

City of Rock Falls

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

Mayor
William B. Wescott
815-380-5333

City Administrator
Robbin Blackert
815-564-1366



City Clerk
815-622-1100
Ext. 4

City Treasurer
Kay Abner
815-622-1100

Rock Falls City Council Agenda
Council Chambers
603 W 10th Street, Rock Falls IL 61071

December 3, 2019
6:30 p.m.

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

Public Hearing

Public Hearing to approve a proposed property tax levy increase for 2019

Audience Requests

Community Affairs

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

Consent Agenda

1. Approval of the Minutes of the November 19, 2019 Regular Council Meeting
2. Approval of bills as presented
3. Approval of Change Order #2 from Gensini Excavating, 10602 Hwy 26, Princeton, IL 61356 in the amount of \$36,750.00

Ordinances 1st Reading:

1. Ordinance 2019-2459 – Amending Chapter 16 of the Rock Falls Municipal Code for the Regulation of Recreational Cannabis and Cannabis Business Establishments
2. Ordinance 2019-2460 – Authorizing the City of Rock Falls of Whiteside County, Illinois to Borrow Funds from the Public Water Supply Loan Program

Ordinances 2nd Reading and Adoption:

1. Ordinance 2019-2453 – Abating the Tax Levied for the Year 2019 to pay Debt Service on \$9,200,000 General Obligation Bonds (Electric System Alternate Revenue Source) Series 2018A
2. Ordinance 2019-2454 – Abating the Tax Levied for the Year 2019 to pay Debt Service on \$1,200,00 General Obligation Bonds (Waterworks System Alternate Revenue Source) Series 2018B

3. Ordinance 2019-2455 – Abating the Tax Levied for the Year 2019 to pay Debt Service on \$1,200,000 General Obligation Bonds (Sewerage System Alternate Revenue Source) Series 2018C
4. Ordinance 2019-2456 – Abating the Tax Levied for the Year 2019 to pay Debt Service on \$5,300,000 General Obligation Bonds (Alternate Revenue Source) Series 2017
5. Ordinance 2019-2457 – Abating the Tax Levied for the Year 2019 to pay Debt Service on \$2,115,000 General Obligation Bonds (Alternate Revenue Source) Series 2016
6. Ordinance 2019-2458 – Tax Levy for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020

City Administrator Robbin Blackert

1. Approval of the City of Rock Falls Grant Management Policies & Procedures
2. Approval to submit an application to the State of Illinois for a Special Bridge Program Grant for a complete rebuild of the East 11th Street Bridge in the amount of \$2,457,000.00. We are requesting \$1,821,600.00 from the State with the City's 20% match, design engineering and ROW costs at \$635,400.00 which would be paid for from Motor Fuel Tax funds and Non-Home Rule Sales Tax funds.

Information/Correspondence

James Reese, City Attorney
Brian Frickenstein, City Engineer

Department Heads

Alderman Reports/Committee Chairman Requests

Ward 1

Alderman Bill Wangelin

Alderman Gabriella Palmer - Finance/Insurance/Investment Committee

1. Approval of the purchase of a Pierce Enforcer Pumper from Global Emergency Products 1401 N. Farnsworth Ave., Aurora, IL 60505 in the amount of \$650,000.00
2. Approval to finance a Pierce Enforcer Pumper through Tax Exempt Leasing Corp., 203 E. Park Avenue, Libertyville, IL 60048 for a 8 year term with an annual payment of \$57,344.00

Ward 2

Alderman Glen Kuhlemier – Finance/Insurance/Investment Committee Chairman

Alderman Brian Snow – Building Code Committee Chairman

Ward 3

Alderman Jim Schuneman – Utility Committee Chairman/Tourism Committee Chairman

Alderman Rod Kleckler – Public Works/Public Property Committee Chairman

Ward 4

Alderman Lee Folsom – Police/Fire Committee Chairman

Alderman Violet Sobottka – Ordinance/License/Personnel/Safety Committee Chairman

1. Change the Tourism Administrative Assistant position from part time to full time
2. Move the current Community Service/Code Enforcement Officer to the position of Police Administrative Assistant as of February 3, 2020 and begin the hiring process to fill the vacant position of Community Service/Code Enforcement Officer

Mayor's Report

Adjournment

Next City Council meeting - December 17, 2019 at 6:30 p.m.

Posted: November 27, 2019

Michelle Conklin, Deputy 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

November 19, 2019

The regular meeting of the Mayor and City Council of Rock Falls, Illinois was called to order at 6:30 p.m. November 19, 2019 in the Council Chambers by Mayor William B. Wescott.

Deputy City Clerk Michelle Conklin called the roll following the pledge of allegiance. A quorum was present including Mayor Wescott, Aldermen Palmer, Wangelin, Snow, Schuneman, Kleckler, Folsom and Sobottka. Alderman Kuhlemier being absent. In addition Attorney Matt Cole, Attorney James Reese and City Administrator Robbin Blackert were present.

Jim Wiemken and Tom Starr from the Rock Falls Optimist Club kicked off the annual Pride Calendar sales. Tom stated the Optimist Club is proud of the community and it is not all about raising money. This is the 17th year for the calendar project and at the end of this year they will have raised \$65,000.00 for youth programs.

Mayor Wescott stated that item 4 of the consent agenda will be pulled off the consent agenda and voted on separately.

Consent Agenda items 1 through 3 were read aloud by Deputy City Clerk Michelle Conklin.

1. Approval of the Minutes of the November 5, 2019 Regular Council Meeting
2. Approval of bills as presented
3. Resolution 2019-824 - Resolution for Maintenance Under the Illinois Highway Code - Section 20-00000-00-GM

A motion was made by Alderman Snow and second by Alderman Folsom to approve Consent Agenda items 1 through 3.

Vote 7 aye, motion carried.

A motion was made by Alderman Snow and second by Alderman Folsom to approve Consent Agenda item 4 with additional language.

4. Approve the Planning & Zoning Commission recommendation to grant the Petitioner's Request for the rezoning of 606 Emmons Avenue from B-1 to R-2 and have the City Attorney draft an ordinance to change the zoning from B-1 to R-2.

Vote 7 aye, motion carried.

A motion was made by Alderman Wangelin and second by Alderman Schuneman to approve the 1st reading of:

1. Ordinance 2019-2453 - Abating the Tax Levied for the Year 2019 to pay Debt Service on \$9,200,000 General Obligation Bonds (Electric System Alternate Revenue Source) Series 2018A
2. Ordinance 2019-2454 - Abating the Tax Levied for the Year 2019 to pay Debt Service on \$1,200,00 General Obligation Bonds (Waterworks System Alternate Revenue Source) Series 2018B

3. Ordinance 2019-2455 – Abating the Tax Levied for the Year 2019 to pay Debt Service on \$1,200,000 General Obligation Bonds (Sewerage System Alternate Revenue Source) Series 2018C
4. Ordinance 2019-2456 – Abating the Tax Levied for the Year 2019 to pay Debt Service on \$5,300,000 General Obligation Bonds (Alternate Revenue Source) Series 2017
5. Ordinance 2019-2457 – Abating the Tax Levied for the Year 2019 to pay Debt Service on \$2,115,000 General Obligation Bonds (Alternate Revenue Source) Series 2016

Viva Voce Vote, motion carried.

A motion was made by Alderman Snow and second by Alderman Wangelin to approve Ordinance 2019-2450 - Terminating the Designation of the Rock Falls Riverfront Tax Increment Financing District and Providing for the Dissolution of the Special Tax Allocation Fund.

