

City of Rock Falls

603 W. 10th Street
Rock Falls, IL 61071-2854

Mayor

William B. Wescott
815-380-5333

City Administrator

Robbin D. Blackert
815-564-1366



City Clerk

Eric Arduini
815-622-1104

City Treasurer

Kay Abner
815-622-1100

City Council Agenda Rock Falls Council Chambers January 2nd, 2018 6:30 p.m.

Call to Order @ 6:30 p.m.
Pledge of Allegiance
Roll Call

Audience Requests:

Community Affairs:

Bethany Bland, President /CEO, Rock Falls Chamber of Commerce.

Consent Agenda:

1. Approve the Minutes of the December 19th, 2017 Regular Council Meeting.
2. Approval of bills as presented.

Ordinance Second Reading / Adoption:

1. Adoption of **Ordinance 2018-2356** Anti-Harassment Policy Procedure.

City Administrator Robbin Blackert:

1. Approval of the Finance Committee recommendation to sign an agreement with Sikich 1415 Diehl Road Suite 400 Naperville IL for auditing services. The 3 year contract not to exceed \$45,500 for FY18 \$46,500 for FY19, and \$47,700 for FY20.

Information/Correspondence:

Eric Arduini, City Clerk
James Reese, City Attorney
Brian Frickenstein, City Engineer

1. Approval to accept all bids for 2018 MFT General Maintenance Section 18-00000-00-GM.

Department Heads:

Water Reclamation- Ed Cox

Electric- Dick Simon

Police Chief- Chief Tammy Nelson

- 1. Approval of the purchase of 22 portable radios from Lectronics, 522 North 2nd Street Clinton, IA 52732 in the amount of \$17,710.

Fire Chief- Chief Gary Cook

Building Inspector- Mark Searing

Water - Ted Padilla

Street - Larry Spinka

Utility Office - Diane Hatfield

Tourism – Janell Loos

Broadband – Wayne Shafer

Ward Reports:

Ward 1

Ald. Reitzel

Ald. Logan

Ward 2

Ald. Kuhlemier

Ald. Snow

Ward 3

Ald. Schuneman

Ald. Kleckler

Ward 4

Ald. Folsom

Ald. Sobottka

Mayor’s Report:

Executive Session:

Any action taken from Executive Session:

Adjournment:

Next City Council Meeting 01-16-2018

Posted 12-29-2017

Eric Arduini, City Clerk

The City of Rock Falls is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with Disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in the meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Mark Searing, ADA Coordinator, at 1-815-622-1108; promptly to allow the City of Rock Falls to make reasonable accommodations within 48 hours of the scheduled meeting.

REGULAR MEETING MINUTES OF THE MAYOR AND
ALDERMEN OF THE CITY OF ROCK FALLS

December 19th, 2017

The regular meeting of the Mayor and City Council of Rock Falls, Illinois was called to order by Mayor William B. Wescott at 6:30 p.m. on December 19th, 2017 in the Council Chambers of Rock Falls.

City Clerk Eric Arduini called the roll following the pledge of allegiance. A quorum was present including Aldermen, George Logan Jr., Brian Snow, Glen Kuhlemier, Jim Schuneman, Rod Kleckler, Lee Folsom, and Violet Sobottka. Alderman Daehle Reitzel was absent. In addition Attorney Tom Sanders and City Administrator Robbin Blackert were present.

Consent Agenda:

The consent agenda was read aloud by City Clerk Eric Arduini. A motion to approve consent agenda as read by omnibus designation was made by Alderman Folsom and second by Alderman Schuneman.

1. Approve the Minutes of the December 5th, 2017 Regular Council Meeting.
2. Approval of bills as presented.

Vote 7 aye, motion carried

Ordinance Second Reading / Adoption:

A motion was made Alderman Snow, and second by Alderman Sobottka for the adoption of **Ordinance 2017-2353** amending the zoning map to re-classify property described as "Benchmark Phase I" from R-4 (Multi Family) to R-3 (1-2 Family).

Vote 7 aye, motion carried

A motion was made by Alderman Snow, and second by Alderman Folsom for the adoption of **Ordinance 2017-2355** amending Sections 6-449, 6-452, and 6-455 regulations for outdoor swimming pools.

Vote 7 aye, motion carried

City Administrator Robbin Blackert:

City Administrator Robbin Blackert informed the Council that she will be on vacation from December 23rd to January 2nd. She also wished everyone a Merry Christmas.

Department Heads:

Attorney Sanders congratulated Mark Searing on becoming a grandparent.

Tourism – Janell Loos

Tourism Director Janell Loos presented four RB&W District use permits for the Councils approval. A motion to approve the permits presented was made by Alderman Kuhlemier, and second by Alderman Sobottka.

- (a) June 22-23, 2018 Summer Splash
- (b) August 4, 2018 Rock Falls Days & Craft Show
- (c) August 4 & 5, 2018 Bass Pro Shops Big Cat Quest
- (d) September 1, 2018 Annual Bags Tournament

Vote 7 aye, motion carried

Police Chief Nelson expressed her Christmas spirit with an auditory melody.

Director Loos informed the Council about the “Barn Quilt Trail” and mentioned that the bald eagles have returned to Rock Falls.

Broadband – Wayne Shafer

A motion was made by Alderman Schuneman, and second by Alderman Kuhlemier for the approval of **Resolution 2017-781** authorizing the approval of the agreement with Syndeo Networks of 300 Cardinal Drive, Suite #110, St. Charles, IL

Attorney Sanders informed the Council that he has been working with Syndeo, and the presented agreement is acceptable and final.

Vote 7 aye, motion carried

Ward Reports:

Ward 1:

Alderman George Logan wishes everyone a Merry Christmas and a happy New Year.

Ward 2:

Alderman Glen Kuhlemier spoke about the recent ribbon cuttings of the 1st Avenue Flower Shop, and Dunkin Donuts. The Celletti Family Gazebo was also dedicated on Monday. He gives his congratulations to the Street Department for their work on the gazebo.

Alderman Brian Snow wishes everyone a merry and safe Christmas and New Year.

Ward 3:

Alderman Jim Schuneman wishes the Department Heads a Merry Christmas. He informed the Council that the eagles are back. He invites everyone to the next Finance Committee meeting where the rate study will be discussed.

Ward 4:

Alderman Lee Folsom wishes everyone a Merry Christmas and a happy New Year.

Alderman Violet Sobottka thanked Tourism for the Christmas ornament.

Mayor's Report:

Mayor Bill Wescott informed the Council that the Tourism Committee had a lengthy discussion concerning the hotel's voting membership on the committee. There used to be four places on the committee for the hotels, but due to quorum requirements, and poor attendance, it was hard to have the meetings. The hotels would like to be represented again. A motion was made by Alderman Kuhlemier, and second by Alderman Snow to appoint two hotel members of the committee to serve until January 2020. These will be Holiday Inn Express & Suites, and Days Inn for the first two year term, and the positions will be offered to the other hotels before the next term.

Viva Voce Vote, motion carried

Mayor Wescott and City Administrator Robbin Blackert were invited to speak at the National Brownfield Conference in Pittsburg Pa. illustrating the work that has been accomplished along the riverfront. Linda Yang from Terracon accepted an award from the USEPA Region 5 on the City's behalf, and Rock Falls was the only recipient in the state. He thanked the previous and current administrations for the hard work and dedication put into the cleanup. Many at the conference were surprised that all of this was done in a City of 9,266 people.

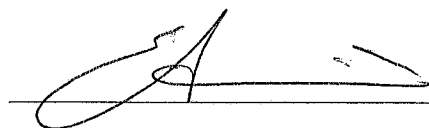
Mayor Wescott thanked everyone who attended the Christmas Party. He also thanked Larry Spinka and the Street Department for building the Celletti Pavillion. The family was very happy with it.

Mayor Wescott wished everyone a Merry Christmas.

With nothing else for the good of the Council a motion was made by Alderman Folsom and second by Alderman Sobottka to adjourn the meeting at 6:49pm.

Viva Voce Vote, motion carried

Meeting is adjourned at 6:49pm



Eric Arduini, City Clerk

CITY OF ROCK FALLS

Rock Falls, Illinois January 2, 2018

To the Mayor and City Council of the City of Rock Falls, Your Committee on Finance would respectfully report that they have examined the following bills presented against the City, and have found the same correct and would recommend the payment of the various amounts to the several claimants as follows:

| | | |
|------------------------------------|---------------------|---------------------|
| Sesquicentennial Fund | | \$0.00 |
| Tourism | | \$9,265.03 |
| General Fund | | \$34,813.02 |
| Industrial Development | | \$0.00 |
| Tax Increment Financing | | \$13,478.52 |
| Electric | Electric O & M | \$34,718.29 |
| Broadband Fund | | \$0.00 |
| Fiber Optic/Broadband (Tax Exempt) | | \$0.00 |
| Fiber Optic/Broadband (Taxable) | | \$62.78 |
| GIS/IT Fund | | \$65.00 |
| Sewer | Sewer Revenue/O & M | \$63,026.59 |
| Water | Water Revenue/O & M | \$5,537.58 |
| Garbage | | \$33,901.20 |
| Customer Service Center | | \$2,522.71 |
| D.U.I. Fund | | \$0.00 |
| Drug Fund | | \$0.00 |
| Tobacco Grant | | \$6.34 |
| Safe Passage/Non Evidentiary | | \$0.00 |
| Motor Fuel Tax | | \$0.00 |
| Customer Utility Deposits | | \$1,151.43 |
| | | <u>\$198,548.49</u> |

Alderman Kuhlemier
Alderman Logan
Alderman Kleckler

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CITY OF ROCK FALLS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/22/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| TOURISM | | | |
| 05 | TOURISM | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 10.59 |
| 200 | COM ED | 1,142.02 | 23.23 |
| 2071 | BLACKHAWK WATERWAYS | 3,634.76 | 18.19 |
| 2727 | HALO BRANDED SOLUTIONS INC | 5,852.17 | 289.81 |
| 5032 | COMCAST | 3,052.43 | 4.99 |
| 5175 | GRAGERT DESIGNS | 1,860.00 | 3,900.00 |
| T0003423 | KEN FREEMAN OUTDOOR PROMOTIONS | 5,000.00 | 5,000.00 |
| | TOURISM | | 9,246.81 |
| W/C - GENERAL LIABILITY | | | |
| 08 | W/C-GENERAL LIABILITY | | |
| 4941 | MUNICIPAL INSUR COOP AGENCY | 475,710.00 | 5,000.00 |
| | W/C-GENERAL LIABILITY | | 5,000.00 |
| GENERAL FUND | | | |
| 01 | ADMINISTRATION | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 3.68 |
| 4331 | CIRCUIT CLERK OF LEE COUNTY | 4,875.00 | 125.00 |
| 5032 | COMCAST | 3,052.43 | 4.99 |
| 5148 | RETAIL ATTRACTIONS LLC | 25,200.00 | 3,600.00 |
| | ADMINISTRATION | | 3,733.67 |
| 02 | CITY ADMINISTRATOR | | |
| 5032 | COMCAST | 3,052.43 | 2.49 |
| | CITY ADMINISTRATOR | | 2.49 |
| 04 | BUILDING | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 24.59 |
| 2157 | INTERNATIONAL ASSOCIATION OF | | 120.00 |
| 4192 | INTERNATIONAL CODE COUNCIL INC | | 135.00 |
| 4945 | IACE | | 25.00 |
| 5032 | COMCAST | 3,052.43 | 9.97 |

