRATIVE:</u>		
<u>PERSONNEL:</u>		
Salaries - Treasurer	\$ 5,000	\$ 4,000
Salaries - Board Members & President	10,000	-
Salaries - Clerk	25,500	20,000
Unemployment Insurance	1,000	500
	<u>\$ 41,500</u>	<u>\$ 24,500</u>
<u>CONTRACTUAL SERVICES:</u>		
Maintenance Services - Equipment	\$ 3,000	\$ -
Accounting Services	1,400	250
Legal Services	10,000	1,000
Other Professional Services	1,000	500
Codify Ordinance Book	2,500	-
Accounting Software	2,500	-
Postage	1,000	500
Telephone	2,250	1,750
Publishing	700	500
Printing	700	500
Dues	600	250
Travel Expense	250	-
	<u>\$ 25,900</u>	<u>\$ 5,250</u>
<u>COMMODITIES:</u>		
Maintenance Supplies - Equipment	\$ 500	\$ 250
Maintenance Supplies - Other	100	-
Office Supplies	700	500
Operating Supplies	600	250
	<u>\$ 1,900</u>	<u>\$ 1,000</u>
<u>OTHER EXPENDITURES:</u>		
Annexation	\$ 500	\$ -
Surveying	2,000	-
Economic Development	10,001	-
Beautification Program	1,000	-
Miscellaneous Expense	5,500	-
Elizabeth Bucks	1,000	-
	<u>\$ 20,001</u>	<u>\$ -</u>
TOTAL GENERAL CORPORATE FUND - ADMINISTRATIVE	<u>\$ 89,301</u>	<u>\$ 30,750</u>

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	<u>Appropriation</u>	<u>Amount to be Raised by Tax Levy</u>
<u>GENERAL CORPORATE FUND:</u> (continued)		
<u>TRANSFERS:</u>		
Transfer to Street & Bridge Fund	\$ 75,000	\$ -
Transfer to Police Protection Fund	40,000	-
Transfer to School Fund	50,000	14,311
Transfer to Park Fund	5,500	-
Transfer to Landfill Debt Service Fund	5,520	-
Transfer to Social Security Tax Fund	8,936	-
Transfer to Insurance Fund	7,071	-
Transfer to Audit Fund	7,742	-
Transfer to Downtown Sidewalk Capital Projects Fund	15,000	-
	<u>\$ 214,769</u>	<u>\$ 14,311</u>
TOTAL GENERAL CORPORATE FUND APPROPRIATIONS AND LEVY	<u>\$ 304,070</u>	<u>\$ 45,061</u>
<u>PARK FUND:</u>		
<u>CONTRACTUAL SERVICES:</u>		
Maintenance Services - Grounds	<u>\$ 1,000</u>	<u>\$ -</u>
<u>COMMODITIES:</u>		
Maintenance Supplies - Grounds	\$ 500	\$ -
Miscellaneous Expense	500	-
	<u>\$ 1,000</u>	<u>\$ -</u>
<u>CAPITAL OUTLAY:</u>		
Buildings	\$ 3,500	\$ -
TOTAL PARK FUND APPROPRIATIONS AND LEVY	<u>\$ 5,500</u>	<u>\$ -</u>
<u>SCHOOL FUND:</u>		
<u>PERSONNEL:</u>		
Salaries - Regular	<u>\$ 5,000</u>	<u>\$ -</u>
<u>CONTRACTUAL SERVICES:</u>		
Maintenance Service - Building	\$ 10,000	\$ -
Janitorial Service	12,000	-
Utilities	17,000	-
	<u>\$ 39,000</u>	<u>\$ -</u>
<u>COMMODITIES:</u>		
Maintenance Supplies - Building	\$ 1,000	\$ -
Miscellaneous Expense	1,500	-
	<u>\$ 2,500</u>	<u>\$ -</u>
<u>DEBT SERVICE:</u>		
Principal Payment	\$ 27,250	\$ -
Interest Expense	8,750	-
	<u>\$ 36,000</u>	<u>\$ -</u>
<u>CAPITAL OUTLAY:</u>		
Buildings	<u>\$ 2,500</u>	<u>\$ -</u>