Vote 7 aye, motion carried.

A motion was made by Alderman Schuneman and second by Alderman Snow to approve Ordinance 2019-2451 – Amending Chapter 16, Article XIII, Division 8 Relating to the City of Rock Falls Raffle Ordinance.

Vote 7 aye, motion carried.

A motion was made by Alderman Wangelin and second by Alderman Sobottka to approve Ordinance 2019-2452 – Amending Chapter 32, Article V, Section 32-343 Relating to Compliance with Electrical Wiring Requirements.

Vote 7 aye, motion carried.

A motion was made by Alderman Schuneman and second by Alderman Sobottka to accept the recommendation from City Administrator Robbin Blackert and hire Terracon as Environmental Engineers to administer the USEPA Grant for the Limestone Site Cleanup.

Vote 7 aye, motion carried.

A motion was made by Alderman Kleckler and second by Alderman Wangelin to approve the Water Departments Emergency Repair Request to install shut off valves from fire lines to the main on W 2nd Street and to waive the competitive bidding process.

Vote 7 aye, motion carried.

A motion was made by Alderman Folsom and second by Alderman Sobottka to Adjourn.

Viva Voce Vote, motion carried. (6:47 p.m.)



Michelle K. Conklin, Deputy City Clerk

CITY OF ROCK FALLS

Rock Falls, Illinois 12/03/2019

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:

Tourism		557.06
General Fund		14649.06
Employee Group Insurance		44.58
Electric		14505.10
IT Fund		550.00
Fiber Optic Broadband	Taxable	5670.60
	Tax Exempt	409.60
Sewer		15322.91
Water		38085.93
Customer Service Center		2562.04
Customer Utility Deposits		<u>\$373.57</u>
		\$92,730.45

Alderman Kuhlemier
Alderman Kleckler
Alderman Wangelin
Alderman Palmer

DATE: 11/21/19
TIME: 14:30:11
ID: AP443000.WOW

CITY OF ROCK FALLS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/22/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

TOURISM			
05	TOURISM		
200	COM ED	990.24	23.17
5015	CARD SERVICE CENTER	52,655.69	529.09
5032	COMCAST	2,866.79	4.80
	TOURISM		557.06
GENERAL FUND			
01	ADMINISTRATION		
4392	WILLIAM B WESCOTT	1,240.14	408.32
5032	COMCAST	2,866.79	4.80
5043	DAYS INN		220.00
	ADMINISTRATION		633.12
02	CITY ADMINISTRATOR		
5032	COMCAST	2,866.79	2.40
	CITY ADMINISTRATOR		2.40
04	BUILDING		
5032	COMCAST	2,866.79	9.61
5253	WEX BANK	38,570.96	58.73
T0005212	PIGNATELLI & ASSOCIATES		3,749.25
	BUILDING		3,817.59
05	CITY CLERK'S OFFICE		
5015	CARD SERVICE CENTER	52,655.69	173.79
5032	COMCAST	2,866.79	9.61
	CITY CLERK'S OFFICE		183.40
06	POLICE		
194	GRUMMERT'S HARDWARE - R.F.	5,247.62	4.04

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CITY OF ROCK FALLS
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/22/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
06	POLICE		
2985	WALMART COMMUNITY/SYNCB	3,096.42	36.37
4796	VERIZON WIRELESS	11,808.99	308.27
5015	CARD SERVICE CENTER	52,655.69	664.06
5032	COMCAST	2,866.79	74.39
5253	WEX BANK	38,570.96	3,008.04
55	ARAMARK UNIFORM SERVICES, INC.	8,007.05	101.57
956	UNIFORM DEN INC	1,496.07	593.39
	POLICE		4,790.13
07	CODE HEARING DEPARTMENT		
4929	TIMOTHY J SLAVIN	4,350.00	725.00
4931	MUNICIPAL SYSTEMS INC	5,910.70	722.00
	CODE HEARING DEPARTMENT		1,447.00
10	STREET		
2985	WALMART COMMUNITY/SYNCB	3,096.42	46.12
5032	COMCAST	2,866.79	4.80
5253	WEX BANK	38,570.96	777.03
	STREET		827.95
12	PUBLIC PROPERTY		
4579	CROWN EXTERMINATORS, INC	230.00	65.00
5015	CARD SERVICE CENTER	52,655.69	386.12
	PUBLIC PROPERTY		451.12
13	FIRE		
2509	RENNERT'S FIRE EQUIPMENT	588.39	433.42
2802	KELLY P. REYNOLDS & ASSOC, INC		75.00
2985	WALMART COMMUNITY/SYNCB	3,096.42	87.54
4207	O'REILLY AUTOMOTIVE INC	3,467.44	100.06
4664	STAPLES ADVANTAGE	542.12	41.99
4866	LOESCHER	9,051.79	372.50

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CITY OF ROCK FALLS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/22/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
13	FIRE		
5015	CARD SERVICE CENTER	52,655.69	724.98
5032	COMCAST	2,866.79	36.72
5253	WEX BANK	38,570.96	624.14
	FIRE		2,496.35
EMPLOYEE GROUP INSURANCE			
15	EMPLOYEE GROUP INS		
2985	WALMART COMMUNITY/SYNCB	3,096.42	44.58
	EMPLOYEE GROUP INS		44.58
ELECTRIC FUND			
20	OPERATION & MAINTENANCE		
1052	SAUK VALLEY MEDIA	9,638.89	465.00
1314	AMERICAN SAFETY UTILITY CORP		763.36
423	AT&T	13,850.89	138.30
4730	FLETCHER-REINHARDT CO	7,689.48	1,251.75
4995	CLOUDPOINT GEOGRAPHICS INC	39,997.25	804.00
5003	PIRTANO	137,888.78	7,047.59
5015	CARD SERVICE CENTER	52,655.69	522.48
5032	COMCAST	2,866.79	24.02
5127	JM TEST SYSTEMS	523.58	328.00
5141	CINTAS CORPORATION	1,016.41	35.65
5253	WEX BANK	38,570.96	1,949.35
795	SBM BUSINESS EQUIPMENT CENTER	6,733.64	280.50
964	UUSCO	14,764.85	895.10
	OPERATION & MAINTENANCE		14,505.10
IT FUND			
22	IT FUND		
5203	TRIMBLE INC.		550.00
	IT FUND		550.00
FIBER OPTIC BROADBAND/TAXABLE			

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CITY OF ROCK FALLS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/22/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

FIBER OPTIC	BROADBAND/TAXABLE		
23	FIBER OPTIC BROADBAND/TAXABLE		
5015	CARD SERVICE CENTER	52,655.69	47.31
5193	TRI-STATE FIRE CONTROL	450.00	450.00
5200	WALKER & ASSOCIATES, INC.	13,974.59	4,830.00
5253	WEX BANK	38,570.96	62.79
795	SBM BUSINESS EQUIPMENT CENTER	6,733.64	280.50
	FIBER OPTIC BROADBAND/TAXABLE		5,670.60
FIBER OPTIC	BROADBAND/TXEXEMPT		
24	FIBER OPTIC BROADBAND/TXEXEMPT		
5015	CARD SERVICE CENTER	52,655.69	409.60
	FIBER OPTIC BROADBAND/TXEXEMPT		409.60
SEWER FUND			
30	SEWER		
4119	USA BLUE BOOK	5,486.48	6,619.81
5105	STANLEY CONSULTANTS, INC.	73,443.15	770.00
	SEWER		7,389.81
38	OPERATION & MAINTENANCE		
194	GRUMMERT'S HARDWARE - R.F.	5,247.62	71.08
200	COM ED	990.24	163.15
2451	MENARDS	3,200.35	22.76
2985	WALMART COMMUNITY/SYNCB	3,096.42	54.95
34	ALTORFER INC.	32,590.89	732.73
4027	WHITESIDE COUNTY RECORDER	1,554.75	43.00
4207	O'REILLY AUTOMOTIVE INC	3,467.44	40.57
423	AT&T	13,850.89	998.24
4779	WASHINGTON EQUIPMENT		597.00
4796	VERIZON WIRELESS	11,808.99	165.33
4866	LOESCHER	9,051.79	2,740.00
4995	CLOUDPOINT GEOGRAPHICS INC	39,997.25	804.00
5032	COMCAST	2,866.79	16.82
5139	SUBURBAN LABORATORIES, INC.	510.00	510.00
5203	TRIMBLE INC.		550.00
5253	WEX BANK	38,570.96	423.47
	OPERATION & MAINTENANCE		7,933.10

