



City of Pekin

REGULAR CITY COUNCIL MEETING MONDAY, FEBRUARY 14, 2022 5:30 PM

1. Pledge of Allegiance
2. Call to Order
3. Approve Agenda
4. Approval of Minutes
4.1. City Council - Regular Meeting - Jan 24, 2022 5:30 PM
5. Public Input
6. Consent Agenda
6.1. Police Department Stats - January 2022
6.2. Accounts Payable to be Paid Proof List thru February 4, 2022
6.3. Proclamation Black History Month
6.4. Receive and File Bids Police Department Locker Room Remodel
6.5. Receive and File Bids for City of Pekin Audit Services
7. Unfinished Business
7.1. Resolution No. 366-21/22 City of Pekin , Illinois Proposed Pekin East Residential Tax Increment Financing (TIF) District McKinley Apartment, LLC Redevelopment Project ACTION REQUESTED: Approve and Adopt the Resolution.
8. New Business
8.1. Resolution No. 371-21/22 Award City of Pekin Audit Services to Lauterbach & Amen, LLP ACTION REQUESTED: Approve and Adopt the Resolution.
8.2. Resolution No. 372-21/22 Award Police Department Locker Room Remodel to CAD

Construction ACTION REQUESTED: Approve and Adopt the Resolution.	
8.3.	Resolution No. 373-21/22 Appropriate Motor Fuel Tax for 2022 (FY23) Maintenance Costs ACTION REQUESTED: Approve and Adopt the Resolution.
8.4.	Resolution No. 374-21/22 Authorize Purchase of Backup Hardware, Cloud Service and Maintenance Subscription ACTION REQUESTED: Approve and Adopt the Resolution.
8.5.	Ordinance No. 3047-21/22 Amending the City Code Section 5-1-4-6-1 and Chapter 7 Regarding Tax on Video Gaming ACTION REQUESTED: Approve and Adopt the Ordinance.
8.6.	Ordinance No. 3048-21/22 Amend City Code Chapter 5 Article I Division 4 Sec. 5-1-4-6-4 Amusements Regarding Video Gaming Terminal Operator Fees ACTION REQUESTED: Approve and Adopt the Ordinance.
8.7.	Ordinance No. 3049-21/22 Amend Code Chapter 5 Article II Section 5-2-25 Regarding Liquor Delivery ACTION REQUESTED: Approve and Adopt the Ordinance.
8.8.	Ordinance No. 3050-21/22 Declaring Surplus Revenue in the Pekin South Industrial Park Special Tax Allocation Fund and Authorizing Payment of that Surplus Revenue to the Tazewell County Treasurer for Distribution to Affected Taxing Districts on a Pro Rata Basis for Tax Year 2020 Payable 2021 ACTION REQUESTED: Approve and Adopt the Ordinance.
8.9.	Ordinance No. 3051-21/22 Responsible Bidder Ordinance Amending the Procurement Policy ACTION REQUESTED: Approve and Adopt the Ordinance.
9. Communications	
9.A. Discussion	
9.A.1. 3rd Amendment to the Southern Tazewell Enterprise Zone	

9.A.2. Derby Street Construction
10. Any Other Business To Come Before The Council
11. Executive Session 5 ILCS 120/2 (c) 2. Purchase of Property
12. Adjourn

 PROCEEDINGS OF THE REGULAR MEETING
 OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
 HELD IN THE COUNCIL CHAMBERS OF CITY HALL
 111 S. CAPITOL ST
 ON MONDAY JANUARY 24, 2022 AT 5:30 O'CLOCK P.M.
 MAYOR-PROTEM BECKY CLOYD PRESIDING

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Abel.

CALL TO ORDER

Mayor Pro-Tem Cloyd called the meeting to order at 5:35 PM.

City Clerk, Sue McMillan, confirmed all Councilmembers were physically present and logged on with the exception of the absence of Mayor Luft.

Attendee Name	Organization	Title	Status	Arrived
Rick Hilst	City of Pekin	Councilman	Present	5:07 PM
Karen Hohimer	City of Pekin	Councilwoman	Present	5:08 PM
Dave Nutter	City of Pekin	Councilman	Present	5:10 PM
Becky Cloyd	City of Pekin	Mayor-Protem	Present	5:09 PM
Lloyd Orrick	City of Pekin	Councilman	Present	5:11 PM
John P Abel	City of Pekin	Councilman	Present	5:08 PM
Mark Luft	City of Pekin	Mayor	Absent	

APPROVE AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Lloyd Orrick, Councilman
SECONDER: Dave Nutter, Councilman
AYES: Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT: Mark Luft

APPROVAL OF MINUTES

RESULT: APPROVED [UNANIMOUS]
MOVER: Lloyd Orrick, Councilman
SECONDER: John P Abel, Councilman
AYES: Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT: Mark Luft

4.1. City Council - Regular Meeting - Jan 10, 2022 5:30 PM

4.2. City Council - Special Meeting - Jan 19, 2022 5:00 PM

PUBLIC INPUT

Minutes Acceptance: Minutes of Jan 24, 2022 5:30 PM (Approval of Minutes)

Elaine Ritchey questioned Council regarding whether the City purchased all the school buses and if so how were they paid for. Ms. Ritchey also questioned who was going to run the bus department because there were a lot of upset drivers.

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	John P Abel, Councilman
AYES:	Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT:	Mark Luft

- 6.1. Tazewell County Animal Control Billing - December 2021**
- 6.2. Police Department Stats - December 2021**
- 6.3. Accounts Payable To Be Paid Proof List thru January 21, 2022**
- 6.4. Accounts Payable To Be Paid Proof List thru January 7, 2022 Part 2**
- 6.5. Financial Reports November 2021 FY22**
- 6.6. Ordinance No. 3043-21/22 Rezoning Request Fletcher B-3 to R-4 502 Hamilton Case RZ 2022-01**
- 6.7. Receive and File Proposals CDBG Residential Rehabilitation and Improvement Demolition of 112 Orchard**
- 6.8. Resolution No. 370-21/22 Mayor's Reappointment of Marybeth Roffman to the Pekin Housing Authority Board for a 5-year term until January 14, 2027**

PRESENTATION

- 7.1. Street Maintenance Plan 2022**
City Engineer, Ms. Josie Esker, presented Council with the proposed 2022 Street Maintenance Plan displaying multiple slides regarding maintenance types, review of projects completed, possible maintenance projects, review of maintenance budget numbers and the next steps.

Council Hilst discussed the lawsuit regarding the ADA ramps and the cost associated. Councilmember Hilst also discussed where the \$1.375M was coming from and whether the push tax revenue would be utilized.

Ms. Esker explained that the \$1.375M was based on the projects chosen and that a significant amount would be utilized by MFT Funding, some local funding and the push tax revenue.

Mayor Pro-Tem Cloyd stated that the Council discussion was to use the push tax revenue for infrastructure.

Councilmember Hilst questioned the \$2.8M balance for MFT on the IDOT website. Ms. Esker explained that those funds had already been obligated to use for Parkway and Derby Street.

Finance Director, Bruce Marston, informed Council that 5 distributions had been deposited into the account from the Illinois Build Bond totaling \$1.8M and that some of that money was being used for Allentown Road. Mr. Marston added that the total fund balance was \$2.9M but the balance on the IDOT website was not what was available to spend. Ms. Esker explained that that money could only be used for capital improvement projects.

Councilmember Hilst discussed the striping on Parkway and whether the County would be willing to assist. Ms. Esker explained that it was too cold to paint but could reach out to the County.

Councilmember Hilst also questioned if any funds could come out of TIF. Ms. Esker said that it could and planned on utilizing some for bigger projects. Ms. Esker made it clear that there was no extra money according to the 5 year Capital Plan; every fund was being used for infrastructure.

Ms. Esker explained to Councilmember Abel that the cost associated with the ADA requirements on Parkway was \$300K just for concrete work.

Councilmember Nutter proposed having a discussion about the ADA requirements and what sources of revenue was available. Councilmember Nutter spoke against doing an chip sealing.

Ms. Esker reminded Council that the information could be found in the 5 year Capital Plan. If Council were to repeal the push tax, \$1M would then be cut from the maintenance plan.

Council also discussed blocking 7th Street between Ann Eliza and Margaret.

Ms. Esker requested Council complete the survey provided and return to her.

NEW BUSINESS

8.1. **Ordinance No. 3036-21/22 Rezoning Properties R-1 One-Family Residential District to P-1 Vehicular Parking District located at 1704 and 1706 Karo Street PIN 10-10-09-205-004 and 1010-09-205-005**

Zoning and Development Manager, Mr. Matt Fick, gave some history on the Petitioner's request explaining that the Petitioner had annexed the property into the City early last year wanting to connect an existing structure and had succeeded. Petitioner came back to the ZBA requesting to rezone the property from residential to commercial for a parking lot and was denied by the Zoning Board. Petitioner once again came back to the ZBA requesting P-1 zoning but the neighbors were not in favor. Mr. Fick added that the owner cannot come back to the ZBA with the same request for a year. The recommendation to Council was to deny the request.

RESULT:	FAILED [1 TO 5]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	Dave Nutter, Councilman
AYES:	Karen Hohimer
NAYS:	Hilst, Nutter, Cloyd, Orrick, Abel
ABSENT:	Mark Luft

Motion to: **Amend 8.2 to "earmark" 50% of the annual net revenue generated by Downtown TIF be designated towards public improvements**

After much discussion of the Council, a motion was made by Councilmember Hilst and seconded by Councilmember Nutter to amend Ordinance No. 3044-21/22 to create a new subsection I. allocating 50% of the remainder annual net revenue generated by the extended TIF, after the deduction of the school districts portion, between the original expiration date and December 31, 2034 to public improvements.

Councilmember Hilst voiced his concern that the revenue generated would not be allocated to a private developer.

Mr. Rothert stated that 50% of the total generated every year was approximately \$150,000 to \$175,000 after the portion went to the school districts by intergovernmental agreements. Council continued the discussion on the total amount generated and how much of that revenue had been spent on infrastructure in the CBD.

RESULT:	ADOPTED [4 TO 2]
MOVER:	Rick Hilst, Councilman
SECONDER:	Dave Nutter, Councilman
AYES:	Rick Hilst, Dave Nutter, Becky Cloyd, Lloyd Orrick
NAYS:	Karen Hohimer, John P Abel
ABSENT:	Mark Luft

**8.2. 2887 : Ordinance No. 3044-21/22
Approving and Adopting An Extension to the Redevelopment Plans; Projects; Redevelopment Project Area; and Tax Increment Financing for Pekin Central Business District Tax Increment Financing District as Amended**

City Manager, Mr. Mark Rothert, summarized the history of the City's Central Business District Tax Increment Financing District that was adopted in 1986 and then extended over the years through 2021. Mr. Rothert explained that on November 30, 2021, Governor Pritzker signed a State Bill into law as a public act approving the second legislative extension of the Pekin CBD TIF District for an additional twelve years.

Councilmember Hilst questioned how and when Council gave consensus as required by law.

Councilmember Hilst and Councilmember Nutter both agreed that neither of them were notified nor recall any discussion of the TIF extension. Councilmember Hilst felt the meetings held with taxing bodies were misleading.

Councilmember Orrick questioned Mr. Rothert on the benefits of the TIF District. Mr. Rothert felt that the TIF District was put to use as it was intended and could be used for future infrastructure and to incentivize businesses, like it had been done in Peoria Heights. Mr. Rothert felt that it was important to make the buildings in the downtown presentable to move forward and grow.

Councilmember Cloyd concurred and stated that the buildings needed stabilized, sprinkler systems installed to promote upper story living in the downtown.

Council discussed how many residents would have to reside in the downtown and what businesses that would bring.

Mr. Rothert added that the extension of the TIF was not a tax increase and explained that anything after the base year that was a new value would go to the TIF.

Council also discussed whether there was a parking issue in the downtown and whether public or private parking lots should be fixed first. Mr. Rothert stated that the grant application that was recently applied for would potentially fix any parking lot issues.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	John P Abel, Councilman
AYES:	Hohimer, Nutter, Cloyd, Orrick, Abel
NAYS:	Rick Hilst
ABSENT:	Mark Luft

8.3. Ordinance No. 3045-21/22 Professional Services Agreement Establishment and Annual Administration of Pekin South Residential Tax Increment Financing (TIF) District City of Pekin and Jacob & Klein, LTD and The Economic Development Group, LTD

City Manager, Mr. Mark Rothert, explained that the City had indicated an interest to foster residential growth, address deteriorating infrastructure, and stabilize neighborhoods with the community. To address that issue, the City had an option to implement a new Tax Increment Financing District (TIF) to incentivize development of key areas that were prime for household growth. Mr. Rothert presented to Council maps outlining the East Residential TIF and the South Residential TIF study areas. Mr. Rothert clarified to Council that the request was only to engage Jacob & Klein and once the TIF was created to have them administer it as well. The administration fee was \$11,000 each year for each TIF with the funding source coming from the CBD transfer of funds. Mr. Rothert continued to explain that the part of the revenue generated would be used for lot reimbursements that would include single family homes and duplexes; any remainder would be up to Council's discretion. Mr. Rothert made Council aware that there were areas for Commercial development as well.

Council discussed how the new TIF area needed to be contiguous but there was a portion on the map that may need to annexed in.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Dave Nutter, Councilman
SECONDER:	Lloyd Orrick, Councilman
AYES:	Hohimer, Nutter, Cloyd, Orrick, Abel
NAYS:	Rick Hilst
ABSENT:	Mark Luft

8.4. 2913 : Ordinance No. 3046-21/22 Professional Services Agreement Establishment and Annual Administration of Pekin East Residential Tax Increment Financing (TIF) District City of Pekin and Jacob & Klein, LTD and The Economic Development Group, LTD

Councilmember Nutter corrected the agenda item replacing South Residential Tax Increment Financing with East Residential Increment Financing.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Dave Nutter, Councilman
SECONDER:	Lloyd Orrick, Councilman
AYES:	Hohimer, Nutter, Cloyd, Orrick, Abel
NAYS:	Rick Hilst
ABSENT:	Mark Luft

Motion to: **Layover 8.5 Resolution 366-21/22 Inducement for Residential Development (McKinley Apartments) until Consensus is made with Neighbors and Developer**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lloyd Orrick, Councilman
SECONDER:	John P Abel, Councilman
AYES:	Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT:	Mark Luft

- 8.5. **Resolution No. 366-21/22 City of Pekin , Illinois Proposed Pekin East Residential Tax Increment Financing (TIF) District McKinley Apartment, LLC Redevelopment Project**

RESULT:	LAYED OVER [UNANIMOUS]
	Next: 2/14/2022 5:30 PM
MOVER:	Lloyd Orrick, Councilman
SECONDER:	John P Abel, Councilman
AYES:	Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT:	Mark Luft

- 8.6. **Resolution No. 367-21/22 Award Bid for Demolition of 112 Orchard Avenue to Wayne Litwiller Excavating, Inc.**

Police Chief John Dossey presented the resolution to award the bid for demolition of 112 Orchard Avenue to Wayne Litwiller Excavating, Inc. All inspections had been completed and bids were opened publicly with two of the five contractors failing to submit all required documents. It was stated that CDBG funding would be utilized for the demolition.

Councilmember Nutter questioned why the bid from Litwiller was so much lower than the others. Chief explained that Litwiller owned all their own equipment and did not have to subcontract it out. There was also no junk or debris to be a hauled out as it was on a concrete slab. Demolition of the property would be within 30 days of a signed agreement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rick Hilst, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT:	Mark Luft

- 8.7. **Resolution No. 368-21/22 Agreement Between the City of Pekin and LHF Compost Inc. for Compost Waste Facility Renewal**

Public Works Director, Mr. Justin Reeise, presented the request to Council to approve a resolution and agreement with LHF Compost, Inc. for disposal of yard waste for the next 7 years. There was no rate increase for the for the first year and the annual rate was set to increase 3.5% annually over the remainder of the agreement. The City had previously been billed based on volume of landscape

waste disposed and the new agreement will be billed based on weight which was consistent with industry standards. LHF was the closest permitted compost site to Pekin which resulted in a savings for gas and travel time. Staff recommended approval.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John P Abel, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT:	Mark Luft

8.8. Resolution No. 369-21/22 Intergovernmental Agreement with Tazewell County Animal Control for Animal and Rabies Control Services.

City Manager, Mr. Mark Rothert, presented the request to Council to approve a resolution and intergovernmental agreement with Tazewell County Animal Control for animal and rabies control services. Staff recommended approval.

Councilmember Hilst requested clarification on how the system worked and how animal control was required to obtain the animal if they received a phone call.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John P Abel, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT:	Mark Luft

CITY COUNCIL OR STAFF REPORTS

Councilmember Abel discussed the abundance of street lights out especially along Hanna Drive.

Councilmember Nutter questioned what the deadline was for the CURES Act. Mr. Rothert advised that the deadline was last year and that the City received what was owed.

EXECUTIVE SESSION 5 ILCS 120/2 (C) 11. LITIGATION AND 6. SETTING A PRICE FOR SALE OR LEASE OF CITY OWNED PROPERTY

A motion was made by Councilmember Abel seconded by Councilmember Hohimer to move into Executive Session to discuss 5 ILCS 120/2 (c) 11. Litigation and 6. Setting a Price for Sale of Lease of City Owned Property at 7:43 PM. Motion carried viva voce.

Council returned to Open Session at 8:20 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John P Abel, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Hilst, Hohimer, Nutter, Cloyd, Orrick, Abel
ABSENT:	Mark Luft

ADJOURN

Seeing no further action of the Council, a motion was made by Councilmember Abel seconded by Councilmember Hohimer to adjourn at 8:21 PM.



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Lee Wrhel, Police & Fire Secretary

AGENDA ITEM: PD Stats - January

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

Jan 2022 WEEKLY STATS	Jan 1 - 8	Jan 9 - 15	Jan 16 - 22	Jan 23 - 29	Jan 30 - Feb 5	TOTAL
PATROL						
Calls for service	610	644	604	657		2515
Buisness / Bar checks	100	92	93	108		393
Traffic stops	34	40	39	41		154
Phone calls & station information	26	27	35	24		112
Reports	50	53	56	44		203
Supplements	49	13	19	18		99
Impounds	5	4	2	1		12
Arrests	50	64	46	36		196
Citations	25	22	14	20		81
Written warnings	17	23	26	25		91
Cell phone	0	1	0	1		2
Truck route	0	0	0	0		0
Low-speed gas bicycle	0	0	0	0		0
Pedestrian stops	0	0	0	0		0
DUI	1	0	0	1		2
Crashes	22	11	15	12		60
Field contact	0	0	0	0		0
Parking tickets - Parking Enforce	7	11	7	0		25
Parking tickets - Patrol	0	4	2	3		9
Animal controls tickets - AC	6	0	0	0		6
Animal - Patrol	0	0	0	0		0
NOT COUNTED (those listed below)						
Julie notifications	0	0	0	0		0
Repossessions	0	0	1	2		3
Incident created in error	0	0	0	0		0
Law test nature code	0	0	0	0		0
RECORDS						
Notice to Appears	6	0	0	0		6
Citations	0	0	0	0		0
Warnings	0	0	0	0		0
Freedom of Information / Pages	20 / 388 pgs	23 / 161 pgs	21 / 220 pgs	27 / 388 pgs		91 / 1157 pgs
CD/DVD'S FOR FOI OR SUB (Redacted)	2	3	1	5		11
SEX Offender Registration	13	11	4	10		38
Impounds processed	5	4	2	1		12
Impound fees collected	\$1,000.00	\$ 2,000.00	\$ -	\$1,000.00		\$4,000.00
Fines collected	\$1,478.90	\$ -	\$ 5,489.60	\$3,968.00		\$10,936.50
Reports	2	3	0	0		5
Supplemental reports	0	1	0	0		1
Fingerprints processed	1	0	1	2		4
Court case files	9	18	11	10		48
DVD/CD for court	110	52	249	29		440
Reports Processed	68	95	87	53		303
Pieces of logged evidence	58	42	18	21		139
Pieces of evidence to Lab	8	2	6	7		23
Pill Bin weight	1	5 lbs	4 lbs	15.2 lbs		1
Backgrounds for other LAW/GOVT. Agen	29	10	13	25		77
False alarm letters	0	3	0	2		5
Certificate of Purchase	0	6	0	0		6
Certificate of Purchase Final Letters	0	0	0	0		0
Evidence Pulled to be destroyed	58	105	177	218		558
Subpoenas / Expungements	001 s / 000 e	001 s / 0003 e	000 s / 000 e	000 s / 000 e		002 s / 003 e
AVRS Crash Report Sales / \$	17 / \$85	19 / \$95	13 / \$65	13 / \$65		

**REQUEST FOR COUNCIL ACTION**

Agenda Date: February 14, 2022
To: Council Members
From: Roy Beckham,

AGENDA ITEM: Accounts Payable to be Paid Proof List thru February 4, 2022

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

Accounts Payable

To Be Paid Proof List

User: mkflatley
 Printed: 02/04/2022 - 6:52AM
 Batch: 00014.01.2022 - missy1 02-04-2022



City Of Pekin
 111 S. Capitol
 Pekin, IL 61554

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
AAA Certified Confidential Security Corp									
10891									
93195	12/31/2021	127.65	0.00	02/04/2022				No	0
100-761-569000 Other Contractual Service				confidential material disposal 12/01/21 & 12/29/21					
93195 Total:		127.65							
AAA Certified Confidential		127.65							
Advance Auto Parts									
12965									
*** 2917	1/5/2022	7.68	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				oil filters for police stock					
2917 Total:		7.68							
3146	1/14/2022	68.34	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				spark plugs and plug boots for police stock					
3146 Total:		68.34							
3187	1/17/2022	96.56	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				oil filter for sw11/3 for stock					
3187 Total:		96.56							
3211	1/18/2022	22.40	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				actuator for squad 5164					
3211 Total:		22.40							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
*** 3235	1/19/2022	42.00	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				power steering fluid for solidwaste/stock					
*** 3235	1/19/2022	42.00	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				power steering fluid for street dept stock					
3235 Total:		84.00							
3239	1/19/2022	46.89	0.00	02/04/2022				No	0
501-501-534000 Automotive Expense				battery charger for bus #1900					
3239 Total:		46.89							
3254	1/19/2022	15.62	0.00	02/04/2022				No	0
100-007-534000 Automotive Expense				oil filter for #243 (1) for stock					
3254 Total:		15.62							
3301	1/21/2022	154.91	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				filters for street dept/stock					
3301 Total:		154.91							
*** 3349	1/24/2022	43.45	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				neutral safety swtich for truck #20					
3349 Total:		43.45							
3385	1/25/2022	181.97	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				front pads and rotors for squad 5202					
3385 Total:		181.97							
3392	1/25/2022	119.31	0.00	02/04/2022				No	0
501-501-534000 Automotive Expense				tire pressure sensors for bus/stock					
3392 Total:		119.31							
3393	1/25/2022	142.98	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				rotors for police stock					
3393 Total:		142.98							
3415	1/26/2022	77.98	0.00	02/04/2022				No	0

AP-To Be Paid Proof List (02/04/2022 - 6:52 AM)

Page 2

*** means this invoice number is a duplicate.

Attachment: To Be Paid Proof List 2-4-22 (2928 : Accounts Payable to be Paid Proof List thru February 4,

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-761-534000 Automotive Expense				2 brake pads for squad 5202					
3415 Total:		77.98							
*** 3499	1/28/2022	147.96	0.00	02/04/2022				No	0
501-501-534000 Automotive Expense				filters for bus stock					
3499 Total:		147.96							
*** 8685	1/25/2022	228.64	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				front engine fan squad 5174					
*** 8685	1/25/2022	228.64	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				front engine fans for squad 5174					
8685 Total:		457.28							
8686	1/28/2022	38.58	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				tubes of grease for grease guns					
8686 Total:		38.58							
Advance Auto Parts Total:		1,705.91							
AG-Land FS Inc									
10014									
50012577	12/6/2021	90.10	0.00	02/04/2022				No	0
699-069-534000 Automotive Expense				propane for forklifts/vmf					
50012577 Total:		90.10							
AG-Land FS Inc Total:		90.10							
All Small Engine N More LLC									
13945									
2859	1/17/2022	118.00	0.00	02/04/2022				No	0
100-032-557200 License And Inspection Fees				state inspection for truck #52 & 18					
2859 Total:		118.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	All Small Engine N More L	118.00							
Allegra Print & Imaging 10016									
65319	1/28/2022	260.00	0.00	02/04/2022				No	0
100-761-551000 Printing And Publications				mandatory "rights" posters/required by law to post					
65319 Total:		260.00							
Allegra Print & Imaging To		260.00							
Allen, Daniel 13749									
expense1229	12/29/2021	87.00	0.00	02/04/2022				No	0
501-501-554200 Meals Lodging				2 charters 12/29-12/30/21					
expense1229 Total:		87.00							
Allen, Daniel Total:		87.00							
Amazon Capital Services 10020									
11CKCD1TKFJ6	2/1/2022	675.19	0.00	02/04/2022				No	0
100-764-520200 Office Supplies				1 tilting keyboard and 4 headphones					
11CKCD1TKFJ6 Total:		675.19							
14XQ4C74KXMF	2/1/2022	12.83	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				12 volt adapter plug socket for squad car					
14XQ4C74KXMF Total:		12.83							
*** 1CXK6TGPF9]	2/1/2022	42.95	0.00	02/04/2022				No	0
100-761-592604 Emergency Services Team				mechanical pencils/CIERT					
*** 1CXK6TGPF9]	2/1/2022	38.92	0.00	02/04/2022				No	0
100-761-592604 Emergency Services Team				4 CIERT SOP binders					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
1CXK6TGPFP9PP Total:		81.87							
1D3DCC9MGQVH	2/1/2022	35.99	0.00	02/04/2022				No	0
100-761-592604 Emergency Services Team				power inverter CIERT					
1D3DCC9MGQVH Total:		35.99							
1D3DCC9MLN4P	2/1/2022	112.98	0.00	02/04/2022				No	0
100-005-559000 Medical Expense/supplies				rapid care first aid cabinet					
1D3DCC9MLN4P Total:		112.98							
*** 1D3DCC9MLX	2/1/2022	71.58	0.00	02/04/2022				No	0
100-763-520200 Office Supplies				binder clips, expandable pockets and scissors					
*** 1D3DCC9MLX	2/1/2022	27.93	0.00	02/04/2022				No	0
100-761-520200 Office Supplies				printer ribbon					
1D3DCC9MLXGT Total:		99.51							
1GT4H4Q4LRJP	2/1/2022	59.99	0.00	02/04/2022				No	0
100-004-520200 Office Supplies				hand held recorder					
1GT4H4Q4LRJP Total:		59.99							
1M3FWJLTLHDQ	2/1/2022	21.99	0.00	02/04/2022				No	0
100-764-520200 Office Supplies				scale for evidence room					
1M3FWJLTLHDQ Total:		21.99							
1Q1R4TN3KWKD	2/1/2022	46.15	0.00	02/04/2022				No	0
100-005-520200 Office Supplies				file folders					
1Q1R4TN3KWKD Total:		46.15							
Amazon Capital Services T		1,146.50							
Amerencilco 10021									
*** 2063131008	1/18/2022	1,066.33	0.00	02/04/2022				No	0
240-240-550600 Electricity For Signal Lights				traffic lighting 11/16/21-1/13/22					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2063131008 Total:	1,066.33							
*** 2349029006	1/19/2022	1,051.68	0.00	02/04/2022				No	0
231-030-550100 Utilities				liftstations 11/17/21-1/13/22					
	2349029006 Total:	1,051.68							
*** 2434114066	1/19/2022	2,872.09	0.00	02/04/2022				No	0
240-240-550500 Electricity For Street Lights				customer owned street lights 12/15/21-1/18/22					
	2434114066 Total:	2,872.09							
*** 8695491773	1/19/2022	6,241.95	0.00	02/04/2022				No	0
240-240-550500 Electricity For Street Lights				street lights 12/15/21-1/18/22					
	8695491773 Total:	6,241.95							
	Amerencilco Total:	11,232.05							
Axon Enterprise, Inc. 10631									
inus047176	12/12/2022	147,913.46	0.00	02/04/2022				No	0
100-009-538000 Maintenance Agreements				axon software maintenance 9/14/21-9/14/22					
	inus047176 Total:	147,913.46							
si1720739	6/30/2021	1,249.00	0.00	02/04/2022				No	0
100-009-538000 Maintenance Agreements				axon software maintenance/data migration on 8/17/21					
	si1720739 Total:	1,249.00							
si1748342	6/30/2021	4,793.60	0.00	02/04/2022				No	0
100-009-538000 Maintenance Agreements				axon software maintenance/data migration on 10/29/21					
	si1748342 Total:	4,793.60							
	Axon Enterprise, Inc. Total	153,956.06							

Batteries Plus - 278

AP-To Be Paid Proof List (02/04/2022 - 6:52 AM)

*** means this invoice number is a duplicate.

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10898									
p47887068	1/13/2022	120.34	0.00	02/04/2022				No	0
100-761-555000 Radio Expense				2 radio batteries for portables					
p47887068 Total:		120.34							
p48270758	1/25/2022	13.32	0.00	02/04/2022				No	0
100-034-522400 General Supplies				batteries					
p48270758 Total:		13.32							
p48389135	1/28/2022	481.36	0.00	02/04/2022				No	0
100-761-555000 Radio Expense				8 radio batteries for portables					
p48389135 Total:		481.36							
Batteries Plus - 278 Total:		615.02							
Big Rays Express Lube #0105									
14503									
20082	1/11/2022	53.05	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				oil change for squad 5162					
20082 Total:		53.05							
20084	1/11/2022	76.45	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				oil change for squad 5204					
20084 Total:		76.45							
20106	1/12/2022	53.05	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				oil change for squad 5163					
20106 Total:		53.05							
20250	1/19/2022	76.45	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				oil change for squad 5209					
20250 Total:		76.45							
20263	1/19/2022	53.05	0.00	02/04/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-761-534000 Automotive Expense				oil change for squad 5151					
20263 Total:		53.05							
20376	1/24/2022	53.05	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				oil change for squad 5179					
20376 Total:		53.05							
20410	1/25/2022	76.45	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				oil change for squad 5207					
20410 Total:		76.45							
Big Rays Express Lube #01		441.55							
Britton Electronics									
10083									
2229087	1/13/2022	258.00	0.00	02/04/2022				No	0
231-030-534400 Equipment Repairs				repairs to crescent lift station 1/4/22					
2229087 Total:		258.00							
*** 2229088	1/13/2022	880.00	0.00	02/04/2022				No	0
231-030-529000 Equipment				new submersable pressure transducer 1/5/22					
*** 2229088	1/13/2022	1,208.00	0.00	02/04/2022				No	0
231-030-534400 Equipment Repairs				repairs at hickory hills lift station					
2229088 Total:		2,088.00							
Britton Electronics Total:		2,346.00							
Cat Financial Services									
10104									
*** 31929861	1/17/2022	1,334.36	0.00	02/04/2022				No	0
445-041-524000 Lease/Rental of Equipment				monthly lease on wheel loader 1/22					
*** 31929861	1/17/2022	338.81	0.00	02/04/2022				No	0
445-041-590400 Interest Paid				monthly interest on wheel loader 1/22					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
31929861 Total:		1,673.17							
Cat Financial Services Tota		1,673.17							
Center for Prevention of Abuse 12233									
01242022	1/24/2022	14,783.99	0.00	02/04/2022				No	0
261-319-511200 Public Serv Activity/Delivery				grant recipient id#573					
01242022 Total:		14,783.99							
Center for Prevention of Ab		14,783.99							
Centre State International Trucks, Inc. 10109									
01p71049	1/13/2022	1,322.42	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				exhust back pressure valve for #433					
01p71049 Total:		1,322.42							
01p71094	1/13/2022	-1,255.19	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				credit for returned parts #433					
01p71094 Total:		-1,255.19							
01p71102	1/17/2022	351.18	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				a/c coil, evap kit for sw7					
01p71102 Total:		351.18							
01p71186	1/19/2022	80.74	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				blendoor actuator for sw7					
01p71186 Total:		80.74							
01p71225	1/21/2022	144.60	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				throttle coupling and tube kit for truck #33					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
01p71225 Total:		144.60							
01p71350	1/31/2022	126.24	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				power devider differential kit for sw14					
01p71350 Total:		126.24							
Centre State International T		769.99							
Centrifuge Training Solutions 14565									
2690	1/13/2022	650.00	0.00	02/04/2022				No	0
100-761-519000 Training And Education				payment for training class/Lt Jones					
2690 Total:		650.00							
Centrifuge Training Solutio		650.00							
CenturyLink 10111									
*** 304021116	1/10/2022	39.94	0.00	02/04/2022				No	0
100-009-550300 Telephone				street dept fax 1/10-2/9/22					
304021116 Total:		39.94							
*** 304025584	1/10/2022	173.09	0.00	02/04/2022				No	0
100-009-550300 Telephone				fire station 2 & 3 phones 1/10-29/9/22					
304025584 Total:		173.09							
*** 304027612	1/13/2022	166.44	0.00	02/04/2022				No	0
100-009-550300 Telephone				fire dept pagers 10/13-11/12/21 & 12/13/21-1/12/21					
304027612 Total:		166.44							
CenturyLink Total:		379.47							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
CINTAS Corporation 10115									
4108257620	1/20/2022	184.79	0.00	02/04/2022				No	0
699-069-569000 Other Contractual Service				clean uniforms 1/20/22					
4108257620 Total:		184.79							
4108930497	1/27/2022	184.79	0.00	02/04/2022				No	0
699-069-569000 Other Contractual Service				clean uniforms 1/27/22					
4108930497 Total:		184.79							
CINTAS Corporation Tota		369.58							
City Solutions Consulting LLC 14124									
*** 81	1/31/2022	400.00	0.00	02/04/2022				No	0
270-270-560500 Consulting Services				consulting fees 1/19-1/31/22					
*** 81	1/31/2022	160.00	0.00	02/04/2022				No	0
273-273-560500 Consulting Services				consulting fees 1/19-1/31/22					
*** 81	1/31/2022	160.00	0.00	02/04/2022				No	0
275-275-560500 Consulting Services				consulting fees 1/19-1/31/22					
*** 81	1/31/2022	2,160.00	0.00	02/04/2022				No	0
277-277-560500 Consulting Services				consulting fees 1/19-1/31/22					
*** 81	1/31/2022	1,600.00	0.00	02/04/2022				No	0
100-793-560500 Consulting Services				consulting fees 1/19-1/31/22					
81 Total:		4,480.00							
City Solutions Consulting L		4,480.00							
Citylink 11032									
17571	12/31/2021	52,500.00	0.00	02/04/2022				No	0
100-990-565900 Citylink Contract				transportation services october - december 2021					
17571 Total:		52,500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Citylink Total:		52,500.00							
Cloudpoint Geographics Inc. 11838 inv3042	1/30/2022	7,450.00	0.00	02/04/2022				No	0
100-007-569000 Other Contractual Service				GIS services 5/1/21-4/30/23					
inv3042 Total:		7,450.00							
Cloudpoint Geographics In		7,450.00							
Comcast Cable 11073 *** 203200090660	1/19/2022	306.88	0.00	02/04/2022				No	0
525-525-550300 Telephone				airport telephone/internet service 1/23-2/22/22					
203200090660 Total:		306.88							
Comcast Cable Total:		306.88							
Constellation Newenergy/Gas Division 13810 *** 3374111	1/10/2022	1,604.95	0.00	02/04/2022				No	0
100-068-550100 Utilities				public properties 12/24/21					
*** 3374111	1/10/2022	315.07	0.00	02/04/2022				No	0
100-068-550100 Utilities				1130 koch st unit A 12/24/21					
*** 3374111	1/10/2022	431.57	0.00	02/04/2022				No	0
501-501-550100 Utilities				bus dept locations 12/24/21					
*** 3374111	1/10/2022	431.56	0.00	02/04/2022				No	0
699-069-550100 Utilities				vmf locations 12/24/21					
*** 3374111	1/10/2022	972.06	0.00	02/04/2022				No	0
100-034-550100 Utilities				fire dept locations 12/24/21					
*** 3374111	1/10/2022	1,570.50	0.00	02/04/2022				No	0
100-032-550100 Utilities				street dept locations 12/24/21					
*** 3374111	1/10/2022	1,283.23	0.00	02/04/2022				No	0
525-525-550100 Utilities				airport locations 12/24/21					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
*** 3374111	1/10/2022	5,938.16	0.00	02/04/2022				No	0
231-031-550100 Utilities				wwtp locations 12/24/21					
3374111 Total:		12,547.10							
Constellation Newenergy/G		12,547.10							
Conway Shield 14482									
0486024	1/14/2022	4,524.00	0.00	02/04/2022				No	0
100-034-529000 Equipment				chainsaws					
0486024 Total:		4,524.00							
0486027	1/14/2022	102.50	0.00	02/04/2022				No	0
100-034-529000 Equipment				locking carabiner					
0486027 Total:		102.50							
0486417	1/20/2022	247.05	0.00	02/04/2022				No	0
100-034-529000 Equipment				gloves					
0486417 Total:		247.05							
0486632	1/26/2022	380.50	0.00	02/04/2022				No	0
100-034-529000 Equipment				stream lights					
0486632 Total:		380.50							
Conway Shield Total:		5,254.05							
Core & Main 10255									
q194104	1/10/2022	221.80	0.00	02/04/2022				No	0
231-030-564000 Sewer Maintenance/Improvement				pvc coupling for sewer repair					
q194104 Total:		221.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Core & Main Total:		221.80							
David Burling Excavating Inc 10091									
45507	1/6/2022	2,950.00	0.00	02/04/2022				No	0
231-030-569000 Other Contractual Service				repair sewer line at 1616 market st 12/27/21					
45507 Total:		2,950.00							
David Burling Excavating In		2,950.00							
Fastenal Company 10181									
ilpek167174	12/20/2021	19.91	0.00	02/04/2022				No	0
699-069-522400 General Supplies				vmf tool for stock					
ilpek167174 Total:		19.91							
ilpek167491	1/13/2022	11.90	0.00	02/04/2022				No	0
100-032-522400 General Supplies				white gloss paint, bolts for truck 65					
ilpek167491 Total:		11.90							
*** ilpek167502	1/14/2022	42.38	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				bolts and nuts for sw7					
*** ilpek167502	1/14/2022	7.38	0.00	02/04/2022				No	0
699-069-534000 Automotive Expense				garage door batteries for stock					
ilpek167502 Total:		49.76							
Fastenal Company Total:		81.57							
Firestone Tire & Service 10191									
236327	1/27/2022	107.65	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				1 new tire for squad 5146					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
236327 Total:		107.65							
Firestone Tire & Service To		107.65							
Five Star Water 12219 *** 106351	1/13/2022	18.70	0.00	02/04/2022				No	0
231-031-569000 Other Contractual Service				water delivery 12/22/21					
106351 Total:		18.70							
Five Star Water Total:		18.70							
FleetPride, Inc. 11473 89924344	1/21/2022	42.42	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				air filter indicator for r2					
89924344 Total:		42.42							
FleetPride, Inc. Total:		42.42							
Gem City Tire 12935 *** 33774	1/12/2022	94.00	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				2 rims and 4 valve stems for street dept stock					
*** 33774	1/12/2022	270.00	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				used tire disposal for squads					
*** 33774	1/12/2022	70.00	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				2 rims for solid waste stock					
33774 Total:		434.00							
33940	1/26/2022	427.56	0.00	02/04/2022				No	0
445-041-534400 Equipment Repairs				4 new tires for hot box trailer					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	33940 Total:	427.56							
	Gem City Tire Total:	861.56							
Giosta, Sr, Tony 14585 01192022	1/19/2022	750.00	0.00	02/04/2022				No	0
231-030-569000 Other Contractual Service				backwater valve reimbursement at 301 delshire ave					
	01192022 Total:	750.00							
	Giosta, Sr, Tony Total:	750.00							
Grainger 10235 9181292104	1/18/2022	830.40	0.00	02/04/2022				No	0
231-031-534400 Equipment Repairs				new motor for grit pump					
	9181292104 Total:	830.40							
	Grainger Total:	830.40							
Hanson Professional Svcs Inc 10248 1091700	1/22/2022	12,924.36	0.00	02/04/2022	DERB-ENGR	enr		No	0
100-032-561200 Engineering Fees				derby st phase 1 engineering					
	1091700 Total:	12,924.36							
	Hanson Professional Svcs	12,924.36							
Hawkins Inc. 12742 6101158	1/11/2022	4,470.96	0.00	02/04/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
231-031-522200 Chemical Supplies				polymer for running equipment					
6101158 Total:		4,470.96							
Hawkins Inc. Total:		4,470.96							
Herr Petroleum Corporation 12712									
d38722	12/1/2021	21,545.08	0.00	02/04/2022				No	0
699-000-160100 Fuel Inventory				4802 gallons of diesel delivered 12/01/21					
d38722 Total:		21,545.08							
d38745	12/13/2021	21,221.02	0.00	02/04/2022				No	0
699-000-160100 Fuel Inventory				7001 gallons of diesel delivered 12/13/21					
d38745 Total:		21,221.02							
d38839	1/20/2021	23,317.29	0.00	02/04/2022				No	0
699-000-160100 Fuel Inventory				7004 gallons of deisel delivered 1/20/22					
d38839 Total:		23,317.29							
Herr Petroleum Corporatio		66,083.39							
Hoerr Construction Inc 10269									
122-030	1/28/2022	29,836.80	0.00	02/04/2022				No	0
261-318-511300 Public Facilities & Infra				2022 sewer lining camera & clean					
122-030 Total:		29,836.80							
Hoerr Construction Inc Tot		29,836.80							
Hueber LLC 13948									
ivc00000328430	1/13/2022	332.50	0.00	02/04/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-761-592602 Canine Unit				k-9 dog food					
	ivc00000328430 Total:	332.50							
	Hueber LLC Total:	332.50							
IL American Water 10291									
2100000995141	1/18/2021	101.74	0.00	02/04/2022				No	0
100-034-550100 Utilities				3232 court st 12/15/21-01/14/22					
	2100000995141 Total:	101.74							
2100000997451	1/6/2021	83.05	0.00	02/04/2022				No	0
100-034-550100 Utilities				1000 n 14th 12/3/21-1/4/22					
	2100000997451 Total:	83.05							
*** 210001655200	12/16/2021	31.73	0.00	02/04/2022				No	0
231-031-550100 Utilities				608 front st 11/16-12/14/21					
*** 210001655200	1/19/2021	31.48	0.00	02/04/2022				No	0
231-031-550100 Utilities				608 s front st 12/15/21-01/14/22					
	210001655200 Total:	63.21							
*** 210002547388	1/7/2021	84.59	0.00	02/04/2022				No	0
100-034-550100 Utilities				272 derby 12/7/21-1/6/22					
	210002547388 Total:	84.59							
*** 210004789874	12/16/2021	554.62	0.00	02/04/2022				No	0
231-031-550100 Utilities				606 s front st 11/16-12/14/21					
*** 210004789874	1/8/2022	550.67	0.00	02/04/2022				No	0
231-031-550100 Utilities				606 s front st sewer 12/15/21-1/14/22					
	210004789874 Total:	1,105.29							
	IL American Water Total:	1,437.88							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
IL Dept of Transportation 12276									
124371	2/1/2022	688,553.76	0.00	02/04/2022	PKWY-MILL	contr		No	0
240-240-580501 Street Major Repair				payment #1 for parkway dr construction (mill & overlay)					
124371 Total:		688,553.76							
124374	2/1/2022	49,403.40	0.00	02/04/2022	ALLE-ROAD	contr		No	0
240-240-580501 Street Major Repair				payment #1 for allentown rd construction					
124374 Total:		49,403.40							
IL Dept of Transportation		737,957.16							
IL Environmental Protection Agency 12435									
*** 15	1/18/2022	277,630.68	0.00	02/04/2022				No	0
231-000-218600 IEPA Loan L17- 4856				principal payment on L17-4856					
*** 15	1/18/2022	95,851.40	0.00	02/04/2022				No	0
231-029-590400 Interest Paid				interest payment on L174856					
15 Total:		373,482.08							
IL Environmental Protectio		373,482.08							
IL Office of the Attorney General 12976									
01312022	1/31/2022	840.00	0.00	02/04/2022				No	0
100-760-493900 Sex Offender Registration				sex offender registration fee portion					
01312022 Total:		840.00							
IL Office of the Attorney G		840.00							
IL Oil Marketing Equipment 10313									
21866	12/29/2021	1,322.20	0.00	02/04/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
699-069-534400 Equipment Repairs				new motherboard on furel pumps					
21866 Total:		1,322.20							
22399	1/14/2022	441.82	0.00	02/04/2022				No	0
699-069-534000 Automotive Expense				breakaway valve/hose stock					
22399 Total:		441.82							
IL Oil Marketing Equipmen		1,764.02							
IL State Police 12975									
01312022	1/31/2022	840.00	0.00	02/04/2022				No	0
100-760-493900 Sex Offender Registration				sex offender registration fee portion					
01312022 Total:		840.00							
IL State Police Total:		840.00							
Illini Plumbing, Inc. 12264									
16140	1/25/2022	455.00	0.00	02/04/2022				No	0
525-525-534200 Buildings And Grounds Rep				repaired bathrooom at airport					
16140 Total:		455.00							
Illini Plumbing, Inc. Total:		455.00							
Interstate All Battery Center 10329									
*** 20009563	1/13/2022	104.47	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				battery for bobcat					
*** 20009563	1/13/2022	100.95	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense				battery for express van#5059					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	20009563 Total:	205.42							
	Interstate All Battery Cent	205.42							
IWIRC 10335 353137	1/4/2022	216.00	0.00	02/04/2022				No	0
100-034-559000 Medical Expense/supplies				fit for duty CL					
	353137 Total:	216.00							
353284	1/12/2022	296.00	0.00	02/04/2022				No	0
100-761-559000 Medical Expense/supplies				fit for duty retur to work/e. shipman					
	353284 Total:	296.00							
353367	1/6/2022	102.00	0.00	02/04/2022				No	0
100-006-559000 Medical Expense/supplies				pre employment physical for JW					
	353367 Total:	102.00							
	IWIRC Total:	614.00							
Jones, Rob 11207 expense-0222	2/6/2022	710.31	0.00	02/04/2022				No	0
100-761-519000 Training And Education				immediate trauma care instructor 2/7-2/9/22					
	expense-0222 Total:	710.31							
	Jones, Rob Total:	710.31							
Julie Inc 10344 *** 20221403	1/10/2022	1,408.28	0.00	02/04/2022				No	0
231-030-569000 Other Contractual Service				annual fees for julie e-mails 1/1/22-12/31/22					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
*** 20221403	1/10/2022	1,408.28	0.00	02/04/2022				No	0
231-033-569000 Other Contractual Service				annual fees for julie e-mails 1/1/22-12/30/22					
*** 20221403	1/10/2022	1,408.28	0.00	02/04/2022				No	0
100-990-599999 Contingency				annual fees for julie e-mails 1/1/22-12/31/22					
20221403 Total:		4,224.84							
Julie Inc Total:		4,224.84							
Kaeser & Blair Incorporated 10843									
11217132	1/18/2022	457.74	0.00	02/04/2022				No	0
100-761-592500 Crime Prevention Expense				500 bags for PR (crime prevention)					
11217132 Total:		457.74							
Kaeser & Blair Incorporate		457.74							
Kimball Midwest 11679									
9550794	1/19/2022	234.00	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				hydraulic hose					
9550794 Total:		234.00							
9554867	1/20/2022	267.88	0.00	02/04/2022				No	0
100-032-522400 General Supplies				nuts, bolts, pins, washers and wipes for shop					
9554867 Total:		267.88							
*** 9555705	1/21/2022	108.00	0.00	02/04/2022				No	0
223-023-522400 General Supplies				heavy duty clamps to repair carts					
*** 9555705	1/21/2022	108.00	0.00	02/04/2022				No	0
223-025-522400 General Supplies				heavy duty clamps to repair carts					
9555705 Total:		216.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
Kimball Midwest Total:		717.88							
Knox Company 14580									
invka46715	12/17/2021	5,824.00	0.00	02/04/2022				No	0
100-034-529000 Equipment				med vaults for all 3 stations					
invka46715 Total:		5,824.00							
Knox Company Total:		5,824.00							
Koenig Body & Equipment 10359									
jr46174	1/19/2022	1,845.20	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				rear pintle hitch plug #451					
jr46174 Total:		1,845.20							
jr46175	1/19/2022	1,845.20	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				rear pintle hitch plug #418					
jr46175 Total:		1,845.20							
Koenig Body & Equipment		3,690.40							
Labor Relations Information System 13165									
0127	1/31/2022	150.00	0.00	02/04/2022				No	0
100-761-551600 Dues And Subscriptions				subscription to public safety labor news 1/1-12/31/22					
0127 Total:		150.00							
Labor Relations Informatio		150.00							