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 12/22/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| GENERAL FUND | | | |
| 04 | BUILDING | | |
| 5189 | MANPOWER | 42,731.02 | 506.15 |
| 829 | SELF HELP ENTERPRISE | 462.30 | 52.00 |
| T0003020 | AACE | | 100.00 |
| | BUILDING | | 972.71 |
| 05 | CITY CLERK'S OFFICE | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 180.91 |
| 2985 | WALMART COMMUNITY/GEMB | 3,809.71 | 16.86 |
| 4664 | STAPLES BUSINESS ADVANTAGE | 983.50 | 35.98 |
| 5032 | COMCAST | 3,052.43 | 9.96 |
| | CITY CLERK'S OFFICE | | 243.71 |
| 06 | POLICE | | |
| 1414 | GALLS, LLC | 479.92 | 153.84 |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 31.53 |
| 2843 | DOUG COPPOTELLI | 1,003.95 | 503.95 |
| 350 | GISI BROS. INC. | 8,557.78 | 67.18 |
| 432 | ILLINOIS FIRE & POLICE | 985.00 | 187.50 |
| 4796 | VERIZON WIRELESS | 11,796.60 | 439.46 |
| 5032 | COMCAST | 3,052.43 | 77.22 |
| 5110 | KUNES COUNTRY AUTO GROUP | 38,276.88 | 994.88 |
| 5189 | MANPOWER | 42,731.02 | 840.00 |
| 55 | ARAMARK UNIFORM SERVICES, INC. | 15,456.80 | 67.47 |
| | POLICE | | 3,363.03 |
| 07 | CODE HEARING DEPARTMENT | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 79.38 |
| 4834 | GARY R CAMPBELL | 201.80 | 136.99 |
| 4929 | TIMOTHY J SLAVIN | 5,075.00 | 725.00 |
| | CODE HEARING DEPARTMENT | | 941.37 |
| 10 | STREET | | |

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 12/22/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|------------------------------|--------------------------------|-----------------------|------------|
| ----- | | | |
| GENERAL FUND | | | |
| 10 | STREET | | |
| 194 | GRUMMERT'S HARDWARE - R.F. | 4,261.39 | 148.76 |
| 2985 | WALMART COMMUNITY/GEMB | 3,809.71 | 130.39 |
| 4207 | O'REILLY AUTOMOTIVE INC | 6,135.58 | 14.08 |
| 4796 | VERIZON WIRELESS | 11,796.60 | 62.78 |
| 5032 | COMCAST | 3,052.43 | 4.99 |
| 5141 | CINTAS CORPORATION | 988.73 | 23.20 |
| 55 | ARAMARK UNIFORM SERVICES, INC. | 15,456.80 | 126.45 |
| 852 | S.J. SMITH WELDING SUPPLY | 357.90 | 25.46 |
| | STREET | | 536.11 |
| 12 | PUBLIC PROPERTY | | |
| 1279 | WILCO RENTAL | 162.61 | 100.43 |
| | PUBLIC PROPERTY | | 100.43 |
| 13 | FIRE | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 8.68 |
| 2699 | WHITESIDE COUNTY HEALTH DEPT | | 20.00 |
| 2985 | WALMART COMMUNITY/GEMB | 3,809.71 | 77.23 |
| 4207 | O'REILLY AUTOMOTIVE INC | 6,135.58 | 133.30 |
| 432 | ILLINOIS FIRE & POLICE | 985.00 | 187.50 |
| 4447 | FRANK'S SMALL ENGINE REPAIR | 95.20 | 26.70 |
| 45 | AMERICAN TEST CENTER INC. | | 1,060.00 |
| 4559 | CHUCK'S COMPRESSORS INC | 580.00 | 290.00 |
| 5032 | COMCAST | 3,052.43 | 37.36 |
| 67 | B & D SUPPLY CO. | 2,991.67 | 130.06 |
| | FIRE | | 1,970.83 |
| TIF - DOWNTOWN REDEVELOPMENT | | | |
| 19 | DOWNTOWN REDEVELOPMENT | | |
| 194 | GRUMMERT'S HARDWARE - R.F. | 4,261.39 | 9.52 |
| T0004654 | NUTOYS LEISURE PRODUCTS | | 13,469.00 |
| | DOWNTOWN REDEVELOPMENT | | 13,478.52 |

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 12/22/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------------|--------------------------------|-----------------------|------------|
| ELECTRIC FUND | | | |
| 20 | OPERATION & MAINTENANCE | | |
| 1023 | WILLETT, HOFMANN & ASSOCIATES | 181,110.28 | 389.50 |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 2.30 |
| 194 | GRUMMERT'S HARDWARE - R.F. | 4,261.39 | 36.39 |
| 219 | CRESCENT ELECTRIC | 4,529.53 | 87.35 |
| 423 | AT&T | 12,443.38 | 118.94 |
| 4478 | STERLING FENCE COMPANY | 1,280.61 | 90.33 |
| 4730 | FLETCHER-REINHARDT CO | 14,847.87 | 6,785.00 |
| 4796 | VERIZON WIRELESS | 11,796.60 | 830.76 |
| 5008 | POWER SYSTEM ENGINEERING INC | 15,688.21 | 2,391.25 |
| 5032 | COMCAST | 3,052.43 | 24.94 |
| 5141 | CINTAS CORPORATION | 988.73 | 27.42 |
| 55 | ARAMARK UNIFORM SERVICES, INC. | 15,456.80 | 455.49 |
| 795 | SBM BUSINESS EQUIPMENT CENTER | 9,797.49 | 57.54 |
| | OPERATION & MAINTENANCE | | 11,297.21 |
| GIS/IT FUND | | | |
| 22 | GIS/IT FUND | | |
| 4826 | ILLINOIS GIS ASSOCIATION | 80.00 | 65.00 |
| | GIS/IT FUND | | 65.00 |
| FIBER OPTIC BROADBAND/TAXABLE | | | |
| 23 | FIBER OPTIC BROADBAND/TAXABLE | | |
| 4796 | VERIZON WIRELESS | 11,796.60 | 62.78 |
| | FIBER OPTIC BROADBAND/TAXABLE | | 62.78 |
| SEWER FUND | | | |
| 30 | SEWER | | |
| 4946 | MARTIN & COMPANY EXCAVATING | 8,798.25 | 59,668.92 |
| 631 | MURRAY & SONS EXCAVATING, INC | 170,654.95 | 1,791.90 |
| | SEWER | | 61,460.82 |
| 38 | OPERATION & MAINTENANCE | | |

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 12/22/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------|--------------------------------|-----------------------|------------|
| ----- | | | |
| SEWER FUND | | | |
| 38 | OPERATION & MAINTENANCE | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 6.56 |
| 200 | COM ED | 1,142.02 | 156.68 |
| 2985 | WALMART COMMUNITY/GEMB | 3,809.71 | 108.67 |
| 34 | ALTORFER INC. | 45,752.86 | 242.28 |
| 4027 | WHITESIDE COUNTY RECORDER | 3,619.25 | 15.50 |
| 423 | AT&T | 12,443.38 | 542.13 |
| 4796 | VERIZON WIRELESS | 11,796.60 | 222.77 |
| 5032 | COMCAST | 3,052.43 | 17.46 |
| | OPERATION & MAINTENANCE | | 1,312.05 |
| WATER FUND | | | |
| 40 | WATER | | |
| 533 | ELECTRONICS, INC. | 51,844.67 | 1,740.90 |
| | WATER | | 1,740.90 |
| 48 | OPERATION & MAINTENANCE | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 9.34 |
| 1740 | VIKING CHEMICAL CO | 7,195.47 | 1,032.46 |
| 194 | GRUMMERT'S HARDWARE - R.F. | 4,261.39 | 33.67 |
| 2985 | WALMART COMMUNITY/GEMB | 3,809.71 | 103.62 |
| 4027 | WHITESIDE COUNTY RECORDER | 3,619.25 | 15.50 |
| 4141 | JEFF BEHRENS EXCAVATING | 18,346.00 | 900.00 |
| 5032 | COMCAST | 3,052.43 | 12.47 |
| 5131 | METROPOLITAN INDUSTRIES, INC. | 63,541.75 | 73.00 |
| 5141 | CINTAS CORPORATION | 988.73 | 32.80 |
| 55 | ARAMARK UNIFORM SERVICES, INC. | 15,456.80 | 84.54 |
| 631 | MURRAY & SONS EXCAVATING, INC | 170,654.95 | 1,237.50 |
| 67 | B & D SUPPLY CO. | 2,991.67 | 149.00 |
| | OPERATION & MAINTENANCE | | 3,683.90 |
| GARBAGE FUND | | | |
| 50 | GARBAGE | | |
| 4446 | MORING DISPOSAL, INC. | 242,341.22 | 33,901.20 |
| | GARBAGE | | 33,901.20 |

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 12/22/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|---------------------------|----------------------------|--------------------------|------------|
| ----- | | | |
| CUSTOMER SERVICE CENTER | | | |
| 51 | CUSTOMER SERVICE CENTER | | |
| 172 | CITY OF ROCK FALLS | 3,049.86 | 117.76 |
| 4664 | STAPLES BUSINESS ADVANTAGE | 983.50 | 56.02 |
| 5032 | COMCAST | 3,052.43 | 17.46 |
| 689 | PITNEY BOWES GLOBAL | 8,550.42 | 1,710.00 |
| 771 | PINNEY PRINTING CO | 8,340.84 | 585.00 |
| | CUSTOMER SERVICE CENTER | | 2,486.24 |
| | | | |
| CUSTOMER UTILITY DEPOSITS | | | |
| 75 | CUSTOMER UTILITY DEPOSITS | | |
| 4612 | JAY KOETT | | 25.00 |
| T0002810 | | | 50.00 |
| T0004567 | | | 25.00 |
| T0004648 | | | 50.00 |
| T0004649 | | | 41.00 |
| T0004650 | | | 50.00 |
| T0004651 | | | 150.00 |
| T0004652 | | | 41.00 |
| T0004653 | | | 100.00 |
| T0004655 | | | 66.00 |
| T0004656 | | | 41.00 |
| T0004657 | | | 25.00 |
| T0004658 | | | 41.00 |
| T0004659 | | | 41.00 |
| T0004660 | | | 41.00 |
| | CUSTOMER UTILITY DEPOSITS | | 787.00 |
| | | | |
| | TOTAL ALL DEPARTMENTS | | 156,386.78 |

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 12/29/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| TOURISM | | | |
| 05 | TOURISM | | |
| 5178 | COMCAST BUSINESS | 5,338.48 | 18.22 |
| | TOURISM | | 18.22 |
| GENERAL FUND | | | |
| 01 | ADMINISTRATION | | |
| 4331 | CIRCUIT CLERK OF LEE COUNTY | 5,000.00 | 50.00 |
| 5178 | COMCAST BUSINESS | 5,338.48 | 18.22 |
| | ADMINISTRATION | | 68.22 |
| 02 | CITY ADMINISTRATOR | | |
| 5178 | COMCAST BUSINESS | 5,338.48 | 18.22 |
| | CITY ADMINISTRATOR | | 18.22 |
| 04 | BUILDING | | |
| 1493 | WILLIAM & MARY COMPUTER CENTER | 66,394.37 | 125.00 |
| 219 | CRESCENT ELECTRIC | 4,616.88 | 22.72 |
| 4207 | O'REILLY AUTOMOTIVE INC | 6,282.96 | 9.58 |
| 5178 | COMCAST BUSINESS | 5,338.48 | 36.47 |
| 5189 | MANPOWER | 44,077.17 | 506.15 |
| | BUILDING | | 699.92 |
| 05 | CITY CLERK'S OFFICE | | |
| 5178 | COMCAST BUSINESS | 5,338.48 | 36.42 |
| | CITY CLERK'S OFFICE | | 36.42 |
| 06 | POLICE | | |
| 1448 | IL DEPT OF CENTRAL MGMT SERV | 2,479.14 | 354.16 |
| 1493 | WILLIAM & MARY COMPUTER CENTER | 66,394.37 | 45.00 |
| 1853 | MOORE TIRES INC. | 6,452.02 | 488.16 |