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CITY OF ROCK FALLS
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/22/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER FUND			
40	WATER		
T0002911	WESTECH ENGINEERING, INC.	34,167.00	34,167.00
	WATER		34,167.00
48	OPERATION & MAINTENANCE		
1165	CEC OF THE SAUK VALLEY INC	21,216.61	169.50
1740	VIKING CHEMICAL CO	5,721.00	1,105.50
194	GRUMMERT'S HARDWARE - R.F.	5,247.62	10.79
2380	AUTOZONE	318.44	103.27
2985	WALMART COMMUNITY/SYNCB	3,096.42	154.55
337	GARAGE DOOR SPECIALISTS	3,650.20	35.00
4027	WHITESIDE COUNTY RECORDER	1,554.75	43.00
4207	O'REILLY AUTOMOTIVE INC	3,467.44	60.99
4995	CLOUDPOINT GEOGRAPHICS INC	39,997.25	804.00
5032	COMCAST	2,866.79	12.01
5203	TRIMBLE INC.		550.00
5253	WEX BANK	38,570.96	580.44
55	ARAMARK UNIFORM SERVICES, INC.	8,007.05	227.88
T0005216	NORTH PARK-PUBLIC WATER DIST		62.00
	OPERATION & MAINTENANCE		3,918.93
CUSTOMER SERVICE CENTER			
51	CUSTOMER SERVICE CENTER		
2699	WHITESIDE COUNTY HEALTH DEPT	3,365.00	525.00
5015	CARD SERVICE CENTER	52,655.69	56.22
5032	COMCAST	2,866.79	16.82
689	PITNEY BOWES GLOBAL	6,669.36	1,710.00
771	PINNEY PRINTING CO	4,628.12	254.00
	CUSTOMER SERVICE CENTER		2,562.04
CUSTOMER UTILITY DEPOSITS			
75	CUSTOMER UTILITY DEPOSITS		
4515	JASMINE GARZA		97.95
T0005213	GERALDINE WIKE		154.59
T0005214	JUDY WYPASEK-RHODES		54.09
T0005215	DIANE FLOOD		66.94
	CUSTOMER UTILITY DEPOSITS		373.57
	TOTAL ALL DEPARTMENTS		92,730.45

Date of Issuance: November 8, 2019	Effective Date:
Owner: City of Rock Falls	Owner's Contract No.:
Contractor: Gensini Excavating	Contractor's Project No.:
Engineer: Stanley Consultants	Engineer's Project No.: 28344.01.00
Project: Schmitt Property Water & Sewer Extension	Contract Name: Schmitt Property Water & Sewer Extension

The Contract is modified as follows upon execution of this Change Order:

Description:

- A. +\$42,750 and -\$6000: Hand Holes 24" x 36" – See Attachment A (in ITC 7)
- B. +\$20,000: 4" Fiber Optic HDPE– See Attachment B (recommended 190708 "location 4", in ITC 5)
- C. +1,691.11: Time & Material, Fire Hydrant Remove and Tee Cap at 4th Ave. – See Attachment C (request record email 190708, T&M record)
- D. +25,936.09: Time & Material, Casing Pipe installation & Storm Sewer Repair & Tie In to WTP – See Attachment D (in ITC 5, & T&M record, email clarifying T&M quantities 191105)

Attachments: A-D supporting description above

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: <u>\$1,959,497.50</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : <u>\$ 6,000 increase</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: <u>\$ 1,965,497.50</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: <u>\$ 84,377.20 increase (net)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price Incorporating this Change Order: <u>\$ 2,049,624.70</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED: By: <u>[Signature]</u> Engineer (If required) Title: <u>PROJECT ENGINEER</u> Date: <u>11/8/2019</u>	ACCEPTED: By: _____ Owner (Authorized Signature) Title: _____ Date: _____	ACCEPTED: By: <u>[Signature]</u> Contractor (Authorized Signature) Title: <u>Estimator</u> Date: <u>11-8-19</u>
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Approved by Funding Agency (If applicable)

By: _____ Date: _____
 Title: _____



INSTRUCTION TO CONTRACTOR

Schmitt Property Water & Sewer Extension
Project

Project No. 28344.01.00

Gensini Excavating, Inc.

Contractor

Contract No. _____

Instruction No. 7

Contract Description

Date July 30, 2019

This instruction is issued to:

- Clarify drawings, specifications, or procedures.
- Request a shop drawing.
- Transmit drawings or documents for incorporation into the work.
- Other

Mr. Garland,

This is an ITC to clarify location and quantity of handholes for the job.

The location, quantity, and unit cost of hand holes has been approved by Rock Falls Electrical (Dick Simon) and City Administrator (Robbin Blackert).

- Your quote of material at \$2,250 per hand hole (attached), has been approved.
- There will be 19 total hand holes (6 "FIBER" top, 13 "ELECTRIC" top).
- There are 7 general locations for the 19 handholes.
- For full detail on location and quantity see attached drawing markup ("Hand hole Location and Quantity Instructions") and Table 1 on next page.


Include these handholes in the next change order. Note, CO-01 was for 10 handholes at a unit cost of \$600, totaling \$6000. It was approved at Rock Falls City Council meeting June 18. This amount should be deducted in the request for this line item the future change order. In short:

(19 hand holes * \$2,250 / hand hole) - \$6000 previously approved for hand holes = \$36,750 additional funds for hand holes.

IF, IN YOUR OPINION, THIS INSTRUCTION INVOLVES WORK WHICH CHANGES THE CONTRACT PRICE OR TIME, YOU MUST SUBMIT A PROPOSAL OR NOTICE AS REQUIRED IN THE CONTRACT DOCUMENTS.

STANLEY CONSULTANTS

BY: _____


Kate Stephens

CITY OF ROCK FALLS

ORDINANCE NO. 2019-2459

**ORDINANCE AMENDING CHAPTER 16
OF THE ROCK FALLS MUNICIPAL CODE
FOR THE REGULATION OF RECREATIONAL CANNABIS
AND CANNABIS BUSINESS ESTABLISHMENTS**

ADOPTED BY THE
CITY COUNCIL
OF THE
CITY OF ROCK FALLS

THIS _____ DAY OF _____, 2019

Published in pamphlet form by authority of the City Council of the City of Rock Falls, this
_____ day of _____, 2019.

