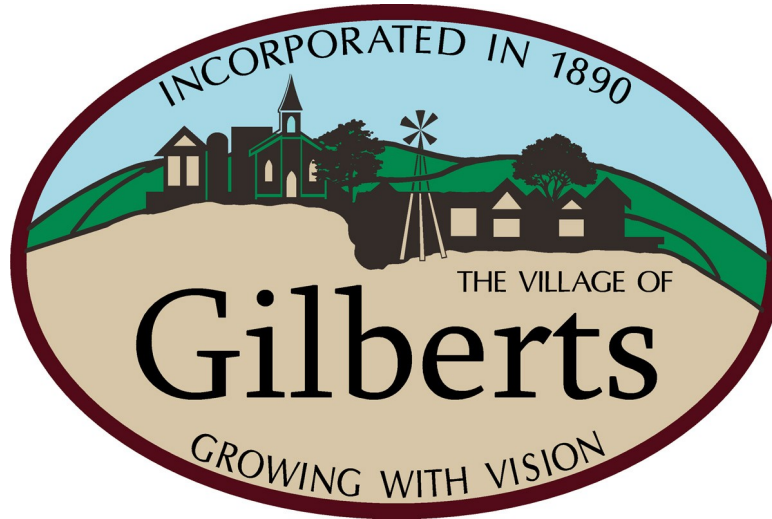


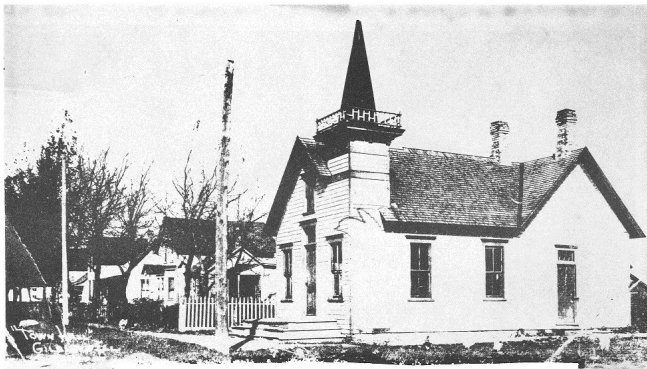
# POPULAR ANNUAL FINANCIAL REPORT VILLAGE OF GILBERTS, ILLINOIS



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For Fiscal Year Ending April 30, 2014

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ORIGINAL GILBERTS VILLAGE HALL, EAST OF GALLIGAN RD. AT TURNER



Original Village Hall and Present Day Village Hall

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“INFORMATION IS THE CURRENCY OF DEMOCRACY”  
THOMAS JEFFERSON

# POPULAR ANNUAL FINANCIAL REPORT FY 2014

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The Comprehensive Annual Financial Report is available on line at <http://www.villageofgilberts.com>  
The Popular Annual Financial Report is available on line at <http://www.villageofgilberts.com>

## CONTACT INFORMATION

### Village Hall

87 Galligan Road  
Gilberts, Illinois 60136  
847-428-2861



### Building , Finance, Public Works, Utility Billing Department

73 Industrial Drive  
Gilberts, Illinois 60136  
847-428-4167



### Gilberts Police Department

86 Railroad Street  
Gilberts, Illinois 60136  
847-428-2954



In an emergency dial 911. The Gilberts Police Department is a Safe Haven location

## ELECTED OFFICIALS



PRESIDENT  
RICK ZIRK



TRUSTEE  
DAN CORBETT



TRUSTEE  
NANCY FARRELL



TRUSTEE  
DAVID LECLERCQ



TRUSTEE  
LOUIS HACKER



TRUSTEE  
PATRICIA MIERISCH



TRUSTEE  
GUY ZAMBETTI

## APPOINTED OFFICIALS



VILLAGE ADMINISTRATOR  
RAYMOND KELLER



VILLAGE CLERK  
DEBRA MEADOWS



FINANCE DIRECTOR  
MARLENE BLOCKER





Government Finance Officers Association

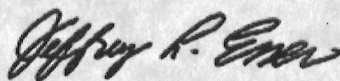
**Award for  
Outstanding  
Achievement in  
Popular Annual  
Financial Reporting**

Presented to

**Village of Gilberts  
Illinois**

For its Annual  
Financial Report  
for the Fiscal Year Ended

**April 30, 2013**



Executive Director/CEO

## POPULAR ANNUAL FINANCIAL REPORT AWARD

The Government Finance Officers Association (GFOA) established the Popular Annual Financial Reporting Awards Program (PAFR Program) in 1991 to encourage and assist state and local governments to extract information from their comprehensive annual financial report to produce high quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance and then to recognize individual governments that are successful in achieving that goal.

The GFOA has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to The Village of Gilberts for its Popular Annual Financial Report for the fiscal year ended April 30, 2013. This is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability and reader appeal. An Award for Outstanding Achievement in Popular Annual Financial Reporting is valid for a period of one year only. The Village of Gilberts has received a Popular Annual Financial Reporting Award for last year ending April 30, 2013. We believe our current report continues to conform to the Popular Annual Financial Reporting requirements, and we are submitting it to GFOA.

The Government Finance Officers Association of the United States and Canada (GFOA) has awarded a Certificate of Achievement for Excellence in Financial Reporting to The Village of Gilberts for its Comprehensive Annual Financial Report for the fiscal year ended April 30, 2013.

## A MESSAGE FROM THE VILLAGE PRESIDENT

To the Citizens of Gilberts:

I am pleased to present the Popular Annual Financial Report (PAFR) for Fiscal Year 2014 for the Village of Gilberts. I would like to note that both the PAFR for FY 2013 and the Comprehensive Annual Financial Report (CAFR) for FY 2013 were granted awards for financial reporting by the Government Finance Officers Association. Each year the Village of Gilberts publishes a Comprehensive Annual Financial Report (CAFR) which contains a review of Village finances presented in accordance with Generally Accepted Accounting Principles (GAAP). GAAP guidelines are set by the Governmental Accounting Standards Board (GASB), and are intended to provide all reporting governmental entities with a consistent and uniform financial reporting standard. Many of the GAAP requirements result in dense technical financial documents which do not convey much in the way of information to the average non-financial person.