INVOICES DUE ON/BEFORE 12/29/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|---------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| GENERAL FUND | | | |
| 06 | POLICE | | |
| 2380 | AUTOZONE | 83.93 | 4.62 |
| 4692 | PANTHER UNIFORMS, INC. | 3,814.47 | 159.90 |
| 5178 | COMCAST BUSINESS | 5,338.48 | 72.87 |
| 5189 | MANPOWER | 44,077.17 | 960.00 |
| 66 | STERLING CHEVROLET CO. | 2,487.86 | 30.12 |
| 662 | RAY O'HERRON CO., INC. | 318.00 | 916.20 |
| 795 | SBM BUSINESS EQUIPMENT CENTER | 9,855.03 | 100.97 |
| T0004664 | FLEET SAFETY EQUIPMENT INC | | 690.24 |
| | POLICE | | 3,822.24 |
| 10 | STREET | | |
| 2771 | WINDSTREAM | 2,222.05 | 80.90 |
| 5178 | COMCAST BUSINESS | 5,338.48 | 18.22 |
| | STREET | | 99.12 |
| 12 | PUBLIC PROPERTY | | |
| 423 | AT&T | 13,104.45 | 270.29 |
| 4640 | TERRACON CONSULTANTS | 307,984.36 | 12,531.59 |
| 5209 | ASCAP | | 348.00 |
| | PUBLIC PROPERTY | | 13,149.88 |
| 13 | FIRE | | |
| 5178 | COMCAST BUSINESS | 5,338.48 | 54.65 |
| | FIRE | | 54.65 |
| ELECTRIC FUND | | | |
| 20 | OPERATION & MAINTENANCE | | |
| 1493 | WILLIAM & MARY COMPUTER CENTER | 66,394.37 | 342.50 |
| 260 | DRAKE SCRUGGS EQUIPMENT | 616.00 | 7,368.29 |
| 2771 | WINDSTREAM | 2,222.05 | 173.41 |
| 4148 | BHMG ENGINEERS | 41,725.73 | 10,988.76 |
| 4544 | UPS | 100.22 | 12.56 |

DATE: 12/28/2017
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CITY OF ROCK FALLS
 DEPARTMENT SUMMARY REPORT

PAGE: 3





INVOICES DUE ON/BEFORE 12/29/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| ELECTRIC FUND | | | |
| 20 | OPERATION & MAINTENANCE | | |
| 4626 | ENGEL ELECTRIC CO. | 17,384.67 | 347.64 |
| 5020 | GRAYBAR | 5,659.36 | 3,215.99 |
| 5127 | JM TEST SYSTEMS | 820.33 | 345.46 |
| 5178 | COMCAST BUSINESS | 5,338.48 | 36.51 |
| 529 | LAWSON PRODUCTS, INC. | 3,309.51 | 365.27 |
| 55 | ARAMARK UNIFORM SERVICES, INC. | 16,190.75 | 224.69 |
| | OPERATION & MAINTENANCE | | 23,421.08 |
| SEWER FUND | | | |
| 38 | OPERATION & MAINTENANCE | | |
| 1493 | WILLIAM & MARY COMPUTER CENTER | 66,394.37 | 220.00 |
| 4027 | WHITESIDE COUNTY RECORDER | 3,650.25 | 15.50 |
| 5178 | COMCAST BUSINESS | 5,338.48 | 18.22 |
| | OPERATION & MAINTENANCE | | 253.72 |
| WATER FUND | | | |
| 48 | OPERATION & MAINTENANCE | | |
| 2771 | WINDSTREAM | 2,222.05 | 79.06 |
| 4027 | WHITESIDE COUNTY RECORDER | 3,650.25 | 15.50 |
| 5178 | COMCAST BUSINESS | 5,338.48 | 18.22 |
| | OPERATION & MAINTENANCE | | 112.78 |
| CUSTOMER SERVICE CENTER | | | |
| 51 | CUSTOMER SERVICE CENTER | | |
| 5178 | COMCAST BUSINESS | 5,338.48 | 36.47 |
| | CUSTOMER SERVICE CENTER | | 36.47 |
| TOBACCO GRANT | | | |
| 58 | TOBACCO | | |
| 5032 | COMCAST | 3,276.73 | 6.34 |
| | TOBACCO | | 6.34 |

DATE: 12/28/2017
TIME: 14:43:38
ID: AP443000.WOW

CITY OF ROCK FALLS
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/29/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|---------------------------|---|--------------------------|------------|
| ----- | | | |
| CUSTOMER UTILITY DEPOSITS | | | |
| 75 | CUSTOMER UTILITY DEPOSITS | | |
| 4620 | TRI-COUNTY OPP COUNCIL | 933.20 | 150.00 |
| T0000445 |  | | 20.58 |
| T0004661 |  | | 9.93 |
| T0004662 |  | | 83.62 |
| T0004663 |  | | 100.30 |
| | CUSTOMER UTILITY DEPOSITS | | 364.43 |
| | TOTAL ALL DEPARTMENTS | | 42,161.71 |

CITY OF ROCK FALLS

ORDINANCE NO. 2018-2356

**ORDINANCE AMENDING THE ANTI-HARASSMENT POLICY PROCEDURE,
WITHIN ARTICLE III OF THE PERSONNEL POLICY AND EMPLOYMENT
HANDBOOK FOR THE CITY OF ROCK FALLS**

ADOPTED BY THE

CITY COUNCIL

OF THE

CITY OF ROCK FALLS

THIS 2ND DAY OF JANUARY, 2018

Published in pamphlet form by authority of the City Council of the City of Rock Falls, this 2nd day of January, 2018.

ORDINANCE NO. 2018-2356

**ORDINANCE AMENDING THE ANTI-HARASSMENT POLICY PROCEDURE, WITHIN
ARTICLE III OF THE PERSONNEL POLICY AND EMPLOYMENT HANDBOOK FOR
THE CITY OF ROCK FALLS**

WHEREAS, the Illinois General Assembly has enacted Public Act 100-0554, which requires on or before January 15th, 2018, the establishment of a policy prohibiting sexual harassment for all governmental units; and

WHEREAS, for many years the City of Rock Falls has already had a policy prohibiting sexual harassment and has taken proactive steps in the workplace for the removal of such; and

WHEREAS, the Mayor and City Council desire to amend the harassment policy to conform to the new requirements of Public Act 100-0554.

NOW, THEREFORE, be it ordained by the City Council of the City of Rock Falls as follows:

SECTION 1: The above recitals and findings are hereby made a part of this Ordinance as if incorporated herein.

SECTION 2: That Article III (Section 3.9) of the Harassment Policy of the City of Rock Falls Personnel Policy and Employment Handbook be amended to read as set forth in the attached Exhibit A.

SECTION 3: In all other respects the City of Rock Falls Personnel Policy and Employment Handbook shall remain in full force and effect as previously adopted and/or amended.

SECTION 4: The provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

SECTION 5: All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 6: The City Clerk is directed to publish this Ordinance in pamphlet form.

SECTION 7: This Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as provided by law.

Passed by the Mayor and the City Council of the City of Rock Falls, on the 2nd day of January, 2018.

MAYOR

ATTEST:

City Clerk

AYE

NAY

Exhibit A

3.9 Harassment Policy.

Harassment of an individual because of membership in a protected class is illegal discrimination. The city does not tolerate illegal discrimination. Sexual harassment or other harassment of any employee is expressly prohibited.

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly to a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, “smacking” or “kissing” noises.

Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.

Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The foregoing examples are meant to be illustrative only, and are not an exhaustive list of conduct that may constitute sexual harassment.

“Other harassment” means racial, gender, ethnic, age-related, sexual orientation, veteran status, disability or handicap related, or other slurs or conduct relating to a prohibited basis for discrimination which creates a hostile or offensive working environment.

If you believe you have been subject to or witness to sexual or other harassment, report it immediately to the Department Head. If the Department Head is the person committing the perceived harassment, the Employee shall report the harassment to the City Administrator or Mayor. The name, address and phone number of the Mayor shall be posted at the main office of the

city. The city will promptly investigate the matter and will promptly take action it deems appropriate to respond to the complaint. All employees shall cooperate with the investigation. Failure to do so may lead to discipline, including termination. A report can be made in person, email or by letter. An employee may, if preferred, submit a confidential report of sexual harassment to the Department Head, City Administrator or Mayor. To the extent possible, the city will maintain the confidentiality of all complaints and any related investigations.

The city will not retaliate against any employee for making a good faith complaint of sexual harassment or for utilizing the charge provisions of the Illinois Department of Human Rights, Illinois Human Rights Commission or Equal Employment Opportunity Commission. The Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101) also provide protection to employees from retaliation for reporting an incident of sexual harassment.

Any employee who has engaged in sexual or other harassment or otherwise violated this policy will be subject to disciplinary action, up to and including termination of employment. Each violation of this policy constitutes a separate punishable offense, and any discipline imposed by the City shall be separate and distinct from any penalty imposed by an ethics commission, court of law, or State or Federal agency.

A charge of discrimination may be filed with the Illinois Department of Human Rights. The Illinois Department of Human Rights investigates complaints of discrimination. If charges are found to have merit, a complaint of discrimination may be issued, leading to a hearing before an administrative law judge of the Illinois Human Rights Commission. A charge of discrimination, to be timely under Illinois law, must be filed within 180 days of the event complained of. An employee may also file a charge with the United States Equal Employment Opportunity Commission. A charge with the Equal Employment Opportunity Commission must be filed within 300 days of the incident.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

Illinois Department of Human Rights
222 South College, Room 101A
Springfield, IL 62704
(217) 785-5100
TTY: (866) 740-3953

Illinois Department of Human Rights
100 W. Randolph Street, Suite 5-100
State of Illinois Building
Chicago, IL 60601
(312) 814-6200
TTY: (866) 740-3953

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission
William G. Stratton Office Bldg.
Room 404-A
Springfield, IL 62706
(217) 785-4350

Illinois Human Rights Commission
32 West Randolph Street, Suite 5-100
State of Illinois Building
Chicago, IL 60601
(312) 814-6269

The Equal Employment Opportunity Commission's Chicago District Office may be contacted at the following addresses and phone numbers:

EEOC Chicago District Office
500 West Madison Street
Suite 2000
Chicago, IL 60661
(800) 669-4000
TTY: (312) 869-8001

Any employee found to have made a false report of sexual harassment shall be subject to discipline or discharge pursuant to applicable city policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements. In addition, any person making a false report to a law enforcement agency or official alleging a violation of the State Officials and Employees Ethics Act may be found guilty of a Class A misdemeanor and may be subject to a fine of up to \$5,000.