**ORDINANCE AMENDING CHAPTER 16
OF THE ROCK FALLS MUNICIPAL CODE
FOR THE REGULATION OF RECREATIONAL CANNABIS
AND CANNABIS BUSINESS ESTABLISHMENTS**

WHEREAS, the Illinois legislature recently adopted the Cannabis Regulation and Tax Act, 410 ILCS 705/1-1 et. seq. (the “Act”), which legalizes the cultivation, sale, purchase, use and consumption of cannabis for recreational purposes, to take effect on January 1, 2020; and

WHEREAS, Section 55-25 of the Act authorizes a unit of local government to, among other things, adopt rules regulating the time, place, manner and number of cannabis business establishment operations, and to regulate the on-premises consumption of cannabis at or in a cannabis business establishment, all as more specifically set forth in the Act; and

WHEREAS, the City of Rock Falls (the “City”) is a unit of local government as such term is used in the Act; and

WHEREAS, the Mayor and City Council of the City of Rock Falls (collectively, the “Corporate Authorities”), have discussed the needs of the City with respect to the regulation of recreational cannabis and cannabis business establishments within the City limits; and

WHEREAS, the Corporate Authorities deem it in the best interests of the City to amend the Rock Falls Municipal Code to provide for the regulation of recreational cannabis and cannabis business establishments within the City.

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

SECTION 1: The preambles to this Ordinance are true and correct and are hereby incorporated into this section as if fully set forth herein.

SECTION 2: Chapter 16 of the Rock Falls Municipal Code, as amended, is further amended by the addition of a new “Article XIV – Cannabis Business Establishments”, to read as follows:

“ARTICLE XIV. – CANNABIS BUSINESS ESTABLISHMENTS

Sec. 16-1550. – Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“*Cannabis*” means cannabis, hashish, and other substances that are identified as including any parts of the plant *Cannabis sativa* and including derivatives or subspecies, such

as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, “cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination. “Cannabis” does not include industrial hemp as defined and authorized under the Industrial Hemp Act. “Cannabis” also means concentrate and cannabis-infused products.

“*Cannabis business establishment*” means a cultivation center, craft grower, processing organization, dispensing organization, or transporting organization, as such terms are defined in section 34-480(a).

Sec. 16-1551. – License Required; Application.

- (a) It is unlawful to grow, cultivate, transfer, distribute, process, sell or offer for sale in the city any cannabis without first having a license issued by the city pursuant to this article, or in violation of the terms of such license.
- (b) An application for a license for the growing, cultivation, transfer, distribution, process, or sale of cannabis within the city shall be made to the city clerk in writing, on the form or forms as prepared by the city, and shall be signed by the applicant or a duly authorized agent thereof. The application shall, at a minimum, contain such information as is required by section 16-24 and shall be accompanied by a non-refundable license fee as provided in this article.
- (c) No license shall be issued unless the applicant has applied for and received a license from the state for the growing, cultivation, transfer, distribution, process or sale of cannabis as provided in the Cannabis Regulation and Tax Act (410 ILCS 705/1-1 et. seq.) and the requirements of this section and of article II of this chapter have been satisfied.
- (d) No license shall be issued unless the premises on which the growing, cultivation, transfer, distribution, process or sale of cannabis is proposed to occur complies in all respects with the applicable zoning ordinances for the city.
- (e) A violation of this section shall be punishable as a Class B violation as provided in section 1-41.

Sec. 16-1552. – License classifications and fees.

Licenses for the growing, cultivation, transfer, distribution, process or sale of cannabis within the city shall be divided into the following classes:

- (a) Craft grower license:
 - (1) A craft grower license shall entitle the licensee to operate as a craft grower, as such term is defined in section 34-480(a).
 - (2) The initial fee for the issuance of a craft grower license shall be \$20,000.00. The license fee for the annual renewal of said license shall be \$10,000.00.
 - (3) There shall be issued not more than one (1) craft grower license within the city at any given time.

- (b) Cultivation center license:
 - (1) A cultivation center license shall entitle the licensee to operate as a cultivation center, as such term is defined in section 34-480(a).
 - (2) The initial fee for the issuance of a cultivation center license shall be \$35,000.00. The license fee for the annual renewal of said license shall be \$17,500.00.
 - (3) There shall be issued not more than one (1) cultivation center license within the city at any given time.

- (c) Dispensing organization license:
 - (1) A dispensing organization license shall entitle the licensee to operate as a dispensing organization, as such term is defined in section 34-480(a).
 - (2) The initial fee for the issuance of a dispensing organization license shall be \$8,000.00. The license fee for the annual renewal of said license shall be \$4,000.00.
 - (3) There shall be issued not more than one (1) dispensing organization license within the city at any given time.

- (d) Processing organization license:
 - (1) A processing organization license shall entitle the licensee to operate as a processing organization, as such term is defined in section 34-480(a).
 - (2) The initial fee for the issuance of a processing organization license shall be \$12,000.00. The license fee for the annual renewal of said license shall be \$8,000.00.

(3) There shall be issued not more than one (1) processing organization license within the city at any given time.

(e) Transporting organization license:

(1) A transporting organization license shall entitle the licensee to operate as a transporting organization, as such term is defined in 34-480(a).

(2) The initial fee for the issuance of a transporting organization license shall be \$16,000.00. The license fee for the annual renewal of said license shall be \$8,000.00.

(3) There shall be issued not more than one (1) transporting organization license within the city at any given time.

The city clerk shall keep or cause to be kept a complete record of all licenses issued under this article. No license shall be transferable by the licensee to any other person, firm or corporation. The fee to be paid for any license issued pursuant to this article shall be prorated based upon the period of time remaining on the term of the license.

Sec. 16-1553. – Renewal.

Any licensee may renew his, her or its license at the expiration of the term of said license by submitting an application for renewal to the city and by paying the applicable license fee. No license may be renewed unless the licensee and the licensed premises are in full compliance with the requirements of this article.

Sec. 16-1554. – Dispensing organization hours of operation; on-premises consumption prohibited.

(a) Cannabis may be sold, delivered, transferred, or distributed on about any premises holding a dispensing organization license only between the hours of 10:00 a.m. and 10:00 p.m. on Monday through Saturday of each week.

(b) Notwithstanding the foregoing, cannabis may be sold, delivered, transferred, or distributed on or about any premises holding a dispensing organization license between the hours of 10:00 a.m. and 10:00 p.m. on Sunday, but only after payment of an additional \$2,000.00 extended hours license fee. The extended hours license fee shall be in addition to the annual license fee and shall be payable in conjunction with the issuance or renewal of said license.

(c) All persons are prohibited from smoking, inhaling or consuming cannabis in any other manner at any cannabis business establishment, including dispensing organizations.

(d) Nothing in this section shall prohibit licensees, their agents, employees or independent contractors hired by the licensee to render services to the licensee from being upon or within the licensed premises for the purpose of

cleaning, redecorating or repairing the licensed premises during hours when otherwise prohibited, but provided that no sale, delivery, transfer, distribution, giving away or consumption of any cannabis shall occur upon the licensed premises during prohibited hours.

Sec. 16-1555. – Advertising and promotions.

- (a) No cannabis business establishment nor any other person or entity shall engage in advertising that contains any statement or illustration that:
 - (1) is false or misleading;
 - (2) promotes overconsumption of cannabis or cannabis products;
 - (3) depicts the actual consumption of cannabis or cannabis products;
 - (4) depicts a person under twenty-one (21) years of age consuming cannabis;
 - (5) makes any health, medicinal, or therapeutic claims about cannabis or cannabis-infused products;
 - (6) includes the image of a cannabis leaf or bud; or
 - (7) includes any image designed or likely to appeal to minors, including cartoons, toys, animals, or children, or any other likeness to images, characters, or phrases that is designed in any manner to be appealing to or encourage consumption of persons under twenty-one (21) years of age.