As part of The Village of Gilberts effort to manage a transparent government, this popular financial summary provides a less technical over-view of Village finances. If you have any questions about this Popular Annual Financial Report please contact me or the Village Finance Director for assistance.

Thank you

Rick Zirk, Village President

## A HISTORY OF GILBERTS

The Village of Gilberts began in the spring of 1836 when E.R. Starks and Elijah Rich filed claims to what would be Rutland Township, which they named after the Vermont City that had been their home before moving to the Illinois frontier. In 1839, Albro Gilberts arrived and established a farm in what is now the center of Gilberts. As farming became a dominant local occupation, several businesses opened to serve the farmers, citizens formed local chapters of the Patrons of Husbandry, and the "Grange" became an important part of the social and political life of the area.

Around 1852, a post office established near the railroad station, was named Gilberts Station, a name which generalized to the surrounding community. A key factor in the growth of the Gilberts area was its proximity to the Galena and Chicago Union Railroad, now the Union Pacific Railroad, which became a central transportation point shipping large amounts of rail freight which consisted primarily of milk collected from local farmers.

By 1875, Gilberts was a thriving community with a train station, two blacksmith shops, a steam feed mill, two grocery stores, live stock

sales barns, a wagon shop, a drug store, a lumber store, several saloons, a dance hall, a local jail, two milk processing companies, and elementary school. In 1890 Gilberts incorporated as a village and 2015 marks the 125th anniversary of Gilberts incorporation.

In 1956, the construction of the Chicago-Northwest Tollway resulted in new industrial development in Gilberts. A light industrial manufacturing area was established in the 1960's which grew with the development of three additional industrial parks in the 1970's. In 1988, a new water system was constructed which supported new residential development.

Beginning in 2013 and finished in 2014, the Illinois Tollway Authority built a complete interchange at Route 47. This interchange provides greater interstate access to the Chicago metro area while preserving the identity and character of the quaint rural living environment that drew the early settlers to the area.

In 2014, a bankrupt housing development on the Villages north side was resurrected. When completed this could add up to 900 homes to the Village



Gilberts School



D. R. Dewey

## NOTABLE ACHIEVEMENTS IN 2014

The Village of Gilberts initiated several notable projects during the past year aimed at increasing transparency in the governmental process, providing new amenities to residents and stimulating development in the Village.

**Social Media:** The Village concentrated on increasing its Facebook presence, expanding posts to include community events and posting a picture of a lost dog that was successfully returned to its owner. The Village established a Twitter account as another tool for communication. Both Facebook and Twitter are linked on the Village website.

**Communication:** During the year the Village initiated a process to implement a Citizen Response Management (CRM) communication tool. CRM is a tool simplifying the process of asking questions, getting answers and reporting issues to the Village. The reporting tools are either web based or smart phone apps. Preliminary design and testing is underway, and the Village expects to take the project live in late 2014.

**Parks and Recreation:** Town Center Park is a 20 acre open space that had been identified as a future park area. A plan/design/build process to develop this space was initiated this year. Park amenities include a splash park, playground, field house, baseball/football, and soccer fields with a future ice skating rink. Development of this park area is funded through new development impact fees collected by the Village. Completion of the work is expected to make the park fully operational by spring of 2015.

**Re-Development of the Conservancy:** A Neumann Homes residential housing development named The Conservancy, with a potential 900 homes, entered bankruptcy during the housing crash of 2005. This past year a group of investors initiated a process to resurrect the development. The developers expect to have a model home for display by the end of 2014.

**New Tollway interchange at Rt. 47:** The Illinois Tollway Authority completed construction on a full interchange at Rt. 47 in early 2014. This interchange is only minutes away from the Village of Gilberts providing direct access to the Chicago and Rockford metro areas. The Village expects residential and commercial/industrial development to benefit from this interchange.

**Police Chief:** With the retirement of Chief Williams, The Village of Gilberts hired Lou Rossi as the new Chief of Police. Chief Rossi brings 30 years of experience to the position, and will manage a department presently consisting of seven full-time and twelve part-time employees with a FY 2014 budget of approximately \$1.3 million.

**New Industrial Development:** Interstate Partners completed their second industrial building with tenant occupancy occurring in late 2013.

## OVERVIEW OF THE POPULAR ANNUAL FINANCIAL REPORT

This financial report is designed to provide a general overview of the Village of Gilberts' finances for all those with an interest in the government's finances. Information contained in the Popular Annual Financial Report is based on data sourced from the Village of Gilberts' Comprehensive Annual Financial Report. Each year the Village of Gilberts publishes the Comprehensive Annual Financial Report (CAFR) which is a technical document that summarizes village finances according to Generally Accepted Accounting Principles. This document contains an independent auditors report which indicates the financial data has been reviewed and with reasonable assurance the data is complete, presented accurately and formatted correctly. This Popular Annual Financial Report has been prepared to provide a summary overview of the CAFR in a format that is readable and available on the village website.

The Village of Gilberts is governed by a Village President and Board of Trustees. The Village's policies are set by the Village President and the Village Board. The Village Administrator is responsible for implementing the policies and directives of the Village President and the Village Board.

The village provides a full range of services. Gilberts' public safety activities include police protection and a neighborhood watch program. Public works provides street and right-of-way maintenance and repair, as well as building maintenance, and park maintenance. Water service including a treatment plant, sanitary sewer service and a sanitation treatment plant are functions which are included in the Water and Sewer enterprise fund.

The village also assists with various community events, which are blended into the village's departmental program budgets. These include the annual Easter Egg Hunt, Halloween Bonfire and Community Days celebration. In addition, the village is accountable for the Gilberts Police Pension Fund, managed by a legally separate Board, and three Special Service Areas which are administered by independent Trustees (Wells Fargo and Amalgamated Bank of Chicago)

Questions concerning any of the information provided in this report, requests for additional information, or copies of the Gilberts Comprehensive Annual Financial Report should be directed to Office of the Finance Director, Village of Gilberts, 73 Industrial Drive, Gilberts, IL 60136.



