



REGULAR COUNCIL MEETING MONDAY, MARCH 14, 2016
5:30 P.M.

	1	2
1.0 CALL TO ORDER		
2.0 PLEDGE OF ALLEGIANCE <i>Mayor John McCabe</i>		
3.0 ROLL CALL <i>Clerk to Call the Roll</i>		
4.0 APPROVAL OF AGENDA <i>ACTION: Motion to approve the meeting agenda.</i> <i>VOTE REQUIRED</i>		
5.0 APPROVAL OF MINUTES <i>ACTION: Motion to approve minutes of the Regular Council Meeting of February 22, 2016 and the Special City Council Meeting of Thursday, February 18, 2016.</i> <i>VOTE REQUIRED</i>		
6.0 PUBLIC INPUT		
7.0 CONSENT AGENDA		
7.1 Receive and File Monthly Reports and Minutes: Draft Liquor Commission Minutes dated February 25, 2016; Police Department February Report; Traffic Safety Committee Minutes dated March 4, 2016; Tazewell County Animal Control February Report.		5
7.2 Proclamation: “Young Authors Week” Week of March 14, 2016		5
7.3 Resolution No. 17-15/16 – Zoning Map of the City of Pekin		5
7.4 Receive and File Notice of Assignment of Agreement iTV3 Franchise Agreement to CountryWide Broadband LLC		5
<i>ACTION: Motion to approve all items listed on the Consent Agenda by Omnibus Vote.</i> <i>VOTE REQUIRED TO APPROVE CONSENT AGENDA</i>		
8.0 COMMUNICATIONS, PETITIONS, REPORTS		
8.1 Baker Tilly Efficiency Study Proposal Presentation	SN	5
8.2 Sewer User Rates	MG	3

9.0 UNFINISHED BUSINESS		
9.1 Ledgestone Insurance Open Disc Golf Tournament. DESCRIPTION: Administrative decision to issue a check from Hotel/Motel Tax Fund in the amount of \$10,000.00 to sponsor the 6 th annual tournament in the Greater Peoria Region with 2 courses of the tournament in Pekin including players check-in location, host of dinner and festival. VOTE REQUIRED	JM	4
10.0 NEW BUSINESS		
10.1 Ordinance No. 2739-15/16 – Amending Chapter 10 of the City Code of the City of Pekin, to Accommodate Changes Resulting from the Approval and Certification of a New Enterprise Zone within the City DESCRIPTION: The Enterprise Zone previously designated in the Code has expired. The amendment provides for the definitions, requirements for the Southern Tazewell County Enterprise Zone. VOTE REQUIRED	LAB	1
10.2 Resolution No. 18-15/16 –A Resolution Declaring A New Enterprise Zone. DESCRIPTION: Pursuant to the Intergovernmental Agreement for Joint Enterprise Zone, Leigh Ann Brown is appointed the City’s Representative for the Administrative Board for the new Enterprise Zone. VOTE REQUIRED	JM	1
10.3 2016 Action Plan Community Development Block Grant (CDBG) DESCRIPTION: HUD requires an Action Plan every year stating the needs, priorities, and plans for the upcoming fiscal year and performance measurements based from the Five Year Consolidated Plan. VOTE REQUIRED	PA	4
10.4 Ordinance No.2740-15/16–Approving the Transfer of Volume Cap in Connection with Private Activity Bond Issues and Related Matters DESCRIPTION: An ordinance authorizing the transfer of the City of Pekin’s Volume Cap in connection with Private Activity Bond Issues and the Assist Program first time homebuyer program. ACTION: Motion to adopt the Ordinance. VOTE REQUIRED	PA	4
10.5 Lawn Maintenance Contract with Golf Green Lawn Care DESCRIPTION: Acceptance of the proposal from Golf Green for the same pricing levels as the 2014 bid with an opt-out at any time. VOTE REQUIRED	SN	5

11.0 ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL		
12.0 EXECUTIVE SESSION 5 ILCS 120/2 (c) 2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.		
13.0 Action in open session on collective bargaining agreement VOTE REQUIRED	SN	2
14.0 ADJOURN NO VOTE REQUIRED		

Column 1 Key:

SN	Sarah Newcomb Interim City Manager	JM	John McCabe Mayor
PA	Pamela Anderson Community Development Director	MG	Michael Guerra City Engineer
LAB	Leigh Ann Brown Economic Development Director		

Column 2 Key:

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

**PROCEEDINGS OF A SPECIAL MEETING
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
CITY HALL COUNCIL CHAMBERS
111 SOUTH CAPITOL STREET
PEKIN, ILLINOIS 61554**

ON THURSDAY, FEBRUARY 18, 2016 AT 5:30 O'CLOCK P.M.

JOHN MCCABE, MAYOR PRESIDING

**PRESENT: COUNCIL MEMBERS, GOLDEN, DUNN, ORRICK, RITCHASON, ABEL, LUFT AND
MCCABE**

ABSENT: NONE

Three members of the Council set a special meeting on Saturday, February 13, 2016 to meet for the purpose of moving to closed session **5 ILCS 120/2 (c) 1**. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and received notice of the meeting and agenda on Tuesday, February 16, 2016.

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

Roll was called and all Council Members were physically present. A quorum was declared.

AGENDA

Motion by Council Member Luft, seconded by Council Member Orrick that the agenda be approved as presented. On roll call vote, all present voted Aye.

PUBLIC INPUT

Ann Witzig addressed the Council with her concerns. Mayor McCabe advised her the issues were not on the agenda and that she would need to refrain from further discussion.

Robert Bramham questioned the Council on what was going to be discussed in the secret closed session. He expressed concern that the agenda did not allow for a second public input.

Mayor McCabe announced that no action would be taken in open session after coming out of Executive Session.

EXECUTIVE SESSION

Motion by Council Member Golden, seconded by Council Member Luft that the Council move to Executive Session at 5:35 p.m. to discuss **5 ILCS 120/2 (c) 1**. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. On roll call vote, all present voted Aye.

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

COUNCIL ADJOURNED AT 6:15 P.M.

Sue E. McMillan
City Clerk

**PROCEEDINGS OF THE REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
CITY HALL COUNCIL CHAMBERS
111 SOUTH CAPITOL STREET
PEKIN, ILLINOIS 61554**

ON MONDAY, FEBRUARY 22, 2016 AT 5:30 O'CLOCK P.M.

JOHN MCCABE, MAYOR PRESIDING

PRESENT: COUNCIL MEMBERS, GOLDEN, DUNN, ORRICK, RITCHASON, ABEL, LUFT AND MCCABE

ABSENT: NONE

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

Roll was called and all Council Members were physically present. A quorum was declared.

AGENDA

Motion by Council Member Luft, seconded by Council Member Orrick that the agenda be approved as presented. On roll call vote, all present voted Aye.

MINUTES

Motion by Council Member Luft, seconded by Council Member Ritchason that the **minutes of the Regular City Council Meeting of February 8, 2016 be approved as written**. On roll call vote all present voted Aye.

PUBLIC INPUT

Ann Witzig questioned why the packet cannot be posted on the website earlier in the week for the public. Her comment on the Liquor Commission minutes under consent agenda was the fact that it was an unacceptable timeframe to allow licensees to be in arrears on the 2% beverage tax. She requested information at a later time on packet information regarding bike rack and the Scenic By Way that she didn't understand. On agenda items for expenditures from the Hotel/Motel Tax Fund and the Economic Development Fund she asked how much money would the membership to the Greater Peoria Economic Development Council and the money given out for a disc golf tournament bring back to the City. Mrs. Witzig addressed the Façade Grant and questioned the work being awarded to outside contractors. She noted her comments on the Action Plan were the same as before that HUD was a barrier to affordable housing. Land use, control of building codes, tax policies, zoning ordinances, fees and charges were negatives to the Plan.

Bob Bramham told the Council that the \$10,000.00 sponsorship proposed for disc golf tournament could be better used in Pekin. He voiced his displeasure that the packet was not available to the public in a timely manner and questioned the Council if they did their research for agenda items sooner than the public received the information.

Seth Frederick representing Ledgestone Insurance Open Disc Golf Tournament advised the Council that the questions the public raised would be answered in the presentation at the meeting.

Tim Latronico spoke in non-support for the City to sponsor the disc golf tournament, stated that the association had already received enough sponsors and entries, and asked the Council to reject the approval.

CONSENT AGENDA

Motion by Council Member Luft, seconded by Council Member Dunn that the **CONSENT AGENDA be approved as presented**. The following was read and presented by Mayor McCabe for consideration of the Consent Agenda items by Omnibus Vote.

7.1 Receive and File Monthly Reports and Minutes: Traffic Safety Committee Minutes dated February 5, 2016; Draft Liquor Commission Minutes dated February 11, 2016; and Tourism Committee Minutes dated January 12, 2016 and February 9, 2016.
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7.2 Receive and File Pekin Planning Commission Minutes dated February 10, 2016.

7.3 Pekin Planning Commission Hearings and Recommendations:

- a. Hearing #04-1900 - recommends approval of rezoning of certain property from R-4 (Residential District) to OS-1 (Office Service District) located at 904 N. 10th Street and adjacent parking lot PIN 04-04-35-344-001 and PIN 04-04-35-343-009 submitted by Rodney E. McClanahan.

On roll call vote all present voted Aye.

COMMUNICATIONS, PETITIONS, REPORTS

PRESENTATIONS

GovHR USA PROPOSAL FOR EFFICIENCY STUDY FOR THE CITY OF PEKIN Representatives Karl Nollenberger and Lee Szmborski, of Voorhees Associates were asked by the Council to discuss with them the proposal received by the City Manager before moving forward with a choice of providers of a study. The following outline was presented in powerpoint form:

Scope and Work Plan Schedule

What would needed to be provided – job descriptions, costs, expectations of Council for service delivery

How the study is done – review of policy targets/goals for 2-5 years, suggestions for change, issues, inter-department relationships, Council perspective, interviews sample staff, employee surveys, document analysis (Comprehensive Plan, Strategic Plan, Budgets, CAFRs, Codes, benchmark measurement items assessments, surveys of comparable cities

Preliminary Report with recommendations

Department Assessment – review of policies and procedures and target goals

Summary Report – presentation to the City Council

Project Approach – ongoing communications

Schedule – notice to proceed, Component A 60 days, complete in next 60 days

Cost Proposal – A \$9,000, B \$12,000, Final \$2,000, expenses \$3,500 + \$27,000.00

Council directed specific questions to the presenters and received the following answers:

Communications and findings would go to whomever Council designated.

Council would be informed of missing information

Study could be conducted with an interim manager. A completed study would be great start for new manager

Recommendations could be rate from important to complete as soon as possible to beneficial but not necessary

Company reviews city's processes and prodigal and communications

Information Technology Review is a part of phase two but could be moved to phase one

Company would need Council's expectations of items to be studied for the end report to be beneficial

Company has included a 5 year analysis of funding if requested

Benchmarking is applied in assessing effectiveness of the City. In financial matters, 10 indicators are used such as comparable municipalities

Employee surveys are anonymous by mail and have had an average 70% return

Council decision who receives suggested recommendations

Status reports are emailed unless confidential. Impropriety issues may be addressed personally

Company has no performance bond. Does carry insurance

80% of clients chose to incorporate phase 2

All part-time employees receive survey and asses responses appropriately

JENNIFER DALY CEO GREATER PEORIA ECONOMIC DEVELOPMENT COUNCIL

Ms. Daly daily distributed to the Council additional information for her presentation and spoke about the organization as the Council viewed a powerpoint display of the Five Year Investment Plan for Regional Economic Development. She advised the members that the non-profit organization was supported by investments from businesses, counties, and cities throughout five counties of Tazewell, Logan, Mason, Peoria, and Woodford. The Council drove economic growth in the area in collaboration with local partners through business expansion, creation, attraction assistance; workforce development, attraction and retention; and regional marketing. She informed the Council of the direct benefits that Pekin was receiving. Ms. Daly

answered Council Member Luft's questions for what Pekin gets back from the investment and that everything GPEDC does is tracked and measured in reports. Ms. Daly told Council Member Dunn the regional approach the organization takes in attracting business and how it works. Council Member Golden expressed concern that the 12 month records showed no new businesses in Pekin as a result of the City's dues to the Greater Peoria organization. He stated there was too much overlapping and duplication of these types of organizations and some of the strategies should fall under teachers and trades. He felt business attraction comes from nice clean communities. He was unable to support the expenditures in that he did not see tangible results. Ms. Daly told Council Member Orrick that the organization worked with Sister Cities and she would share that information with him. Economic Development Director Leigh Ann Brown in response to Council Member Ritchason's inquiry, reported the tangible evidence of growth in the Riverway Business Park businesses such as Hanna Steel, Wheelworks, Amerhardt.

COMMUNITY DEVELOPMENT DIRECTOR PAMELA ANDERSON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CDBG 2016 ACTION PLAN

A Public Hearing was opened at 7:33 p.m. by Mayor John McCabe. Community Development Director Pamela Anderson advised the Council that the Plan was available for review from February 10 to March 10, 2016 and that Notice of the Hearing was published in the Pekin Times. An additional Public Hearing would occur on Thursday, March 10, 2016 at 5:30 p.m. No comments had been received. Robert Bramham addressed the Council with his comments and questions. Mr. Barham did not support putting HUD anywhere. He questioned what would happen if Pekin did not accept HUD and asked how many minorities the City had hired. Ann Witzig stated the Plan was just another way of dishing out money, HUD was in control of what the city would become. She saw nothing good about the Action Plan. In reference to the Plan's affordable housing strategies, Council Member Abel questioned why the dilapidated and unsafe structures throughout the community couldn't be torn down. He stated there were too many abandon houses and properties that needed to get back on the tax rolls. Council Member stated he had been asking that for 2 ½ years. He felt to collaborate with the high school vocational programs and the trades would be more beneficial for Pekin.

Ms. Anderson clarified statements that had been made. She stated there were different HUD Programs such as those used by the Pekin Housing Authority but the funds used from the presented CDBG was not building new homes not calling homeless to move to Pekin but was for improvements for homeowners that already live there.

The Public Hearing was closed at 8:06 p.m.

2016 LEDGESTONE INSURANCE OPEN DISC GOLF TOURNAMENT BY PROFESSIONAL DISC GOLF ASSOCIATION

Nate Heinold Executive Director of the event presented to Council information regarding the event scheduled annually in the middle of August in the area. Council was told the event attracts players from every state and 6 different countries. The tournament uses 8 courses in Central Illinois with two showcased in Pekin. The event would host 1236 players. Players, families, spectators, volunteers would book hotels for the 3 and 4 day event. Council was informed that registrations and sign-in process tracks visitors to the communities. Mr. Heinold advised that the tournament donated \$20,000.00 for charity to St. Jude. The event is covered by news media and will also feature a festival geared toward families and children. The Peoria Area Convention and Visitors Bureau estimated economic impact of \$2,000,000. Jerry Anderson owner of Sunset Hills Golf Club and Designer of the Sunset course, Seth Friedrich, spoke to the activities in Pekin which included player's party, glo disc golf.

NEW BUSINESS

Motion by Council Member Ritchason, seconded by Council Member Orrick that the **2016 GREATER PEORIA ECONOMIC DEVELOPMENT COUNCIL** investment dues in the amount of \$25,000.00 be approved. Leigh Ann Brown, Economic Development Director requested Council's approval to issue a check from the Economic Development Fund in the amount of \$25,000.00. The money would support the City of Pekin's collaboration with GPEDC to build economic growth through targeted business assistance and attraction, workforce development and regional marketing as presented in the communications delivered by Ms. Daly. Council Member Orrick spoke in support that the GPEDC was vital in order for Pekin to grow. On roll call vote, Ayes, Orrick, Luft, Dunn, Abel, Ritchason and McCabe; Nays, Golden. Motion Carried.

Motion was made by Council Member Dunn, seconded by Council Member Orrick that the amount of \$10,000.00 from the Hotel/Motel Tax Fund for **LEDGESTONE INSURANCE OPEN DISC GOLF TOURNAMENT be approved.** In a Request for Council Action Leigh Ann Brown asked for the administrative decision of Council to issue a check from Hotel/Motel Tax Fund in the amount of \$10,000.00 to sponsor the 6th annual tournament in the Greater Peoria Region with 2 courses of the tournament in Pekin including players' check-in location, host of dinner and festival. Council Member Luft commented that the event was a positive for Pekin. Council Member Golden commented that the tournament seemed to be a success without Pekin money. He expressed concern of the expenditure and questioned why an application and tourism grant process were not followed. Mayor McCabe confirmed that the Hotel/Motel section of the code and State Statutes gave the City the authority to expend money directly from the fund for tourism purposes. Council Member Dunn called for the question, seconded by Council Member Abel. Mayor McCabe restated the motion before them to approve the amount of \$10,000.00 from Hotel/Motel Tax Fund for LedgeStone Insurance Open Disc Golf Tournament. On roll call vote, Ayes, Orrick, Luft, Dunn, Abel, Ritchason and McCabe; Abstain, Golden. Motion Carried.

Motion by Council Member Abel, seconded by Council Member Orrick that the **DOWNTOWN TAX INCREMENT FINANCING FAÇADE PROGRAM ELIGIBLE AMOUNT OF \$4,525.00** be approved. TIF Administrator Leigh Ann Brown requested authorization to pay property owner Karen Walker of Muse Salon 429 Court Street the eligible amount under the terms of the TIF façade guidelines for the amount of \$4,525.00. The application had been reviewed and recommended by the Pekin Main Street Design Committee. Ms. Walker addressed Council's questions asked from the documentation provided with the facade program application. Council Member Golden stated his concern that an estimate was provided and not a proposal for price as required. He questioned the Mauer-Stutz Structure Report, prepared for Wolf Construction being given, to the applicant. Council Member Golden stated the TIF program was poorly written. Mayor McCabe challenged the Council Member to walk the downtown. He praised the work that had been completed and the 70% occupancy. On roll call vote, Ayes, Orrick, Luft, Dunn, Abel, Ritchason and McCabe; Nay, Golden. Motion Carried

ORDINANCE NO. 1462-A344-15/16
AMENDING TITLE 8, CHAPTER 4, SECTION 1.D
OF THE TRAFFIC CODE OF THE CITY OF PEKIN 1995
REGARDING NO PARKING SCHEDULE

Motion by Council Member Orrick, seconded by Council Member Ritchason that Ordinance No.1462-A344-15/16 be adopted. Council was asked to consider the recommendation of the Traffic Safety Committee to restrict parking on S. 10th Street at Fall Avenue 30' north of Alley. The change would allow access to Fall Avenue for solid waste vehicles as well as emergency responders. On roll call vote, all present voted Aye

ORDINANCE NO. 1568-A204-15/16
PROVIDING FOR THE REZONING OF CERTAIN PROPERTY
PIN 04-04-035-343-009

Motion by Council Member Golden, seconded by Council Member Abel that Ordinance No. 1568-A204-15/16 be adopted. Council was asked to accept the recommendation of the Pekin Planning Commission to rezone certain property from R-4 (Residential District) to OS-1 (Office Service District) located at 904 N. 10th Street and adjacent parking lot PIN 04-04-35-344-001 and PIN 04-04-35-343-009 submitted by Rodney E. McClanahan 904 N. 10th Street. Council was advised the OS-1 zone would make a sale possible by allowing a professional service zoning class. Council Member Orrick questioned the assignment of OS-1 district to the lot with no structure if the Code provided for Parking Lot districts. On roll call vote all present voted Aye.

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

Gerald Witzig voiced his concerns regarding the dollar figures paid for several demolitions of houses that had been ordered by the City to the same contractor. He asked that those projects be bid-out.

Robert Boudreau recounted over a half a century of his life of music, education and the American Wind Symphony Orchestra floating art center. He noted the benefits of the program and asked for Council's support for his possible return to Pekin. He expressed gratitude for the remarkable work that Leigh Ann Brown did for the City.

Ann Witzig extended her public apology to Sarah Newcomb for attributing her name to an issue at a previous meeting. Mrs. Witzig asked that Council hold all accountable for their actions and that Attorney Dancey not be given an extension to his contract. She found it questionable when the City sought to remove the Greer's from

their home but ignored the hoarder situation. She reported she had asked 5 times for the bus department profit and had submitted her dated request to the Mayor as instructed. She asked the Council to have the manager and departments cut the budget. For the public to review, she asked that the budget be provided a month in advance. Shannon Cox for the American Wind Symphony to come to Pekin was an amazing opportunity and hoped that the Council would look into the amazing opportunity. Mrs. Cox invited the Council to attend the next First Fridays event on March 4, 2016 at the Speakeasy. Council Member Luft stated he was proud to have voted in favor of the City's contribution to the Academy of Fine Arts. He told Mrs. Cox that she was a great asset and expressed his personal thanks to her as a giver to this community.

Interim City Manager Sarah Newcomb reminded Council they were to submit any budget special request, questions, or suggestions for presentation to her along with comments and thoughts regarding the City Manager search.

Council Member Golden requested a copy of the Pekin Hospital Agreement. He asked the status of his suggestion to look at a similar Court Street project of mixed residential/business; parcel purchases; and existing light poles on University Street from Nebraska to Forrest Hill in Peoria. Council Member Golden next made a motion to discuss at the next meeting revising the ordinance for Corporation Counsel to fulltime in-house position, seconded by Council member Luft.

Council Member Abel noted the 2009 American Wind Symphony in Pekin was well received and hoped the event would return.

Council Member Orrick questioned the status of Pekin Hospital's intention regarding the discussion of 1/2% interest rate increase. Ms. Newcomb reported she had not heard back from CEO Haley. She was asked to re-contact for next meeting update.