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SCHOOL FUND: (continued)
**TOTAL SCHOOL FUND APPROPRIATIONS
 AND LEVY**

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POLICE PROTECTION FUND:

PERSONNEL:

	<u>Appropriation</u>	<u>Amount to be Raised by Tax Levy</u>
Salaries - Regular	\$ 49,500	\$ 24,977
Salaries - Part-Time	10,000	-
Health Insurance	15,800	-
Retirement Contribution	2,400	-
Uniform Allowance	600	-
	<u>\$ 78,300</u>	<u>\$ 24,977</u>

CONTRACTUAL SERVICES:

Maintenance Services - Equipment	\$ 6,000	\$ -
Maintenance Services - Vehicle	1,500	-
Postage	40	-
Telephone	1,850	-
Publishing	400	-
Dues	600	-
Travel Expenses	100	-
Training Fees	400	-
	<u>\$ 10,890</u>	<u>\$ -</u>

COMMODITIES:

Maintenance Supplies - Vehicle	\$ 50	-
Office Supplies	500	-
Operating Supplies	500	-
Fuel/Oil	3,000	-
Miscellaneous Expense	500	-
Tobacco Grant Expense	2,200	-
	<u>\$ 6,750</u>	<u>\$ -</u>

CAPITAL OUTLAY:

Equipment	\$ 3,000	\$ -
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**TOTAL POLICE PROTECTION FUND
 APPROPRIATIONS AND LEVY**

	<u>\$ 98,940</u>	<u>\$ 24,977</u>
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STREET & BRIDGE FUND:

PERSONNEL:

Salaries - Regular	\$ 25,000	-
Uniform Allowance	200	-
	<u>\$ 25,200</u>	<u>\$ -</u>

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	<u>Appropriation</u>	<u>Amount to be Raised by Tax Levy</u>
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STREET & BRIDGE FUND: (continued)

CONTRACTUAL SERVICES:

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Maintenance Services - Equipment	200	\$	-
Maintenance Services - Vehicle	1,500		-
Maintenance Services - Streets	12,200		-
Maintenance Services - Wall	10,000		-
Maintenance Services - Snow Removal	1,000		-
Maintenance Services - Other	500		-
Engineering Services	500		-
Street Lighting	12,000		-
	\$ 37,900	\$	-

COMMODITIES:

	\$		
Maintenance Supplies - Equipment	3,000	\$	-
Maintenance Supplies - Street	3,500		-
Maintenance Supplies - Cold Patch	2,000		-
Maintenance Supplies - Other	1,000		-
Operating Supplies	2,000		-
Small Tools	500		-
Fuel/Oil	6,500		-
Miscellaneous Expense	1,000		-
	\$ 19,500	\$	-

DEBT SERVICE:

	\$		
Principal Payment	11,500	\$	-
Interest Expense	1,000		-
	\$ 12,500	\$	-

**TOTAL STREET & BRIDGE FUND
APPROPRIATIONS AND LEVY**

	\$ 95,100	\$	-
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SOCIAL SECURITY TAX FUND:

PERSONNEL:

	\$		
Social Security Taxes	8,500	\$	1,578
Medicare Taxes	2,000		-

**TOTAL SOCIAL SECURITY TAX FUND
APPROPRIATIONS AND LEVY**

	\$ 10,500	\$	1,578
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AUDIT FUND:

CONTRACTUAL SERVICES:

	\$		
Accounting Service	8,500	\$	2,000
Report	375		-
Appropriation Ordinance	850		-

**TOTAL AUDIT FUND APPROPRIATIONS
AND LEVY**

	\$ 9,725	\$	2,000
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REFUSE FUND:

CONTRACTUAL SERVICES:

	\$		
Garbage Disposal	45,000	\$	50

**TOTAL REFUSE (GARBAGE) FUND
APPROPRIATIONS AND LEVY**

	\$ 45,000	\$	50
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	<u>Appropriation</u>	<u>Amount to be Raised by Tax Levy</u>
<u>LIABILITY INSURANCE FUND:</u>		
<u>CONTRACTUAL SERVICES:</u>		
General Insurance	\$ 12,700	\$ 5,678
TOTAL LIABILITY INSURANCE FUND		
APPROPRIATIONS AND LEVY	<u>\$ 12,700</u>	<u>\$ 5,678</u>
<u>MOTOR FUEL TAX FUND:</u>		
<u>CONTRACTUAL SERVICES:</u>		
Maintenance Services - Street	\$ 18,100	\$ -
Engineering Services	2,000	-
TOTAL MOTOR FUEL TAX FUND		
APPROPRIATIONS AND LEVY	<u>\$ 20,100</u>	<u>\$ -</u>
<u>WATER FUND:</u>		
<u>PERSONNEL:</u>		
Salaries - Regular	\$ 20,000	\$ -
Health Insurance	4,500	-
Social Security Contribution	1,500	-
Medicare Contribution	400	-
Retirement Contribution	1,000	-
Uniform Allowance	200	-
	<u>\$ 27,600</u>	<u>\$ -</u>
<u>CONTRACTUAL SERVICES:</u>		
Maintenance Services - Equipment	\$ 3,000	-
Maintenance Services - Vehicle	1,000	-
Maintenance Services - Utility System	10,000	-
Laboratory Services	5,000	-
Other Professional Services	1,000	-
Postage	2,500	-
Telephone	2,000	-
Publishing	1,500	-
Printing	300	-
Dues	300	-
Training	500	-
Utilities	15,000	-
General Insurance	12,700	-
	<u>\$ 54,800</u>	<u>\$ -</u>
<u>COMMODITIES:</u>		
Maintenance Supplies - Building	\$ 500	\$ -
Maintenance Supplies - Equipment	250	-
Maintenance Supplies - Utility System	7,000	-
Maintenance Supplies - Other	2,000	-
Office Supplies	50	-
Operating Supplies	100	-
Fuel/Oil	1,250	-
Chemicals	4,000	-
Miscellaneous Expense	450	-
	<u>\$ 15,600</u>	<u>\$ -</u>

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WATER FUND: (continued)

DEBT SERVICE:

Principal Payment
Interest Expense
Water Tower Loan Reserve Fund

CAPITAL OUTLAY:

Utility System

TOTAL WATER FUND

APPROPRIATIONS AND LEVY

SEWER FUND:

PERSONNEL:

Salaries - Regular
Health Insurance
Social Security Contribution
Medicare Contribution
Retirement Contribution
Uniform Allowance

CONTRACTUAL SERVICES:

Maintenance Services - Building
Maintenance Services - Equipment
Maintenance Services - Vehicle
Maintenance Services - Utility System
Maintenance Services - Lab Testing
Postage
Telephone
Utilities
Sewer Charges - NPDES
General Insurance

COMMODITIES:

Maintenance Supplies - Equipment
Maintenance Supplies - Utility System
Office Supplies
Operating Supplies
Miscellaneous Expense

DEBT SERVICE:

Principal Payment
Interest Expense

	<u>Appropriation</u>	<u>Amount to be Raised by Tax Levy</u>
	\$ 39,000	\$ -
	12,000	-
	3,000	-
	<u>\$ 54,000</u>	<u>\$ -</u>
	\$ 20,000	\$ -
	<u>\$ 172,000</u>	<u>\$ -</u>
	\$ 56,000	\$ -
	4,800	-
	2,500	-
	750	-
	1,500	-
	200	-
	<u>\$ 65,750</u>	<u>\$ -</u>
	\$ 500	\$ -
	1,000	-
	3,100	-
	3,000	-
	1,200	-
	300	-
	2,500	-
	23,000	-
	5,000	-
	12,700	-
	<u>\$ 52,300</u>	<u>\$ -</u>
	\$ 1,000	\$ -
	250	-
	100	-
	200	-
	500	-
	<u>\$ 2,050</u>	<u>\$ -</u>
	\$ 25,000	\$ -
	32,500	-
	<u>\$ 57,500</u>	<u>\$ -</u>