94 Railroad Street



Hansen Farm



## FUND ACCOUNTING

### **Fund Financial Statements**

The Village of Gilberts operates on a modified accrual basis, a form of accounting in which expenditures are recognized when goods and services are received, and revenues such as taxes are recognized when measurable and available to pay expenditures in the current accounting period. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village of Gilberts, like other local governments, uses fund accounting to ensure and demonstrate compliance with best practice and finance-related legal requirements. All of the funds of the Village of Gilberts can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

### **Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the Village of Gilberts' near-term financing requirements and readers may better understand the long-term impact of the government's near-term financing decisions. The Village of Gilberts maintains six individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the General Fund and SSA#20 Project Funds, which are considered major funds. Data from the other four governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report. The Village of Gilberts adopts an annual appropriated budget for the General Fund. The Village also prepares a working budget to monitor day-to-day operations.

### **Proprietary Funds**

The Village of Gilberts maintains only one proprietary fund, an enterprise fund. Enterprise funds are used to report the functions presented as business-type activities in the government-wide financial statements. The Village of Gilberts utilizes an enterprise fund to account for its water and solid waste utility operations. The proprietary fund financial statements provide financial information for the Utility.

### **Fiduciary Funds**

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support Village programs. The reporting focus is on net assets and changes in net assets and is reported using accounting principles similar to proprietary funds. Pension trust funds are used to account for assets held in a trustee capacity for pension benefit payments.

## PENSION FUNDS

The village contributes to two defined benefit pension plans, the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system; and the Police Pension Plan that is a single-employer pension plan. Separate, audited GAAP-basis financial statements for the Police Pension Plan can be obtained by writing the Village at 87 Galligan Road, Gilberts, Illinois 60136. IMRF does issue a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole, but not by individual employer. That report may be obtained on-line at [www.imrf.org](http://www.imrf.org). The benefit, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes and can only be amended by the Illinois General Assembly.

GOVERNMENT PROMOTES SERVICES AND GOODS  
FOR WHICH THERE IS NO PROFIT INCENTIVE  
AND ADDRESSES POLITICAL OR SOCIAL  
CONCERNS OF THE COMMUNITY

## THE FUNCTIONS OF THE BUDGET

- Budgets help manage government through a financial plan that balances revenues with expenditures and limiting the amount of money each department may spend.
- Budgets perform social and political functions by giving interest groups a forum to express their needs and providing government an opportunity to choose whether to fund those needs. Budgets raise the social conscience of a community by making inequities more visible and exposing a governments commitment to fairness. Budgets are political spending decisions which both shape and are shaped by the values of the community. Thus the budget becomes a contract for the provision of services between the government and those it serves.
- Budgeting involves converting data and information on community needs and wishes into an action plan with resources. Economically the budget process converts the factors of production (labor and capital) into goods and services. The process of preparing a budget is about discovering the linkages between inputs and outcomes.

**New Developments**

**Interstate Partners:** Beginning in 2012, Interstate Partners began construction of \$67M industrial/retail development. This will be a phased multi-year project with initial construction which has now completed its second building. To help facilitate this project the Village approved our second tax increment financing district to assist with infrastructure costs. Two buildings are occupied, and a third building of 300K sq. ft. is in the site development phase.

**The Conservancy:** The Conservancy is a Neumann Homes development that entered bankruptcy November 1, 2007. In 2013, a new development company began working with the Village to resurrect this development. Restructuring is underway and could, at final build out, add up to 900 homes to the Village.

**Town Center Park:** This park site was developed this year. A playground, splash park, baseball fields, soccer fields, a field house, additional parks and passive open space were created using impact fee revenue collected from new construction.

**Social Media:** The Village started a Twitter account and increased its presence on Facebook.

**Citizen Request Management:** The Village began implementation of a CRM platform to provide proactive auto-answer and auto-action technologies to our citizens via the website and smart phone applications.

**New Police Chief:** Police Chief Williams retired midyear and Chief Rossi was selected as his replacement. The hiring of Chief Rossi continues the Community Oriented Policing focus of the Gilberts Police Department.

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The Village provides a full range of services. Gilberts' public safety activities include police protection and a neighborhood watch program. Public works provides street and right-of-way maintenance and repair, as well as building maintenance, and park maintenance. Water service including a treatment plant, sanitary sewer service and a sanitation treatment plant are functions which are included in the Water and Sewer enterprise fund.

The Village also assists with various community events, which are blended into the Village's departmental program budgets. These include the annual Easter Egg Hunt, Halloween Bonfire and Community Days celebration. In addition, the Village is accountable for the Gilberts Police Pension Fund, managed by a legally separate Board, and three Special Service Areas which are administered by independent Trustees (Wells Fargo and Amalgamated Bank of Chicago).

## FISCAL ANALYSIS—REVENUES 2014

WHERE THE MONEY COMES FROM

The government-wide financial analysis provides readers with a broad overview of the Village of Gilberts' finances, in a manner similar to a private-sector business. Government-wide financial statements distinguish functions of the Village of Gilberts that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Village of Gilberts include general government, public safety, public works, and parks and recreation. The business-type activities of the Village of Gilberts include waterworks and sewage operations.

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**Intergovernmental:** Sources in this category include state income tax, replacement tax, sales tax and use tax. Intergovernmental revenues increased by 5.24% from FY 13 to FY 14 which are attributed to an improving economy.

**Other:** Revenue in this category comes from investment income. A prudent investment strategy can yield significant revenue. All money not immediately needed must be invested within two working days in an interest-bearing account. Municipalities are authorized to combine cash balances from more than one fund for investment. However, money combined for such purposes must still be accounted for separately, with earnings apportioned to the appropriate fund. The increase in this category relates to the \$480,000 received from the developer of the Conservancy property to purchase tax certificates in FY 15.