Council Member Luft was contacted and asked to bring to the attention of the Council the following concerns:

- Person intending to dine at the Rail House on lower Court Street could not find a handicapped parking space on the street, had to navigate a difficult parking lot behind the business when the assigned space was being used for unloading. He noted he was advised there was a parking study completed for the downtown that included handicapped spots and asked that the study be made available and Council fix the parking issue.
- Speed of vehicles and trash on Velde Drive
- Business owners' questions of how many gaming licenses would be allowed and concern that additional would not increase revenues but would only spread-out tax collected.
- On the concern of outside contractors doing the work downtown he reported the owner could not accommodate local contractors but the outside contractor was utilized that employed 4 Pekin residents
- Audio and visual equipment in the Council Chambers must be a priority in the budget
- Questioned if the City had a policy for properly filing and form used for complaints.
- Council meeting packets available to the Public before Friday. The process for having the packet available on Wednesday for the Council was explained.

Council Member Luft felt the City was not in the proper place to take on the complete Court Street Improvement Project but suggested priority should be given first to the Parkway to Valle Vista section.

Council Member Dunn noted to the Mayor as chairman that those members that have the floor and presenters at the meetings be afforded all the courtesy and respect they deserve. He asked not to continue to allow the rudeness of speaking out, walking around, or the disrespect.

Council Member Dunn and Mayor McCabe recognized the accomplishments if the Pekin Community High School swimming team in sectionals, Noah Bernard to State Swim, Girls Basketball Team season, and 2 representatives to State Speech Finals.

EXECUTIVE SESSION

Motion by Council Member Orrick, seconded by Council Member Ritchason that the Council move to Executive Session at 9:55 p.m. to discuss **5 ILCS 120/2 (c) 2**. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. On roll call vote, all present voted Aye.

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

COUNCIL ADJOURNED AT 10:17 P.M.

Sue E. McMillan
City Clerk



**LIQUOR COMMISSION MINUTES
THURSDAY, FEBRUARY 25, 2016 AT 4:00 P.M.
CITY HALL CONFERENCE ROOM
111 SOUTH CAPITOL STREET
PEKIN, ILLINOIS 61554**

Deputy Liquor Commissioner Rick VonRohr called the meeting to order at 4:04p.m.

PLEDGE of ALLEGIANCE

Led by Fire Chief Nelson

ROLL CALL

The following members were present for roll call: Deputy Liquor Commissioner Rick VonRohr, Police Chief John Dossey, Fire Chief Kurt Nelson, Commission Member Dale Vonderheide, Liquor Commissioner John McCabe and Commission Member Buster Hanley.

Also present: Attorney Sue Bosich

APPROVAL OF AGENDA

Motion made by Commission Member Hanley to approve the agenda for February 25, 2016, seconded by Police Chief Dossey. On roll call vote all present voted Aye. Motion carried.

APPROVAL OF LIQUOR COMMISSION MINUTES

Motion made by Commission Member Vonderheide to approve the February 11, 2016 Special Liquor Commission minutes, seconded by Police Chief Dossey. On roll call vote all present voted Aye. Motion carried.

PUBLIC INPUT/COMMENTS/QUESTIONS

Dustin Maquet with The Rail house spoke on the Video Gaming parlors coming to Pekin. He stated there were 33 total so far. Mr. Maquet stated he is speaking on behalf of several local businesses that are concerned of just how many the City will accept. Peoria has an Ordinance in place that the gaming parlors have to have 80% food and beverage sales for 2 years before getting a license for the gaming machines. The city is becoming saturated with them and just a small portion of the revenue goes to the municipality.

The City of Pekin Liquor Commission and City Attorney Sue Bosich has been researching the Codes and State Statutes on gaming parlors within municipalities. Attorney Bosich will look into this further; we cannot reduce what is in place now, but we can certainly look into setting a limit of how many Class A liquor licenses will be issued for the City of Pekin.

Jon Flynn with Gingoteague, who has a Class B liquor license inquired about obtaining a Class A liquor license for the other half of his building. He was planning on having a limited menu and have the state gaming machines. He has hired a contractor, will pull permits and would like to apply for a liquor license as soon as the remodeling is done. Mr. Flynn stated he would operate under the same Corporation as his Class B. He will have a separate address with this business.

NEW BUSINESS

**BEGU99, INC. DBA BINA'S PLACE
BLERIM "BEN" BEKIR
319 COURT STREET
PEKIN, ILLINOIS 61554**

Discussion: Deputy Liquor Commissioner VonRohr reviewed the application and Begu99, Inc. dba Bina's Place. They failed their inspection from the Tazewell County Health Department. These items will need to be fixed and corrected before a liquor license can be issued. Mr. Bekir will need to contact the Tazewell County Health Department for a new inspection after everything on their list is fixed. Mr. Bekir stated he was told all was okay. VonRohr stated the police department was okay with the landline and video equipment and Fire Chief Nelson stated they were okay on the Fire Department side of things. But he will need to correct everything on the Tazewell County Health Department list. Attorney Bosich gave Mr. Bekir the list from the Tazewell County Health Department. Mr. Bekir was informed he would need to check in with Dave VanDyke with the Inspections Department.

Attorney Bosich sent out the letters to the late 2% Food and Beverage tax licensee's. Copies were given to Finance and City Clerk's Office for her files.

Commission Member Dale Vonderheide informed the Commission his term will be up in 2 months and he will step-down. He enjoyed his time on the Liquor Commission very much and will miss it.

Fire Chief Nelson: The High Note update: Chief Nelson and Rick VonRohr checked the broken glass on the 2nd floor and it was broken from the inside, so did not pose a danger to citizens below. The liquor license was gone, water shut-off and Cilco shut-off. The building is in bad shape.

Attorney Bosich will prepare to officially revoke The High Notes liquor license and have Chad Ing served for a Hearing, this will correspond with the next liquor commission meeting.

John McCabe thanked Dale for all his years serving on the Liquor Commission.

Fire Chief Nelson would like to see a list for licensees' to have completed before they come to the meetings.

ANY OTHER BUSINESS

Fire Chief Nelson made a motion to adjourn, seconded by Liquor Commission Member Vonderheide.

Meeting adjourned at 4:23 P.M.

Next Regular Meeting will be Thursday, March 24th, 2016 at 4:00 P.M.

Respectfully submitted, Paula Gensel, Liquor Commission Secretary

FEBRUARY PATROL WEEKLY STATS		01/31/16 - 02/06/16	02/07/16 - 02/13/16	02/14/16 - 02/20/16	2/21/16 - 2/27/16
CALLS FOR SERVICE	365	405	457	503	
BUSINESS/BAR CHECKS	122	144	133	211	
TRAFFIC STOPS	198	249	192	115	
OTHER CALLS FOR SERVICE	12	15	25	20	
REPORTS	61	63	67	82	
SUPPLEMENTS	16	9	30	20	
IMPOUNDS	6	7	9	11	
ARRESTS	34	24	41	36	
CITATIONS	127	149	130	96	
WRITTEN WARNINGS	81	117	78	48	
VERBAL WARNINGS	18	14	11	12	
PEDESTRIAN STOPS	0	0	0	0	
DUI	1	3	3	3	
CRASHES	12	13	27	21	
FIELD CONTACT	3	8	5	18	

OTHER CALLS FOR SERVICE = TELEPHONE CALLS & STATION INFORMATION

not counted (those listed below)	9	7	6	11
julie notifications				
repossessions				
incident created in error				
law test nature code				

CITY OF PEKIN TRAFFIC SAFETY COMMITTEE MINUTES
MARCH 4, 2016 @ 8:30 a.m.
CITY HALL CONFERENCE ROOM

PRESENT: Kurt Nelson, Sarah Newcomb, John Dossey, Mike Guerra, Bob Shaw, Will Taylor, Dennis Zimmerman.

Also present: Bill Scarcliff, Lee Ann Wrhel.

The meeting was called to order at 8:30 a.m.

Motion by Will to approve the agenda, seconded by Dennis. All in favor.

Motion by Dennis to approve the February 5, 2016 meeting minutes, seconded by Will. All in favor.

Old Business:

1. Handicapped Parking Downtown

Mike reported that in locations where parking spaces are striped, depending on the number of spaces in the perimeter of a block, a designated number of handicapped parking spaces are required. Each area in town where parking spaces are striped will be reviewed for this update. Mike made a motion to make a recommendation to City Council to install handicapped parking spaces according to PROWAG guidelines. Will seconded. All in favor. Mike will identify all areas in the city that need this update. This will go to City Council for their second meeting in March.

New Business:

1. Diagonal Parking

Kenny Ademi, 1400 Hardt Ct., Pekin (642-7180), owner of Ernie's Family Restaurant, 613 Derby St., was in attendance at the meeting for this agenda item. This item was brought to this committee for review by City Council. It was noted that the current ordinance isn't specific. There was also a question regarding grandfathering (a City Council decision). After discussion, it was decided to draft an ordinance to clearly define the process necessary to grant permission for diagonal parking requests and present the ordinance to City Council for consideration when completed.

2. Traffic – Velde Drive

The police department has done directed patrols in this location. There have been 17 tickets issued and 14 warnings given during these directed patrols. It does appear that speed is an issue in this area. There have been 6 accidents since January of 2013. Two of these accidents involved deer, one was in a parking lot, two were alcohol related, and one was the recent rollover. As time allows, directed patrols will continue in this location.

3. Stop Sign – Court/Capitol – Near CityLink Bus Stop

There have been concerns regarding the line of sight for the stop sign in this location when CityLink busses are parked in this area. It was suggested to have Ty Whitford contact CityLink to make them aware of this safety issue. There was also discussion of putting stop signs on both sides of the intersection. Mike reported that he is getting quotes for decorative posts and sign hangers. When weather allows, the no parking zone in this location will be marked. It was also suggested to paint a warning regarding the stop on the pavement.

Around the Table

Mike reported that at the end of March, VFW Road will be closed down between 14th St. and Towerline Rd. The detour will remain in place until the work on VFW Road is complete.

Kurt reported that there are lots of vehicles making u-turns in traffic on Court St. in the area of Sears and Goodwill.

Respectfully Submitted,
Lee Ann Wrhel

NEXT REGULAR MEETING APRIL 1, 2016 @ 8:30 A.M.

Tazewell County Animal Control

City: City of Pekin

Date:

Billing for Month of:

February 2016

\$3,753.83

Tazewell Animal Control

Po Box 158

Tremont, IL 61568

City of Pekin
111 S. Capitol Room 242
Pekin, IL 61554

Animal Counts Brought in by Wardens between February 1, 2016 and February 29, 2016

City	Warden	Origin	PickUp Site	PickUp Dat	Species	Breed	Disposition	Days	Log #
Pekin									
LOHNES	City		#1 country club	2/22/2016	Other	squirrel	D	0	160295
LOHNES	City		100 TAPS LANE	2/22/2016	Cat	DMH	A	8	160292
LOHNES	City		100 TAPS LANE	2/22/2016	Dog	LAB			160291
LOHNES	City		PEKIN POLICE DEPT	2/20/2016	Dog	MIN SCHNAUZER	R	2	160287
LOHNES	City		100 TAPS LANE	2/1/2016	Cat	DSH	REL	18	160216
LOHNES	City		1109 COOLEDGE	2/19/2016	Dog	MIN PIN	R	11	160284
LOHNES	City		1115 MARKET ST	2/5/2016	Dog	PIT	R	7	160237
LOHNES	City		#9 BRIARCLIFF	2/18/2016	Cat	DSH	E	8	160271
LOHNES	City		JUSTICE CENTER S. CAPITAL	2/3/2016	Dog	AUSSIE	R	1	160230
LOHNES	City		100 TAPS LANE	2/1/2016	Dog	LAB MIX	REL	11	160217
LOHNES	City		pekin police dept	2/22/2016	Dog	PIT LAB	R	1	160296
LOHNES	City		10th & catherine	2/24/2016	Dog	PIT	R	1	160302
LOHNES	City		1115 MARKET ST	2/5/2016	Dog	PIT	R	7	160236
LOHNES	City		MCCLEAN & 7TH	2/3/2016	Dog	SHEP	R	1	160229
LOHNES	City		9TH & STATE	2/4/2016	Dog	PIT MIX	R	0	160231
LOHNES	City		100 TAPS LANE	2/19/2016	Dog	PIT			160279
HARMS	City		431 MONSON #B	2/17/2016	Dog	PIT	R	7	160266
HOMER	City		1204 S 3RD	2/17/2016	Dog	PIT MIX	E	6	160269
HOMER	City		13 ROSE CT	2/15/2016	Other	COON	E	0	160259
HARMS	City		321 EDGEWOOD	2/27/2016	Other	OPPOSUM	E	0	160309
HARMS	City		200 PARKWAY LANE	2/26/2016	Cat	DSH	D	1	160308
HARMS	City		1915 CHICORY	2/26/2016	Dog	LAB	R	0	160307
LOHNES	City		916 s 14th	2/23/2016	Dog	LAB	R	1	160299
HARMS	City		335 PRINCE	2/18/2016	Cat	DLH	E	8	160270
LOHNES	City		1008 S 6TH	2/23/2016	Dog	PIT	R	1	160298
HARMS	City		100 TAPS LANE	2/17/2016	Cat	DLH	A	6	160262
HARMS	City		1008 IRENE ST	2/9/2016	Cat	DLH	R	9	160248
HARMS	City		100 TAPS LANE	2/8/2016	Dog	LAB/BASSETT	REL	11	160243
HARMS	City		811 ILLINOIS	2/7/2016	Cat	DSH	E	5	160239
HARMS	City		1807 s 2nd	2/5/2016	Cat	dlh	A	11	160232
LOHNES	City		#29 WESTGATE	2/23/2016	Cat	DSH			160300
LOHNES	City		916 14TH	2/23/2016	Dog	LAB	R	1	160299

Total Dogs picked up in Pekin: 19

Total Cats picked up in Pekin: 10

Total Others picked up in Pekin: 3

Animal Counts Brought in by Individuals between February 1, 2016 and February 29, 2016

City	In By	Origin	PickUp Site	PickUp Dat	Species	Breed	Disposition	Days	Log #
Pekin									
	Owner R	City	2007 MARGRET ST	2/22/2016	Cat	DMH			160293
	Owner R	City	317 PARKWAY LANE	2/19/2016	Cat	DMH	REL	6	160281
	Owner R	City	317 PARKWAY LANE	2/19/2016	Cat	DSH	REL	6	160280
	Owner R	City	100 N 9TH	2/19/2016	Dog	BEAGLE JACK	REL	7	160277
	Owner R	City	113 EDDS ST	2/12/2016	Dog	CHI	A	12	160256
	Owner R	City	345 HENRIETTA ST	2/10/2016	Cat	DSH	A	12	160251
	Owner R	City	2408 TAZEWEEL	2/9/2016	Dog	PUG	E	0	160245
	Owner R	City	1201 S 4TH	2/8/2016	Dog	LAB	E	0	160240
	Individua	City	1219 caroline	2/10/2016	Other	BAT	REL	0	160249

Total Dogs picked up in Pekin: 4

Total Cats picked up in Pekin: 4

Total Others picked up in Pekin: 1

WHEREAS, Young Authors is a District-wide program and in its thirtieth year in our Pekin Elementary Schools, District No. 108; and

WHEREAS, over 3400 students, kindergarten through eighth grade, have an opportunity to participate and to write their own books; and

WHEREAS, this program entails teachers using District writing assignments and helping students turn those assignments into books, illustrated, laminated, and bound, to give each student a lasting memento; and

WHEREAS, 150 District representatives were chosen for the Young Authors District Conference which is being held in the auditorium at Wilson Intermediate School on Monday, March 14, 2016, with the children's books on display; and

WHEREAS, six representatives will be selected to represent District 108 at the State Young Authors Conference at Illinois State University on Saturday, May 14, 2016.

WHEREAS, the staff and parents of District 108 deserve recognition for their many hours of direction and encouragement;

NOW, THEREFORE, BE IT RESOLVED that I, John McCabe, Mayor of the City of Pekin, Tazewell County, Illinois, do hereby proclaim the week of March 14th, 2016 to be

"YOUNG AUTHORS WEEK"

in the City of Pekin, Tazewell County, Illinois, and ask the citizens of our community to join in paying special recognition to all of our young writers of today.

ADOPTED, this 14th day of March, in the Year of Our Lord, Two Thousand and Sixteen.

John McCabe
Mayor

ATTEST:

Sue E. McMillan

RESOLUTION No. _____ **17-15/16**

PEKIN, ILLINOIS, **March 14,** **2016**
19

RESOLUTION BY COMMISSIONER _____

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PEKIN, ILLINOIS, THAT:

the City Clerk be and she is hereby directed to publish the Zoning Map of the City of Pekin,
December 31, 2015, revision, hereunto attached as Exhibit A, in pamphlet form.

SIGNED BY _____

MAYOR.

CITY OF PEKIN

ZONING MAP OF THE CITY OF PEKIN

DECEMBER 31, 2015 REVISION

**PUBLICATION AUTHORIZED BY RESOLUTION NO. 17-15/16
ADOPTED BY THE CITY COUNCIL
OF THE CITY OF PEKIN
THE 14TH DAY OF MARCH 2016**

**PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE CITY
COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS,
THIS 14TH DAY OF MARCH 2016**

CERTIFICATE

THE UNDERSIGNED CERTIFIES THAT SHE IS THE CITY CLERK FOR THE CITY OF PEKIN, ILLINOIS, AND THAT THE CITY COUNCIL AT A REGULARLY CONSTITUTED MEETING OF SAID CITY COUNCIL OF THE CITY OF PEKIN ON THE 14TH DAY OF MARCH 2016 ADOPTED RESOLUTION NO. 17-15/16 A TRUE AND CORRECT COPY OF WHICH IS CONTAINED IN THIS PAMPHLET.

GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____, 2016.

(SEAL)

SUE E. MCMILLAN
CITY CLERK

***ATTENTION:
LEGAL NOTICE
DEPARTMENT
City of Pekin***

*111 S. Capitol Street
Pekin, Illinois 61554
(309) 477-2300
Fax: (309) 346-2095*

TRANSMISSION COVER SHEET

Date: *March 15, 2015*
To: *Pekin Daily Times*
Phone: *(309) 346-1111*
Re: *Publication of Legal Notice*
Sender: *Sue E. McMillan*

***YOU SHOULD RECEIVE 2 PAGE(S), INCLUDING THIS COVER SHEET. IF YOU DO
NOT RECEIVE ALL THE PAGES, PLEASE CALL (309) 477-2300.***

Please publish the attached PUBLIC NOTICE of the publication of the revised zoning map of the City of Pekin in the *Pekin Daily Times* one time on the next available date. Thanks.

Please call or email smcmillan@ci.pekin.il.us
Sue McMillan (309) 478-5357 to confirm date of publication.

Thank you.