- (b) No cannabis business establishment nor any other person or entity shall place or maintain, or cause to be placed or maintained, an advertisement of cannabis or a cannabis-infused product in any form or through any medium:
 - (1) within one thousand feet (1000') of the perimeter of school grounds, a playground, a recreation center or facility, a child care center, a public park or public library, or a game arcade to which admission is not restricted to persons twenty-one (21) years of age or older;
 - (2) on or in a public transit vehicle or public transit shelter;
 - (3) on or in publicly owned or publicly operated property; or
 - (4) that contains information that:
 - (i) is false or misleading;
 - (ii) promotes excessive consumption;

- (iii) depicts a person under twenty-one (21) years of age consuming cannabis;
 - (iv) includes the image of a cannabis leaf; or
 - (v) includes any image designed or likely to appeal to minors, including cartoons, toys, animals, or children, or any other likeness to images, characters, or phrases that is designed in any manner to be appealing to or encourage consumption of persons under twenty-one (21) years of age.
- (c) Subsections (a) and (b) of this section shall not apply to an educational message.
- (d) No cannabis business establishment nor any other person or entity may encourage the sale of cannabis or cannabis products by giving away cannabis or cannabis products, by conducting games or competitions related to the consumption of cannabis or cannabis products, or by providing promotional materials or activities of a manner or type that would be appealing to children.

Sec. 16-1556. – Restrictions regarding persons under the age of 21.

- (a) It is unlawful for any person to sell, deliver, transfer, distribute or give away cannabis to any person under the age of twenty-one (21) years.
- (b) It is unlawful for any person under the age of twenty-one (21) years, or for any person to permit or allow a person under the age of twenty-one (21) years, to enter or remain inside a premises holding a license pursuant to this article. The licensee shall post a sign at all entrances to the business stating that no person under the age of twenty-one (21) years may enter or remain inside the premises.
- (c) A violation of this section shall be punishable as a Class B violation as provided in section 1-41.

Sec. 16-1557. – Responsibility for agents and employees.

- (a) Every act or omission of whatsoever nature, constituting a violation of any of the provisions of this article by any officer, director, manager or other agent or employee of any licensee shall be deemed and held to be the act of such licensee; and such licensee shall be punishable in the same manner as if such act or omission had been done or omitted by the licensee personally.
- (b) No agent or employee of the licensee shall be disciplined or discharged for selling or furnishing cannabis or cannabis products to a person under twenty-one (21) years of age if the agent or employee demanded and was shown,

before furnishing cannabis or cannabis products to a person under twenty-one (21) years of age, adequate written evidence of age and identity of the person. This subsection does not apply if the agent or employee accepted the written evidence knowing it to be false or fraudulent. Adequate written evidence of age and identity of the person is a document issued by a federal, State, county, or municipal government, or subdivision or agency thereof, including, but not limited to, a motor vehicle operator's license, a registration certificate issued under the Military Selective Service Act, or an identification card issued to a member of the Armed Forces. Proof that the licensee or his or her employee or agent was shown and reasonably relied upon such written evidence in any transaction forbidden by this article is an affirmative defense in any proceedings for the suspension or revocation of any license based thereon.

Sec. 16-1558. – Administration; enforcement.

- (a) The mayor is charged with the administration of this article and such other provisions of the city code relating to cannabis as may be enacted. The mayor may appoint persons to assist him or her in the exercise of his or her powers and the performance of the duties provided in this article.
- (b) The mayor may adopt reasonable rules and regulations for hearings to determine whether any license granted under this article should be suspended, terminated or revoked.

Sec. 16-1559. – License termination; revocation.

- (a) Every license issued under this article shall be valid from the date of its issuance to the following May 1 of each year.
- (b) If a license is not used by the licensee within a period of one hundred and eighty (180) days from the date of its issuance, the license is subject to revocation in the sole discretion of the mayor.
- (c) The mayor may suspend or revoke any license issued under this article for any one of the following reasons:
 - (1) violation of the laws of the United States, the laws of this state or any of the ordinances of the city;
 - (2) permitting any violation of this article or any disorderly practices upon the premises;
 - (3) the willful making of any false statement as to a material fact in the application for the license;
 - (4) revocation of the licensee's state license or permit issued pursuant to the Cannabis Regulation and Tax Act (410 ILCS 705/1-1 et. seq.);

- (5) the sale of cannabis to any person under twenty-one (21) years of age;
or
- (6) failure to pay a fine or costs imposed by this article within twenty-one (21) days of notice of such costs.
- (d) Notwithstanding anything to the contrary in this section, no license issued pursuant to this article shall be revoked or suspended, and no licensee shall be fined except after a public hearing conducted by the mayor in accordance with this article.
- (e) The licensee shall be given written notice of such hearing, and shall afford the licensee an opportunity to appear and defend the alleged violations.
- (f) If the mayor has a good faith belief that the continued operation of a particular licensed premises will constitute an immediate threat to the welfare of the community, he or she may, upon the issuance of a written order stating the reason for such conclusion and without notice or hearing, order the licensed premises closed for not more than seven (7) days, giving the licensee an opportunity to be heard during that period, except that if such licensee shall also be engaged in the conduct of another business or businesses on the licensed premises, such order shall not be applicable to such other business or businesses.
- (g) The mayor shall, within seven (7) days after a hearing held pursuant to this section, and upon a determination that the license should be revoked or suspended, or that the licensee should be fined, state the reason or reasons for such determination in a written order and the penalty imposed, and shall serve a copy of such order upon the licensee.

Sec. 16-1560. – Penalty.

Any violation of this article, unless more specifically provided for herein, shall be punishable by a fine of not less than \$75.00 nor more than \$750.00 for each occurrence.”

SECTION 3: In all other respects, Chapter 16 of the Rock Falls Municipal Code shall remain in full force and effect as previously adopted and/or amended.

SECTION 4: Chapter 22 of the Rock Falls Municipal Code, as amended, is further amended by the addition of a new Article VIII – “Recreational Cannabis”, to read as follows:

“ARTICLE VIII. – RECREATIONAL CANNABIS

DIVISION 1. – GENERALLY

Sec. 22-250. – Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“*Cannabis*” is as defined in section 16-1550.

“*Cannabis business establishment*” means a cultivation center, craft grower, processing organization, dispensing organization, or transporting organization, as such terms are defined in section 34-480(a).

Sec. 22-251. – Penalties.

Any violation of this article, unless more specifically set forth herein, shall be punishable as a Class B violation as provided in section 1-41.

DIVISION 2. – PERSONAL USE

Sec. 22-252. – Restrictions on personal use of cannabis.

- (a) No person, regardless of age, may possess, use or consume cannabis in such a manner as to constitute a violation of section 10-35 of the Cannabis Regulation and Tax Act (410 ILCS 705/1-1 et. seq.).
- (b) It is a violation of this section for any person to undertake any task under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct.

Sec. 22-253. – Limitations on possession of cannabis at certain locations.

No person, regardless of age, may possess cannabis at the following locations:

- (a) in a school bus, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Pilot Program Act;
- (b) on the grounds of any preschool or primary or secondary school, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Pilot Program Act;
- (c) in any correctional facility;
- (d) in a vehicle not open to the public unless the cannabis is in a reasonably secured, sealed container and reasonably inaccessible while the vehicle is moving; or
- (e) in a private residence that is used at any time to provide licensed child care or other similar social service care on the premises.

Sec. 22-254. – Limitations on use of cannabis.