**Property Taxes:** Sources in this category include general property taxes along with road and bridge. Property tax increased by 4.3% . This increase is attributed to an improving economy.

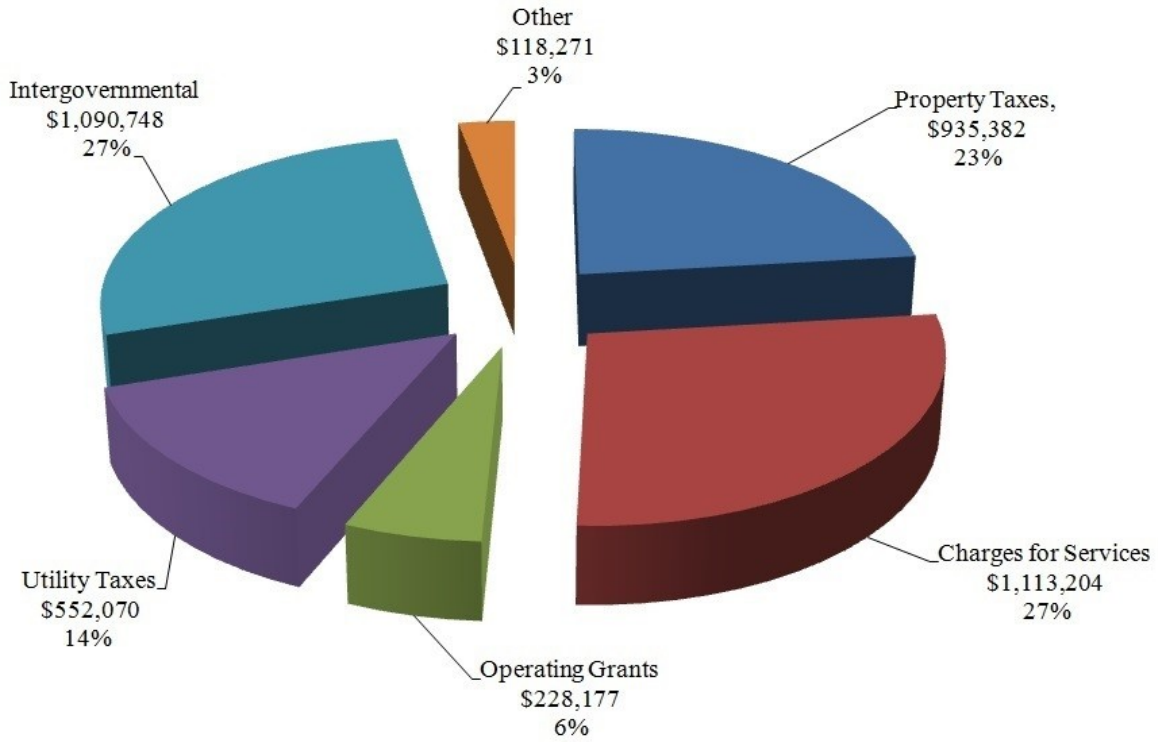
**Charges for Services:** Sources in this category include, but are not limited to licenses, permit and fees, (Building permits, liquor license) fines and forfeitures (fines-Court, Police Enhanced DUI, Drug Forfeitures) and Charges for Services (franchise fees, impact fees, refuse removal services, water services, and water tower antenna rental space). Charges for services increased by 4.9% This small increase is attributed to new industrial development in the Village.

**Operating Grants:** Sources in this category include motor fuel tax (MFT) granted to the Village. The State of Illinois imposes a tax on each gallon of gasoline sold at retail. Local governments receive a portion of the collections which is calculated based upon population. Operating Grants increased by 150.44% due to the \$350,000 received for the repair of the Hennessey Court culvert.

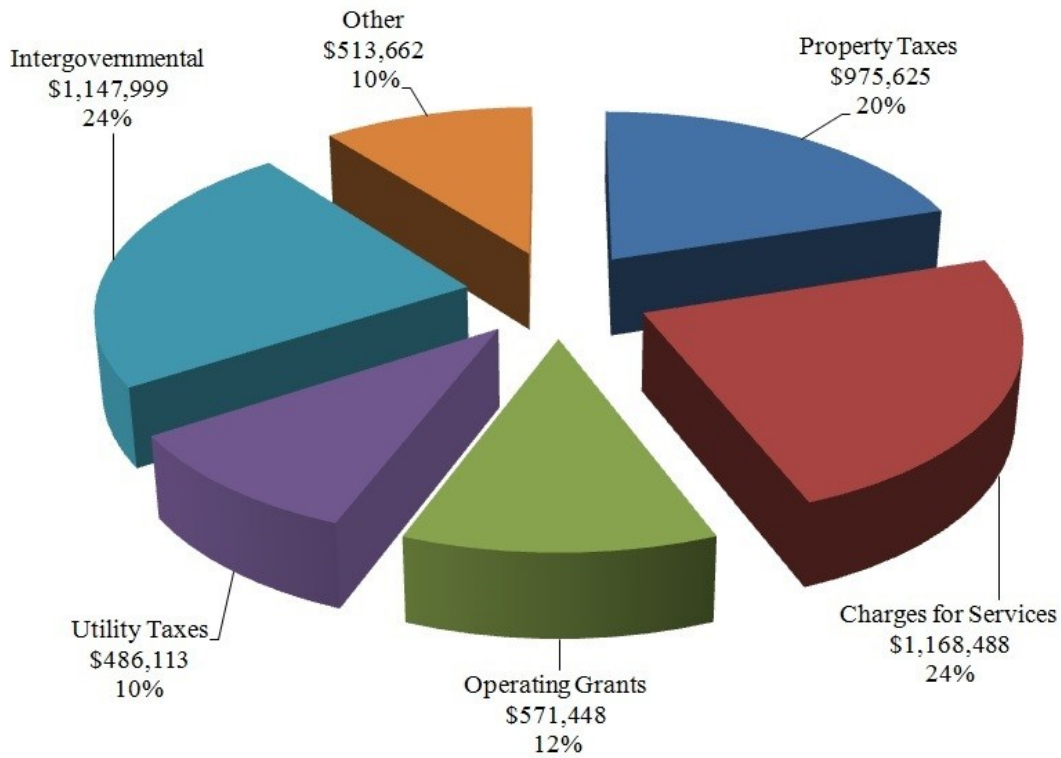
**Utility Taxes:** Sources in this category include taxes on communications, gas and utilities. Utility Taxes: Declined by 11.9%