City of Pekin Zoning



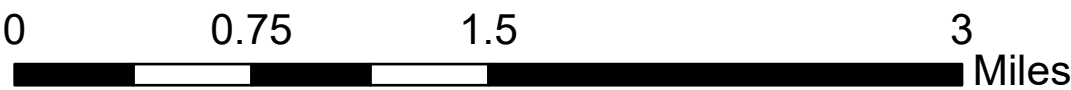
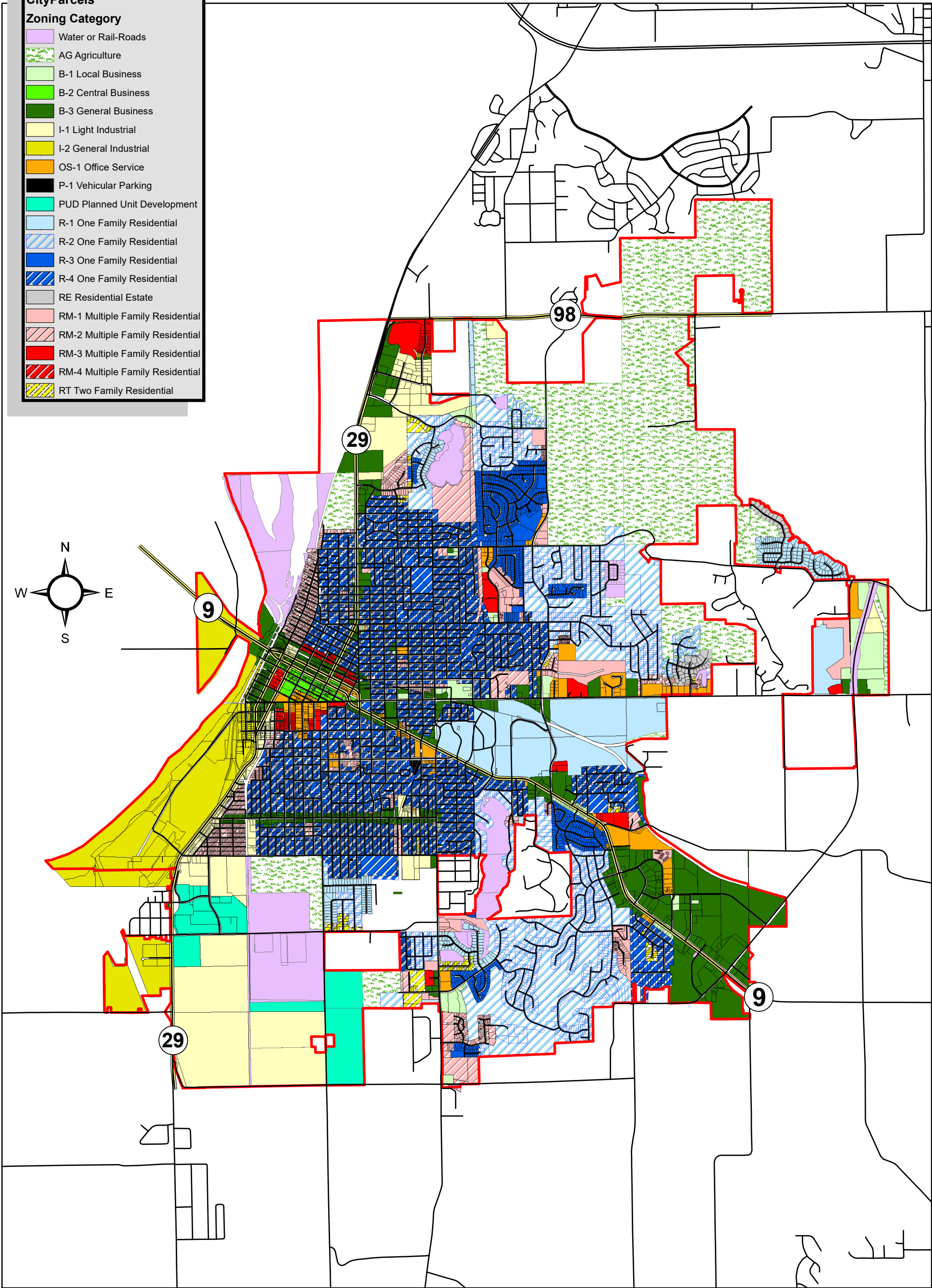
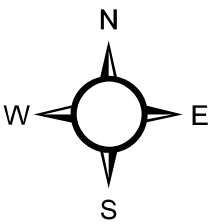
Legend

- Roads
- City Limits
- Pekin Highways

CityParcels

Zoning Category

- Water or Rail-Roads
- AG Agriculture
- B-1 Local Business
- B-2 Central Business
- B-3 General Business
- I-1 Light Industrial
- I-2 General Industrial
- OS-1 Office Service
- P-1 Vehicular Parking
- PUD Planned Unit Development
- R-1 One Family Residential
- R-2 One Family Residential
- R-3 One Family Residential
- R-4 One Family Residential
- RE Residential Estate
- RM-1 Multiple Family Residential
- RM-2 Multiple Family Residential
- RM-3 Multiple Family Residential
- RM-4 Multiple Family Residential
- RT Two Family Residential



February 19, 2016

City of Pekin
111 S. Capitol Street
Pekin, IL 61554

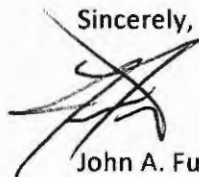
Re: Notice of Assignment of Agreement

This letter is to inform you that iTV-3, Inc. has assigned its rights and obligations under the Franchise Agreement (the "Agreement") to CountryWide Broadband LLC. iTV-3 assigned its rights and CountryWide Broadband LLC assumed iTV-3's obligations under the Agreement pursuant to that Asset Purchase Agreement dated February 15, 2016 by and between iTV-3 and iTV-3, LLC.

Future Notices should be directed to:

ITV-3, LLC
c/o CountryWide Broadband LLC
35 Brentmoor Park
St. Louis, MO 63015
Attn: Grier Raclin
Facsimile: 856-677-9843
graclin@cwbinet.net

Sincerely,



John A. Furton
ITV-3, Inc.

iTV3
Internet • Television • Voice

CONSENT TO ASSIGNMENT

THIS CONSENT TO ASSIGNMENT is made by the undersigned ("Provider") in connection with the sale by ITV-3, Inc., an Illinois corporation ("Seller"), of its assets to ITV-3, LLC, a Delaware limited liability company ("Buyer"), pursuant to that certain Asset Purchase Agreement, dated February 15, 2016, by and between Seller and Buyer (the "Purchase Agreement").

WHEREAS, in consideration of good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Provider acknowledges and agrees as follows:

1. Provider and Seller are parties to that certain Franchise Agreement dated October 26, 2009 (the "Assigned Agreement") pursuant to which Provider provides certain services to Seller. The Assigned Agreement has not been amended or modified (except as may be described below), is in full force and effect and is enforceable in accordance with its terms.

2. To Provider's knowledge, no breach or default by Provider or Seller exists under the Assigned Agreement and no event has occurred or condition exists that, with notice or time or both, would constitute such a breach or default. Without limiting the foregoing, all consideration due under the Assigned Agreement to Provider prior to the date hereof has been paid in full.

3. Provider acknowledges that Buyer and Seller will rely on this Certificate in connection with the consummation of the Purchase Agreement.

4. Provider hereby consents to the assignment of the Assigned Agreement, and the rights and obligations thereunder, to CountryWide Broadband LLC, whose notice address for the purposes of the Assigned Agreement shall be:

ITV-3, LLC
c/o CountryWide Broadband LLC
35 Brentmoor Park
St. Louis, MO 63015
Attention: Grier Raclin
Facsimile: 856-677-9843
Email: graclin@cwbinet

5. Provider hereby agrees to release Seller from its obligations under the Assigned Agreement.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the undersigned Provider has duly executed this Consent to Assignment as of the date set forth below.

Provider: _____

By: _____

Name:

Title:

Date: _____, 2016

Signature page to Consent to Assignment



BAKER TILLY

Baker Tilly Virchow Krause, LLP
Ten Terrace Ct, PO Box 7398
Madison, WI 53707-7398
tel 608 249 6622
fax 608 249 8532
bakertilly.com

January 19th, 2016

Mr. Darin Girdler
City Manager
City of Pekin
111 South Capitol Street
Pekin, IL 61554

Dear Mr. Girdler:

We are pleased to provide the attached pricing and hours of effort information in addition to our previous response to the City's proposal for an efficiency study.

Attached to this letter is a proposal of hours and fees to complete the City's study. Once you have had a chance to review the attachment please feel free to contact us with any questions you may have. You can contact Caitlin Humrickhouse at 312.729.8098 (caitlin.humrickhouse@bakertilly.com) or Russ Hissom at 608.240.2361 (russ.hissom@bakertilly.com).

Thank you for allowing us to serve you. We appreciate the opportunity to submit this response and welcome the opportunity to discuss the specifics with you. Thank you.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

Russell A. Hissom, CPA, CIA, CISA, Partner

Proposed Project Fees

We will work under the direction of the City's steering committee or project manager. Based on current information we feel this is the appropriate number of hours to meet the project objectives. If the hours estimate should change, we will discuss those changes with the City prior to continuing with the project.

Additionally, the estimate below includes hours estimated to review every City Department. Should the City wish to take a phased approach to the project and only review a few Departments at what time, we are happy to provide an a-la-carte pricing estimate.

We estimate the project fees for each task as follows:

	Partner	Project Manager	Senior Consultant	Consultant	Administrative Staff	Total
Phase 0: Project Planning and Management	2.00	8.50	9.00	12.00	0.00	31.50
Phase 1: Current State Assessment	0.00	68.00	85.00	95.00	0.00	248.00
Phase 2: Future State Recommendations	4.00	5.00	16.00	27.00	0.00	52.00
Phase 3: Report Development and Presentation	2.00	17.00	31.00	41.00	4.00	95.00
Total Hours	8.00	90.50	141.00	175.00	4.00	418.50
Hourly Rate	\$250	\$175	\$175	\$125	\$101	
Project Fees	\$2,000	\$17,238	\$24,675	\$21,875	\$404	\$66,192
Travel Expenses						\$3,000
Total Costs	\$2,000	\$17,238	\$24,675	\$21,875	\$404	\$68,192

Assumptions

We based our estimate on the assumptions detailed below. Should any of these change during the engagement, we will bring the matter to the City's attention immediately and prepare a change order detailing the new requirements and corresponding budget impact. We will not undertake additional work without the City's written approval. Assumptions include:

- > Adequate support, preparedness, and cooperation from the City's management
- > A Steering Committee created that will work to eliminate or minimize biased opinion from all resources provided to Baker Tilly
- > Access to, and be provided with, electronic or other readily available data; the data provided requires no significant data manipulation
- > Appropriate staff and officials will be available per the agreed-to schedules
- > Information will be provided within the specified timeframes and format (electronic) with minimal manipulation involved
- > City will provide resources to assist with coordination activities such as scheduling, gathering contact information, and securing project team space and technical resources
- > No significant changes in scope

Efficiency study

City of Pekin

December 4, 2015



BAKER TILLY

Candor. Insight. Results.



BAKER TILLY

Baker Tilly Virchow Krause, LLP
Ten Terrace Ct, PO Box 7398
Madison, WI 53707-7398
tel 608 249 6622
fax 608 249 8532
bakertilly.com

December 4, 2015

Mr. Darin Girdler
City Manager
City of Pekin
111 South Capitol Street
Pekin, IL 61554

Dear Mr. Girdler:

Baker Tilly Virchow Krause, LLP (Baker Tilly) is pleased to respond to the City of Pekin (the City) with regarding your Request for Proposals (RFP) for an efficiency study that will cover both economic and operational aspects of your organization.

Our firm was founded based on strong service to public sector entities and, to this day, values the unique industry specialization we have. This specialization allows us to carefully consider the political, fiscal, and operational realities faced by our clients when developing recommendations for them. We are viewed as thought leaders and follow closely the perspectives of taxpayers, legislative leaders, and government executives to best design solutions for you.

We are confident that we can help the City with the comprehensive organizational review services you seek. Baker Tilly has years of experience helping local government organizations conduct such assessments. We are eager to demonstrate how we can help you effectively deliver the services that citizens need and are willing to support. Our review will help you decide if there are changes that could be made to improve efficiency and effectiveness of city operations.

Key factors that differentiate Baker Tilly include:

- > We are a recognized national leader in organizational assessments and review, having conducted dozens of these reviews and educated local governments on how to successfully implement results
- > Extensive experience with departmental reviews for municipal and county departments, spanning all functions
- > Effective application of industry benchmarks and best practices
- > Ability to analyze alternative service delivery approaches that consider the most optimal alignment of internal and external (e.g., shared services, third party) resources

As a result of our organizational analysis, public sector clients have been able to realize both improvements in service quality and also significant savings (in some cases up to eight to ten percent of total annual budget) in operational costs. Our approach provides the full continuum of organizational analysis and considers all aspects of departments, including process modifications, staff realignment or reallocation, functional redesign, and identification of alternative staffing models.

Mr. Darin Girdler
City of Pekin

December 4, 2015
Page 2

Our proposal details Baker Tilly's tailored approach to working with you to accomplish your objectives, as well as information we believe will help you make your decision. The references we provide demonstrate how we provide knowledge and experience-based insights that create measurable value for our clients. We are happy to discuss further with you the various options and considerations in conducting this type of study. The City did not request fees in the RFP so we have not provided this information in our response, but we will be happy to provide a cost proposal upon the City's request.

If you have any questions about our proposal, please do not hesitate to contact me at 808 240 2361 or by email russ.hissom@bakertilly.com, or contact project manager Caitlin Humrickhouse at 312 729 8098 or caitlin.humrickhouse@bakertilly.com

We appreciate the opportunity to submit this response and welcome the opportunity to discuss the specifics with you. Thank you.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

A handwritten signature in black ink, reading "Russell A. Hissom". The signature is fluid and cursive, with the first name "Russell" being more prominent and the last name "Hissom" following in a similar style.

Russell A. Hissom, CPA, CIA, CISA
Partner

Contents

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YOUR ENGAGEMENT TEAM.....	16
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BAKER TILLY

Candor. Insight. Results.

The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. Tax information, if any, contained in this communication was not intended or written to be used by any person for the purpose of avoiding penalties, nor should such information be construed as an opinion upon which any person may rely. The intended recipients of this communication and any attachments are not subject to any limitation on the disclosure of the tax treatment or tax structure of any transaction or matter that is the subject of this communication and any attachments. Baker Tilly refers to Baker Tilly Virchow Krause, LLP, an independently owned and managed member of Baker Tilly International.



We understand that the City of Pekin seeks an evaluation of the overall efficiency and effectiveness of City operations in order to identify strengths and improvement opportunities related to the organization, staffing, and management of the City's departments and offices.

The City seeks an assessment of various aspects of the City's performance for departments and offices including:

- > Service/product quality
- > Customer/user satisfaction
- > Employee/leadership development
- > Organizational optimization and efficiency
- > Financial viability

Each of the above aspects will require Baker Tilly to:

- > Develop measurement methods and evaluation criteria
- > Assess historical, current, and projected workloads; costs; and revenues (if applicable)
- > Identify any gaps between current performance and organizational goals
- > Recommend any necessary improvement plans, including delineating action items, schedules, and cost by year; review outsourcing opportunities for work conducted by departments

The deliverable for the project will be a report that:

- > Identifies specific improvements that can be implemented without further major study or analysis
- > Includes a prioritized listing of additional improvements that could be realized with further study or investigation. For these, Baker Tilly will include:
 - Details of the potential improvements
 - Estimated cost to implement the improvement
 - Estimated ongoing cost savings/revenue enhancement resulting from the improvement
 - Estimated length of time to implement the improvement



Baker Tilly's qualifications

Baker Tilly is a full-service accounting and business advisory firm. We were founded in 1931 with one central objective: to use our expertise to help our clients improve their businesses. As our firm has grown over the past 84 years, we have broadened our service offerings and expanded our geographic presence to meet the evolving needs of our clients.

Public sector specialization and experience

We organize our firm by industry specialization rather than service discipline. Our professionals offer clients a deep understanding of their respective industries. Your industry-focused team will possess specialized knowledge to help you improve operational efficiencies, tighten processes, and address your unique needs.

Baker Tilly formalized our Public Sector specialization more than forty years ago. We recognized the complexity of this environment and organized the partners and staff into our Public Sector Service Group. This industry specialization approach allowed us to provide specialized training and continuing education to our staff, assuring you of a team with the necessary knowledge and skills you desire to identify the strength of internal controls and processes, and with the specialization of your industry to identify key indicators that are critical to your government.

This specialization is split out between our audit team and our consulting group. The staff for this project would be sourced from our public sector consulting group. These professionals have an extensive background in government service, both as practitioners as well as consultants. Where necessary, our team can utilize knowledge from staff in other areas of the firm.

Our Public Sector Practice Group, a group with a commitment spanning more than forty years and a team of more than 220 professionals—including 15 partners—is dedicated entirely to serving governmental clients. We understand the issues governments face, providing more than 225,000 hours, annually, to the public sector. Our extensive experience provides us with the specialized knowledge and insight to find effective solutions. We work with municipalities nationwide. We have worked with various local governments, including helping many counties and municipalities with organizational reviews and evaluations.

We are one of the few consulting and auditing firms with a State and Local Government Group dedicated entirely to serving governmental clients.

Examples of public sector consulting engagements

We have established a record of successfully serving municipal and county governments, from our 1931 beginnings as a firm, with the organization of our state and local government group, and through increasingly diverse and targeted service offerings for our municipal, county, and state clients.



Baker Tilly's qualifications

Our project team members have provided consulting, advisory services, or single audit/financial management consulting services, to a variety of state and local government entities. We are often contracted for new or additional services for the same clients. The following list exhibits just some of the clients of similar or larger size that we have served on consulting projects. We can provide contact information for any of these.

- | | | |
|---------------------------|--------------------------|---|
| > City of Burbank, CA | > City of Ogden, UT | > Sheboygan County, WI |
| > City of Carlsbad, CA | > City of Racine, WI | > Wasasca County, MN |
| > City of Dearborn, MI | > City of Richmond, CA | > Washington County, MN |
| > City of Eagan, MN | > City of Rockford, IL | > Will County, IL |
| > City of Elgin, IL | > City of St. Paul, MN | > Village of Glenview, IL |
| > City of Evanston, IL | > City of Valdez, AK | > Central Brown County Water Authority |
| > City of Fond du Lac, WI | > City of Wauwatosa, WI | > Burbank Water and Power |
| > City of High Point, NC | > City of Wilmington, DE | > Colorado Springs (CO) Utilities (CSU) |
| > City of Kenosha, WI | > Chippewa County, WI | > DuPage Water Commission (Elmhurst, IL) |
| > City of Madison, WI | > Dane County, WI | > Guam Water Utilities |
| > City of Milwaukee, WI | > Hennepin County, MN | > Modesto Irrigation District / MSR Public Power Agency |
| > City of Minneapolis, MN | > Milwaukee County, WI | > Sacramento Municipal Utility District |
| > City of Modesto, CA | > Portage County, WI | |

We have provided a number of case studies to give the City an idea of the range of projects on which Baker Tilly has worked. We would also be more than happy to provide additional case studies if requested.

City of Carlsbad, California, "Best Value Services Program" Evaluation Resource Optimization and Government Transformation

The client

The City of Carlsbad in San Diego County in southern California has consistently earned high satisfaction ratings from its population of more than 100,000.

The business need

The City wants to preserve its excellent satisfaction ratings while addressing the real concerns of a volatile economy and increasing labor and related costs. The recession and a twenty percent drop in revenues led the City to embark on a "Best Value Services" program to ensure top-quality customer service in the long term. Seeking to utilize independent third-party expertise, they hired Baker Tilly to manage a multi-year project. Baker Tilly's engagement was to evaluate service delivery methods and costs for all City operations except sworn public safety services, with the goal of ensuring the City would be a sustainable organization—one that provides the best quality at lowest cost.

The Baker Tilly solution

The approach that Baker Tilly is following for each of the assessments is as follows:

- > Document current service levels and costs
- > Benchmark lines of business / major services against regional service providers, national standards, best practices, and trends



Baker Tilly's qualifications

- > Ensure that the City's resources and strategic priorities are aligned
- > Conduct gap analysis, identify alternative service delivery approaches, and cost out projected impact of the options

The Parks and Recreation Department (March–July 2012) assessment focused on:

- > Custodial Services
- > Hardscape/Specialty Maintenance
- > Landscape Maintenance
- > Trails / Open Space / Preserves Maintenance
- > Tree Maintenance
- > Aquatics Services
- > Historical Parks Services
- > Recreation Services
- > Rental Services

The Transportation Department (July 2012–March 2013) assessment focused on:

- > Street Maintenance & Operations
- > Traffic Operations
- > CIP & Asset Management
- > Traffic Signal Systems
- > Construction Management & Inspection Services

The Utilities and Property & Environmental Departmental Assessments (October 2013–present) focused on:

- > Environmental Management
- > Fleet Maintenance
- > Fleet Replacement
- > Facility Services
- > Real Estate
- > Civic Projects
- > Safety Training Center
- > Potable Water
- > Recycled Water
- > Wastewater
- > Storm Drain Maintenance
- > Solid Waste
- > Utilities Engineering

The results

Parks and Recreation – Baker Tilly identified 48 opportunities with a range of \$2.3 million to \$4.7 million annually in estimated potential savings, revenue enhancements, or resource reallocations. Some opportunities were for increasing staff efficiency and did not necessarily translate into dollar savings. The City Council unanimously voted to



Baker Tilly's qualifications

implement operational improvements, consider organizational changes, and explore outsourcing of City park maintenance activities.

Transportation – Baker Tilly identified 44 opportunities with a range of \$1.56 million to \$2.42 million in annual cost savings, revenue enhancements, and resource allocations, as well as 38 additional opportunities yielding less impact (a continuum of efficiency, policy, organization, and outsourcing options). The City Council unanimously approved a recommendation to further consider outsourcing its traffic signal systems and automated traffic management system.

Utilities & PEM – Baker Tilly identified 31 opportunities that we are currently in the process of assessing their final financial impact. The opportunity areas are found along the continuum of resource optimization.

City of Valdez, Alaska Human Resources Operational and Organizational Review

Baker Tilly was engaged by the City to review the Human Resources (HR) structure, explore models and approaches to improve HR management and identify gaps in the current Personnel Regulations and general approach to human resources. The City had not historically operated with a dedicated Human Resources manager and had instead assigned this function as a portion of the Assistant City Manager's duties. Baker Tilly issued an anonymous survey, held meetings with City staff and reviewed documentation in order to pinpoint areas of HR operations that were of particular concern. By using a Functional Area Maturity Ranking Model, Baker Tilly was able to provide the City with a comprehensive analysis of their current HR operations and the risks that they were facing.

Baker Tilly provided the City with 23 recommendations related to the HR organizational model, HR basics, strategic HR and HR compliance. Each recommendation was assigned an implementation time frame so that the City can use the deliverable as a roadmap as they continue to make improvements to their HR operations.

City of Greenville, North Carolina Business process review of the Human Resources and Financial Services Departments

An entity's human capital is its most valuable asset and also the most significant investment in terms of operating expenditures. To ensure that its resources provide the best value, in March 2013, the City of Greenville selected us to assist with the evaluation of the City's approach to managing procurement, accounting, budget, revenue collections, treasury, and human resources city-wide. Specifically, the City asked Baker Tilly to:

- > Perform a customized review of the City finance operations function and management framework
- > Determine whether the City was managing and utilizing its human resources appropriately, efficiently, and effectively



Baker Tilly's qualifications

Baker Tilly identified 33 recommendations and identified whether the City should implement each recommendation in the short term or long term. Our recommendations spanned the following areas:

- > Transformation of Financial Services and HR functions and approaches from tactical to strategic
- > Optimized organizational structure and improved alignment of labor resources with strategic and program priorities
- > Enhanced organization-wide effectiveness relative to Financial Services and HR management
- > Reduction to the level of effort required to manage the City's workforce
- > Reduction in risk relative to HR decision and activities
- > Increased efficiency of fiscal processes and systems
- > Enhanced fiscal policies and procedures and reporting
- > Optimized value for the City's enterprise resource planning (ERP) project

City of Ogden, Utah Needs assessment of ERP environment

The City selected Baker Tilly to perform a needs assessment of their ERP environment. Currently, they are operating financials and basic HR functions on Tyler Eden. They are also using other systems such as Halogen, Cartegraph, custom AS400 systems, Velosum, InCode, and many others to conduct specialty functions such as performance evaluations, work orders, and utility billing. This has resulted in a fairly manual environment despite the fact that they have ERP technology established.