SERVICE PROPOSAL

Professional Auditing Services

PREPARED FOR:

CITY OF ROCK FALLS, ILLINOIS



SUBMITTED BY:

Sikich LLP
Anthony M. Cervini, CPA, CFE
Partner

1415 West Diehl Rd., Suite 400
Naperville, IL 60563
630.566.8574
anthony.cervini@sikich.com

401 W. State Street, Suite 509
Rockford, IL 61101

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TRANSMITTAL LETTER

December 15, 2017

Mr. Eric Arduini
City Clerk
City of Rock Falls
603 West 10th Street
Rock Falls, Illinois 61071

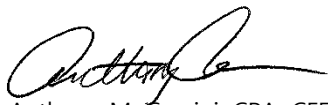
Dear Clerk Arduini,

Sikich is pleased to be considered for the appointment as independent auditors for the City of Rock Falls. We believe that our qualifications, experience and expertise are clearly distinguishable as indicated in the following proposal. The expertise we possess in the state and local government industry is demonstrated by our clients' successes, our staff's involvement in the industry and our leadership roles in various government associations. Our clients receive the quality and timeliness only available from a firm of our caliber.

We have received the Request for Proposal and are prepared to commit the resources necessary to provide services to the City of Rock Falls. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We understand the scope of the work to be performed and the timing requirements as specified in the Request for Proposal, and are committed to performing the specified services within that timeframe.

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for 60 days, and look forward to the possibility of serving the City of Rock Falls.

Sincerely,



Anthony M. Cervini, CPA, CFE
Partner



Frederick G. Lantz, CPA
Partner-in-Charge, Government Services

EXECUTIVE SUMMARY

We know what's challenging to the City of Rock Falls. Here are the strategies and solutions we recommend for you in order to face those challenges head-on and achieve success.

Thank you for considering Sikich. We appreciate the opportunity to propose for the City of Rock Falls.

Sikich is one of the country's top 30 Certified Public Accounting firms and a top 10 value-added reseller of technology products, with more than 750 employees across 21 offices. Clients turn to us for their professional service needs due to our deep industry knowledge working with organizations of their size and for the caliber of service and attention we provide—especially when it comes to dedicated, experienced service teams and partner access.

DEFINING YOUR CURRENT CHALLENGES

We recognize this is a time of constant change and ever increasing accountability. The task of City Administration is no longer to report financial results by long-standing standards that are widely known and commonly understood. The task in today's environment is to keep up with the ever-changing standards from GASB and the Office of Management and Budget with the new Uniform Guidance. The task is also to keep up with new reporting and accountability requirements from the state, new automated processing systems, and fringe benefit tax laws.

DEFINING YOUR BEST POSSIBLE SOLUTIONS

These ever-changing standards and accountabilities require adjusting computer systems and internal processes to adapt to the changing standards and then to report in accordance with the new standards. This shift in the environment has caused a shift in the City's thinking about an audit firm. We understand that the City requires a year-round partner, who will assist the City in keeping up to date with the standards and provide assistance, when needed, on specialty topics, as well as someone who can audit to the standards. Sikich is on the leading edge of the standards as they are being developed. We also have a strong commitment to current and effective technology as our firm has a solid core of technological abilities supported by a full technology division.

DEFINING YOUR FUTURE SUCCESS

Additional details around our audit-specific capabilities are included in the next section of this document. These capabilities, in combination with our timely completion and issuance of your reports, will not only fulfill your current needs, but will undoubtedly drive stability for the City of Rock Falls.

Throughout the following paragraphs, you will find summaries of each section within this proposal. We encourage you to review each section in its entirety to gain a detailed understanding of how we can help you build your bottom line and achieve success.

WHY THE CITY OF ROCK FALLS SHOULD SELECT SIKICH

Clients turn to us because our professionals are uniquely qualified to provide the service and industry expertise necessary to drive their organizational success. Specifically, Sikich offers the access to resources, decades of experience and passion for action necessary to face your challenges head-on with you.

SPECIFIC AUDIT APPROACH

Our approach is always holistic, forward-thinking and customized for the City of Rock Falls' specific needs. We operate in a way that provides full attention to evaluating significant areas, including those that present the greatest risk and where new opportunities for financial and operational improvement may exist.

SCOPE OF SERVICES FOR THE CITY OF ROCK FALLS

The scope of our work for the City of Rock Falls is outlined in the following proposal. We want to invest in what we hope will continue to be a long-lasting relationship with the City of Rock Falls, which is why we commit to delivering the results the City of Rock Falls requires. The timeline of the engagement on which we are proposing is outlined in this section.

PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

A crucial component to the City of Rock Falls' success is working with a team completely dedicated to the government industry, ensuring that those individuals understand your challenges and what it takes to realize success. Your engagement team is made up of senior professionals who will provide the expertise, insights and responsiveness your organization requires.

RELEVANT EXPERIENCE TO THE CITY OF ROCK FALLS

The City's request for proposal identified specific expertise that is required of the successful proposer. Sikich meets and exceeds the experience requirements as outlined by the following:

- Sikich has a unique understanding of the City's complex enterprise funds and currently audit several municipalities with similar enterprise funds including the cities of Batavia, Geneva, Naperville, Springfield, St. Charles and Rochelle
- Our expertise related to Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, applicable for the City's fiscal year ending April 30, 2018 – Fred Lantz, our Partner-in-Charge of Government Services served on the GASB Task Force that developed the initial OPEB implementation guide
- We have multiple years experience working with some of the largest water utilities in the State of Illinois, several with customers bases in excess of 60,000
- Our experience working with federal and state grants, including a team of grant experts should the City require a single audit during the term of the proposal period
- Our experience working with municipalities that provided broadband services – we perform the audit for the City of Rochelle's broadband fund and audited DeKalb County's \$11.9 million broadband grant including the establishment of their data fiber optic network.

We would be honored to continue providing high quality audit services to the City of Rock Falls.

TECHNICAL PROPOSAL

STATEMENT OF INDEPENDENCE

Sikich has evaluated its independence from the City of Rock Falls in accordance with generally accepted auditing standards, the Governmental Auditing Standards, 2011 revision, published by the U.S. Government Accountability Office, and the AICPA Code of Professional Conduct. Based upon our evaluation, Sikich is free of any personal and external impairment with respect to the City of Rock Falls and its component units, and is independent with respect to any non-attest services provided to the City of Rock Falls, both in fact and in appearance to any knowledgeable third party.

LICENSE TO PRACTICE IN ILLINOIS

Sikich is a licensed Public Accountant Limited Liability Partnership in Illinois (license #066-003284). All of the partners assigned to the engagement are registered and licensed Certified Public Accountants (CPAs) in Illinois. In addition, all of the professional staff assigned to the engagement are full time staff and are either registered Certified Public Accountants or are completing the exam.

PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

Sikich commits to providing a team of senior professionals, all of whom have unmatched expertise in the government industry.

A crucial component to the City of Rock Falls' success is working with a team that is completely dedicated to the government industry, ensuring that those individuals understand your challenges and what it takes to realize success. The City of Rock Falls will receive unparalleled levels of expertise, insights and responsiveness from a team of senior professionals who have significant experience working with government entities. Our firm offers several employee retention programs, including tuition reimbursement, CPA review and exam assistance, a computer purchase program, travel assistance and more. We have been named as a Best Place to Work for several years, both on a local and national level. We make every effort to recruit and retain quality staff. However, employee turnover is inevitable. In the event of staff turnover on the City of Rock Falls engagement, we will seek the prior written approval of the City of Rock Falls.

The City of Rock Falls' key engagement team members will be supported by staff on the firm's government services team based out of our Rockford and Naperville offices. Please refer to the Exhibits section on page 21 to read biographies of the City of Rock Falls' engagement team.

ANTHONY M. CERVINI, CPA, CFE

ENGAGEMENT PARTNER

As engagement partner, Anthony will be responsible for the overall management of the audit. This includes developing and coordinating the overall audit plan, the in-depth review of all workpapers and the review of the City of Rock Falls' annual financial report. Moreover, our firm's philosophy is to have the team leader on location during the completion of the majority of fieldwork. Therefore, Anthony will be present at the City of Rock Falls' offices during both our preliminary and final fieldwork.

FREDERICK G. LANTZ, CPA

RESOURCE PARTNER AND QUALITY CONTROL PARTNER

The resource partner is responsible for providing overall technical support for the engagement as well as serving as a backup for the engagement partner. The quality control partner will provide a second partner review of the audit workpapers and the City of Rock Falls' annual financial report.

DANIEL A. BERG, CPA

RESOURCE PARTNER

The resource partner is responsible for providing overall technical support for the engagement as well as serving as a backup for the engagement partner.

BRIAN D. LEFEVRE, CPA, MBA

RESOURCE PARTNER

The resource partner is responsible for providing overall technical support for the engagement as well as serving as a backup for the engagement partner.

JAMES R. SAVIO, CPA, MAS

QUALITY CONTROL PARTNER

The quality control partner will provide a second partner review of the audit workpapers and the City of Rock Falls' annual financial report.

LINDSEY A. FISH, CPA

AUDIT MANAGER

As the audit manager, Lindsey will be another contact for anything related to the successful audit of your organization. Lindsey will be responsible for leading the assurance team in the field and coordinating all assurance efforts.

ADDITIONAL PROFESSIONAL STAFF

Other professional staff assigned to the engagement will be full-time employees of the firm and have a minimum of one to three years of auditing experience. In addition, all professional staff assigned to government engagements meet and usually exceed the CPE requirements contained in the U.S. Government Accountability Office, Government Auditing Standards (2011). Moreover, our government staff possess a specific knowledge of local government accounting and reporting requirements and their application for local governments. This is achieved by attending at least 40 hours per year of a combination of external courses sponsored by the AICPA, ICPAS, GFOA and IGFOA, as well as internal courses.

This enables our firm to staff our governmental engagements with qualified professionals in the industry, providing valuable services to our governmental clients during the audit and throughout the year. We can assure you that our professional staff would not need any "on the job accounting or financial reporting training" by your staff. Moreover, we can assure the City of Rock Falls the quality of staffing for a multi-year engagement, even if a change in personnel is required, subject to your approval.

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

Following is a list of significant engagements performed last year that are similar to the engagement proposed for the City of Rock Falls.

| Name | Contact |
|--|---|
| *City of Batavia 100 N. Island Ave Batavia, IL | Ms. Peggy Colby Director of Finance 630.454.2000 pcolby@cityofbatavia.net |
| *City of Rochelle 420 N. 6 th Street Rochelle, IL | Ms. Chris Cardott Finance Director 815.561.2043 ccardott@rochelleil.us |
| *City of Geneva 22 S. First Street Geneva, IL | Ms. Rita Kruse Finance Manager 630.232.0854 rkruse@geneva.il.us |
| *City of St. Charles 2 E. Main Street St. Charles, IL | Mr. Christopher Minick Finance Director 630.377.4478 cminick@stcharlesil.gov |
| *City of Naperville 400 S. Eagle St Naperville, IL | Ms. Rachel Mayer Director of Finance 630.420.4115 mayerr@naperville.il.us |

** These governments participate in GFOA's Certificate of Achievement for Excellence in Financial Reporting Program (we assisted 50 governments in receiving their first Certificate awarded). Sikich has more than 75 clients that have applied for and received the Certificate of Achievement for Excellence in Financial Reporting. In addition, Single Audits of Federal Expenditures were performed for all of the entities listed above and many others.*

SPECIFIC AUDIT APPROACH

From identifying expectations to executing a plan to preparing for next year, our approach is holistic and always forward-thinking.

For the City of Rock Falls, our approach satisfies a number of requirements, including high-quality service, access to senior resources and specialization in the government industry. We strongly believe Sikich is the firm that can offer you all of these and more.

We will tailor this engagement to the City of Rock Falls’ specific needs—always with a view toward identifying new opportunities for financial and operational improvement. Procedures are designed to give full attention to evaluating significant areas, including those that present the greatest risk. Sikich’s holistic approach will address critical compliance and risk management needs.