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SEWER FUND: (continued)

TRANSFERS:

Transfer to Municipal Landfill Debt Service Fund
Transfer to Sewer Project Capital Projects Fund

<u>Appropriation</u>	<u>Amount to be Raised by Tax Levy</u>
\$ 3,680	\$ -
10,000	-
<u>\$ 13,680</u>	<u>\$ -</u>
\$ 5,000	\$ -
19,500	-
<u>\$ 24,500</u>	<u>\$ -</u>
<u>\$ 215,780</u>	<u>\$ -</u>

CAPITAL OUTLAY:

Land
Utility System

TOTAL SEWER FUND APPROPRIATIONS AND LEVY

SPECIAL TAX ALLOCATION FUND:

CONTRACTUAL SERVICES:

Accounting Services
Other Professional Services
Property Tax Reimbursements
Miscellaneous Expense

\$ 1,500	\$ -
4,000	-
35,000	-
500	-
<u>\$ 41,000</u>	<u>\$ -</u>

DEBT SERVICE:

Principal Payment
Interest Expense

\$ 8,000	\$ -
900	-
<u>\$ 8,900</u>	<u>\$ -</u>

CAPITAL OUTLAY:

Other Improvements

TOTAL SPECIAL TAX ALLOCATION FUND APPROPRIATIONS AND LEVY

\$ 17,375	\$ -
<u>\$ 67,275</u>	<u>Per Ordinance</u>

SEWER PROJECT CAPITAL PROJECTS FUND:

CONTRACTUAL SERVICES:

Engineering Service
Other Professional Services

\$ 1,500	\$ -
15,000	-
<u>\$ 16,500</u>	<u>\$ -</u>

TOTAL SEWER PROJECT CAPITAL PROJECTS FUND APPROPRIATION AND LEVY

<u>\$ 16,500</u>	<u>-</u>
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MUNICIPAL LANDFILL DEBT SERVICE FUND:

DEBT SERVICE:

Principal Payment
Interest Expense

\$ 6,945	\$ -
2,255	-

TOTAL MUNICIPAL LANDFILL DEBT SERVICE FUND AND LEVY

<u>\$ 9,200</u>	<u>\$ -</u>
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DOWNTOWN SIDEWALK CAPITAL PROJECTS

FUND:

CONTRACTUAL SERVICES:

Engineering Services

Other Professional Services

DOWNTOWN SIDEWALK CAPITAL PROJECTS

FUND AND LEVY

BUSINESS DEVELOPMENT DISTRICT FUND:

CONTRACTUAL SERVICES:

Accounting Services

TRANSFERS:

Transfer to Sewer Project Capital Projects Fund

TOTAL BUSINESS DEVELOPMENT DISTRICT

FUND APPROPRIATIONS

<u>Appropriation</u>	<u>Amount to be</u>	<u>Raised by Tax Levy</u>
\$ 11,000	\$	-
4,000		-
<u>\$ 15,000</u>	<u>\$</u>	<u>-</u>
<u>\$ 15,000</u>	<u>\$</u>	<u>-</u>
\$ 500	\$	-
\$ 6,500	\$	-
<u>\$ 7,000</u>	<u>\$</u>	<u>-</u>

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**VILLAGE OF ELIZABETH
TAX LEVY SUMMARY BY FUND
FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017**