One of their greatest challenges is that they have a lot of data but not necessarily a good environment/technology to analyze it. Certain modern technology features (workflow, online approvals) are not utilized in the current environment. Baker Tilly is working to define the organizational issues that led to this separate from the functional capabilities of the system.

Ogden is a mid-sized jurisdiction with 82,000 population. However, they have a broad level of services that they offer to their community. As such, they hired Baker Tilly to assess current needs and make recommendations on their options moving forward. This includes an assessment of current business processes—a number of which are manual and based upon custom reporting.



Baker Tilly's qualifications

Village of Glenview, Illinois Alternative Service Delivery / Operational Assessment

Glenview is an Illinois suburban village north of downtown Chicago (pop. more than 44,000). Baker Tilly conducted an assessment of options relative to public works and water utility operations including privatization, outsourcing, and internal process improvements in attempt to ensure value for level of levy dollar spent.

This project was designed to assist the Village in determining what service delivery continuum would be appropriate for their public works function. It included the in-depth assessment of their current approach to delivery of a wide array of public works functions including: street maintenance, water utility services, sanitary sewer and stormwater activities, forestry, and fleet. A key focus of this study was a review of the current approach to performance management with a specific emphasis on whether this framework approaches best value service for cost and recommendations around service delivery alternatives.

The Village has moved toward a service delivery continuum that includes some contracted services and is assessing the appropriate level of internal and external service delivery approaches. It is feasible that a managed competition will occur.

Portage County, Wisconsin Review of the Treasurer's Office

Baker Tilly was engaged by Portage County to assist the County with an independent assessment of the County Treasury function including a review of the following primary functions of a County Treasurer:

- > **Managing County Funds Received** – receipting and accounting for monies received from taxpayers, departments, and government agencies; disbursing monies due to employees, vendors, taxing jurisdictions, and taxpayers
- > **Treasury Management** – coordination of county investments and investment policy
- > **Administering Property Tax Laws and Collection of Property Taxes**
- > **Maintaining Tax Billing and Collection History Records**

Baker Tilly provided a roadmap to the County for use in enhancing controls, improving efficiency, maximizing revenue, and reducing risk. Areas of focus include:

- > **Internal controls**
- > **Investment management and cash forecasting**
- > **Finance qualifications and background**
- > **Policies and procedures**



Baker Tilly's qualifications

Portage County, Wisconsin Review of the Purchasing Department

Portage County selected Baker Tilly to conduct an independent assessment of the County's Procurement operations, internal controls, and compliance with policies and procedures of its operational environment in order to strengthen the process, internal controls, enhance operational effectiveness, and reduce risk.

Baker Tilly's report contained our assessment of areas where current internal controls could be improved and 28 recommendations designed to help the County strengthen its current process, enhance cost effectiveness of operations, and standardize the processes the individual departments utilize to procure goods. The following areas of the procurement process were reviewed:

- > Purchasing Thresholds and Tools Utilized
- > Sole Source Purchasing
- > Purchasing Process
- > Technology
- > Ethics

Baker Tilly performed a County-wide needs assessment and documented the current inventory of major systems, including an assessment of governance, customer services, cost allocation, and best practices. Peer counties benchmark and best-practice comparisons utilized data from five comparable Wisconsin counties. Needs Assessment work sessions were carried out with twenty-one departments including Health & Human Services, Human Resources, Treasurer, Finance, and Sheriff & Emergency Management.

The Baker Tilly engagement team also assessed current job duties as assigned and associated staff resource allocations. Further, they identified current expenditures and internal cost allocation revenues associated with the IS Department, and they identified pain points relative to critical IS Department operating processes, including:

- > Business needs definition and procurement
- > Project management/implementation
- > Internal customer service, including tech support / help desk, training, and capital planning
- > State systems support
- > Stability of network and servers

Baker Tilly presented recommendations in terms of thirty-three initiatives suitable for consideration including: organizational structure enhancements; outsourcing / shared service considerations; modifications to project, labor and contract management approaches; and discussion of key IT infrastructure and network options.



Our approach to organizational reviews

Underlying philosophy and approach

Our clients engage us because they require experienced, highly skilled project managers to guide, facilitate, and manage complex, strategic initiatives for their organizations. Our team combines a strong project management approach with real-world experience.

Baker Tilly employs a proven framework for this type of project including the appropriate components necessary for client involvement, approval, and signoff on key project activities and deliverables. We also position our projects to ensure you have the tools and information you need to realize the return on your investment effectively after we are gone. Our team will utilize the Baldrige Excellence Framework as a means of improving the City departments' performance.

Our project approach will be organized as follows:



Baker Tilly's proven project management methodology has been executed many times on projects of all sizes for our public sector clients. Our team has significant experience coordinating management consulting engagements across several levels of external stakeholders, staff, executives, and members of governing bodies. Our project management approach is driven by the work plan for this project and includes regular internal team meetings, status updates, commitment to timelines, and frequent, structured communication with the client.

The value your engagement team places on communication optimizes the review process, as well. Your requests and concerns always will guide the way your Baker Tilly team members conduct your engagement. We encourage you to express any desires to change aspects of our process at any time.

The implementation framework and roadmap that the City sets will be critical in realizing the desired impact. Our team can be available to assist in developing this framework and the specifics required to transition to alternative service delivery approaches.

Approach to on-boarding with the organization

The City's engagement team members will invest a significant portion of time learning about the organization of the City's departments. They will have the skills to anticipate and respond quickly to your needs and challenges as they arise. Our approach to using industry specialists to staff your engagement will also reduce the time your employees



Our approach to organizational reviews

will spend with the engagement team, so you can focus on your business instead of spending time educating our staff.

Prior to the initial on-site visit, an on-site kick off meeting or phone conference with the project steering committee will be held. This will provide an orientation to the project goals, timeline, and deliverables. We will provide written summaries of progress that outline the work accomplished during the reporting period and the work to be accomplished during the subsequent reporting period. We use our communicated approach and methodology with specific activities and deliverables to report technical progress. We will highlight the percent complete and current status for each of the activities and deliverables associated with the review.

Detailed discussion of our approach

We will take the following specific steps to coordinate our project management and quality assurance approach. The project initiation and management component of this project creates the foundation for a successful project. As a result, we work to ensure that all parties are in agreement on scope, targets of review, and individuals participating in the study. To do so, we recommend the creation of a Steering Committee to provide input and oversight of the project. We would hold an executive visioning session with the Steering Committee to discuss project vision, objectives and background.

Project initiation and management

Objective: To ensure project approach, scope, and activities are in alignment with city needs and desired outcomes

Illustrative tasks:

- > Appoint a Project Liaison to coordinate scheduling, data collection, and other logistics
- > Introduce the Project Liaison to Baker Tilly team
- > Establish the project Steering Committee to offer input at project initiation and receive the major project deliverables, e.g., final report
- > Executive visioning sessions to align management expectations with resource allocation in functional areas
- > Identify key individuals to participate in fieldwork (Interviews, etc.)
- > Schedule regular status reports
- > Finalize project timeline with milestone deliverables
- > Initiate information request; begin review as information is received

Deliverables:

- > Introduction call
- > Status update schedule
- > Project timeline
- > Fieldwork agenda
- > Executive visioning session

Evaluation phase: on-site visit, interviews, documentation, and follow-up

The evaluation will focus on data collection and documentation for the current organizational structure. This will include data gathering and documentation of current operations, identification of the services that are provided, review of department service standards, and assessment of the staffing needs to perform expected duties. Once key



Our approach to organizational reviews

stakeholders are identified, sessions will be organized to make sure all interested parties have the opportunity to provide information. It is our intention to collect as much of the data up front as possible and schedule on-site follow up conversations as necessary. After data collection and documentation are completed following the initial on-site visit, a progress report will be provided to the City for review. Also included in this phase is high-level benchmarking to identify potential areas for improvement. Please note that the data used for this is from readily available data sources, such as the International City/County Management Association (ICMA), the Government Finance Officers Association (GFOA) or budget books for municipalities that the City has already identified as comparable. Should the City want to develop a custom survey, this would be an optional service to add on to the current proposal.

During the data collection, we assume that the City has data readily available and can provide it to our consulting team in a format which requires very little manipulation, i.e., Excel. Our proposal assumes that the data is available and ready for analysis.

Current state assessment

Objective: Identification and documentation of current staffing, service approach and service standards

Illustrative tasks:

- > Identify the current staffing, workloads, service approach, stakeholders, service demands, and service standards
- > Identify shared resources and responsibilities between staff in order to minimize overlapping
- > Assess the feasibility of adopting alternative staffing models within the functional areas (e.g., contracted, or temporary staff, volunteers)
- > Assess the status of infrastructure and operating control procedures for each department
- > Assess organizational performance by completing a gap analysis

Deliverables:

- > Focus group sessions
- > Initial findings document
- > Identify and refine key service standards by function
- > Benchmark results summary

Recommendation development phase

This phase is critical to determining if existing resource allocations are based on status quo or the actual alignment of resources with program or service priorities and requirements. Our roles in this phase will be to not only identify existing financial commitments but also to facilitate an inclusive process to highlight areas where alternative service delivery options should be pursued. In our experience, the identification of functions or activities that are no longer a priority or that have a reduced priority is a critical piece of this phase. It is our intent to use industry standards, interviews, document review, and best practice knowledge and research to conduct this phase of the project.



Our approach to organizational reviews

Future state recommendations

Objective: Quantify or qualify the impacts and considerations for future state

Illustrative tasks:

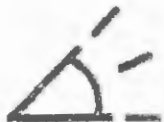
- > Identify high-impact improvement areas; focus redesign efforts on those areas through the identification of current industry standards
- > Identify service delivery options including:
 - Efficiency potential
 - Final staff counts by position
 - Fiscal impact
 - Service delivery impacts
 - Alternative staffing model incorporation impact
 - Level of flexibility for future needs
 - Level of complexity related to eliminating barriers or challenges
 - Strategy for optimizing benefits and reducing/eliminating challenges
- > Develop potential models for modified service delivery
- > Quantify cost/benefit—program elimination, service delivery changes, and/or consolidation/shared service

Deliverables:

Detailed recommendations which will include:

- > Summary of alternative considered
- > Potential fiscal and service level impacts
- > Industry best practice and comparable organization support for recommendation
- > Timeline for implementation
- > Resources needed for implementation
- > Prioritized, improvements matrix

Our proven approach to carefully quantifying resource and delivery impacts, identifying future obligations, and developing staffing model and organizational alternatives is critical to identifying realistic options that closely align resource allocations and expectations with operational needs. Understanding the required fiscal outlay, the impact on workflow and functional effectiveness, and inherent risk to each alternative is critical to a successful organizational structure.



Our approach to organizational reviews

Final report

Objective: Present compelling evidence for recommended options

Illustrative tasks:

- > Present recommendations that will increase effectiveness and efficiency of the departments studied
- > Develop summary draft report with findings, key issues, and recommendations for City review and comment
- > Discuss summary draft report with the City
- > Modify to final summary report
- > Present final summary report to City representatives

Deliverables:

- > Draft report
- > Final report

Timeline

We will work with the City to determine a project timeline.

Consistent communication is crucial to our relationship with clients

Our project management approach requires a detailed work plan with key milestones, client sign offs, and deliverables for each phase of the project. This work plan will be approved by the partner in charge of the project and approved by the client.

Any problems—real or anticipated—will be brought to the attention of the City immediately. This communication ensures that both parties understand the issues and that those issues are resolved in a timely manner. We will notify the City of any significant deviation from previously agreed-upon work plans.



Client references

We always are glad to provide references because we think it is important for you to talk with organizations we serve. We encourage you to connect with the clients listed below to learn more about the value of their relationship with Baker Tilly. Each may have a different perspective that you may find valuable as you think about your needs.

Public sector references

Client name	City of Carlsbad, California
Address	1200 Carlsbad Village Dr., Carlsbad, CA 92008
Contact person	Cynthia Haas, former Deputy City Manager*
Telephone	805 986 6501
Project description and dates	"Best Value Service" project, Managed Competition, and Operational Assessment (Transformation) projects (2011 through 2014) (See description following) *Cynthia is now the City Manager at Port Hueneme
Client name	City of Valdez, AK
Address	212 Chenega Ave, Valdez, AK 99686
Contact person	Todd Wegner, Assistant City Manager
Telephone	907 834 3400
Project description and dates	Human Resources Policy and Organizational review (2015)
Client name	City of Greenville, North Carolina
Address	1500 Beatty Street, Greenville, NC 27834
Contact person	Christopher Padgett, Assistant City Manager
Telephone	252 329 4432
Project description and dates	Assessment of Finance Operations (2013) *As of January 2015, Chris Padgett is Chief Administrative Officer of Greenville Utilities, 252 752 7166
Client name	Ogden City Corporation
Address	2549 Washington Boulevard, Suite 410, Ogden, UT 84401
Contact person	Blake Wilkinson, IT Manager
Telephone	801 629 8722
Project description and dates	Needs Assessment of financials, human resources, payroll, utility billing, work orders, inventory, community development, permitting, business licensing and parking enforcement. (2014–present)

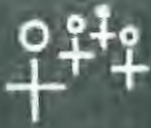


Client references

Public sector references

Client name	Village of Glenview, Illinois
Address	2500 E. Lake Avenue, Glenview, IL 60026
Contact person	Don Owen, Deputy Village Manager
Telephone	847 724 1700
Project description and dates	Public Works Program Efficiency Analysis (2012) and Strategic Visioning of the Information Systems Department (2011) (Included a separate IT benchmarking report)

Client name	Portage County, Wisconsin
Address	1462 Stronge Avenue, Stevens Point, WI 54481
Contact person	Jennifer Jossie, Finance Director
Telephone	715 346 1332
Project description and dates	Multiple projects since 2009



Your engagement team

Specially selected for the City

Our team contains individuals who have deep experience with organizational assessment. We have summarized their experience in the following table. The references we provided earlier in our proposal may be used as professional references for our team.

Name/Title	Role, qualifications, and experience
Russ Hissom, Partner	The consulting team is led by Russ Hissom, leader of our state and local government consulting practice. He will ensure that our services meet or exceed your expectations and that the deliverables presented to the City meet quality assurance standards for the project. Russ has extensive experience in providing enterprise risk advisory services, software selection and implementation projects, business process and controls reviews, enterprise risk management programs, scorecard and metrics reporting, and operational reviews.
Caitlin Humrickhouse Project Manager	Caitlin will be the project manager and will provide process-improvement and compliance-based consulting services to help clients identify gaps in efficiency/effectiveness and controls, and provide recommendations aligned with best practices and risk mitigation. Caitlin has worked on dozens of operational and organizational reviews for public sector clients in a variety of functional areas. She specializes in cost benefit and alternative service delivery assessments as well as organizational realignment.
Kyle O'Rourke Senior Consultant	Kyle will coordinate with the project manager on data collection, methodology, and deliverables. He will complete analytical tasks included in the work plan as assigned and required by the needs of the client. Kyle is a Certified Internal Auditor (CIA) and is skilled in assessing opportunities for risk mitigation and process efficiency.
Danielle Wakai Senior Consultant	Danielle will also coordinate with the project manager on data collection, methodology, and deliverables. Danielle is a Certified Information Systems Auditor (CISA) and has vast experience with analyzing business systems and optimizing their use. Danielle will add value to the City's project by identifying potential improvements in how the City uses technology to deliver services.
Allison LeMay Staff Consultant	Allison specializes in benchmarking and organizational analytics and will provide analytical and research support on the City's project.

Resumes are included as Appendix B.



Appendix A: About Baker Tilly

Firm overview

Baker Tilly is a nationally recognized firm with a proven track record of serving clients nationwide—and internationally. With clients located in essentially every part of the country, our locations across the US enjoy brand recognition among our peers and the public. And as a member of Baker Tilly International, we are able to extend our reach through trusted relationships with firms across the country and around the world.

Baker Tilly was founded in 1931 with one central objective: use our industry specialization to help our clients improve their businesses. And that objective still holds true today. We will assemble an integrated team to serve the City, blending our municipal government-focused professionals with experienced specialists in the areas that are most important to you. This combination of financial, business, and industry-specific specialization ensures you will be working with knowledgeable professionals who understand your organization and the challenges you face—and can create innovative solutions to help you overcome them. And because the City will be working with a tailored engagement team, you can expect to receive consistent, efficient, and Exceptional Client Service.

Our commitment to the City extends across your entire organization. We are prepared to bring our full resources to bear on your behalf through offerings such as business and technology services; financial, tax, and estate planning services; litigation support and forensic accounting services; merger and acquisition services; risk advisory services; and valuation services.

For more than eighty years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships, and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with the City as we seek to become your Valued Business Advisor.

Candor

Rest assured that there will be no surprises. Your engagement team will proceed in an open and collaborative manner. We routinely ask for and provide feedback that is smart and straight to the point.



Insight

With our mature and deep specialization by industry and service line, we mobilize resources to consistently bring new and innovative ideas to you.



Results

We do what we say we will do. We start with a team strategically put together based on experience and chemistry. We continually focus on quality, and we work with you to develop a tailored approach that is designed to help you meet your business goals.





Appendix A: About Baker Tilly

Our values

Throughout our relationship with the City, we will be guided by our firm's core values—principles that guide our behaviors and choices and help us strive for excellence in everything we do.

Integrity

We do the right thing, for the right reason, every day. We have high expectations for our firm and its future—expectations that only can be realized by taking the high road. Honesty, trust, and the fulfillment of promises are paramount to our success.

Passion

Everything matters. We listen to our clients, display an enthusiastic attitude, experience genuine satisfaction from working together to serve clients, and take great pride from a job well done. We put forth our best effort every day for the betterment of our clients, our people, and our firm.

Stewardship

We invest for the future with the intention of leaving everything better. Our clients will be more successful, our people will be more fulfilled, our communities will be enriched, and our firm will leave a proud legacy.

A position of leadership

Baker Tilly professionals are among the most influential in the accounting and advisory industry, with Baker Tilly thought leaders directly involved with issues shaping our industry.

In October 2015, Baker Tilly CEO Tim Christen continues Baker Tilly's influence and leadership as chairman of the American Institute of CPAs (AICPA). The AICPA is the world's largest member association representing the accounting profession, with more than 400,000 members in 145 countries. With members representing nearly all areas of practice, the AICPA sets ethical standards for the profession and US auditing standards for private companies, nonprofit organizations, federal, state and local governments.

Top 12 and growing

For clients and associates, Baker Tilly is the firm to grow with.

- > In 2015, *Accounting Today* named Baker Tilly the number twelve firm in its annual list of the top one hundred accounting firms.
- > Baker Tilly was also named by *Accounting Today* as the second fastest-growing among the top one hundred accounting firms and the third fastest-growing firm in the US.

Baker Tilly's goal is to become America's Finest Professional Services Firm. Our growth means new geographies, new services, new influence, and greater opportunity to deliver exceptional results for our clients as Valued Business Advisors.



Appendix B: Resumes



Russell A. Hissom, CPA, CIA, CISA
Partner

608 240 2361
russ.hissom@bakertilly.com

Russell Hissom is a partner at Baker Tilly and has been with the firm since 1983. Russ has extensive experience in providing enterprise risk advisory and internal audit services, software selection and implementation projects, financial and compliance audits, management audits, business process and controls reviews, enterprise risk management programs, scorecard and metrics reporting, construction cost reviews, operational reviews and internal audit, risk assessment and financial training for public sector organizations.

Specific experience

- > Partner-in-charge of public sector utility software selection and implementation projects
- > Provides internal audit and enterprise risk advisory services
- > Performs management audits that analyze operations in key business processes to determine and recommend greater efficiencies in operations
- > Performs benchmarking analysis, overhead cost allocation studies, and utility financial performance projects
- > Performs enterprise risk management program implementation projects
- > Develops internal controls reviews under the COSO internal control framework
- > Assists public sector organizations in developing benchmark and scorecard reporting
- > Partner-in-charge of financial audits for public sector enterprise funds (electric, water, wastewater, gas, and communications)
- > Performs specialized training for public sector organizations in the area of enterprise risk management programs, construction accounting, establishing internal audit programs, and accounting standards implementation
- > Authors various industry articles

Industry involvement

- > National and state public sector utility organizations
- > American Institute of Certified Public Accountants (AICPA)
- > Institute of Internal Auditors (IIA)
- > ISACA
- > Member – Sustainability Accounting Standards Board Energy Standards Group
- > National speaker on enterprise risk management, work order business process improvements, and industry accounting topics

Education

University of Wisconsin–Milwaukee
Bachelor of Business Administration in Accounting

Appendix B: Resumes



Caitlin M. Humrickhouse, MPA

Senior Consultant, Project Manager

312 729 8098

caitlin.humrickhouse@bakertilly.com

Caitlin Humrickhouse, Senior Consultant with Baker Tilly Virchow Krause, LLP, has been with the firm since 2012. Prior to joining the firm she worked at the University of Illinois at Chicago where she performed program and market analyses for an online education unit.