Leman Property Management Co.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
12165									
01282022	1/28/2022	575.00	0.00	02/04/2022	CTV0-00V	expense		No	0
445-041-580500 Street Construction				court st field office january 2022 rent					
01282022 Total:		575.00							
Leman Property Managem		575.00							
Linde Gas & Equipment									
10518									
*** 66480070	10/7/2021	66.59	0.00	02/04/2022				No	0
699-069-524000 Lease/rental Of Equipment				rental on cylinders 10/7/21					
*** 66480070	10/7/2021	66.59	0.00	02/04/2022				No	0
445-041-524000 Lease/Rental of Equipment				rental on cylinders 10/7/21					
66480070 Total:		133.18							
Linde Gas & Equipment To		133.18							
LKB Community Building									
14502									
*** 100	1/21/2022	175.00	0.00	02/04/2022				No	0
100-793-560500 Consulting Services				planning & zoning support 12/21-1/22					
100 Total:		175.00							
LKB Community Building		175.00							
M & O Environmental									
11070									
40198	1/17/2022	881.99	0.00	02/04/2022				No	0
100-766-536100 Property Cleanup Fees				asbestos abatement at 305 n 9th st 12/16/21					
40198 Total:		881.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	M & O Environmental Tot	881.99							
Mayeur, Blake 14586 01192022	1/19/2022	750.00	0.00	02/04/2022				No	0
231-030-569000 Other Contractual Service				backwater valve reimbursement at 905 hamilton st					
	01192022 Total:	750.00							
	Mayeur, Blake Total:	750.00							
McKesson Medical-Surgical Inc. MMSGS 10431 18951433	1/12/2022	30.96	0.00	02/04/2022				No	0
100-034-522500 Emergency Medical Supplie				emergency medical supplies					
	18951433 Total:	30.96							
	McKesson Medical-Surgica	30.96							
McMillan, Sue 10407 expense-0122	1/28/2022	47.40	0.00	02/04/2022				No	0
100-004-551000 Printing And Publications				record rezoning ordinance No 3043-21/22					
	expense-0122 Total:	47.40							
	McMillan, Sue Total:	47.40							
McNeilus Truck & Manufacturing 10410 5357272	1/19/2022	302.94	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				upper tipper hooks for stock					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
5357272 Total:		302.94							
5364601	1/26/2022	4,598.60	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				cart tipper					
5364601 Total:		4,598.60							
McNeilus Truck & Manufa		4,901.54							
Menards 10414 16986	1/17/2022	388.00	0.00	02/04/2022				No	0
100-034-529000 Equipment				microwave and vacuum					
16986 Total:		388.00							
17051	1/18/2022	9.83	0.00	02/04/2022				No	0
231-031-522400 General Supplies				general tools for wwtp					
17051 Total:		9.83							
17100	1/19/2022	9.30	0.00	02/04/2022				No	0
231-031-522400 General Supplies				general fittings for plant					
17100 Total:		9.30							
*** 17155	1/20/2022	179.98	0.00	02/04/2022				No	0
223-023-529000 Equipment				2 batteries for drill					
*** 17155	1/20/2022	141.84	0.00	02/04/2022				No	0
223-023-522400 General Supplies				bars to reapiir carts and utility hangers					
17155 Total:		321.82							
17175	1/20/2022	62.96	0.00	02/04/2022				No	0
100-032-522400 General Supplies				sledge hammer and hoe for shop					
17175 Total:		62.96							
17186	1/20/2022	473.65	0.00	02/04/2022				No	0
100-034-529000 Equipment				tarps, tool kits, shovel, safety cones patent straps and gloves					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
17186 Total:		473.65							
*** 17232	1/21/2022	82.61	0.00	02/04/2022				No	0
100-034-522400 General Supplies					laundry detergent and plumbing items				
17232 Total:		82.61							
17239	1/21/2022	56.35	0.00	02/04/2022				No	0
231-031-522400 General Supplies					general safety supplies				
17239 Total:		56.35							
17242	1/21/2022	25.98	0.00	02/04/2022				No	0
100-032-529000 Equipment					levels for shop				
17242 Total:		25.98							
17466	1/25/2022	2.88	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense					hardware to mount equipment in squads				
17466 Total:		2.88							
17471	1/25/2022	3.62	0.00	02/04/2022				No	0
100-761-534000 Automotive Expense					hardware to mount equipment in squads				
17471 Total:		3.62							
Menards Total:		1,437.00							
MES Inc									
10415									
in1661045	12/30/2021	2,392.76	0.00	02/04/2022				No	0
100-034-529000 Equipment					holders/straps for new badges				
in1661045 Total:		2,392.76							
MES Inc Total:		2,392.76							

Midwest Transit Equipment

AP-To Be Paid Proof List (02/04/2022 - 6:52 AM)

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*** means this invoice number is a duplicate.

Attachment: To Be Paid Proof List 2-4-22 (2928 : Accounts Payable to be Paid Proof List thru February 4,

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
10421									
x10106084901	1/14/2022	264.58	0.00	02/04/2022				No	0
501-501-534000 Automotive Expense				tie rods AWD tube for bus 1968					
x10106084901 Total:		264.58							
x10106095601	1/24/2022	374.10	0.00	02/04/2022				No	0
501-501-534000 Automotive Expense				2 front rotor, seals and hub cap gaskets for bus 1968					
x10106095601 Total:		374.10							
x10106098901	1/26/2022	202.56	0.00	02/04/2022				No	0
501-501-534000 Automotive Expense				rear shocks for bus 1954					
x10106098901 Total:		202.56							
Midwest Transit Equipmen		841.24							
Miller Hall & Triggs									
10423									
*** 47	1/13/2022	4,857.26	0.00	02/04/2022				No	0
100-003-560600 Corporate Counsel Fees				12/2021 general legal matters					
*** 47	1/13/2022	82.40	0.00	02/04/2022				No	0
100-003-560600 Corporate Counsel Fees				12/2021 veterans gamblewood farm					
*** 47	1/13/2022	1,545.00	0.00	02/04/2022				No	0
100-003-561001 Legal Services - Police Labor				12/2021 simmons case					
*** 47	1/13/2022	741.60	0.00	02/04/2022				No	0
100-003-560600 Corporate Counsel Fees				12/2021 ADA case					
*** 47	1/13/2022	3,180.28	0.00	02/04/2022				No	0
100-003-560600 Corporate Counsel Fees				12/2021 traffic & enforcement					
*** 47	1/13/2022	695.25	0.00	02/04/2022				No	0
100-003-560600 Corporate Counsel Fees				12/2021 ordinance violations					
*** 47	1/13/2022	1,581.70	0.00	02/04/2022				No	0
100-003-560600 Corporate Counsel Fees				12/2021 demolitions					
*** 47	1/13/2022	123.60	0.00	02/04/2022				No	0
100-003-561002 Legal Services - Fire Labor				12/2021 fire matters					
*** 47	1/13/2022	659.20	0.00	02/04/2022				No	0
100-003-560600 Corporate Counsel Fees				12/2021 zba/planning commission					
*** 47	1/13/2022	61.80	0.00	02/04/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-003-561003 Legal Services - Teamsters *** 47	1/13/2022	1,443.00	0.00	12/2021 general labor matters 02/04/2022				No	0
261-320-561000 Legal Fees *** 47	1/13/2022	189.52	0.00	12/2021 CDBG legal matters 02/04/2022 COVI-D019		expense		No	0
501-501-560600 Corporate Counsel Fees *** 47	1/13/2022	164.80	0.00	12/2021 school bus legal matters 02/04/2022				No	0
273-273-560600 Corporate Counsel Fees *** 47	1/13/2022	144.20	0.00	12/2021 southside TIF zoning and PUD 02/04/2022				No	0
231-031-560600 Corporate Counsel Fees *** 47	1/13/2022	2,575.75	0.00	12/2021 waste water unit matters 02/04/2022				No	0
100-003-560600 Corporate Counsel Fees *** 47	1/13/2022	128.75	0.00	12/2021 ethics commission 02/04/2022				No	0
999-911-561000 Legal Fees				12/2021 tc3					
47 Total:		18,174.11							
Miller Hall & Triggs Total:		18,174.11							
Mitchell1 12383 27011358	1/11/2022	1,762.56	0.00	02/04/2022				No	0
100-009-538000 Maintenance Agreements				mittchell software maintenance 3/1/22-2/28/23					
27011358 Total:		1,762.56							
Mitchell1 Total:		1,762.56							
Modal Marketing 10427 91920	1/19/2022	86.97	0.00	02/04/2022				No	0
100-034-522400 General Supplies				tire gauges for fire houses					
91920 Total:		86.97							
Modal Marketing Total:		86.97							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Mutual Wheel 10439									
2663860	1/20/2022	214.06	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				drain pet cocks for sw trucks					
2663860 Total:		214.06							
Mutual Wheel Total:		214.06							
NAPA Auto Parts of Pekin 10441									
490760	1/19/2022	16.58	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				thread sealant for trucks					
490760 Total:		16.58							
490900	1/20/2022	22.32	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				wiring for trucks 18 & 51					
490900 Total:		22.32							
NAPA Auto Parts of Pekin		38.90							
Pekin Alignment & Autobody, Inc. 13351									
7438	1/20/2022	4,414.40	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				repairs and paint job on old fire truck					
7438 Total:		4,414.40							
Pekin Alignment & Autobody, Inc.		4,414.40							
Pekin Area Chamber of Commerce 10478									
107	10/10/2021	441.49	0.00	02/04/2022				No	0
208-208-597700 Sponsorships				marketing services 10/10/21					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
107 Total:		441.49							
108	11/1/2021	225.25	0.00	02/04/2022				No	0
208-208-597700 Sponsorships				marketing services 10/24/21					
108 Total:		225.25							
109	12/1/2021	121.64	0.00	02/04/2022				No	0
208-208-597700 Sponsorships				marketing services 11/17/21					
109 Total:		121.64							
110	1/1/2022	156.23	0.00	02/04/2022				No	0
208-208-597700 Sponsorships				marketing services 11/21/21					
110 Total:		156.23							
Pekin Area Chamber of Com		944.61							
Pekin Life Insurance Company 13317									
*** jw00191270000	1/13/2022	1,797.88	0.00	02/04/2022				No	0
695-095-517504 A D & D Life Premium				02/22 life insurance					
jw00191270000 Total:		1,797.88							
Pekin Life Insurance Comp		1,797.88							
Pekin Police Premium Trust 11610									
45	1/21/2022	95,187.78	0.00	02/04/2022				No	0
695-095-517509 Police BCBS Health Ins Plan				02/22 police premiums					
45 Total:		95,187.78							
Pekin Police Premium Trus		95,187.78							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Pekin Public Library 10488									
01192022	1/19/2022	10,202.61	0.00	02/04/2022				No	0
100-990-496200 PPRT Tax Clearing Acct				com december 2021					
01192022 Total:		10,202.61							
Pekin Public Library Total:		10,202.61							
Pekin Shoe Repair 10490									
6087-1	1/11/2022	1,000.00	0.00	02/04/2022				No	0
100-034-529000 Equipment				short on original invoice 6087/safety boots					
6087-1 Total:		1,000.00							
Pekin Shoe Repair Total:		1,000.00							
Peterson, Josh 10502									
*** expense-0122	1/31/2022	671.00	0.00	02/04/2022				No	0
100-034-519000 Training And Education				hotel while at training 1/23-1/28/22					
expense-0122 Total:		671.00							
Peterson, Josh Total:		671.00							
Price, Cory 14446									
expense-0122	1/14/2022	98.68	0.00	02/04/2022				No	0
100-034-519000 Training And Education				paramedic program book reimbursement					
expense-0122 Total:		98.68							
Price, Cory Total:		98.68							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Quadient Finance USA Inc 13754									
0001742257	1/7/2022	8.00	0.00	02/04/2022				No	0
100-764-520400 Postage				postage for packing mailing					
0001742257 Total:		8.00							
Quadient Finance USA Inc		8.00							
Quick Electrical Contractors, Inc 14587									
8161	12/3/2021	2,671.81	0.00	02/04/2022				No	0
231-030-534400 Equipment Repairs				fiber repair at fayette st					
8161 Total:		2,671.81							
Quick Electrical Contractor		2,671.81							
Ragan Communications Inc 10533									
*** 26746	1/19/2022	33.75	0.00	02/04/2022				No	0
231-033-555000 Radio Expense				antenna on sweeper					
*** 26746	1/19/2022	534.50	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				new radios in new trucks					
26746 Total:		568.25							
Ragan Communications Inc		568.25							
Rainbo Oil Co 10534									
9151562	1/13/2022	532.57	0.00	02/04/2022				No	0
501-501-534000 Automotive Expense				bulk oil					
9151562 Total:		532.57							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	Rainbo Oil Co Total:	532.57							
Ray O'Herron Co Inc 10539									
2167987	1/12/2022	32.67	0.00	02/04/2022				No	0
100-761-554300 Tools & Uniforms				name bars for new officers je & bg					
	2167987 Total:	32.67							
	Ray O'Herron Co Inc Total	32.67							
Schaefer, Chris 10571									
expense-0122	1/7/2022	41.78	0.00	02/04/2022				No	0
231-031-556100 Gasoline/diesel Fuel				diesel fuel to run heater					
	expense-0122 Total:	41.78							
	Schaefer, Chris Total:	41.78							
Schwartz Electric 10579									
16365	1/21/2022	1,627.50	0.00	02/04/2022				No	0
100-990-599999 Contingency				julie locates 1/8-1/18/22					
	16365 Total:	1,627.50							
	Schwartz Electric Total:	1,627.50							
Secretary of State 10583									
01202022-5131	1/31/2022	151.00	0.00	02/04/2022				No	0
100-761-557200 License And Inspection Fees				license plate renewal for squad 5131					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
01202022-5131	Total:	151.00							
Secretary of State	Total:	151.00							
Seico Inc 10587 44836	1/17/2022	480.00	0.00	02/04/2022				No	0
100-009-569000	Other Contractual Service			move badging software to new machine 12/10/21					
44836	Total:	480.00							
Seico Inc	Total:	480.00							
Stafford, Jennifer 13690 expense-0122	1/22/2022	100.00	0.00	02/04/2022				No	0
501-501-554200	Meals Lodging			2 charters to downers grove 1/21-22/22					
expense-0122	Total:	100.00							
Stafford, Jennifer	Total:	100.00							
Stuber's Heating & Air Conditioning, Ltd. 11089 7480	1/7/2022	579.00	0.00	02/04/2022				No	0
231-031-534200	Buildings And Grounds Rep			repair 2 stage furnace and replaced gas valve in headworks					
7480	Total:	579.00							
7508	1/18/2022	2,110.00	0.00	02/04/2022				No	0
231-031-534200	Buildings And Grounds Rep			repair 2 stage furnace and replaced inducer motor					
7508	Total:	2,110.00							
Stuber's Heating & Air Con		2,689.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Sweet Spot Operating Company, Inc 14584									
1	12/30/2021	10,860.00	0.00	02/04/2022				No	0
275-275-591200 Developer Agreement Payments				TIF reimb RDA W/8th street sweet shop					
1 Total:		10,860.00							
Sweet Spot Operating Com		10,860.00							
Syn-Tech Systems 12465									
242930	1/19/2022	7,950.00	0.00	02/04/2022				No	0
100-009-538000 Maintenance Agreements				maintenance for fuel system at airport/bus 1/12/22-1/11/202					
242930 Total:		7,950.00							
Syn-Tech Systems Total:		7,950.00							
Tazewell County Animal Control 10637									
122105	1/1/2022	3,828.91	0.00	02/04/2022				No	0
100-761-566700 Care Of Stray Animals				month of december 2021					
122105 Total:		3,828.91							
Tazewell County Animal C		3,828.91							
Tazewell County Association of Chiefs of Police 11137									
01182022	1/31/2022	150.00	0.00	02/04/2022				No	0
100-761-551600 Dues And Subscriptions				2022 dues calendar year for dossey					
01182022 Total:		150.00							
01182022-1	1/31/2022	125.00	0.00	02/04/2022				No	0
100-761-551600 Dues And Subscriptions				2022 dues calendar year for hutchinson					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	01182022-1 Total:	125.00							
01182022-2	1/31/2022	125.00	0.00	02/04/2022				No	0
100-761-551600 Dues And Subscriptions				2022 dues calendar year for jones					
	01182022-2 Total:	125.00							
01182022-3	1/31/2022	125.00	0.00	02/04/2022				No	0
100-761-551600 Dues And Subscriptions				2022 dues calendar year for little					
	01182022-3 Total:	125.00							
01182022-4	1/31/2022	125.00	0.00	02/04/2022				No	0
100-761-551600 Dues And Subscriptions				2022 dues calendar year for ranney					
	01182022-4 Total:	125.00							
	Tazewell County Associati	650.00							
Tazewell County Health Department 11644									
*** 17583	1/26/2022	1,460.00	0.00	02/04/2022				No	0
695-095-516700 Wellness Program				2021 flu shots 10/21/21					
	17583 Total:	1,460.00							
	Tazewell County Health D	1,460.00							
Tazewell County Landfill 10635									
5178375	1/15/2022	22,912.56	0.00	02/04/2022				No	0
223-023-566500 Landfill Expense				landfill fee 1/3-1/14/22					
	5178375 Total:	22,912.56							
	Tazewell County Landfill T	22,912.56							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Tazewell County Recorder 11172									
01242022	1/24/2022	142.20	0.00	02/04/2022				No	0
231-029-593300 Lien Filing Fee				filing 3 wastewater liens					
01242022 Total:		142.20							
Tazewell County Recorder		142.20							
Teaney, Denise 13890									
*** pettycash0122	1/21/2022	40.00	0.00	02/04/2022				No	0
501-501-520400 Postage				money orders for permit renewals					
*** pettycash0122	1/21/2022	28.00	0.00	02/04/2022				No	0
501-501-534000 Automotive Expense				gas & car wash					
*** pettycash0122	1/21/2022	25.90	0.00	02/04/2022				No	0
501-501-522400 General Supplies				carpet runners					
pettycash0122 Total:		93.90							
Teaney, Denise Total:		93.90							
Third Millennium Associates, Inc. 11953									
*** 27199	1/18/2022	1,059.30	0.00	02/04/2022				No	0
231-029-569000 Other Contractual Service				january 2022 billing rendering					
*** 27199	1/18/2022	1,059.29	0.00	02/04/2022				No	0
223-023-569000 Other Contractual Service				january 2022 billing rendering					
*** 27199	1/18/2022	61.48	0.00	02/04/2022				No	0
231-029-520400 Postage				january 2022 postage					
*** 27199	1/18/2022	61.48	0.00	02/04/2022				No	0
223-023-520400 Postage				january 2022 postage					
27199 Total:		2,241.55							
Third Millennium Associat		2,241.55							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
TJ Conevera's 10654 200047	1/20/2022	5,100.00	0.00	02/04/2022				No	0
100-761-525000 Police Ammunition				ammunition					
200047 Total:		5,100.00							
TJ Conevera's Total:		5,100.00							
Treasure, State of Illinois 12974 02012022	2/1/2022	140.00	0.00	02/04/2022				No	0
100-760-493900 Sex Offender Registration				sex offender registration fee portion					
02012022 Total:		140.00							
Treasure, State of Illinois To		140.00							
Truck Centers Inc 10664 f14035703001	1/21/2022	318.50	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				air dryer filters for sw/stock					
f14035703001 Total:		318.50							
f14035709501	1/21/2022	25.52	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				latch for sw14 garbage trucks					
f14035709501 Total:		25.52							
f14035717901	1/24/2022	114.01	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				hinge door/striker latch for sw14					
f14035717901 Total:		114.01							
f14035734301	1/25/2022	114.48	0.00	02/04/2022				No	0
223-025-534000 Automotive Expense				lower dash unit for yw4					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	f14035734301 Total:	114.48							
f14035744101	1/26/2022	127.94	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				motor blower (heater) for sw14					
	f14035744101 Total:	127.94							
f14035760401	1/28/2022	706.99	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				brake shoes and spring brake valve for sw stock					
	f14035760401 Total:	706.99							
f14035765801	1/28/2022	197.81	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				control valve, tube and clamp breather for sw14					
	f14035765801 Total:	197.81							
f14035783201	1/29/2022	-201.60	0.00	02/04/2022				No	0
223-023-534000 Automotive Expense				brake shoe core returned					
	f14035783201 Total:	-201.60							
	Truck Centers Inc Total:	1,403.65							
Uftring Auto Group									
10829									
149910fow	1/24/2022	83.00	0.00	02/04/2022				No	0
100-034-534000 Automotive Expense				ignition switch and seat belt latch for r2					
	149910fow Total:	83.00							
150066fow	1/28/2022	31.99	0.00	02/04/2022				No	0
445-041-534000 Automotive Expense				rearview mirror for st445					
	150066fow Total:	31.99							
	Uftring Auto Group Total:	114.99							

United Ready Mix Inc

AP-To Be Paid Proof List (02/04/2022 - 6:52 AM)

*** means this invoice number is a duplicate.

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Packet Pg. 53

Attachment: To Be Paid Proof List 2-4-22 (2928 : Accounts Payable to be Paid Proof List thru February 4,

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
11485									
53846	1/16/2022	388.50	0.00	02/04/2022				No	0
231-030-564000 Sewer Maintenance/Improvement				flowable for sanitation line repair on oakwood dr					
53846 Total:		388.50							
United Ready Mix Inc Tota		388.50							
United States Postal Service									
10449									
01272022	1/27/2022	2,000.00	0.00	02/04/2022				No	0
100-990-520400 Postage				added funds to postge machine 1/27/22					
01272022 Total:		2,000.00							
United States Postal Servic		2,000.00							
Unity Point Methodist									
10521									
6849	1/25/2022	18.00	0.00	02/04/2022				No	0
100-034-519000 Training And Education				cpr cards					
6849 Total:		18.00							
Unity Point Methodist Tot		18.00							
Unland & Co Inc., James									
10671									
4146	1/25/2022	1,415.00	0.00	02/04/2022				No	0
695-095-569000 Other Contractual Service				01/22 benefit services					
4146 Total:		1,415.00							
4147	1/25/2022	730.00	0.00	02/04/2022				No	0
695-095-516700 Wellness Program				01/22 wellness app					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
4147 Total:		730.00							
Unland & Co Inc., James T		2,145.00							
Verizon 14122									
9895781355	12/23/2021	188.37	0.00	02/04/2022				No	0
231-030-550100 Utilities				liftstations modem 11/24-12/23/21					
9895781355 Total:		188.37							
9896522270	1/3/2021	3,843.50	0.00	02/04/2022				No	0
100-009-550300 Telephone				city hall cellular 12/4/21-01/03/22					
9896522270 Total:		3,843.50							
9896522271	1/3/2021	278.74	0.00	02/04/2022				No	0
100-009-550300 Telephone				fire dept phones 12/4/21-01/03/22					
9896522271 Total:		278.74							
9896522272	1/3/2021	1,844.14	0.00	02/04/2022				No	0
100-009-550300 Telephone				police dept cellular 12/4/21-01/03/22					
9896522272 Total:		1,844.14							
9897086633	1/10/2021	128.25	0.00	02/04/2022				No	0
100-009-550300 Telephone				build maintenance phones 12/11/21-01/10/22					
9897086633 Total:		128.25							
Verizon Total:		6,283.00							
Waste Management 12524									
314541420704	12/31/2021	1,024.33	0.00	02/04/2022				No	0
231-031-569000 Other Contractual Service				2 yard dumpsters 1/1/22					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
314541420704 Total:		1,024.33							
332754620703	1/4/2022	4,179.11	0.00	02/04/2022				No	0
231-031-569000 Other Contractual Service				sludge dumpster 12/15-12/16/21					
332754620703 Total:		4,179.11							
Waste Management Total:		5,203.44							
Wayne Litwiller Excavating Inc 10695									
*** 01262022	1/26/2022	15,000.00	0.00	02/04/2022				No	0
261-320-511000 Rehab Activity & Delivery				demo house at 305 n 9th st					
*** 01262022	1/26/2022	21,000.00	0.00	02/04/2022				No	0
261-319-511000 Rehab Activity & Delivery				demo house at 1410 s 12th st					
01262022 Total:		36,000.00							
Wayne Litwiller Excavating		36,000.00							
Will Harms Co 10706									
37085	1/27/2022	7.27	0.00	02/04/2022				No	0
100-761-520200 Office Supplies				1 dozen message pads					
37085 Total:		7.27							
Will Harms Co Total:		7.27							
Report Total:		1,790,778.09							

**REQUEST FOR COUNCIL ACTION**

Agenda Date: February 14, 2022
To: Council Members
From: Roy Beckham,

AGENDA ITEM: Proclamation Black History Month

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

Proclamation

On

Black History Month

WHEREAS, During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual and political development: and

WHEREAS, In 1915, Dr. Carter G. Woodson, noted black scholar, founded the Association for the Study of Negro Life and History, which was later renamed the Association for the Study of African American Life and History (ASALH); and

WHEREAS, Dr. Woodson initiated Black History Week, February 12, 1926; and for many years, the second week of February, chosen so as to coincide with the birthdays of Frederick Douglas and Abraham Lincoln, was celebrated by African Americans in the United States; by the late 1960s, thanks in part to the civil rights movement, the weeklong celebration evolved into a monthlong one on many college campuses, and in 1976, President Gerald Ford officially recognized Black History Month; and

WHEREAS, Black History Month is now celebrated all over North America; and

WHEREAS, the observance of Black History Month calls our attention to the continued need to battle racism and build a society that lives up to its democratic ideals; and

WHEREAS, the City of Pekin continues to work toward becoming a more inclusive community in which our African American citizens—past, present, and future—are respected and recognized for their contributions and potential contributions to our community, the state, the country, and the world; and,

WHEREAS, the City of Pekin is proud to honor the history and contributions of African Americans in our community, throughout our state, and nation.

Now, therefore, in recognition of African Americans-past and present-in our community, I, Mayor Luft, Mayor of the City of Pekin, IL , do hereby proclaim February 2022 to be

Black History Month

I encourage all citizens to celebrate and embrace diversity in race and culture, and continue our efforts to create a world that is more just, peaceful, and prosperous for all

IN WITNESS THEREOF, I have hereunto set my hand and caused the seal of the City of Pekin, Illinois to be affixed this 14th day of February, 2022

Mark Luft, Mayor

**REQUEST FOR COUNCIL ACTION**

Agenda Date: February 14, 2022
To: Council Members
From: Sue McMillan, City Clerk

AGENDA ITEM: Receive and File Bids Police Department Locker Room Remodel

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):
Date:

City Manager:
Date:

Attachment A – Certification Document

Bid Form

Please Completely Fill out each section of this bid form in which your contracting company is to bid on.

City of Pekin Police Department Locker Room Remodel:

Print Company Name: CAD CONSTRUCTION INC.

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

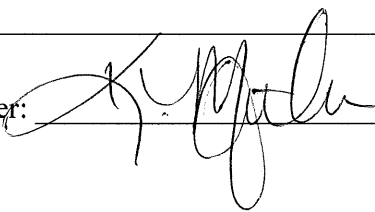
Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Amount of Bid \$ 426,300

Print Name and Title of Authorized Signing Officers: KERRY KELLER-MARTIN, PRESIDENT

Signature of Authorized Signing Officer:  _____

Date: 1/18/2022

Attachment B – Certification Document

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

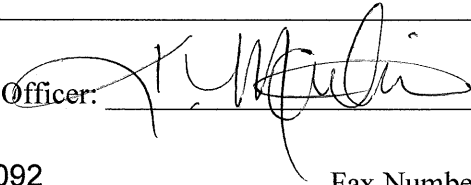
We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the City of Pekin. We agree to be bound by statements and representations made in this proposal.

Print Company Name: CAD CONSTRUCTION INC

Company Address: 150 S BAER RD, TREMONT IL 61568

Print Name and Title of Authorized Signing Officers: KERRY KELLER-MARTIN, PRESIDENT

Signature of Authorized Signing Officer: _____



Telephone Number: 309-925-2092

Fax Number: 309-925-2091

E-mail address: admin@cadconstructioninc.com

Signed this 18 day of JANUARY, 2022

Attachment E – Prevailing Wage Acknowledgment Form

**Prevailing Wage Acknowledgement Form**Project Name - POLICE LOCKER ROOM REMODEL

By submitting this document, along with your project estimate, you hereby acknowledge that the estimate was compiled using the most current prevailing wage rates (at a minimum) for Tazewell County, Illinois. This includes the base pay rate, along with all listed fringe benefits. Public bodies are required to utilize Prevailing wage for projects that are covered under the prevailing wage act, 820 ILCS 130/4. Also, by submitting this document along with your estimate, you acknowledge that you will provide the appropriate certified transcript of payroll upon request by the city. All payroll documents, along with the most current Prevailing rates and instructions, can be found at the Illinois Department of Labor Website.

Company Name - CAD CONSTRUCTION INCDate - 1/18/2022Name - KERRY KELLER-MARTIN

Signature

United States Department of Labor

Office of Apprenticeship Training, Employer and Labor Services
Bureau of Apprenticeship and Training

Certificate of Registration

Mid-Central Illinois Regional Council of Carpenters, Joint
Apprenticeship & Training Committee

Pekin, Illinois

For The Trades of Carpenter, Millwright, Floor Layer, Cabinetmaker & Carpenter Piledriver
Registered as part of the National Apprenticeship Program

in accordance with the basic standards of apprenticeship

established by the Secretary of Labor

February 14, 1946

Date Revised: December 18, 2007

IL006460002

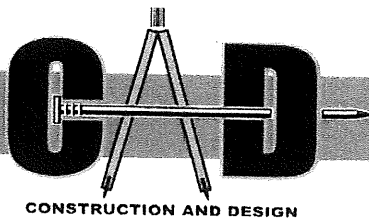
Registration No.



Lois Chao
Secretary of Labor

Anthony Swager
Administrator, Apprenticeship Training, Employer and Labor Services

508 E. Pearl A-1
Tremont, IL 61568



(309) 925-2092
Fax (309) 925-2091

CONSTRUCTION AND DESIGN

Job Reference List

IDOT District #6
Jacksonville Truck Wash (Post Frame)
\$600,000 – 2018 ongoing

Architect: Allied Design Consultants, INC.
Todd Hannah 217-522-3355
thannah@alliedarch.com

IDOT District #5
Leverett New Facility Construction (PEMB)
Champaign Facility Renovation
\$1,050,000 – 2018 ongoing

Engineer: GHR Engineers & Associates, INC.
Lucas McGill 217-356-0532
lmcgill@ghrinc.com

IDOT District #3
Ottawa Facility Addition (PEMB)
Pontiac Facility Exterior Renovations
\$756,000 – 2018 ongoing

Architect: Carlile Architects, LLC.
Jacob Carlile 815-401-0526
jcarlile@carlile-group.com

IDOT District #2
Amboy Office Addition (Conventional)
Osco New Truck Storage (Post Frame)
\$530,150 – 2018 ongoing

Architect: Kelly & Associates Architecture
Dennis Kelly 309-751-3026
dkelly@kellyarchitecture.com

Rankin School Addition
Classroom & Restroom Addition (PEMB)
\$1,565,000 – 2017-18

Architect: Farnsworth Group
David Leggans 309-663-8435
dleggans@f-w.com

B.Y.E. Ambulance Facility
Elmwood New Facility (Post Frame)
\$415,000 – 2017
Brimfield Facility Upgrades
\$100,000 – 2017

Owner's Representative:
Les Atwood 309-712-3040

Henry County 911
New 911 Call Center
\$300,000 – 2017

Owner's Representative:
John Cremeens 309-368-9555

City of Bloomington, IL
Lake Bloomington Roof 2018 \$323,000
Lake Bloomington Roof 2017 \$140,000
Police Shooting Range 2017 \$525,000
Flamingo Exhibit 2016 \$250,000

Owner's Representative:
Russell Waller 309-434-2492

Red Oak Memory Care Center
New Assisted Living Center – Canton, IL
\$1,300,000 – 2016

Architect: Farnsworth Group
Bond Wagner 309-689-9888

Fairview Bank Renovation
Phased Building Renovation
\$450,000 – 2016

Owner: Fairview Bank
Clay McConkey, VP 309-778-2248

Alex Brenneman
 ajbrenn90@gmail.com
 (309) 657-1493

Home Address:
 60 Bruce Rich Lane
 East Peoria, IL 61611

EDUCATION

Illinois State University, Normal, IL December 2012
 Bachelor of Science – Graduated Cum Laude
 Major: Construction Management
 Cumulative GPA: 3.73/4.0

Student Organizations:

Construction Management Student Association Fall 2009-Fall 2012
 ASC Design-Build Competition (team captain) 2011 & 2012
 Illinois State University ARMY ROTC Cadet Fall 2009-Spring 2011
 Illinois State University Resident Assistant Fall 2009-Spring 2011

Academic Honors:

Dean's List, Phi Theta Kappa Honors Society Fall 2008-Fall 2012
 ISU Wayne Zook Scholarship Recipient 2011
 ISU Nathan Ruch Memorial Scholarship Recipient 2012

WORK EXPERIENCE

CAD Construction Inc., Tremont, IL May 2012-Present

Project Manager

- Currently managing several ongoing projects
- Estimator for projects that the company bids on as a general contractor.
- Responsibilities include project planning, scheduling, subcontractor management, materials procurement, change orders, and billings.

Weis Builders Inc., Chicago, IL June 2011-May 2012

Construction Management Intern

- Superintendents Assistant on the site of a \$50M multi-unit residential project at Illinois State University.

P.A. Atherton Construction Inc., Spring Bay, IL May 2010-August 2010

Construction Management Intern

- Organized and accounted for equipment and materials.
- Managed small construction operations on company property.

A.B. Construction Services, East Peoria, IL March 2009- May 2010

Owner/Project Manager

- Employed and managed 3 full time employees.
- Managed residential addition and remodel projects.

Caterpillar Inc., Peoria, IL August 2007- March 2009

Engineering Intern

NATE ZELTWANGER*Estimator/Project Manager at CAD Construction Inc*

Nate started working at CAD Construction Inc. in June of 2015. He is responsible for all the pre-construction aspects of work at CAD. He follows up on leads, establishes sub-contractor and supplier lists, creates schedules, assembles bids, reviews scope, and writes contracts. On occasion Nate will also be the project manager and follow the job thru to completion. His past work experience is as follows.

After Graduating from Bradley University Nate began his career as an Estimator Project Manager for Knapp Concrete. While working at Knapp he gained experience in all aspects of construction and the life of a sub-contractor. He learned how to work with customers, bid projects large and small, set up jobs, order materials, and complete punch lists. He completed numerous projects for Wal-Mart, Buffalo Wild Wings, Versa Press, Gordman's, Springfield Airport, Peoria Airport, and Central Illinois Regional Airport to name a few. His responsibilities included preparing estimates and managing of projects to completion. During his time at Knapp Concrete he would bid \$20 Million annually and project manage \$5-6 Million annually.

After 4.5 years at Knapp Concrete he was approached by Premier Fabrication, a steel fabrication supplier, with a need in estimating because of growth. He accepted the position and was placed in charge of structural steel estimating for Premier. While at Premier he worked on numerous projects for Heartland Community College, SIU Edwardsville, Advocate BroMenn, Lincoln Land Community College, and numerous other projects. He also learned the aspects of being a custom supplier in the construction industry. He learned the importance of shop drawings, sequencing, working with installation contractors, and how critical it is to deliver a quality product on time. During his time at Premier he would bid \$50 Million annually.

In February 2012, Nate joined P.J. Hoerr as an estimator. His previous experience working on the sub-contractor and supplier side have helped with estimating as a general contractor as well as many of the self-perform items that P.J. Hoerr performs. His resume of projects includes many in the area of healthcare, medical research, higher education, commercial, industrial, and residential projects.