No person, regardless of age, may use cannabis in the following manner:

- (a) in a school bus, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Pilot Program Act;
- (b) on the grounds of any preschool or primary or secondary school, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Pilot Program Act;
- (c) in any correctional facility;
- (d) in any motor vehicle;
- (e) in a private residence that is used at any time to provide licensed child care or other similar social service care on the premises;
- (e) in any public place; or
- (f) knowingly in close physical proximity to anyone under twenty-one (21) years of age who is not a registered medical cannabis patient under the Compassionate Use of Medical Cannabis Pilot Program Act.

Sec. 22-255. – Smoking cannabis in certain areas prohibited.

- (a) No person, regardless of age, may smoke cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act.
- (b) For purposes of this section, a “public place” shall mean any place where a person could reasonably be expected to be observed by others. “Public place” includes all parts of buildings owned in whole or in part, or leased, by the State or a unit of local government. “Public place” does not include a private residence unless the private residence is used to provide licensed child care, foster care, or similar social service care on the premises.

Sec. 22-256. – Private businesses.

Nothing in this article shall prevent a private business from restricting or prohibiting the use of cannabis on its property, including areas where motor vehicles are parked.

Sec. 22-257 – 22-259. – Reserved.

DIVISION 3. – PERSONS UNDER 21 YEARS OF AGE

Sec. 22-260. – Cannabis prohibited for persons under the age of twenty-one (21).

It is unlawful for any person under twenty-one (21) years of age, or to allow a person under twenty-one (21) years of age to purchase, possess, use, process, transport, grow or consume cannabis except where authorized by the Compassionate Use of Medical Cannabis Pilot Program Act or by the Community College Cannabis Vocational Pilot Program.

Sec. 22-261. – Liability of parent or guardian.

It is unlawful for any parent or guardian to knowingly permit his or her residence, any other private property under his or her control, or any vehicle, conveyance, or watercraft under his or her control to be used by an invitee of the parent's child or the guardian's ward, if the invitee is under the age of twenty-one (21), in a manner that constitutes a violation of this division.

Sec. 22-262. – False identification.

No person under the age of twenty-one (21) shall present or offer to a cannabis business establishment or the cannabis business establishment's principal or employee any written or oral evidence of age that is false, fraudulent, or not actually the person's own, for the purpose of:

- (a) purchasing, attempting to purchase, or otherwise obtaining or attempting to obtain cannabis or any cannabis product; or
- (b) gaining access to a cannabis business establishment.

Sec. 22-263 – 22-269. – Reserved.

DIVISION 4. – HOME CULTIVATION

Sec. 22-270. – Home cultivation of cannabis for personal use.

Cultivating cannabis for personal use is subject to the following limitations:

- (a) An Illinois resident 21 years of age or older who is a registered qualifying patient under the Compassionate Use of Medical Cannabis Pilot Program Act may cultivate cannabis plants, with a limit of five (5) plants that are more than five inches (5") tall, per household without a cultivation center or craft grower license. In this section, "resident" means a person who has been domiciled in the State of Illinois for a period of thirty (30) days before cultivation.
- (b) Cannabis cultivation must take place in an enclosed, locked space.
- (c) Adult registered qualifying patients may purchase cannabis seeds from a dispensary for the purpose of home cultivation. Seeds may not be given or sold to any other person.

- (d) Cannabis plants shall not be stored or placed in a location where they are subject to ordinary public view, as defined in this Act. A registered qualifying patient who cultivates cannabis under this Section shall take reasonable precautions to ensure the plants are secure from unauthorized access, including unauthorized access by a person under twenty-one (21) years of age.
- (e) Cannabis cultivation may occur only on residential property lawfully in possession of the cultivator or with the consent of the person in lawful possession of the property. An owner or lessor of residential property may prohibit the cultivation of cannabis by a lessee.
- (f) A dwelling, residence, apartment, condominium unit, enclosed, locked space, or piece of property not divided into multiple dwelling units shall not contain more than five (5) plants at any one time.
- (g) Cannabis plants may only be tended by registered qualifying patients who reside at the residence, or their authorized agent attending to the residence for brief periods, such as when the qualifying patient is temporarily away from the residence.
- (h) A registered qualifying patient who cultivates more than the allowable number of cannabis plants, or who sells or gives away cannabis plants, cannabis, or cannabis-infused products produced under this section, is liable for penalties as provided by law, including the Cannabis Control Act, in addition to loss of home cultivation privileges.”

SECTION 5: In all other respects, Chapter 22 of the Rock Falls Municipal Code shall remain in full force and effect as previously adopted and/or amended.

SECTION 6: The foregoing amendments shall take effect beginning on and after January 1, 2020.

SECTION 7: 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 8: The City Clerk is directed to publish this Ordinance in pamphlet form.

SECTION 9: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

Passed by the Mayor and the City Council of the City of Rock Falls on the _____ day of _____, 2019.

Mayor

ATTEST:

City Clerk

AYE

NAY

CITY OF ROCK FALLS

ORDINANCE NO. 2019-2460

ORDINANCE AUTHORIZING THE CITY OF ROCK FALLS OF WHITESIDE
COUNTY, ILLINOIS TO BORROW FUNDS FROM THE PUBLIC WATER
SUPPLY LOAN PROGRAM

ADOPTED BY THE
COUNCIL
OF THE
CITY OF ROCK FALLS

THIS ___ DAY OF _____, 2019

Published in pamphlet form by authority of the Council of the City of Rock Falls, Whiteside
County, Illinois this ___ day of _____, 2019.

ORDINANCE NO. 2019-2460

AN ORDINANCE AUTHORIZING THE CITY OF ROCK
FALLS, WHITESIDE COUNTY, ILLINOIS TO BORROW
FUNDS FROM THE PUBLIC WATER SUPPLY LOAN
PROGRAM

WHEREAS the City of Rock Falls, Whiteside County, Illinois (the "City") operates its public water supply system ("the System") in accordance with the provisions of 65 ILCS 5/11-139 and the Local Government Debt Reform Act, 30 ILCS 350/1 (collectively, "the Act"), and

WHEREAS the Mayor and City Council of the City of Rock Falls (the "Corporate Authorities") have determined that it is advisable, necessary and in the best interests of public health, safety and welfare to improve the system, including the following: the construction of a approximately 30,775 feet of water main complete with appurtenances and surface restoration work at an estimated cost of \$9,670,000, together with any acquisition of necessary land or rights in land or other services necessary, useful or advisable to the construction and installation ("the Project"), all in accordance with the plans and specifications prepared by the consulting engineers to the City; and

WHEREAS, the useful life of the Project is estimated to be at least 30 years; and

WHEREAS, the estimated cost of construction and installing the Project, including engineering, legal, financial and other related expenses is \$9,670,000, and the City has insufficient funds on hand and lawfully available to pay these costs; and

WHEREAS, in accordance with the provisions of the Act, the City is authorized to borrow funds from the Public Water Supply Loan Program [415 ILCS 5/19.3] in the aggregate principal amount of \$14,000,000.00 to provide funds to pay the costs of the Project; and

WHEREAS, the costs of construction of the Project are expected to be paid for with a loan to the City from the Public Water Supply Loan Program through the Illinois Environmental Protection Agency, the loan to be repaid from revenues of the System, and the loan is authorized to be accepted at this time pursuant to the Act; and

WHEREAS, the loan shall bear an interest rate as defined by 35 IL Admin. Code 662, which does not exceed the maximum rate authorized by the Bond Authorization Act, as amended, 30 ILCS 305/0.01 et seq., at the time of making of the loan; and

WHEREAS, the principal and interest shall be payable semi-annually, and the loan shall mature in twenty (20) years, which is within the period of useful life of the Project; and

WHEREAS, the loan to the City shall be made pursuant to a Loan Agreement, including certain terms and conditions, between the City and the Illinois Environmental Protection Agency;

NOW THEREFORE be it ordained by the Mayor and City Council of Rock Falls, Whiteside County, Illinois as follows:

SECTION 1. INCORPORATION OF PREAMBLES

The Corporate Authorities hereby find that the recitals contained in the preambles are true and correct, and incorporate them into this ordinance by this reference.