Specific experience

- > Provides management consulting services with a focus on resource optimization; these services assist governmental entities in their efforts to ensure that the resources available (people, processes and technology) are utilized in the most efficient manner; recent projects include:
 - A comprehensive business process review of the Human Resources and Financial Services Departments for the City of Greenville, North Carolina; the project included a customer satisfaction survey, an assessment of available technology, and business process analysis
 - An operational and organization review of the Human Resources function for the City of Valdez, AK
 - A comprehensive review of the organizational structure and policies for the Human Resources Department for Pima Community Colleges in Tucson, AZ
 - Enterprise resource planning (ERP) system selection services for the City of Green Bay, Wisconsin, Ogden City, Utah and St. Tammany Parish, Louisiana
 - Benchmarking and comparable analysis for multiple municipalities including the City of Carlsbad, California
 - Analysis of business processes and operations for the City of Stoughton, Wisconsin

Education

University of Illinois at Urbana-Champaign
Bachelor of International Business
Bachelor of Spanish

University of Illinois at Chicago
Master of Public Administration
Concentration in Financial Management

Appendix B: Resumes



Kyle O'Rourke, MPA, CIA
Senior Consultant

312 729 8000
kyle.orourke@bakertilly.com

Kyle O'Rourke is a senior consultant with Baker Tilly Virchow Krause, LLP. He has three years of experience working with government entities to provide business process improvement and enterprise system procurement.

Kyle also has experience working as a researcher with the Indiana Complex Operation Partnership, analyzing economic activity generated by Indiana National Guard Facilities and also ascertaining qualitative effects.

Specific experience

- > Consults with utility providers, governments, and higher education clients on various projects including business process improvement, economic impact analysis, grant compliance, and enterprise system procurement
- > Enterprise resource planning (ERP) system selection services for local governments including conducting needs assessments, documenting function and technical requirements, developing the Request for Proposal, and serving as project manager through the selection phase of the procurement process
- > Leads annual risk assessments and execute internal audit plans for not for profits and membership organizations, local governments, and higher education clients
- > Plans and executes GAGAS compliant financial and compliance audits on behalf of Federal entities including USAID and SIGAR
- > Performs project management tasks including monitoring subcontractors, preparing weekly reports, and presenting findings and recommendations to executive level management and audit committees

Industry involvement

- > Institute of Internal Auditors (IIA)

Education

Indiana University at Bloomington
Master of Public Affairs
Concentration in Public Financial Management

Indiana University at Bloomington
Bachelor of Science in Public Affairs



Appendix B: Resumes



Danielle Wakai, CPA
Senior Consultant

608 240 2644
danielle.wakai@bakertilly.com

Danielle Wakai is a senior consultant with Baker Tilly Virchow Krause, LLP. She has more than five years of experience with business systems solutions, including analyzing, developing, and implementing business and web applications.

Danielle also has experience analyzing financial statements, analyzing processes to identify cost-saving technical solutions, and maintaining and improving current business systems.

Specific experience

- > Performs business process reviews of public sector entities to facilitate greater efficiencies in operations
- > Performs financial audits of public sector entities
- > Author of information technology governance textbook for the utility industry
- > Performs information technology risk assessments and internal control evaluations for public and private sector entities
- > Analyzes inventory processes to identify and develop cost-saving solutions
- > Developed and implemented system applications for sales and engineering departments
- > Prepared comprehensive data analysis of departmental expenses and budgets
- > Developed and implemented web applications for sales and engineering departments
- > Developed customized reporting system and supporting database
- > Developed business applications to track and maintain transportation fleets
- > Developed databases and websites

Education

University of Wisconsin–Madison
Master of Accountancy

Blackhawk Technical College (Janesville, Wisconsin)
Associate in Applied Sciences (three degrees)

- > CIS/Networking Specialist
- > CIS/Micro Programmer Specialist
- > CIS/Microcomputer Specialist



Appendix B: Resumes



Allison LeMay, MPA
Consultant

312 729 8000
allison.lemay@bakertilly.com

Allison LeMay is a consultant with Baker Tilly Virchow Krause, LLP. She recently joined the firm after obtaining her Master of Public Affairs. Allison also brings five years of strategy and finance experience to the firm from both public and private entities.

Specific experience

- > Designs cost model alternatives to forecast financial impact of program restructuring, presenting quantitative and qualitative impacts of the models
- > Develops client programs and analyzes industry comparable programs
- > Assesses client needs to identify software solutions
- > Led data management efforts to systematize the Indianapolis–Marion County database and automate the chargeback practice

Education

Indiana University at Bloomington
Master of Public Affairs
Concentration in Public Financial Management and Policy Analysis

Kenyon College (Gambier, Ohio)
Bachelor of Arts in Spanish Area Studies and Pre-Medicine



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: Sarah Newcomb, Interim City Manager

From: Tourism Department Director, Leigh Ann Brown

AGENDA ITEM: 2016 LedgeStone Insurance Open Disc Golf Tournament

AGENDA DATE REQUESTED: February 22nd, 2016

ACTION REQUESTED: \$10,000.00 sponsorship from Tourism (Hotel/Motel Tax) Fund

DESCRIPTION: The annual LedgeStone Insurance Open Disc Golf Tournament will host its 6th annual tournament Aug 18 – 21, 2016 as a sanctioned event by the Professional Disc Golf Association. This year's event will host 1236 players with anticipated players again from all U.S. States and 6 countries. The tournament uses 8 courses throughout the Greater Peoria Region with 2 courses in Pekin; one at McNaughton Park and another at Sunset Hills. Sunset Hills/Mashie's Eatery will be the check-in location for all tournament players, host of the player's party with 600-800 of the players joining together for dinner, location for festival that will provide additional activities for families and spectators attending along with hosting the female finalist of the tournament on Sunday August 21st with 150 players. The entire tournament will have 6 video production crews and 2 professional photographers, last year the live broadcast generated over 300,000 views on YouTube. According Sunset Hills owner Jerry Anderson, this will boost their food and beverage sales beyond Best Ball tournament which will benefit the City as well on the tax revenue. Pekin's benefit from the 2016 LedgeStone Insurance Open Disc Golf Tournament with sales tax, food/beverage tax, motor fuel tax and hotel/motel tax is an opportunity to reinvest our hotel/motel tax fund back into supporting this growing tournament with 30-35% of the activities occurring in our community utilizing Park facilities and Sunset Hills 18 hole disc golf course.

FINANCIAL IMPACT: \$10,000.00 from Tourism Hotel/Motel Tax Fund (208)

NEIGHBORHOOD CONCERNS: NA

IMPACT IF APPROVED: Tournament is a benefit back to the Pekin with hotel/motel tax, sales tax, food/beverage tax and motor fuel tax along with exposure to States and Countries represented by the players and their families, spectators and online media.

IMPACT IF DENIED: Eliminates marketing opportunities available for \$10,000 sponsorship and supporting tournament to remain in the region and using 2 Pekin courses.

ALTERNATIVES:

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

☐	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
☐	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
☐	A Strong Foundation. To improve and maintain existing infrastructure and leverage

✓	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Director:

Date: Leigh Ann Brown 2/17/16

Finance Department (Certification of Availability of Funds):

Date: Alyce Evans 2-17-16

Corporation Counsel:

Date:

City Manager:

Date: Sarah Newcomb 2/16/16



Secondary Document for Tournament

- 1) The LedgeStone Insurance Open is a worldwide disc golf event that takes place annually in the middle of August. The event attracts players from every state and six different countries. This is the 6th edition of the tournament. The tournament uses 8 courses in Central Illinois, with two of the showcase courses being in Pekin. This tournament is the largest and most lucrative disc golf event in the history of the sport. The event is sanctioned by the Professional Disc Golf Association, of which approximately 2500 are sanctioned every year. Professional players will play four rounds over four days of competition, while amateur players will play three rounds over three days of competition. The LedgeStone Insurance Open is noted as one of the most prestigious events in the country. The professional purse will be \$150,000 for the 2016 event.
- 2) This year's event will host 1236 players, with more than 90% of those players traveling from more than 2 hours away. Our 2015 event had more than 1000 booked hotel room nights. We calculated these figures using a few different methods. We set up room blocks at a handful of local hotels, which provided us with firm numbers. We also kept track during our registration process and the sign-in process to calculate the rest of the figures. Last year our tournament had 694 players, which generated approximately 300 bookings. The average stay last year was approximately 3.5 nights, as calculated by actual bookings from one of our hotels. As an example, The Ashland House generated 52 bookings with 186 room nights. Our research indicates a 40 to 45% book rate for attendees. These firm figures align with the rest of our hotels. We speculate that this number is where it is because some players share rooms and because some players stay with local contacts. For the 2016 event our tournament is being extended by one day. We expect our average stay to be 4.5 nights because of this additional day of

competition. Based on a 40% book rate for our 1236 players, we would expect to book 2224 room nights.

- 3) Our tournament charity continues to be St Jude and this year we plan on giving at least \$30,000 to St Jude. We donated \$20,000 for our 2015 event. St Jude will also be doing a check presentation for the event.
- 4) This event will have many members of the media and will once again be broadcast live by Smashboxx TV. Last year's event has generated over 300,000 views on Youtube and we expect this year's event to be over 500,000.
- 5) Our 2015 event was lucky enough to be featured on ESPN, when Paige Pierce made a hole-in-one at Westwood Park. This play was the #1 play of the night on Sportscenter's Top Ten, which generated approximately 5,000,000 views on ESPN. We are increasing the amount of video coverage for our 2016 event with the hopes of getting on ESPN again. We plan on having 6 video production crews filming our event and 2 professional photographers.
- 6) We will also be hosting clinics for newer players to be hosted by Discraft. Discraft is our presenting sponsor and is the Worldwide Leader in Disc Sports. The clinics will feature the top female and male players in the world. Depending on the schedule of the schools we also plan on having a clinic within the schools.
- 7) Registration for our 2015 event filled in minutes; we expect registration for our 2016 event to fill in seconds. Registration opens 2/15/16.
- 8) The 2016 event will officially be part of the Disc Golf Pro Tour, which will bring a festival to each tournament part of the tour. This festival will be geared towards families and children and will offer games, face painting, inflatables, etc. The goal of the festival is to bring more people to the sport of disc golf by offering them something familiar to bring them to the course. The Pro Tour will also bring special promotion for the tournament and area as a whole. This festival will take place at Sunset Hills Golf Club.
- 9) The PACVB estimated that the economic impact of the 2015 event was approximately \$975,000. Because we are increasing the size of the field by 75% and adding an extra day of competition, we expect the economic impact to approach \$2,000,000. Between 30 and 35% of our activities will take place in Pekin. Two of our eight courses are in Pekin, along with our player's party, a glo disc golf event, and more.

2016 Ledgestone Insurance Open Sources and Uses

Sources

Ledgestone Insurance	\$35,000
Discraft	\$80,000
Peoria Frisbee Club	\$1,000
Erie Insurance	\$1,000
Player Entry Fees	\$175,000
Plastic Addicts	\$10,000
Raffle Proceeds	\$8,000
Advanced Energy Diganostics	\$800
Morton Community Bank	\$500
Hole Sponsorships	\$8,000
Course Sponsorships	\$3,500
Live Broadcast Sponsorships	\$1,000
Fundraiser Tournaments	\$1,200
Village of Morton	\$10,000
PACVB	\$10,000
Disc Vendor Fees	\$4,000
Paragon Disc Golf	\$1,000
Joans Trophy	\$1,000
Cloudpoint Geographics	\$1,000
City of Eureka	\$5,000
Disc Sales	\$10,000
Other Sponsors?	\$10,000
Total Sources:	\$377,000

Uses

Professional Payout	\$150,000
Amateur Payout	\$58,000
Disc Golf Pro Tour	\$2,500
Upgrades to Parks	\$2,500
Player Goodie Bags	\$44,000
Upgrades to Wildlife Prairie Park	\$3,000
Advertising	\$2,000
Printing	\$2,000
Online Expenses	\$500
Graphics	\$750
Porta Potties	\$300
Players Party	\$12,000
Tents	\$5,000
Shirts	\$1,000
Trophies, Signs, Awards	\$10,000
PDGA Fees	\$5,000
St Jude	\$30,000
Clinics	\$1,000
Exhibition Match	\$2,000
Other Expenses	\$22,000
Postage/Shipping	\$3,000
Course Expenses	\$7,700
Water and Ice	\$1,000
Other Video Expenses	\$1,500
Photography	\$500
GPS Mapping	\$500
VIP Cookout	\$750
Staff Payments	\$7,500
Festival Expenses	\$1,000
Total Uses	\$377,000



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: Sarah Newcomb, Interim City Manager

From: Leigh Ann Brown – Economic Development Director

AGENDA ITEM: Ordinance No. 2739-15/16 Chapter 10 Code of the City of Pekin regarding Enterprise Zone

AGENDA DATE REQUESTED: Monday March 14, 2016

ACTION REQUESTED: Amend Chapter 10 of the City of Pekin Code to reflect the Southern Tazewell County Enterprise Zone approved and certified on January 1st, 2016

DESCRIPTION: Approval by Mayor and Council to approve Ordinance No. 2739-15/16 that deletes the prior Chapter 10 referencing expired Pekin Area Enterprise Zone and includes the approved and certified Southern Tazewell County Enterprise Zone effective January 1st, 2016. Chapter 10 provides definitions, governance and administration of this Southern Tazewell Enterprise Zone from the Intergovernmental Agreement last approved with updated legal description on Monday January 25, 2016 by Pekin City Council.

FINANCIAL IMPACT: NA

NEIGHBORHOOD CONCERNS: NA

IMPACT IF APPROVED: updates City of Pekin Code to administer the certified Southern Tazewell County Enterprise Zone

IMPACT IF DENIED: non-compliance of City of Pekin code with new certified zone still reflecting the expired Pekin Area Enterprise Zone

ALTERNATIVES:

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

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

REQUIRED SIGNATURES

Department Director:

Date:

Leigh Ann Brown 3/9/2016

Finance Department (Certification of Availability of Funds):

Date:

Corporation Counsel:

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 10 OF THE CITY CODE OF THE CITY OF PEKIN, TO ACCOMMODATE CHANGES RESULTING FROM THE APPROVAL AND CERTIFICATION OF A NEW ENTERPRISE ZONE WITHIN THE CITY

WHEREAS, the enterprise zone designated previously by the City of Pekin including additions thereto as have been from time to time approved by the City Council and certified by the Illinois Department of Commerce and Economic Opportunity expired on December 31, 2015; and

WHEREAS, a new joint enterprise zone (the "New Enterprise Zone") approved by the City of Pekin (Pekin), the Village of Morton (Morton) the County of Tazewell (Tazewell) and the Village of Tremont (Tremont), was authorized by an Intergovernmental Agreement by and between the above entities, and was certified by the Illinois Department of Commerce and Economic Opportunity effective on January 1, 2016; and

WHEREAS, as a result of the expiration of the previous enterprise zone, and the intergovernmental agreement, it is necessary to amend Chapter 10 respecting an Enterprise Zone, to evidence changes necessitated by the approval and certification of the New Enterprise Zone;

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

1. That the prior Chapter 10 of the Pekin City Code, respecting its Enterprise Zone, is deleted in its entirety.
2. The following is adopted as the new Chapter 10, and Chapter 10 is hereby amended to read as follows:

Section 1:

1-10-1. Definitions.

For the purposes of this chapter the following words or terms shall have the indicated meanings unless the context or usage clearly indicates that another meaning is intended:

"Administrative Board" means a board consisting of one representative of each participant selected and exercising authority as provided by paragraph 3.1 of this Agreement.

"Agreement" or "this Agreement" means this intergovernmental agreement among the Participants as from time to time amended.

"Application" means the application to DCEO for certification of the Enterprise Zone.

"Consultant" means Economic Development Resources, L.L.C., 200 South Hanley Road, Suite 601, St. Louis, MO 63105.

"DCEO" shall have the meaning set forth in the preambles to this Agreement.

"Designating Ordinance" means an ordinance approved by each of the Participants which designates the Enterprise Zone.

"Morton" shall have the meaning set forth in the preambles to this Agreement.

"Morton" means that portion of the Enterprise Zone located within the corporate limits of Morton.

"Eligible Improvement" means newly constructed improvements to real estate within the Enterprise Zone intended to accommodate new or expanded commercial or industrial operations as determined by the Zone Administrator.

"Enterprise Zone" shall mean the territory located within the corporate limits of the Participants or in unincorporated Tazewell County more particularly described as "Exhibit A" attached hereto and shown on the map attached hereto at "Exhibit B".

"Enterprise Zone Act" shall have the meaning set forth in the preambles to this Agreement.

"Enterprise Zone Board" means the Enterprise Zone Board created by paragraph 5.2.1 of the Enterprise Zone Act for the purpose of approving or denying applications for enterprise zones.

"Pekin" shall have the meaning set forth in the preambles to this Agreement.

"Pekin Component" means that portion of the Enterprise Zone located in the corporate limits of Pekin.

"Local Labor Market Area" means an economically integrated area as defined by the Enterprise Zone Act within which individuals can reside and find employment within a reasonable distance or can readily change jobs without changing their place of residence.

"Owner" means any person or entity constructing improvements to real estate within the Enterprise Zone to accommodate a new or expanded commercial or industrial enterprise.

"Participant" or the "Participants" shall have the meaning set forth in the preambles to this Agreement.

"Taxing District" means a unit of local government having the power to levy real estate taxes against real property located within the Enterprise Zone.

"Tazewell" shall have the meaning set forth in the preambles to this Agreement.

"Tazewell Component" means that portion of the Enterprise Zone located within Tazewell, but outside of the corporate limits of Morton, Pekin and Tremont.

"TIF Act" is the Tax Increment Allocation Redevelopment Act found at 65 ILCS 5/11-74.4-1, et. seq.

"TIF District" means any "redevelopment project area" as defined in the TIF Act and designated by any Participant under authority of the TIF Act.

"Tremont" shall have the meaning set forth in the preambles to this Agreement.

"Tremont" means that portion of the Enterprise Zone located within the corporate limits of Tremont.

"Zone Administrator" means the person charged with the general administration of the Enterprise Zone as provided at section 3.2 of this Agreement.

1-10-2. Property tax abatement.

The Owner of an Eligible Improvement may upon payment of the fee provided by sub-section (9) of this section 1-10-2 receive an abatement of real estate taxes levied by any taxing district which has approved an abatement of such taxes against Eligible Improvements subject to the following conditions:

(1) The abatement shall apply only to the real estate taxes corresponding to an increase in equalized assessed valuation after an Eligible Improvement has been duly assessed. The abatement shall not exceed the amount of such taxes attributable solely to the Eligible Improvement.

(2) The abatement shall apply only to Eligible Improvements commenced within the Enterprise Zone after designation of the Enterprise Zone by the Participants and certification of the Enterprise Zone by DCEO after approval of the Enterprise Zone by the Enterprise Zone Board created by the Enterprise Zone Act.

- (3) The abatement for an Eligible Improvement shall be in effect only for a period of five years commencing with the first year after the Eligible Improvement has been assessed.
- (4) While the abatement is in effect with respect to an Eligible Improvement, each underlying taxing district shall each year continue to receive all real estate taxes corresponding to the equalized assessed valuation of the parcel upon which the Eligible Improvement is located and all structures or parts of structures on the parcel other than the Eligible Improvement.
- (5) An abatement of real estate taxes shall not take effect after the expiration of the Enterprise Zone, but any abatement which commences prior to expiration of the Enterprise Zone shall continue for five years even if the Enterprise Zone expires during that five year period.
- (6) The abatement of real estate taxes authorized by underlying taxing districts shall also apply within territory lawfully added to the Enterprise Zone subsequent to its initial certification by DCEO and shall also apply during any lawfully authorized extension of the term of the Enterprise Zone.
- (7) The abatement of real estate taxes authorized by the Taxing Districts shall apply only to commercial and industrial facilities and shall not apply to single family residences or to multiple family residential facilities.
- (8) Anything in this Chapter to the contrary notwithstanding, no real estate tax abatement shall be available to any Eligible Improvement located within the boundaries of any Tax Increment Financing District designated by a Participant.
- (9) No Owner shall be eligible to receive the incentives available for an Eligible Improvement unless the Owner first pays a fee to the Participant having jurisdiction over the location of the Eligible Improvement in the amount of .5% of the cost of building materials incorporated into an Eligible Improvement with a maximum fee of \$50,000.
- (10) The City acting through its City Administrator shall have exclusive jurisdiction to determine whether or not an improvement within the Pekin Component of the Enterprise Zone constitutes an Eligible Improvement which will receive the incentives available under the terms of this Chapter. Upon a determination by

the City that improvements to real estate within the Enterprise Zone constitute an Eligible Improvement which will receive an abatement of real estate taxes to the extent approved by an underlying taxing district, the City Administrator or his designee (which may in the discretion of the City Administrator be the Zone Administrator) shall issue a Certificate of Eligibility to the Owner of the Eligible Improvement. It shall be the responsibility of the Owner to file the Certificate of Eligibility with the County Clerk of the county in which the Eligible Improvement is located and to verify the application of the abatement.

1-10-3. Exemption from Non Home Rule sales tax.

Each Owner or occupant of property within the Enterprise Zone who purchases building materials to be incorporated into real estate located in the Enterprise Zone by remodeling, rehabilitation or new construction, is exempt from the application of the Non Home Rule Sales Tax provided that all of the following conditions have been met:

- (1) Only such building materials purchased from retailers located within the City are eligible for the exemption;
- (2) Such Owner or occupant has been issued a Certificate of Eligibility; and
- (3) Such Owner or occupant completes the purchaser's affidavit included as part of such certificate.