Education

*Bachelor of Science in Construction Management
Bradley University*

*Minor in Business Administration
Bradley University*

Other Training

*Association of General Contractors
OSHA 40-Hour Construction Safety and Health Course
ISU 40-Hour Project Management Course
Construction Estimating Institute 40-Hour Earthwork and Concrete Estimating Course*

Here are some of the recent projects Nate was a part of:

Knapp Concrete Highlights:

Wal-Mart Pekin, IL- Estimator and Project Manager for site and building concrete at a new Wal-Mart Supercenter. (\$1.4 Million)

VersaPress Spring Bay, IL- Estimator and Project Manager for numerous building additions. (\$900,000)

Streator Hospital Streator, IL- Estimator and Project Manager on a hospital expansion. (\$400,000)

Premier Fabrication Highlights:

Heartland Community College Expansion Bloomington/Normal, IL- Estimator of structural and miscellaneous steel on a 5 Building Expansion Plan. (\$4.8 Million)

SIUE Edwardsville, IL- Estimator on a Science department building. (\$1.4 Million)

Advocate BroMenn Bloomington/Normal, IL- Structural and Miscellaneous Steel Estimator on two separate projects East Tower and Main building expansion. (\$1.6 Million East, \$2.1 Million Main)

Lincolnland Community College Lincoln, IL- Structural and Miscellaneous Steel Estimator on a transportation center. (\$1.8 Million)

P.J. Hoerr, Inc. Highlights:

Knox College Alumni Hall Revitalization, Galesburg, IL - Estimator for the underpinning, concrete, dirt work, and structural steel for this \$11 million dollar revitalization of a 120 year old building. (\$11 Million)

Graham Hospital, Canton, IL - Estimator of numerous projects for the Graham Hospital including Lewistown Clinic, Fresenius Dialysis Center, and Endoscopy Lab. (\$10 Million between 3 projects, Lewistown Clinic, Fresenius, Surgery Center)

Roanoke/Benson High School Addition, Roanoke, IL - Estimator for the Site and Concrete that P.J. Hoerr self-performed on the addition. I worked with the school board on numerous value engineering options to make this project possible. Also priced numerous RFP's and Change orders. (\$5.6 Million)

Goodfield State Bank Metamora Branch, Metamora, IL - Estimator for this \$1.2 million dollar new bank branch in Metamora. I worked with the owner on numerous value engineering options to make this project possible. (\$1.2 Million)

Our Savior Lutheran Church, Washington, IL - Estimator and Project Manager for this \$2.8 million dollar Church Addition in Washington, IL. I worked with the owner value engineering to make this project possible. I am also the project manager on the project. (\$2.8 Million)

Nestle USA Plants, Morton & Bloomington, IL - Estimator & Project Manager for numerous projects renovating the offices, machine foundations, and Entrance and guard desk. (\$500K)

Solazyme Inc, Peoria, IL - Estimator & Project Manager for numerous projects renovating the locker rooms, window and door replacement, and painting projects (\$700K)

Bethany Community Church Washington, IL - Estimator of Site and Building Concrete and Steel for this new church. (\$4.6 Million)



CERTIFICATE OF LIABILITY INSURANCE

CADCONS-01

6.4.a

HONEIL

DATE (MM/DD/YYYY)

1/4/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER First Mid Insurance Group 1090 South Route 51 Forsyth, IL 62535	CONTACT NAME: Haley O'Neil PHONE (A/C, No, Ext): (217) 859-7042 FAX (A/C, No): (217) 877-0795 E-MAIL ADDRESS: honeil@firstmid.com														
INSURED CAD Construction, Inc 508 East Pearl Tremont, IL 61568	<table><tr><td>INSURER(S) AFFORDING COVERAGE</td><td>NAIC #</td></tr><tr><td>INSURER A: FCCI Insurance Company</td><td>10178</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: FCCI Insurance Company	10178	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:			CPP100035496	1/4/2022	1/4/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			CA100009468	1/4/2022	1/4/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			UMB100021454	1/4/2022	1/4/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☒ Y N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WC0100064060	1/4/2022	1/4/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equip			CPP100035496	1/4/2022	1/4/2023	Limit 80,000
A	Installation Floater			CPP100035496	1/4/2022	1/4/2023	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
EXCLUDED OFFICER UNDER WORKERS COMPENSATION: Kerry Keller-Martin

SAMPLE FOR PROOF OF COVERAGE

CERTIFICATE HOLDER	CANCELLATION
CAD Construction, Inc. 508 East Pearl Tremont, IL 61568	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Haley O'Neil</i>

ACORD 25 (2016/03)

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Packet Pg. 69

Attachment: CAD CONSTRUCTION INC (2939 : Receive and File Bids Police Department Locker Room Remodel)

CAD CONSTRUCTION INC.
150 S BAER RD
TREMONT, IL 61568



CONSTRUCTION AND DESIGN

PHONE: 309-925-2092
FAX: 309-925-2091

Date:

RE: EXAMPLE WARRANTY

Gentlemen:

We hereby warrant that all **LABOR AND MATERIAL ON**, job located at, **IL**, and has been done in strict accordance with the drawings and specifications and that the work installed will fulfill the requirements of those specifications. We agree to repair or replace or cause to be repaired or replaced any or all of the work which may prove to be defective work, within a period of one (1) year from date of final acceptance by the Owner, or from the substantial completion date of our sub-contractual agreement, whichever is later.

If we fail to commence to comply with the above paragraph within 14 days after receipt of written notice from the Owner or Contractor to do so or fail to pursue such compliance with diligence, we, jointly, and severely, do hereby authorize the Owner or Contractor to proceed to have the defects repaired and made good at our sole expense, and we will honor and pay the costs and charges for it together with interest at the maximum rate permitted by law upon demand. If we fail to fulfill the proceeding obligations, and if the Owner or Contractor brings an action to enforce this warranty, we agree to pay the Owner's and Contractor's reasonable attorney fees incurred in connection therewith.

This warranty is subject to all standard exclusions and also specifically excludes remedy for damage of defects caused by abuse, damage caused by settling of the structure modifications not executed by the contractor, improper or insufficient maintenance, design errors or omissions, improper operations, normal wear and tear under normal usage, vandalism, theft, fire, neglect or work by others or acts of God.

Sincerely,

KERRY KELLER-MARTIN
PRESIDENT, CAD CONSTRUCTION INC.

Attachment: CAD CONSTRUCTION INC (2939 : Receive and File Bids Police Department Locker Room Remodel)

PROPOSAL REQUIREMENTS: Proposer's are to submit proposals to be opened and evaluated. Submit one copy marked original, and one (1) complete copy. Proposers are requested to indicate in the lower left hand corner of their envelope the item being requested, the RFP title, the RFP opening date and the time the request is due. Proposals must be submitted no later than **10:00 AM on Tuesday, January 18th, 2022**, to:

Jayson Brienon, Public Property Supervisor
111 S. Capitol St., Pekin, Illinois 61554

All Proposals will be read aloud following the 10:00 AM deadline.

EACH PROPOSAL MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

BID FORM (attachment A): Please complete the attached bid for and have it as the front page of your bid package. This will be the form read aloud.

CERTIFICATION FORM (attachment B): By submitting this form within the proposal, Each Contractor Submitting a proposal acknowledges they have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this proposal, and that all documentation submitted is true and complete.

PREVAILING WAGE ACKNOWLEDGMENT FORM (attachment E): By submitting this document, along with your project estimate, you hereby acknowledge that the estimate was compiled using the most current prevailing wage rates (at a minimum) for Tazewell County, Illinois.

COSTS: Include a cost for each element of the scope of work that your company will be bidding on.

ESTIMATED COMPLETION OF WORK: Provide an estimate on the time frame to complete this work. Regardless of the estimated construction time, it is expected that once construction starts, there will be ongoing work until the project is completed.

INSURANCE: All bidding contractors must submit a copy of your insurance coverage.

CONTRACTOR WARRENTY: 1 year labor warranty for any faults or defects that may arise following the construction.

QUALIFICATIONS:

- A. Name, address, telephone number of each participating Contractor.
- B. Include the name and telephone number of references
- C. A description of how the project will be organized and managed; and
- D. Include a list of key personnel to be assigned to the project by task and their qualifications.

These things Needed!

Attachment A – Certification Document

Bid Form

Please Completely Fill out each section of this bid form in which your contracting company is to bid on.

City of Pekin Police Department Locker Room Remodel:

Print Company Name: Baldovin Construction Co.

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

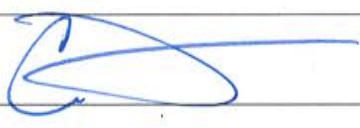
Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Amount of Bid \$ 415,128.¹²

Print Name and Title of Authorized Signing Officers: Casey Baldovin, owner

Signature of Authorized Signing Officer:  _____

Date: 1-17-22

Attachment B – Certification Document

Certification

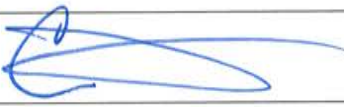
We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the City of Pekin. We agree to be bound by statements and representations made in this proposal.

Print Company Name: Baldovin Construction Co.

Company Address: PO Box 5273 Peoria, IL 61601

Print Name and Title of Authorized Signing Officers: Casey Baldovin, owner

Signature of Authorized Signing Officer: 

Telephone Number: 309-437-0201 Fax Number: _____

E-mail address: office@baldovinconstruction.com

Signed this 17 day of Jan, 2022

Attachment E – Prevailing Wage Acknowledgment Form

**Prevailing Wage Acknowledgement Form**Project Name - Police Locker Room Remodel

By submitting this document, along with your project estimate, you hereby acknowledge that the estimate was compiled using the most current prevailing wage rates (at a minimum) for Tazewell County, Illinois. This includes the base pay rate, along with all listed fringe benefits. Public bodies are required to utilize Prevailing wage for projects that are covered under the prevailing wage act, 820 ILCS 130/4. Also, by submitting this document along with your estimate, you acknowledge that you will provide the appropriate certified transcript of payroll upon request by the city. All payroll documents, along with the most current Prevailing rates and instructions, can be found at the Illinois Department of Labor Website.

Company Name - Baldovin Construction CoDate - 1-17-22Name - Casey BaldovinSignature - 

Baldovin Construction Co.

Office: 810 SW Adams Street Peoria IL 61602
 Billing: PO Box 5273 Peoria IL 61601

Work: (309) 437-0201

Office@baldovinconstruction.com

baldovinconstruction.com



Estimate

Job Name	Pekin Police Locker Room Remodel
Job Number	927
Issue Date	January 17, 2022
Valid Until	February 16, 2022

Item	Amount
01 General Conditions	\$56,051.20
Items in the descriptions above are not applicable to all jobs; They are intended to give a better idea of what the line item entails. Your pricing reflects only the scope of work that is applicable to your project.	
007200 - General Requirements	\$15,312.00
General Requirements includes our general mobilization costs for a job and include a large umbrella of items including but not limited to: jobsite trailers, jobsite utilities, small tool charges and small equipment, superintendent costs and reoccurring clients updates/meetings, project management, safety costs, site & office administrative costs, project accounting, field computer services, utility locates, job site prints, job signs, job site finished photos (which are made available to the client upon job completion), site security cameras on large jobs, temporary toilet/water where applicable, design consultation and floor plan design, material ordering, city inspections and occupancy walk-through's, permitting submissions and coordination where applicable, etc.	
013323 - Architectural, Engineering, & Permitting (Allowance)	\$15,080.00
For Permitting, a municipal code review as well as a building code review will need to be conducted and documented by an Architect licensed to practice in the state of Illinois, to ensure that all parts of the proposed project comply with national and local building codes. In addition to the code review, the architect will compile the additional information that the city will require for permitting and present it in graphic form including but not limited to: life safety plan, framing plan, existing floor plan, demolition plan, proposed floor plan, door & window schedule, material schedule, etc. The city will also require engineered stamped prints for civil, structural, HVAC, plumbing, and electrical. These will need to be completed by licensed civil, structural, HVAC, plumbing, and electrical engineers respectively. The drawing set will need to be reviewed (and revised where necessary) by the licensed Architect. There is a standard allowance included for revisions, which are almost always required, so that the client will not be charged extra if the city's requests for revisions are within reason. If the city requires revisions in excess of the given allowance, it will be the client's responsibility to pay the difference for the required revisions.	
003146 - Permit/Fees - Owner Pays Any Permit Fees, Utility Fees, etc. Directly to the Entity That Requires Them	\$0.00
The overhead admin costs necessary for submitting print sets and coordinating engineers, subcontractors, the architect, and city code officials in order to obtain the necessary permits for the job are included in the general conditions. However, the actual permit fee from the city will be the owner's responsibility. The client will pay the city directly for the permit fee. Other applicable city and service fees, in addition to the building permit, are also not included and will be paid directly by the client to the necessary service or city entity. This includes but is not limited to set-up fees from outside utility or municipal entities including but not limited to Ameren, IL American Water, City Sewer/Sanitary, etc. These fees are often unknown to us until the project is "in motion". The client is welcome to contact these entities independently prior to the job starting to initiate conversations concerning what service/utility/civil modifications will be needed for the project and an approximate cost for these items. Again, coordination for these items is included in the scope of work once the project has begun.	
013100(T) - Project Management & Supervision	\$6,032.00

Estimate

January 17, 2022

Item	Amount
007200 - Misc Hardware & Fasteners	\$1,252.80
017419 - Dumpsters	\$5,568.00
<i>Construction dumpsters are for the use of our construction-related items only. Since the cost of the dumpsters is directly related to the amount of items in the dumpsters (pricing goes by weight and frequency of dumpster replacement), Owners are not permitted to use the dumpsters for their personal disposal uses. If you would like to use the dumpsters for items outside of the scope of work BCC is being contracted to perform on this job, please let us know and we will account for this.</i>	
015616 - Dust Control	\$5,428.80
<i>Adequate floor protection and plastic enclosures will be implemented on your job to ensure that dirt, dust, and other debris will keep the rest of your job site substantially undamaged and unaffected within reason.</i>	
017419 - Construction Cleaning	\$4,918.40
<i>Ongoing Cleaning of Construction Site During Job</i>	
017423 - Final Cleaning	\$2,459.20
<i>Professional Final Cleaning at Job Completion</i>	
02 Site Work	\$31,523.00
024100 - Demolition	\$18,096.00
038100 - Demolition of Concrete Slabs	\$5,220.00
312500 - Erosion Control	\$1,392.00
312316 - Excavation	\$5,655.00
312323.13 - Backfill/Grade	\$1,160.00
03 Concrete	\$13,050.00
033000 - Footings 12"x24"	\$1,983.60
033500 - Concrete Trench - Interior Flat Work	\$5,394.00
033500 - Addition - Interior Flat Work	\$5,672.40
04 Masonry	\$20,961.20
042113 - Brick Veneer	\$16,495.20
<i>Brick, Mortar, ties (NO FOAM)</i>	
042200 - 8" Concrete Block	\$4,466.00
05 Metals	\$9,024.80
Carpentry Interior Steel Framing	
054000 - BCC- Steel interior wall studs, 3-5/8" steel interior wall framing, 16" OC	\$4,906.80
Carpentry Exterior Steel Framing	
054000 - Steel exterior wall studs, 3-5/8" steel exterior wall framing, 16" OC	\$4,118.00
06 Woods And Plastics	\$18,485.30

Attachment: BALDOVIN CONSTRUCTION (2939 : Receive and File Bids Police Department Locker Room Remodel)

Estimate

January 17, 2022

Item	Amount
Blocking/ Backing	
061100 - Carpentry, Blocking and backing, 2" x 4" backing or blocking	\$1,171.60
Carpentry Finishes Trim/ Stairs/ Cabinets	
Trim	
062000 - Finish Carpentry Trim & Transitions	\$4,343.04
Cabinets	
062200 - Solid Surface Countertops - Locker Room Sinks	\$3,132.00
062200 - Formica Countertops - Kitchenette	\$3,006.72
062200 - Finish Carpentry, Cabinets - Kitchenette	\$6,831.94
07 Thermal And Moisture	\$3,062.40
Insulation	
072000 - Insulation	\$1,740.00
Flashings	
076526 - Window Flashing	\$1,322.40
08 Windows And Doors	\$19,778.00
Doors	
081113 - Hollow Metal Frame & Birch Door 3/0 7/0 Flush SC Birch Door W/ Frame and Closer	\$11,716.00
Storefront Windows	
084113 - Storefront Windows - Relocate Existing & Tint bottom 2 sections	\$4,524.00
084113 - 3-0x 7-0 Door w/ Panic & Badge Entry	\$3,538.00
09 Finishes	\$75,301.11
Drywall	
092116 - Gypsum Drywall	\$9,657.00
Suspended Ceiling	
095300 - Ceiling Suspension Assembly 2' x 2' grid with wire suspension, 15/16" flange, Optima/Dune Tegular, 3250/3250 PB 24X24X1" by Armstrong or similar USG	\$6,870.39

Attachment: BALDOVIN CONSTRUCTION (2939 : Receive and File Bids Police Department Locker Room Remodel)

Estimate

January 17, 2022

Item	Amount
Flooring	
096219 - Flooring Allowance - Epoxy, Carpet & LVP	\$17,550.80
096219 - Floor Prep	\$5,359.20
Painting	
099123 - Paint Interior	\$16,375.72
Tiling	
093013 - Tile Shower Walls & Tile Pan	\$19,488.00
10 Specialties	\$5,491.11
102813 - Restroom Accessories - EXCLUDED	\$0.00
-Lockers	
-Toilets	
-Urinals	
-Mirrors	
-Paper Towel Dispensers	
-Soap Dispensers	
102113 - Restroom Partitions	\$5,491.11
11 Equipment	\$40,600.00
114000 - FFE Allowance	\$40,600.00
- Cubicles	
- Office Furniture	
- Bar Stools	
13 Special Construction	\$11,600.00
139000 - Fire Suppression	\$7,540.00
138500 - Fire Alarms & Detectors	\$4,060.00
15 Mechanical	\$52,780.00
157000 - HVAC Zoning & Ductwork	\$18,560.00
154000 - Plumbing Budget	\$34,220.00
16 Electrical	\$57,420.00
162000 - Electrical & Low Volt Budget	\$57,420.00
Price	\$415,128.12
Terms	

Due to COVID-19, there has been an extreme increase in building material pricing. If the pricing for building materials increases over 5% of the current pricing for your project, the client will be responsible for the increase in cost.

Estimate

January 17, 2022

Any Change Orders and Extras will be tracked, signed off and paid once work has been completed.

I hereby acknowledge that I have read, understand, and am prepared to comply with the terms and conditions listed in the above Estimate & Scope of Work. I understand that this Estimate and Scope of Work only include the items expressly listed in this document.

Client Name (Printed) _____

Client Signature _____ Date _____

Attachment: BALDOVIN CONSTRUCTION (2939 : Receive and File Bids Police Department Locker Room Remodel)



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Roy Beckham,

AGENDA ITEM: Receive and File Bids for City of Pekin Audit Services

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):
Date:

City Manager:
Date:



CITY OF PEKIN ILLINOIS REQUEST FOR PROPOSAL Professional Audit Services

The City of Pekin, Illinois, hereafter referred to as the “City”, is soliciting proposals for professional audit services, hereafter referred to as “RFP”, from qualified firms of certified public accountants to audit the City’s financial statements for the fiscal years ending April 30, 2020, 2021 and 2022 with the option of auditing the City’s financial statements for two (2) subsequent fiscal years.

Respondents are required to submit one (1) original copy, one (1) electronic copy suitable for reproduction by the City, and three (3) copies of the proposed package no later than **10:00 a.m. (CST) on Tuesday, February 1, 2022.**

Proposals should be directed to the attention of Sue McMillan, City Clerk and clearly labeled in a sealed package. MARK ENVELOPE: “PROPOSAL FOR PROFESSIONAL AUDIT SERVICES for the City of Pekin, Illinois”. Respondent’s name and address must appear on the outside of the envelope.

Submit Proposals to: City of Pekin
 Sue McMillan, City Clerk
 111 S. Capitol Street
 Pekin, IL 61554

All proposals must be received at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Respondent shall sign and date the Proposal. Proposals which are not signed and dated will be rejected.

Specifications and related documents may be obtained from City’s Finance Director at Pekin City Hall, 111 S. Capitol Street, Pekin IL 61554, between the hours of 8:30 a.m. and 5:00pm Monday through Friday or from the City’s website http://www.ci.pekin.il.us/government/city_clerk/bids.php

Should you have any questions or require additional information or clarification on information contained in the RFP, please contact Bruce Marston, Finance Director, at 309-478-5381 or bqmarston@ci.pekin.il.us no later than 10:00 a.m. on Monday, January 17, 2022.

**City of Pekin, Illinois
Request for Proposal
Professional Audit Services**

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1. INTRODUCTION

1.1 The City is soliciting RFPs from qualified firms of certified public accountants to audit its financial statements. The term of the audit contract will be for three (3) years with an optional renewal for one (1) two-year term, not to exceed a maximum contract period of five (5) years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards, the provisions of the Federal Single Audit Act of 1996 as amended, and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

1.2 There is no expressed or implied obligation for the City to reimburse firms for any expenses incurred in preparing proposals to respond to this request.

1.3 During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow correction of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

1.4 The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

1.5 Selection It is anticipated that selection of a firm will be completed on Monday, February 14, 2022.

1.6 Term of Engagement A three year contract, with an optional one-time, two-year extension, is contemplated, subject to the annual review and recommendation of the City, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), and concurrence of the City Council and the annual availability of budgeted funding. The total term of the engagement will not exceed five (5) years.

1.7 Subcontracting No subcontracting will be permitted without the express prior written consent of the City.

2. CALENDAR OF EVENTS

The following is a proposed calendar of events for the auditor selection. Dates are subject to change.

<u>Date</u>	<u>Description of Events</u>
December 17, 2021	Issue Request for the Proposal
December 22, 2021	Publish Notice for RFP in local newspaper
January 17, 2022	Due Date for clarification of requirements
February 1, 2022	Receive Proposals by 10:00 a.m.
February 7, 2022	Conduct Interviews with the City to the extent necessary
February 14, 2022	Final Recommendation to the City Council

3. CRITERIA FOR EVALUATION

3.1 The City staff will review the submitted proposals. The recommendation will be based on the proposal determined to be most advantageous on behalf of the City and the taxpayers.

3.2 The City staff may interview the top firms chosen. The City Council may also request to interview the top firms. The City Staff is comprised of the City Manager, Finance Director and Assistant Finance Director.

3.3 While the City desires to achieve a cost effective audit, the emphasis is on quality, not low fees. However, the estimated fees and proposed hourly rates will be the basis upon which a final contract is negotiated.

3.4 The following additional evaluation criteria will be considered in the evaluation process.

- **3.4.1** The audit firm is independent and licensed to practice in the State of Illinois;
- **3.4.2** The audit firm's professional personnel have received adequate continuing professional education within the preceding two years; and
- **3.4.3** The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- **3.4.4** Bidder's ability to perform within the specified time limits.
- **3.4.5** Bidder's experience and reputation, including past performance for the City of Pekin.

- **3.4.6** Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- **3.4.7** Bidder's financial responsibility.
- **3.4.8** Nature and size of bidder.
- **3.4.9** Contract provisions that are acceptable to the City of Pekin.

4. SCOPE OF AUDIT SERVICES REQUIRED

4.1 The City desires the auditor to express an opinion on the fair presentation of the City's general purpose financial statements in conformity with generally accepted accounting principles.

4.2 The City also desires the auditor to express an opinion on the fair presentation of its combining and individual fund and account group financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the statistical section of the report.

4.3 The auditor is responsible for the preparation of a Comprehensive Annual Financial Report (CAFR).

4.4 To meet the requirements of the RFP, the audit should be performed in accordance with Generally Accepted Auditing Standards (GAAS) as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act of 1996, as amended, and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Additionally, the single audit work will be conducted in accordance with generally accepted governmental auditing standards to meet all Federal grant audit requirements.

4.5 The auditors should submit a list of requested client-prepared schedules to the City's Finance Department prior to the start of fieldwork. Because the finance department must carry on its normal operations during the audit, time constraints should be taken into account.

4.6 The financial statements of the Tazewell Pekin Consolidated Communications Center (TPCCC) are included as a component unit of the City. TPCCC is included within the scope of the City's annual audit.

4.7 Comprehensive Annual Financial Report (CAFR). The City will send its CAFR to the Government Finance Officers Association of the United States and Canada (GFOA) for review in its Certificate for Excellence in Financial Reporting Program. It is anticipated that the auditor may be required to provide special assistance to meet the requirements of that program.

- **4.7.1** The City has not previously presented a CAFR and as a result has not received the Certificate of Achievement in Excellence in Financial Reporting in the past. The City therefore searches for a firm that actively participates in technically assisting clients that have previously been awarded the certificate.

- **4.7.2** The auditor agrees to provide print-ready financial statements and audit opinion to the City before October 31.
- **4.7.3** The auditor assumes full responsibility for printing and binding the CAFR. The auditor agrees to provide the City with a print-ready version of the CAFR in pdf format.
- **4.7.4** The introductory and statistical sections of the CAFR will be prepared by the auditors, with assistance from City staff.
- **4.7.5** The auditor will compile and prepare all financial statements and schedules in the financial section of the CAFR.
- **4.7.6** The notes to the financial statements will be a joint effort of the City and the auditors, and will be prepared by the auditor.
- **4.7.7** The financial section of the CAFR will be prepared by the auditor.
- **4.7.8** The City reserves the right to edit the auditor's CAFR and make recommendations and/or modifications to the CAFR in accordance with all applicable governmental reporting requirements.
- **4.7.9 Certificate of Achievement.** The auditors should have the City's CAFR completed at the earliest possible date.
- **4.7.10** The schedule of Federal financial assistance and related auditor's report, if required, as well as reports on internal control structure and compliance are to be issued as part of the CAFR.

4.8 Working Paper Retention and Access to Working Papers. All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Finance Director, and/or the City Manager of the City.

5. DESCRIPTION OF THE CITY

5.1 Inquiries. The City's day-to-day working relationship with the independent auditors will be coordinated by Bruce Marston, Finance Director. Inquiries regarding the RFP may be addressed by phone at (309) 478-5381, by facsimile at (309) 346-2095 or by email at bqmarston@ci.pekin.il.us . Inquiries should be conducted during normal business hours, Monday through Friday. Inquiries to any person other than the persons so named in this RFP may result in elimination of the proposal from any further consideration.

5.2 Population The City's 2021 population estimate is 31,731.

5.3 Fiscal Year The City's fiscal year begins on May 1 and ends on April 30 of the following year.

5.4 Other City Information More detailed information about the City and its finances can be found in prior audit reports and budget presentations. These are available to the proposers upon request or preferably on the City's website at www.ci.pekin.il.us.

5.5 Fund Structure. As of December 17, 2021, The City's fund structure is as follows:

Fund Type/Account Group	Number of Individual Funds	Number with Legally Adopted Annual Budgets
General Fund	1	1
Special Revenue Fund	9	9
Capital Projects Funds	1	1
Enterprise Funds	5	5
Internal Service Funds	2	2
Agency Funds	0	0
Fiduciary Funds	2	2
General Fixed Assets Account Group	1	N/A
General Long-Term Debt Account Group	1	N/A

5.5 Accounting Basis The City prepares its budgets on the modified accrual basis of accounting for all funds. Depreciation is not budgeted in enterprise and internal service funds, and capital outlay is budgeted as an expense in enterprise and internal service funds.

5.6 Grants During the fiscal year(s) to be audited, the City may receive the following grants and/or financial assistance: Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (HUD), Federal Criminal Justice Division grants, Federal Emergency Management Agency (FEMA), and the State of Illinois.

5.7 Pension Plans. The City participates in the Illinois Municipal Retirement System, Pekin Fire Pension Fund, Pekin Police Pension Fund and IRC Section 403(3)(b) and 457 deferred compensation plans offered by the international City Manager's Association (ICMA) and Nationwide Retirement Solutions.

5.8 Availability of Prior Audit Reports and Working Papers. Interested proposers who wish to review prior years' audit reports and management letters should contact the person so named in this RFP. The City will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this RFP.

5.9 Computer Systems. The City currently uses Springbrook Software V7.18.7.0-1

6. SUPPLEMENTARY INFORMATION

6.1 The financial section of the CAFR will include supplementary data to which the opinion must extend with respect to the manner in which the City has carried out the requirements of its bond ordinances. This will include a schedule showing the revenue bond debt service coverage. Any of the information upon which the auditor expresses an opinion may be used by the City as part of an Official Statement or as a stand-alone document in selling any City bonds or debt.

6.2 The opinion will also extend to an aggregating schedule of balance sheet accounts and an aggregating schedule of revenues, expenses, and retained earnings accounts for the wastewater and solid waste funds. The schedules will follow the combining financial statements and will provide details as to the operating accounts, debt service accounts, and capital project accounts which aggregate to the enterprise fund totals. These schedules are to be prepared by the auditors.

6.3 The auditor's assistance and consultation will be required in implementing new GASB and FASB statements at the earliest possible date, even if prior to the required effective date.

6.4 Management Letter.

- **6.4.1** The auditor will communicate in a letter to management any reportable conditions found during the audit. A reportable condition is defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the City's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses should be identified as such in the report.
- **6.4.2** The management letter will be presented on or before October 31 to the City's staff and City Council. However, all significant management recommendations should be discussed with the Finance Director and Assistant Finance Director as they are discovered so that the City can ensure immediate correction of any problems. An interim management letter may be requested depending on the nature of the findings.

6.5 Single Audit. The single audit will cover all Federal and state grants and/or funding. Final products will include:

- **6.5.1** Supplemental schedule of Federal and state financial assistance;
- **6.5.2** Report to internal control systems and on administration of Federal and state financial assistance; and
- **6.5.3** Report on compliance with laws and regulations.

6.6 Working papers and Time budgets. The City may require copies of all major working papers. The audit working papers will be made available to the City, to subsequent auditors and to the City's cognizant Federal and state audit agencies at no charge.

6.7 The audit time budget will be reviewed with the Finance Director prior to commencement of field work. An accounting of hours devoted to the job compared to budget will be submitted to the Finance Director on or before October 31, or before final payment is made by the City.

6.8 Insurance Requirements – See Appendix II

7. AUDIT QUALIFICATIONS AND QUESTIONS

7.1 The City realizes that the audit firm may have local government audit and consulting expertise nationally. While this is important, the City is most interested in local government expertise available in the local office. The local office is defined as the office from which the audit engagement will be managed and primarily staffed.

7.2 The following items should be answered and/or discussed in the RFP:

- **7.2.1** A brief statement as to why the proposing firm is qualified to provide auditing services to the City. Proposer's response may include the firm's strengths, the local office's strengths and the firm's audit philosophy.
- **7.2.2** Detail the firm's overall qualifications and abilities to meet the specific requirements of the proposal including the size of the firm, the number of offices, and the number of partners and staff in the local office.
- **7.2.3** Identify which local office would be assigned to this engagement and list the qualifications and background of the personnel who will be directly involved with this audit. Include the names of the partners, managers, and staff that will be assigned to the City engagement.
- **7.2.4** Provide a list of local government clients served by the local office in the past five (5) years and give a contact name, telephone and email address for each. Please designate which are current clients.
- **7.2.5** Describe any disciplinary action imposed on the local office by the AICPA, state board, state society or SEC during the past five (5) years.
- **7.2.6** Describe the results of your firm's and local office's most recent peer review and its status under the AICPA peer review program.
- **7.2.7** Disclose any relationships that may exist between the City and the management and members of the firm which might impair the firm's independence.
- **7.2.8** Describe the firm's policy in rotating partners and managers and discuss the audit staff turnover that has occurred in the local office due to resignations or terminations in the past 24 months. Disclose the firm's policies regarding staff education and development.
- **7.2.9** Outline the audit plans for the audit work to be performed. Describe what your firm's philosophy will be with respect to the audit of the City.

- **7.2.10** Indicate the firm's agreement with respect to the Scope of Audit Services and the Supplementary Information sections. Any disagreement or deviation with these terms should be expressed in the proposal as the City plans to incorporate the proposal into a final contract by reference.

8. BIDDING INSTRUCTIONS / REQUIREMENTS

8.1 Filing. One (1) original copy, one (1) electronic copy, suitable for reproduction by the City, and three (3) copies of the proposal package, clearly marked "Professional Audit Services Proposal", no later than 10:00 a.m. (CST) on Tuesday, February 1, 2022:

Submit Proposal to: City of Pekin
Sue McMillan, City Clerk
111 South Capitol Street
Pekin, IL 61554

NO PROPOSAL WILL BE ACCEPTED AFTER 10:00 A.M. LATE PROPOSALS WILL NOT BE CONSIDERED.

8.2 Responses. The proposing firm uses this RFP form as the OFFICIAL PROPOSAL to submit information and to answer questions. Any alterations, changes or deletions to this RFP may be grounds for the City to disregard and reject the entire proposal. Attachments are acceptable and recommended if specifically identifiable and appended.

8.3 Additional Information. The City reserves the right to request additional information or to meet with representatives from proposing firms to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

8.4 Rejections. The City reserves the right to reject any and all proposals and to accept the proposal deemed most advantageous to the City.

8.5 The first page of the proposal should indicate the name and address of the local office and the name, phone number and email address of a person(s) to contact with questions and to set up an interview if needed.

8.6 Proposals must contain a table of contents and should include the answers to each question in the Auditor Qualification and Questions section. Please number the answers corresponding to the questions and/or requests in this RFP.

8.7 The resumes of key personnel should be included as an appendix to the proposal. The proposing firm will designate and commit individuals to perform the audit work. At a minimum, the Audit Partner, Manager, Site Supervisor and Direct Support Staff should be provided.

8.8 No replacements or substitution of the above positions shall be permitted without the City's knowledge and consent.

8.9 Any additional data may be included in the proposal at the proposer's discretion. Please include such material as an appendix.

8.10 Appointment. The final appointment of an audit firm will be made by the Pekin City Council.

8.11 Specific audit approach. The proposal should set forth a work plan, including explanation of the audit methodology to be followed, to perform the services as specified in this RFP. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. In addition, proposers are required to provide the following information on their audit approach:

- **8.11.1** Proposed segmentation of the engagement;
- **8.11.2** Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- **8.11.3** Sample sizes and the extent to which statistical sampling is to be used in the engagement;
- **8.11.4** Type and extent of analytical procedures to be used in the engagement;
- **8.11.5** Approach to be taken to gain and document an understanding of the City's internal control structure;
- **8.11.6** Approach to be taken in determining laws and regulations that will be subject to audit test work; and
- **8.11.7** Approach to be taken in drawing audit samples for purposes of tests of compliance.

8.12 Dollar cost bid. The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive (not to exceed) maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses.

- **8.12.1** The dollar cost bid should include:
 - a. Name of Firm
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the fee estimate and authorized to sign a contract with the City.
 - c. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for a Single Audit.
 - d. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for the TPCCC annual financial report.
 - e. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for each of the following separate fund audits: Sewerage Fund, Solid Waste Fund, Tax Increment Financing – Central Business District Fund, Tax Increment Financing – South Industrial Park Conservation Area Fund, and Pekin Public Library Fund.

- f. A total all-inclusive maximum price for the preparation of the City CAFR (including notes to the financial statements) and identify the fee for out-of-pocket expenses, separately, for each of the fiscal years ending April 30, 2020, 2021, and 2022.
- g. Include a time budget by employee classification for the audit.
- h. Method to be employed to calculate future year audit costs (i.e. for the additional two-year extension option).

8.13 Rates for additional professional services. If it should become necessary for the City to request the auditor to render any additional services to, either supplement the services requested in the RFP, or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work should be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates as specified herein.

8.14 Method of payment. Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month.

8.15 The City will provide the opportunity for the proposers to visit the City Finance Department and review official documents.

8.16 The contents of the proposals will be considered confidential information by the City during the evaluation process. However, upon final award of the contract by City Council, all proposals will be available to the public for review and inspection.

8.17 Work area, telephones, photocopying and FAX machines. The City will provide the auditor with reasonable work space, desk and chairs. The auditor will also be provided reasonable access to appropriate telephones, photocopying and FAX machines and internet connections.

8.18 Warranties.

- **8.18.1** Proposer warrants that it is willing and able to obtain an errors and omission insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employee or agencies thereof.
- **8.18.2** Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City.

APPENDIX I

Work Schedule

<u>Date</u>	<u>Description of Events</u>
April 30, 20YY	End of City's fiscal year
June 15, 20YY	Initial financial statements available to auditor; General ledger close by the City
September 15, 20YY	Completion of audit field work and proposed adjusting entries submitted to the City
September 30, 20YY	Audit opinion and annual financial report draft completed by auditor
October 10, 20YY	CAFR draft presented to Finance/Audit Committee
October 22, 20YY	CAFR presentation to City Council

APPENDIX II

CITY OF PEKIN CONTRACTOR INSURANCE REQUIREMENTS

Contractors providing goods, materials and services for the City of Pekin, IL shall, during the term of the Contract with the City or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein.

Certificate of insurance: A certificate of insurance evidencing the required insurance shall be submitted by the successful bidder prior to contract execution. If the contract is renewed or extended by the City a certificate of insurance shall also be provided to the City prior to the date the contract is renewed or extended. All coverage amounts listed shall be in United States dollars.

Type of Contract

Professional Services

Type and Amount of Insurance

Professional Liability Insurance with a minimum of \$1 million per occurrence and \$2 million aggregate.

Workers Compensation insurance as required by state law.

Notices

The Contractor shall notify the City in the event of any change in coverage and shall give such notices not less than 30 days prior the change, which notice must be accompanied by a replacement CERTIFICATE OF INSURANCE.

All notices shall be given to the City at the following address:

Sue McMillan, City Clerk
City Of Pekin
111 S. Capitol Street
Pekin, IL 61554

LEGAL NOTICE

REQUEST FOR PROPOSALS (RFP) for PROFESSIONAL AUDIT SERVICES

Date of Issue: 12/17/21

The City of Pekin, IL is soliciting proposals for professional audit services from qualified firms of certified public accountants to audit the City's financial statements for the fiscal years ending April 30, 2020, 2021 and 2022 with the option of auditing the City's financial statements for two (2) subsequent fiscal years. Proposals will be accepted until 10 am on Tuesday, February 1, 2022 at the office of the City Clerk, 111 S. Capitol Street, Pekin, IL 61554. Contact Bruce Marston at 309-478-5381 or bqmarston@ci.pekin.il.us for a copy of the RFP.

City of Pekin

PROPOSAL

For the Years Ending:

April 30, 2020, 2021, 2022

and Optional Years

April 30, 2023 and 2024

Due Date:

February 1, 2022



Lauterbach & Amen, LLP

Certified Public Accountants

668 N. River Road

Naperville, Illinois 60563

Phone: 630.393.1483

Fax: 630.393.2516

lauterbachamen.com



PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES



City of Pekin

For the Years Ending: April 30, 2020, 2021, 2022 and Optional Years April 30, 2023 and 2024

Due Date: February 1, 2022

Contact Information

Ronald J. Amen, Partner

630.393.1483

ramen@lauterbachamen.com

Jamie L. Wilkey, Partner

630.393.1483

jwilkey@lauterbachamen.com



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February 1, 2022

City of Pekin
Sue McMillan, City Clerk
111 S. Capitol Street
Pekin, IL 61554

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the City of Pekin (City).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our audit approach and scope of the audit process. L&A is a firm entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 125+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the City. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

EXPERTISE

- Providing professional audit and consulting services to over 400 local governments on an annual basis, and providing compilation and benefit services to over 450 police and firefighters' pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.

SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the City.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes an entrance conference and planning meetings with the City, weekly meetings with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- Customizing our audit approach to focus on those areas that represent significant risk to the City and any of the City's uniquely complex issues.

CLIENT TRAINING OPPORTUNITIES

- Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the City the highest level of service.

L&A currently provides pension and actuarial services to the City and we are thrilled to have the opportunity to expand upon our current service offering. We are committed to providing the City with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the City. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,



Ronald J. Amen
Partner
ramen@lauterbachamen.com
630.393.1483



Jamie L. Wilkey
Partner
jwilkey@lauterbachamen.com
630.393.1483



FIRM PROFILE

LAUTERBACHAMEN.COM

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

SERVICES



Actuarial



Audit



Financial



Payroll



Pension



Tax

5 Partners | 45+ Managers | 115+ Staff

INDUSTRIES

GOVERNMENT

NONPROFIT

PRIVATE SECTOR



FIRM PROFILE

LAUTERBACHAMEN.COM

Firm Philosophy

We have a full-time commitment to accounting and financial reporting, with extensive expertise in the government and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.

Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies.

An Audit is a People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities

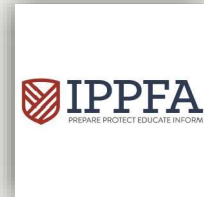
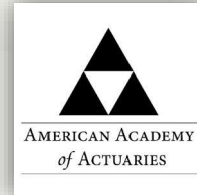


FIRM PROFILE

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A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:



“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”



- Government Finance Officers Association (GFOA)
- Wisconsin Government Finance Officers Association (WGFOA)
- Illinois Municipal Treasurers Association (IMTA)
- American Institute of Certified Public Accountants
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Public Pension Fund Association (IPPFA)
- Illinois Government Finance Officers Association (IGFOA)
- Michigan Government Finance Officers Association (MGFOA)
- Illinois Association of School Business Officials (IASBO)
- Illinois Library Association
- IGFOA Technical Accounting and Review Committee (TARC)
- Township Officials of Illinois
- Illinois Department of Insurance—Task Force
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting - GFOA



FIRM PROFILE

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Client Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This no additional cost education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to auditing standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting governments.

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

Government Expertise = Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel Issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources

Communication is the Key

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.



FIRM PROFILE

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Quality Assurance

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm's policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AIPCA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.

Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the City of Pekin.

License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.



CRAIN'S
CHICAGO BUSINESS.

L&A was ranked as the 17th largest accounting firm in the Chicagoland area, according to an annual survey published by Crain's Chicago Business.



FIRM PROFILE

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DFK International/USA

Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Other Information

L&A has not had any federal or state desk reviews of its audits during the last three years. No disciplinary action has been taken against the firm during the last five years by state regulatory bodies or professional associations.

Per our firm's quality control document, all audit staff are required to meet the AICPA's continuing professional education requirements. Because we are niched in government, the required CPE hours for all of the staff outlined in this proposal are focused on the government industry, with hours also dedicated to Uniform Guidance/Single Audit continuing professional education as required by our industry. The firm utilizes a mix of self-study, in-house training, state Society or AICPA programs, Government Audit Quality Center programs, and programs offered by various government associations, such as the IGFOA.

Because our firm focuses on maintaining a supportive yet challenging culture for staff, our turnover rate is significantly lower than our industry average. We continually invest in our people's needs and development.

Conclusion

We are thrilled to have the opportunity to expand upon our current services to the City. We truly believe we have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.



KEY ENGAGEMENT PERSONNEL

LAUTERBACHAMEN.COM

Ronald J. Amen, CPA

Managing Partner

Ron Amen has over 32 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.

Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

Governmental Accounting and Auditing Experience

Ron has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, he is often used as a resource for providing creative solutions to issues affecting local governments. He functions as a working partner, in that he is available and present during each phase of the audit process.

Ron has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



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ramen@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

LAUTERBACHAMEN.COM

Jamie L. Wilkey

Technical Partner

Jamie Wilkey has over 20 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses

Governmental Accounting and Auditing Experience

Jamie's experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Jamie has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting Award from the GFOA in the first year of their submittal to the program or maintained their Certificate standing.

Jamie also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Jamie has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.



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KEY ENGAGEMENT PERSONNEL

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Matt R. Beran, CPA

Operations Partner

Matt Beran has over 18 years of professional accounting experience, 12 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Matt's experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Matt has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Matt passes along this knowledge to clients to ensure they understand what is changing.

Matt has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Matt will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



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mberan@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

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Audit Team Key Personnel

Monika Adamski



Monika has 12 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and nonprofit entities and also specializes in internal control assessment for all governmental clients.

Tim Gavin



Tim has 15 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Tim is specialized in audits, accounting services and financial reporting. He retains highly specialized skills in accounting and auditing software.

Jennifer Martinson



Jen has 9 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual adjustments.

Brad Porter



Brad has 7 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and the training and auditing of local governments and park districts.

Don Shaw



Don has 12 years of professional accounting experience, 8 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

Ann Scales



Ann has 12 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann specializes in finalizing Comprehensive Annual Financial Reports for our clients - meeting the requirements established by the GFOA. Ann has completed the AICPA's Nonprofit Level I and Level II Certificate Program. She specializes in auditing and performing consulting services for municipalities and nonprofits.



AUDIT APPROACH

LAUTERBACHAMEN.COM

Overview

We are prepared to meet or exceed all requirements and expectations of the City. The partners of L&A will be involved in all phases of the audit of the City as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

Below is our proposed schedule for your audit phases in accordance with the requirements stated in the RFP:

	PHASE		TIMING	PARTNER	MANAGER	IN-CHARGE	HOURS (EST)
	Phase 1	Planning	April	8 Hours	12 Hours	4 Hours	24 Hours
	Phase 2	Preliminary Fieldwork	Early June	12 Hours	28 Hours	40 Hours	80 Hours
	Phase 3	Fieldwork	Late August	35 Hours	210 Hours	131 Hours	376 Hours
	Phase 4	Drafts	September	10 Hours	35 Hours	20 Hours	65 Hours
	Phase 5	Audit Completion	October	9 Hours	13 Hours	6 Hours	28 Hours



AUDIT APPROACH

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GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. We have assisted many clients in obtaining their certificates and have submitted over a thousand award applications to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA. We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of one-hundred reports to the GFOA on an annual basis and are in the top ten firms nationally that submit to the program.