Before embarking on this engagement, we will make certain to have a clear understanding of your mission and strategic direction. We do this by identifying and addressing risks and helping you ensure financial strength. We strongly believe there is no such thing as too much communication, not only during the engagement, but also throughout the year.

AUDIT STANDARDS

The objective of our audit is to issue an unmodified opinion on the City of Rock Falls’ governmental activities, business-type activities, each major fund and the aggregate remaining fund information that collectively comprise the City of Rock Falls’ basic financial statements. The audit will be conducted in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and, if necessary, generally accepted government auditing standards issued by the United States Government Accountability Office (GAO, 2011), the Single Audit Act of 1996 and the Uniform Guidance. Our firm will issue an opinion on the basic financial statements and will subject the combining and individual fund financial statements and schedules and any other supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

In addition, we will apply certain limited procedures to the Required Supplementary Information. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We will not audit the statistical section of the annual financial report and accordingly, will not express an opinion on the information contained in this section.

Wherever possible, we will utilize your schedules to maximize efficiencies and contain audit costs. We request that the City of Rock Falls provide us with the basic information required for our audit.

Sikich's audit approach includes, but is not limited to, the following procedures:

- Audit plan development
- Determination of materiality
- Audit risk evaluation
- Interviews with management to provide information for detailed documentation of the internal control structure
- Interviews and analysis of audit evidence to identify and assess risks that may result in material misstatement due to fraud
- Measurement of accounting presentation and compliance reporting by identifying and focusing on areas sensitive to organizations like the City of Rock Falls
- Performance of testing to evaluate your organization's internal control structure
- Confirmation of various accounts, performance of substantive testing and analytical procedures
- Performance of additional testing, as necessary

PRACTICAL AND CONSTRUCTIVE MANAGEMENT LETTER COMMENTS

We believe the management letter is an important part of the engagement, and we encourage all members of our engagement team to give thoughtful consideration toward developing constructive comments within the constraints of the overall engagement. Our policies regarding management letters adhere to the Professional Standards of the AICPA. If significant deficiencies and material weaknesses in internal controls are noted during the audit, they are required to be communicated in writing to those charged with governance. Items of an immaterial nature (i.e., clerical problems, minor procedures or reporting problems, etc.) are communicated to management. In both cases, we adhere to a strict firm policy that all comments and recommendations are discussed in preliminary form with appropriate personnel prior to their communication. This allows for clarification of misunderstandings, miscommunication or compensating controls or factors which may be in place.

QUALITY CONTROL

At Sikich, we are committed to providing the highest quality audits in the industry. The City of Rock Falls can be assured of receiving the highest level of quality and ethical professional services. Quality control is so important to us that our firm has been a member of the Private Companies Practice Section of the Division for CPA Firms of the AICPA since our formation in 1982. As such, we have voluntarily submitted our audit and accounting practice to quality control reviews of our compliance with professional standards as established by the AICPA and, more recently, by the United States Government Accountability Office, for more than 30 years. In 2014, we received our ninth consecutive peer review unmodified ("pass") report. This is the highest level of recognition conferred upon a public accounting firm for its quality control systems. Also, we go beyond the external reviews and maintain strong internal reviews of procedures and processes with oversight by our Quality Assurance Committee and our Partner-in-Charge of Quality Assurance. Please refer to the Exhibits section for a copy of our most recent peer review which included a review of specific government engagements since this accounts for a significant segment of our practice.

In addition, our state and local government reports have been reviewed by numerous federal and state oversight bodies and professional organizations. These reports have been judged to meet and, in most instances, exceed industry standards and requirements. Sikich has not been the subject of any disciplinary action or inquiry during the past five years. Sikich is a member of the AICPA's Governmental Audit Quality Center (GAQC), which is a firm-based voluntary membership center designed to promote the importance of quality governmental audits and the value of these audits to purchasers of government audit services. As a member of the GAQC, Sikich has access to key information and comprehensive resources that we use to help ensure our compliance with appropriate professional standards and laws and regulations that affect our audits. Through our membership in the GAQC, we also adhere to membership requirements designed to enhance the quality of our audit practice.

WHY THE CITY OF ROCK FALLS SHOULD SELECT SIKICH

Our team works devotedly with governmental entities just like yours, has the resources required to perform this engagement and is technically experienced and insightful.

As previously mentioned, clients turn to us because our professionals are uniquely qualified to provide the service and industry expertise necessary to drive their organizational success. Your challenges are our challenges, and chances are, we have successfully faced them many times before. Aside from this, here are a number of reasons how the City of Rock Falls can benefit from a relationship with Sikich.

ACCESS

With Sikich, you get access to a multitude of resources that will help your organization grow today and in the future.

ACCESS TO SENIOR RESOURCES

You will gain confidence in your operations by working with a team of articulate professionals who have received the highest recognitions in their fields. To demonstrate the importance of our relationship, we pledge to provide you with unparalleled involvement from our most senior resources. Our partners are on-site during audit fieldwork and are available year-round for direct consultation as issues occur.

ACCESS TO EDUCATION

The City of Rock Falls will remain aware of regulatory changes and best organizational practices as Sikich's team receives ongoing continuing education they will directly apply to the City of Rock Falls' engagement. We accomplish this by anticipating your needs based on our experience with you and your industry, and using a variety of communication channels: timely responses to your questions; informal discussions; mailings on topics of interest to you; and relevant seminars, all of which are complimentary for our clients. Past topics of thought leadership have included:

- Governmental Accounting and Financial Reporting Update
- Controlling your OPEB Story
- Governmental Accounting and Financial Reporting Update – GASB S-72 and GASB S-79
- Implementing GASB Statement No. 67, Financial Reporting for Pension Plans
- Implementing GASB Statement No. 54, Fund Balance Reporting and Government Fund Type Definitions
- Government Financial Resiliency
- Public Sector Strategic Planning
- Performance Measurement
- Payroll Reporting for Government Entities
- Employee Handbook Workshop
- Keeping the Keepers: A Guide to Employee Retention
- Identity Dos & Don'ts: Agency Branding
- Video: Web Applications
- Virtualization
- Fraud Detection and Prevention
- Technology Threats

ACCESS TO VALUE

Your organization will receive extraordinary value for Sikich's fee because we are dedicated to a customer-centric approach that includes open communication, respect and clear results. As a leader, the overall success of your organization should be the core of your focus. We're here to be your trusted advisor for those functions you can't focus on every moment, as well as for issues affecting the government industry, including new accounting pronouncements and employee benefit regulations. We understand that each client has its own unique set of needs, business practices and operating environment. Our services are tailored to the specific needs of your organization.

EXPERIENCE

Helping clients achieve long-term success is what we do. Our professionals will bring to your engagement the deep industry and service-level experience they have accumulated throughout the years.

EXPERIENCE IN YOUR INDUSTRY

Sikich's state and local government team provides services to more than 450 counties, cities, villages, towns and other local governments. Many of these have been long-standing clients and are evidence of our dedication to the state and local government industry and our ability to provide high quality, timely services within this specialized industry. These clients and related work have enabled our firm to develop an extensive nationally recognized expertise in governmental accounting, auditing and financial reporting procedures and practices.

Senior members of our government services team presently hold memberships and are actively involved in numerous governmental organizations, including:

- IGFOA Technical Accounting Review Committee
- Illinois City/County Management Association (ILCMA)
- Illinois County Treasurers' Association (ICTA)
- Illinois CPA Society (ICPAS)
- Illinois Government Finance Officers Association (IGFOA)
- Illinois Municipal Treasurers Association (IMTA)
- Illinois Tax Increment Association (ITIA)
- International City/County Manager's Association (ICMA)
- AICPA Government Audit Quality Center
- American Institute of Certified Public Accountants (AICPA)
- GFOA Special Review Committee (SRC)
- Government Finance Officers Association of Missouri (GFOA-MO)
- Government Finance Officers Association of the United States and Canada (GFOA)
- ICPAS Governmental Report Review Committees
- Illinois Association of County Board Members and Commissioners (IACBMC)
- Illinois Association of Fire Protection Districts (IAFPD)
- Illinois Association of Park Districts (IAPD)
- Illinois Association of School Business Officials (IASBO)
- Illinois Library Association (ILA)
- Illinois Parks and Recreation Association (IPRA)

EXPERIENCE IN WHAT WE DO

Your Sikich engagement team is comprised of senior CPAs who have been working in the field for years. Providing high-quality audit services is second nature to each of them, which is proven through our impressive track record of helping clients succeed. This team will provide the City of Rock Falls with timely completion of professional services. Moreover, members of the Sikich government services team have served as expert speakers to organizations, state GFOAs and others for formal presentations at local meetings and annual conferences on a variety of governmental accounting, auditing and financial reporting topics. We have also developed governmental accounting, auditing and financial reporting training courses for various organizations with members of our firm serving as lead instructors for the courses.

EXPERIENCE IN GOVERNMENT OPERATIONS

Because of our large, diverse client base and our ability to attract talent from a variety of professional backgrounds, Sikich has an established reputation as one of the leading providers of professional services in the Midwest to governmental entities. Our team of professionals specializes in the management, operations and financing of general purpose state and local governments, park districts, intergovernmental organizations, municipal utilities and special districts. This focus and our exemplary reputation assure the City of Rock Falls the highest quality work and the most cost-effective delivery of services.

INITIATIVE

One of our strengths at Sikich is our need to be proactive. We find potential issues before you have to worry about them, because we're ready with a solution.

INITIATIVE FOR CUSTOMIZED SOLUTIONS

One-on-one, you will receive customized solutions based on your unique needs, and only your unique needs. You will find that achieving financial stability and growth, as well as uncovering new opportunities to improve performance, is possible through the strategies that Sikich experts will recommend and on which they will educate you.

After a more thorough review of your operations and audit-specific matters, we may uncover other opportunities. As part of our ongoing service and commitment to the City of Rock Falls, we keep you abreast of regulatory changes and best business practices to ensure we identify crucial opportunities that will benefit the City of Rock Falls.

INITIATIVE FOR YOUR SATISFACTION

The City of Rock Falls' success is built upon the quality services and value you feel you receive from Sikich, which is why we will continually gauge your satisfaction to enhance our relationship. At various checkpoints during the engagement, a Sikich representative will meet with you to discuss how satisfied you have been with our services, our team and the value we provide. Areas stressed during these meetings will include:

- What can we do to make our services more valuable to you?
- What specific part of our service exceeded your expectations?
- In which areas do you feel we need improvement?
- Do you feel like a valued client of the firm?
- What is your vision for the City of Rock Falls?

SCOPE OF SERVICES FOR THE CITY OF ROCK FALLS

We will exceed your expectations by conducting and delivering on a high-quality engagement within your required timeline—all for a reasonable fee.

We are proposing to provide the following services to the City of Rock Falls as specified in the RFP:

- Audit of basic financial statements of the City of Rock Falls for the fiscal year ending April 30, 2018.
- Preparation of twenty (20) hard copies, one (1) unbound copy and an electronic copy (.pdf) of the annual financial report (MD&A and certain statistical data to be provided by the City of Rock Falls);
- Preparation of twelve (12) hard copies and an electronic copy (.pdf) of the management letter for the City of Rock Falls, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement;
- Preparation of five (5) hard copies and an electronic copy (.pdf) of the audit report on compliance with Public Act 85-1142 (TIF);
- Preparation of two (2) copies of the Annual Financial Report (AFR) filed with the County Clerk and State Comptroller (one electronic and one hard copy);
- Preparation of twenty (20) hard copies and an electronic copy (.pdf) of the Single Audit Report, if applicable;
- Preparation of Data Collection Form to be submitted to the Federal Audit Clearinghouse, if applicable
- Retain workpapers for seven (7) years in accordance with firm standards;
- Reporting to the City Council in accordance with generally accepted auditing standards
- Exit conference(s) with the City of Rock Falls Officials to present the completed audit and related materials.