Such exemption, shall not apply to materials purchased for incorporation into residential facilities of less than 12 units. Such exemption shall not apply to building materials used for remodeling, rehabilitation, or new construction unless such work is of a nature and scope for which a building permit is required and has been obtained. The exemption provided by this Section shall be available commencing the first day of the calendar month following the month in which the Enterprise Zone is designated and certified, and shall continue for the term of the Enterprise Zone.

1-10-4. Incentives offered by the State of Illinois.

Each owner or occupant of an Eligible Improvement located within the Enterprise Zone shall, in addition, be eligible for such incentives as are authorized by the State of Illinois which incentives may include exemption from sales taxes for building materials purchased in the State of Illinois and used within the Enterprise Zone, an investment tax credit, a job tax credit, various income tax deductions and such other incentives as the State of Illinois may from time to time

approve. Eligibility for and receipt of such incentives shall be determined in accordance with procedures established by the State of Illinois.

1-10-5. Partial waiver of various fees.

The City of Pekin for the term of the Enterprise Zone waives the following fees for Eligible Improvements within the Enterprise Zone:

- (1) One hundred percent (100%) of all building permit fees.

1-10-6. Expedited plan review.

The City of Pekin shall expedite the plan review process and the zoning, variance and special use process with respect to any Eligible Improvements within the Enterprise Zone for the term of the Enterprise Zone.

1-10-7. Administrative Board.

Under the terms of the Intergovernmental Agreement, the Participants established an Administrative Board consisting of four members, one of which shall be selected by each Participant. The representative of the City on the Administrative Board shall be appointed by the Mayor with the advice and consent of the City Council. The Administrative Board shall have the following authority and responsibilities:

- (1) Selection of the Zone Administrator as provided by this Chapter and the Intergovernmental Agreement;
- (2) Supervision of the performance of the Zone Administrator with respect to the duties of the Zone Administrator as assigned under the terms of this Chapter and the Intergovernmental Agreement. The Administrative Board shall have no authority to supervise the performance of other duties unrelated to the administration of the Enterprise Zone which may be performed by the Zone Administrator in his or her capacity as an officer or employee of any Participant;
- (3) If deemed necessary by the Administrative Board in its sole discretion, the Administrative Board may suspend the Zone Administrator from the performance of duties under the terms of this Chapter and the Intergovernmental Agreement or terminate the authority of the Zone Administrator to act under the terms of this Chapter or the Intergovernmental Agreement;
- (4) Any person aggrieved by a decision of the Zone Administrator may within a reasonable time appeal that decision in writing to the

Administrative Board. The Administrative Board has the authority to reverse, revise or affirm decisions of the Zone Administrator; and

- (5) To engage in such other activities as may be necessary to insure the proper administration of the Enterprise Zone.

The Administrative Board shall operate in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1 et. seq.). Decisions by the Administrative Board shall require the concurrence of three of the four members of such board.

1-10-8. Appointment of zone administrator.

The Administrative Board established as provided at section 1-10-7 of this Chapter and in accordance with the Intergovernmental Agreement shall select a Zone Administrator for the Enterprise Zone. The Zone Administrator must be an officer or employee of one of the Participants. The Zone Administrator shall be the liaison between the Participants, DCEO and any Designated Zone Organization established within the Enterprise Zone. The Zone Administrator shall perform those duties assigned to the administrator under the terms and conditions of the Enterprise Zone Act including those assigned at 20 ILCS 655/8 and 8.2 and at 14 ILADC 520.400. Those duties are included among the following duties hereby assigned to the Zone Administrator:

- (1) Post a copy of the boundaries of the Enterprise Zone on official internet websites of the Participants;
- (2) Provide an electronic copy of the boundaries of the Enterprise Zone to DCEO;
- (3) Collect and aggregate information regarding the estimated cost of each commercial or industrial building project undertaken within the Enterprise Zone broken down into labor and materials;
- (4). Within 60 days after the completion of any commercial or industrial building project undertaken within the Enterprise Zone, determine the cost of the building project broken down into labor and materials;
- (5) By April 1 of each year file a copy of the fee schedule established under the terms of this Chapter and the Intergovernmental Agreement with DCEO; and
- (6) To the extent required by the Enterprise Zone Act or any other applicable authority, submit any documentation necessary to qualify an Owner to receive sales tax or other incentives available from the

State of Illinois.

- (7) Maintain and update the map and description of the Enterprise Zone to reflect changes resulting from amendments to the boundaries of the zone made from time to time by the Participants and certified by DCEO.
- (8) Such other duties as may from time to time be assigned by the Administrative Board.

The Participants anticipate that a person employed by a Participant will be selected by the Administrative Board as Zone Administrator. The Participants acting through the Administrative Board shall determine the manner in which the cost of services provided by the Zone Administrator shall be apportioned among the Participants.

1-10-9. Designated zone organization.

Each Participant may in its discretion create a Designated Zone Organization to assist in the administration of that component of the Enterprise Zone under the jurisdiction of the Participant. Two or more Participants may jointly create a Designated Zone Organization to assist in the administration of those components of the Enterprise Zone under the jurisdiction of the creating Participants. Substantially all of the members of any Designated Zone Organization shall be residents of the Enterprise Zone. The Board of Directors of a Designated Zone Organization shall be elected by members of the organization. Any Designated Zone Organization shall satisfy the criteria set forth at Section 501(c)(3) or Section 501(c)(4) of the Internal Revenue Code. A Designated Zone Organization shall exist primarily for the purpose of performing within all or any portion of the Enterprise Zone the various functions set forth at Section 8 of the Enterprise Zone Act. However, no Designated Zone Organization shall have authority to perform any function identified at Section 8 of the Enterprise Zone Act unless a Participant has by ordinance delegated such authority to the Designated Zone Organization to be exercised within the Participant's component of the Enterprise Zone.

1-10-10 Termination; expiration of incentives.

The Enterprise Zone shall expire on December 31, 2030. All incentives and exemptions available in the Enterprise Zone shall expire on December 31, 2030; provided, however, that any abatement of real estate taxes as provided by section 3-30-2 of this Chapter which commences prior to the expiration of the Enterprise Zone shall continue for five years even if the Enterprise Zone expires during that five year period.

Section 2. This Ordinance is hereby ordered to be published in pamphlet form by the Pekin City Clerk and said Clerk is ordered to keep at least three (3) copies hereof available for public inspection in the future and in accordance with the Illinois Municipal Code.

Section 3. This Ordinance is in addition to all other ordinances on the subject and shall be construed therewith excepting as to that part in direct conflict with any other ordinance, and in the event of such conflict, the provisions hereof shall govern.

Section 4. This Ordinance shall be in full force and effect from and after its passage, approval and ten (10) day period of publication in the manner provided by law.

PASSED BY THE COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS _____ DAY OF _____, 2016.

APPROVED:

Mayor

ATTEST:

City Clerk

EXAMINED AND APPROVED:

Corporation Counsel



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: Sarah Newcomb, Interim City Manager

From: Leigh Ann Brown – Economic Development Director

AGENDA ITEM: Appointment of Leigh Ann Brown to the Southern Tazewell County Enterprise Zone Board

AGENDA DATE REQUESTED: Monday March 14, 2016

ACTION REQUESTED: Appointment of Leigh Ann Brown to the Southern Tazewell County Enterprise Zone Board

DESCRIPTION: Approval by Mayor and Council to appoint Leigh Ann Brown to the Southern Tazewell County Enterprise Zone Board that was certified and enacted by the State of Illinois under the Division of the Department of Commerce on January 1, 2016. To meet the requirements of the certified Intergovernmental Agreement for Southern Tazewell County Zone that was approved by the State; Article 3.1 Administrative Board to consist of four members, including a representative from each participate being Tazewell, Morton, Tremont and Pekin. Leigh Ann Brown has been the Pekin Area Enterprise Administrator and continues to process Enterprise Zone applications for the new Southern Tazewell County Enterprise Zone.

FINANCIAL IMPACT: Mileage to local board meetings, estimate annual cost of \$56.00

NEIGHBORHOOD CONCERNS: NA

IMPACT IF APPROVED: Comply with Illinois Enterprise Zone Act, 20 ILCS 655/1 and Intergovernmental Agreement for Southern Tazewell County Enterprise Zone

IMPACT IF DENIED: non-compliance with Illinois Enterprise Zone Act, 20 ILCS 655/1 and Intergovernmental Agreement for Southern Tazewell County Enterprise Zone

ALTERNATIVES:

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

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

REQUIRED SIGNATURES

Department Director:

Date:

Leigh Ann Brown 3/9/16

Finance Department (Certification of Availability of Funds):

Date:

Corporation Counsel:
Date:
City Manager:
Date:

RESOLUTION NO. _____

A RESOLUTION DECLARING A NEW ENTERPRISE ZONE

WHEREAS, the City of Pekin has entered into an Intergovernmental Agreement for a Joint Enterprise Zone with the Village of Morton, County of Tazewell and Village of Tremont, and

WHEREAS, pursuant to an amendment in the City Code respecting the Enterprise Zone, in furtherance of that the Intergovernmental Agreement, the City is to appoint a representative for it on the Administrative Board; and

WHEREAS, the Mayor has appointed Leigh Ann Brown, Economic Development Director with the City of Pekin, with the advice and consent of the City of Pekin City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, AS FOLLOWS:

Leigh Ann Brown is hereby appointed the City's representative for the Administrative Board for the new Enterprise Zone.

DATED this _____ day of _____, 2016.

Ayes: _____

Nays: _____

Mayor

ATTEST:

City Clerk



REQUEST FOR COUNCIL ACTION

To: Mayor & Council members

CC: Finance Dept., City Attorneys, City Manager

From: Community Development

AGENDA ITEM: Approval of CDBG 2016 Action Plan

AGENDA DATE REQUESTED: March 14, 2016

ACTION REQUESTED: Requesting approval of the CDBG 2016 Action Plan

BACKGROUND: The City of Pekin receives Community Development Block Grant (CDBG) dollars from the Department of Housing and Urban Development (HUD) on an annual basis. One of the many requirements of the CDBG program is the completion of a 5 year Consolidated Plan along with the upcoming fiscal year Yearly Action Plan.

The primary objective of CDBG funding is to develop viable communities. These viable communities are achieved by providing the following, principally for persons of low and moderate income: decent housing, a suitable living environment and expanding economic opportunities. To achieve these goals, the CDBG regulations outline eligible activities and the national objectives that each activity must meet. As recipients of CDBG funds, we are charged with ensuring that these requirements are met.

2015-2019 HUD fiscal years will include the following projects: Owner Occupied Homeowner Rehabilitation & Public Services. The following is a breakdown of the above listed projects, objectives, outcomes and an evaluation of past performance:

Project	Objective	Outcome	Evaluation of past performance
Owner Occupied Homeowner Rehabilitation	Decent Housing	Sustainability	A well performing program that assists the City of Pekin in meeting the needs of low and moderate-income households in rehabilitating their homes.
Public Services	Decent Housing; Suitable Living Environment;	Availability/Accessibility; Sustainability	A well performing program that coordinates efforts with Pekin agencies to fund programs that serve target low to moderate income populations.

All programs have been approved and given a good performance evaluation from the HUD regional office (Region 5 / Chicago).

The percentage of funds the City of Pekin plans to dedicate to target areas for the 2016 Action Plan -

Project	Percentage of Total Budget	Target Areas
Public Services	15% (\$55,093.08 allocated)	Community wide low to moderate income persons and households
Owner Occupied Rehabilitation	36% (\$134,267.52 allocated)	Community wide owner occupied low to moderate income households
Rehab Program Delivery	28% (\$103,725 allocated)	Expenses directly related to the administration of the Owner Occupied Rehabilitation program
Administration	20% (\$73,271.40 allocated)	General management, oversight and coordination; expenses related to homeless, anti-poverty strategy, fair housing & equal rights administrative efforts

A copy of the draft 2016 Action Plan was provided to the City Council members on February 10/11th. Questions were received at the February 22nd Council meeting public hearing and will be added to the document. No other discussions have occurred or comments have been received to date (3/7/16). A public hearing is scheduled for March 10th for the general public. Comments from this public hearing will be added to the draft document. A final draft (minus public comments from the public hearings) is attached.

FINANCIAL IMPACT: CDBG allocations are reflected within the 2017 City of Pekin fiscal year budget.

NEIGHBORHOOD CONCERNS: There was a public hearing held at the regularly scheduled City Council meeting on February 22, 2016 and an additional public hearing being held on March 10th, 2016 at 5:30pm in the Council Chambers for community input on the 2016 Action Plan.

IMPACT IF APPROVED: City staff will enter the information into IDIS (HUD's electronic reporting system) and mail hard copies of necessary parts of the plans to HUD.

IMPACT IF DENIED: The City of Pekin will miss the HUD deadline of March 18th to submit the 2016 Action plan. In addition, City staff will need to notify HUD of the City Councils' intent in moving forward with the CDBG program and wait for HUD's response and recommended procedures to move forward.

REQUIRED SIGNATURES

Department Director

Ramela Anderson

March 8, 2016
Date

Finance Department

(Certification of Availability of Funds)

Date

Corporation Counsel

(Certification of Review)

Date

City Manager

Date

City of Pekin draft 2016 Action Plan

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The purpose of the City of Pekin's 2016 Action Plan is to develop a viable urban community by providing decent housing, a suitable living environment and expanding economic opportunities principally for low- and moderate- income persons.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The upcoming fiscal year will include the following projects:

Owner Occupied Homeowner Rehabilitation
Objective: Decent, Affordable Housing
Outcome: Sustainability and Availability/Accessibility

Public Services
Objective: Suitable living environment
Outcome: Availability/Accessibility and Sustainability

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Owner Occupied Homeowner Rehabilitation - A well performing program that assists the City of Pekin in meeting the documented need of low and moderate-income households in rehabilitating their homes.

Public Services - A well performing program that coordinates efforts with local not-for-profits in allocating a portion of its CDBG dollars to fund agencies that serve primarily low to moderate income populations.

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All programs have been approved and given a good performance evaluation from the HUD regional office (region 5 / Chicago).

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen Participation process:

- The 2016 Action Plan was prepared and made available to the public, City & State officials for a 30-day comment period February 10 to March 10, 2016. The comment period was an opportunity to review a hard copy draft.
- A public hearing presentation was made to the City Council on February 22, 2016 and the Council meeting was aired on the government channel.
- There was a public hearing on March 10, 2016.
- The plan was presented to City Council at the regularly scheduled Council meeting on March 14, 2016.

removed 3rd public hearing at 3/14 Council meeting

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Meetings: XXXXXXXX

Public Hearings:

Public Hearing, February 22, 2016; there were X questions & X comments received.

Public Hearing, March 10th, 2016; there were X questions & X comments received.

added

Council Approval, March 14, 2016; there were X questions & X comments received.

removed public hearing

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments/views were not accepted during this process

7. Summary

Allocation of limited CDBG dollars to the Owner Occupied Rehabilitation and Public Service projects will assist the City of Pekin in achieving a viable urban community

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by providing decent housing and a suitable living environment for low and moderate-income persons and households.

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PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant

Agency Role	Name	Department/Agency
Lead Agency	PEKIN	
CDBG Administrator		Community Development

Table 1 – Responsible Agencies

Narrative

The lead agency responsible for overseeing the development of the Consolidated Plan and administering programs covered by the Plan is the City of Pekin, a State of Illinois municipality. The City of Pekin Community Development Department is responsible for administering the Consolidated Plan. Pekin is not a member of a Consortium utilizing HUD funds.

Consolidated Plan Public Contact Information

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source. For information concerning the Consolidated Plan, please contact the Community Development Director at 309/478-5356, 111 S. Capitol, Pekin, IL 61554, or send an e-mail to panderson@ci.pekin.il.us.

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Pekin has adopted a Citizen Participation Plan for its Consolidated Plan and Annual Action Plan that identifies when public hearings and other consultations are to take place. This Plan was used in preparing the 2015-2019 Consolidated Plan and the 2016 Action Plan. These documents were also prepared to comply with all the consultation requirements of the Community Development Block Grant program.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Pekin has a good working relationship with the Pekin Housing Authority (PHA). Work continues to develop relationships with other assisted housing providers.

The City utilizes CDBG funding to partner with the PHA on staffing for the Owner Occupied Rehabilitative program.

The City and the PHA attend local and regional meetings together and coordinate efforts to address Community issues. The following are meetings that we both attend on a regular basis – Heart of IL Homeless Continuum of Care, Pekin Coalition for Equality, and the Pekin Salvation Army Rust Transitional Advisory Board.

Coordination between the City and private and governmental health, mental health and service agencies is primarily accomplished through participation of various local and regional committees/boards/activities. One such group is the Heroin Task Force that has been recently created. Our first meeting, utilizing the Bridges out of Poverty constructs, was on January 27th and included the Pekin Hospital, Tazwood Center for Wellness, Bridgeway, Pekin Police Department, Pekin Park District, Gateway Foundation and the Tazewell County Health Department. At our next meeting, we are inviting the Pekin Ministerial Alliance, both local School Districts, EMS, Tazewell County Youth Board, Probation and Tazewell County drug court representation.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

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The City of Pekin attends the Heart of IL Homeless Continuum of Care meetings. Through years of City staff attendance and involvement, we have increased the participation of Pekin agencies with the Continuum of Care. The Pekin Housing Authority, Pekin Salvation Army, Pekin Outreach Initiative and Tazwood Community Services attend continuum meetings. They also participate on the Continuums Governance Board, Steering Committee and sub-committees to represent Pekin and to address housing and supportive needs.

Pekin Housing Authority is no longer receiving the Super NOFA dollars through the Heart of IL Homeless Continuum of Care for the McKinney-Vento Life Skills Coordinator program; which worked with the chronic homeless population. The rules and regulations related to this program did not fit the initial purpose and design of the program properly. Other efforts, not yet identified will be created to focus on the needs of homeless persons.

City of Pekin staff sits on the Pekin Salvation Army Advisory Board and the Rust Transitional Advisory Committee.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Pekin staff actively participated with the Heart of IL Homeless Continuum of Care (HoIHCoC) sub-committees to participate in the development of policies, procedures and performance measures for HMIS and the implementation of the Hearth Act with the HoIHCoC. Based on the past active participation to set up the procedures and performance measures, City of Pekin staff now attends the general CoC meetings.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	Agency	Pekin Housing Authority
	Agency/Group/Organization Type	Housing PHA Other government – local

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	Selection of Plan was addressed by Consultation	Public Housing Needs Anti-poverty strategy
	Description of consultation and anticipated outcomes of the consultation or areas for improved coordination.	This agency was contacted by e-mail, meeting with agency staff and phone conversations. The City received considerable input on the public housing needs, plans, goals and programs and requested and received comments on the overall draft documents.
2	Agency	Heart of IL Homeless Continuum of Care
	Agency/Group/Organization Type	Housing Services – children Services – elderly Services – people with Disabilities Services- people with HIV/AIDS Services-victims of Domestic Violence Services-homeless Services-health Services-education Services-employment Health Agencies Child Welfare agency Publicly funded institution / system of care Continuum of care
	Selection of Plan was addressed by Consultation	

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		Homelessness strategy Homeless needs – chronically homeless Homeless needs – families with children Homeless needs – veterans Homeless needs – unaccompanied youth Non-homeless special needs Anti-poverty strategy Homeless and near homeless
	Description of consultation and anticipated outcomes of the consultation or areas for improved coordination.	The Continuum of Care was made aware of the availability of the plans and the public hearing dates/times. All agencies, specifically agencies providing services in Pekin, were invited to attend and give input.
3	Agency	Pekin
	Agency/Group/Organization Type	Housing Service-fair housing Publicly funded institution/System of Care Other government – local Planning organization Business leaders Civic leaders Grantee Community Development financial institution Grantee Department

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		Major Employer
	Selection of Plan was addressed by Consultation	Housing need assessment Lead-based paint strategy Public housing needs Homelessness strategy Homeless needs – chronically homeless Homeless needs – families with children Homelessness needs-veterans Homelessness needs-unaccompanied youth Non-homeless special needs Economic development Market analysis Anti-poverty strategy Grantee
	Description of consultation and anticipated outcomes of the consultation or areas for improved coordination.	The City of Pekin is the grantee for this Consolidated Plan and Annual Action Plan. As such, it is the consulting body that is seeking to coordinate and consult to improve anticipated outcomes from the use of CDBG funding during the course of the next five years.

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Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

The 2016 Action Plan is based on the information provided in the 2015 to 2019 Consolidated Plan. Communication has been established and information is continually gathered during the course of the year at a variety of functions to be included within HUD planning. No agencies were 'not consulted' purposely for the efforts of this plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Heart of IL Homeless Continuum of Care Super NOFA application / strategic planning efforts.	Heart of IL Homeless Continuum of Care	The goals are separate based on the funding sources priority for funding and its' rules and regulations. The City of Pekin participates with this group.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

No further discussion.

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AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process included a public hearing held on February 22, 2016 at a Pekin City Council meeting to obtain citizen comments on issues related to the housing, non-housing and community development needs in the City of Pekin. This public hearing and City Council meeting is aired on channel 22. An additional public hearing was held on March 10, 2016 for additional public comments. The public hearings allowed the public to comment on the development of the 2016 Action Plan. The citizen participation processes noted above and outreach identified in the tables below were held during the preparation of the final plan. Public service applicants are provided technical assistance in preparing 2016 CDBG public service application.

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Citizen Participation Outreach

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting February 22, 2016	Non-targeted/broad community				
2	Public Meeting March 10, 2016	Non-targeted/broad community				
3	Public Meeting March 10, 2016	People with disabilities	A meeting with the City of Pekin Mayor's Advisory Committee for People with Disabilities to provide outreach to the elderly and disabled with X attending.			