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GENERAL CORPORATE FUND	\$ 45,061
PARK FUND	--
SCHOOL FUND	--
POLICE PROTECTION FUND	24,977
STREET & BRIDGE FUND	--
SOCIAL SECURITY TAX FUND	1,578
AUDIT FUND	2,000
REFUSE (GARBAGE) FUND	50
LIABILITY INSURANCE FUND	5,678
MOTOR FUEL TAX FUND	--
WATER FUND	--
SEWER FUND	--
SPECIAL TAX ALLOCATION FUND	Per Ordinance
SEWER PROJECT CAPITAL PROJECTS FUND	--
MUNICIPAL LANDFILL DEBT SERVICE FUND	--
DOWNTOWN SIDEWALK CAPITAL PROJECTS FUND	--
BUSINESS DEVELOPMENT DISTRICT FUND	--
TOTAL TAXES LEVIED	<u>\$ 79,344</u>

SECTION 4: That the Village Clerk of the Village of Elizabeth, be and is hereby directed to make and deliver to the County Clerk of Jo Daviess County, Illinois, in the manner provided by law, a certified copy of this Ordinance under the hand seal of the Village of Elizabeth and said Clerk of Jo Daviess County is hereby required to extend the amount levied and assessed upon the books of the Collector of the State and county taxes in accordance with the statute in such case made and provided.

SECTION 5: Partial invalidity; if any section, subdivision, or sentence of this ordinance is for any reason held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 6: This Ordinance shall be in full force and effect immediately upon its passage by the Village Board of Trustees, its approval by the President and its publication in pamphlet form as provided by law.

SECTION 7: A duly certified copy of the Tax Levy Ordinance must be filed with the County Clerk of said Jo Daviess County, Illinois, by the Village Clerk of said Village of Elizabeth within 30 days

DRAFT

after adoption.

Filed for public inspection this _____ day of December 2016.

DRAFT

ADOPTED this _____ day of December 2016, pursuant to a roll call vote by the Board of Trustees of the Village of Elizabeth, Jo Daviess County, Illinois is as follows:

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED this _____ day of December 2016.

APPROVED: **DRAFT**

Village President

ATTEST:

DRAFT

Barbara Brown - Village Clerk

Published this _____ day of December 2016

CERTIFICATE OF PUBLICATION

I, Barbara Brown, certify that I am the duly appointed and acting municipal clerk of the Village of Elizabeth, Jo Daviess, County, Illinois.

DRAFT

I further certify that on December ____, 2016 the Corporate Authorities of such municipality passed and approved Ordinance No. ____ entitled **TAX LEVY ORDINANCE** which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. ____, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on December ____, 2016 and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at Elizabeth, Illinois, this ____ day of December 2016.

DRAFT

Barbara Brown - Village Clerk

CERTIFICATION OF TAX LEVY ORDINANCE

DRAFT

I, Barbara Brown, certify that I am the duly appointed and acting Clerk of the Village of Elizabeth, in the County of Jo Daviess and State of Illinois, do hereby certify that the above and foregoing is a full, true, and complete copy of an ordinance of the said Village of Elizabeth entitled: "An Ordinance for the Levy and Assessment of Taxes for the Fiscal Year May 1, 2016 – April 30, 2017" passed by the Board of Trustees and approved by the President for said Village of Elizabeth on December ____, 2016, as the same appears from the records and files of said Village of Elizabeth in my office remaining. This certification is made and filed pursuant to the requirements of (65 ILCS 5/8-3-1) and on behalf of the Village of Elizabeth, Jo Daviess County, Illinois. This certification must be filed on or before the last Tuesday in December.

Dated this ____ December 2016

DRAFT

Barbara Brown - Village Clerk

Filed this ____ day of December 2016

DRAFT

County Clerk

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

DRAFT

I, the undersigned, hereby certify that I am the presiding officer of the Village of Elizabeth Taxing District, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance without the provisions of Section 18-60 through 18-85 of the "Truth in Taxation Act."

Check one of the choices below:

1. The taxing district published a notice in the newspaper (**attached**) and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
2. The taxing district aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.

This certificate applies to the 2016 levy.

Date: _____

DRAFT

Signed: _____