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## FISCAL ANALYSIS—REVENUES 2013

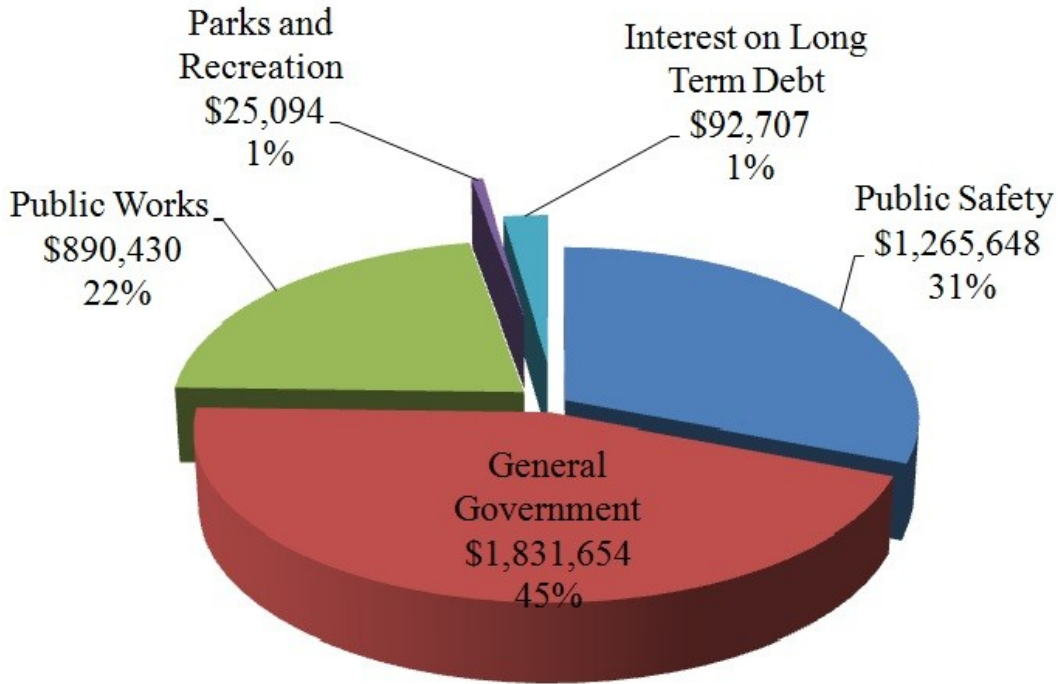


## FISCAL ANALYSIS—REVENUES 2014

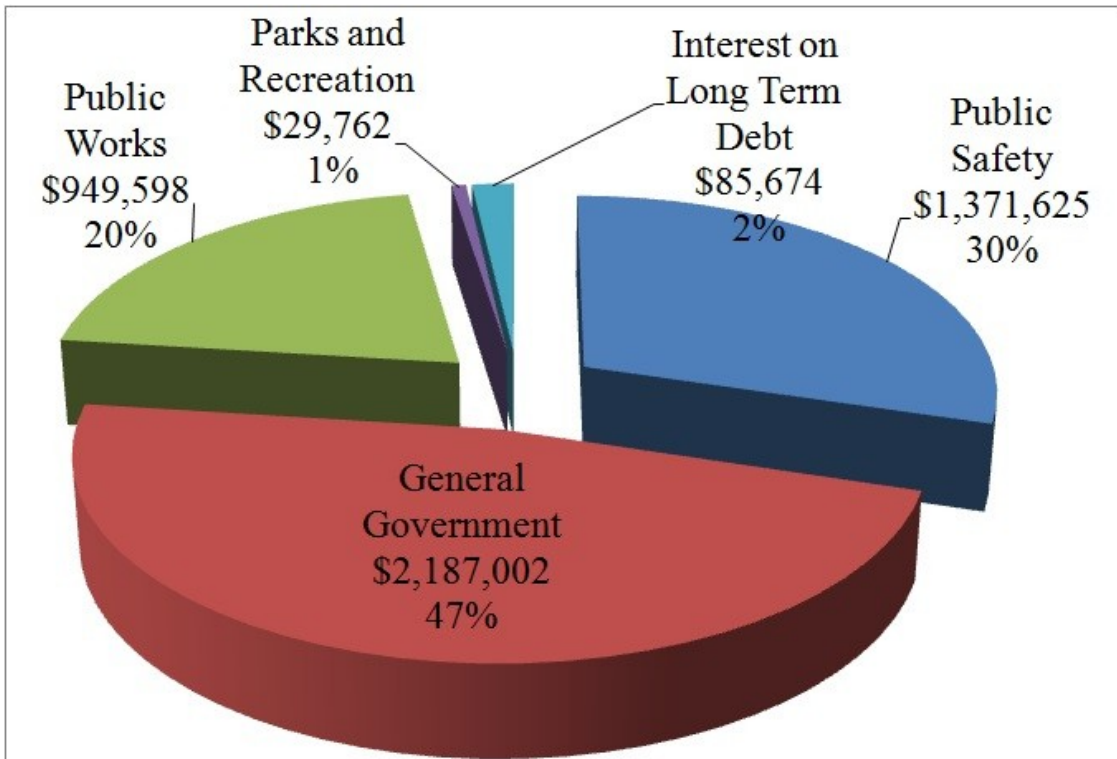




WHERE THE MONEY GOES



Expenses as a percentage of total expenditures April 30, 2013



Expenses as a percentage of total expenditures April 30, 2014

## FISCAL ANALYSIS OF DEPARTMENTS—REVENUES 2014

### **Public Works:**

The Public Works Department is committed to maintenance, repair and general upkeep of the streets, buildings public areas and parks of the Village of Gilberts. General activities include snow plowing, road maintenance, grass cutting, tree trimming and removal, and providing support for annual community events.