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Meeting February 9, 2016	Heart of IL Homeless Continuum of Care	The Continuum of Care was consulted through an open forum at a general membership meeting. All agencies, specifically agencies providing services in Pekin, were invited to attend and give input. XXX people from XXX agencies were invited to attend the public hearings.	no comments received		

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4 <i>cancelled</i>	Public Meeting February 9, 2016 <i>March 8, 2016</i>	Pekin Coalition for Equality	The Pekin Coalition for Equality was consulted through an open forum at a general meeting. All agencies, specifically agencies providing services in Pekin, were invited to attend and give input. XXX people from XXX agencies were invited to attend the public hearings			

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Meeting February 24, 2016	Pekin Human Rights	The Human Rights Committee was consulted through an open forum at a general meeting. All agencies, specifically agencies providing services in Pekin, were invited to attend and give input. XXX people from XXX agencies were invited to attend the public hearings	add comments		

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Pekin Salvation Army meeting February 19, 2016	Pekin Salvation Army Rust Transitional Advisory Committee and Advisory Board	The Pekin Salvation Army was consulted through an open forum at a general meeting. All attending, specifically agencies providing services in Pekin, were invited to attend and give input. XXX people from XXX agencies were invited to attend the public hearings	add comments		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The City of Pekin expects to receive Community Development Block Grant funds, available from HUD, during the five year period of

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the 2015-2019 Consolidated Plan.

Priority Table

#'s updated based on actual CDBG allocation (rec'd e-mail 2/17/16)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	Federal	Admin & Planning Housing Public Services Antipoverty Strategy	\$356,357	\$10,000	n/a	\$366,357	See leverage information in the narrative below. \$903,656.48 (\$1,270,013.48 from submitted 2015 Action Plan minus 2016 funding of \$366,357 equals \$903,656.48 remaining)

Table 5 - Expected Resources - Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

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^{—updated 2/17/16}
City of Pekin will provide an estimated \$40,931.60 for Administrative related expenses. The City of Pekin permit fees for the Owner Occupied Rehabilitation program will be waived for each property. The funds utilized for public service programs will possibly leverage private, state and local funding.

The Community Development Block Grant program has no match requirement.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is no publically owned land or property within Pekin that is planned to be used to address the needs in the Consolidated Plan.

Discussion

No further discussion.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

The City of Pekin scope of the activities to the Administrative (including anti-poverty strategy/Rehab Program Delivery, Owner Occupied Rehabilitation and Public Service programs -

#'s updated 2/17/16

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding for 2016 fiscal year	Goal Outcome Indicator
1	Planning & Administration	2015	2019	Planning / General Administration	City Wide	- Affordable Housing - Homeless - Public services - Anti-poverty strategy	\$73,271.40	Other: 1 other
2	Rehabilitation Program Delivery	2015	2019	Affordable Housing	City Wide	- Affordable Housing -rehab of existing units	\$105,175.89	Owner Occupied Rehabilitation: Household Housing Units
3	Owner Occupied Rehabilitation	2015	2019	Affordable Housing	City Wide	- Affordable Housing -rehab of existing units	\$132,816.63	Owner Occupied Rehabilitation: 6 Household Housing Units
4	Public Services	2015	2019	Non-Housing Community Development	City Wide	Public Services	\$55,093.08	Public service activities Other than Low/Moderate Income Housing Benefit: 221

Table 6 – Goals Summary

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Goal Descriptions

1	Goal Name:	Planning & Administration
	Goal Description:	This goal is to make sure all grants and their associated activities are properly planned and administered. Including the Anti-poverty strategy with implementing the Bridges out of Poverty workshops. This activity is City Wide.
2	Goal Name:	Rehabilitation Program Delivery
	Goal Description:	This goal is designed to make sure the owner occupied rehabilitation program and associated activities are properly inspected and administered. This activity is City Wide.
3	Goal Name:	Owner Occupied Rehabilitation
	Goal Description:	This goal is to assist eligible owner occupied households with improvements/rehabilitation to identified substandard housing quality standards. This activity is City Wide for eligible low to moderate income households.
4	Goal Name:	Public Services
	Goal Description:	This goal is to provide organizational capacity building and a variety of public services to be utilized by low to moderate income residents. This activity is City Wide for agencies serving 51% low to moderate income people.

Table 7 – Goal Descriptions

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Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

It is estimated that the following families will be provided affordable housing by the proposed 2016 Action plan activities:

	<u>5 year plan</u>	<u>2016 Action Plan</u>
Extremely low-income families'	75 families	15 families
Low income families'	75 families	15 families
Moderate income families'	<u>76 families</u>	<u>15 families</u>
Total estimated:	226 families	45 families

added for clarification purposes

added separate column for 2016 FY

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AP-35 Projects – 91.220(d)

Introduction

The City of Pekin is proposing to allocated dollars to the following projects for this fiscal year period: Planning and Administration, Owner Occupied Rehabilitation, Rehabilitation Program Delivery and Public Services.

#	Project Name
1	Planning & Administration
2	Owner Occupied Rehabilitation
3	Rehabilitation Program Delivery
4	Public Services

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

#1 - This project is to make sure the CDBG grant and the associated activities are properly planned and administered. In addition, the Anti-poverty strategy falls within this project.

#2 - This project is to assist eligible owner occupied households with improvements / rehabilitation to identified substandard housing quality standards. This project is recognized as a high priority based on the needs of current homeowners and the housing costs burdens at 30% and 50% being identified as a community wide issue.

#3 – This project is designed to make sure the owner occupied rehabilitation program and associated activities are properly inspected and administered.

#4 - This project is to provide organizational capacity building and a variety of public services to be utilized by low to moderate income residents. This project is recognized as a high priority based on the increase in poverty community wide. The public service agencies are working with less money that serves greater number of people – especially with a non-existent State of IL budget at the time of preparing this 2016 Action Plan.

The following items identify the City of Pekin's obstacles, which result in the failing to meet the needs of the citizens of Pekin: limited or lack of financial resources and competition of funding sources; limited number of governmental, private sector and volunteer staff to address community needs; coordination of public / private sector organizations and volunteers to meet all and specific population needs; federal regulations, which are inflexible and increase the project and administrative cost for the City and its sub-recipients; capacity of new and established sub-recipients to comply with federal regulations and demonstrated programs

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results in a timely manner; aging housing stock and infrastructure; and the lack of private dollars invested into the low to moderate income areas needed to stimulate economic and neighborhood growth.

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Projects

AP-38 Projects Summary

The City of Pekin is proposing to allocated dollars to the following projects for this fiscal year period: Planning and Administration, Owner Occupied Rehabilitation, Rehabilitation Program Delivery and Public Services.

Project Summary Information

See AP-20 and AP-35 above for further information on the project summaries.

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

There were no specific geographic areas identified during the compilation of the 5 year Consolidated plan to prioritize the allocation of CDBG in a particular geographic location.

CDBG dollars will be utilized community wide for low to moderate families.

Geographic Distribution

Target Area	Percentage of Funds
n/a	n/a

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

No allocation of CDBG dollars are done geographically.

Discussion

CDBG investments may be made on a citywide basis to address the needs of low-income residents throughout the municipality.

The percentage of funds the City of Pekin plans to dedicate to public service activities is:

Project	Percentage of Total Budget	Target Areas
Public Services	15% ^{updated 2/17/16} (\$55,093.08 allocated)	Community wide low to moderate income persons and households; agencies determined from letter of need from agencies

There are obstacles which fail to meet the needs of the under-served: limited or lack of financial resources and competition or funding sources; limited number of governmental, private sector and volunteer staff to address community needs; coordination of public / private sector organizations and volunteers to meet all and specific population needs; federal regulations, which are inflexible and increase the project cost for the City and its sub-recipients; capacity of new and established sub-recipients to comply with federal regulations and demonstrate program results in a timely manner; aging housing stock and infrastructure; and the lack of private dollars invested into the low to moderate-income areas needed to stimulate economic and neighborhood growth.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City is proposing the allocation of CDBG dollars to the Owner Occupied Rehabilitative program and Public Services. The numbers in the chart below are reflective of this prioritization.

Owner Occupied Rehabilitation program:

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	6
Acquisition of Existing Units	0
Total	6

Table 10 - One Year Goals for Affordable Housing by Support Type

Public Services program:

One Year Goals for the Number of Households to be Supported	
Homeless	29
Non-Homeless	7
Special-Needs	3
Total	39

Table 11 - One Year Goals for Affordable Housing by Support Requirement

- updated / changed
based on AP-20 table
(pg. 22)

Discussion

No further discussion.

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AP-60 Public Housing – 91.220(h)

Introduction

The well performing Pekin Housing Authority is working with the City of Pekin, Tazewell County Health Department and St. Vincent De Paul churches to initiate the Bridges Out of Poverty workshops within the next fiscal year.

Actions planned during the next year to address the needs to public housing

The Housing Authority plans to make the following improvements during the next year:

- Replace storage sheds for use by residents of the Broadway Apartments complex to store personal property
- Partial Replacement of water and sewer lines at Golden Arms Apartments

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority is planning to initiate the Bridges out of Poverty Just Getting Ahead program in conjunction with community partners to empower the residents by providing them with information that will allow them to make decisions to stabilize their lives.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable

Discussion

No further discussion.

2/19/16 PHA waiting list 374 names

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Pekin, Tazewell County Health Department and St. Vincent De Paul area churches have initiated the Bridges out of Poverty workshops and the Just Getting Ahead (currently Peoria based) programs to assist in working with homeless and other special needs activities.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Involvement will continue with the Pekin Salvation Army, Tazewell Community Services, Pekin Outreach Initiative, Heart of IL Homeless Continuum of Care and any additional group that is interested in reaching out to homeless persons and assessing their individual needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

Involvement will continue with the Pekin Salvation Army, Tazewell Community Services, Pekin Outreach Initiative, Heart of IL Homeless Continuum of Care, Pekin School District #108 and any additional group that is interested in emergency shelter and transitional housing needs of homeless persons.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City works with the HoHCoC and its HMIS lead agency and the Pekin Salvation Army to track the highest needs of homeless populations. More work needs to be initiated with this effort locally to focus on shortening the period of time that individuals/families experience homelessness or from becoming homeless again.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving

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assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Pekin Salvation Army is currently an ESG recipient through the State of IL, Department of Commerce and Economic Opportunities. They provide programs through their social services office that help prevent homelessness.

The City of Pekin will continue to work with institutions regarding discharge planning and how best to reintegrate populations back into community based living.

Discussion

No further discussion.

The City of Pekin does not receive HOPWA funding. This table is not applicable.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

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AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City of Pekin, Tazewell County Health Department and St. Vincent De Paul area churches have initiated the Bridges Out of Poverty workshops and the Just Getting Ahead (currently Peoria based) programs to assist in working with affordable housing needs.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Taxes and building codes can have a negative effect on affordable housing and residential investment. Pekin has no taxing policies that would negatively impact the development of affordable housing or residential investment. Housing taxes are based solely on the assessed value of the property. Building Code requirements and fees are the same for all types of residential developments and present no barriers to affordable housing or residential development. There are currently no fees, charges, growth limits or other policies that affect the return on residential investment.

The following was taken from the 2006 Update of the City of Pekin Comprehensive Plan:

“The primary challenge for the Pekin housing market is finding safe and affordable housing for both owner-occupants and renters” (page II-6).

From pages II-7:

“Goal 2: Provide decent and affordable housing for all socio-economic groups in Pekin.

Objective: Encourage the construction of new multi-family units

Objective: Balance the amount of market-rate and affordable housing

Objective: Institute a rental inspection program

Objective: Find new/additional sources of funds from HUD or other agencies to provide housing for low and moderate income persons”

Affordable housing needs remain for the citizens of Pekin and the citizens need the Council and Community support to make this priority a reality.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing -

City of Pekin draft 2016 Action Plan

- Bridges Out of Poverty workshops community wide
- Work with area housing providers to address affordable housing issues
- City Council to prioritize affordable housing
- Initiate affordable housing discussions and activity within the Community (2016)

Discussion

The first Getting Ahead program in Peoria graduated on December 21st. The target area was the East Bluff area in Peoria and many organizations worked to together to make the program a reality. St. Vincent De Paul has included a mentoring component to the delivery of this program. The mentors assist during and after graduation thus increasing the likelihood of future stability for the participants (investigators) and a “bridge connection” to move forward. Here is a link for the Peoria Journal Star article: (<http://www.pjstar.com/article/20160109/NEWS/160109375/0/SEARCH?template=printart>).

The Bridges out of Poverty group in Peoria just began their 2nd Getting Ahead program focused on the South Side of Peoria.

Additional information on the Getting Ahead program is located here
<http://www.ahaprocess.com/solutions/community/getting-ahead/>.

This program (Getting Ahead) is one of the **BIG** pieces of the puzzle to address the elephant in the room – poverty.

added (The City of Pekin has 4 Bridges out of Poverty Day 1 workshops scheduled for May thru December 2016 (June 29th, August 30th, October 27th and December 19th). It is anticipated that there will be additional Day 1 and Day 2 workshops planned for January thru April 2017.

City of Pekin draft 2016 Action Plan

AP-85 Other Actions – 91.220(k)

Introduction

The City of Pekin, Tazewell County Health Department and St. Vincent De Paul area churches have initiated the Bridges Out of Poverty workshops and the Just Getting Ahead (currently Peoria based) programs to assist the community to develop actions to do more than provide a safety net to those in need- much needed resources, but they do not fully enable people to acquire additional resources to stabilize their situations.

Once shared with the community, the common language of the Bridge's constructs will assist in addressing the other three causes of poverty – organizational capacity, community action and policies in the categories of human and social capital in the community, exploitation and political/economic structures.

Actions planned to address obstacles to meeting underserved needs

The single family home owner rehabilitation program will assist in addressing obstacles to meeting underserved needs. This program provides needed repairs and improvements to lower income households.

Public services activities also have a positive effect in addressing obstacles to meeting underserved needs by reducing homelessness, providing counseling, shelter and life skills. Some agencies providing these services include the House of Hope, Center for Prevention of Abuse, Tazwood Mental Health, Tazwood Community Services, Pekin Housing Authority, Department of Human Services, Pekin Salvation Army and U of I Extension. The HoIHCoC coordinates homeless goals, programs and policies in the four county area.

The City of Pekin seeks collaboration and participation among the community to further the objectives of this Plan by participation with Bridges out of Poverty and building a community sustainability grid that will improve many levels of the community. This workshop will be provided for minimal expense to participants (book and food expenses) to explain the causes of poverty and taking action at four levels (individual, organizational, community and policy levels).

The following are scheduled dates for the 'Day 1' workshops for the 2016 calendar year during fiscal year 2016 – June 29th, August 30th, October 27th and December 19th. There is currently one 'Day 2' workshop scheduled during this same period – November 30th. Additional information and registration information is located at the City of Pekin web site - <http://www.ci.pekin.il.us/community-development/bridges-out-of-poverty/>

City of Pekin draft 2016 Action Plan

Actions planned to foster and maintain affordable housing

The single family home owner rehabilitation program will assist in maintaining affordable housing. This program provides needed repairs and improvements to lower income households.

The City of Pekin seeks collaboration and participation among the community to further the objectives of this Plan by participation with Bridges out of Poverty and building a community sustainability grid that will improve many levels of the community.

Work will begin with a focus on affordable housing. By the sharing of information within this plan to the appropriate City Committees and City Council, the initiative to focus on affordable housing will begin.

Actions planned to reduce lead-based paint hazards

The single family home owner rehabilitation program will assist in reducing lead-based paint hazards. This program provides needed repairs and improvements to lower income households. Lead-based paint procedures are included within the Rehab program.

Actions planned to reduce the number of poverty-level families

Public services activities also have a positive effect in reducing the number of poverty-level families by providing counseling, shelter and life skills. Some agencies providing these services include the House of Hope, Center for Prevention of Abuse, Tazwood Mental Health, Tazwood Community Services, Pekin Housing Authority, Department of Human Services, Pekin Salvation Army and U of I Extension.

The City of Pekin seeks collaboration and participation among the community to further the objectives of this Plan by participation with Bridges out of Poverty and building a community sustainability grid that will improve many levels of the community. One way identified to move forward with reducing the number of poverty-level families is the initiation of the Just Getting Ahead program. While capacity building is being done with the Bridges workshops, it is within our 5 year goals to have this information motivate a separate group to collaborate in moving the Just Getting Ahead program forward.

City of Pekin draft 2016 Action Plan

Actions planned to develop institutional structure

The City of Pekin seeks collaboration and participation among the community to further the objectives of this Plan by participation with Bridges out of Poverty and building a community sustainability grid that will improve many levels of the community. Within the 'Day 2' workshops, the Bridges constructs are applied on a variety of levels – including institutional, community and policy levels.

Actions planned to enhance coordination between public and private housing and social service agencies

Active City staff participation in a variety of local and regional organizations enhances the coordination between public and private housing and social service agencies.

The City of Pekin seeks collaboration and participation among the community to further the objectives of this Plan by participation with Bridges out of Poverty and building a community sustainability grid that will improve many levels of the community.

Discussion

No further discussion.

City of Pekin draft 2016 Action Plan

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction - Community Development Block Grant Program (CDBG)

DRAFT

City of Pekin draft 2016 Action Plan

Reference 24 CFR 91.220(I)(1) Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed - The total entitlement funds and program income the City of Pekin anticipates over the next five years are finite; therefore, there are a limited number of activities that will receive funding.
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan - The City of Pekin does not utilize section 108 loan guarantees; therefore this question is not applicable.
3. The amount of surplus funds from urban renewal settlements - The City of Pekin does not utilize surplus funds from urban renewal settlements; therefore this question is not applicable.
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan. - The City of Pekin does not plan to have any grant funds returned to the line of credit for which the planned use has not been included in any of the prior statements or plan.
5. The amount of income from float-funded activities - The City of Pekin does not utilize float-funded activities; therefore this question is not applicable.

Total Program Income – this is estimated for the fiscal year based on loan payments (2016 estimate of \$10,000).

Other CDBG Requirements

1. The amount of urgent need activities

Community Development Block Grant regulations allow CDBG funds to be used to address issues related to a physical disaster. If such a disaster occurs, CDBG funds may be allocated by the City Council for this purpose.

Discussion

Anti-Displacement Policy

City of Pekin draft 2016 Action Plan

The City of Pekin's housing rehabilitation is performed without having to displace unit occupants. If an occupant should be displaced, the City of Pekin will comply with all Federal regulations relating to the displacement.

DRAFT



REQUEST FOR COUNCIL ACTION

To: Mayor and Council members
CC: City Manager, City Attorney, City Clerk & Finance Director
From: Community Development Director

AGENDA ITEM: 2016 Assist inducement ordinance

AGENDA DATE REQUESTED: March 14, 2016

ACTION REQUESTED: Approval of the 2016 Assist Inducement Ordinance

BACKGROUND:

The Assist program is sponsored by many communities throughout the State of Illinois that offer families the opportunity to buy their own home by issuing tax-exempt single-family bonds. The City of Pekin has been participating with the Assist program since 1996 (20 years).

This program, primarily administered by Stern Brothers in Aurora, IL; provides families with funds to pay all or most of their closing costs and down payment, enabling families with good credit but little extra capital to buy their first home.

In 2015 there were 25 first time homebuyers that utilized this program in Pekin. The 2015 total utilized in Pekin was \$2,216,425 with an average home loan amount of \$88,657. Please see attached documentation.

FINANCIAL IMPACT: none

NEIGHBORHOOD CONCERNS: none

IMPACT IF APPROVED: Families/individuals will be assisted in purchasing their first home.

IMPACT IF DENIED: The City of Pekin will not participate.

ALTERNATIVES: There are other first time homebuyer programs available.