CLIENT SERVICE TIMELINE

| EVENT | PERSON(S) ASSIGNED | TIMEFRAME | | | | | | | |
|---|---|-----------|-----|-----|-----|-----|-----|-----|-----|
| | | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| <p>I. Preliminary Planning</p> <p>During this phase of the audit, we would meet with representatives of the City of Rock Falls to discuss the approach we would take during the audit, focusing on areas of particular concern to the City of Rock Falls as well as areas of high audit risk, and develop the time schedule for completing the subsequent phases of the audit.</p> | <p>The meeting would be attended by the engagement partner and engagement manager.</p> | | | | | | | | |
| <p>II. Preliminary Fieldwork</p> <p>During this phase of the audit, we would develop an understanding and documentation of the City of Rock Falls' accounting and administrative controls using its accounting procedures manual, EDP documentation and by interviewing staff. In addition, we may perform compliance testing of those controls to determine which controls, if any, that we could rely on during later phases of the audit. Sample sizes would be determined during this phase, but generally would be between 25 and 60. Moreover, we would develop our planning materiality on an individual fund basis and complete a preliminary analytical review of the City of Rock Falls' financial position as a whole.</p> <p>In addition, we would review all minutes from the meetings of the City Council and the Pension Boards and the Library; review all ordinances adopted by the City of Rock Falls during the year; review any debt agreements entered into during the year and analyze any other unique transactions entered into by the City of Rock Falls; and perform our fraud interviews in accordance with generally accepted auditing standards. Upon completion of this phase, we would finalize all necessary confirmations the City of Rock Falls will prepare; review all proposed client assisted work papers and the timing of preparation by the City of Rock Falls; develop our audit programs for the next phase of the audit and review and document any changes to the City of Rock Falls' AFR; and prepare the schedule for the remainder of the audit.</p> | <p>This phase would be completed by the engagement partner, engagement manager and one-two professional staff.</p> | | | | | | | | |
| <p>III. Fieldwork</p> <p>During this phase of the audit, we would complete all of our substantive testing of the account balances and prepare the draft of the City of Rock Falls' financial statements with a rough draft of the financial statements provided to the City of Rock Falls at the conclusion of field work. We would also prepare the draft of the management report. In addition, an exit conference would be held with officials from the City of Rock Falls to discuss the preliminary results of the fieldwork, review any proposed audit adjustments, final adjusted trial balances that agree to the financial statements and any significant findings.</p> | <p>This phase would be completed by the engagement partner, engagement manager and one to two professional staff.</p> | | | | | | | | |

| EVENT | PERSON(S) ASSIGNED | TIMEFRAME | | | | | | | | |
|---|---|------------|-----|-----|-----|-----|-----|-----|-----|--|
| | | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | |
| <p>IV. Workpaper Review and Report Production</p> <p>During this phase of the audit, the workpapers, drafts of all financial reports and the management letter will be reviewed by the resource partner and the quality control partner. All workpapers are reviewed by the engagement partner during phase III to ensure that all necessary information is compiled during this phase to avoid imposing upon the City of Rock Falls' staff after fieldwork has been completed.</p> | <p>This phase would be completed by the engagement partner, resource partner and the quality control partner.</p> | | | | | | | | | |
| <p>V. Drafts to the City of Rock Falls</p> <p>We will deliver a preliminary draft of the AFR at the end of fieldwork. A revised draft will be delivered by the engagement partner and reviewed in-depth with representatives of the City of Rock Falls within three weeks of the preliminary draft. A revised draft, if necessary, will be delivered to the City of Rock Falls no later than three business days after receiving all proposed changes.</p> | <p>This phase would be completed by the engagement partner.</p> | | | | | | | | | |
| <p>VI. Completion of the Audit</p> <p>Upon approval of the drafts by the City of Rock Falls, we will present the signed, bound copies of the annual financial report, the management letter and the additional reports described in this proposal. The engagement partner will be available for meetings with representatives of the City of Rock Falls including the City of Rock Falls President, the Board of Trustees and management for formal presentations of the reports.</p> | <p>This phase would be completed by the engagement partner.</p> | | | | | | | | | |
| <p>VII. Support to the City of Rock Falls</p> <p>Our firm does not believe that the engagement ends with the exit conference. We stress that we are available throughout the year to provide technical accounting and financial reporting assistance and support to the City of Rock Falls. In addition, we constantly monitor recent events in the state and local government industry, including new pronouncements that may impact our government clients, and communicate the effect of any proposed changes throughout the year. Moreover, our letter of recommendations each year will alert the City of Rock Falls to any new pronouncements that may become effective in the next one to three years, including the potential effect that the pronouncement may have on the financial position and/or changes in the financial position of the City of Rock Falls.</p> | <p>This phase would be completed by the engagement partner.</p> | Continuous | | | | | | | | |

In future years, we would develop a similar plan and timeframe with the assistance of the City of Rock Falls to ensure the timely identification and resolution of any critical accounting and auditing issues prior to the issuance of our opinion and the annual financial report. These completion dates are well within the deadlines established by the City of Rock Falls. We have a proven track record of meeting and exceeding deadlines established by our clients.

IDENTIFICATION OF POTENTIAL AUDIT PROBLEMS

Our firm’s approach to resolving any problems that arise during the audit is the same as our overall approach to the audit—professionalism. Professionalism in performing the audit is the cornerstone to our philosophy during all phases of the audit. Any problems encountered during the audit, except for irregularities and illegal acts, will be discussed and documented with the City Administrator. The timing of this discussion will provide the City of Rock Falls with ample time to rectify any situations that may otherwise result in the issuance of a qualified audit opinion. Irregularities and illegal acts detected or of which we become aware of will be communicated in writing to City Administrator or the appropriate level as defined in our professional standards.

Our firm’s philosophy on additional fees and/or billings is based on an understanding between the firm and the client of the scope of the work to be performed. We have proposed a “not-to-exceed fee” for the audit, the scope and timing of which was specified by the City of Rock Falls. The billings for the audit would not exceed this fee unless the City of Rock Falls specifically requests that the scope of the engagement be expanded and the City of Rock Falls and the firm reach a mutual agreement, in writing, as to the expanded scope of the engagement and the fee, if any, for the expanded scope.

ADDITIONAL RESOURCES AND SERVICES

With more than a dozen services, our areas of expertise are oftentimes complementary of one another. How else can we help you meet your government's goals?

Many times, the challenges for which you enlist Sikich's help may be faced more effectively by integrating several of our services. Take a look at what we offer, and talk to your engagement partner about how these services may complement what you are already seeking.

DISPUTE ADVISORY

Disputes of any kind or size can be difficult to handle on your own. For example, what would happen if you began suspecting employee fraud within your organization? A dispute advisory expert can handle every aspect, from insurance claim preparation and being the liaison with law authorities, to creating a fraud prevention program and improving your organization's internal controls.

HUMAN RESOURCES

Your people are a large part of what makes up your organization. Recruiting, training and retaining employees are vital parts of ensuring your organization continues to provide only the best for your constituency. With services such as recruiting and onboarding, compensation and compliance, employee benefits and more, you can better understand what will keep your employees happy and productive.

MARKETING

The effectiveness of your marketing efforts can make or break your organization's success. From eye-catching logos to print and digital collateral, every piece must work for an intended audience. By delivering the right stories and amplifying those messages, you will properly position your organization in the marketplace.

PERFORMANCE-BASED STRATEGIC PLANNING

In an environment where there is increasing pressure for governments to be more efficient, effective and transparent, strategic planning allows an organization to engage stakeholders, focus on its mission, and logically establish short and long-term goals. Our approach, performance-based strategic planning, guides the organization toward its most productive activities and focuses on an institutionalized process. The strategic planning process is a true transition, where Sikich facilitates governments in:

- Developing ideals about what they aspire to
- Transforming ideals into ideas to meet goals
- Converting ideas into specific, actionable items
- Constructing performance measures

We ensure the results of strategic planning meet client expectations by filtering goals, objectives and/or strategies with the organization's internal capacity and available resources. The process of performance-based strategic planning has proven to assist governments in fulfilling the ideals of their community and accomplishing goals through measurable, reportable actions.

PROCESS IMPROVEMENT

Processes truly define organizations, but are often forgotten when seeking root causes to problems or managing more efficient and effective services. Improvements to existing processes—ranging from development review to utility billing—have the potential to decrease cycle time, increase quality and result in higher customer satisfaction. Sikich employs a customer-centric approach to process improvement by involving internal and external customers to understand and make meaningful improvements while continuing to meet their needs.

PUBLIC RELATIONS

Achieve a higher media profile, greater mindshare among your constituents and proper positioning in the marketplace with a thoughtful, research-based and integrated approach to public relations. From overall positioning to media relations, conveying the right stories to the right people is critical in an effective public relations program.

TECHNOLOGY: ERP & CRM SOLUTIONS

Your organization can better stay on track with the right enterprise resource planning (ERP) or customer relationship management (CRM) solution. Whether you are at the start of your search for a new solution or need a new partner to fix a failed implementation, you will have the freedom to explore a variety of products to identify the technology investment that will best capitalize on your potential.

TECHNOLOGY: IT SERVICES

Staying ahead of, or even simply keeping up with, continually changing and complex technology developments can be challenging. Organizational management software, cloud solutions, strategic information technology and IT consulting can all drive your organization toward increased productivity—if implemented the right way.

TECHNOLOGY: SECURITY AND COMPLIANCE

Keeping your organization safe from data breaches and other information security concerns is critical, especially given the vast number of organizations that have been compromised in the last couple of years. Understand where the vulnerabilities in your network lie by obtaining independent, unbiased and technically qualified security assessments—from penetration testing to forensic analyses.

FEE PROPOSAL

PROPOSAL COST SUMMARY

REQUEST FOR PROPOSALS INFORMATION

Due Date: December 15, 2017

Time: 10:00 AM

Company Name: Sikich LLP

Address: 1415 W. Diehl Road, Suite 400

City, State, Zip Code: Naperville, IL 60563

Contact Person: Anthony Cervini

PROFESSIONAL AUDITING SERVICES per the specifications identified herein

| Fiscal Year Ending | 4.30.2018 | 4.30.2019 | 4.30.2020 |
|----------------------------|------------------|------------------|------------------|
| City Audit Services | \$ 40,000 | \$ 40,800 | \$ 41,800 |
| TIF Compliance | 2,000 | 2,100 | 2,200 |
| Single Audit (if required) | 3,500 | 3,600 | 3,700 |
| Total | \$ 45,500 | \$ 46,500 | \$ 47,700 |

These fees assume that the City of Rock Falls will provide the auditors with electronic copies of adjusted trial balances by individual funds, a year-to-date general ledger with details of postings to all accounts, subsidiary ledgers that agree or are reconciled to the general ledger, and will prepare certain schedules of account analysis and confirmations of account balances.

We invoice our clients on a monthly basis as services are provided. Payments for all services are due within 60 days of receipt of an invoice. Invoices not paid within 60 days are assessed a finance charge of 1 percent per month (12 percent annually).