### **Parks and Recreation:**

*Town Center Park* is the Village's newest and largest park. Located at Tyrrell Road and Columbia Lane, Town Center Park has been redeveloped in 2014. New amenities include a playground, splash park, new baseball field, soccer fields, open space for free form activities, and an expanded parking lot with a second and new access to Columbia Lane.

*Town Square Park* is located off Rt. 72 and Center Drive. This park is the site of the Village's annual Community Days festival and winter holiday events. The park features Lake Gilberts, a gazebo, open space and a playground. This park had a complete electrical system installed during 2014 to support current park activities and to bring new activities to the area. The summer of 2014 saw the introduction of Movies in the Park and a veterans recognition event.

*Memorial Park* is located at 355 Tyrrell Road and offers a baseball diamond, soccer field, basketball court, playground, fishing pond, and a picnic pavilion. Additionally, this park features a Skate Park which was the recipient of a Governor's Home Town Award.

*Waitcus Park*, located on Rt. 72 and Railroad Street, offers a baseball diamond, basketball 1/2 court, playground, and a picnic pavilion.

### **Interest on Long Term Debt:**

The Village issues bonds to provide funds for the acquisition and construction of major capital facilities and enters into installment notes to provide funds for the acquisition of capital assets.

### **Public Safety:**

The Village of Gilberts Police Department is a full service department engaged in the protection of life and property, prevention of crime, preservation of the public peace, enforcement of laws and ordinances and the enhancement of public safety and promotion of community services.

### **General Government:**

The Village Administrator is responsible for implementing the policies and directives of the Village President and Board of Trustees, budget administration, internal controls and strategic planning. The Administrator supervises the Village staff and consultants, leads the development of staff recommendations to the Village President and Board, and supports the Village's various committees and commissions.

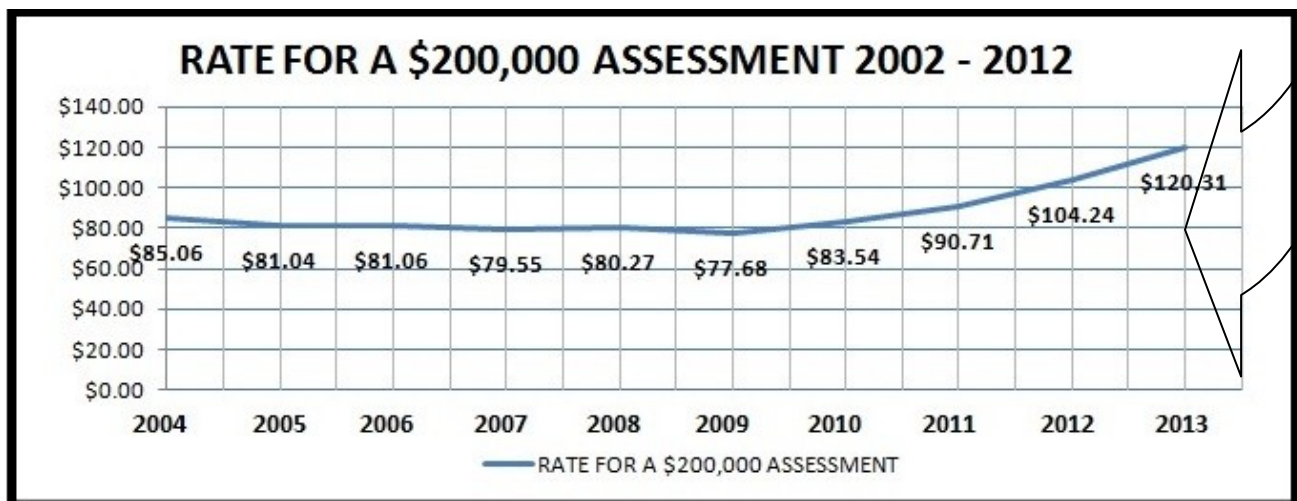
## TAX LEVY

The act of adopting a budget has evolved into a forum for establishing strategic goals and performance expectations. The resulting budget has become the public record of a community dialogue for improving organizational performance and management oversights. Annually the Village adopts a budget that defines its legal spending authority. Departments submit requests to the Village Administrator so that a budget may be prepared. The requested budget document is prepared by fund, function and activity. The budget is presented to the Village Board for review. The Village Board holds a public hearing and adjusts the requested budgeted amounts to reflect anticipated operations and capital spending for the delivery of services offered by the Village.