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: supports a high quality of life

REQUIRED SIGNATURES

Department Director

Pamela Anderson

March 8, 2016
Date

Finance Department

(Certification of Availability of Funds)

Date

Corporation Counsel

(Certification of Review)

Date

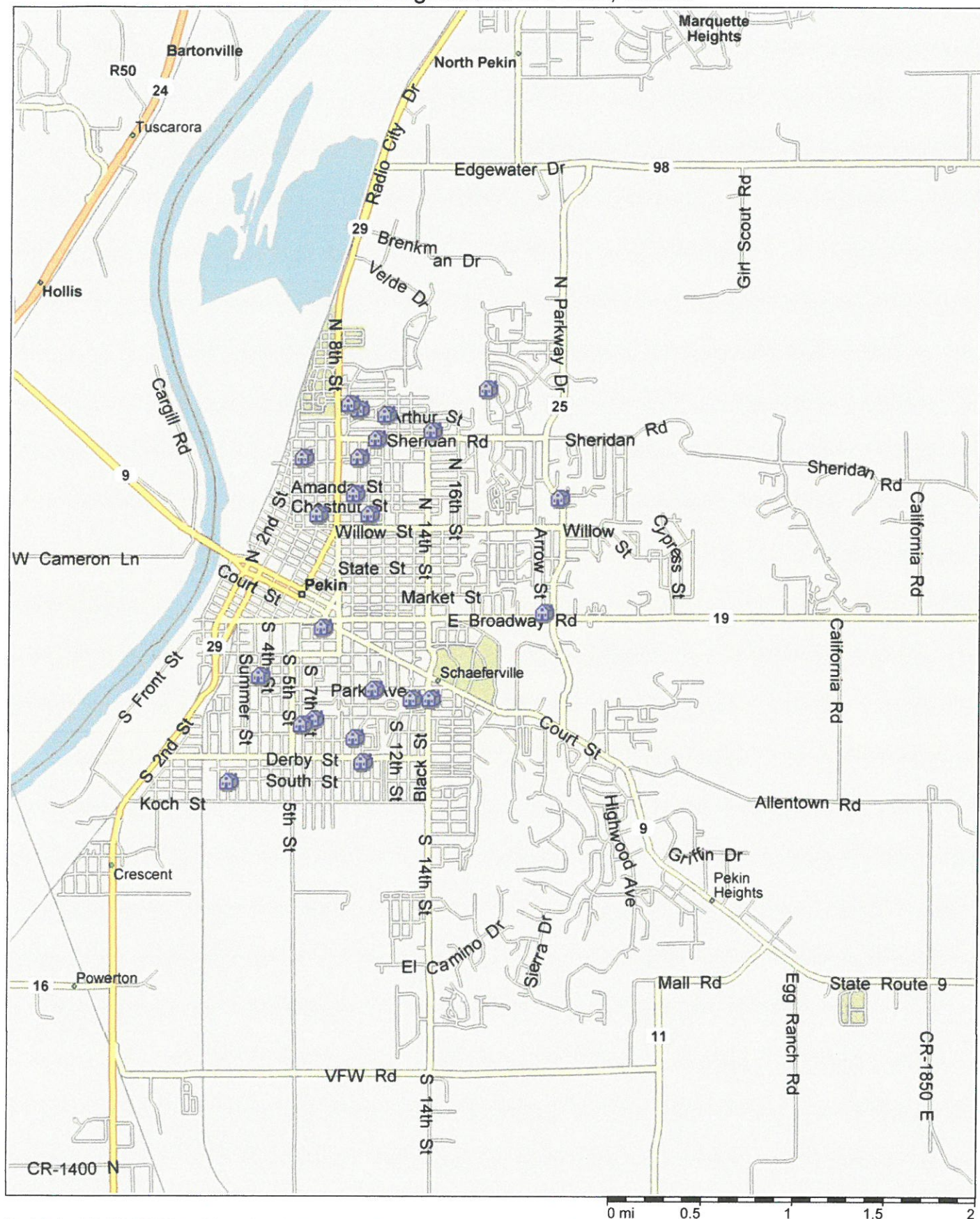
City Manager

Date

CITY OF PEKIN, TAZEWEEL COUNTY, ILLINOIS
Assist First-Time Home Buyer Down Payment Assistance Program Loan Originations

	CITY	STATE	ZIP	LOAN AMOUNT
1 .	Pekin	IL	61554	\$93,279.00
2 .	Pekin	IL	61554	\$102,606.00
3 .	Pekin	IL	61554	\$64,804.00
4 .	Pekin	IL	61554	\$129,609.00
5 .	Pekin	IL	61554	\$93,671.00
6 .	Pekin	IL	61554	\$92,787.00
7 .	Pekin	IL	61554	\$94,261.00
8 .	Pekin	IL	61554	\$74,623.00
9 .	Pekin	IL	61554	\$85,914.00
10 .	Pekin	IL	61554	\$92,297.00
11 .	Pekin	IL	61554	\$127,645.00
12 .	Pekin	IL	61554	\$52,040.00
13 .	Pekin	IL	61554	\$78,452.00
14 .	Pekin	IL	61554	\$95,243.00
15 .	Pekin	IL	61554	\$46,148.00
16 .	Pekin	IL	61554	\$75,660.00
17 .	Pekin	IL	61554	\$87,300.00
18 .	Pekin	IL	61554	\$68,870.00
19 .	Pekin	IL	61554	\$122,220.00
20 .	Pekin	IL	61554	\$70,616.00
21 .	Pekin	IL	61554	\$100,880.00
22 .	Pekin	IL	61554	\$89,725.00
23 .	Pekin	IL	61554	\$104,275.00
24 .	Pekin	IL	61554	\$93,500.00
25 .	Pekin	IL	61554	<u>\$80,000.00</u>
Total:				<u>\$2,216,425.00</u>
Average:				<u>\$88,657.00</u>

Assist Originations in Pekin, Illinois





Your Home...



Want a home of your own, but can't meet the down payment and closing costs?

The City of Pekin, in association with a number of Illinois communities, offer a two-pronged approach to assist homebuyers: The Assist program provides families with funds to pay all or most of their closing costs and down payment and the Mortgage Credit Certificate ("MCC") program reduces the homebuyer's ongoing cost of borrowing.

What is Assist?

Assist is a program that offers individuals and families with a FHA/VA/RD, 30-year, fixed-rate mortgage and offers a full 3.00% cash grant on the amount borrowed on a mortgage to qualified home buyers for homes in Pekin. The cash assistance may be used to offset some or all of the home loan's down payment and closing costs. The Assist program minimizes the amount of money you need on hand to purchase your home.

What are Mortgage Credit Certificates?

MCC's are a federally authorized program created as an alternative to tax-exempt housing bonds to reduce effective interest costs for qualifying homebuyers. MCC's allow the homebuyer to qualify for a federal income tax credit equal to a percentage of the interest paid on their home loan each year. MCC holders still qualify for a regular deduction of the remaining interest paid on their home loan.

	Without MCC	With MCC
Mortgage Amount	\$100,000	\$100,000
Mortgage Interest Rate*	4.00%	4.00%
Monthly Mortgage Payment (first year interest = \$3,967.95)	\$477.42	\$477.42
MCC Rate	N/A	25%
Monthly Credit Amount (First Year Average) (25% of \$3,967.95 is first year credit)	N/A	\$82.66
"Effective" Monthly Mortgage Payment	\$477.42	\$394.76

*The interest rate indicated is only for representation purposes. Please check the Illinois Assist website: <http://www.ehousingplus.com/available-programs/illinois/illinois-assist/> or the contact below for today's rate.





What Type of Home Can I Buy And How Much Can I Spend?

Homes that meet the program guidelines are new or existing, owner-occupied, single family homes, town homes and condominiums. Purchase Price and Income Limits are as follows:

Purchase Price Limits:	<u>Non-Targeted Area</u>		<u>Targeted Area</u>					
	\$258,690		\$316,177					
Income Limits:	Non-Targeted Area				Targeted Area			
	<u>1 or 2 persons</u>		<u>3 or more</u>		<u>1 or 2 persons</u>		<u>3 or more</u>	
	\$72,300		\$83,145		\$86,760		\$101,220	

How Do I Sign Up?

1. **Contact Angela Conover at (312) 664-5656 or angelaconover@earthlink.net**
2. Meet the program guidelines and qualify for the new home.
3. Close on your purchase and enjoy your new home.

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE TRANSFER OF VOLUME CAP IN
CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, AND
RELATED MATTERS.

WHEREAS, the City of Pekin, Peoria and Tazewell Counties, Illinois (the "*Municipality*") is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the "*Code*"), provides that the Municipality has volume cap equal to \$100 per resident of the Municipality in calendar year 2016, which volume cap may be allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, 30 *Illinois Compiled Statutes 2008*, 345/1 *et seq.*, as supplemented and amended (the "*Act*"), provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to transfer its entire volume cap allocation for calendar year 2016 to the City of Aurora, Kane, DuPage, Will and Kendall Counties, Illinois (the "*Issuer*") to be applied toward the issuance of single family mortgage revenue bonds by the Issuer (the "*Bonds*") or for such other purpose permitted by this Ordinance;

NOW, THEREFORE, Be It Ordained by the Mayor of the City of Pekin, Peoria and Tazewell Counties, Illinois, as follows:

SECTION 1. That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2016 is hereby transferred to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or other private activity bonds.

SECTION 2. That the Municipality and the Issuer shall maintain a written record of this Ordinance in their respective records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

SECTION 3. That the Mayor, the City Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.

SECTION 4. That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases and provisions of this Ordinance.

SECTION 5. That all ordinances, resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded; and that this Ordinance shall be in full force and effect upon its adoption and approval.

Presented, passed, approved and recorded this ____ day of _____, 2016.

Approved:

Mayor

[SEAL]

ATTEST:

City Clerk

Ayes: _____

Nays: _____

Absent or Not Voting: _____

REPORT OF ALLOCATION GRANTED
BY HOME-RULE UNITS

April 20, 2016

Office of the Governor
Governor's Office of Management and Budget
603 Stratton Building
Springfield, Illinois 62706

ATTENTION: Debt Management Unit

Re: City of Pekin
Total 2016 Volume Cap Allocation: \$3,382,400.00

Volume Cap allocations, granted, transferred, or reserved by Issuer resolution prior to May 1, 2011:

1. Principal Amount of Issue: \$3,382,400.00
Bond Description: Revenue Bonds

If reallocated to another issuer, state name of issuer: City of Aurora

Copies of allocation resolution or ordinances are attached.

Total allocation Granted or Reallocated: \$3,382,400.00

Sincerely,

CITY OF PEKIN

Pamela Anderson
Community Development Director
Telephone No. (309) 477-2300

SternBrothers&Co.
Investment Banking Since 1917

308 West Erie Street
Suite 700
Chicago, Illinois 60654
Tel: 312.664.5656

February 18, 2016

Ms. Pamela Anderson
Economic Development Coordinator
City of Pekin
111 South Capitol Street
Pekin, Illinois 61554

Re: **Assist 2016** First-Time Homebuyer Down Payment Assistance Program

Dear Pam:

The housing market this past year has been strong in Pekin. Our lender network is continuing to make first-time home buyer loans throughout the City. In 2015, we show a total of 25 home loans being made to Pekin homebuyers totaling more than \$2.2 million. Funding is now available through our participating lender network.

In anticipation of additional funding of Assist first mortgages for residents of Pekin, we ask that the City again commit its 2016 home rule volume cap for Assist. This year, based on a population of 33,824 Pekin's 2016 home rule cap is \$3,382,400. Reservation of the City's cap needs to be accomplished not later than April 30, 2011. Any transfers of 2016 cap need to be reported to the State within 14 days of the transfer. Attached is the required form of transfer ordinance for 2016 and letter to the Governor's Office of Management & Budget.

Thanks for your continued support of Assist, Pam, and we look forward to working with you and the City in the year to come.

Best Regards,



David S. Rasch
Managing Director

attachments



REQUEST FOR COUNCIL ACTION

To: Mayor McCabe and Council Members

CC: Sue McMillan & City Attorney

From: Sarah Newcomb, Interim City Manager/Human Resources Director

AGENDA ITEM: Lawn Maintenance Contract with Golf Green

AGENDA DATE REQUESTED: March 14, 2016

ACTION REQUESTED: Approve the acceptance of the proposal from Golf Green for the same pricing levels as the 2014 bid with an opt-out at any time.

BACKGROUND: In March of 2014 the City requested bids for lawn care from outside vendors and Golf Green was awarded the bid at the March 24, 2014 council meeting. Golf Green has worked well with City employees over the last two years and the staff recommends accepting the current proposal from Golf Green for at least this upcoming season. Because of additional regulations on spraying and requirements for certifications for application, it is much more feasible for the City to use an outside vendor for these services. The request for proposals from 2014 showing the Golf Green bid is attached along with their current bid.

FINANCIAL IMPACT: Approximately \$120,000. (May 2015-March 2016 \$124,934.04)

NEIGHBORHOOD CONCERNS: City owned properties will be mowed in a timely manner.

IMPACT IF APPROVED: Golf Green will be ready to start as soon as needed.

IMPACT IF DENIED: The mowing of properties will be delayed.

ALTERNATIVES:

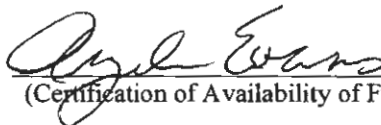
RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS:

REQUIRED SIGNATURES

Department Director

Date

Finance Department


(Certification of Availability of Funds)

3-8-16
Date

Corporation Counsel

(Certification of Review)

Date

City Manager



3/8/16
Date

Golf Green Lawn Care

PO Box 1008
Pekin, IL 61555

Proposal and Acceptance

(800) LAWNCARE – (800) 211-7927 – Fax: (309) 347-4723

Proposal Submitted To:

CITY OF PEKIN

Attention:

RON SIEH

Street Address:

1208 KOCH

City, State Zip:

PEKIN, IL 61554

Job Name:

Job Location:

Date of Proposal:

DEC 7, 2015

Date of Plan:

2016 season

Phone:

Bloomington
(309) 829-4191

Decatur
(217) 422-9342

Morton
(309) 263-1441

Pekin
(309) 347-4798

Peoria
(309) 674-6722

Springfield
(217) 523-5296

We hereby submit specifications and estimates for:

ROUND UP SPRAY FOR 2 GUARD RAILS ON VETERANS DR, 3 GUARD RAILS ON BROADWAY AND TWO PONDS IN RIVERWAY BUSINESS PARK. (2 VISITS) \$ 295.00 EA

ROUND UP SPRAY ON STREETS, GUARD RAILS, AND DITCHES, AS DISCUSSED WITH RON SIEH. (2 VISITS) \$3,725.00 EA

ROUND UP SPRAY FOR BOAT RAMP & UNDER BRIDGE PARKING AREA (2 VISITS) \$ 75.00 EA

BROADLEAF WEED SPRAY ON AREAS AS DISCUSSED WITH RON SIEH. (3 APS) \$1,148.00 EA
BROADLEAF WEED CONTROL PARK AVE ONLY (2 APPS) \$ 120.00 EA

MOWING AND STRING TRIMMING LEVEL 1 AS OUTLINED BY MAP (APROX 17.5 ACRES) \$2,880.00 EA
MOWING AND STRING TRIMMING LEVEL 2 AS OUTLINED BY MAP (APPROX 38.5 ACRES) \$2,800.00 EA
MOWING AND STRING TRIMMING LEVEL 3 AS OUTLINED BY MAP (APPROX 25.7 ACRES) \$2,560.00 EA
MOWING AND STRING TRIMMING LEVEL 4 AS DIRECTED BY THE CITY @\$40 PER MAN HOUR
MOWING AND STRING TRIMMING EXTRA AREA BY TRACKS AT DAVIS ST. MONTHLY \$ 40.00 EA

****OPTION FOR A THREE YEAR CONTRACT (prices will be frozen at the above prices for three years but City of Pekin does have the option to cancel at the end of year one or two.)**

WE PROPOSE hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Dollars

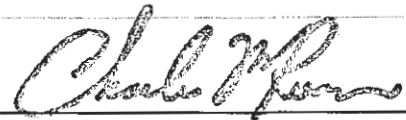
\$

Payment to be made as follows:

BILLED AT TIME OF COMPLETION.

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our Note: This proposal may be withdrawn by us if not accepted workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature:



Note: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature:

Signature:

Date of Acceptance:



Lawn Maintenance Services Request for Proposals

The City of Pekin is requesting proposals from qualified, licensed, bonded, and insured firms or individuals to provide Lawn Maintenance Services for all city-owned properties within the City of Pekin. (See attached aerial maps)

Scope of Work:

The bidder shall be held to have examined the premises, sites and specifications and have satisfied themselves as to the conditions of the premises, sites, obstructions, the actual levels and areas and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the Owner's operations in the areas of the work, so they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder. Pricing shall be on a per mowing or treatment basis for the designated areas. Contractor will coordinate with the City on a weekly basis on when areas designated as either Level 2 or 3 needs to be done. Work in these areas without prior approval will not be paid for. If a partial level is done, a cost per acre price will be used based on acreage figures and prices given for each level.

Mowing Services:

Mowing services shall be performed at times mutually agreed upon between Owner and Contractor. Contractor shall be responsible for complying with all local codes and ordinances regarding working times, grass height (not to exceed 8 to 10 inches) and disposal of clippings and other debris. Nothing shall be left that will detract from the overall appearance of the site. All non turf areas such as sidewalks, streets, entrances, planters, etc., shall be free from clippings and cutting debris by means of blowers, sweepers or other equipment. At no time or location will grass clippings be blown onto the adjacent pavement.

All litter such as but not limited to paper, cans, bottles, branches, etc., must be picked up and properly disposed of prior to mowing. The City is not responsible to damage to the Contractor's equipment caused by hitting an object in the area being mowed. Contractor will also be liable for damage to surrounding properties or vehicles resulting from objects thrown by the mower. Care shall be taken to avoid damage to street signs, markers, septic system pipes and markers, trees, shrubs, private property, and any other permanent objects abutting the areas to be mowed.

There will be four levels of mowing services:

Level 1: (Approx. 17.5 acres) Requires that all areas be mowed and trimmed. These areas may require weekly mowing most of the time but may be extended depending on the weather.

Includes City Hall, City Green areas along Court Street and around parking lots, the boulevards on Park Avenue and Valle Vista, Veterans Cemetery, City Entrance sign areas

Level 2: (Approx. 38.5 acres) Requires general mowing and trimming as necessary to present a neat and even appearance but no more often than every other week depending on weather conditions.

Level 3: (Approx. 25.7 acres) Requires general mowing and trimming on a monthly schedule or longer intervals depending on weather conditions.

Level 4: Areas as directed by the City. These will be covered through an established hourly rate and contractor will provide times to complete for each assigned property on their invoice. These areas will be done within 48 hours of the request unless other arrangements are made.

Weed Control: (Approx. 3.2 acres)

Contractor shall be fully licensed in all pesticide/herbicide products and activities. Contractor shall be responsible for posting perimeter signs of spray areas in accordance with the Pesticide Control Act.

Weed control services shall be performed periodically but as a minimum there shall be 1 spring application to all designated areas. The lawn areas shall be done with a contact spray herbicide to control dandelions and other weeds. **(Note: this service does not apply to City Hall.)**

Broadleaf herbicides shall be applied as required in designated areas. Herbicides will be applied only at the manufacturer's approved rates to avoid toxicity. Contractor shall verify that the herbicide is appropriate for use with the various plant materials. Contractor shall be responsible for any damages incurred as a result of herbicide applications and must repair or replace any such damage with similar or better plant materials.

Workmanship:

Performance will be evaluated based upon the expectation of a neat, professional looking appearance. Where, not more specifically described in any of the various sections of these specifications, workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade involved and shall include all items required for completion of the services.

The owner may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Items not completed to the satisfaction of the Owner will be corrected by the Contractor within a mutually agreed upon timeframe. Failure by the Contractor to remedy concerns of the Owner may result in the termination of this contract.

Trimming:

Trimming shall be done simultaneously with the mowing operation. Trimming (including ditches) is to be completed each time a site is mowed.

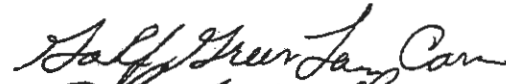
Trimming shall be done in all areas that are inaccessible to mowing equipment. This includes fence lines, under fixed objects, next to buildings or where established plantings are present and around all other obstacles to provide a neat and even appearance to the entire site. Care shall be used around trees and all obstacles to prevent damage to these items.

Edging:

All turf terminations at concrete details shall be vertically edged to remove overgrowth. Treatments to all sidewalk cracks and road medians, etc., will be done on an as needed basis. Nuisance vegetation (weeds, sucker trees, etc.) must be kept off fire hydrants, signs, fences, walls, sitting areas, walkways, and drives. (Addendum #1 – March 3, 2014)

Option 1: Pekin Airport:

As an option, a price per time to mow at the Pekin Municipal Airport is included in this proposal request. There is no requirement to provide a price and it is not a factor in the selection process. (Approx. 60 acres)



Contractor

City of Pekin

3-11-2014
Date

Date

Attest

Scenario = 22 Weeks

	Cost	Occurences	
Level 1	\$ 2,880.00	22	\$ 63,360.00
Level 2	\$ 2,800.00	11	\$ 30,800.00
Level 3	\$ 2,560.00	5	\$ 12,800.00
Level 4	\$ 40.00 Hourly	25 Hours	\$ 1,000.00
Lawn Treatment	\$ 3,684.00 Lump Sum*	1	\$ 3,684.00
Herbicide	\$ 4,095.00	2	\$ 8,190.00
		Total	\$ 119,834.00

* (3 X 1028) + (5*120) = \$3,684



MARCH 11, 2014

CITY OF PEKIN LAWN WEED CONTROL:

WE RECOMMEND 3 APPLICATIONS ON ALL AREAS EXCEPT PARK AVENUE. ON THE PARK AVENUE LOCATION WE RECOMMEND 5 APPLICATIONS. THE PRICE FOR PARK AVENUE LOCATION IS \$120.00 PER APPLICATION. THE TOTAL PRICE WILL DEPEND ON THE NUMBER OF APPLICATIONS FOR THE SEASON.

Serving Central Illinois for 30 Years
Box 1008 • Pekin, Illinois 61555-1008
1-800-LAWNCARE

(309) 347-4798, Pekin • (309) 829-4191, Bloomington • (309) 674-6722, Peoria • (309) 263-1441, Morton • (217) 523-5296, Springfield



Bid Sheet

Mowing Services:

Level 1 Price per time	<u>\$2,880.00</u>
Level 2 Price per time	<u>\$2,800.00</u>
Level 3 Price per time	<u>\$2,560.00</u>
Level 4 Price per hour	<u>\$40.00 per hr.labor</u>

Herbicide Applications:

Lawn Weed Control per application	<u>\$1,028.00 SEE ATTACHED SHEET</u>
General Herbicide per application	<u>\$4,095.00</u>

<u>Option 1: Pekin Airport</u> Price per time	<u>\$1,490.00</u>
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Addendum Confirmation (if necessary):

1 Dated: March 3, 2014
Dated: _____
Dated: _____

Received: Charles McKeown
Received: _____
Received: _____

CONTRACTOR: Golf Green Lawn Care

CONTACT PERSON: Charles McKeown 309-208-1396
Dan Wilson 309-319-1229

CONTACT NUMBER: Office 347-4798 fax 347-4723