Audit Scope and Standards

L&A will issue an opinion on the governmental activities, business-type activities, each major fund, the discretely presented component unit and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the City's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Comprehensive Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.



AUDIT APPROACH

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Phase 1: Planning



April

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit we will hold an entrance conference with the City to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our audit procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the City.
- Developing a schedule for completing the subsequent phase of the audit.

Phase 2: Preliminary Fieldwork



Early June

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the City and its finances through a review of various documents and through discussions with the City. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the City for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.



AUDIT APPROACH

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Phase 2: Preliminary Fieldwork (Cont'd)



Early June

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the City.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental engagements and, therefore, will provide you with the most meaningful information. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

Phase 3: Fieldwork



Late August

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and; therefore, provide for the most efficient and effective approach.



AUDIT APPROACH

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Phase 3: Fieldwork (Cont'd)



Late August

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Proprietary Revenues/Receivables	Fund Balance/Net Position
Inventories	Grants
Interfunds	Risk Management
Capital Assets	

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and City policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Comprehensive Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the City during the draft phase of the audit.

Our firm has state of the art production hardware and software. We believe the investment to stay on the cutting edge of technology benefits not only in reporting, but also in suggestions and recommendations.



AUDIT APPROACH

LAUTERBACHAMEN.COM

Phase 4: Drafts



September

The final completion and quality review of the initial draft of the Comprehensive Annual Financial Report will be completed at our office and a draft of the Comprehensive Annual Financial Report and related communication letters will be provided to the City no later than the date agreed to during the entrance conference. The City will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then return to the City's location for the final draft where we will review the City's questions and/or changes to the Comprehensive Annual Financial Report as well as the client communication letters and submit a final draft of the Comprehensive Annual Financial Report to the City.

Phase 5: Audit Completion



October

Upon approval of the drafts by the City, we will deliver final, bound financial Comprehensive Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the City's financial statements in the future.

L&A strives for continual communication with City staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Comprehensive Annual Financial Report and communication letters with representatives of the City.



PRICE AND BILLING

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AUDIT SERVICES RFP RESPONSE FORM

Firm: Lauterbach & Amen, LLP

Firm Contact/Project Manager: Ronald J. Amen, Partner

Email Address: ramen@lauterbachamen.com

Address: 668 N. River Road
Naperville, IL 60563

Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516

Signature of Authorized Agent:  , Partner

Date of Proposal Submission: February 1, 2022

PRICE STRUCTURE

OPTIONAL YEARS

	April 30, 2020	April 30, 2021	April 30, 2022	April 30, 2023	April 30, 2024
Audit and all Associated Work	\$46,015	\$47,400	\$48,785	\$50,170	\$51,555
TPCCC Annual Financial Report	\$2,400	\$2,500	\$2,600	\$2,700	\$2,800
Sewerage Fund Annual Financial Report	\$4,850	\$5,000	\$5,150	\$5,300	\$5,450
Solid Waste Fund Annual Financial Report	\$2,425	\$2,500	\$2,575	\$2,650	\$2,725
Central Business District Fund TIF Annual Financial Report	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
South Industrial Park Conservation Area Fund TIF Annual Financial Report	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Pekin Public Library Fund Annual Financial Report	\$3,750	\$3,900	\$4,050	\$4,200	\$4,350



PRICE AND BILLING

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HOURS SCHEDULE				
	Hours	Standard Rate	Quoted Rate	Total
Partner	74	\$160	\$150	\$11,100
Manager	298	\$130	\$120	\$35,760
In-Charge	201	\$90	\$80	\$16,080
	573			\$62,490

In 24 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future FASB and GASB pronouncements.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the City. We encourage clients to contact us with questions that may arise. In addition, we provide no cost client training to introduce new GASB pronouncements and auditing standards that may affect the City, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from the City personnel and that the City will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services

Should it become necessary for the City to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



REFERENCES

LAUTERBACHAMEN.COM

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

CITY OF CHAMPAIGN*

Kay Nees

217.403.8700

kay.nees@champaignil.gov



CITY OF EAST MOLINE*

Annaka Whiting

309.752.1542

awhiting@eastmoline.com



CITY OF ROCK ISLAND*

Linda Barnes

309.732.2111

barnes.linda@rigov.org



CITY OF ROCKFORD*

Carrie Hagerty

779.348.7467

carrie.hagerty@rockfordil.gov



* Indicates governments who currently hold the GFOA Certificate of Achievement.



REFERENCES

LAUTERBACHAMEN.COM

Additional Clients Served

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

Municipalities, Townships and Counties

Addison Township	Cuba Township	Harvard	Markham	Pingree Grove*	Streamwood*
Algonquin	Dolton	Henry County	Mendota	Plano	Streator
Antioch*	East Dundee*	Hinckley	Midlothian	Poplar Grove	Sugar Grove*
Barrington	East Hazel Crest	Hinsdale	Milton Township	Princeton	Sycamore*
Barrington Hills	East Moline	Homewood	Monee	Prospect Heights	Thornton*
Bartlett*	Elburn	Inverness	Montgomery*	Riverside*	Timberlane
Beach Park*	Elk Grove Village*	Johnsburg*	Morton Grove*	Riverwoods	Vernon Hills
Berkeley	Elwood*	Justice	Mount Prospect	Rock Island*	Volo
Bloomington*	Evanston	Kenilworth	Naperville Township	Rockford*	Warrenville*
Bradley	Fox River Grove	Kildeer*	New Milford	Rolling Meadows*	Waukegan
Buffalo Grove*	Frankfort*	Lake Barrington	Normal*	Rosemont	West Chicago*
Burlington	Georgetown	Lake Bluff	North Aurora*	Round Lake Beach	Western Springs
Burnham	Gilberts*	Lake Villa	North Barrington	Sandwich	Wheaton*
Burr Ridge	Glen Ellyn*	LaSalle County	North Riverside*	Schaumburg	Willow Springs
Campton Hills	Glencoe*	Libertyville*	Northbrook	Shabbona	Wilmette*
Carpentersville*	Glenview*	Lincolnwood*	Northfield*	Skokie	Winnetka*
Cary	Golf	Lindenhurst	Northfield Township	Sleepy Hollow	Winthrop Harbor
Champaign	Grayslake	Lombard*	Orland Park	South Barrington	Woodridge*
Cherry Valley	Gurnee*	Lyndon	Palos Park*	South Elgin*	York Township
Cortland	Hampshire	Manhattan*	Park Forest*	Stickney	Yorkville*
Country Club Hills	Hanover Park	Maple Park	Park Ridge	Stone Park	Zion Township

* Indicates governments who currently hold the GFOA Certificate of Achievement.



Municipalities

110+



Park Districts

65+



School Districts

35+



Libraries

45+



Pension Funds

450+



Other Entities

100+



APPENDIX

LAUTERBACHAMEN.COM

ELLIN & TUCKER

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



APPENDIX

LAUTERBACHAMEN.COM

ELLIN & TUCKER

OPINION

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2019 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

ELLIN & TUCKER
Certified Public Accountants

Baltimore, Maryland
December 27, 2019

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Opportunities

February 1, 2022

ORIGINAL COST proposal to provide professional services to:

City of Pekin, Illinois

Prepared by:

CliftonLarsonAllen LLP

301 SW Adams Street, Suite 1000
Peoria, Illinois 61602

Adam M. Pulley, CPA, Principal

adam.pulley@CLAconnect.com
Direct 309-495-8767

CLAconnect.com

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor. CLA is an independent member of Nexia International, a leading, global network of independent accounting and consulting firms. See nexia.com/member-firm-disclaimer.



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8.12 Dollar Cost Bid

"The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive (not to exceed) maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses."

8.12.1

"a. Name of Firm"

CliftonLarsonAllen LLP (CLA)

"b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the fee estimate and authorized to sign a contract with the City."

I, Adam Pulley, your engagement principal-in-charge, will serve as the City's primary contact person for this engagement. Furthermore, as a principal of CLA, I am authorized to sign, bind, and commit the firm to the obligations contained in this proposal and the City's RFP.

"c. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for a Single Audit."

Service	2020	2021	2022
Single Audit (includes one major program)	\$ 9,000	\$ 9,500	\$ 10,000
Out of pocket expenses (5% technology fee for the single audit)	<u>450</u>	<u>475</u>	<u>500</u>
Total (inclusive of all costs)	<u>\$ 9,450</u>	<u>\$ 9,975</u>	<u>\$ 10,500</u>

"d. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for the TPCCC annual financial report."

Service	2020	2021	2022
Tazewell Pekin Consolidated Communications Center annual financial report (inclusive of all costs)	Included with the financial audit ACFR preparation		



“e. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for each of the following separate fund audits: Sewerage Fund, Solid Waste Fund, Tax Increment Financing – Central Business District Fund, Tax Increment Financing – South Industrial Park Conservation Area Fund, and Pekin Public Library Fund.”

Audit Services	2020	2021	2022
Sewage Fund	Included with the financial audit and ACFR preparation		
Solid Waste Fund			
Tax Increment Financing – Central Business District Fund			
Tax Increment Financing – South Industrial Park Conservation Area Fund			
Pekin Public Library Fund			

“f. A total all-inclusive maximum price for the preparation of the City CAFR (including notes to the financial statements) and identify the fee for out-of-pocket expenses, separately, for each of the fiscal years ending April 30, 2020, 2021, and 2022.”

Service	2020	2021	2022
Preparation of the City’s ACFR (includes notes to the financial statements)	\$ 83,000	\$ 85,500	\$ 88,000
Out of pocket expenses (5% technology fee for the financial audit)	<u>\$ 4,150</u>	<u>\$ 4,275</u>	<u>\$ 4,400</u>
Total (inclusive of all costs)	<u>\$ 87,150</u>	<u>\$ 89,775</u>	<u>\$ 92,400</u>



“g. Include a time budget by employee classification for the audit.”

Budget by employee classification for the audit

Professional Level	2020	2021	2022
Principal	100	100	100
Directors	250	200	200
Staff	250	300	300
Total estimated hours	600	600	600

“h. Method to be employed to calculate future year audit costs (i.e. for the additional two-year extension option).”

Future fee increase

Our fees are based on professional standards and regulations currently in effect and barring any changes in the nature or requirements of the engagement, our annual fees will increase in accordance with the increases in our payroll and overhead costs. These increases have historically been between 3 and 5%. In addition, costs could increase due to substantial changes in your operational structure, or to implement new audit standards.



8.13 Rates for Additional Services

"If it should become necessary for the City to request the auditor to render any additional services to, either supplement the services requested in the RFP, or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work should be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates as specified herein."

Billing for phone calls and questions

It is not our policy or practice to bill our clients every time we receive a phone call or email. In the course of providing our services to you, we will regularly consult with you regarding accounting, financial reporting, and significant business issues. If a specific project is complex or requires significant time or resources, we will discuss the scope of the project and its fee with you first to make sure there are no surprises. While it is difficult to establish an exact policy for billing in these situations, we commit to discussing the request with you in advance of performing our services if we believe the time requirement to provide you the desired assistance is other than routine. We will discuss the scope of the project and our estimate to complete it prior to commencing work.

The table below shows our standard hourly billing rates by classification:

Level	Current Rates
Principal	\$300 - \$450
Director/Manager	\$200 - \$275
Senior	\$140 - \$190
Associate	\$120 - \$150

8.14 Method of Payment

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full.



8.18 Warranties

“Proposer warrants that it is willing and able to obtain an errors and omission insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employee or agencies thereof.”

8.18.1 Insurance coverage

CLA carries commercially reasonable amounts of errors and omission insurance coverage. If requested, the firm will provide a certificate of coverage for an amount specified by the City upon being engaged.

“Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City.”

8.18.2 Not using a subcontractor

While we are not a small or minority-owned business, we are committed to utilizing the services of such firms whenever possible. For this engagement, we will not use any subcontractors. CLA strives to fill its professional positions with among the best and most experienced accountants regardless of race or gender.





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Opportunities

February 1, 2022

ORIGINAL TECHNICAL proposal to provide professional services to:

City of Pekin, Illinois

Prepared by:

CliftonLarsonAllen LLP

301 SW Adams Street, Suite 1000
Peoria, Illinois 61602

Adam M. Pulley, CPA, Principal

adam.pulley@CLAconnect.com
Direct 309-495-8767

CLAconnect.com

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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Create Opportunities



CliftonLarsonAllen LLP
301 SW Adams Street, Suite 1000
Peoria, Illinois 61602

phone 309-671-4500 fax 309-671-4508
CLAAconnect.com

February 1, 2022

Sue McMillan, City Clerk
City of Pekin, Illinois
111 S. Capitol Street
Pekin, Illinois 61554

RE: Request for Proposals (RFP) for Professional Audit Services

Dear Ms. McMillan:

Thank you for inviting us to propose our services to you. We gladly welcome the opportunity to share our approach to helping the City of Pekin, Illinois (the City) meet its need for professional services. The enclosed proposal responds to your request for audit services for the three fiscal years, beginning April 30, 2020, with the option to add services for two additional subsequent fiscal years.

We are confident that our extensive experience serving similar governmental entities, bolstered by our client-oriented philosophy and depth of resources, will make CLA a top qualified candidate to fulfill the scope of your engagement. The following differentiators are offered for the City's consideration:

- **Industry-specialized insight and resources.** As one of the nation's leading professional services firms, and one of the largest firms who specialize in regulated industries, CLA has the experience and resources to assist the City with their audit needs. In addition to your experienced local engagement team, the City will have access to one of the country's largest and most knowledgeable pools of regulated industry resources.
- **OMB Uniform Guidance (UG) experience.** CLA performs single audits for hundreds of organizations annually, ranking top in the nation for the number of single audits performed by any CPA firm. The single audit requires a specific set of skills to properly perform the procedures. As such, we have developed a group of professionals who specialize in providing single audit services.
- **Strong methodology and responsive timeline.** In forming our overall audit approach, we have carefully reviewed the RFP and other information made available and considered our experience performing similar work for other municipalities. Our local government clients are included amongst the more than 4,150 governmental organizations we serve nationally. Our staff understands your complexities not just from a compliance standpoint, but also from an operational point of view. We have developed a work plan that takes into consideration your unique needs as a governmental entity in Illinois. The work plan also minimizes the disruption of your staff and operations and provides a blueprint for timely delivery of your required reports.
- **Communication and proactive leadership.** The City will benefit from a high level of hands-on service from our team's senior professionals. We can provide this level of service because, unlike other national firms, our principal-to-staff ratio is similar to smaller firms – allowing our senior level professionals to be involved and immediately available throughout the entire engagement process. Our approach helps members of the engagement team stay abreast of key issues at the City and take an active role in addressing them.



CLA is an independent member of Nexia International, a leading, global network of independent accounting and consulting firms. See nexia.com/member-firm-disclaimer for details.

- **A focus on providing consistent, dependable service.** We differ from other national firms in that our corporate practice focuses on the needs of non-SEC clients, thus allowing us to avoid the workload compression typically experienced by firms that must meet public companies' SEC filing deadlines. CLA is organized into industry teams, affording our clients with specialized industry-specific knowledge supplemented by valuable local service and insight. Therefore, the City will enjoy the service of members of our state and local government services team who understand the issues and environment critical to governmental entities.
- **Fresh perspective.** By engaging CLA, the City will benefit from a "fresh look" at its business operations, information systems, and financial and risk management policies and procedures. You will be served by an engagement team with enthusiasm and a desire to meet and exceed expectations. We are confident that our industry experience will bring to the City new ideas, creative approaches, and fresh opportunities to meet the financial management and accountability challenges before the City.

We are eager to work with you and welcome the chance to present our proposal to you and the City Council. If you have any questions about our offerings, please do not hesitate to contact me via the information below.

Sincerely,

CliftonLarsonAllen LLP



Adam M. Pulley, CPA
Principal
309-495-8767
adam.pulley@CLAconnect.com

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7.2.1 Qualifications of the Firm

"A brief statement as to why the proposing firm is qualified to provide auditing services to the City. Proposer's response may include the firm's strengths, the local office's strengths and the firm's audit philosophy."

Why should City of Pekin choose CLA?

With CLA by your side, you can find everything you need in one firm. We know your industry, and we want to know you.

We have strong leadership and talent, commitment, and enthusiasm to provide our governmental clients excellent service in a cost-effective manner. We commit to providing you a high level of personalized, responsive service. Communication is as important to us as it is to you.

Support at every turn

You can expect:

- **We are located in Peoria!** Your proposed engagement principal and two of your engagement directors are located in our Peoria, Illinois office, so we are available to meet with you at your request without additional constraints for travel and additional costs. The majority of fieldwork will be performed by the Peoria, Illinois office.
- **A proposed team of professionals carefully selected for compatibility with the City's needs and circumstances.** Your service team understands the strategic, operational, and regulatory issues impacting your organization. These professionals dedicate a substantial percentage of their time assisting the City with financial, regulatory, and information security matters.
- **Diversity, equity, and inclusion (DEI).** We are dedicated to building a diverse, equitable, and inclusive culture that thrives on different beliefs and perspectives. Our DEI team identifies strategies that foster and support the many dimensions of diversity within the firm. When we embrace an inclusive culture, we can truly know and help each other and our clients — that's how we create opportunities together.
- **Efficiency.** Our goal is to provide exceptional client service at the lowest possible cost. A well-planned and well-executed engagement by an experienced service team can minimize disruption to your staff and enable timely completion of all deliverables.
- **Experience and continuity.** Each engagement team member has in-depth experience in state and local government accounting, auditing, or tax matters. We commit the necessary resources to provide quality client service and timely report delivery. We have an extensive local and national state and local government practice from which to draw resources.



7.2.2 Overview and Experience of the Firm

“Detail the firm’s overall qualifications and abilities to meet the specific requirements of the proposal including the size of the firm, the number of offices, and the number of partners and staff in the local office.”

Governmental experience

CLA offers the credibility, reputation, and resources of a leading professional services firm — without sacrificing the small-firm touch. We bring unsurpassed levels of technical excellence, commitment, and dedication to our clients, which have made us one of the most successful professional service firms serving governmental entities. Our strong reputation for serving state and local government units provides the City the confidence in their decision to select CLA as their professional service provider.

CLA has one of the largest governmental audit and consulting practices in the country, serving more than 4,150 governmental clients nationwide. Regulated industry clients represent approximately one-quarter of all firm-wide revenue, and each of the governmental services team members are well versed in the issues critical to complex governmental entities.

Our professionals have deep, technical experience in serving governmental entities. As a professional service firm experienced in serving state and local units of government, we are very aware of the financial and legal compliance requirements that government officials are faced with daily. This creates complexities and service issues within a unique operational and regulatory environment. Because of our experience, we have become adept at providing our clients with insights in this environment not typical of other professional service firms.



Certificate of achievement assistance

The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting is awarded to state and local governments that go beyond the minimum requirements of generally accepted accounting principles. It is awarded to state and local governments who produce a comprehensive annual financial report that evidences the spirit of transparency and full disclosure. Members of the GFOA staff and the GFOA Special Review Committee (SRC) review reports submitted to the ACFR program.



CLA provides audit services to many entities that received the GFOA Certificate of Excellence in Financial Report. All of the procedures noted in our audit approach and our technical review of the ACFR are done to help the City prepare and publish the top product possible. Our directors and principals who review the ACFR have a strong understanding of the GFOA requirement for the certificate. We understand that this is a prestigious award for the City and a great accomplishment for the Finance and Accounting departments.

We will review the GFOA comment letter for each ACFR and provide the City advice regarding the response to the GFOA reviewer's comments. Our procedures with respect to the ACFR will be the review of the comments from GFOA on the prior year submission to determine they were adequately addressed, completion of the ACFR checklist, and review of the transmittal letter and statistical data to determine that information presented is reasonable and agrees with the information in the financial statements and management's discussion and analysis (MD&A), where applicable.

We understand the interrelationships of the many and varied components of a governmental entity's financial statements, allowing us to quickly determine errors or problems with the financial statements. Our depth of knowledge and experience also allows us to assist the City with the preparation of the ACFR and improvement of the City's financial statements.

Our involvement with clients in the GFOA Certificate program helps to determine that we are on the leading edge of reporting trends and techniques. We have been engaged by various entities to review their statements for compliance with program requirements. We have aided clients in the early implementation of professional pronouncements and regularly provide our clients with updates on new pronouncements which will affect them and will do the same for the City.

Firm overview

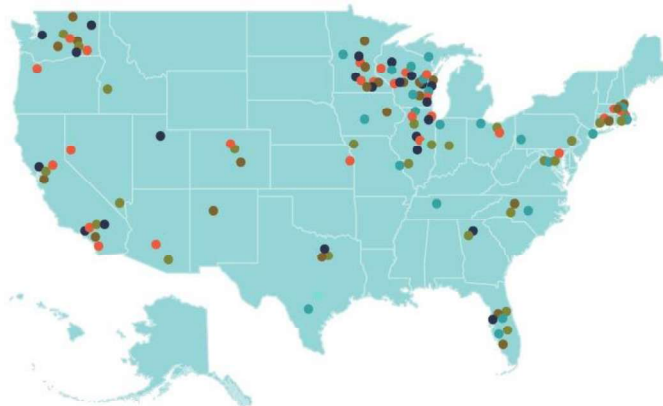
CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, outsourcing, audit, tax, and consulting services. Our broad professional services allow us to serve clients more completely — from startup to succession and beyond.

Our professionals are immersed in the industries they serve and have specialized knowledge of their operating and regulatory environments. With more than 7,400 people, more than 120 U.S. locations, and a global affiliation, we bring a wide array of approaches to help clients in all markets, foreign and domestic.

MORE THAN
7,400
PEOPLE

MORE THAN
120
U.S. LOCATIONS

WE ARE PART OF A
GLOBAL
AFFILIATION



We promise to know you and help you

With CLA by your side, you can find everything you need in one firm. Professionally or personally, big or small, we can help you discover opportunities and achieve more than you believed possible.



Create Opportunities

Office location assigned to manage the engagement

Our firm takes the approach of matching staff among the best skill set to the engagement before considering geographic location of the staff. Assigning team members that specialize in working with state and local government entities of all sizes will provide the City among the best quality audit, and will allow us to complete the audit in the most efficient and effective manner with little interruption to your staff.

A breakdown of personnel at the Peoria, Illinois office is provided below.

Professional Level	Number of Professionals
Principal/ Signing Director	14
Director	20
Manager	3
Senior	19
Associate	15
Other (paraprofessional, support, entry professional, intern)	19
Total	90

7.2.3 Local Office Ready to Serve the City

“Identify which local office would be assigned to this engagement and list the qualifications and background of the personnel who will be directly involved with this audit. Include the names of the partners, managers, and staff that will be assigned to the City engagement.”

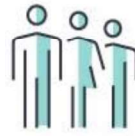
The City will be primarily served by our industry-specialized engagement team located in our Peoria, Illinois office. The office address is as follows:



CLA - Peoria
 301 SW Adams Street, Suite 1100
 Peoria, Illinois 61602
 309-671-4500 | fax 309-671-4508

Engagement team experience

An experienced engagement team has been aligned to provide you with the most value. The team members have performed numerous engagements of this nature and can commit the resources necessary to provide top quality service throughout the engagement. Following are our proposed team members:



The most important resource any business has is people — *the right people.*

Engagement Team	Title	Role	Years' Experience
Adam Pulley, CPA	Principal	Engagement and relationship principal	15+
Justin Knorr, CPA	Director	Engagement director	10+
Brian Mateas, CPA	Director	Fieldwork supervisor	6+
Andrew Moen, CPA	Director	Fieldwork supervisor	10+

Detailed biographies are available in the **Appendix** of this proposal.

Conflict of interest

CLA is not aware of any existing or potential conflict of interest matters that would impair our independence for the performance of this engagement.

7.2.4 References

“Provide a list of local government clients served by the local office in the past five (5) years and give a contact name, telephone and email address for each. Please designate which are current clients.”

The City can benefit from deep, national industry experience, complemented by a team dedicated to accessibility and responsiveness. We are pleased to provide you with the following references, who can describe their experience in greater detail.

City of Peoria, Illinois (Current Client)	
Client Contact	Shaun Schoonover, Finance Manager
Phone Number Email	309-494-8514 shaun.schoonover@peoriagov.org

City of East Peoria, Illinois (Current Client)	
Client Contact	Jeff Becker, Director of Finance/Treasurer
Phone Number Email	309-698-4715 JeffBecker@cityofeastpeoria.com



City of Havana, Illinois (Current Client)

Client Contact	Brenda Stadsholt, Mayor
Phone Number Email	309-543-6580 b.stadsholt@havanail.gov

In addition to our references noted above, we have included a sampling of some of our state and local government entities that we currently serve in Illinois. *A more expansive list is available upon request.*

****Clients that have received the GFOA Certificate of Achievement for Excellence in Financial Reporting.***

Sample client listing

Acero Charter Schools, Inc.	Logan County
Allerton Public Library	Mahomet Public Library District
Assisted Housing Risk Management	Mahomet-Seymour Community Unit School District #3
Bloomington and Normal Water Reclamation District*	Marion Township
Bloomington-Normal Public Transit*	McLean County Unit School District
Central Illinois Police Training	Morton Community Unit School District
Champaign County*	Morton Grove Public School District
Champaign County Forest Preserve*	Morton Public Library District
Champaign Park District*	Municipal Ins. Coop. Agency
Champaign Parks Foundation	Newell Township
City of Danville	North Lawndale College Preparatory
City of Decatur*	North Tazewell Public Water District
City of East Peoria	Peoria Board of Education
City of Flora	Peoria Charter School Initiative
City of Havana	Peoria Civic Center Authority
City of Kewanee	Peoria Housing Authority
City of Lewistown	Peoria Park District*
City of Peoria*	Pleasant Valley Public Water District
City of Polo	Princeton Park District
City of Sandwich	Public Building Commission of Peoria
City of Watseka	Sangamon County
Danville Comm. Consolidated School Dist. #118	Sanitary District of Decatur
Danville Mass Transit	Special Education Assoc. of Peoria
Danville Sanitary District	Springdale Cemetery
Danville Township	Tazewell County
Decatur Mass Transit	TOIRMA
East Peoria Drainage & Levee District	Town of Cunningham
Fondulac Public Library District	Village of Alsip
Illinois Department of Transportation	Village of Elliott
Illinois Municipal League	Village of Germantown Hills
Illinois Municipal League Risk Management Association	Village of Gridley
Illinois Office of the Comptroller	Village of Milledgeville



Illinois Public Risk Fund
 Illinois State Toll Highway Authority
 Iroquois County
 Jo Daviess County
 Lee County ETSB
 Lincoln Rural Fire Protection District

Village of Minier
Village of Rantoul*
 Village of Roanoke
 Woodford County

7.2.5 Disciplinary Action

“Describe any disciplinary action imposed on the local office by the AICPA, state board, state society or SEC during the past five (5) years.”

Professional ethics and regulatory issues or complaints against team members

From time to time, individuals in the firm are parties to an inquiry from a regulatory or ethics body. In all cases the individual, with the firm's backing, shall cooperate in providing the information required to respond appropriately to the inquiry.

The firm and professionals within the firm presently do not have any regulatory or ethics inquiries outside the normal course of our practice.

7.2.6 Peer Review Report

“Describe the results of your firm's and local office's most recent peer review and its status under the AICPA peer review program.”

In the most recent peer review report, dated November 2019, we received a rating of **pass**, which is the most positive report a firm can receive. We are proud of this accomplishment and its strong evidence of our commitment to technical excellence and quality service. The full report is provided in the *Appendix*. ***This quality control review included a review of specific government engagements.***

Quality control procedures

In addition to an external peer review, we have implemented an intensive internal quality control system to provide reasonable assurance that the firm and our personnel comply with professional standards and applicable legal and regulatory requirements. Our quality control system includes the following:

- A quality control document that dictates the quality control policies of our firm. In many cases, these policies exceed the requirements of standard setters and regulatory bodies. Firm leadership promotes and demonstrates a culture of quality that is pervasive throughout the firm's operations. To monitor our adherence to our policies and procedures, and to foster quality and accuracy in our services, internal inspections are performed annually.
- Quality control standards as prescribed by the AICPA. The engagement principal is involved in the planning, fieldwork, and post-fieldwork review. In addition, an appropriately experienced professional performs a risk-based second review of the engagement prior to issuance of the reports.
- Hiring decisions and professional development programs designed so personnel possess the competence, capabilities, and commitment to ethical principles, including independence, integrity, and objectivity, to perform our services with due professional care.



- An annual internal inspection program to monitor compliance with CLA’s quality control policies. Workpapers from a representative sample of engagements are reviewed and improvements to our practices and processes are made, if necessary, based on the results of the internal inspection.
- Strict adherence to the AICPA’s rules of professional conduct, which specifically require maintaining the confidentiality of client records and information. Privacy and trust are implicit in the accounting profession, and CLA strives to act in a way that will honor the public trust.
- A requirement that all single audit engagements be reviewed by a designated single audit reviewer, thereby confirming we are in compliance with the standards set forth in the *Uniform Guidance*.

7.2.7 Independence

“Disclose any relationships that may exist between the City and the management and members of the firm which might impair the firm’s independence.”

CLA is independent of the City and its component unit as required by auditing standards generally accepted in the United States and the U.S. Government Accountability Office’s Government Auditing Standards. Our firm-wide quality control policies and procedures foster strict compliance with these professional standards. In addition, the individuals assigned to your audit are independent of the City and its component unit.

7.2.8 Staff Turnover

“Describe the firm’s policy in rotating partners and managers and discuss the audit staff turnover that has occurred in the local office due to resignations or terminations in the past 24 months. Disclose the firm’s policies regarding staff education and development.”

Staff rotation on succeeding audits can provide a “fresh look” at the City’s business operations, information systems, and financial and risk management policies and procedures. We believe that with a change, innovative ideas, creative approaches, and fresh opportunities can be made to better meet the financial management and accountability challenges of the City. We are flexible in exploring alternative strategies to non-mandatory rotation policies as well.

Staff turnover rates

CLA’s voluntary turnover rates are noted below.

Turnover*	2018	2019	2020
CLA Turnover	14.3%	16.8%	11.5%

**Please note that at the date of our submission, the 2021 turnover rates are not currently available.*

In any business, however, turnover is inevitable. If and when it happens, we will provide summaries of suggested replacements and will discuss re-assignments prior to finalizing. We have a number of qualified staff members to provide the City with quality service over the term of the engagement.

No state and local government employees in the Peoria office have resigned in the last 24 months.



Commitment to continuing professional education

With one of the largest regulated industry groups in the nation, CLA is committed to providing regular and robust training to our government practitioners. We hold regular Governmental Accounting and Single Audit updates throughout the year. All of our staff assigned to the City audit will have the required Yellow Book (Government Auditing Standards) CPE.

7.2.9 Our Approach to Serving the City

“Outline the audit plans for the audit work to be performed. Describe what your firm’s philosophy will be with respect to the audit of the City.”

CLA has a very balanced practice. Our revenue is generated evenly throughout the year, so we don’t experience workload compression that most other firms have every year. CLA is a well-rounded firm with the ability to be more selective with our clients than other firms; our dedicated professionals are working year-round so we are always available when you need us to be.

Communication is an important part of making an audit efficient. Not only do we believe in an open line of communication during the audit period, but year-round as well. We want your staff to feel comfortable in calling any of our audit team members with questions or thoughts they may have concerning accounting, audit, or other issues. We feel it is much more efficient if your staff has us available as a resource throughout the year, allowing you to have the proper guidance when an issue arises rather than when the audit begins. We are committed to being available to the City staff throughout the contract period for answering questions or advising on various accounting matters.

Prior to commencement of audit activities, the engagement team will meet with management and accounting personnel to discuss timing of the audit, expectations, transition plan, accounting matters, and other issues. We will also meet with representatives of the governing body to identify engagement expectations and conduct fraud inquiries.

7.2.10 Agreement with the Scope of Services

“Indicate the firm’s agreement with respect to the Scope of Audit Services and the Supplementary Information sections. Any disagreement or deviation with these terms should be expressed in the proposal as the City plans to incorporate the proposal into a final contract by reference.”

Understanding of the work to be performed

We have read the RFP and understand the scope of the work to be performed as detailed under the RFP section titled “4. Scope of Services”. Should CLA be selected to serve this engagement, we will perform these services within the time period as finalized in the planning stages of the engagement. CLA acknowledges the terms and is in agreement with the City’s RFP.

To meet the requirements of the RFP, the audit should be performed in accordance with Generally Accepted Auditing Standards (GAAS) as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office’s Government Auditing Standards, the provisions of the Single Audit Act of 1996, as amended, and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Additionally,



the single audit work will be conducted in accordance with generally accepted governmental auditing standards to meet all Federal grant audit requirements.

8.11 Services Audit Approach

“The proposal should set forth a work plan, including explanation of the audit methodology to be followed, to perform the services as specified in this RFP. In developing the work plan, reference should be made to such sources of information as the City’s budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. In addition, proposers are required to provide the following information on their audit approach:”

Many organizations view an audit as a requirement that doesn’t contribute to their overall operations or value. At CLA, we believe an audit should be an annual check-up that gives you insight into your organization, allowing you to take advantage of opportunities and improve your operations.

Our industry experience makes it easier. CLA auditors are industry aligned, making our audit process fast and smooth. We focus on operational efficiency and leverage our industry experience to bring you meaningful insights that go beyond compliance requirements. A dedicated team of professionals will listen to your goals and concerns, then work with you to navigate industry pressures, changing markets, and complex standards, all with a common goal to drive your business toward success.

Your time has value. We recognize that you and your teams’ day is filled with competing priorities and constant distractions. We elevate your experience by utilizing a variety of communication mediums, such as a web-based document portal, video conferencing, email, and phone calls, to keep everyone informed and on track. These mediums provide ultimate flexibility so that you can choose where and how your audit is performed. In contrast to a traditional engagement, where a team spends weeks on site at your location, our Seamless Assurance Advantage focuses on having the right team members on your engagement and isn’t dependent upon any physical locations.

A simple transition. We recognize changing accounting firms presents an opportunity as well as a challenge. Our approach deliberately and effectively minimizes the impact of transition.





No surprises. We will provide the City with a no surprises approach to our services, based on frequent and timely communication and clarity around roles and expectations. If and when issues arise during the course of your audit, we engage the right people in a frank discussion to resolve them.

Significant involvement of principals and directors. Because our principals and directors are directly involved in your engagement, we can proactively identify significant issues and resolve them with your management. We believe that your time is best spent with key decision makers so that you can ask clarifying questions, discuss organizational strategies, and navigate sensitive reporting issues.

We tailor the audit just for you. While our audit programs provide typical approaches for given audit areas, CLA designs a client-specific, risk-based audit approach for each client. We use custom, industry-tailored programs, procedures, and tools that are designed specifically to focus on the issues that are applicable to state and local government.

You'll learn about what we're doing and what we've found in plain, everyday language. We believe our services can contribute to better business and administrative practices. By working closely with your staff, CLA continuously learns about your organization. This involvement enables us to offer you recommendations for improvements in your systems and procedures that are more comprehensive, better understood, and more frequently implemented.

When performing an audit, we are sensitive and understanding of the fact that we report to those charged with governance. We maintain objectivity and independence in order to be able to issue our audit opinions. We will act within our philosophy of total client service, maintain the professional relationship refined with management, and fulfill our responsibilities with the utmost professionalism.

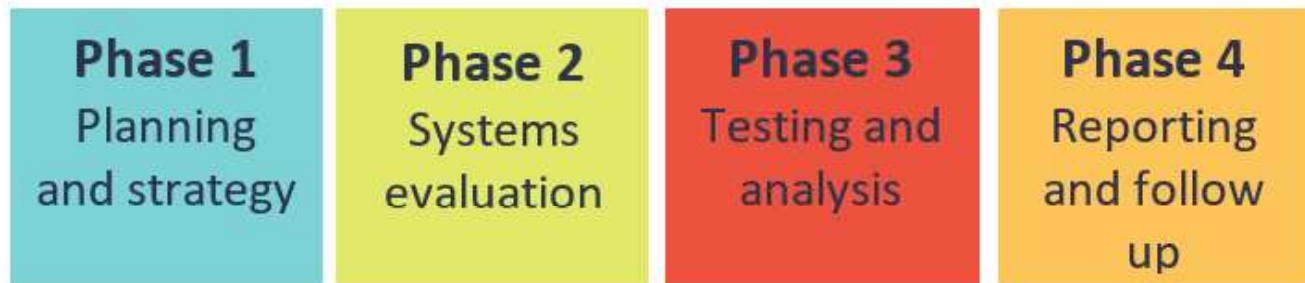
Year-long support. We encourage your staff to take advantage of our accessibility throughout the year for questions that may arise. Our people, working with you and your staff, can provide proactive advice on new accounting or GAAP pronouncements and their potential impact; help with immediate problems including



answers to brief routine questions; and share insights and best practices to assist you in planning for your future success.

8.11.1 Proposed segmentation of the engagement

We will conduct our audit in four primary phases, as shown below.



PHASE 1: PLANNING AND STRATEGY

The main objective of the planning phase is to identify significant areas and design efficient audit procedures. We will accomplish our planning by following the methodology below:

- Conduct an entrance meeting with the City – Adam Pulley and staff will meet with the City personnel to mutually agree on an outline of responsibilities and timeframes. The agenda will include but not be limited to the following:
 - Establish audit approach and timing schedule
 - Assistance to be provided by the City personnel
 - Application of generally accepted accounting principles
 - Initial audit concerns
 - Concerns of the City’s management
 - Establishment of report parameters and timetables
 - Progress reporting process
 - Establish principal contacts
- Gain an understanding of the operations of the City, including any changes in its organization, management style, and internal and external factors influencing the operating environment. We will utilize reference materials such as the budget and related materials, organizational charts, manuals and programs, financial, and other management information systems
- Identify significant accounts and accounting applications, critical audit areas, significant provisions of laws and regulations, and relevant controls over operations
- Determine the likelihood of effective Information Systems (IS) - related controls
- Perform a preliminary overall risk assessment
- Confirm protocol for meeting with and requesting information from relevant staff
- Establish a timetable for the fieldwork phase of the audit
- Determine a protocol for using TeamMate Analytics and Expert Analyzer (TeamMate), our data extraction and analysis software, to facilitate timely receipt and analysis of reports from management
- Compile an initial comprehensive list of items to be prepared by the City, and establish mutually agreed upon deadlines

We will document our planning through preparation of the following:



- **Entity Profile.** This profile will help us gain an understanding of the City's activities, organizational structure, services, management, key employees, and regulatory requirements.
- **Preliminary Analytical Procedures.** These procedures will assist in planning the nature, timing and extent of auditing procedures that will be used to obtain evidential matter. They will focus on enhancing our understanding of the financial results and will be used to identify any significant transactions and events that have occurred since the last audit date, as well as to identify any areas that may represent specific risks relevant to the audit.
- **General Risk Analysis.** This will contain our overall audit plan, including materiality calculations, fraud risk assessments, overall audit risk assessments, effects of our IS assessment, timing, staffing, client assistance, a listing of significant provisions of laws and regulations and other key planning considerations.
- **Account Risk Analysis.** This document will contain the audit plan for the financial statements, including risk assessment and the extent and nature of testing by assertion.
- **Prepared by Client Listing.** This document will contain a listing of schedules and reports to be prepared by the City personnel with due dates for each item.

One of the key elements in the planning of this audit engagement will be the heavy involvement of principals and managers. We will clearly communicate any issues in a timely manner and will be in constant contact with the City as to what we are finding and where we expect it will lead.

We will develop our audit programs during this phase. Utilizing the information we have gathered and the risks identified, we will produce an audit program specifically tailored to the City. This program will detail by major section the nature and types of tests to be performed. We view our programs as living documents, subject to change as conditions warrant.

PHASE 2: SYSTEMS EVALUATION

During the systems evaluation phase, we will gain an understanding of the internal control structure of the City for financial accounting and relevant operations. Next, we will identify control objectives for each type of control that is material to the financial statements, and then identify and gain an understanding of the relevant control policies and procedures that effectively achieve the control objectives. Finally, we will determine the nature, timing, and extent of our control testing and perform tests of controls. This phase of the audit will include testing of certain key internal controls:

- Electronic data, including general and application controls reviews and various user controls
- Financial reporting and compliance with laws and regulations

We will test controls over certain key cycles. One audit efficiency initiative is to rely heavily on internal controls when appropriate, and to creatively look at internal control testing to make it as efficient as possible. This means not routinely performing detailed tests of transactions using large samples. We first seek to identify key controls, and then identify possible testing through alternative methods, such as observation, interviews, and re-performance. These tests serve not only to gather evidence about the existence and effectiveness of internal control for purposes of assessing control risk, but also to gather evidence about the reasonableness of an account balance.

We will also develop our internal control tests to assess the compliance with certain provisions of laws, regulations, contracts, and grants for which noncompliance could have a direct and material effect on the determination of financial statement amounts. Our use of multi-purpose tests allows us to provide a more efficient audit without sacrificing quality.

Our assessment of internal controls will determine whether the City has established and maintained internal controls to provide reasonable assurance that the following objectives are met:

- Transactions are properly recorded, processed, and summarized to permit the preparation of reliable financial statements and to maintain accountability over assets
- Assets are safeguarded against loss from unauthorized acquisition, use, or disposition
- Transactions are executed in accordance with laws and regulations that could have a direct and material effect on the financial statements

We will finalize our audit programs during this phase. We will also provide an updated Prepared by Client Listing based on our test results and our anticipated substantive testing.

During the internal control phase, we will also perform a review of general and application Information Systems (IS) controls for the applications that are significant to financial statements to conclude whether IS general controls are properly designed and operating effectively and consider application controls as part of the internal control assessment in the financial statement audit. Our strategy for the IS review of the applications will involve reviewing all of the general control activities, including the computerized and manual processes. We will determine the scope of work by applying the concepts of materiality and risk assessment to effectively reduce examination inefficiencies. When planning this examination, we will gain an understanding of the City's operations by reviewing its current controls and control objectives as documented and will also review prior years' audit work and the status of corrective actions.

Based on our preliminary review, we will perform an initial risk assessment of each critical element in each general control category, as well as an overall assessment of each control category. We will then proceed to assess the significant computer-related controls.

For IS-related controls that we deem to be ineffectively designed or not operating as intended, we will gather sufficient evidence to support appropriate findings and will provide recommendations to improve internal controls. For those IS controls that we deem to be effectively designed, we will perform testing to determine if they are operating as intended through a combination of procedures, including observation, inquiry, inspection, and re-performance.

PHASE 3: TESTING AND ANALYSIS

The extent of our substantive testing will be based on results of our internal control tests. It has been our experience that similar clients often have a system of internal controls that, with appropriately designed tests and correlation to account balances, can be used to limit the extent of account balance substantiation testing.

Audit sampling will be used only in those situations where it is the most effective method of testing. Before deciding to sample, we will consider all possible approaches and audit techniques. Items where, in our judgment, acceptance of some sampling risk is not justified will be examined 100 percent. These may include unusual items or items for which potential misstatements could individually equal or exceed tolerable error.

After identifying individually significant or unusual items, we will decide on the audit approach for the remaining balance of items by considering tolerable error and audit risk. This may include (1) testing a sample of the remaining balance; (2) lowering the previously determined threshold for individually significant items to increase the percent of coverage of the account balance; or (3) applying analytical procedures to the remaining balance. When we elect to sample balances, we will use TeamMate to efficiently control and select our samples.