SECTION 2. DETERMINATION TO BORROW FUNDS

It is necessary and in the best interests of the City to construct the Project for public health, safety and welfare, in accordance with the plans and specifications, as described, that the System continue to be operated in accordance with the provisions of the Illinois Environmental Protection Act, 415 ILCS 5/1 et. Seq.; and that for the purpose of constructing the Project, it is hereby authorized that funds be borrowed by the City through the Illinois Public Water Supply System Loan Program in an aggregate principal amount not to exceed \$14,000,000.00.

SECTION 3. PUBLICATION

This Ordinance, together with a notice in the statutory form, shall be published once within ten days after passage in the Daily Gazette, a newspaper published and of general circulation in the City, and if no petition, signed by electors numbering 10% or more of the registered voters in the City (i.e. 548 electors) asking that the question of improving the System and entering into the Loan Agreement therefore as provided in this Ordinance be submitted to the electors of the City, is filed with the City Clerk within 30 days after the date of publication of this Ordinance and Notice, then this Ordinance shall be in full force and effect. A petition form shall be provided by the City Clerk to any individual requesting one.

SECTION 4. ADDITIONAL ORDINANCES

If no petition meeting the requirements of the Act and other applicable law is filed during the 30 day petition period, then the Corporate Authorities may adopt additional ordinances or proceedings supplementing or amending this Ordinance providing for entering into the Loan

Agreement with the Illinois Environmental Protection Agency, prescribing all the details of the Loan Agreement, and providing for the collection, segregation and distribution of the revenues of the system, so long as the maximum amount set forth in the Loan Agreement, as authorized by this Ordinance, is not exceeded, and there is no material change in the Project or purposes described herein. Any additional Ordinances or proceedings shall in all instances become effective in accordance with the Act or other applicable law. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for entering into the Loan Agreement under applicable law.

However, notwithstanding the above, the City may not adopt additional ordinances or amendments which provide for any substantive or material change in the scope and intent of this Ordinance, including but not limited to interest rate, preference or priority of any other ordinance with this Ordinance, parity of any other ordinance with this Ordinance, or otherwise alter or impair the obligation of the City to pay the principal and interest due the Public Water Supply Loan Program without the written consent of the Illinois Environmental Protection Agency.

SECTION 5. LOAN NOT INDEBTEDNESS OF CITY

Repayment of the loan to the Illinois Environmental Protection Agency by the City pursuant to this ordinance shall be made solely from the revenues derived from the operation of the System, and the loan does not and shall not constitute an indebtedness of the City within the meaning of any constitutional or statutory limitation.

SECTION 6. APPLICATION FOR LOAN

The Mayor is hereby authorized to make application to the Illinois Environmental Protection Agency for a loan through the Public Water Supply Loan Program, in accordance with the loan requirement set out in 35 Ill. Adm. Code 662.

SECTION 7. ACCEPTANCE OF LOAN AGREEMENT

The Mayor and the City Council hereby authorize acceptance of the offer of a loan through the Public Water Supply Loan Program, in accordance with the loan requirements set out in 35 Ill. Adm. Code 662. The loan funds shall be used solely for the purpose of the Project as approved by the Illinois Environmental Protection Agency in accordance with the terms and conditions of the Loan Agreement.

SECTION 8. RESERVE ACCOUNTS

For so long as the City has outstanding revenue bonds or indebtedness payable from revenues of the System that are senior to the loan authorized by this Ordinance, the City shall maintain an account, debt service coverage ratios, and reserves for the loan authorized by this Ordinance that are equivalent to the accounts, debt service coverage ratios, and reserves required for the outstanding senior bonds or indebtedness.

SECTION 9. AUTHORIZATION AND MAYOR TO EXECUTE LOAN AGREEMENT

The Mayor is hereby authorized and directed to execute the Loan Agreement with the Illinois Environmental Protection Agency.

SECTION 10. SEVERABILITY

If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

SECTION 11. REPEALER

All Ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this ordinance are, to the extent of such conflict, hereby repealed.

PASSED BY THE CORPORATE AUTHORITY

ON _____, 2019.

APPROVED ON _____, 2019.

MAYOR
CITY OF ROCK FALLS
WHITESIDE COUNTY, ILLINOIS

PUBLISHED IN THE DAILY GAZETTE ON _____, 2019.

ATTEST:

CITY CLERK
CITY OF ROCK FALLS
WHITESIDE COUNTY, ILLINOIS

RECORD OF VOTE	YES	NO	ABSTAIN	ABSENT
MAYOR WILLIAM WESCOTT				
ALDERMAN GABRIELLA PALMER				
ALDERMAN BILL WANGELIN				
ALDERMAN GLEN KUKLEMIER				
ALDERMAN BRIAN SNOW				
ALDERMAN JIM SCHUNEMAN				
ALDERMAN ROD KLECKLER				
ALDERMAN LEE FOLSOM				
ALDERMAN VIOLET SOBOTTKA				

DATE _____

MOTION CARRIED _____

MOTION LOST _____

Certified to be a true and accurate copy, passed and adopted on the above date.

(SEAL)

MICHELLE CONKLIN, DEPUTY CITY CLERK

NOTICE OF INTENT TO BORROW FUNDS
AND RIGHT TO FILE PETITION

Notice is HEREBY GIVEN that, pursuant to Ordinance No. _____, adopted on _____, 2019, the City of Rock Falls of Whiteside County, Illinois (the "City"), intends to enter into a Loan Agreement with the Illinois Environmental Protection Agency in an aggregate principal amount not to exceed \$14,000,000.00 and bearing annual interest at an amount not to exceed the maximum rate authorized by law at the time of execution of the Loan Agreement, for the purpose of paying the costs of certain improvements to the public water supply system of the City of Rock Falls. A complete copy of the Ordinance accompanies this Notice.

NOTICE IS HEREBY FURTHER GIVEN that if a petition signed by 548 or more electors of the City (being equal to 10% of the registered voters of the City) requesting that the question of improving the public water supply system and entering into the Loan Agreement is submitted to the City Clerk within 30 days after the publication of this Notice, the question of improving the public water supply system of the City of Rock Falls as provided in the Ordinance and Loan Agreement shall be submitted to the electors of the City at the General Election to be Held on November 3, 2020. A petition form is available from the office of the City clerk.

Deputy City Clerk of the City of Rock Falls, Whiteside County, Illinois

CERTIFICATION

I, _____, certify that I am the duly appointed and acting Deputy City clerk of the City of Rock Falls, Whiteside County, Illinois.

I further certify that on _____, 2019, the City Council of such City passed and approved Ordinance No. _____, entitled an Ordinance Authorizing the City of Rock Falls of Whiteside County, Illinois to borrow funds from the Public Water Supply Loan Program which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. _____, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on _____, 2019, and continuing for at least ten days thereafter. Copies of such ordinance were also available for public inspection upon request in the office of the City clerk.

Dated this _____ day of _____, 2019.