These fees include the cost to implement any new GASB pronouncements during the duration of the proposal, except for the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The City is required to implement GASB Statement No. 75 for the fiscal year ending April 30, 2019. We will provide an estimate of fees for assistance in implementing these standards when we determine the level of assistance required by the City through detailed discussions with management.

EXHIBITS

We know you likely have many more questions for us. Take a look at the attached documents for additional information about our firm and those who will work with you.

ENGAGEMENT TEAM BIOGRAPHIES

- Anthony M. Cervini, CPA ,CFE
- Frederick G. Lantz, CPA
- Daniel A. Berg, CPA
- Brian D. LeFevre, CPA, MBA
- James R. Savio, CPA, MAS
- Lindsey A. Fish, CPA

SIKICH RESOURCES

STATE & LOCAL GOVERNMENT SERVICES

FIRM PROFILE

PEER REVIEW

ANTHONY M. CERVINI

CPA

Partner

Anthony M. Cervini, CPA, is responsible for providing technical services to Sikich's governmental clients in all areas of governmental accounting, auditing, financial reporting, budget development, internal controls, revenue and expenditure forecasting, and cash and debt management.

Anthony has participated in hundreds of audits of municipalities and other governmental entities since beginning his career with Sikich in 2005. He also has been responsible for developing and serving as lead instructor for governmental accounting, auditing, financial reporting, cash management and internal control courses both internally and for the Illinois Government Finance Officers Association (IGFOA), Wisconsin Government Finance Officers Association (WGFOA) and Illinois CPA Society.

Anthony serves on the GFOA Special Review Committee and the Illinois CPA Society Government Report Review Committee, is a contributor to the IGFOA Legislative Committee and has served as a budget reviewer for the Government Finance Officers Association Distinguished Budget Presentation Award.

SERVICE AREAS

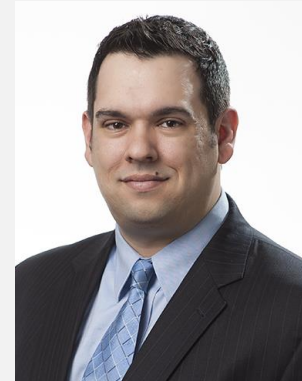
- Governmental Audit, Accounting
- Governmental Financial Reporting

AFFILIATIONS

- American Institute of Certified Public Accountants
- Illinois CPA Society
Government Report Review Committee – Sub-Chair (GAAP Basis Committee)
- Illinois Government Finance Officers Association
Young Professionals Network – Steering Committee
- Wisconsin Government Finance Officers Association
- GFOA Special Review Committee
- Naperville Area Humane Society, Treasurer
- PrimeGlobal Managers' Leadership Program, Cohort 2 (2015-2016)
- Greater Aurora Chamber of Commerce Leadership Academy,
Class of 2007
- Greater Aurora Chamber of Commerce Leadership Academy,
2008 Steering Committee
- Naperville Jaycees

EDUCATION

- Bachelor's Degree in Accounting, The University of Iowa
- Master of Business Administration, Benedictine University



LOCATION: HEADQUARTERS

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FREDERICK G. LANTZ

CPA

Partner-in-Charge, Government Services

Frederick G. Lantz, CPA, is responsible for providing technical services to Sikich's clients in all areas of governmental accounting, auditing, financial reporting, budget development, revenue and expenditure forecasting, and cash and debt management. Prior to joining Sikich, Fred was the assistant director for the Technical Services Center of the Government Finance Officers Association of the United States and Canada (GFOA), where he was a nationally recognized expert in the state and local government industry. At GFOA, Fred was responsible for managing the Certificate of Achievement for Excellence in Financial Reporting Program, providing accounting, auditing and financial reporting assistance to state and local government officials and their auditors, and serving as a liaison to the Governmental Accounting Standards Board. Fred also developed courses and served as lead instructor for governmental accounting, auditing and financial reporting training courses. He is a nationally recognized speaker, having spoken at state GFOA and CPA Society meetings and conferences.

SERVICE AREAS

- Governmental Audit, Accounting
- Governmental Financial Reporting

AFFILIATIONS

- American Institute of Certified Public Accountants
2014-2015 State & Local Government Expert Panel
- Illinois CPA Society
- Government Finance Officers Association, Special Review Committee
- GASB Pension Task Force
- Illinois Government Finance Officers Association
2004-2006 Executive Board of Directors, Technical Accounting Review Committee
- Wisconsin Government Finance Officers Association
- National Association of College and University Business Officers
- Central Association of College and University Business Officers
- Illinois County Treasurers' Association
- Illinois Tax Increment Association
- Illinois Municipal Treasurers Association
- Illinois City/County Management Association
- International City/County Manager's Association

EDUCATION

- Bachelor's Degree in Accounting, Northern Illinois University
- Graduate of Advanced Government Finance Institute, University of Wisconsin at Madison



LOCATION: HEADQUARTERS

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DANIEL A. BERG

CPA

Partner

Daniel A. Berg, CPA, is a partner on Sikich's governmental services team. With more than 33 years of experience in public accounting, Dan concentrates on all areas of accounting, auditing, financial reporting, budget development, revenue and expenditure forecasting, cash and debt management and cable television franchise agreed-upon procedures. He has participated in more than 900 audits of municipalities and other governmental units.

In addition to his client responsibilities, Dan has developed training materials and served as lead instructor for governmental accounting, auditing and financial reporting training courses for internal staff and external audiences, including the Illinois Government Finance Officers Association, Illinois Association of Park Districts, Illinois Municipal Treasurers Association, Illinois Institute of Technology, Northern Illinois University, the Park District Risk Management Agency and various library systems.

SERVICE AREAS

- Governmental Audit, Accounting
- Governmental Financial Reporting

AFFILIATIONS

- Illinois CPA Society
- Government Finance Officers Association, Special Review Committee
- Illinois Government Finance Officers Association
- Wisconsin Government Finance Officers Association
- Illinois Association of Park Districts

EDUCATION

- Bachelor's Degree in Accounting, Benedictine University



LOCATION: HEADQUARTERS

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BRIAN D. LEFEVRE

CPA, MBA

Partner

Brian D. LeFevre, CPA, MBA, is responsible for providing technical services to Sikich's governmental clients in all areas of governmental accounting, auditing, financial reporting, budget development, revenue and expenditure forecasting, and cash and debt management. Brian has participated in hundreds of audits of municipalities and other governmental units since he began his career with Sikich in 1993. He has also been responsible for developing and serving as lead instructor for governmental accounting, auditing and financial reporting training courses internally for the Firm and for the Illinois Government Finance Officers Association (IGFOA). Brian previously served as Chair of the Governmental Report Review Committee of the Illinois CPA Society.

SERVICE AREAS

- Governmental Audit, Accounting
- Governmental Financial Reporting
- Police and Fire Pension Accounting Services

AFFILIATIONS

- American Institute of Certified Public Accountants
- Illinois CPA Society, Governmental Report Review Committee
- Illinois Government Finance Officers Association
- GFOA Special Review Committee
- Illinois Association of Fire Protection Districts
- Illinois Public Pension Fund Association
- Aurora Downtown Kiwanis Club, Former Treasurer and Board Member
- Greater Aurora Chamber of Commerce Leadership Academy, Class of 1996
- Batavia High School Boosters, Treasurer

EDUCATION

- Bachelor's Degree in Accounting, Valparaiso University
- Master of Business Administration, Northern Illinois University



LOCATION:

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JAMES R. SAVIO

CPA, MAS

Partner

James R. Savio, CPA, MAS, is responsible for providing technical services to Sikich's governmental clients in all areas of governmental accounting, auditing, financial reporting, revenue and expenditure forecasting and cash and debt management. Jim has participated in hundreds of audits of municipalities and other governmental units since he began his career with Sikich in 1995. He has also been responsible in developing and serving as lead instructor for governmental accounting, auditing, financial reporting and cash management courses both internally and externally. Jim serves on the Illinois Government Finance Officers Association's Technical Accounting Review Committee and the Illinois CPA Society Governmental Executive Committee. Jim also serves as a committee member for Sikich's mentoring program and assists in the development and implementation of Sikich's new hire training program.

SERVICE AREAS

- Governmental Audit, Accounting
- Governmental Financial Reporting

AFFILIATIONS

- American Institute of Certified Public Accountants
- Illinois CPA Society, Governmental Executive Committee
- Illinois Government Finance Officers Association
Technical Accounting Review Committee
- Community Foundation of the Fox River Valley
Scholarship Program Committee
- Greater Aurora Chamber of Commerce Leadership Academy,
Class of 1998

EDUCATION

- Master of Accounting Sciences, Northern Illinois University
- Bachelor's Degree in Accounting, Northern Illinois University



LOCATION: HEADQUARTERS

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LINDSEY FISH

CPA

Audit Manager

Lindsey Fish, CPA, is an audit manager at Sikich, where she is responsible for performing key audit procedures and internal control evaluations. She began her accounting career in 2013 and has experience providing audit and accounting services for a variety of municipalities, park districts and other special districts.

SERVICE AREAS

- Governmental Audit and Accounting
- Governmental Financial Reporting

AFFILIATIONS

- Illinois CPA Society
- Illinois Government Finance Office Association
- Rockford Chamber of Commerce IGNITE Young Professionals Group

EDUCATION

- Bachelor's Degree in Accounting, Illinois State University



LOCATION:

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STATE & LOCAL GOVERNMENT RESOURCES



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GOVERNMENT SERVICES

Government agencies are experiencing increasing pressure to be more effective, efficient and transparent.

As a government leader, you know how important it is to find a premier professional services partner that can strategize, plan and implement solutions to meet the goals of your organization.

WHAT CAN SIKICH DO?

- Accounting, Audit, Assurance & Tax
- Business Valuation
- Fraud Services for Governments
- ERP & CRM Software
- Human Resources Consulting
- Insurance Services
- IT Services
- Marketing & Public Relations
- Pension Fund Accounting & Consulting Services
- Retirement Planning

Whether you represent a general purpose local government or special district, Sikich will help you meet your goals by providing professional guidance in your accounting, marketing, human resources, technology and other advisory functions.