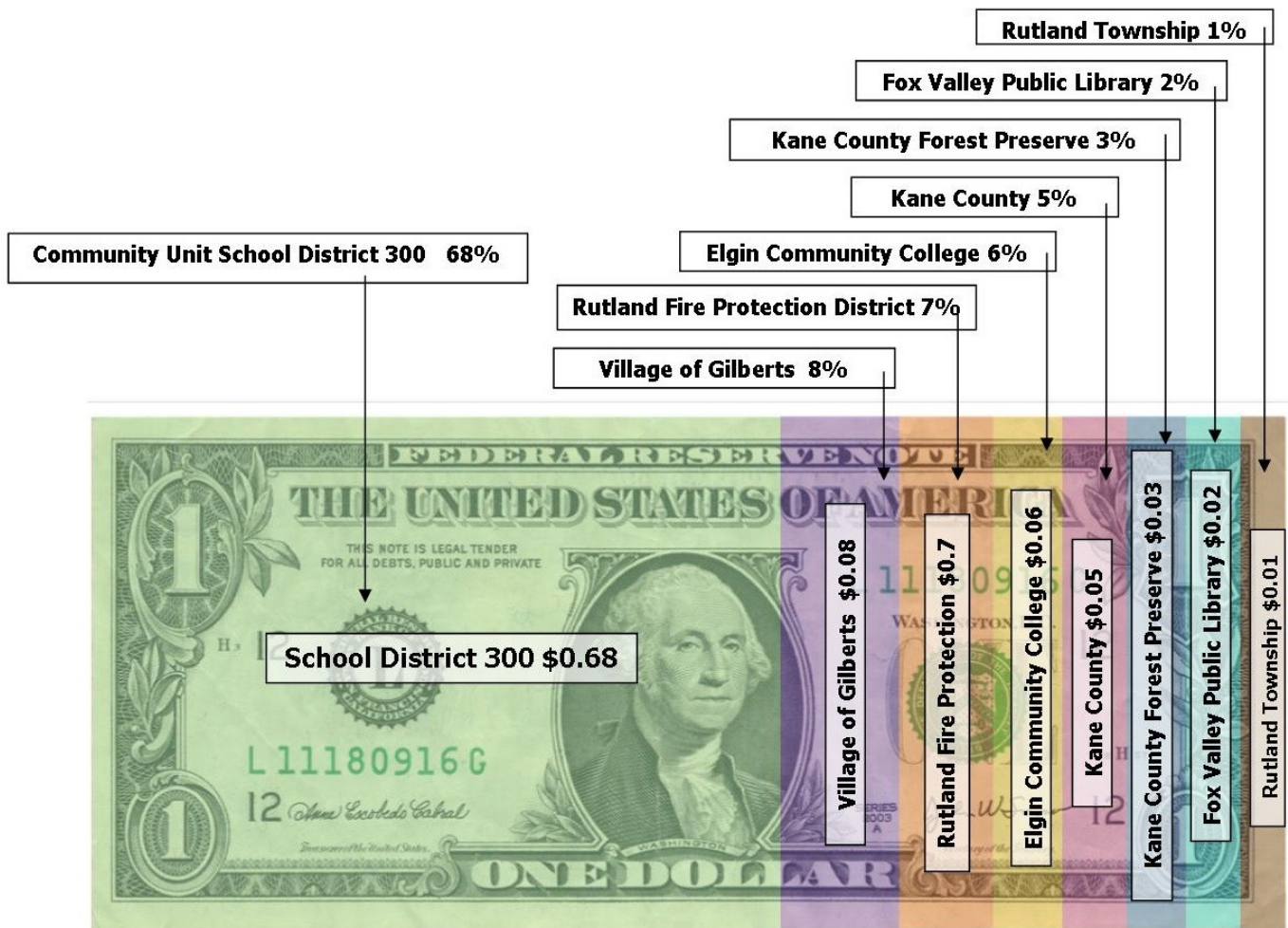
The Village of Gilberts faces an economic environment similar to many of the other local municipalities. The Village's elected and appointed officials consider many factors when setting the fiscal year budget. These factors include tax rates, fees, the economy, inflation, unemployment rates and the state of the residential housing market. The Village of Gilberts sets a General tax levy and a Pension tax levy, each of which are expressed as a ratio of cents to each

TAX YEAR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
GENERAL	0.3556	0.3584	0.3502	0.3437	0.3389	0.3242	0.3597	0.3838	0.4676	0.5344
PENSION	0.0697	0.0469	0.0551	0.0540	0.0625	0.0642	0.0579	0.0697	0.0535	0.0679

The graph below expresses the tax rate on a property with an assessed value of \$200,000. The solid line tracks the tax rate changes from 2002 to 2013. The vertical axis is expressed in increments of \$20 each, and the horizontal axis is expressed on a year by year basis.



# UNDERSTANDING PROPERTY TAX



Property is assessed by the local assessor, using state of Illinois guidelines, so that values for property tax purposes can be determined. The chief county assessment officer ensures that assessment levels are uniform throughout the county by applying equalization factors to individual township assessments. This ensures that the statutory requirements of a 33 1/3% assessment (of market value) is met. The assessments may then be further equalized at the State level, if necessary.

Taxing districts determine the amount of revenue needed and certify levies to the county clerk. The county clerk calculates the tax rate needed to produce the amount of revenues each taxing district may levy legally according to the assessment value in their district, and applies any state equalization factors if needed.

The county treasurer prepares tax bills, receives payments and distributes taxes to the local government taxing districts that levied them and administers sales of liens on real estate parcels due to nonpayment of taxes.



## VILLAGE COMMITTEES

Village Board Meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 7 p.m.

Committee of the Whole- 2<sup>nd</sup> Tuesday of the month at 7 p.m.

Plan Commission: Meets the 2<sup>nd</sup> Wednesday of the month (as needed)

Zoning Board of Appeals- Meeting held on an as needed basis

VILLAGE WEBSITE [WWW.VILLAGEOFGILBERTS.COM](http://WWW.VILLAGEOFGILBERTS.COM)

**Home** Community Economic Development Government Departments 2014 at a Glance Documents Citizen Center Contact Us

[f](#) [t](#) [in](#) [p](#) [g+](#) [+](#)

**Citizen Action Center**

**The Village of Gilberts**  
87 Galligan Road • Gilberts, IL 60136  
847-428-2861

**Police Department**  
86 Railroad St. • Gilberts, IL 60136  
847-428-2954  
Non-Emergency: 630-232-6840  
Emergency: 9-1-1

**Public Works Building**  
73 Industrial Dr. • Gilberts, IL 60136  
847-428-4167

**Recent Village News and Announcements**

[2015 Consolidated Election](#)  
PDF FILE

[Public Notice-Road Construction Alert](#)  
Carpentersville will start road work on Binnie Road between Randall Road & A

[NEW! Citizens Action Center](#)  
PDF FILE

[Where to Drop Off Old Prescriptions on National Drug Take-Back Day](#)  
PDF FILE

**Upcoming Events**

10/07/2014  
Village Board Meeting

10/14/2014  
Committee of the Whole

10/21/2014  
Village Board Meeting

10/31/2014  
Trick or Treating

The Village website was completely redesigned and updated for 2014. A new document center was developed to increase transparency and provide better resources for the community. A “Citizen Center” section was established in conjunction with the Citizen Request Management tool development initiated in 2014. This CRM option allows interaction through the web or a smart phone app. The website contains information about meetings, agendas and minutes, current events, and serves as a general reference guide for the citizens of the Village. Included are email addresses to contact Village officials, meeting schedules with agendas, online payment options and current events.