Our workpapers during this phase will clearly document our work as outlined in our audit programs. We will also provide the City with status reports during the course of the audit fieldwork. As in all phases of the audit, we will be in communication with the City to determine that all identified issues are resolved in a timely manner. We will also hold a final exit conference with the City to summarize the results of our fieldwork and review significant findings.

PHASE 4: REPORTING AND FOLLOW-UP

Reports to management will include oral and/or written reports regarding:

- Independent Auditor's Report
- Independent Auditor's Report on Internal Control over financial reporting and on compliance and other matters based on an audit of Financial Statements Performed in Accordance with Government Auditing Standards
- Independent Auditor's Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the *Uniform Guidance*
- Management Letter
- Written Communication to Those Charged with Governance, which includes the following areas:
 - Our responsibility under auditing standards generally accepted in the United States of America
 - Changes in significant accounting policies or their application
 - Unusual transactions
 - Management judgments and accounting estimates
 - Significant audit adjustments
 - Other information in documents containing the audited financial statements
 - Disagreements with the City
 - The City's consultations with other accountants
 - Major issues discussed with management prior to retention
 - Difficulties encountered in performing the audit
 - Fraud or illegal acts

Once the final reviews of working papers and financial statements are completed, which is a process that actually starts while the fieldwork is in process, our opinion, the financial statements, and management letter will be issued.

The City will be provided a draft of any comments that we propose to include in the management letter, enabling you to review the comments for accuracy prior to final release. Any items that come to our attention that are not what we consider major items may be discussed verbally with management and not included in the management letter. Our management letter will include items noted during our analysis of your operations.

We will also make a formal presentation of the results of the audit to those charged with governance of the City.



Single audit approach

The OMB's *Uniform Guidance* (2 CFR Part 200) is effective for federal grants made on or after December 26, 2014. This affects how federal grants are managed and audited and impacts every organization that receives federal assistance. Grant compliance can be a confusing topic and many of our clients rely on their federal funding as a major revenue source, so it is important that they understand what these changes mean to their organization. As a leader in the industry, CLA was out in front of these changes and informed our clients of how to be proactive about these changes and how they could impact their entity. CLA professionals are available to provide guidance and tools tailored to the City's needs, and to assist in compliance with these rules.

The AICPA clarified auditing standard, AU-C 935 "Compliance Audits" requires risk-based concepts to be used in all compliance audits including those performed in accordance with 2 CFR Part 200. Our risk-based approach incorporates this guidance.

We will conduct our single audit in three primary phases, as shown, below:



PHASE 1: RISK ASSESSMENT AND PLANNING

The risk assessment and planning phase will encompass the overall planning stage of the single audit engagement. During this phase, we will work closely with the City's management to determine that programs and all clusters of programs are properly identified and risk-rated for determination of the major programs for testing. We will also review the forms and programs utilized in the prior year to determine the extent of any changes which are required.

We will accomplish this by following the methodology below:

- Determine the threshold to distinguish between Type A and B programs, including the effect of any loans and loan programs
- Utilizing the preliminary Schedule of Expenditure of Federal Awards, we will identify the Type A and significant Type B programs (25% of Type A threshold) in accordance with the Uniform Guidance
- Identify the programs tested and the findings reported for the past two fiscal years. Determine and document the program risk based on the past two single audits
- Prepare and distribute Type B program questionnaires to determine risk associated with Type B programs
- Determine the major programs to be tested for the current fiscal year based on the previous steps

- Based on our determination of the major programs, we will obtain the current year compliance supplement to aid in the determination of Direct and Material Compliance requirements, and customize the audit program accordingly
- Determine the preferred methods of communication during the audit

PHASE 2: MAJOR PROGRAM TESTING

We will determine the programs to be audited based on the risk assessment performed in the planning phase. We will perform the audit of the programs in accordance with UG.

To accomplish this, we will perform the following:

- Schedule an introductory meeting and notify the City's management of the major programs for the current fiscal year
- Plan and execute the testing of the expenditures reported on the Schedule of Expenditures of Federal Awards
- Perform tests of compliance and internal controls over compliance for each major program identified
- Schedule periodic progress meetings to determine that schedules are adhered to and identify issues as they arise
- Conduct entrance and exit conference meetings with each grant manager

PHASE 3: FINAL ASSESSMENT AND REPORTING

We will re-perform the steps noted in the preliminary assessment and planning stage once the final Schedule of Expenditures of Federal Awards is received to determine if additional major programs were identified.

Based on the final determination of the programs we will perform the following:

- Identify Type A and significant Type B programs which were not previously identified.
- Re-assess the risk and determine if we are required to audit additional programs.
- Perform compliance testing at the entity wide level related to procurement and cash management requirements.
- Perform testing to validate the status of prior year findings for those programs not selected for audit.
- Prepare the Schedule of Findings and Questioned Costs.
- Conduct exit conference with the City's management to review drafts of required reports:
- Independent Auditors' Report on Internal Control over financial reporting and on compliance and other matters based on an audit of Financial Statements Performed in Accordance with Government Auditing Standards
- Independent Auditor's Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Throughout the single audit, we will maintain communication through periodic progress meetings with those designated by the City. These meetings will be on a set schedule, but as frequently as the City determines. During these meetings, we will discuss progress impediments and findings as they arise.

Timely completion of all deliverables

Our project management methodology results in a client service plan that provides for regular, formal communication with the entire management team and allows us to be responsive to your needs. The schedule allows for input from your personnel to make certain that the services are completed based on your requirements. The plan may also be amended during the year based on input from the City Council. This plan reflects target dates once the City's audits are caught up.

Significant Milestones	Target Dates
Entrance conference and planning meeting to discuss the expectations of the services CLA will provide	May
Prepared by Client (PBC) listing to the City	May
Audit work begins	July
Field audit work complete	September 15
Final audit reports and management letter (if applicable) to the City	September 30
Presentation of the ACFR to the finance/audit committee	October 10
Presentation of audit and ACFR results to the City Council	October 22

In addition to the milestones noted above, CLA is in agreement with the following:

- CLA agrees to provide print-ready financial statements and audit opinion to the City before April 30.
- CLA is responsible for printing and binding the ACFR and will provide the City with a print-ready version of the ACFR in PDF format.
- CLA will prepare the introductory and statistical sections of the ACFR, with assistance from City staff.
- CLA will compile and prepare all financial statements and schedules in the financial section of the ACFR.
- The notes to the financial statements will be a joint effort of the City and the auditors, and will be prepared by CLA.
- The financial section of the ACFR will be prepared by CLA.
- The City reserves the right to edit the auditor's ACFR and make recommendations and/or modifications to the ACFR in accordance with all applicable governmental reporting requirements, during the City's review.
- CLA will have the City's ACFR completed at the earliest possible date.
- If required, CLA will prepare the schedule of Federal financial assistance and related auditor's report, as well as reports on internal control structure and compliance are to be issued as part of the ACFR.

Workpaper retention

Workpapers will be maintained for at least a seven year period and will be available for examination by authorized representatives of the City staff, and by authorized representatives of regulatory personnel, subject to professional ethics requirements. Significant records are stored in one of our secure Master Record Repositories per the engagement type. Upon the receipt of a request for retrieval, an appropriate review format will be determined based on the scope of the examination.



8.11.2 Level of staff and number of hours to be assigned to each proposed segment of the engagement

Please see the below chart for the level of staff and approximate number of hours to be assigned to each proposed phase:

Financial Statement Audit				
Engagement Segment	Principal	Director/ Manager	Staff	Total Hours
Planning	20	30	30	80
Internal control and documentation	0	20	50	70
Testing and review	30	100	150	280
Reporting and meetings	50	100	20	170
Total	100	250	250	600

8.11.3 Sample sizes and the extent to which statistical sampling is to be used in the engagement

Sample sizes will vary depending on the nature of the testing (compliance versus substantive) and the size of the population being sampled. Sampling techniques are utilized in compliance and internal control testing, as well as substantive testing of certain asset and liability account balances. Sample sizes used for internal control testing depend on a number of factors, namely the number of expected or actual control deviations, size of population, and level of control assurance anticipated. Sample sizes typically range from 20 to 60 possible selections.

8.11.4 Type and extent of analytical procedures to be used in the engagement

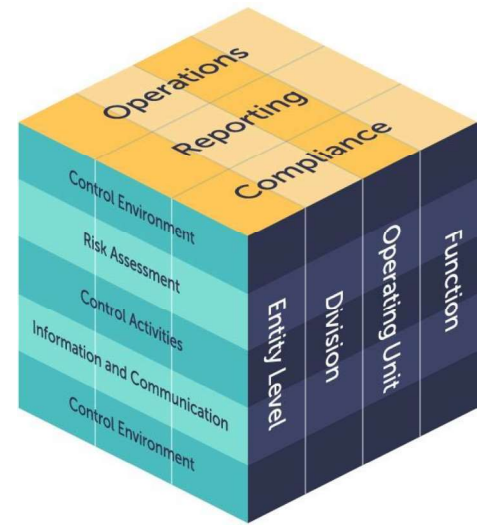
Preliminary analytical procedures will assist in planning the nature, timing and extent of auditing procedures that will be used to obtain evidential matter. These procedures will focus on enhancing our understanding of the financial results. These procedures are also used to identify any significant transactions and events that have occurred since the last audit date, as well as to identify any areas that may represent specific risks relevant to the audit.

In performing our substantive testing, our audit efficiency initiative provides that we first think analytically. By doing this, we can better understand the specific account balance being tested and determine if the current balance or relationship with other account balances appears reasonable. We will also employ analytical testing on smaller and/or lower risk accounts and cycles to maintain efficiency and to meet milestones.



8.11.5 Approach to be taken to gain and document an understanding of the City's internal control structure

We understand changing audit firms would require a new set of auditors to develop an understanding of the City and its internal control and operating structure. We also strive to develop our understanding in the least intrusive manner possible, while still maintaining our professional responsibilities. We would utilize a combination of internal control forms and interviews with key accounting personnel to gain and document our understanding of the City. We will also use as a baseline any existing internal control processes, policies, organizational charts, etc. the City may have already documented. Tests of design and operating effectiveness would then be performed to confirm our understanding.



The Committee of Sponsoring Organizations of the Treadway Commission (COSO) has established a framework for internal control systems. Under the COSO framework, internal control is a process to provide reasonable assurance that those internal objectives, including effectiveness and efficiency of business operations, reliability of financial reporting, and compliance with applicable laws and regulations, will be met.

Our audit approach is designed to evaluate and test the departmental internal controls in accordance with COSO concepts. Our procedures include a review of the overall control environment, determination of the internal controls which are determined to be direct and material to the federal program under review, determination of the adequacy of those procedures, and testing of the procedures to determine if they are functioning as designed.

During the planning and internal control phases of our audit, we will develop our understanding of the City business operations and internal control structure for financial accounting and relevant operations through observation, discussion, and inquiries with management and appropriate personnel. During this phase of the audit, we will review budgets and related materials, organization charts, accounting and purchase manuals, and other systems of documentation that may be available.

Once we understand your operations, we will then identify control objectives for each type of control that is material to the financial statements. The next step will be to identify and gain an understanding of the relevant control policies and procedures that effectively achieve the control objectives. We will then determine the nature, timing, and extent of our control testing, and perform tests of controls.

This phase of the audit will include extensive testing of controls over transactions, financial reporting, and compliance with laws and regulations. Whenever possible, we will use dual-purpose tests to reduce the need to select multiple samples for internal control and compliance testing. We will be as efficient as possible, thereby reducing the disruption to your operations while achieving our audit objectives.

Our assessment of internal controls will determine whether the City has established and maintained internal controls to provide reasonable assurance that the following objectives are met:

- Transactions are properly recorded, processed, and summarized to permit the preparation of reliable financial statements and to maintain accountability over assets
- Assets are safeguarded against loss from unauthorized acquisition, use, or disposition



- Transactions are executed in accordance with laws and regulations that could have a direct and material effect on the financial statements

Our workpapers during this phase will clearly document our work through preparing the following for each significant transaction cycle or accounting application:

- Audit program
- Cycle memo and supporting documentation
- Account risk analysis (ARA)
- Specific control evaluation (SCE)

8.11.6 Approach to be taken in determining laws and regulations that will be subject to audit test work

We will obtain an understanding of the laws and regulations that impact the City's operations by reviewing council minutes to identify any ordinances or resolutions that might have an impact to operations and reporting by the City, as well as interview key personnel and management of the City. The staff assigned to the engagement attend regular trainings and are well versed in upcoming legislation and federal and state laws (i.e. *Uniform Guidance*) and proactively discuss these upcoming changes with our clients.

We will also review current operations, contracts and IGA's that may impact current operations.

8.11.7 Approach to be taken in drawing audit samples for purposes of tests of compliance

We follow the guidance of AU-C Section 530, Audit Sampling, in using statistical and nonstatistical approach. We use quality control material in all our audit engagements. These forms guide our staff through a logical process of assessing inherent risk, control risk, and combined audit risk, followed by an assessment of appropriate sample size for testing.

Because our sample sizes are affected by many variables, a statement about sample sizes cannot be made in absolute terms. However, with regard to sample selection, we will generally utilize representative sampling for internal control and compliance tests, including those related to single audit compliance. Samples will also be used in conjunction with other tests of compliance.

In general terms, sample sizes for compliance and controls testing obtained via our guidance usually fall into categories of 25, 40, or 60 depending on circumstances. Where the population being tested is less than 100 items, we will use the 20%, 30%, or 40% of the population depending on our control risk assessment.

We are usually able to cover a substantial portion of the compliance and controls testing with one sample, resulting in a very efficient approach.

8.12 Dollar Cost Bid

"The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive (not to exceed) maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses."

Please see the separate file for CLA's professional fees.



Appendix

A. Engagement team biographies





Adam Pulley, CPA

CLA (CliftonLarsonAllen LLP)

Principal
Peoria, Illinois

309-495-8767
adam.pulley@CLAconnect.com



Profile

With 15 years of experience, Adam specializes in audits of state and local governmental entities. He has also served the engagements of various governmental entities conducted under the Single Audit and OMB standards.

Technical experience

- Supervise financial audit engagements and single audits
- Provide technical assistance to personnel during engagements
- Assist governmental entities in preparing financial statements to obtain the GFOA Certificate of Excellence
- Experience serving the following clients:
 - City of Peoria, Illinois
 - Illinois Department of Children and Family Services
 - City of Havana, Illinois
 - City of East Peoria, Illinois
 - City of Kewanee, Illinois
 - City of Decatur, Illinois
 - Village of Morton, Illinois
 - Town of Normal, Illinois
 - Peoria Civic Center Authority
 - Logan County, Illinois
 - Tazewell County, Illinois
 - Woodford County, Illinois
 - Livingston County, Illinois
 - Marshall County, Illinois
 - Jo Daviess County, Illinois
 - Peoria Public Schools

Education and professional involvement

- Masters of accounting, accounting, University of Illinois
- Bachelor of accountancy, accounting, University of Illinois
- Illinois CPA Society
- Board President of Crittenton Centers, Peoria
- American Institute of Certified Public Accountants
- Illinois Government Finance Officers Association

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



Create Opportunities

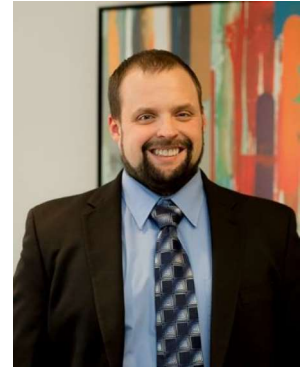


Justin Knorr, CPA

CLA (CliftonLarsonAllen LLP)

Director
Peoria, Illinois

309-495-6922
justin.knorr@CLAconnect.com



Profile

Justin has more than 10 years of experience and specializes in providing auditing and assurance services for public sector clients, including nonprofit organizations, associations, foundations, social organizations, private schools, state and local governments, universities, and community colleges. Many of the engagements were conducted under the single audit and OMB Standards. He has also served as the outsourced controller and internal audit function for public sector clients.

Technical experience

- Auditing of nonprofit organizations
- Auditing of state and local governments
- Auditing of colleges and universities
- Auditing of federally funded programs
- Experience serving the following clients:
 - Illinois Central College
 - Kaskaskia College
 - Logan County, Illinois
 - Tazewell County, Illinois
 - Woodford County, Illinois
 - City of Havana, Illinois
 - Village of Gridley, Illinois
 - Central Illinois Area Agency on Aging
 - Heartland Community College
 - Illinois Wesleyan University
 - Marquette Academy of Ottawa, Inc.
 - The High School of St. Thomas More of Champaign
 - Religious Coalition for Reproductive Choice
 - Chestnut Health Systems, Inc.
 - City of Flora, Illinois
 - Western Illinois Area Agency on Aging

Education and professional involvement

- Master of accounting sciences, Northern Illinois University
- Bachelor of science, accounting, Northern Illinois University
- Illinois CPA Society
- American Institute of Certified Public Accountants

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WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



Create Opportunities



Brian J. Mateas, CPA

CLA (CliftonLarsonAllen LLP)

Director
Peoria, Illinois

309-495-8807
brian.mateas@CLAconnect.com



Profile

Brian is a director with six years of experience working with state and local governments. He focuses on compliance and assurance services.

Client serving experience

- City of Peoria, Illinois
- City of Galesburg, Illinois
- City of Havana, Illinois
- City of East Peoria, Illinois
- City of Kewanee, Illinois
- Tazewell County, Illinois
- Logan County, Illinois
- Woodford County, Illinois
- Peoria Civic Center Authority
- Peoria Housing Authority
- Morton Community Unit School District No. 709
- Special Education Association of Peoria County

Education and professional involvement

- Master of science, accounting, Illinois State University
- Bachelor of science, accounting, minor in finance, Eastern Illinois University
- Certified Public Accountant (CPA) in the state of Illinois
- American Institute of Certified Public Accountants (AICPA)

[CLAconnect.com](https://www.CLAconnect.com)

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



Create Opportunities



Andrew Moen, CPA

CLA (CliftonLarsonAllen LLP)

Director
Cedar Rapids, IA

319-558-0240
andrew.moen@CLAconnect.com



Profile

Andrew is a director with CLA's Cedar Rapids Location. He specializes in state and local governmental entities including cities, counties and school districts. Much of his time is working directly with the client and preparing financial statements.

Technical experience

- Assurance
- State and local government

Education and professional involvement

- Bachelor of Arts in Accounting – University of Northern Iowa, Cedar Falls, Iowa
- American Institute of Certified Public Accountants
- Certified Public Accountant in the state of Iowa
- Iowa Society of Certified Public Accountants

Experience serving clients

Andrew has 10 years of experience working with governmental entities such as cities, counties and school districts. Andrew's clients include the City of Kewanee, Illinois, City of East Peoria, Illinois, City of Peoria, Illinois, City of Tipton, City of Mount Vernon, Black Hawk County Iowa, Hamilton County Iowa, and Central Rivers Area Education Agency.

[CLAconnect.com](https://www.CLAconnect.com)

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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Create Opportunities

B. Peer review report





Report on the Firm's System of Quality Control

November 21, 2019

To the Principals of CliftonLarsonAllen LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; audits of broker-dealers; and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. CliftonLarsonAllen LLP has received a peer review rating of *pass*.

Cherry Bekaert LLP

Cherry Bekaert LLP



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Mark Rothert, City Manager

AGENDA ITEM: Resolution No. 366-21/22 Inducement for Residential Development (McKinley Apartments)

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION:

The attached inducement resolution is aimed at attracting the development of a new apartment project called McKinley Apartments at Broadway and Ironwood, by a local developer, Leman Properties. This resolution further indicates the developer's intention to build the project and the City's willingness to consider support for the development through tax increment financing (TIF) incentives, if a new TIF district is established (the East Residential TIF District). It also serves to designate a point in time where project costs can become eligible for reimbursement through the TIF.

The developer plans to make a substantial multi-million dollar investment with the project, creating much needed residential apartment space (16 units), and further developing the Broadway commercial corridor. However, without some tax increment financing assistance, the project in Pekin would not be financially feasible. Because this project is considered new construction, any TIF incentives would be limited to TIF-eligible costs that do not include any new construction costs, such as site excavation and preparation; architectural or engineering fees; or up to 30% of interest paid on funds borrowed for the project. Such incentives will need to be negotiated at a later time, when the residential TIF district comes closer to establishment. A formal redevelopment agreement will also need to be approved by the City after any TIF district is created.

Because this project aligns with the City's goal for residential growth, staff recommends approval.

FINANCIAL IMPACT: N/A – a future redevelopment agreement would be forthcoming if residential TIF districts are established

Requested Amount:

Line Item:

Budgeted Amount:

Remaining Funds:

IMPACT IF APPROVED: City supports residential growth via apartment development

IMPACT IF DENIED: City does not support residential growth via apartment development

ALTERNATIVES: N/A

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

1/21/2022

Mark A. Rothert

Mark A. Rothert, City Manager

1/21/2022

Date:

Resolution No. 366-21/22 City of Pekin , Illinois Proposed Pekin East Residential Tax Increment Financing (TIF) District McKinley Apartment, LLC Redevelopment Project

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK

**CITY OF PEKIN, ILLINOIS
PROPOSED PEKIN EAST RESIDENTIAL
TAX INCREMENT FINANCING (TIF) DISTRICT
MCKINLEY APARTMENTS, LLC REDEVELOPMENT PROJECT**

RESOLUTION NO. 366-21/22

INDUCEMENT RESOLUTION

WHEREAS, the City of Pekin, Tazewell County, Illinois, an Illinois Home Rule Municipality (the “City”), has the authority to promote the health, safety and welfare of the City and its citizens, and to prevent the spread of blight and deterioration by promoting the development of private investment in property, thereby increasing the real estate tax base of the City and providing employment for its citizens; and

WHEREAS, Illinois statute (65 ILCS 5/8-1-2.5) allows a municipality to appropriate and expend funds for economic development purposes, including without limitation, the making of grants for commercial enterprises that are deemed necessary or desirable for the promotion of economic development within the community; and

WHEREAS, pursuant to the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4 *et seq.*, as amended (the “Act”), the City has the authority to provide incentives to owners or prospective owners of real property to develop, redevelop, rehabilitate, market and/or upgrade such property by reimbursing the owner for certain costs from resulting increases in real estate tax revenues (“Tax Increment”) or from other City revenues; and

WHEREAS, the City is considering a request for tax increment financing assistance from McKinley Apartments, LLC (the “Developer”), who proposes to redevelop certain property located in the City of Pekin (the “Property”) for the purpose of undertaking a residential redevelopment project located thereon (the “Project”); and

WHEREAS, said proposed Project is to be located on land for which the City has been requested to include within the proposed Pekin East Residential TIF District Redevelopment Project Area (the “Area”); and

WHEREAS, based on the Developer’s request and information provided to date, the Mayor and City Council for the City of Pekin find that the above-mentioned development cannot be developed without the assistance of Tax Increment Financing; and

WHEREAS, the City is authorized under the Act to make and enter into all contracts with property owners, developers, tenants, overlapping taxing bodies, and others necessary or incidental to the implementation and furtherance of its redevelopment plans and projects and to finance redevelopment project costs provided such project costs are eligible under the Act; and

WHEREAS, the Project proposed by **McKinley Apartments, LLC** to be undertaken within the proposed Area will:

- Complement the City’s design and implementation of both short-term and long-term municipal plans to achieve desired land use and community and economic development objectives; and

- Address blighted conditions to stimulate redevelopment to effectively eradicate and institute conservation measures that will remove and alleviate adverse conditions and encourage private investment as well as enhance the tax base of taxing districts within the Area; and
- Encourage new residential development within the City; and
- Provide the citizens of the City with employment opportunities.

WHEREAS, redevelopment of the Property within the Area will require the Developer to incur expenditures of substantial time, effort and money and, but for the assistance of tax increment financing, the proposed Project is not financially feasible; and

WHEREAS, the Project is to be undertaken within the Area to be established by the City to assist in financing of eligible public and private redevelopment project costs per the Act and as incurred after the date of this Resolution; and

WHEREAS, this Resolution is intended to induce **McKinley Apartments, LLC** or its successor or assignee to proceed with the Project and to seek reimbursement from incremental real estate tax revenue or the proceeds of debt incurred by the City or from other sources as may be agreed to between the City and the Developer which are necessary to accomplish the goals of the proposed TIF District Redevelopment Plan, Area and Projects (collectively the “TIF Plan”) as may be established by the City; and

WHEREAS, this Resolution is also intended to serve as an “official declaration of intent” on behalf of the City pursuant to Treas. Reg. §1.150.2; and

WHEREAS, the City Council has examined the proposed Area and believes that expenditures of redevelopment costs in furtherance of the potential TIF Plan should be allowable project costs under the TIF Plan, provided that this Resolution is not a guarantee of the amount of project costs that will be allowable, if any, but rather is an indication of the intent and sense of the City at this time.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pekin, Tazewell County, Illinois, as follows:

1. That the intentions of the City of Pekin regarding this Project as expressed in the recitals herein are hereby approved; provided however, that neither such intentions, affirmations, authorizations nor such recitals are binding upon the City nor may the same be relied upon to any entity's or person's detriment by such entity or person in the event that the aforementioned agreements or plans are not mutually attainable.
2. That the City Council of the City of Pekin is in favor of the proposed Project.
3. The City shall proceed and use its best efforts to establish a Tax Increment Financing Redevelopment Plan, Project and Area to include the Developer's Property and Projects. Upon the City's successful establishment of the proposed TIF District which will include the Developer's Property, the City and the Developer shall use their best efforts to enter into a Redevelopment Agreement whereby the City will reimburse the Developer from Tax Increment generated by the Project in the Proposed TIF District for the Developer's TIF Eligible Project Costs incurred in connection with the Project from the date of this Resolution.

4. The provisions of this Resolution shall be effective commencing with its adoption as provided by law.

PASSED, APPROVED AND ADOPTED by the Mayor and City Council of the City of Pekin, Tazewell County, Illinois, on the 14th day of February 2022, and deposited and filed in the Office of the City Clerk of said City of Pekin on that date.

MAYOR AND ALDERMAN	AYE VOTE	NAY VOTE	ABSTAIN	ABSENT
John Abel	X			
Becky Cloyd	X			
Lloyd Orrick	X			
Dave Nutter	X			
Rick Hilst	X			
Karen Hohimer	X			
Mark Luft, Mayor	X			
TOTAL VOTES:	7	0	0	0

APPROVED: _____, Date ____/ ____ / 2022
Mayor, City of Pekin

ATTEST: _____, Date: ____/ ____ / 2022
City Clerk, City of Pekin



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Roy Beckham,

AGENDA ITEM: Resolution No. 371--21/22 Award City of Pekin Audit Services to Lauterbach & Amen, LLP

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: The City of Pekin published a request for proposal for audit services on our website on 12/17/21, published notice of the request in the area newspapers on 12/22/21 and sent requests directly to the following audit firms:

- | | |
|--------------------------------|---|
| • Phillip, Salmi & Associates | 112 S. Main Street, Washington IL |
| • CliftonLarsonAllen, LLP | 301 SW Adams Street, Peoria IL |
| • Gordon, Stockman & Waugh P.C | 8726 N. Industrial Road, Peoria IL |
| • Baker Tilly US, LLP | 1301 West 22 nd Street, Oak Brook IL |
| • Lauterbach & Amen, LLP | 668 N. River Road, Naperville IL |
| • Wade Stables P.C. | 707 North 24 th Street, Quincy IL |

The City received feedback on the proposal from Phillip, Salmi & Associates, CliftonLarsonAllen, Baker Tilly and Lauterbach & Amen, but only received two proposals. One from CliftonLarsonAllen, LLP and one from Lauterbach & Amen, LLP.

Many of the qualifications for both of the respondents, including independence, licensing, continuing professional education for staff, conflict of interest and reputation were very similar. Staff gave extra weight to Lauterbach & Amen's specialization in Governmental audits and our past experience working with them. Other criteria is outlined below:

- | <u>Audit Firm</u> | <u>Audit Cost</u> | <u>Audit Dates</u> |
|---------------------------|-------------------|--------------------|
| • Lauterbach & Amen, LLP | \$62,490.00 | April thru October |
| • CliftonLarsonAllen, LLP | \$87,150.00 | May thru October |

City staff recommends selecting Lauterbach & Amen, LLP to perform the Fiscal Year 2020, 2021 and 2022 audits with an option to perform audits for Fiscal Years' 2023 and 2024.

FINANCIAL IMPACT: The majority of the FY 2020 audit costs would be incurred and paid in FY 2023

Requested Amount: \$64,490.00
 Line Item: 100-990-560100, 223-023-560100, 231-031-560100, 270-270-560100, 273-273-560100
 Remaining Funds: \$33,123.76
 Budgeted Amount: \$59,105.00 budgeted in FY22. \$64,490.00 to be requested in FY23

IMPACT IF APPROVED: FY20 audit will begin within the next few weeks

IMPACT IF DENIED: Will have to reissue RFP and audits will get pushed back further

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness

Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

Resolution No. 371-21/22 Award City of Pekin Audit Services to Lauterbach & Amen, LLP

WHEREAS, the City of Pekin published a request for proposals for audit services, a copy of which is attached hereto as Exhibit A, and sent the request for proposals directly to the several audit firms; and

WHEREAS, the City received two proposals in response to its request; and

WHEREAS, many of the qualifications for both of the respondents were similar, however extra weight is given to Lauterbach & Amen's specialization in Governmental audits and the City's past experience working with them; and

WHEREAS, Lauterbach & Amen, LLP's proposal also included the lowest cost to perform the annual audit; and

WHEREAS, the City Council finds that it is in the best interests of the City to select Lauterbach & Amen, LLP to perform the Fiscal Year 2020, 2021 and 2022 audits with an option to perform audits for Fiscal Years' 2023 and 2024, as set forth in the proposal attached hereto as Exhibit B.

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

Section 1. The above recitals are found to be true and correct and are incorporated herein.

Section 2. The proposal submitted by Lauterbach & Amen, LLP attached hereto as Exhibit B is accepted and approved.

Section 3. The Mayor is authorized to negotiate and execute, and the Clerk is directed to attest, a contract with Lauterbach & Amen, LLP, for audit services consistent with the terms set forth in the request for proposals published by the City and the proposal submitted by Lauterbach & Amen, LLP, in response thereto.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



CITY OF PEKIN ILLINOIS REQUEST FOR PROPOSAL Professional Audit Services

The City of Pekin, Illinois, hereafter referred to as the “City”, is soliciting proposals for professional audit services, hereafter referred to as “RFP”, from qualified firms of certified public accountants to audit the City’s financial statements for the fiscal years ending April 30, 2020, 2021 and 2022 with the option of auditing the City’s financial statements for two (2) subsequent fiscal years.

Respondents are required to submit one (1) original copy, one (1) electronic copy suitable for reproduction by the City, and three (3) copies of the proposed package no later than **10:00 a.m. (CST) on Tuesday, February 1, 2022.**

Proposals should be directed to the attention of Sue McMillan, City Clerk and clearly labeled in a sealed package. MARK ENVELOPE: “PROPOSAL FOR PROFESSIONAL AUDIT SERVICES for the City of Pekin, Illinois”. Respondent’s name and address must appear on the outside of the envelope.

Submit Proposals to: City of Pekin
 Sue McMillan, City Clerk
 111 S. Capitol Street
 Pekin, IL 61554

All proposals must be received at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Respondent shall sign and date the Proposal. Proposals which are not signed and dated will be rejected.

Specifications and related documents may be obtained from City’s Finance Director at Pekin City Hall, 111 S. Capitol Street, Pekin IL 61554, between the hours of 8:30 a.m. and 5:00pm Monday through Friday or from the City’s website http://www.ci.pekin.il.us/government/city_clerk/bids.php

Should you have any questions or require additional information or clarification on information contained in the RFP, please contact Bruce Marston, Finance Director, at 309-478-5381 or bqmarston@ci.pekin.il.us no later than 10:00 a.m. on Monday, January 17, 2022.

**City of Pekin, Illinois
Request for Proposal
Professional Audit Services**

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1. INTRODUCTION

1.1 The City is soliciting RFPs from qualified firms of certified public accountants to audit its financial statements. The term of the audit contract will be for three (3) years with an optional renewal for one (1) two-year term, not to exceed a maximum contract period of five (5) years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards, the provisions of the Federal Single Audit Act of 1996 as amended, and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

1.2 There is no expressed or implied obligation for the City to reimburse firms for any expenses incurred in preparing proposals to respond to this request.

1.3 During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow correction of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

1.4 The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

1.5 Selection It is anticipated that selection of a firm will be completed on Monday, February 14, 2022.

1.6 Term of Engagement A three year contract, with an optional one-time, two-year extension, is contemplated, subject to the annual review and recommendation of the City, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), and concurrence of the City Council and the annual availability of budgeted funding. The total term of the engagement will not exceed five (5) years.

1.7 Subcontracting No subcontracting will be permitted without the express prior written consent of the City.

2. CALENDAR OF EVENTS

The following is a proposed calendar of events for the auditor selection. Dates are subject to change.

<u>Date</u>	<u>Description of Events</u>
December 17, 2021	Issue Request for the Proposal
December 22, 2021	Publish Notice for RFP in local newspaper
January 17, 2022	Due Date for clarification of requirements
February 1, 2022	Receive Proposals by 10:00 a.m.
February 7, 2022	Conduct Interviews with the City to the extent necessary
February 14, 2022	Final Recommendation to the City Council

3. CRITERIA FOR EVALUATION

3.1 The City staff will review the submitted proposals. The recommendation will be based on the proposal determined to be most advantageous on behalf of the City and the taxpayers.

3.2 The City staff may interview the top firms chosen. The City Council may also request to interview the top firms. The City Staff is comprised of the City Manager, Finance Director and Assistant Finance Director.

3.3 While the City desires to achieve a cost effective audit, the emphasis is on quality, not low fees. However, the estimated fees and proposed hourly rates will be the basis upon which a final contract is negotiated.

3.4 The following additional evaluation criteria will be considered in the evaluation process.

- **3.4.1** The audit firm is independent and licensed to practice in the State of Illinois;
- **3.4.2** The audit firm's professional personnel have received adequate continuing professional education within the preceding two years; and
- **3.4.3** The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- **3.4.4** Bidder's ability to perform within the specified time limits.
- **3.4.5** Bidder's experience and reputation, including past performance for the City of Pekin.

- **3.4.6** Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- **3.4.7** Bidder's financial responsibility.
- **3.4.8** Nature and size of bidder.
- **3.4.9** Contract provisions that are acceptable to the City of Pekin.

4. SCOPE OF AUDIT SERVICES REQUIRED

4.1 The City desires the auditor to express an opinion on the fair presentation of the City's general purpose financial statements in conformity with generally accepted accounting principles.

4.2 The City also desires the auditor to express an opinion on the fair presentation of its combining and individual fund and account group financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the statistical section of the report.

4.3 The auditor is responsible for the preparation of a Comprehensive Annual Financial Report (CAFR).

4.4 To meet the requirements of the RFP, the audit should be performed in accordance with Generally Accepted Auditing Standards (GAAS) as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act of 1996, as amended, and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Additionally, the single audit work will be conducted in accordance with generally accepted governmental auditing standards to meet all Federal grant audit requirements.

4.5 The auditors should submit a list of requested client-prepared schedules to the City's Finance Department prior to the start of fieldwork. Because the finance department must carry on its normal operations during the audit, time constraints should be taken into account.

4.6 The financial statements of the Tazewell Pekin Consolidated Communications Center (TPCCC) are included as a component unit of the City. TPCCC is included within the scope of the City's annual audit.

4.7 Comprehensive Annual Financial Report (CAFR). The City will send its CAFR to the Government Finance Officers Association of the United States and Canada (GFOA) for review in its Certificate for Excellence in Financial Reporting Program. It is anticipated that the auditor may be required to provide special assistance to meet the requirements of that program.

- **4.7.1** The City has not previously presented a CAFR and as a result has not received the Certificate of Achievement in Excellence in Financial Reporting in the past. The City therefore searches for a firm that actively participates in technically assisting clients that have previously been awarded the certificate.

- **4.7.2** The auditor agrees to provide print-ready financial statements and audit opinion to the City before October 31.
- **4.7.3** The auditor assumes full responsibility for printing and binding the CAFR. The auditor agrees to provide the City with a print-ready version of the CAFR in pdf format.
- **4.7.4** The introductory and statistical sections of the CAFR will be prepared by the auditors, with assistance from City staff.
- **4.7.5** The auditor will compile and prepare all financial statements and schedules in the financial section of the CAFR.
- **4.7.6** The notes to the financial statements will be a joint effort of the City and the auditors, and will be prepared by the auditor.
- **4.7.7** The financial section of the CAFR will be prepared by the auditor.
- **4.7.8** The City reserves the right to edit the auditor's CAFR and make recommendations and/or modifications to the CAFR in accordance with all applicable governmental reporting requirements.
- **4.7.9 Certificate of Achievement.** The auditors should have the City's CAFR completed at the earliest possible date.
- **4.7.10** The schedule of Federal financial assistance and related auditor's report, if required, as well as reports on internal control structure and compliance are to be issued as part of the CAFR.

4.8 Working Paper Retention and Access to Working Papers. All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Finance Director, and/or the City Manager of the City.

5. DESCRIPTION OF THE CITY

5.1 Inquiries. The City's day-to-day working relationship with the independent auditors will be coordinated by Bruce Marston, Finance Director. Inquiries regarding the RFP may be addressed by phone at (309) 478-5381, by facsimile at (309) 346-2095 or by email at bqmarston@ci.pekin.il.us . Inquiries should be conducted during normal business hours, Monday through Friday. Inquiries to any person other than the persons so named in this RFP may result in elimination of the proposal from any further consideration.

5.2 Population The City's 2021 population estimate is 31,731.

5.3 Fiscal Year The City's fiscal year begins on May 1 and ends on April 30 of the following year.

5.4 Other City Information More detailed information about the City and its finances can be found in prior audit reports and budget presentations. These are available to the proposers upon request or preferably on the City's website at www.ci.pekin.il.us.

5.5 Fund Structure. As of December 17, 2021, The City's fund structure is as follows:

Fund Type/Account Group	Number of Individual Funds	Number with Legally Adopted Annual Budgets
General Fund	1	1
Special Revenue Fund	9	9
Capital Projects Funds	1	1
Enterprise Funds	5	5
Internal Service Funds	2	2
Agency Funds	0	0
Fiduciary Funds	2	2
General Fixed Assets Account Group	1	N/A
General Long-Term Debt Account Group	1	N/A

5.5 Accounting Basis The City prepares its budgets on the modified accrual basis of accounting for all funds. Depreciation is not budgeted in enterprise and internal service funds, and capital outlay is budgeted as an expense in enterprise and internal service funds.

5.6 Grants During the fiscal year(s) to be audited, the City may receive the following grants and/or financial assistance: Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (HUD), Federal Criminal Justice Division grants, Federal Emergency Management Agency (FEMA), and the State of Illinois.

5.7 Pension Plans. The City participates in the Illinois Municipal Retirement System, Pekin Fire Pension Fund, Pekin Police Pension Fund and IRC Section 403(3)(b) and 457 deferred compensation plans offered by the international City Manager's Association (ICMA) and Nationwide Retirement Solutions.

5.8 Availability of Prior Audit Reports and Working Papers. Interested proposers who wish to review prior years' audit reports and management letters should contact the person so named in this RFP. The City will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this RFP.

5.9 Computer Systems. The City currently uses Springbrook Software V7.18.7.0-1

6. SUPPLEMENTARY INFORMATION

6.1 The financial section of the CAFR will include supplementary data to which the opinion must extend with respect to the manner in which the City has carried out the requirements of its bond ordinances. This will include a schedule showing the revenue bond debt service coverage. Any of the information upon which the auditor expresses an opinion may be used by the City as part of an Official Statement or as a stand-alone document in selling any City bonds or debt.

6.2 The opinion will also extend to an aggregating schedule of balance sheet accounts and an aggregating schedule of revenues, expenses, and retained earnings accounts for the wastewater and solid waste funds. The schedules will follow the combining financial statements and will provide details as to the operating accounts, debt service accounts, and capital project accounts which aggregate to the enterprise fund totals. These schedules are to be prepared by the auditors.

6.3 The auditor's assistance and consultation will be required in implementing new GASB and FASB statements at the earliest possible date, even if prior to the required effective date.

6.4 Management Letter.

- **6.4.1** The auditor will communicate in a letter to management any reportable conditions found during the audit. A reportable condition is defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the City's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses should be identified as such in the report.
- **6.4.2** The management letter will be presented on or before October 31 to the City's staff and City Council. However, all significant management recommendations should be discussed with the Finance Director and Assistant Finance Director as they are discovered so that the City can ensure immediate correction of any problems. An interim management letter may be requested depending on the nature of the findings.

6.5 Single Audit. The single audit will cover all Federal and state grants and/or funding. Final products will include:

- **6.5.1** Supplemental schedule of Federal and state financial assistance;
- **6.5.2** Report to internal control systems and on administration of Federal and state financial assistance; and
- **6.5.3** Report on compliance with laws and regulations.

6.6 Working papers and Time budgets. The City may require copies of all major working papers. The audit working papers will be made available to the City, to subsequent auditors and to the City's cognizant Federal and state audit agencies at no charge.

6.7 The audit time budget will be reviewed with the Finance Director prior to commencement of field work. An accounting of hours devoted to the job compared to budget will be submitted to the Finance Director on or before October 31, or before final payment is made by the City.

6.8 Insurance Requirements – See Appendix II

7. AUDIT QUALIFICATIONS AND QUESTIONS

7.1 The City realizes that the audit firm may have local government audit and consulting expertise nationally. While this is important, the City is most interested in local government expertise available in the local office. The local office is defined as the office from which the audit engagement will be managed and primarily staffed.

7.2 The following items should be answered and/or discussed in the RFP:

- **7.2.1** A brief statement as to why the proposing firm is qualified to provide auditing services to the City. Proposer's response may include the firm's strengths, the local office's strengths and the firm's audit philosophy.
- **7.2.2** Detail the firm's overall qualifications and abilities to meet the specific requirements of the proposal including the size of the firm, the number of offices, and the number of partners and staff in the local office.
- **7.2.3** Identify which local office would be assigned to this engagement and list the qualifications and background of the personnel who will be directly involved with this audit. Include the names of the partners, managers, and staff that will be assigned to the City engagement.
- **7.2.4** Provide a list of local government clients served by the local office in the past five (5) years and give a contact name, telephone and email address for each. Please designate which are current clients.
- **7.2.5** Describe any disciplinary action imposed on the local office by the AICPA, state board, state society or SEC during the past five (5) years.
- **7.2.6** Describe the results of your firm's and local office's most recent peer review and its status under the AICPA peer review program.
- **7.2.7** Disclose any relationships that may exist between the City and the management and members of the firm which might impair the firm's independence.
- **7.2.8** Describe the firm's policy in rotating partners and managers and discuss the audit staff turnover that has occurred in the local office due to resignations or terminations in the past 24 months. Disclose the firm's policies regarding staff education and development.
- **7.2.9** Outline the audit plans for the audit work to be performed. Describe what your firm's philosophy will be with respect to the audit of the City.

- **7.2.10** Indicate the firm's agreement with respect to the Scope of Audit Services and the Supplementary Information sections. Any disagreement or deviation with these terms should be expressed in the proposal as the City plans to incorporate the proposal into a final contract by reference.