Experience unparalleled commitment and high-quality, timely services when you partner with the experts at Sikich. For more than 30 years, we have provided:

- A highly skilled staff and management team entirely dedicated to government services
- An in-depth understanding of the governmental fiscal, management, operating and regulatory environments
- Timely and cost-effective service delivery

OUR DEDICATED TEAM



DAN BERG CPA
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T: 630.566.8535
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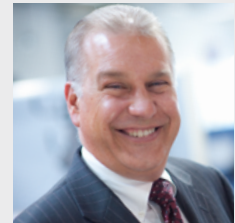


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OUR EXPERT



FRED LANTZ CPA
PARTNER-IN-CHARGE,
GOVERNMENT SERVICES
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WHO WE SERVE

Our government clients represent a wide range of industry sectors including:

- Counties
- Cities
- Villages
- Townships
- Other Special Districts
- Pension Plans
- Park Districts
- Forest Preserve Districts
- Public Libraries
- Community Colleges
- School Districts
- Water Authorities
- Water Reclamation Districts
- State Departments and Agencies



FIRM PROFILE



ORGANIZATION

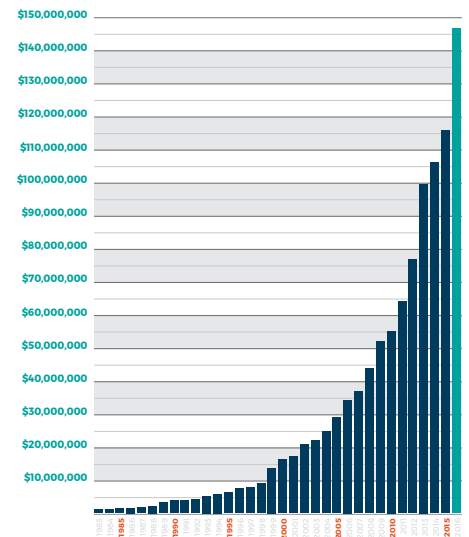
Sikich LLP, a leading professional services firm specializing in accounting, technology, investment banking* and advisory services**, has more than 800 employees throughout the country. Founded in 1982, Sikich now ranks as one of the country's Top 30 Certified Public Accounting firms and is among the top 10 of all enterprise resource planning solution partners in the country. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

INDUSTRIES

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

| | | |
|----------------------------|------------|------------------------------|
| AGRICULTURE | ENERGY | MANUFACTURING & DISTRIBUTION |
| CONSTRUCTION & REAL ESTATE | GOVERNMENT | NOT-FOR-PROFIT |

SIKICH TOTAL REVENUES



STATISTICS

| | |
|-----------------|----------|
| 2016 Revenues | \$146.4M |
| Total Partners | 107 |
| Total Employees | 689 |
| Total Personnel | 796 |

Personnel count as of January 19, 2017

SERVICES

ACCOUNTING, TAX & ASSURANCE

TECHNOLOGY

- Business Application
- Cloud & Infrastructure
- Consulting & Implementation
- Security and Compliance

ADVISORY

- Business Succession Planning
- Insurance Services
- Forensic and Valuation Services
- Human Resources Consulting
- Investment Banking
- Marketing & Design
- Public Relations
- Retirement Plan Services
- Supply Chain
- Wealth Management

2017 AWARDS

- Bob Scott's Value Added Reseller (VAR) Stars - #7
- *Accounting Today* Top 100 VARs - #6
- Vault Accounting Top Ranked
- *Accounting Today* Top 100 Firms: ranked 27th nationally
- When Work Works Award
- WorldatWork Work-Life Seal of Distinction
- Microsoft Dynamics Inner Circle and President's Club
- Best Places to Work in Illinois
- Milwaukee's 101 Best and Brightest
- Best Places to Work in Indiana
- Chicago's 101 Best and Brightest Companies to Work For®
- *Milwaukee Journal Sentinel* Top Workplaces in Milwaukee
- *Crain's List* Chicago's Largest Privately Held Companies: ranked #234

2016 AWARDS

- *Accounting Today* Regional Leaders – Top Firms: Great Lakes: ranked 4th
- *Milwaukee Business Journal* Largest Management Consulting Firms: ranked 10th
- *Milwaukee Business Journal* Largest Milwaukee-Area Accounting Firms: ranked 11th
- *INSIDE Public Accounting* Top 50 Largest Accounting Firms: ranked 31st nationally
- Milwaukee's 101 Best and Brightest Companies to Work For®
- WICPA Excellence Award - Public Service Award (Firm)
- *Accounting Today* Top 100 VAR: ranked 7th
- Bob Scott's Top 100 VAR: ranked 7th
- *Inc. 5000*: ranked #4613
- Boston's 101 Best and Brightest Companies to Work For®
- US SMB Champions Club Heartland Partner of the Year, Microsoft's US Small and Mid-sized Business (SMB) Champions Club
- 2016 US SMB Champions Club Heartland Influencer Partner of the Year, Microsoft's US Small and Mid-sized Business (SMB) Champions Club

2015 AWARDS

- National Best & Brightest Companies to Work For®
- National Best & Brightest in Wellness
- Edge Award - Community Service
- Chicago Tribune's Top Workplaces

* Securities offered through Sikich Corporate Finance LLC, member FINRA/SIPC.

** Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor.

Securities offered through Triad Advisors, member FINRA and SIPC. Triad Advisors and Sikich Financial are not affiliated.

CERTIFICATIONS

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2014, Sikich LLP received its 9th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.

MICROSOFT PARTNER

Sikich has earned a Microsoft ERP Gold competency; ranked among the top one percent of all Microsoft Dynamics partners worldwide; and carries the following certifications:

Gold

Microsoft Partner



- **Microsoft Small Business Specialist**
- **MCP** (Microsoft Certified Professional)
- **MCSE** (Microsoft Certified System Engineer)
- **CCNA** (Cisco Certified Network Associate)
- **CCDA** (Certified Cisco Design Associate)
- **CCEA** (Citrix Certified Enterprise Administrator)
- **MRMS** (Microsoft Retail Management Systems)
- **CISA** (Certified Information Systems Auditor)
- **CNE** (Certified Novell Engineer)
- **MS CSM** (Microsoft Customer Service Manager)
- **MS CAE** (Microsoft Certified Account Executive)
- **MCDBA** (Microsoft Certified Database Admin)
- **Certified for Microsoft Dynamics (NAV)**

SIKICH IS PROUD TO BE PART OF :

THE LEADING EDGE ALLIANCE

The Leading Edge Alliance (LEA) is the second largest international association of independent accounting firms.* The LEA is an international professional association of independently-owned accounting and consulting firms. Members are top quality firms who share an entrepreneurial spirit and a drive to be the premier provider of professional services in their chosen markets. The Alliance provides Sikich with an unbeatable combination: the comprehensive size and scope of a large multinational company while offering their clients the continuity, consistency, and quality service of a local firm.

**International Accounting Bulletin, 2011*



PRIMEGLOBAL

PrimeGlobal is one of the top five largest associations of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing, and management services to clients around the globe.



LOCATIONS

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(770) 226-9374

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(312) 541-9300

Chicago – Wacker Drive

(312) 648-6666

Columbus, OH

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St. Louis, MO

(314) 275-7277



System Review Report

July 17, 2014

To the Partners of
Sikich LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Sikich LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2014. 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. As part of our peer review, we considered reviews by regulatory agencies, if applicable, in determining the nature and extent of our procedures. 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. 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. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and an examination of a service organization (Service Organizations Control [SOC] 1 engagement).

In our opinion, the system of quality control for the accounting and auditing practice of Sikich LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2014, 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*. Sikich LLP has received a peer review rating of *pass*.

Heinold Banwart, Ltd



WILLETT HOFMANN
& ASSOCIATES INC

ENGINEERING ARCHITECTURE LAND SURVEYING

December 22, 2017

Mayor and City Council
City of Rock Falls
603 W. 10th Street
Rock Falls, Illinois 61071

Re: Section 18-00000-00-GM
General Maintenance

Dear Mayor and City Council:

Material proposals were received and read yesterday for 2018 MFT General Maintenance activities. All proposals were reviewed for accuracy and completeness and a copy of the bid tab is attached.

It is the recommendation of our office to accept all of the unit price proposals from all of the vendors. Instead of requiring the Street Department to utilize one vendor for each item, the department will have maximum flexibility to make use of all vendors, as conditions and situations dictate.

If you have any questions or concerns regarding the proposals or the recommendation, please do not hesitate to contact me.

Yours very truly,

WILLETT, HOFMANN & ASSOCIATES, INC.

By 

Brian Frickenstein, P.E., S.E.

BDF: bf

Encl.

C: Eric Arduini, City Clerk
Robbin Blackert
Larry Spinka, Street Supt.
Colby Ardis

ROCK FALLS, ILLINOIS
 VARIOUS STREETS
 SECTION 18-00000-00-GM
 MATERIAL PROPOSAL
 WHA No. 1468Z17

TABULATION OF BIDS

BID OPENING: December 21, 2017
 10:30 a.m.
 Rock Falls Council Chambers

ATTENDED BY: Brian Frickenstein, WHA
 Eric Arduini, City Clerk
 Colby Ardis, IDOT
 Robbin Blackert, Rock Falls

| CONTRACTOR | | | CONMAT | | Alliance Materials | | Asphalt Sales Co. | | Tri-State Asphalt | |
|--|----------|------|-----------------------|-------------|-----------------------|------------|-----------------------|-------------|-----------------------|-------------|
| BID BOND | | | \$1,000 Cashier Check | | \$1,000 Cashier Check | | \$1,000 Cashier Check | | \$1,000 Cashier Check | |
| ITEM | QUANTITY | UNIT | UNIT PRICE | TOTAL | UNIT PRICE | TOTAL | UNIT PRICE | TOTAL | UNIT PRICE | TOTAL |
| 1 Bituminous Patching Mixture (Group I) | 200 | Ton | \$80.00 | \$16,000.00 | | | | | | |
| Location | | | Palmyra Road | | | | | | | |
| Miles / Adjusted Unit Cost | | | 10 miles / \$81.70 | | | | | | | |
| 2 Aggregate Surface Course, Type B (CA-6) | 500 | Ton | 6.75 | 3,375.00 | \$6.50 | \$3,250.00 | | | | |
| Location | | | Palmyra Road | | Emerson | | | | | |
| Miles / Adjusted Unit Cost | | | 10 miles / \$8.45 | | 6.6 Miles / \$7.86 | | | | | |
| 3 Seal Coat Aggregate, Class C, 3/8" (CA-16) | 700 | Ton | 11.50 | 8,050.00 | \$9.75 | \$6,825.00 | | | | |
| Location | | | Palmyra Road | | K's Corner | | | | | |
| Miles / Adjusted Unit Cost | | | 10 miles / \$13.20 | | 4.2 Miles / \$10.87 | | | | | |
| 4 HFE-150 Emulsion | 15,000 | Gal. | | | | | \$2.19 | \$32,850.00 | \$1.85 | \$27,750.00 |
| Location | | | | | | | N/A | | N/A | |
| Miles / Adjusted Unit Cost | | | | | | | N/A | | N/A | |
| TOTAL BID PROPOSAL | | | | | | | | | | |

Submitted Unit Cost of \$120.00
 per ton for UPM Bituminous
 Patching Mixture (Group II,
 Proprietary)

Price Includes Delivery Charge
 Minimum Load: 5,000 Gallons

Price Includes Delivery Charge
 Minimum Load: 5,000 Gallons

Rock Falls Police Department

1013 7th Avenue

Rock Falls, IL 61071-2891

815-622-1140

Fax 815-622-1144

Email: rfpolice@rockfalls61071.com

**Chief of Police
Tammy J. Nelson**

**Operations Commander
Jay Koett**

**Mayor
William Wescott**

**Administrative Commander
Doug Coppotelli**

Attached is a quote for 22 new portable radios for Patrol and Administration. These portables are digital and will allow us and Sterling PD to set up encrypted channels for special details along with improving interoperability going forward with central dispatch.

The quote includes the price of the radio, charging unit and shoulder microphone. We last purchased radios in January 2008 and now are starting to run into repair costs associated with the age of the radios. We are asking approval to purchase these radios with the payment coming from money received from Blackhawk Area Task Force's asset forfeiture fund.

The cost for each radio is \$805.00 with a total purchase price of \$17,710.00

Lectronics, Inc.

P.O. Box 3057
522 North 2nd Street
Clinton, IA 52732
(563) 242-1223

1305 - 1st Avenue
Rock Falls, IL 61071
(815) 625-0560

Rock Falls Police Dept
ATTN: Doug Coppotelli

November 27, 2017

- (22) Kenwood NX-5200K2 portable radio
complete with antenna, battery, rapid charger,
belt clip, speaker microphone and carrying case \$ 805.00 ea \$17,710.00

All prices are subject to sales tax if applicable and are valid
90 days from proposal date

Lectronics, Inc.

Authorized Signature _____ Scott Parker

Accepted By
Authorized Signature _____

Date Accepted _____