

## **Municipal Public Notice Calendar**

**The following advisory outlines the annual, semi-annual and monthly public notice requirements for municipalities. A description of all public notices required by law to be published in Illinois can be found on the Illinois Press Association website at:**

**[http://illinoispress.org/index.php?option=com\\_content&task=view&id=145&Itemid=127#Top](http://illinoispress.org/index.php?option=com_content&task=view&id=145&Itemid=127#Top)**

### **Annual Performance**

- The corporate authorities shall annually print, for public distribution, a financial report of the operations of a municipal utility. The accounts of each public utility shall also be examined annually by an accountant who shall report the results of his examination to the corporate authorities. (65 ILCS 5/11-117-13).
- Two copies of the annual municipal audit shall be made, signed by the accountant and filed with the municipality. One copy shall be made available for public inspection and one shall be filed with the Comptroller. (65 ILCS 5/8-8-7).
- In commission form municipalities, at the end of each fiscal year, an annual audit must be made and published in pamphlet form of all books and accounts. (65 ILCS 5/4-5-16).
- In commission form municipalities with fewer than 15,000 inhabitants, the council shall annually print, in pamphlet form, a detailed itemized statement of all receipts and expenses of the municipality and a summary of its proceedings during the preceding year. Copies of this report shall be furnished to the state library, the city library, all daily and weekly newspapers with a general circulation in the municipality, and all persons who request a copy from the municipal clerk. (65 ILCS 5/4-5-16). This report is to be made monthly in commission form municipalities with a population of more than 15,000.
- The accounts of municipally owned street railways shall be examined annually by an accountant and the council shall print a financial report concerning the same for public distribution. (65 ILCS 5/11-122-5).
- The corporate authorities of every municipality owning a municipal coliseum shall cause an annual audit of the accounts of the coliseum and an annual financial report concerning the same shall be printed for public distribution. (65 ILCS 5/11-67-9).

- The corporate authorities of every municipality owning a public utility shall cause the accounts of such utility to be audited annually and the council or board shall cause to be printed or published an annual report of the operation of any municipal utility. (65 ILCS 5/11-123-14).
- The corporate authorities of every municipality owning and operating a municipal convention hall shall cause the accounts of said convention hall to be audited annually. The council or board shall publish an annual financial report concerning the municipal convention hall. (65 ILCS 5/11-65-9).
- The accounts of municipal sewerage systems shall be audited annually and made available for inspection. (65 ILCS 5/11-141-8).
- At the beginning of each calendar or fiscal year, municipalities must prepare a schedule of all regular meetings for the coming year containing the regular dates, times, and places of such meetings and post notice thereof together with time and place of said meetings. The schedule shall be given to all news media requesting it. Notice shall also be given of special, rescheduled or reconvened meetings. (5 ILCS 120/2.02, as amended by P.A. 88-621, effective January 1, 1995) and (65 ILCS 5/3.1-40-25).

### **Every Six Months**

- A public body shall meet no less than semi-annually to review minutes of closed sessions. Upon review of the minutes, it should be determined and reported in open session whether the need for confidentiality still exists as to all or parts of those minutes or whether the minutes no longer require confidential treatment and should be available for public inspection. (5 ILCS 120/2.06), as amended by P.A. 88-621, effective January 1, 1995).

### **Monthly**

- In commission form municipalities with a population over 15,000, the council shall print monthly a pamphlet summarizing its proceedings and itemizing the receipts and expenses of the municipality during the preceding month. This report is to be made annually in commission form municipalities with a population of less than 15,000. (65 ILCS 5/4-5-16).

**Note:** If the fiscal year for your municipality is a period other than May 1st-April 30th, the items covered under the month of May having to do with the fiscal year will fall under the first month of the particular fiscal year adopted by your municipality.

## **March**

- By March 31st of each year, the corporate authorities shall cause the zoning map to be published. If there are no changes from the preceding year, no map shall be published. (65 ILCS 5/11-13-19).

## **April**

- Between the 1st and 10th of April of each year, the city collector shall file with the clerk a statement of all the money collected by him or her during the year, the particular warrant, special assessment, or account on which collected, the balance of the money uncollected on all warrants in the collector's possession and the balance remaining uncollected at the time of the return on all warrants that the collector returned to the clerk during the preceding fiscal year. Within 10 days, the clerk shall publish the statement at least once. (65 ILCS 5/3.1-35-125).

- Every public officer who receives for disbursement or disburses public funds and who does not file a annual report with the board or council shall within six months after the expiration of the fiscal year, cause to be published an account of all money received and spent and shall file the subscribed and sworn statement with the county clerk. (30 ILCS 15/1, as amended by P.A. 89-326, effective January 1, 1996, and 30 ILCS 15/2).

## **May**

- The annual appropriation ordinance must be passed by municipalities with less than 500,000 inhabitants during the first quarter of the fiscal year. In municipalities with a population of 500,000 or more, this ordinance shall be passed within the last 60 days of each fiscal year. (65 ILCS 5/8-2-1, 8-2-9).

In municipalities with a population between 2,000 and 500,000, the proposed appropriation ordinance must be made available to public inspection not less than 10 days before its adoption and there must be at least one public hearing thereon. Notice of the hearing shall be given by publication at least 10 days before the time of the hearing. The notice must state the time and place of the hearing and the place where copies of the proposed ordinance will be accessible for examination. After the hearing and before any final action is taken on the ordinance, the corporate authorities may revise, alter, increase or decrease the items contained in the ordinance. (65 ILCS 5/8-2-9).

In municipalities with over 500 in population, the ordinance must be published in a newspaper with a general circulation in the municipality or in pamphlet form within 30 days after its passage. In municipalities with less than 500 in population where no

newspaper is published, then publication may be made by posting a notice in three prominent places in the municipality. (65 ILCS 5/1-2-4).

## **June**

· During the month of June of each calendar year, municipalities must investigate and ascertain the prevailing rate of wages to be paid for work on public works and post or keep available its determination of such prevailing wages as well as file a certified copy thereof in the office of the Secretary of State in Springfield. (820 ILCS 130-9). **Note:** Pursuant to paragraph 39s-4 (820 ILCS 130-4), a municipality may request the Department of Labor to ascertain the prevailing rate of wages.

## **August**

· In counties other than Cook County, the municipal collector shall advertise delinquent special assessments, preparatory to sale at any time after August 15th. (65 ILCS 5/9-2-83, 9-2-84).

## **October**

The Truth in Taxation Act provides that not less than 20 days before any taxing body makes its tax levy it must determine how many dollars in aggregate property tax extensions will be necessary. If the amount determined is more than 105% of the previous year's extensions plus any amount abated by the corporate authorities prior to the extensions, an additional notice published in the newspaper and a public hearing are required before the levy can be adopted. The notice must state the amount of the previous year's aggregate property tax extensions, the amount of the current year's property tax levy, the percentage increase and the date, place and time of the public hearing. (35 ILCS 200/18-60, 18-65).

The notice must be no less than one-eighth page in size, and the smallest type used must be twelve point and must be enclosed in a black border no less than one-quarter inch wide. It cannot be published in the legal notices or classified section of the newspaper. The public hearing must be held between 7 and 14 days after the notice is published in the newspaper. (35 ILCS 200/18-70, 18-75, 18-80).

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