8. BIDDING INSTRUCTIONS / REQUIREMENTS

8.1 Filing. One (1) original copy, one (1) electronic copy, suitable for reproduction by the City, and three (3) copies of the proposal package, clearly marked "Professional Audit Services Proposal", no later than 10:00 a.m. (CST) on Tuesday, February 1, 2022:

Submit Proposal to: City of Pekin
Sue McMillan, City Clerk
111 South Capitol Street
Pekin, IL 61554

NO PROPOSAL WILL BE ACCEPTED AFTER 10:00 A.M. LATE PROPOSALS WILL NOT BE CONSIDERED.

8.2 Responses. The proposing firm uses this RFP form as the OFFICIAL PROPOSAL to submit information and to answer questions. Any alterations, changes or deletions to this RFP may be grounds for the City to disregard and reject the entire proposal. Attachments are acceptable and recommended if specifically identifiable and appended.

8.3 Additional Information. The City reserves the right to request additional information or to meet with representatives from proposing firms to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

8.4 Rejections. The City reserves the right to reject any and all proposals and to accept the proposal deemed most advantageous to the City.

8.5 The first page of the proposal should indicate the name and address of the local office and the name, phone number and email address of a person(s) to contact with questions and to set up an interview if needed.

8.6 Proposals must contain a table of contents and should include the answers to each question in the Auditor Qualification and Questions section. Please number the answers corresponding to the questions and/or requests in this RFP.

8.7 The resumes of key personnel should be included as an appendix to the proposal. The proposing firm will designate and commit individuals to perform the audit work. At a minimum, the Audit Partner, Manager, Site Supervisor and Direct Support Staff should be provided.

8.8 No replacements or substitution of the above positions shall be permitted without the City's knowledge and consent.

8.9 Any additional data may be included in the proposal at the proposer's discretion. Please include such material as an appendix.

8.10 Appointment. The final appointment of an audit firm will be made by the Pekin City Council.

8.11 Specific audit approach. The proposal should set forth a work plan, including explanation of the audit methodology to be followed, to perform the services as specified in this RFP. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. In addition, proposers are required to provide the following information on their audit approach:

- **8.11.1** Proposed segmentation of the engagement;
- **8.11.2** Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- **8.11.3** Sample sizes and the extent to which statistical sampling is to be used in the engagement;
- **8.11.4** Type and extent of analytical procedures to be used in the engagement;
- **8.11.5** Approach to be taken to gain and document an understanding of the City's internal control structure;
- **8.11.6** Approach to be taken in determining laws and regulations that will be subject to audit test work; and
- **8.11.7** Approach to be taken in drawing audit samples for purposes of tests of compliance.

8.12 Dollar cost bid. The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive (not to exceed) maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses.

- **8.12.1** The dollar cost bid should include:
 - a. Name of Firm
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the fee estimate and authorized to sign a contract with the City.
 - c. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for a Single Audit.
 - d. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for the TPCCC annual financial report.
 - e. A total all-inclusive maximum price for each of the fiscal years ending April 30, 2020, 2021, and 2022 for each of the following separate fund audits: Sewerage Fund, Solid Waste Fund, Tax Increment Financing – Central Business District Fund, Tax Increment Financing – South Industrial Park Conservation Area Fund, and Pekin Public Library Fund.

- f. A total all-inclusive maximum price for the preparation of the City CAFR (including notes to the financial statements) and identify the fee for out-of-pocket expenses, separately, for each of the fiscal years ending April 30, 2020, 2021, and 2022.
- g. Include a time budget by employee classification for the audit.
- h. Method to be employed to calculate future year audit costs (i.e. for the additional two-year extension option).

8.13 Rates for additional professional services. If it should become necessary for the City to request the auditor to render any additional services to, either supplement the services requested in the RFP, or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work should be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates as specified herein.

8.14 Method of payment. Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month.

8.15 The City will provide the opportunity for the proposers to visit the City Finance Department and review official documents.

8.16 The contents of the proposals will be considered confidential information by the City during the evaluation process. However, upon final award of the contract by City Council, all proposals will be available to the public for review and inspection.

8.17 Work area, telephones, photocopying and FAX machines. The City will provide the auditor with reasonable work space, desk and chairs. The auditor will also be provided reasonable access to appropriate telephones, photocopying and FAX machines and internet connections.

8.18 Warranties.

- **8.18.1** Proposer warrants that it is willing and able to obtain an errors and omission insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employee or agencies thereof.
- **8.18.2** Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City.

APPENDIX I

Work Schedule

<u>Date</u>	<u>Description of Events</u>
April 30, 20YY	End of City's fiscal year
June 15, 20YY	Initial financial statements available to auditor; General ledger close by the City
September 15, 20YY	Completion of audit field work and proposed adjusting entries submitted to the City
September 30, 20YY	Audit opinion and annual financial report draft completed by auditor
October 10, 20YY	CAFR draft presented to Finance/Audit Committee
October 22, 20YY	CAFR presentation to City Council

APPENDIX II

CITY OF PEKIN CONTRACTOR INSURANCE REQUIREMENTS

Contractors providing goods, materials and services for the City of Pekin, IL shall, during the term of the Contract with the City or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein.

Certificate of insurance: A certificate of insurance evidencing the required insurance shall be submitted by the successful bidder prior to contract execution. If the contract is renewed or extended by the City a certificate of insurance shall also be provided to the City prior to the date the contract is renewed or extended. All coverage amounts listed shall be in United States dollars.

Type of Contract

Professional Services

Type and Amount of Insurance

Professional Liability Insurance with a minimum of \$1 million per occurrence and \$2 million aggregate.

Workers Compensation insurance as required by state law.

Notices

The Contractor shall notify the City in the event of any change in coverage and shall give such notices not less than 30 days prior the change, which notice must be accompanied by a replacement CERTIFICATE OF INSURANCE.

All notices shall be given to the City at the following address:

Sue McMillan, City Clerk
City Of Pekin
111 S. Capitol Street
Pekin, IL 61554

LEGAL NOTICE

REQUEST FOR PROPOSALS (RFP) for PROFESSIONAL AUDIT SERVICES

Date of Issue: 12/17/21

The City of Pekin, IL is soliciting proposals for professional audit services from qualified firms of certified public accountants to audit the City's financial statements for the fiscal years ending April 30, 2020, 2021 and 2022 with the option of auditing the City's financial statements for two (2) subsequent fiscal years. Proposals will be accepted until 10 am on Tuesday, February 1, 2022 at the office of the City Clerk, 111 S. Capitol Street, Pekin, IL 61554. Contact Bruce Marston at 309-478-5381 or bqmarston@ci.pekin.il.us for a copy of the RFP.

City of Pekin

PROPOSAL

For the Years Ending:

April 30, 2020, 2021, 2022

and Optional Years

April 30, 2023 and 2024

Due Date:

February 1, 2022



Lauterbach & Amen, LLP

Certified Public Accountants

668 N. River Road

Naperville, Illinois 60563

Phone: 630.393.1483

Fax: 630.393.2516

lauterbachamen.com



PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES



City of Pekin

For the Years Ending: April 30, 2020, 2021, 2022 and Optional Years April 30, 2023 and 2024

Due Date: February 1, 2022

Contact Information

Ronald J. Amen, Partner

630.393.1483

ramen@lauterbachamen.com

Jamie L. Wilkey, Partner

630.393.1483

jwilkey@lauterbachamen.com



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February 1, 2022

City of Pekin
Sue McMillan, City Clerk
111 S. Capitol Street
Pekin, IL 61554

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the City of Pekin (City).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our audit approach and scope of the audit process. L&A is a firm entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 125+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the City. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

EXPERTISE

- Providing professional audit and consulting services to over 400 local governments on an annual basis, and providing compilation and benefit services to over 450 police and firefighters' pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.

SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the City.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes an entrance conference and planning meetings with the City, weekly meetings with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- Customizing our audit approach to focus on those areas that represent significant risk to the City and any of the City's uniquely complex issues.

CLIENT TRAINING OPPORTUNITIES

- Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the City the highest level of service.

L&A currently provides pension and actuarial services to the City and we are thrilled to have the opportunity to expand upon our current service offering. We are committed to providing the City with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the City. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,



Ronald J. Amen
Partner
ramen@lauterbachamen.com
630.393.1483



Jamie L. Wilkey
Partner
jwilkey@lauterbachamen.com
630.393.1483



FIRM PROFILE

LAUTERBACHAMEN.COM

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

SERVICES



Actuarial



Audit



Financial



Payroll



Pension



Tax

5 Partners | 45+ Managers | 115+ Staff

INDUSTRIES

GOVERNMENT

NONPROFIT

PRIVATE SECTOR



FIRM PROFILE

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Firm Philosophy

We have a full-time commitment to accounting and financial reporting, with extensive expertise in the government and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.

Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies.

An Audit is a People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities



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A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:



“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”

- Government Finance Officers Association (GFOA)
- Wisconsin Government Finance Officers Association (WGFOA)
- Illinois Municipal Treasurers Association (IMTA)
- American Institute of Certified Public Accountants
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Public Pension Fund Association (IPPFA)
- Illinois Government Finance Officers Association (IGFOA)
- Michigan Government Finance Officers Association (MGFOA)
- Illinois Association of School Business Officials (IASBO)
- Illinois Library Association
- IGFOA Technical Accounting and Review Committee (TARC)
- Township Officials of Illinois
- Illinois Department of Insurance—Task Force
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting - GFOA



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Client Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This no additional cost education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to auditing standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting governments.

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

Government Expertise = Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel Issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources

Communication is the Key

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.



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Quality Assurance

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm's policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AIPCA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.

Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the City of Pekin.

License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.



CRAIN'S
CHICAGO BUSINESS.

L&A was ranked as the 17th largest accounting firm in the Chicagoland area, according to an annual survey published by Crain's Chicago Business.



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DFK International/USA

Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Other Information

L&A has not had any federal or state desk reviews of its audits during the last three years. No disciplinary action has been taken against the firm during the last five years by state regulatory bodies or professional associations.

Per our firm's quality control document, all audit staff are required to meet the AICPA's continuing professional education requirements. Because we are niched in government, the required CPE hours for all of the staff outlined in this proposal are focused on the government industry, with hours also dedicated to Uniform Guidance/Single Audit continuing professional education as required by our industry. The firm utilizes a mix of self-study, in-house training, state Society or AICPA programs, Government Audit Quality Center programs, and programs offered by various government associations, such as the IGFOA.

Because our firm focuses on maintaining a supportive yet challenging culture for staff, our turnover rate is significantly lower than our industry average. We continually invest in our people's needs and development.

Conclusion

We are thrilled to have the opportunity to expand upon our current services to the City. We truly believe we have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.



KEY ENGAGEMENT PERSONNEL

LAUTERBACHAMEN.COM

Ronald J. Amen, CPA

Managing Partner

Ron Amen has over 32 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.

Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

Governmental Accounting and Auditing Experience

Ron has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, he is often used as a resource for providing creative solutions to issues affecting local governments. He functions as a working partner, in that he is available and present during each phase of the audit process.

Ron has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



668 N. River Road

Naperville, Illinois 60563



630.393.1483



ramen@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

LAUTERBACHAMEN.COM

Jamie L. Wilkey

Technical Partner

Jamie Wilkey has over 20 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses

Governmental Accounting and Auditing Experience

Jamie's experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Jamie has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting Award from the GFOA in the first year of their submittal to the program or maintained their Certificate standing.

Jamie also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Jamie has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.



668 N. River Road

Naperville, Illinois 60563



630.393.1483 ext. 227



jwilkey@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

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Matt R. Beran, CPA

Operations Partner

Matt Beran has over 18 years of professional accounting experience, 12 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Matt's experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Matt has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Matt passes along this knowledge to clients to ensure they understand what is changing.

Matt has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Matt will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



668 N. River Road

Naperville, Illinois 60563



630.393.1483



mberan@lauterbachamen.com



KEY ENGAGEMENT PERSONNEL

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Audit Team Key Personnel

Monika Adamski



Monika has 12 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and nonprofit entities and also specializes in internal control assessment for all governmental clients.

Tim Gavin



Tim has 15 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Tim is specialized in audits, accounting services and financial reporting. He retains highly specialized skills in accounting and auditing software.

Jennifer Martinson



Jen has 9 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual adjustments.

Brad Porter



Brad has 7 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and the training and auditing of local governments and park districts.

Don Shaw



Don has 12 years of professional accounting experience, 8 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

Ann Scales



Ann has 12 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann specializes in finalizing Comprehensive Annual Financial Reports for our clients - meeting the requirements established by the GFOA. Ann has completed the AICPA's Nonprofit Level I and Level II Certificate Program. She specializes in auditing and performing consulting services for municipalities and nonprofits.



AUDIT APPROACH

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Overview

We are prepared to meet or exceed all requirements and expectations of the City. The partners of L&A will be involved in all phases of the audit of the City as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

Below is our proposed schedule for your audit phases in accordance with the requirements stated in the RFP:

	PHASE		TIMING	PARTNER	MANAGER	IN-CHARGE	HOURS (EST)
	Phase 1	Planning	April	8 Hours	12 Hours	4 Hours	24 Hours
	Phase 2	Preliminary Fieldwork	Early June	12 Hours	28 Hours	40 Hours	80 Hours
	Phase 3	Fieldwork	Late August	35 Hours	210 Hours	131 Hours	376 Hours
	Phase 4	Drafts	September	10 Hours	35 Hours	20 Hours	65 Hours
	Phase 5	Audit Completion	October	9 Hours	13 Hours	6 Hours	28 Hours



AUDIT APPROACH

LAUTERBACHAMEN.COM

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. We have assisted many clients in obtaining their certificates and have submitted over a thousand award applications to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA. We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of one-hundred reports to the GFOA on an annual basis and are in the top ten firms nationally that submit to the program.



Audit Scope and Standards

L&A will issue an opinion on the governmental activities, business-type activities, each major fund, the discretely presented component unit and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the City's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Comprehensive Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.



AUDIT APPROACH

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Phase 1: Planning



April

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit we will hold an entrance conference with the City to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our audit procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the City.
- Developing a schedule for completing the subsequent phase of the audit.

Phase 2: Preliminary Fieldwork



Early June

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the City and its finances through a review of various documents and through discussions with the City. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the City for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.



AUDIT APPROACH

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Phase 2: Preliminary Fieldwork (Cont'd)



Early June

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the City.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental engagements and, therefore, will provide you with the most meaningful information. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

Phase 3: Fieldwork



Late August

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and; therefore, provide for the most efficient and effective approach.



AUDIT APPROACH

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Phase 3: Fieldwork (Cont'd)



Late August

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Proprietary Revenues/Receivables	Fund Balance/Net Position
Inventories	Grants
Interfunds	Risk Management
Capital Assets	

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and City policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Comprehensive Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the City during the draft phase of the audit.

Our firm has state of the art production hardware and software. We believe the investment to stay on the cutting edge of technology benefits not only in reporting, but also in suggestions and recommendations.



AUDIT APPROACH

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Phase 4: Drafts



September

The final completion and quality review of the initial draft of the Comprehensive Annual Financial Report will be completed at our office and a draft of the Comprehensive Annual Financial Report and related communication letters will be provided to the City no later than the date agreed to during the entrance conference. The City will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then return to the City's location for the final draft where we will review the City's questions and/or changes to the Comprehensive Annual Financial Report as well as the client communication letters and submit a final draft of the Comprehensive Annual Financial Report to the City.

Phase 5: Audit Completion



October

Upon approval of the drafts by the City, we will deliver final, bound financial Comprehensive Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the City's financial statements in the future.

L&A strives for continual communication with City staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Comprehensive Annual Financial Report and communication letters with representatives of the City.



PRICE AND BILLING

LAUTERBACHAMEN.COM

AUDIT SERVICES RFP RESPONSE FORM

Firm: Lauterbach & Amen, LLP

Firm Contact/Project Manager: Ronald J. Amen, Partner

Email Address: ramen@lauterbachamen.com

Address: 668 N. River Road
Naperville, IL 60563

Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516

Signature of Authorized Agent:  , Partner

Date of Proposal Submission: February 1, 2022

PRICE STRUCTURE

OPTIONAL YEARS

	April 30, 2020	April 30, 2021	April 30, 2022	April 30, 2023	April 30, 2024
Audit and all Associated Work	\$46,015	\$47,400	\$48,785	\$50,170	\$51,555
TPCCC Annual Financial Report	\$2,400	\$2,500	\$2,600	\$2,700	\$2,800
Sewerage Fund Annual Financial Report	\$4,850	\$5,000	\$5,150	\$5,300	\$5,450
Solid Waste Fund Annual Financial Report	\$2,425	\$2,500	\$2,575	\$2,650	\$2,725
Central Business District Fund TIF Annual Financial Report	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
South Industrial Park Conservation Area Fund TIF Annual Financial Report	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Pekin Public Library Fund Annual Financial Report	\$3,750	\$3,900	\$4,050	\$4,200	\$4,350



PRICE AND BILLING

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HOURS SCHEDULE				
	Hours	Standard Rate	Quoted Rate	Total
Partner	74	\$160	\$150	\$11,100
Manager	298	\$130	\$120	\$35,760
In-Charge	201	\$90	\$80	\$16,080
	573			\$62,490

In 24 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future FASB and GASB pronouncements.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the City. We encourage clients to contact us with questions that may arise. In addition, we provide no cost client training to introduce new GASB pronouncements and auditing standards that may affect the City, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from the City personnel and that the City will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services

Should it become necessary for the City to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



REFERENCES

LAUTERBACHAMEN.COM

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

CITY OF CHAMPAIGN*

Kay Nees
217.403.8700
kay.nees@champaignil.gov



CITY OF EAST MOLINE*

Annaka Whiting
309.752.1542
awhiting@eastmoline.com



CITY OF ROCK ISLAND*

Linda Barnes
309.732.2111
barnes.linda@rigov.org



CITY OF ROCKFORD*

Carrie Hagerty
779.348.7467
carrie.hagerty@rockfordil.gov



* Indicates governments who currently hold the GFOA Certificate of Achievement.



REFERENCES

LAUTERBACHAMEN.COM

Additional Clients Served

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

Municipalities, Townships and Counties

Addison Township	Cuba Township	Harvard	Markham	Pingree Grove*	Streamwood*
Algonquin	Dolton	Henry County	Mendota	Plano	Streator
Antioch*	East Dundee*	Hinckley	Midlothian	Poplar Grove	Sugar Grove*
Barrington	East Hazel Crest	Hinsdale	Milton Township	Princeton	Sycamore*
Barrington Hills	East Moline	Homewood	Monee	Prospect Heights	Thornton*
Bartlett*	Elburn	Inverness	Montgomery*	Riverside*	Timberlane
Beach Park*	Elk Grove Village*	Johnsburg*	Morton Grove*	Riverwoods	Vernon Hills
Berkeley	Elwood*	Justice	Mount Prospect	Rock Island*	Volo
Bloomington*	Evanston	Kenilworth	Naperville Township	Rockford*	Warrenville*
Bradley	Fox River Grove	Kildeer*	New Milford	Rolling Meadows*	Waukegan
Buffalo Grove*	Frankfort*	Lake Barrington	Normal*	Rosemont	West Chicago*
Burlington	Georgetown	Lake Bluff	North Aurora*	Round Lake Beach	Western Springs
Burnham	Gilberts*	Lake Villa	North Barrington	Sandwich	Wheaton*
Burr Ridge	Glen Ellyn*	LaSalle County	North Riverside*	Schaumburg	Willow Springs
Campton Hills	Glencoe*	Libertyville*	Northbrook	Shabbona	Wilmette*
Carpentersville*	Glenview*	Lincolnwood*	Northfield*	Skokie	Winnetka*
Cary	Golf	Lindenhurst	Northfield Township	Sleepy Hollow	Winthrop Harbor
Champaign	Grayslake	Lombard*	Orland Park	South Barrington	Woodridge*
Cherry Valley	Gurnee*	Lyndon	Palos Park*	South Elgin*	York Township
Cortland	Hampshire	Manhattan*	Park Forest*	Stickney	Yorkville*
Country Club Hills	Hanover Park	Maple Park	Park Ridge	Stone Park	Zion Township

* Indicates governments who currently hold the GFOA Certificate of Achievement.



Municipalities

110+



Park Districts

65+



School Districts

35+



Libraries

45+



Pension Funds

450+



Other Entities

100+



APPENDIX

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ELLIN & TUCKER

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



APPENDIX

LAUTERBACHAMEN.COM

ELLIN & TUCKER

OPINION

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2019 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

ELLIN & TUCKER
Certified Public Accountants

Baltimore, Maryland
December 27, 2019

PAGE | 2



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Jayson Brien, Public Property Supervisor

AGENDA ITEM: Resolution No. 372-21/22 Award Police Department Locker Room Remodel to CAD Construction

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION:

This request is to award the Police Department Locker Room Remodel project to CAD Construction. This Project consists of expanding the current locker rooms while addressing some design flaws, as well as renovating the existing space into additional office space and creating a better use of space for report writing and a break room. General Contracting Companies were requested to submit a bid to assist in finalizing design plans by providing Red-line mark-ups of existing as built drawings. Following finalization of design plans, the company will immediately move into the construction phase. All trades were to be accounted for and detailed within the scope of the project listed within the RFP (Attached). This project was out for bid for a total time period of just over two (2) months and the City received two (2) bids. The bid from CAD Construction is approximately 3% above the low bid but was deemed better align with the goals of the responsible bidders ordinance, therefore staff recommends awarding this bid to CAD Construction.

FINANCIAL IMPACT:

Requested Amount: \$426,300.00
 Line Item: 277-277-5-84009
 Budgeted Amount: \$2,257,039.43
 Remaining Funds: \$2,147,488.99

IMPACT IF APPROVED: Project will proceed

IMPACT IF DENIED: Project will not proceed

ALTERNATIVES: N/A

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

Resolution No. 372-21/22 Award Police Department Locker Room Remodel to CAD Construction

WHEREAS, the locker room in the Police Department is in need of remodeling to both expand the current space, address existing design flaws, and create a better use of the overall space; and

WHEREAS, the City solicited proposals from several general contractors to assist in finalizing the design plans and the construction phase of the project; and

WHEREAS, the City received two proposals in response to its request; and

WHEREAS, the proposal from CAD Construction was approximately 3% higher than the low bid, however, City staff finds that it is reasonable and is better aligned with the goals of the City's Responsible Bidder policy; and

WHEREAS, the City Council finds that the proposal submitted by CAD Construction is reasonable and responsible.

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

Section 1. The above recitals are found to be true and correct and are incorporated herein.

Section 2. The proposal submitted by CAD Construction, as set forth in Exhibit A attached hereto, is accepted and approved.

Section 3. The Mayor is authorized to negotiate and execute, and the Clerk is directed to attest, a contract with CAD Construction consistent with the terms of the Request for Proposals issued by the City and the response of CAD Construction thereto.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR PROPOSAL

For

Police Locker Room Remodel

For

Public Property

City of Pekin, Illinois

December 2021

OVERVIEW: The City of Pekin is seeking qualified Contractors to submit proposals to design and build out the proposed locker room remodel within the City of Pekin Police Department. Proposals will be accepted until 10 am on Tuesday, January 18th, 2022 at the Office of the City Clerk, 111 S. Capitol St, Pekin, IL 61554. After that time, the proposals will be opened and read aloud. A non-mandatory pre-bid meeting will be held on Monday, December 20th, 2021 at 10a.m. at the proposed location, 111 S Capitol St, Pekin, IL 61554.

SCOPE of WORK:

Each General Contracting Company submitting a bid will be expected to assist in finalizing design plans by providing RED-LINE Mark-ups of existing as built drawings. Following finalization of design plans, the company will immediately move into the construction phase. Each company submitting a bid will be responsible for the project as a whole. Please be sure to account for all trades within the scope of the project. Details will be outlined below. There will be a mandatory pre-construction planning meeting. At this meeting we will begin to discuss scheduling and finalizing design. Please reference General Design and Layout Guidelines (Attachment C) when mentioned. NOTE: Companies are not expected to provide full architecture drawings of new spaces and items. Plans provided will be Red-line Mark ups of the existing as-built to show new as built conditions.

Timeline:

RFP Posted	December 10 th , 2021
Pre-bid Meeting	December 20 th , 2021 at 10:00am
Bid Due	January 18 th , 2022, at 10:00am
Notice of intent to award	January 19 th , 2022 by 3:00pm
Contract Negotiations	January 20 th , 2022
Bid Award	January 24 th , 2022
Design Phase	January 25 th , 2022-February 18 th , 2022
Construction	February 21 st , -May 13 th , 2022
Final Delivery	May 20 th , 2022

Itemized list of work to be completed:

Phases – We are looking at completing this project in 2 phases to have minimal impact within the police department.

- Phase 1 –
 - o Locker room expansion – Complete all aspects of locker room expansion prior to moving on to phase 2
- Phase 2 –
 - o New Lieutenants office, report writing and kitchenette.

Exact Scheduling of phases can be discussed during design phase

Locker Rooms-Locker rooms will be expanded into the current lieutenant's office.

1. Remove lockers from the locker rooms. These will be placed in the Sally Port to be transported off site for storage.
2. Remove the wall separating current locker rooms from lieutenant's office.
 - a. Be sure to account for all structural considerations and reinforce as necessary.

- b. Remove and properly terminate any electrical on the wall.
 - c. Frost window currently located within the lieutenants office, which will now be in the men's locker room.
3. Add a separation wall within the current lieutenant's office to separate the new areas of the men's and women's locker room.
 - a. Be sure to account for HVAC zoning to be added into the locker room zone.
4. Frame in new proposed mothers room.
 - a. HVAC Zoning and electrical will need to be added within the mothers room.
 - b. Please provide a cushioned arm chair and cold storage area. (Color and texture will be finalized during design phase).
 - c. Mother room will have Carpet (carpet will be same as the EOC within the police department, along with the same as the new listed items below)
5. ADD second toilet in women's locker room (location will be finalized during the design phase)
6. Flooring finish will be epoxy flooring, remove and prep the current floor as needed (color and texture will be finalized during design phase).
7. Existing ceiling grids will remain in place in the locker rooms.
8. Ceiling grids within the lieutenant's office will be removed, new will be installed to tie into the existing grids within the locker rooms.
9. Provide and install New LED lights within the locker rooms and bathrooms.
 - a. Locker room lights will be placed on an occupancy sensor.
10. Shower area in the men's locker room will be modified and turned into 2 smaller shower stalls
 - a. Additional shower drain and supply piping will need to be added.
 - b. Provide and install new shower fixtures
 - c. Shower areas will utilize curtains instead of hard material doors.
 - d. Small ledge will be installed to contain water in the shower stalls.
 - e. Provide and install new tile floor within the showers (color and design to be finalized during design phase).
 - f. Verify and install shower exhaust systems as needed.
11. Provide and install new bathroom partitions (color and design to be finalized during design phase)
12. Provide and install new bathroom counters and sinks (color and design to be finalized during design phase).
13. Paint new locker rooms (color to be finalized during design phase).
14. EXCLUDED-
 - a. New lockers
 - b. New toilets
 - c. New urinals
 - d. New Mirrors
 - e. New paper towel dispensers
 - f. New soap dispensers

Current Break Area-Break area will be converted into the new lieutenant's office. New office will have 6 cubical style desks, similar to the detective area at opposite end of the building

1. Existing Glass wall will be moved to be flush with the exterior of the building.
 - a. Account for any ground work needing to be completed
 - b. Badged Entry door will be added to the glass wall to act as the main exterior employee entrance. (Alternatives to this could be explored during the design phase if another option is more cost effective, Please reference this within your bid if it is an option).
 - c. Additional framing will be required to make this a new entry.
 - d. Secondary police badge entry will move to the door located within the common entry stairwell.

- e. Black tint the bottom 2 sections of the window, top portion will remain clear.
2. Remove current secondary police badged entry door.
3. Add a wall at each end of the new lieutenant's office.
 - a. New office area will have 1 entry door on the end of the room located off of the main police corridor.
4. Provide and install Electrical and Data cable for each of the 6 Cubical offices
5. Provide and install cubicles for the office area (color and design to match desks in the Detective area)
6. Provide and install Office furniture for the cubicles (color and design to match desks in the Detective area)
7. Flooring within the new office will be carpet to match the new carpet flooring within the police department and new mothers room.
8. Modify existing ceiling grid to accommodate the new walls
9. Account for any HVAC Zoning modifications (if needed) that will need to take place.
10. Paint all new walls that are part of this remodel. This included new entry area and new police corridor, along with all interior walls of new office.
11. Remove door and frame that is currently being used as the secondary badge door from the break room to the main police corridor.

Current Kitchen-The current kitchen will change into the report writing area

1. Remove existing cabinets, countertops, and sink.
2. Remove and terminate existing plumbing (may be able to be partially used for new kitchen area)
 - a. Patch drywall where appropriate.
3. Install Data Cable and additional power if needed for report writing work stations.
4. Make HVAC Zoning modifications if needed
5. Install new carpet flooring (to match new areas).
6. Paint Room (Consistent with Entire Project)
7. Install Current Report Writing desks in room.
8. Adjust swing of door into this room from new report writing

Current Reporting-The current report writing area will change into the kitchenette/break area,

1. Flooring will remain.
2. Paint room (Consistent with Entire Project)
3. Add kitchenette area like the one in the current EOC, in addition, add a bar height section of counter to accommodate 3-4 people sitting at once. At the end of the new counter top/sink area
4. Include new R/O System under the sink.
5. Provide 4 bar stools with backs (Choice can be finalized during design phase)
6. Add 3 Electrical outlets on top of the new counter.
7. Add Necessary plumbing for the sink, drain and refrigerator. (Existing is in the area as the current kitchen is being removed).
8. Frame in door on the kitchen end of sergeants office.

Matching elements-design elements such as main and flooring, along with appliances and kitchen layout will use the products as the EOC located within the police department.

Design Phase-

1. Current Building Prints-Current building prints will be available by flash drive as part of the bidding process.
2. Red-Line Markups – As part of the design phase, please provide Red-line markups to existing as built to show new building layouts, as well as plumbing, electrical, and HVAC layouts. Dimensions must be included.
3. Design meetings will take place on a bi-weekly basis after award until the construction begins, 1 in person meeting and 1 phone meeting per week.
4. If awarded, please provide recommendations to all aspects mentioned within the itemized list above that reference items to be finalized during the design phase.

Additional Notes-

Pre-bid Meeting: There will be a Non-Mandatory Pre-bid Meeting at the construction site on Monday, December 20th, 2021 at 10a.m. In addition to this meeting, each contractor is encouraged to reach out to the Public Property Supervisor (Jayson Brien, 309-210-8717) on any questions pertaining to this project, along with individual site visits.

Job Site Access: Each Contractor will be issued a badge for this project which will have set times that the site can be accessed. Exact times can be discussed prior to construction start.

Permits: Necessary permits must be obtained by contractor.

Restoration: All trash and debris must be removed from the site as part of project completion.

Job Site Cleanliness: Throughout the project it is imperative that all dust and debris is contained within the working area utilizing industry standard barriers, as this is an operating police department 24/7.

Project Completion: Provide proposed construction schedule and project completion date. At a minimum, this completion date should align with the proposed timeline.

-The contractor will be responsible to ensure the work is completed following the city code.

Therefore, the price shall include any additional materials and labor necessary to make construction compliant with these codes.

-The contractor will be responsible to acquire a building permit from the City at no cost and schedule inspections from the city inspector.

-Payment Schedule will be finalized with contractors following award.

PROPOSAL REQUIREMENTS: Proposer's are to submit proposals to be opened and evaluated. Submit one copy marked original, and one (1) complete copy. Proposers are requested to indicate in the lower left hand corner of their envelope the item being requested, the RFP title, the RFP opening date and the time the request is due. Proposals must be submitted no later than **10:00 AM on Tuesday, January 18th, 2022**, to:

Jayson Brien, Public Property Supervisor
111 S. Capitol St., Pekin, Illinois 61554

All Proposals will be read aloud following the 10:00 AM deadline.

EACH PROPOSAL MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

BID FORM (attachment A): Please complete the attached bid for and have it as the front page of your bid package. This will be the form read aloud.

CERTIFICATION FORM (attachment B): By submitting this form within the proposal, Each Contractor Submitting a proposal acknowledges they have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this proposal, and that all documentation submitted is true and complete.

PREVAILING WAGE ACKNOWLEDGMENT FORM (attachment E): By submitting this document, along with your project estimate, you hereby acknowledge that the estimate was compiled using the most current prevailing wage rates (at a minimum) for Tazewell County, Illinois.

COSTS: Include a cost for each element of the scope of work that your company will be bidding on.

ESTIMATED COMPLETION OF WORK: Provide an estimate on the time frame to complete this work. Regardless of the estimated construction time, it is expected that once construction starts, there will be ongoing work until the project is completed.

INSURANCE: All bidding contractors must submit a copy of your insurance coverage.

CONTRACTOR WARRANTY: 1 year labor warranty for any faults or defects that may arise following the construction.

QUALIFICATIONS:

- A. Name, address, telephone number of each participating Contractor.
- B. Include the name and telephone number of references
- C. A description of how the project will be organized and managed; and
- D. Include a list of key personnel to be assigned to the project by task and their qualifications.

GENERAL TERMS AND CONDITIONS-

PROJECT MANAGEMENT: The City of Pekin Public Property Supervisor, Jayson Brien, will act as the Project Manager during the duration of the project. He will work closely with the contractor project manager to ensure the project is meeting the requirements set forth in the RFP.

PREVAILING WAGE: Bidders must also include costs for the most recent (10/4/21 is provided) Tazewell County prevailing wage. (attachment D)

APPRENTICESHIP AND TRAINING PROGRAMS: Provide documentation of active apprenticeship and training programs registered with the United States Department of Labor Bureau of Apprenticeship and Training for each of the trades of work contemplated under this RFP.

CONSTRUCTION AREA: Throughout the construction phase, please make every effort to limit the impact of the functioning Police department located next door.

REJECTION OF PROPOSALS: The City of Pekin reserves the right to reject any or all proposals, in whole or in part, received as a result of this Request for Proposals. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm

INCURRING COSTS: The City of Pekin is not liable for any cost incurred by the professional prior to acceptance of a proposal and the award and execution of a contract.

QUESTIONS: Questions that arise as a result of the RFP must be submitted in writing to the City of Pekin, Public Property Supervisor, no later than 3:00 PM on Monday, January 17th, 2022 at 111 S. Capitol St., Pekin, IL 61554 or jbrien@ci.pekin.il.us. In the event that it becomes necessary to amend any part of this RFP, addenda will be posted at the City's website at www.ci.pekin.il.us.

Attachment A – Certification Document

Bid Form

Please Completely Fill out each section of this bid form in which your contracting company is to bid on.

City of Pekin Police Department Locker Room Remodel:

Print Company Name: _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Amount of Bid \$ _____

Print Name and Title of Authorized Signing Officers: _____

Signature of Authorized Signing Officer: _____

Date: _____

Attachment B – Certification Document

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the City of Pekin. We agree to be bound by statements and representations made in this proposal.

Print Company Name: _____

Company Address: _____

Print Name and Title of Authorized Signing Officers: _____

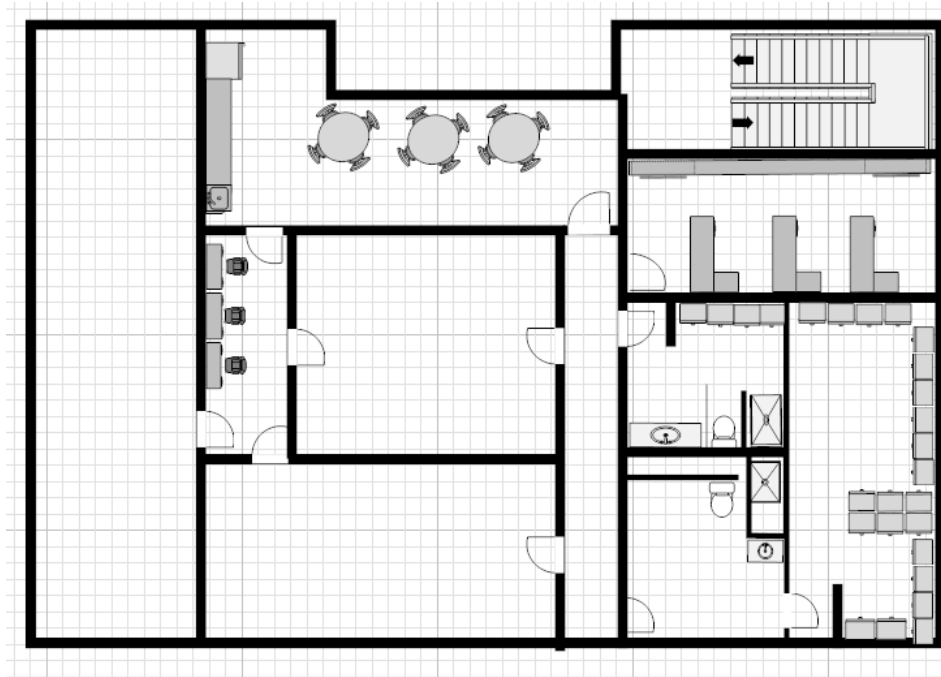
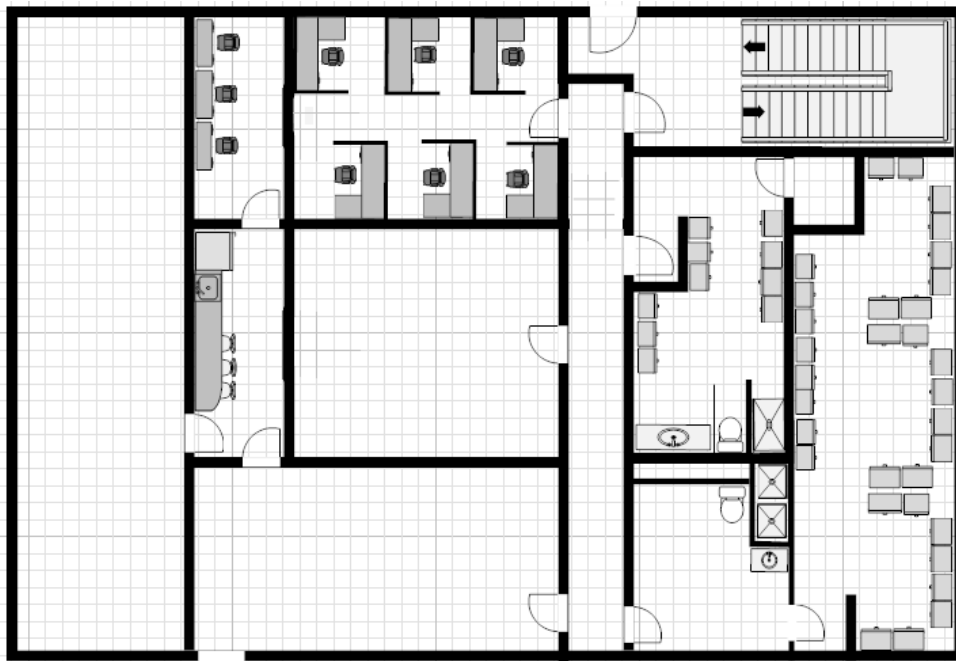
Signature of Authorized Signing Officer: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Signed this _____ day of _____, 2021.

Attachment C – General Design and Layout Guidelines

General Design and Layout Guidelines**Current****Proposed New**

Attachment D – Prevailing Wage

Tazewell County Prevailing Wage Rates posted on 10/4/2021

Trade Title	Rg	Type	C			Overtime								
				Base	Foreman	M-F	Sa	Su	Hol	H/W	Pension	Vac	Trng	Other Ins
ASBESTOS ABT-GEN	NW	BLD		28.20	29.70	1.5	1.5	2.0	2.0	8.50	22.29	0.00	0.80	
ASBESTOS ABT-GEN	NW	HWY		32.17	33.67	1.5	1.5	2.0	2.0	8.50	24.80	0.00	0.80	
ASBESTOS ABT-GEN	SE	BLD		30.50	32.00	1.5	1.5	2.0	2.0	10.00	16.81	0.00	0.80	
ASBESTOS ABT-MEC	All	BLD		33.19	35.83	1.5	1.5	2.0	2.0	14.42	12.40	0.00	0.82	
BOILERMAKER	All	BLD		41.00	44.00	1.5	1.5	2.0	2.0	7.07	21.86	0.00	1.45	
BRICK MASON	All	BLD		36.83	38.33	1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.87	
CARPENTER	All	BLD		34.30	36.55	1.5	1.5	2.0	2.0	9.20	20.00	0.00	0.74	
CARPENTER	All	HWY		37.06	39.31	1.5	1.5	2.0	2.0	9.20	21.25	0.00	0.71	
CEMENT MASON	All	BLD		31.48	34.23	1.5	1.5	2.0	2.0	9.00	20.56	0.00	0.68	
CEMENT MASON	All	HWY		32.98	34.48	1.5	1.5	2.0	2.0	9.00	21.00	0.00	0.70	
CERAMIC TILE FINISHER	All	BLD		34.16		1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.86	
ELECTRIC PWR EQMT OP	All	ALL		49.37	58.58	1.5	1.5	2.0	2.0	8.23	13.82	0.00	0.74	
ELECTRIC PWR GRNDMAN	All	ALL		33.54	58.58	1.5	1.5	2.0	2.0	7.76	9.40	0.00	0.51	
ELECTRIC PWR LINEMAN	All	ALL		54.95	58.58	1.5	1.5	2.0	2.0	8.40	15.39	0.00	0.82	
ELECTRIC PWR TRK DRV	All	ALL		35.21	58.58	1.5	1.5	2.0	2.0	7.81	9.86	0.00	0.53	
ELECTRICIAN	All	BLD		39.00	41.50	1.5	1.5	2.0	2.0	8.40	13.97	0.00	0.80	
ELECTRONIC SYSTEM TECH	All	BLD		31.55	34.55	1.5	1.5	2.0	2.0	7.70	13.35	0.00	0.40	
ELEVATOR CONSTRUCTOR	All	BLD		49.32	55.49	2.0	2.0	2.0	2.0	15.87	19.31	3.95	0.64	
GLAZIER	All	BLD		36.78	38.78	1.5	1.5	1.5	2.0	16.20	7.19	0.00	1.25	
HEAT/FROST INSULATOR	All	BLD		44.25	46.91	1.5	1.5	2.0	2.0	14.42	14.11	0.00	0.82	
IRON WORKER	All	BLD		33.57	35.47	1.5	1.5	2.0	2.0	11.56	18.87	0.00	0.86	
IRON WORKER	All	HWY		39.40	41.40	1.5	1.5	2.0	2.0	11.56	18.87	0.00	1.01	
LABORER	NW	BLD		27.20	28.70	1.5	1.5	2.0	2.0	8.50	22.29	0.00	0.80	
LABORER	NW	HWY		31.42	32.92	1.5	1.5	2.0	2.0	8.50	24.80	0.00	0.80	
LABORER	SE	BLD		30.50	32.00	1.5	1.5	2.0	2.0	10.00	16.81	0.00	0.80	
LABORER	SE	HWY		34.00	35.50	1.5	1.5	2.0	2.0	10.00	20.65	0.00	0.80	
LATHER	All	BLD		34.30	36.55	1.5	1.5	2.0	2.0	9.20	20.00	0.00	0.74	
MACHINERY MOVER	All	HWY		39.40	41.40	1.5	1.5	2.0	2.0	11.56	18.87	0.00	1.01	
MACHINIST	All	BLD		50.68	53.18	1.5	1.5	2.0	2.0	8.93	8.95	1.85	1.47	
MARBLE FINISHER	All	BLD		34.16		1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.86	
MARBLE MASON	All	BLD		37.60	38.85	1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.88	

MILLWRIGHT	All	BLD		33.60	35.85	1.5	1.5	2.0	2.0	9.20	21.05	0.00	0.74
MILLWRIGHT	All	HWY		37.36	39.61	1.5	1.5	2.0	2.0	9.20	21.55	0.00	0.71
OPERATING ENGINEER	All	BLD	1	42.96	45.96	1.5	1.5	2.0	2.0	10.80	22.25	0.00	3.60
OPERATING ENGINEER	All	BLD	2	39.75	45.96	1.5	1.5	2.0	2.0	10.80	22.25	0.00	3.60
OPERATING ENGINEER	All	BLD	3	34.45	45.96	1.5	1.5	2.0	2.0	10.80	22.25	0.00	3.60
OPERATING ENGINEER	All	HWY	1	42.96	45.96	1.5	1.5	2.0	2.0	10.80	22.25	0.00	3.60
OPERATING ENGINEER	All	HWY	2	39.75	45.96	1.5	1.5	2.0	2.0	10.80	22.25	0.00	3.60
OPERATING ENGINEER	All	HWY	3	34.45	45.96	1.5	1.5	2.0	2.0	10.80	22.25	0.00	3.60
PAINTER	All	ALL		38.19	40.19	1.5	1.5	1.5	2.0	16.13	7.68	0.00	1.10
PAINTER - SIGNS	All	BLD		40.74	45.75	1.5	1.5	2.0	2.0	3.04	3.90	0.00	0.00
PILEDRIIVER	All	BLD		35.30	37.55	1.5	1.5	2.0	2.0	9.20	20.00	0.00	0.74
PILEDRIIVER	All	HWY		37.06	39.31	1.5	1.5	2.0	2.0	9.20	21.25	0.00	0.71
PIPEFITTER	All	BLD		39.60	43.96	1.5	1.5	2.0	2.0	8.25	15.48	0.00	1.16
PLASTERER	All	BLD		31.00	32.50	1.5	1.5	2.0	2.0	9.00	20.09	0.00	0.90
PLUMBER	All	BLD		36.72	40.02	1.5	1.5	2.0	2.0	8.25	16.96	0.00	1.25
ROOFER	All	BLD		32.00	35.20	1.5	1.5	2.0	2.0	10.00	11.54	0.00	0.30
SHEETMETAL WORKER	All	BLD		35.34	37.11	1.5	1.5	2.0	2.0	10.42	18.70	0.00	1.22
SIGN HANGER	All	HWY		39.40	41.40	1.5	1.5	2.0	2.0	11.56	18.87	0.00	1.01
SPRINKLER FITTER	All	BLD		43.45	46.45	1.5	1.5	2.0	2.0	10.55	14.22	0.00	0.52
STEEL ERECTOR	All	HWY		39.40	41.40	1.5	1.5	2.0	2.0	11.56	18.87	0.00	1.01
STONE MASON	All	BLD		36.83	38.33	1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.87
TERRAZZO FINISHER	All	BLD		34.16		1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.86
TERRAZZO MASON	All	BLD		37.60	38.85	1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.88
TILE MASON	All	BLD		37.60	38.85	1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.88
TRUCK DRIVER	All	ALL	1	39.85	44.21	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	ALL	2	40.44	44.21	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	ALL	3	40.71	44.21	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	ALL	4	41.10	44.21	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	ALL	5	42.20	44.21	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	O&C	1	31.88	35.37	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	O&C	2	32.35	35.37	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	O&C	3	32.57	35.37	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	O&C	4	32.88	35.37	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TRUCK DRIVER	All	O&C	5	33.76	35.37	1.5	1.5	2.0	2.0	14.02	6.89	0.00	0.25
TUCKPOINTER	All	BLD		36.83	38.33	1.5	1.5	2.0	2.0	11.10	12.50	0.00	0.87

Legend**Rg** Region**Type** Trade Type - All, Highway, Building, Floating, Oil & Chip, Rivers**C** Class**Base** Base Wage Rate**OT M-F** Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.**OT Sa** Overtime pay required for every hour worked on Saturdays**OT Su** Overtime pay required for every hour worked on Sundays**OT Hol** Overtime pay required for every hour worked on Holidays**H/W** Health/Welfare benefit**Vac** Vacation**Trng** Training**Other Ins** Employer hourly cost for any other type(s) of insurance provided for benefit of worker.