# VILLAGE OF GILBERTS RESIDENT CHECK LIST

Welcome to the Village of Gilberts. We look forward to providing excellent customer service. For copies of all Village documents including the Comprehensive Annual Financial Report along with the Popular Annual Financial Report please stop by Village Hall located at 87 Galligan Rd. Village Hall hours are 8:30 a.m. to 4:30 p.m. Monday thru Friday. Tuesday hours begin at 8:30 a.m. and are extended for citizen convenience till 7:30 pm. Please contact us by phone at 847-428-2861. The Public Works building is at 73 Industrial Drive and houses the Building, Finance, and Utility Billing Departments. Their hours are 8:30 a.m. till 4:30 p.m. Monday through Friday. You can call them at 847-428-4167.

## **Animal Control**

No dog shall be permitted to be kept in the Village unless properly inoculated for rabies as required by law. No dog shall be permitted to run loose at any place in the Village except on the property of the owner. No person shall permit more than three dogs to be kept in or about any single-family residence or more than two dogs in any single-family unit of any multi-family housing building within the Village.

## **Block Parties**

Any neighborhood may hold a block party, but you must notify the Police Department (847-428-2954), Public Works Department (847-428-4167) and the Rutland Dundee Fire Protection District (847-426-2522) to make arrangements to have barricades available on the day of the block party if you intend to block off the street.

## **Building Permits**

You must obtain a building permit for any additions or improvements you make to your home. The building department is located at 73 Industrial Drive. Please call 847-428-4167 for further information. Listed on the Village website [www.villageofgilberts.com](http://www.villageofgilberts.com) is information on many requirements you will need for your improvement projects.

## **Certificate of Occupancy**

If you purchased a newly built home, don't forget to obtain your final Certificate of Occupancy if you took possession of your home under a temporary occupancy permit. Call the Building Department at 847-428-4167 for further information.

## **Curfew**

It is unlawful for a person under eighteen years of age to be present at any public assembly, building, street, place, or highway within the Village of Gilberts unless accompanied by a parent or legal guardian on: Friday, Saturday and Sunday after 11:00 p.m. or Monday through Thursday after 10:00 p.m.

## **Electric Aggregation Program**

The Village signed an aggregation agreement with Verde Energy (800-241-0295) as an electricity provider for Gilberts residents. The rate is 7.936 kWh and the agreement expires in July 2015. Details available on the Village website.

## **Garage Sale**

You must purchase a permit to have a garage, yard or rummage sale. Permits are \$5 each and are sold at village facilities. Residents are allowed 3 garage sales per year.

## **Notary Service**

Residents can have documents notarized at Village Hall free of charge. Please do not pre-sign a document you want notarized. You must sign your documents in the presence of the notary and provide a photo ID.

## VILLAGE OF GILBERTS RESIDENT CHECK LIST

### **Post Office**

Gilberts' post office is located at 57 Railroad Street – open: 8:30a.m. to 4:30p.m. Monday thru Friday, Saturday from 7:30a.m. to 12:00p.m. Be sure to notify the post office (**847-426-6313**) if you change your address.

### **Schools**

Gilberts' students attend District 300 schools. All children kindergarten thru 5th grade that reside in the Village attend Gilberts Elementary School located at 729 Paperbark Lane. The main phone number is **224-484-5900**. For information on other levels of education, contact District 300 at **847-551-8300** or visit their website at [www.d300.org](http://www.d300.org).

### **Siren Testing**

Warning sirens are tested in the village every first Tuesday of the month at 10:00am. The siren will sound if there is an imminent weather emergency. If you hear the siren, please go indoors.

### **Snow Parking Ban**

It is unlawful to park a vehicle on any village street following the accumulation of 2 or more inches of falling snow until removed.

### **Trash Removal**

MDC Environmental, Inc. will provide residential garbage pickup services. The service will be billed through the Village every other month. Contact the Village of Gilberts Utility Billing Department at **847-428-4167** to set up an account for trash removal. A trash and recycle toter will be delivered to your home. Refuse, recyclables and yard waste is collected on Thursday for residents south of Rt. 72 (Higgins Rd.) and on Friday for residents north of Rt. 72. When trash removal day falls on a holiday, your trash will be collected the next day. Holidays are New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Friday pickups will take place on Saturday for these holiday weeks.

### **Utility Billing**

The Village provides water and sewer for most properties. Please call **847-428-4167** to set up an account or with billing questions. The Village also bills for trash removal service which will appear on the water and sewer bill. Utility Billing is located at 73 Industrial Drive. You can reach them at **847-428-4167** or via email at [waterbills@villageofgilberts.com](mailto:waterbills@villageofgilberts.com). An online payment option is available through the Village website.

### **Utility Companies**

Cable: Mediacom – **1-800-824-6047**

Electricity: Verde : **1-800-241-0295**

Natural Gas: Northern Illinois Gas: **1-800-642-6748**

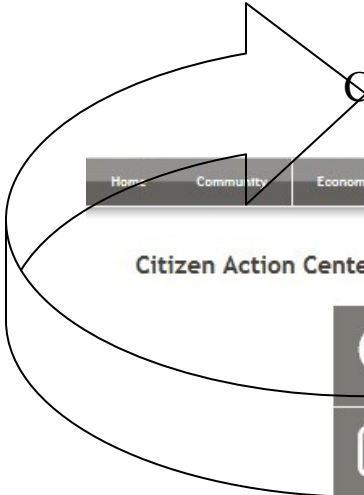
ATT U-verse: **1-800-288-2020**

### **Voter Registration**

You may register to vote at the Village Hall, 87 Galligan Road. You must have 2 forms of identification one of which must be a photo ID. You may register any time other than 30 days before an election.

TRANSPARENCY AND COMMUNICATION INITIATIVE

Citizen Request Management portal on the Village website



Increased transparency and direct access to information, documents and departments