Explanations TAZEWELL COUNTY

ASBESTOS - See Laborers

CARPENTERS (NORTH) - That part of the county North including the towns of Marquette Hts., Morton, Creve Coeur and Deer Creek.

LABORERS (NORTHWEST) - The area bounded by the old city limits of East Peoria.

MILLWRIGHTS - See Carpenters PILEDRIVERS - See Carpenters

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - Removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard

tiles.

ELECTRONIC SYSTEMS TECHNICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vactor trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

OPERATING ENGINEERS - BUILDING

Class 1. Cranes; Overhead Cranes; Gradall; All Cherry Pickers; Mechanics; Central Concrete Mixing Plant Operator; Road Pavers (27E - Dual Drum - Tri Batchers); Blacktop Plant Operators and Plant Engineers; 3 Drum Hoist; Derricks; Hydro Cranes; Shovels; Skimmer Scoops; Koehring Scooper; Drag Lines; Backhoe; Derrick Boats; Pile Drivers and Skid Rigs; Clamshells; Locomotive Cranes; Dredge (all types) Motor Patrol; Power Blades - Dumore - Elevating and similar types; Tower Cranes (Crawler-Mobile) and Stationary; Crane-type Backfiller; Drott Yumbo and similar types considered as Cranes; Caisson Rigs; Dozer; Tornadoer; Work Boats; Ross Carrier; Helicopter; Tournapulls - all and similar types; Scoops (all sizes); Pushcats; Endloaders (all types); Asphalt Surfacing Machine; Slip Form Paver; Rock Crusher; Heavy Equipment Greaser; CMI, CMI Belt Placer, Auto Grade & 3 Track and similar types; Side Booms; Multiple Unit Earth Movers; Creter Crane; Trench Machine; Pump-crete-Belt Crete-Squeeze Cretes-Screw-type Pumps and Gypsum; Bulker & Pump - Operator will clean; Formless Finishing Machine; Flaherty Spreader or similar types; Screed Man on Laydown Machine; Wheel Tractors (industrial or Farm-type w/Dozer-Hoe-Endloader or other attachments); F.W.D. & Similar Types; Vermeer Concrete Saw.

Class 2. Dinkeys; Power Launches; PH One-pass Soil Cement Machine (and similar types); Pugmill with Pump; Backfillers; Euclid Loader; Forklifts; Jeeps w/Ditching Machine or other attachments; Tunneler; Automatic Cement and Gravel Batching Plants; Mobile Drills (Soil Testing) and similar types; Guries and Similar Types; (1) and (2) Drum Hoists (Buck Hoist and Similar Types); Chicago Boom; Boring Machine & Pipe Jacking Machine; Hydro Boom; Dewatering System; Straw Blower; Hydro Seeder; Assistant Heavy Equipment Greaser on Spread; Tractors (Track type) without Power Unit pulling Rollers; Rollers on Asphalt -- Brick Macadam; Concrete Breakers; Concrete Spreaders; Mule Pulling Rollers; Center Stripper; Cement Finishing Machines & CMI Texture & Reel Curing Machines; Cement Finishing Machine; Barber Green or similar loaders; Vibro Tamper (All similar types) Self-propelled; Winch or Boom Truck; Mechanical Bull Floats; Mixers over 3 Bag to 27E; Tractor pulling Power Blade or Elevating Grader; Porter Rex Rail; Clary Screed; Truck Type Hoptoe Oilers; Fireman; Spray Machine on Paving; Curb Machines; Truck Crane Oilers; Oil Distributor; Truck-Mounted Saws.

Class 3. Air Compressor; Power Subgrader; Straight Tractor; Trac Air without attachments; Herman Nelson Heater, Dravo, Warner, Silent Glo, and similar types; Roller: Five (5) Ton and under on Earth or Gravel; Form Grader; Crawler Crane & Skid Rig Oilers; Freight Elevators - permanently installed; Pump; Light Plant; Generator; Conveyor (1) or (2) - Operator will clean; Welding Machine; Mixer (3) Bag and Under (Standard Capacity with skip); Bulk Cement Plant; Oiler on Central Concrete Mixing Plant.

OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION

CLASS 1. Cranes; Hydro Cranes; Shovels; Crane Type Backfiller; Tower, Mobile, Crawler, & Stationary Cranes; Derricks; Hoists (3 Drum); Draglines; Drott Yumbo & Similar Types considered as Cranes; 360 Degree Swing Excavator (Shears, Grapples, Movacs, etc.); Back Hoe; Derrick Boats; Pile Driver and Skid Rigs; Clam Shell; Locomotive - Cranes; Road Pavers - Single Drum - Dual Drum - Tri Batcher; Motor Patrols & Power Blades - Dumore - Elevating & Similar Types; Mechanics; Central Concrete Mixing Plant Operator; Asphalt Batch Plant Operators and Plant Engineers; Gradall; Caisson Rigs; Skimmer Scoop - Koering Scooper; Dredges (all types); Hoptoe; All Cherry Pickers; Work Boat; Ross Carrier; Helicopter; Dozer; Tournadozer; Tournapulls - all and similar types; Operation of Concrete and all Recycle Machines; Multiple Unit Earth Movers; Scoops (all sizes); Pushcats; Endloaders (all types); Asphalt Surfacing Machine; Slip Form Paver; Rock Crusher; Operation of Material Crusher, Screening Plants, and Tunnel Boring Machine; Heavy Equipment Greaser (top greaser on spread); CMI, Auto Grade, CMI Belt Placer & 3 Track and Similar Types; Side Booms; Asphalt Heater & Planer Combination (used to plane streets); Wheel Tractors (with Dozer, Hoe or Endloader Attachments); CAT Earthwork Compactors and Similar Types; Blaw Knox Spreader and Similar Types; Trench Machines; Pump Crete - Belt Crete - Squeeze Crete - Screw Type Pumps and Gypsum (operator will clean); Creter Crane; Operation of Concrete Pump Truck; Formless Finishing Machines; Flaherty Spreader or Similar Types; Screed Man on Laydown Machine; Vermeer Concrete Saw; Operation of Laser Screed; Span Saw; Dredge Leverman; Dredge Engineer; Lull or Similar Type; Hydro-Boom Truck; Operation of Guard Rail Machine; and Starting Engineer on Pipeline or Construction (11 or more pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"), Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc, and Ground Heater (Trailer Mounted).

CLASS 2. Bulker & Pump; Power Launches; Boring Machine & Pipe Jacking Machine; Dinkeys; Operation of Carts, Powered Haul Unit for a Boring Machine; P & H One Pass Soil Cement Machines and Similar Types; Wheel Tractors (Industry or Farm Type - Other); Back Fillers; Euclid Loader; Fork Lifts; Jeep w/Ditching Machine or Other Attachments; Tunneler; Automatic Cement & Gravel Batching Plants; Mobile Drills - Soil Testing and Similar Types; Pugmill with Pump; All (1) and (2) Drum Hoists; Dewatering System; Straw Blower; Hydro-Seeder; Bump Grinders (self-propelled); Assistant Heavy Equipment Greaser; Apsco Spreader; Tractors (Track-Type) without Power Units Pulling Rollers; Rollers on Asphalt - Brick or Macadam; Concrete Breakers; Concrete Spreaders; Cement Strippers; Cement Finishing Machines & CMI Texture & Reel Curing Machines; Vibro-Tampers (All Similar Types Self-Propelled); Mechanical Bull Floats; Self-Propelled Concrete Saws; Truck Mounted Power Saws; Operation of Curb Cutters; Mixers - Over Three (3) Bags; Winch and Boom Trucks; Tractor Pulling Power Blade or Elevating Grader; Porter Rex Rail; Clary Screed; Mule Pulling Rollers; Pugmill without Pump; Barber Greene or Similar Loaders; Track Type Tractor w/Power Unit attached (minimum); Fireman; Spray Machine on Paving; Curb Machines; Paved Ditch Machine; Power Broom; Self-Propelled Sweepers; Self-Propelled Conveyors; Power Subgrader; Oil Distributor; Straight Tractor; Truck Crane Oiler; Truck Type Oilers;

Directional Boring Machine; Horizontal Directional Drill; Articulating End Dump Vehicles; Starting Engineer on Pipeline or Construction (6 - 10 pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"), Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc., and Ground Heater (Trailer Mounted).

CLASS 3. Straight Framed Truck Mounted Vac Unit (separately powered); Trac Air Machine (without attachments); Rollers - Five Ton and Under on Earth and Gravel; Form Graders; Bulk Cement Plant; Oilers; and Starting Engineer on Pipeline or Construction (3 - 5 pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"), Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc., and Ground Heater (Trailer Mounted).

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

Attachment E – Prevailing Wage Acknowledgment Form



Prevailing Wage Acknowledgement Form

Project Name - _____

By submitting this document, along with your project estimate, you hereby acknowledge that the estimate was compiled using the most current prevailing wage rates (at a minimum) for Tazewell County, Illinois. This includes the base pay rate, along with all listed fringe benefits. Public bodies are required to utilize Prevailing wage for projects that are covered under the prevailing wage act, 820 ILCS 130/4. Also, by submitting this document along with your estimate, you acknowledge that you will provide the appropriate certified transcript of payroll upon request by the city. All payroll documents, along with the most current Prevailing rates and instructions, can be found at the Illinois Department of Labor Website.

Company Name - _____

Date - _____

Name - _____

Signature - _____



City of Pekin Police Department Locker room Remodel RFP Public Bid Opening

January 18th, 2022 – 10:00AM City of Pekin Council Chambers

	Company	Base Bid (\$)	Alternates (\$) If applicable	Base +Alternates (\$)
1	Baldovin Construction	415,128.12	—	—
2	CAD Construction Inc	426,300.00	—	—
3				
4				
5				
6				
7				
8				

Attachment A – Certification Document

Bid Form

Please Completely Fill out each section of this bid form in which your contracting company is to bid on.

City of Pekin Police Department Locker Room Remodel:

Print Company Name: CAD CONSTRUCTION INC.

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

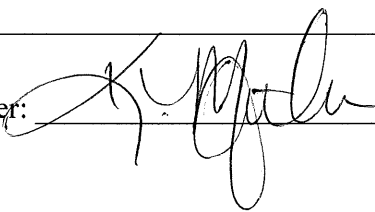
Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Sub-Contractor (if applicable) _____

Amount of Bid \$ 426,300

Print Name and Title of Authorized Signing Officers: KERRY KELLER-MARTIN, PRESIDENT

Signature of Authorized Signing Officer:  _____

Date: 1/18/2022

Attachment B – Certification Document

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

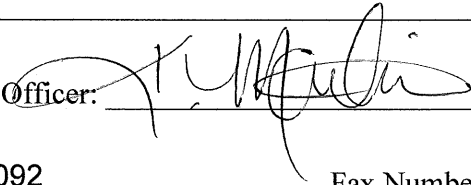
We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the City of Pekin. We agree to be bound by statements and representations made in this proposal.

Print Company Name: CAD CONSTRUCTION INC

Company Address: 150 S BAER RD, TREMONT IL 61568

Print Name and Title of Authorized Signing Officers: KERRY KELLER-MARTIN, PRESIDENT

Signature of Authorized Signing Officer: _____



Telephone Number: 309-925-2092

Fax Number: 309-925-2091

E-mail address: admin@cadconstructioninc.com

Signed this 18 day of JANUARY, 2022

Attachment E – Prevailing Wage Acknowledgment Form

**Prevailing Wage Acknowledgement Form**Project Name - POLICE LOCKER ROOM REMODEL

By submitting this document, along with your project estimate, you hereby acknowledge that the estimate was compiled using the most current prevailing wage rates (at a minimum) for Tazewell County, Illinois. This includes the base pay rate, along with all listed fringe benefits. Public bodies are required to utilize Prevailing wage for projects that are covered under the prevailing wage act, 820 ILCS 130/4. Also, by submitting this document along with your estimate, you acknowledge that you will provide the appropriate certified transcript of payroll upon request by the city. All payroll documents, along with the most current Prevailing rates and instructions, can be found at the Illinois Department of Labor Website.

Company Name - CAD CONSTRUCTION INCDate - 1/18/2022Name - KERRY KELLER-MARTIN

Signature

UNITED STATES Department of Labor

Office of Apprenticeship Training, Employer and Labor Services
Bureau of Apprenticeship and Training

Certificate of Registration

Mid-Central Illinois Regional Council of Carpenters, Joint
Apprenticeship & Training Committee

Pekin, Illinois

For The Trades of Carpenter, Millwright, Floor Layer, Cabinetmaker & Carpenter Piledriver
Registered as part of the National Apprenticeship Program

in accordance with the basic standards of apprenticeship

established by the Secretary of Labor

February 14, 1946

Date Revised: December 18, 2007

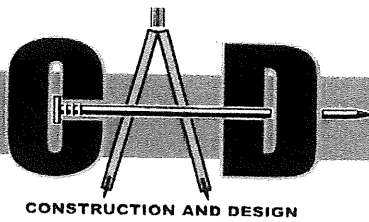
IL006460002

Registration No.



Lois Chao
Secretary of Labor

Anthony Swager
Administrator, Apprenticeship Training, Employer and Labor Services



Job Reference List

IDOT District #6
Jacksonville Truck Wash (Post Frame)
\$600,000 – 2018 ongoing

Architect: Allied Design Consultants, INC.
Todd Hannah 217-522-3355
thannah@alliedarch.com

IDOT District #5
Leverett New Facility Construction (PEMB)
Champaign Facility Renovation
\$1,050,000 – 2018 ongoing

Engineer: GHR Engineers & Associates, INC.
Lucas McGill 217-356-0532
lmcgill@ghrinc.com

IDOT District #3
Ottawa Facility Addition (PEMB)
Pontiac Facility Exterior Renovations
\$756,000 – 2018 ongoing

Architect: Carlile Architects, LLC.
Jacob Carlile 815-401-0526
jcarlile@carlile-group.com

IDOT District #2
Amboy Office Addition (Conventional)
Osco New Truck Storage (Post Frame)
\$530,150 – 2018 ongoing

Architect: Kelly & Associates Architecture
Dennis Kelly 309-751-3026
dkelly@kellyarchitecture.com

Rankin School Addition
Classroom & Restroom Addition (PEMB)
\$1,565,000 – 2017-18

Architect: Farnsworth Group
David Leggans 309-663-8435
dleggans@f-w.com

B.Y.E. Ambulance Facility
Elmwood New Facility (Post Frame)
\$415,000 – 2017
Brimfield Facility Upgrades
\$100,000 – 2017

Owner's Representative:
Les Atwood 309-712-3040

Henry County 911
New 911 Call Center
\$300,000 – 2017

Owner's Representative:
John Cremeens 309-368-9555

City of Bloomington, IL
Lake Bloomington Roof 2018 \$323,000
Lake Bloomington Roof 2017 \$140,000
Police Shooting Range 2017 \$525,000
Flamingo Exhibit 2016 \$250,000

Owner's Representative:
Russell Waller 309-434-2492

Red Oak Memory Care Center
New Assisted Living Center – Canton, IL
\$1,300,000 – 2016

Architect: Farnsworth Group
Bond Wagner 309-689-9888

Fairview Bank Renovation
Phased Building Renovation
\$450,000 – 2016

Owner: Fairview Bank
Clay McConkey, VP 309-778-2248

Alex Brenneman
 ajbrenn90@gmail.com
 (309) 657-1493

Home Address:
 60 Bruce Rich Lane
 East Peoria, IL 61611

EDUCATION

Illinois State University, Normal, IL December 2012
 Bachelor of Science – Graduated Cum Laude
 Major: Construction Management
 Cumulative GPA: 3.73/4.0

Student Organizations:

Construction Management Student Association Fall 2009-Fall 2012
 ASC Design-Build Competition (team captain) 2011 & 2012
 Illinois State University ARMY ROTC Cadet Fall 2009-Spring 2011
 Illinois State University Resident Assistant Fall 2009-Spring 2011

Academic Honors:

Dean's List, Phi Theta Kappa Honors Society Fall 2008-Fall 2012
 ISU Wayne Zook Scholarship Recipient 2011
 ISU Nathan Ruch Memorial Scholarship Recipient 2012

WORK EXPERIENCE

CAD Construction Inc., Tremont, IL May 2012-Present

Project Manager

- Currently managing several ongoing projects
- Estimator for projects that the company bids on as a general contractor.
- Responsibilities include project planning, scheduling, subcontractor management, materials procurement, change orders, and billings.

Weis Builders Inc., Chicago, IL June 2011-May 2012

Construction Management Intern

- Superintendents Assistant on the site of a \$50M multi-unit residential project at Illinois State University.

P.A. Atherton Construction Inc., Spring Bay, IL May 2010-August 2010

Construction Management Intern

- Organized and accounted for equipment and materials.
- Managed small construction operations on company property.

A.B. Construction Services, East Peoria, IL March 2009- May 2010

Owner/Project Manager

- Employed and managed 3 full time employees.
- Managed residential addition and remodel projects.

Caterpillar Inc., Peoria, IL August 2007- March 2009

Engineering Intern

NATE ZELTWANGER*Estimator/Project Manager at CAD Construction Inc*

Nate started working at CAD Construction Inc. in June of 2015. He is responsible for all the pre-construction aspects of work at CAD. He follows up on leads, establishes sub-contractor and supplier lists, creates schedules, assembles bids, reviews scope, and writes contracts. On occasion Nate will also be the project manager and follow the job thru to completion. His past work experience is as follows.

After Graduating from Bradley University Nate began his career as an Estimator Project Manager for Knapp Concrete. While working at Knapp he gained experience in all aspects of construction and the life of a sub-contractor. He learned how to work with customers, bid projects large and small, set up jobs, order materials, and complete punch lists. He completed numerous projects for Wal-Mart, Buffalo Wild Wings, Versa Press, Gordman's, Springfield Airport, Peoria Airport, and Central Illinois Regional Airport to name a few. His responsibilities included preparing estimates and managing of projects to completion. During his time at Knapp Concrete he would bid \$20 Million annually and project manage \$5-6 Million annually.

After 4.5 years at Knapp Concrete he was approached by Premier Fabrication, a steel fabrication supplier, with a need in estimating because of growth. He accepted the position and was placed in charge of structural steel estimating for Premier. While at Premier he worked on numerous projects for Heartland Community College, SIU Edwardsville, Advocate BroMenn, Lincoln Land Community College, and numerous other projects. He also learned the aspects of being a custom supplier in the construction industry. He learned the importance of shop drawings, sequencing, working with installation contractors, and how critical it is to deliver a quality product on time. During his time at Premier he would bid \$50 Million annually.

In February 2012, Nate joined P.J. Hoerr as an estimator. His previous experience working on the sub-contractor and supplier side have helped with estimating as a general contractor as well as many of the self-perform items that P.J. Hoerr performs. His resume of projects includes many in the area of healthcare, medical research, higher education, commercial, industrial, and residential projects.

Education

*Bachelor of Science in Construction Management
Bradley University*

*Minor in Business Administration
Bradley University*

Other Training

*Association of General Contractors
OSHA 40-Hour Construction Safety and Health Course
ISU 40-Hour Project Management Course
Construction Estimating Institute 40-Hour Earthwork and Concrete Estimating Course*

Here are some of the recent projects Nate was a part of:

Knapp Concrete Highlights:

Wal-Mart Pekin, IL- Estimator and Project Manager for site and building concrete at a new Wal-Mart Supercenter. (\$1.4 Million)

VersaPress Spring Bay, IL- Estimator and Project Manager for numerous building additions. (\$900,000)

Streator Hospital Streator, IL- Estimator and Project Manager on a hospital expansion. (\$400,000)

Premier Fabrication Highlights:

Heartland Community College Expansion Bloomington/Normal, IL- Estimator of structural and miscellaneous steel on a 5 Building Expansion Plan. (\$4.8 Million)

SIUE Edwardsville, IL- Estimator on a Science department building. (\$1.4 Million)

Advocate BroMenn Bloomington/Normal, IL- Structural and Miscellaneous Steel Estimator on two separate projects East Tower and Main building expansion. (\$1.6 Million East, \$2.1 Million Main)

Lincolnland Community College Lincoln, IL- Structural and Miscellaneous Steel Estimator on a transportation center. (\$1.8 Million)

P.J. Hoerr, Inc. Highlights:

Knox College Alumni Hall Revitalization, Galesburg, IL - Estimator for the underpinning, concrete, dirt work, and structural steel for this \$11 million dollar revitalization of a 120 year old building. (\$11 Million)

Graham Hospital, Canton, IL - Estimator of numerous projects for the Graham Hospital including Lewistown Clinic, Fresenius Dialysis Center, and Endoscopy Lab. (\$10 Million between 3 projects, Lewistown Clinic, Fresenius, Surgery Center)

Roanoke/Benson High School Addition, Roanoke, IL - Estimator for the Site and Concrete that P.J. Hoerr self-performed on the addition. I worked with the school board on numerous value engineering options to make this project possible. Also priced numerous RFP's and Change orders. (\$5.6 Million)

Goodfield State Bank Metamora Branch, Metamora, IL - Estimator for this \$1.2 million dollar new bank branch in Metamora. I worked with the owner on numerous value engineering options to make this project possible. (\$1.2 Million)

Our Savior Lutheran Church, Washington, IL - Estimator and Project Manager for this \$2.8 million dollar Church Addition in Washington, IL. I worked with the owner value engineering to make this project possible. I am also the project manager on the project. (\$2.8 Million)

Nestle USA Plants, Morton & Bloomington, IL - Estimator & Project Manager for numerous projects renovating the offices, machine foundations, and Entrance and guard desk. (\$500K)

Solazyme Inc, Peoria, IL - Estimator & Project Manager for numerous projects renovating the locker rooms, window and door replacement, and painting projects (\$700K)

Bethany Community Church Washington, IL - Estimator of Site and Building Concrete and Steel for this new church. (\$4.6 Million)



CERTIFICATE OF LIABILITY INSURANCE

CADCONS-01

8.2.c

HONEIL

DATE (MM/DD/YYYY)

1/4/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER First Mid Insurance Group 1090 South Route 51 Forsyth, IL 62535	CONTACT NAME: Haley O'Neil PHONE (A/C, No, Ext): (217) 859-7042 FAX (A/C, No): (217) 877-0795 E-MAIL ADDRESS: honeil@firstmid.com														
INSURED CAD Construction, Inc 508 East Pearl Tremont, IL 61568	<table><tr><td>INSURER(S) AFFORDING COVERAGE</td><td>NAIC #</td></tr><tr><td>INSURER A: FCCI Insurance Company</td><td>10178</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: FCCI Insurance Company	10178	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:			CPP100035496	1/4/2022	1/4/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			CA100009468	1/4/2022	1/4/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			UMB100021454	1/4/2022	1/4/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y ☐ N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC0100064060	1/4/2022	1/4/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equip			CPP100035496	1/4/2022	1/4/2023	Limit 80,000
A	Installation Floater			CPP100035496	1/4/2022	1/4/2023	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
EXCLUDED OFFICER UNDER WORKERS COMPENSATION: Kerry Keller-Martin

SAMPLE FOR PROOF OF COVERAGE

CERTIFICATE HOLDER**CANCELLATION**

CAD Construction, Inc. 508 East Pearl Tremont, IL 61568	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Haley O'Neil</i>
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ACORD 25 (2016/03)

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Packet Pg. 242

Attachment: CAD CONSTRUCTION BID (2934 : Resolution No. 372-21/22 Award Police Department Locker Room Remodel to CAD Construction)

CAD CONSTRUCTION INC.
150 S BAER RD
TREMONT, IL 61568



CONSTRUCTION AND DESIGN

PHONE: 309-925-2092
FAX: 309-925-2091

Date:

RE: EXAMPLE WARRANTY

Gentlemen:

We hereby warrant that all **LABOR AND MATERIAL ON**, job located at, **IL**, and has been done in strict accordance with the drawings and specifications and that the work installed will fulfill the requirements of those specifications. We agree to repair or replace or cause to be repaired or replaced any or all of the work which may prove to be defective work, within a period of one (1) year from date of final acceptance by the Owner, or from the substantial completion date of our sub-contractual agreement, whichever is later.

If we fail to commence to comply with the above paragraph within 14 days after receipt of written notice from the Owner or Contractor to do so or fail to pursue such compliance with diligence, we, jointly, and severely, do hereby authorize the Owner or Contractor to proceed to have the defects repaired and made good at our sole expense, and we will honor and pay the costs and charges for it together with interest at the maximum rate permitted by law upon demand. If we fail to fulfill the proceeding obligations, and if the Owner or Contractor brings an action to enforce this warranty, we agree to pay the Owner's and Contractor's reasonable attorney fees incurred in connection therewith.

This warranty is subject to all standard exclusions and also specifically excludes remedy for damage of defects caused by abuse, damage caused by settling of the structure modifications not executed by the contractor, improper or insufficient maintenance, design errors or omissions, improper operations, normal wear and tear under normal usage, vandalism, theft, fire, neglect or work by others or acts of God.

Sincerely,

KERRY KELLER-MARTIN
PRESIDENT, CAD CONSTRUCTION INC.

Attachment: CAD CONSTRUCTION BID (2934 : Resolution No. 372-21/22 Award Police Department Locker Room Remodel to CAD Construction)

PROPOSAL REQUIREMENTS: Proposer's are to submit proposals to be opened and evaluated. Submit one copy marked original, and one (1) complete copy. Proposers are requested to indicate in the lower left hand corner of their envelope the item being requested, the RFP title, the RFP opening date and the time the request is due. Proposals must be submitted no later than **10:00 AM on Tuesday, January 18th, 2022**, to:

Jayson Brienon, Public Property Supervisor
111 S. Capitol St., Pekin, Illinois 61554

All Proposals will be read aloud following the 10:00 AM deadline.

EACH PROPOSAL MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

BID FORM (attachment A): Please complete the attached bid for and have it as the front page of your bid package. This will be the form read aloud.

CERTIFICATION FORM (attachment B): By submitting this form within the proposal, Each Contractor Submitting a proposal acknowledges they have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this proposal, and that all documentation submitted is true and complete.

PREVAILING WAGE ACKNOWLEDGMENT FORM (attachment E): By submitting this document, along with your project estimate, you hereby acknowledge that the estimate was compiled using the most current prevailing wage rates (at a minimum) for Tazewell County, Illinois.

COSTS: Include a cost for each element of the scope of work that your company will be bidding on.

ESTIMATED COMPLETION OF WORK: Provide an estimate on the time frame to complete this work. Regardless of the estimated construction time, it is expected that once construction starts, there will be ongoing work until the project is completed.

INSURANCE: All bidding contractors must submit a copy of your insurance coverage.

CONTRACTOR WARRENTY: 1 year labor warranty for any faults or defects that may arise following the construction.

QUALIFICATIONS:

- A. Name, address, telephone number of each participating Contractor.
- B. Include the name and telephone number of references
- C. A description of how the project will be organized and managed; and
- D. Include a list of key personnel to be assigned to the project by task and their qualifications.

These things Needed!

CAD Construction Sub Contractors

Self perform Demo.
Concrete Knapp or Aupperle
Masonry Otto Baum or JJ Braker
Glazing Kelly Glass or Pekin Glass
Carpet and Tile Union Flooring or TSI
Epoxy Flooring Missouri Terrazzo
Casework Riverside with CAD Install
Metal Studs, Drywall, Ceilings Wright Way
Painting McClanahan
Doors Frames and Hardware S&S with CAD Install
Roof Patching Advanced Commercial Roofing
Fire Suppression (Adjust Sprinklers) PIPCO
Plumbing Illini
HVAC Standard
Electrical Ruyle
Arm Chair, Stools Shermans
Cubicles Lincoln Office or Widmer



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Josie Esker, City Engineer

AGENDA ITEM: Resolution No. 373-21/22 Appropriate Motor Fuel Tax for 2022 (FY23)

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: The Illinois Department of Transportation (IDOT) requires the adoption of a resolution prior to any spending of Motor Fuel Tax (MFT) Funds. This resolution will allow City staff to begin the paperwork process with IDOT on several projects.

This resolution is for \$100,000 of materials to be used by the street department, \$240,000 of salt purchase, \$135,000 of electricity for street lights, \$11,000 of electricity for signal lights, \$150,000 of asphalt patching, \$50,000 of crack sealing, and \$250,000 for a mill & overlay of Riverway Drive for a total of \$936,000.00. The remaining portion of the street maintenance plan will be further discussed at the planning council meeting. The council can at any time add to this resolution, but this initial resolution will allow staff to proceed and not cause delays with proposed FY2023 projects and street department materials needs.

FINANCIAL IMPACT:

Requested Amount: \$936,000.00
 Line Item: 240-240-various
 Budgeted Amount: N/A, to be budgeted next fiscal year
 Remaining Funds: N/A, to be budgeted next fiscal year

IMPACT IF APPROVED: The City will utilize Motor Fuel Tax funds to pay for street maintenance.

IMPACT IF DENIED: The City will not utilize MFT funds to pay for street maintenance.

ALTERNATIVES: Use funds other than MFT

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

	5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.
	Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.
	Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.
X	Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.
	Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):
 Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

Resolution No. 373-21/22 Appropriate Motor Fuel Tax for 2022 (FY23) Maintenance Costs

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



Resolution for Maintenance
Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
373-21/22	Original	22-00000-00-GM

BE IT RESOLVED, by the Council of the City of Pekin of Pekin Illinois that there is hereby appropriated the sum of Nine hundred and thirty-six thousand Dollars (\$936,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/22 to 04/30/23 .
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Pekin shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sue McMillan City Clerk in and for said City of Pekin in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of Pekin at a meeting held on 02/14/22
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 14th day of February 2022 .
Day Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: David Hess, IT

AGENDA ITEM: Resolution No. 374-21/22 Authorize Purchase of Backup Hardware, Cloud Service and Maintenance

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: The City of Pekin is due to replace its network backup hardware and software licensing this budget year. We have budgeted \$130,000 for that expenditure. The company who manufactures the product we have chosen has been in the marketplace for over 15 years and has a very strong reputation in the small and medium enterprise area.

When we sought pricing for the product, we sought 1, 3 and 5-year terms. Hardware and 1-year of service is \$115,007, hardware and 3-years of service is \$203,286 and hardware and 5 years of service is \$252,190. This is a savings of \$322,848 over the 5-year term, if selected.

While the 1-year term is in this year's budget we feel it would be irresponsible to pass up the savings being offered by the longer term.

There is a 4-year hardware technology upgrade and 24-hour hardware replacement on the hardware to ensure it remains viable and does not become technologically stale. The hardware has 80TB of storage and unlimited Cloud Storage to carry the city far into its archiving needs. Our product vendor has offered terms that will allow us to make a \$126,100 payment this fiscal year and pay the remainder out of a budgeted software maintenance line item in May out of next year's 2023 budget. This will reduce the IT budget for the 2024 – 2026 budget years and eliminate any pricing increases on this product.

FINANCIAL IMPACT:

Requested Amount: \$252,189.63 (\$126,100 – FY22 + \$126,089.63 --FY23)

Line Item: 100-009-599802 100-009-538000

Budgeted Amount: \$250,000 \$709,507

Remaining Funds: \$183,065 \$53,965

IMPACT IF APPROVED: Reliable Backups & Archived Emails That are readily searchable.

IMPACT IF DENIED: Pass on long term savings, come back with proposal for 1 year. Stop Backing up city data (Very ill-advised)

ALTERNATIVES: No Logical Alternatives

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

Resolution No. 374-21/22 Authorize Purchase of Backup Hardware, Cloud Service and Maintenance Subscription

WHEREAS, the City is due to replace its network backup hardware and renew its backup software licensing for Fiscal Year 2023; and

WHEREAS, City staff sought pricing for 1-year, 3-year, and 5-year contracts, and found substantial savings may be had by purchasing a 5-year software license; and

WHEREAS, the City Council finds it is in the best interests of the City to purchase network backup hardware and software licensing as recommended by City staff.

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

Section 1. The above recitals are found to be true and correct and are incorporated herein.

Section 2. The purchase of network backup hardware and software licensing for a 5-year term pursuant to the terms set forth on the invoice attached hereto is approved.

Section 3. The Mayor is authorized to execute, and the Clerk is directed to attest, any documents or agreements necessary to complete the procurement of network hardware and software approved herein.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20_____.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Mark Rothert, City Manager

AGENDA ITEM: Ordinance No. 3047-21/22 Amending Code Section 5-1-4-6-1 and Chapter 7 Regarding Tax on Video Gaming

ACTION REQUESTED: Approve and Adopt the Ordinance.

DESCRIPTION:

On October 31, 2021, the City Council approved Ordinance No. 3031-21/22, which adopted a \$.01 tax per play on video gaming transactions. Known as the Push Tax, it was to be implemented by May 1, 2022 and charged to the player of gaming machines.

With details of its implementation still unknown and outcomes of lawsuits filed against other Illinois municipalities looking to enact the tax still pending, several councilmembers have requested to place on the February 14, 2022 city council meeting agenda an action item to fully repeal the Push Tax. The attached ordinance thus is written to repeal Ordinance No. 3031-21/22.

FINANCIAL IMPACT: The city would not collect push tax revenues

Requested Amount: N/A
 Line Item:
 Budgeted Amount:
 Remaining Funds:

IMPACT IF APPROVED: Push Tax is repealed

IMPACT IF DENIED: Push Tax is not repealed

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness

Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/10/2022

Date:

**Ordinance No. 3047-21/22 Amending the City Code Section 5-1-4-6-1 and Chapter 7 Regarding
Tax on Video Gaming**

WHEREAS, on October 31, 2021, the City adopted Ordinance No. 3031-21/22, which adopted a tax on video gaming transactions; and

WHEREAS, the City Council finds that it is in the best interests of the City and its residents and businesses to repeal said tax.

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

Section 1. The above recitals are found to be true and correct and are incorporated herein.

Section 2. Ordinance No. 3031-21/22, adopted on October 31, 2021, is hereby repealed in its entirety.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20_____.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Nicole Stewart, Deputy Clerk

AGENDA ITEM: Ordinance No. 3048-21/22 Amend Chapter 5 Article I Division 4 Sec. 5-1-4-6-4 Regarding Video Gaming

ACTION REQUESTED: Approve and Adopt the Ordinance.

DESCRIPTION: On October 14, 2019 Council approved and adopted Ordinance No. 2850-19/20 amending the City Code to regulate video gaming by requiring Terminal Operators to register and obtain a license for video gaming terminals within the City of Pekin. The ordinance also assessed a fee of one-thousand (\$1,000) per video gaming terminal per year in which such revenue was split 60% to the Fire Pension Fund and 40% to the Police Pension Fund. On February 10, 2020 the Council approved to further amend the City Code with Ordinance No. 2863-19/20 clarifying that the one-thousand dollar (\$1,000) fee be assessed by the City and against the terminal operator for any video gaming terminal registered within the City.

The State of Illinois recently enacted Public Act 102-689, effective December 17, 2021, amending section 65 of the Video Gaming Act (230 ILCS 40/65) stating that “The cost of any fee imposed under this Act by any home rule unit of government or non-home rule unit of government shall be shared equally between the terminal operator and the applicable licensed establishment, licensed veterans establishment, licensed truck stop establishment, licensed large truck stop establishment, or licensed fraternal establishment under this Act.”

Therefore, it is necessary to amend the City of Pekin Code to comply with the new laws enacted by the State of Illinois and the Illinois Gaming Board.

Staff recommend approval.

FINANCIAL IMPACT:

Requested Amount: N/A
 Line Item: N/A
 Budgeted Amount: N/A
 Remaining Funds: N/A

IMPACT IF APPROVED: The City of Pekin Code will be in compliance with the State.

IMPACT IF DENIED: The City of Pekin Code will not be in compliance with the State.

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds.

	Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness
	Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.
	Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES**Finance Department** (Certification of Availability of Funds):

Date:

City Manager:**Mark A. Rothert**

Mark A. Rothert, City Manager

2/11/2022

Date:

**Ordinance No. 3048-21/22 Amend City Code Chapter 5 Article I Division 4 Sec. 5-1-4-6-4
Amusements Regarding Video Gaming Terminal Operator Fees**

WHEREAS, on October 14, 2019, the City Council approved and adopted Ordinance No. 2850-19/20, assessing a fee of one thousand (\$1,000) per video gaming terminal per year; and

WHEREAS, on February 10, 2020, the City Council approved and adopted Ordinance No. 2863-19/20 clarifying that the one thousand dollar (\$1,000) fee be assessed against the terminal operator rather than the licensed establishment; and

WHEREAS, Public Act 102-689, effective December 17, 2021, amended section 65 of the Video Gaming Act (230 ILCS 40/65) requiring that any fee imposed by a municipality for registration of a video gaming machine be shared equally between the terminal operator and the licensed establishment; and

WHEREAS, the City Council finds it is in the City's best interests to amend the City Code to be consistent with the requirements of Public Act 102-689.

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

Section 1. The above recitals are found to be true and correct and are incorporated herein.

Section 2. Chapter 5, Title I, Division 4, Section 6-4 of the Pekin City Code is hereby amended as follows (additions indicated by underline, deletions by ~~strikethrough~~):

Sec. 5-1-4-6-4. - Fee; revenue.

A fee of \$1,000.00 per video gaming terminal per year, or any fraction thereof, shall be assessed by the City against the terminal operator for any video gaming terminal registered within the City as required by Section 5-1-4-6-3 above. A terminal operator may seek contribution of a portion of the fee from the establishment in which the video gaming terminal is located if and to the extent permitted by State law. All revenue received pursuant to this Section shall be directed to the public safety pension funds with such proceeds being split in the following manner:

- Sixty percent to the fire pension fund.
- Forty percent to the police pension fund.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval in the manner required by law.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Nicole Stewart, Deputy Clerk

AGENDA ITEM: Ordinance No. 3049-21/22 Amend Code Ch 5 Article II Section 5-2-25
 Regarding Liquor Delivery

ACTION REQUESTED: Approve and Adopt the Ordinance.

DESCRIPTION: The Illinois Liquor Control Commission (ILCC) issued a legislative bulletin that included guidance on the new liquor delivery law (P.A. 101-0668) that preempts the authority of home rule and non-home rule units to restrict certain state-authorized liquor deliveries effective January 1, 2022. “Delivery” means the movement of alcoholic liquor purchased from a licensed retailer to a consumer through:

1. delivery within the licensed retailer’s parking lot, including curbside, for pickup by the consumer;
2. delivery by an owner, officer, director, shareholder, or employee of the licensed retailer; or
3. delivery by a third-party contractor, independent contractor, or agent with whom the licensed retailer has contracted to make deliveries of alcohol liquors.

Deliveries must be made within 12 hours from the time the alcoholic liquor leaves the retailer’s licensed premises, and “delivery” does not include use of common carriers.

The new ILCC guidance only allows delivers by retailers that are designated by the ILCC as licensed for off-premises consumption or combined off-premises/on-premises consumption. All alcoholic liquor must be delivered in the original package unless the liquor is delivered under the cocktails-to-go law. While cocktails to-go deliveries must be made by a person 21 years of age or older, the guidance provides that other liquor deliveries may be made by a person 18 years of age or older subject to local ordinance.

The guidance also states that the retailer and its third-party delivery agent must comply with specific sections of the Liquor Control Act, including Section 6-16 (prohibited sales and possession), Section 6-29 (winery shipper’s license), and Section 6-29.1 (direct shipments of alcoholic liquor). While Section 6-29 states its labeling, signature, and delivery confirmation requirements only apply to wine, the state guidance applies these requirements to all deliveries of alcoholic liquor under the new law:

All packages containing alcoholic liquor must be clearly labeled “CONTAINS ALCOHOL. SIGNATURE OF A PERSON 21 YEARS OF AGE OR OLDER REQUIRED FOR DELIVERY. PROOF OF AGE AND IDENTITY MUST BE SHOWN BEFORE DELIVERY.” This warning must be prominently displayed on the packages.

A retailer must require the transporter that delivers the package to obtain the signature of a person 21 years of age or older at the delivery address at the time of delivery.

At the expense of the retailer, the retailer must receive a delivery confirmation from the third-party delivery company indicating the location of the delivery, time of delivery, and the name and signature of the individual 21 years of age or older who accepts delivery.

The guidance also requires retailers and their third-party agents to comply with all local, state, and federal delivery laws, including the alcohol delivery laws of other states. Significantly, retailers will be liable for

delivery violations of third-party delivery agents.

Staff recommends approval to abide by the new liquor delivery law that went into effect January 1, 2022 by amending Section 5-2-25 of the City of Pekin Code.

FINANCIAL IMPACT:

Requested Amount: N/A
 Line Item: N/A
 Budgeted Amount: N/A
 Remaining Funds: N/A

IMPACT IF APPROVED: The City of Pekin Code will match the new state law regarding liquor delivery.

IMPACT IF DENIED: The City of Pekin Code will contradict the new State law regarding liquor delivery and therefore be in non-compliance.

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness

Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

Ordinance No. 3049-21/22 Amend Code Chapter 5 Article II Section 5-2-25 Regarding Liquor Delivery

WHEREAS, the Illinois General Assembly enacted P.A. 101-0668, effective as of January 1, 2022, which amends the Liquor Control Act to allow for delivery of package liquor to consumers by licensed retail establishments; and

WHEREAS, P.A. 101-0668 preempts the authority of home rule and non-home rule units to restrict state-authorized liquor deliveries in a manner inconsistent with State law; and

WHEREAS, the City Council finds it is in the best interests of the City to amend the City Liquor Code to allow for delivery of packaged liquor by licensed establishments within the City consistent with the provisions of P.A. 101-0668.

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

Section 1. The above recitals are found to be true and correct and are incorporated herein.

Section 2. Chapter 5, Article II, Section 25 of the Pekin City Code is hereby amended as follows (additions indicated by underline, deletions by ~~striketrough~~):

Sec. 5-2-25. - Carry out and delivery of alcoholic liquor~~mixed drinks~~.

(a) The following definitions shall apply to this Section:

Cocktail or mixed drink means any beverage obtained by combining ingredients alcoholic in nature, whether brewed, fermented, or distilled, with ingredients non-alcoholic in nature, such as fruit juice, lemonade, cream, or a carbonated beverage.

Delivery means the movement of alcoholic liquor purchased from a licensed establishment to a consumer through the following methods:

- (1) Delivery within the licensed establishment's parking lot, including curbside, for pickup by the consumer;
- (2) Delivery by an owner, officer director, shareholder, or employee of the licensed establishment; or
- (+)(3) Delivery by a third party contractor, independent contractor, or agent with whom the licensed establishment has contracted to make deliveries of alcoholic liquor.

Original container means a container that is (i) filled, sealed, and secured by a licensee's employee at the licensed premises with a tamper-evident lid or cap or (ii) filled and labeled by the manufacturer and secured by the manufacturer's original unbroken seal.

Sealed container means a rigid container that contains a mixed drink or a single serving of wine, is new, has never been used, has a secured lid or cap designed to prevent consumption without removal of the lid or cap, and is tamper-evident. "Sealed container" includes a manufacturer's original container as defined in this subsection. "Sealed container" does not include a container with a lid with sipping holes or openings for straws or a container made of plastic, paper, or polystyrene foam.

Tamper-evident means a lid or cap that has been sealed with tamper-evident covers, including, but not limited to, wax dip or heat shrink wrap.

- (b) A cocktail, mixed drink, or single serving of wine in a sealed container or a manufacturer's original container may be transferred and sold for off-premises consumption by the holder of a Class A license if the following requirements are met:
- (1) the cocktail, mixed drink, or single serving of wine is transferred over the counter within the licensed premises, by a curbside pickup by the customer, or by delivery by an employee of the retail licensee who:
 - a. has a valid BASSET certificate at the time of sale; and
 - b. is at least 21 years of age; and
 - c. upon delivery, verifies the age of the person to whom the cocktail, mixed drink, or single serving of wine is being delivered;
 - (2) if the employee delivering the cocktail, mixed drink, or single serving of wine is not able to safely verify a person's age or level of intoxication upon delivery, the employee shall cancel the sale of alcohol and return the product to the licensed premises;
 - (3) the sealed container is placed in the trunk of the vehicle or if there is no trunk, in the vehicle's rear compartment that is not readily accessible to the passenger area;
 - (4) except for a manufacturer's original container, a container filled and sealed at the licensed establishment shall be affixed with a label or tag that contains the following information:
 - a. the cocktail or mixed drink ingredients, type, and name of the alcohol;
 - b. the name, license number, and address of the licensee that filled the container and sold the product; and
 - c. the volume of the cocktail, mixed drink, or single serving of wine in the sealed container; and
 - d. the sealed container was filled less than seven days before the date of sale; and
 - (5) a manufacturer's original container shall be affixed with a label or tag that contains the name, license number, and address of the licensee that sold the product.
 - (6) Mixed drinks, cocktails, or single servings of wine may not be transferred or delivered to a consumer pursuant to this section:
 - a. By drive-through service; or
 - b. Delivery by a third-party delivery company.

(c) The holder of a Class B license may deliver alcoholic liquor to a purchaser for off-site use or consumption, subject to the following restrictions:

(1) The delivery must be made within 12 hours from the time the alcoholic liquor leaves the licensed premises for delivery.

(2) Delivery may not be made through the use of common carriers.

~~(4)~~(3) The licensee and any third party contractor contracted by the licensee to deliver alcoholic liquor under this subsection must otherwise comply with all State laws and regulations related to the delivery of alcoholic liquor, including, but not limited to, the provisions of sections 5-1, 6-16, 6-29, and 6-29.1 of the Illinois Liquor Control Act (235 ILCS 5/1-1 et seq.).

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 and approval in the manner provided by law

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Mark Rothert, City Manager

AGENDA ITEM: Ordinance No. 3050-21/22 Declaring Surplus Revenue in SIP TIF and Authorizing Payment of Surplus

ACTION REQUESTED: Approve and Adopt the Ordinance.

DESCRIPTION:

On October 22, 2012, the City of Pekin adopted Tax Increment Financing for the Pekin South Industrial Park Conservation Area Tax Increment Financing (TIF) District (the "South Industrial Park TIF District"). On October 9, 2012 the City entered into an Intergovernmental Agreement with Pekin Public School District No. 108, Rankin Elementary School District No. 98 and Pekin Community High School District No. 303 (the "School Districts") for the Pekin South Industrial Park TIF District whereby a 25% surplus would be declared by the City.

As of December 31, 2021, the City has received \$185,200.36 in total real estate tax distributions for real estate tax increment generated by the TIF District in tax year 2020 payable 2021. Per the Intergovernmental Agreement, 25% of these distributions, or \$46,300.09, shall be declared a surplus and paid to the Tazewell County Treasurer for distribution to taxing districts in the Redevelopment Project Area in accordance with the provisions of the TIF Act. A breakdown of this surplus, per taxing district, is below.

Staff recommends approval to abide by terms of the Intergovernmental Agreement.

FINANCIAL IMPACT:

2020 Payable 2021 Summary of Surplus Calculations	
Taxing District	Total Share of Surplus
Tazewell County	\$2,601.42
Pekin Grade School #108	\$683.55
Rankin Grade School #98	\$18,336.93
Pekin Comm High School #303	\$11,199.69
Illinois Central Comm College	\$2,310.79
Pekin Library District	\$1,671.63
Pekin Park District	\$2,556.65
Cincinnati Township	\$866.10
Cincinnati Township Road & Bridge	\$924.63
Pekin Township	\$30.21
Pekin Township Road & Bridge	\$0.00
Imperial Valley Water	\$88.74
City of Pekin	\$5,029.75
Total Surplus:	\$46,300.09

Amount:	\$46,300.09 (expenditure)	\$5,029.75 (revenue)
Line Item:	270-270-565400	100-990-499800
Budgeted Amount:	\$46,822	\$5,000
Remaining Funds:	\$46,822	\$5,000

IMPACT IF APPROVED: City meets contractual agreement with taxing districts on TIF surplus

IMPACT IF DENIED: City does not meet contractual agreement with taxing districts on TIF surplus

ALTERNATIVES: N/A

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness

Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Mark A. Rothert

Mark A. Rothert, City Manager

2/11/2022

Date:

**Ordinance No. 3050-21/22 Declaring Surplus Revenue in the Pekin South Industrial Park
Special Tax Allocation Fund and Authorizing Payment of that Surplus Revenue to the Tazewell
County Treasurer for Distribution to Affected Taxing Districts on a Pro Rata Basis for Tax Year
2020 Payable 2021**

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of
_____, 20_____.

MAYOR

ATTEST:

CITY CLERK

ORDINANCE NO. _____-21/22

**CITY OF PEKIN, ILLINOIS
AN ORDINANCE DECLARING SURPLUS REVENUE
IN THE PEKIN SOUTH INDUSTRIAL PARK
SPECIAL TAX ALLOCATION FUND AND AUTHORIZING PAYMENT
OF THAT SURPLUS REVENUE TO THE TAZEWELL COUNTY TREASURER
FOR DISTRIBUTION TO AFFECTED TAXING DISTRICTS
ON A PRO RATA BASIS
for
TAX YEAR 2020 PAYABLE 2021**

PREAMBLE

WHEREAS, on October 22, 2012, the City of Pekin, Tazewell County, Illinois (the “City”) by its duly elected Mayor and City Council and pursuant to 65 Illinois Compiled Statutes Section 5/11-74.4 *et. seq.* (the “TIF Act”) heretofore adopted a Redevelopment Plan and Projects; designated a Redevelopment Project Area; and adopted Tax Increment Financing for the Pekin South Industrial Park Conservation Area Tax Increment Financing (TIF) District (the “South Industrial Park TIF District”); and

WHEREAS, on October 9, 2012 the City by its duly elected Mayor and City Council and pursuant to the TIF Act approved and Authorized the Execution of an Intergovernmental Agreement with Pekin Public School District No. 108, Rankin Elementary School District No. 98 and Pekin Community High School District No. 303 (the “School Districts”) for the Pekin South Industrial Park TIF District; and

WHEREAS, the City Treasurer has determined and reported that as of December 31, 2021, the City has received **\$185,200.36** in total real estate tax distributions from the Tazewell County Treasurer for real estate tax increment generated by the TIF District in tax year 2020 payable 2021 (**Exhibit 1**); and

WHEREAS, the City Treasurer has determined and reported that as of December 31, 2021, the Pekin South Industrial Park Tax Allocation Fund includes a surplus of **\$46,300.09**, which represents twenty-five percent (25%) of the tax year 2020 real estate tax increment deposited into the Fund, as defined in the Intergovernmental Agreement, which surplus amount may be paid to the Tazewell County Treasurer for distribution to taxing districts in the Redevelopment Project Area in accordance with the provisions of the TIF Act as shown in **Exhibit 2**; and

WHEREAS, the Mayor and City Council of the City of Pekin hereby find and determine that it is appropriate to declare surplus in the amount of **\$46,300.09** and to cause that surplus to be distributed by the County Treasurer to the taxing districts as provided in the TIF Act.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF PEKIN, TAZEWEILL COUNTY, ILLINOIS:**

1. The recitals set forth in the preamble to this Ordinance are hereby incorporated by reference as if fully set forth herein.
2. The Mayor and City Council, pursuant to Sections 4-7 and 4-9 of the TIF Act and other applicable authority, hereby declare a surplus of funds in the Pekin South Industrial Park Special Tax Allocation Fund in the amount of **\$46,300.09**, to be distributed by the Tazewell County Treasurer to all the taxing districts in the Redevelopment Project Area.
3. The City Treasurer is hereby authorized and directed to pay such funds from the Pekin South Industrial Park Special Tax Allocation Fund in the amount of **\$46,300.09** to the Tazewell County Treasurer for distribution to the taxing districts in the Redevelopment Project Area in accordance with the provisions of the TIF Act. Payment by the City Treasurer shall be made after approval of this Ordinance, but not more than 180 days after the close of the City's Fiscal Year 2022. The City Treasurer also is authorized and directed to file a certified copy of this Ordinance with the Tazewell County Treasurer.
4. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law and shall take effect upon its passage as required by law.

[The remainder of this page is intentionally blank.]

PASSED, APPROVED AND ADOPTED by the Corporate Authorities of the City of Pekin, Tazewell County, Illinois, on the 14th day of February, A.D., 2022, and deposited and filed in the Office of the City Clerk of said City on that date.

MAYOR & COUNCIL MEMBERS	AYE VOTE	NAY VOTE	ABSTAIN / ABSENT
John Abel			
Becky Cloyd			
Lloyd Orrick			
Dave Nutter			
Rick Hilst			
Karen Hohimer			
Mark Luft, Mayor			
TOTAL VOTES			

APPROVED:

ATTEST:

Mayor

City Clerk

ATTACHMENT:

EXHIBIT 1: Pekin South Industrial Park TIF District Real Estate Tax Increment Distributions

EXHIBIT 2: Pekin South Industrial Park TIF District Surplus Distribution Calculation

H:\PEKIN\TIF 2 South Ind Park\Ordinances\Pekin S Ind TIF_2020 Surplus Declaration Ordinance.wpd

Attachment: Pekin S Ind TIF_2020 Surplus Declaration Ordinance (2927 : Ordinance No. 3050-21/22 Declaring Surplus Revenue in SIP TIF and

EXHIBIT 1

**Pekin South Industrial Park TIF District Real Estate Tax Increment Distributions
Received by the City of Pekin from the Tazewell County Treasurer
for tax year 2020 payable 2021**

Final Settlement Sheet

Tazewell County

VTF13 - TIF DISTRICT PEKIN II

Current Year Taxes Due

	Original Amount Due	\$187,287.12
+	Supplements	\$0.00
-	Cancellations	\$2,086.76
-	Abatements/Refunds	\$0.00
+	Mobile Home	\$0.00
+/-	Road & Bridge Transfer	\$0.00
+	Misc. Adjustments	\$0.00
	Adjusted Amount Due	\$185,200.36
+	Prior Year Real EstateTax	\$0.00
+	Prior Year Mobile Home Tax	\$0.00
+	Prior Year Misc. Adjustments	\$0.00
	Total Amount Due	\$185,200.36

Current Year Taxes Paid

+	Real Estate	\$185,200.36
+	Railroad	\$0.00
+	Mobile Home	\$0.00
+	Misc. Adjustments	\$0.00
+	Prior Year Real Estate	\$0.00
+	Prior Year Mobile Home	\$0.00
+	Prior Year Misc. Adjustments	\$0.00
-	Abatements/Refunds	\$0.00
	Total Collected	\$185,200.36
+	Hold Back	\$0.00
+	County Trustee	\$0.00
+	Forfeited Tax	\$0.00
	Total	\$185,200.36

Interest Distribution

	County Interest	\$7.65
	Township Interest	\$0.00
	Total Interest	\$7.65

Distribution Summary

Tax Distribution Date	Amount
07/02/2021	\$94,314.79
09/14/2021	\$84,517.61
11/17/2021	\$6,367.96
Totals: 3 Distributions	\$185,200.36
Interest Distribution Date	Amount
11/18/2021	\$7.65
Totals: 1 Distributions	\$7.65
Grand Totals: 4 Distributions	\$185,208.01

Fund Summary

Fund	Amount Collected	Previously Distributed	Current Distribution	Amount Available	Interest	PY Over Distrib
001 - CORPORATE	\$185,200.36	\$178,832.40	\$6,367.96	\$0.00	\$7.65	\$0.00
Totals	\$185,200.36	\$178,832.40	\$6,367.96	\$0.00	\$7.65	\$0.00

EXHIBIT 2

**Pekin South Industrial Park TIF District
Surplus Distribution Calculation
for tax year 2020 payable 2021**

PEKIN SOUTH INDUSTRIAL PARK TIF DISTRICT

2020 PAYABLE 2021 SURPLUS CALCULATION

TOTAL TIF R.E. TAX INCREMENT RECEIVED: \$185,200.36

TOTAL 25% SURPLUS: \$46,300.09

Tax Code 04030 25% Surplus: \$1,379.33			
Taxing District	2020 Rate	% of Total Rate	District Share of Surplus
Tazewell County	0.55084%	6.01%	\$82.89
Pekin Grade School #108	3.59321%	39.20%	\$540.72
Pekin Comm High School #303	2.37149%	25.87%	\$356.87
Illinois Central Comm College	0.48930%	5.34%	\$73.63
Pekin Library District	0.35396%	3.86%	\$53.27
Pekin Park District	0.54136%	5.91%	\$81.47
Pekin Township	0.20078%	2.19%	\$30.21
Pekin Township Road & Bridge	0.00000%	0.00%	\$0.00
City of Pekin	1.06503%	11.62%	\$160.27
Totals	9.16597%	100.00%	\$1,379.33

Tax Code 10023 25% Surplus: \$816.14			
Taxing District	2020 Rate	% of Total Rate	District Share of Surplus
Tazewell County	0.55084%	5.62%	\$45.83
Rankin Grade School #98	4.04574%	41.24%	\$336.61
Pekin Comm High School #303	2.37149%	24.18%	\$197.31
Illinois Central Comm College	0.48930%	4.99%	\$40.71
Pekin Library District	0.35396%	3.61%	\$29.45
Pekin Park District	0.54136%	5.52%	\$45.04
Cincinnati Township	0.18943%	1.93%	\$15.76
Cincinnati Township Road & Bridge	0.20223%	2.06%	\$16.83
City of Pekin	1.06503%	10.86%	\$88.61
Totals	9.80938%	100.00%	\$816.14

Tax Code 10026 25% Surplus: \$130.53			
Taxing District	2020 Rate	% of Total Rate	District Share of Surplus
Tazewell County	0.55084%	5.89%	\$7.68
Pekin Grade School #108	3.59321%	38.40%	\$50.13
Pekin Comm High School #303	2.37149%	25.34%	\$33.08
Illinois Central Comm College	0.48930%	5.23%	\$6.83
Pekin Library District	0.35396%	3.78%	\$4.94
Pekin Park District	0.54136%	5.79%	\$7.55
Cincinnati Township	0.18943%	2.02%	\$2.64
Cincinnati Township Road & Bridge	0.20223%	2.16%	\$2.82
City of Pekin	1.06503%	11.38%	\$14.86
Totals	9.35685%	100.00%	\$130.53

Tax Code 10027 25% Surplus: \$43,732.17			
Taxing District	2020 Rate	% of Total Rate	District Share of Surplus
Tazewell County	0.55084%	5.60%	\$2,450.80
Rankin Grade School #98	4.04574%	41.16%	\$18,000.33
Pekin Comm High School #303	2.37149%	24.13%	\$10,551.25
Illinois Central Comm College	0.48930%	4.98%	\$2,177.00
Pekin Library District	0.35396%	3.60%	\$1,574.84
Pekin Park District	0.54136%	5.51%	\$2,408.62
Cincinnati Township	0.18943%	1.93%	\$842.81
Cincinnati Township Road & Bridge	0.20223%	2.06%	\$899.76
Imperial Valley Water	0.01983%	0.20%	\$88.23
City of Pekin	1.06503%	10.84%	\$4,738.54
Totals	9.82921%	100.00%	\$43,732.17

Tax Code 10030 25% Surplus: \$241.92			
Taxing District	2020 Rate	% of Total Rate	District Share of Surplus
Tazewell County	0.55084%	5.87%	\$14.21
Pekin Grade School #108	3.59321%	38.32%	\$92.70
Pekin Comm High School #303	2.37149%	25.29%	\$61.18
Illinois Central Comm College	0.48930%	5.22%	\$12.62
Pekin Library District	0.35396%	3.77%	\$9.13
Pekin Park District	0.54136%	5.77%	\$13.97
Cincinnati Township	0.18943%	2.02%	\$4.89
Cincinnati Township Road & Bridge	0.20223%	2.16%	\$5.22
Imperial Valley Water	0.01983%	0.21%	\$0.51
City of Pekin	1.06503%	11.36%	\$27.48
Totals	9.37668%	100.00%	\$241.92

PEKIN SOUTH INDUSTRIAL PARK TIF DISTRICT	
2020 PAYABLE 2021	
SUMMARY OF SURPLUS CALCULATIONS	
Taxing District	Total Share of Surplus
Tazewell County	\$2,601.42
Pekin Grade School #108	\$683.55
Rankin Grade School #98	\$18,336.93
Pekin Comm High School #303	\$11,199.69
Illinois Central Comm College	\$2,310.79
Pekin Library District	\$1,671.63
Pekin Park District	\$2,556.65
Cincinnati Township	\$866.10
Cincinnati Township Road & Bridge	\$924.63
Pekin Township	\$30.21
Pekin Township Road & Bridge	\$0.00
Imperial Valley Water	\$88.74
City of Pekin	\$5,029.75
Total Surplus: \$46,300.09	



REQUEST FOR COUNCIL ACTION

Agenda Date: February 14, 2022
To: Council Members
From: Justin Reeise, Public Works Director

AGENDA ITEM: Ordinance No. 3051-21/22 Responsible Bidder Ordinance Amending the Procurement Policy

ACTION REQUESTED: Approve and Adopt the Ordinance.

DESCRIPTION: The Responsible Bidder Ordinance formalizes and outlines the criteria that the City of Pekin utilizes when evaluating bid submittals to help ensure project awards are being made to responsible bidders. The Responsible Bidder Ordinance will modify the adopted Procurement Policy adding an Attachment C which outlines these responsible bidder standards. An additional review criteria will be added to the Criteria for Bid Selection indicating that construction projects over \$100,000, the Purchasing Agent shall also consider the Responsible Bidder Ordinance Criteria.

FINANCIAL IMPACT: N/A

Requested Amount: N/A
 Line Item: N/A
 Budgeted Amount: N/A
 Remaining Funds: N/A

IMPACT IF APPROVED: Responsible Bidder Ordinance will be adopted.

IMPACT IF DENIED: Responsible Bidder Ordinance will not be adopted.

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness

Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES**Finance Department** (Certification of Availability of Funds):

Date:

City Manager:**Mark A. Rothert**

Mark A. Rothert, City Manager

2/11/2022

Date:

Ordinance No. 3051-21/22 Responsible Bidder Ordinance Amending the Procurement Policy

WHEREAS, the City adopted Ordinance No. 2813-18/19 adopting the City of Pekin Procurement Policy on January 28, 2019; and

WHEREAS, the City Council desires to amend the Procurement Policy to adopt “Responsible Bidder” provisions formalizing and outlining the criteria that the City will use when evaluating bids to ensure that project awards are being made to responsible bidders.

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

Section 1. The above recitals are found to be true and correct and are incorporated herein.

Section 2. The City of Pekin Procurement Code is hereby amended by the addition of a new Attachment C, a copy of which is attached to this Ordinance as Exhibit 1.

Section 3. In addition to the Criteria For Bid Selection currently set forth in the City of Pekin Procurement Code, the review criteria set forth in Attachment C to the Procurement Policy shall be considered prior to awarding any bid for construction projects over \$100,000.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK

Attachment C – Responsible Bidder Ordinance for Construction Projects Over \$100,000

Responsible bidder for construction contracts means a bidder who meets all of the job Specifications and submits applicable evidence of such compliance with the following applicable criteria:

1. Contractor shall comply with applicable laws prerequisite to doing business in Illinois.
2. Contractor shall submit Federal Employer Tax Identification Number.
3. Contractor shall abide by all applicable federal, state and local civil rights laws and the regulations thereto, as well as executive orders, as may be promulgated or amended from time to time, including but not limited to Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Americans with Disabilities Act (“ADA”), the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.
4. Contractor shall provide Certificates of insurance coverage as outlined in the specifications. Certificates of insurance shall name the City as additionally insured unless otherwise specified in the bid documents.
5. Contractor shall comply with all provisions of the Illinois Prevailing Wage Act.
6. All contractors and sub-contractors are required to follow all provisions of the Employee Classification Act, 820 ILCS 185/1 et seq.
7. At the request of the City, all contractors and sub-contractors are required to turn in certified payrolls.
8. The Contractor and sub-contractors must participate in active apprenticeship and training programs approved and registered with the United States Department of Labor’s Bureau of Apprenticeship and Training for each of the trades of work contemplated under the awarded contract.
9. Unless specified otherwise in the bid documents, Contractor shall provide three (3) projects of a similar nature as being performed in the immediate past five (5) years with the name, address and telephone number of a project reference having knowledge of the project.
10. Submitted bids shall provide acknowledgement of any and all Addendums issued during the bidding process.
11. Submitted bid packets shall include any other project documentation specified in the bid documents.



Mark Rothert
City Manager
111 S. Capitol St.
Pekin, IL 61554
309-477-2300
mrothert@ci.pekin.il.us

TO: Mayor and City Council
FROM: Mark Rothert, City Manager
SUBJECT: 3rd Amendment to Southern Tazewell Enterprise Zone
DATE: February 8, 2022

BACKGROUND

It is my recommendation to approve an amendment to the existing Southern Tazewell Enterprise Zone, of which the City of Pekin is a partner with Tazewell County, the Village of Morton and the Village of Tremont. Attached as Exhibit A is a map of the currently situated Enterprise Zone. An Enterprise Zone is a geographical area designated by the State of Illinois to provide certain development incentives (See Exhibit B). In 2015, the City of Pekin and the entities mentioned above collaborated on a joint application to the State to create a new enterprise zone called the Southern Tazewell Enterprise Zone (STEZ). This zone was approved and effective as of January 1, 2016 for 15 years. It covers up to 15 square miles in various areas of the jurisdictions listed above and includes the following approximate breakdown between the parties:

	<u>Square Miles</u>
Pekin Component	4.20
Morton Component	4.55
Tremont Component	0.25
Tazewell County Component	<u>6.00</u>
Total	15.00

PROPOSED AMENDMENTS

The City of Pekin pursued two successful amendments in 2016 and 2017 to add and delete parcels or territory from the STEZ. The 3rd Amendment to the STEZ aims to make the zone more effective and streamline its boundaries with other incentive based programs of the city. This amendment calls for the following changes:

1. Delete parcels/territory that are undevelopable and waste Pekin's share of the enterprise zone. These areas include:
 - a. bodies of water such as the Illinois river, the Pekin State Fish and Wildlife Area; and ponds, etc.;
 - b. public property and right of way areas such as public, utility, and railroad ROW; and
 - c. developed property such as the federal prison, certain farmland south of Veterans Drive or property used by utilities.

Eliminating these areas allows the City to reallocate its square mileage more effectively.

2. Add parcels or territory that align with currently existing TIF District and Business Development District boundaries along Derby Street, Court Street, Broadway and other

key development areas. The layering of incentives from the Enterprise Zone, TIF and BDD will create a better environment for investment, growth and development. Parcels that include the Pekin Municipal Airport and residential growth areas have also been included. These areas have also been identified as being active or have the potential for future development.

Exhibit C shows maps of both the deletions and the additions to the enterprise zone map. Below is a breakdown of each entity's enterprise zone component by square miles (15 square miles is the maximum).

	<u>Square Miles</u> <u>(Amendment #3)</u>
Pekin Component	3.71
Morton Component	4.55
Tremont Component	0.25
Tazewell County Component	<u>5.98</u>
Total	14.49

3. Amend local incentives to enact and waive certain fees. As it stands now, a developer pays what is called an Enterprise Zone Fee, equal to .5% of the building materials in the project. Building permit fees are presently waived. Under the amendment, building permit fees would be enacted so that all developers pay them, regardless if they are in the enterprise zone or not, and the Enterprise Zone Fee would be waived instead. This allows the City to fairly charge its permit fees equally across the city while collecting funds that help to defray the cost of mandatory building inspections. Additionally, more projects can benefit from layering incentives through the city's TIF and BDD districts, in addition to Enterprise Zone benefits, all to lower development costs.

NEXT STEPS

The process to amend the enterprise zone takes the following steps:

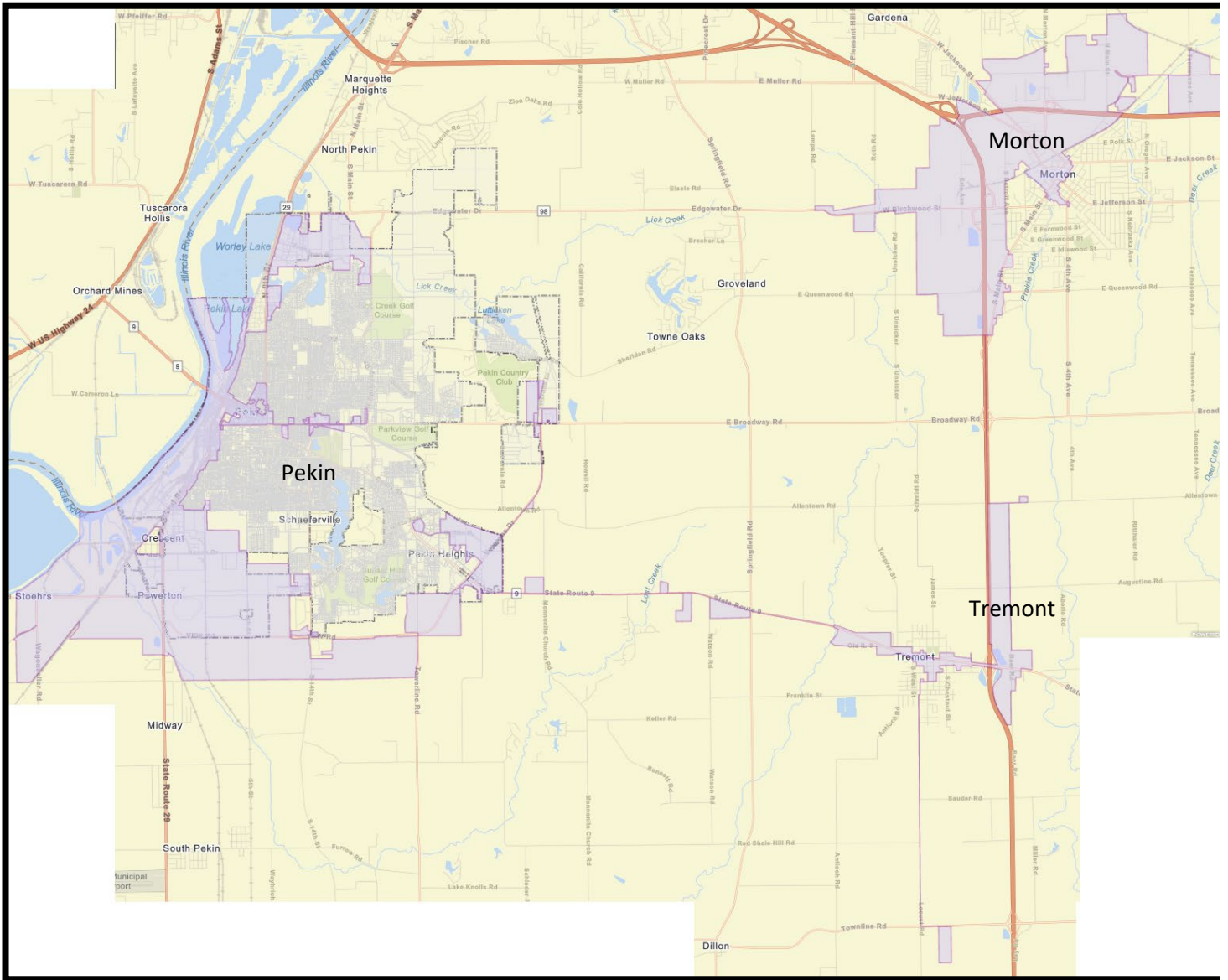
1. Public Hearing;
2. Adoption of enterprise zone designating ordinance;
3. Adoption of amended intergovernmental agreement;
4. Application to the Illinois Department of Commerce and Economic Opportunity (DCEO); and
5. Review by DCEO taking up to 90 days.

Should there be consensus to continue with the aforementioned amendments, a public hearing would likely take place in February with approvals by all the participating jurisdictions complete by March. Application would then be made and a decision ideally by June 1, 2022.

In conclusion, the proposed amendments would help make the usage of Pekin's portion of the Southern Tazewell Enterprise Zone more effective and streamline enterprise zone benefits with TIF and Business Development Districts to foster more growth and development in key areas of the community.

Please let me know your thoughts on the proposed amendments above and of any edits you would like to see.

EXHIBIT A
ENTERPRISE ZONE MAP



Communication: 3rd Amendment to the Southern Tazewell Enterprise Zone (Discussion)

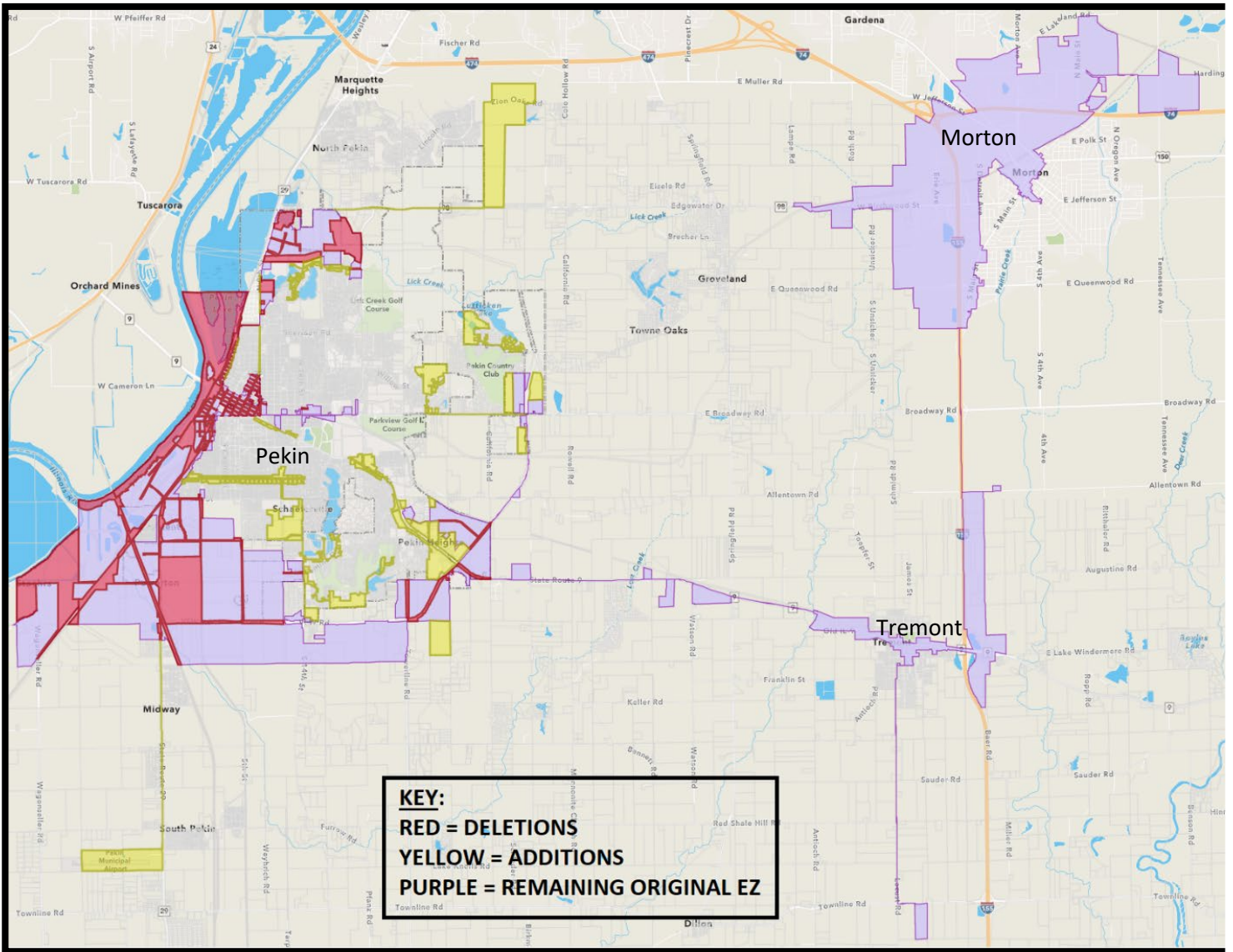
EXHIBIT B
ENTERPRISE ZONE INCENTIVES

Enterprise Zone incentives include the following:

1. A .5 percent credit against the state income tax for investments in qualified property, which is placed in service in an enterprise zone.
2. A sales tax deduction on building materials incorporated into real estate projects in the enterprise zone, if such materials are purchased in Illinois.
3. A 6.25 percent state sales tax exemption on all tangible personal property which is used or consumed within an enterprise zone in the process of manufacturing or assembly of tangible personal property for wholesale or retail sale or lease, if a certified business enterprise creates a minimum of 200 full-time equivalent jobs in Illinois; or retains a minimum of 2,000 full-time jobs in Illinois; or which retains 90% of its existing jobs.
4. A 5 percent state tax exemption on gas, electricity and the Illinois Commerce Commission .1 percent administrative charge and excise taxes on the act or privilege of originating or receiving telecommunications, if a certified business enterprise makes an investment in a zone that either creates a minimum of 200 full-time equivalent jobs in Illinois or retains a minimum of 1,000 full-time jobs in Illinois.
5. Reduction or waiver of local fees associated with development (i.e. permit fees)
6. Any taxing district may order the county clerk to abate (that is, to give up) any portion of its taxes on real property, or on any particular class thereof, located within a zone and upon which new improvements have been constructed or upon which existing improvements have been renovated or rehabilitated, except where there exists a tax increment financing district.

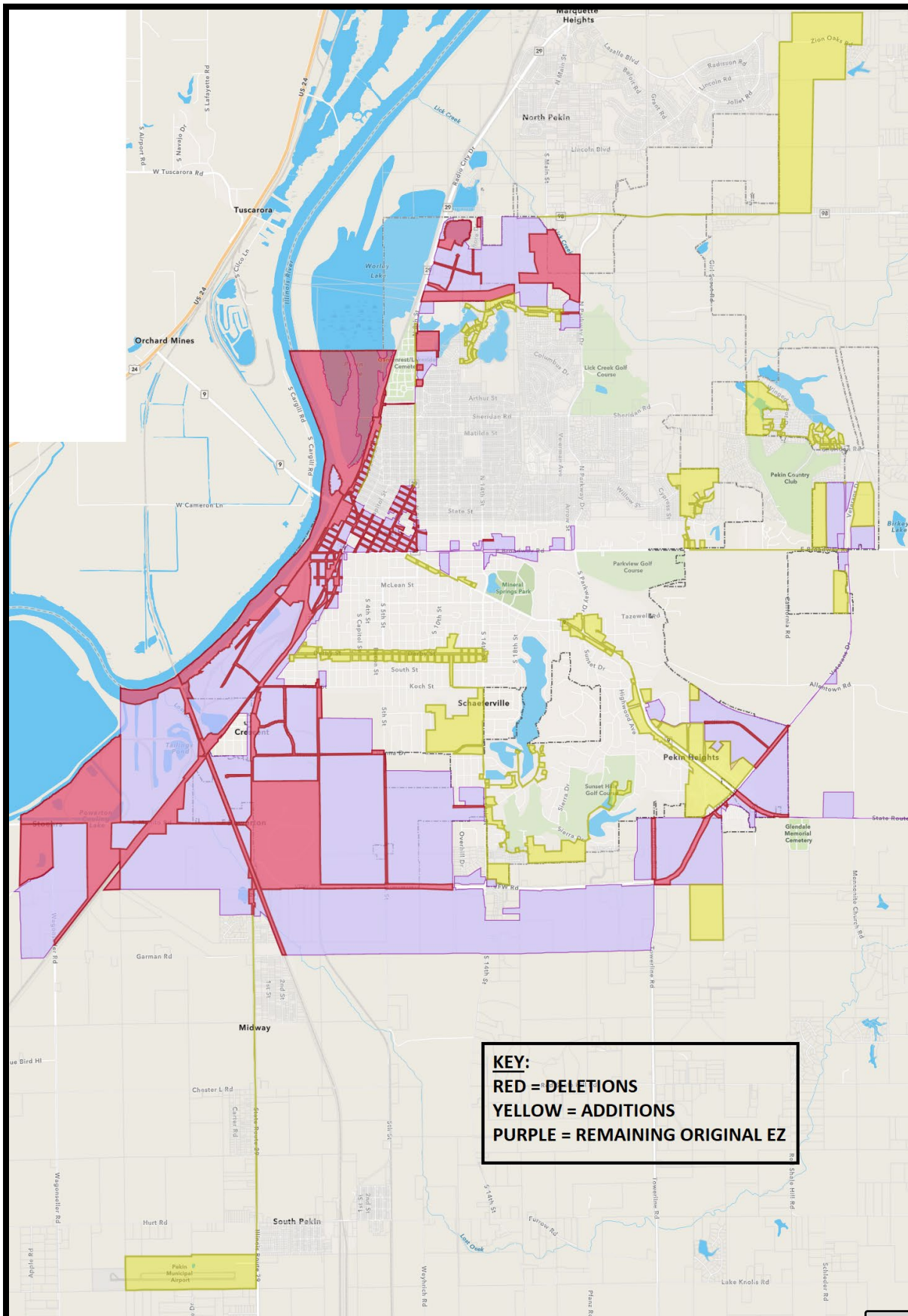
EXHIBIT C

AMENDED ENTERPRISE ZONE MAP



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EXHIBIT C
AMENDED ENTERPRISE ZONE MAP
(CLOSE UP OF PEKIN & AIRPORT)



Communication: 3rd Amendment to the Southern Tazewell Enterprise Zone (Discussion)



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TO: Mayor and City Council
FROM: Josie A. Esker, City Engineer
SUBJECT: Derby Street Construction Discussion
DATE: February 11, 2022

BACKGROUND

Hanson Professional Services has been working on the Phase 1 design of the entirety of Derby Street from 2nd to 14th. They have gotten pavement cores, and the cores showed asphalt pavement of varying thickness. Based on the information in the cores and the pavement design, we have updated construction cost information. The construction cost estimate in the preliminary capital plan is \$8.0 million.

The adjusted construction estimate for a structural mill & overlay is between \$8 and \$9 million. Considering the high cost, staff also requested an estimate for a full rebuild of the road, which came back at between \$10.5 million and \$12 million. With a relatively small difference in cost between the mill & overlay option, which will likely last approximately 15 years, and a full reconstruction, which could last up to 30 years if it is done with concrete, staff thought it best to bring this decision to council.

Benefits of a Full Reconstruction:

- Longer life (up to 30 years versus 15 before major construction is needed again)
- Lower life cycle costs (doesn't cost as much to maintain)
- Can easily adjust elevations of the road to improve drainage and safety concerns

Disadvantages of Full Reconstruction:

- Higher upfront cost
- More disruption to travel and businesses during construction (portions of the road will need to be completely closed during construction).

To continue with the design, engineering needs a decision on whether or not the road will be completely rebuilt or just mill & overlayed. The sooner the decision is made the better.