MICHELLE CONKLIN, Deputy City Clerk

(S E A L)

NO REFERENDUM CERTIFICATE

I, the undersigned , do hereby certify that I am the duly qualified, and acting Deputy City Clerk, of the City of Rock Falls, Whiteside County, Illinois (the "City"), and as such officer I am the keeper of the books, records, files, and journal of proceedings of the City and of the Mayor and City Council of the City.

I do further certify that ordinance Number _____, being the Ordinance entitled:

**AN ORDINANCE AUTHORIZING THE CITY OF ROCK FALLS
WHITESIDE COUNTY, ILLINOIS TO BORROW FUNDS FROM THE
PUBLIC WATER SUPPLY LOAN PROGRAM**

(The "Ordinance") was presented to and passed by the Mayor and City Council of the City at its legally convened meeting held on the ____ day of _____, 2019, and signed by the Mayor of the City on said day.

I do further certify that the ordinance was duly and properly published in the Daily Gazette, a newspaper having general circulation within the City , on the _____, 2019, being a date within ten days from the date of passage of the Ordinance.

I do further certify that publication of the Ordinance was accompanied by a separate publication of notice of (1) specific number of voters required to sign the petition requesting the question of constructing improvements to the public water supply system as provided in such ordinance; (2) the time by which such petition must have been filed; and (3) the date of the prospective referendum.

I do further certify that I did make available and provide to any individual so requesting a petition, in the form as attached hereto, which petition provided for submission to the electors of the City of the questions as set forth therein. Such petition forms were available from me continuously from _____, 2019 to and including _____, 2019.

I do further certify that no petition has been filed in my office within 30 days after publication of the Ordinance or as of the time of the signing hereof as provided by statute asking that the question of improving the public water supply system as provided in the Ordinance, and the Loan Agreement therefore, be submitted to the electors of the City.

IN WITNESS WHEREOF, I have hereunto affixed by official signature and the Corporate Seal of the City of Rock Falls, Whiteside County, Illinois, this _____ day of _____, 2019.

Deputy City Clerk of the City of Rock Falls, Whiteside County,

Illinois

(S E A L)

PETITION

To the City Clerk of the City of Rock Falls, Whiteside County, Illinois.

WE, the undersigned, being registered voters of the City of Rock Falls, Whiteside County, Illinois do hereby petition you to cause the question of improving the Water System of said City and the execution of the Loan Agreement as provided in Ordinance number _____ of said City , to be certified to the County Clerk of the County of Whiteside, Illinois, and submitted to the electors of said City at the election to be held on November 3, 2020.

NAME

ADDRESS

_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois

I, _____ of _____ (insert residence address), Rock Falls, Illinois, so hereby certify that I am a registered voter of the City of Rock Falls, and in the County of Whiteside, Illinois, and that the signatures on this petition were signed in my presence within the City of Rock Falls, Illinois, and in the County of Whiteside, Illinois and are genuine and, to the best of my knowledge and belief, the persons so signing were at the time of this petition registered voters of said City of Rock Falls and that their respective addresses are correctly stated herein.

/s/ _____

Subscribed and sworn to before me this _____ day of _____, 2019.

Notary Public

ORDINANCE NO. 2019-2453

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED
FOR THE YEAR 2019 TO PAY DEBT SERVICE ON
\$9,200,000 GENERAL OBLIGATION BONDS
(Electric System Alternate Revenue Source), SERIES 2018A
OF THE CITY OF ROCK FALLS WHITESIDE COUNTY, ILLINOIS

WHEREAS, the City Council ("Council") of the City of Rock Falls, Whiteside County, Illinois, ("issuer") by Ordinance adopted on the 19th day of June, 2018, said Ordinance being adopted as Ordinance No. 2018-2381 which did provide for the issue of an amount not to exceed \$9,200,000 General Obligation Bonds (Electric System Alternate Revenue Source) (the "Bonds") and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the issuer will have pledge revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interest of the issuer that the tax heretofore levied for the year 2019 to pay such debt service on the bonds be abated;

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the City Council of the City of Rock Falls, Whiteside County, Illinois as follows:

Section I. Abatement of Tax. The tax hereto levied for the year 2019 in the Ordinance is hereby abated in its entirety, said levy having been determined previously to be in the amount of **\$520,400.00**.

Section II. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Municipal Clerk of the City of Rock Falls shall file a certified copy hereof with the County Clerk of Whiteside County, Illinois and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provision hereof.

Section III. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

This ordinance shall be published in pamphlet form and shall be effective upon adoption and passage.

Passed by the City Council of the City of Rock Falls this 3rd day of December, 2019.

William B. Wescott, Mayor

Attest:

Michelle K. Conklin, Deputy City Clerk

ORDINANCE NO. 2019-2454

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED
FOR THE YEAR 2019 TO PAY DEBT SERVICE ON
\$1,200,000 GENERAL OBLIGATION BONDS
(Waterworks System Alternate Revenue Source), SERIES 2018B
OF THE CITY OF ROCK FALLS WHITESIDE COUNTY, ILLINOIS

WHEREAS, the City Council ("Council") of the City of Rock Falls, Whiteside County, Illinois, ("issuer") by Ordinance adopted on the 19th day of June, 2018, said Ordinance being adopted as Ordinance No. 2018-2379 which did provide for the issue of an amount not to exceed \$1,200,000 General Obligation Bonds (Waterworks System Alternate Revenue Source) (the "Bonds") and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the issuer will have pledge revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interest of the issuer that the tax heretofore levied for the year 2019 to pay such debt service on the bonds be abated;

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the City Council of the City of Rock Falls, Whiteside County, Illinois as follows:

Section I. Abatement of Tax. The tax hereto levied for the year 2019 in the Ordinance is hereby abated in its entirety, said levy having been determined previously to be in the amount of **\$89,925.00**.

Section II. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Municipal Clerk of the City of Rock Falls shall file a certified copy hereof with the County Clerk of Whiteside County, Illinois and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provision hereof.

Section III. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

This ordinance shall be published in pamphlet form and shall be effective upon adoption and passage.

Passed by the City Council of the City of Rock Falls this 3rd day of December, 2019.

William B. Wescott, Mayor

Attest:

Michelle K. Conklin, Deputy City Clerk

ORDINANCE NO. 2019-2455

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED
FOR THE YEAR 2019 TO PAY DEBT SERVICE ON
\$1,200,000 GENERAL OBLIGATION BONDS
(Sewerage System Alternate Revenue Source), SERIES 2018C
OF THE CITY OF ROCK FALLS WHITESIDE COUNTY, ILLINOIS

WHEREAS, the City Council ("Council") of the City of Rock Falls, Whiteside County, Illinois, ("issuer") by Ordinance adopted on the 19th day of June, 2018, said Ordinance being adopted as Ordinance No. 2018-2380 which did provide for the issue of an amount not to exceed \$1,200,000 General Obligation Bonds (Sewerage System Alternate Revenue Source) (the "Bonds") and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the issuer will have pledge revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interest of the issuer that the tax heretofore levied for the year 2019 to pay such debt service on the bonds be abated;

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the City Council of the City of Rock Falls, Whiteside County, Illinois as follows:

Section I. Abatement of Tax. The tax hereto levied for the year 2019 in the Ordinance is hereby abated in its entirety, said levy having been determined previously to be in the amount of **\$112,300.00**.

Section II. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Municipal Clerk of the City of Rock Falls shall file a certified copy hereof with the County Clerk of Whiteside County, Illinois and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provision hereof.

Section III. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

This ordinance shall be published in pamphlet form and shall be effective upon adoption and passage.

Passed by the City Council of the City of Rock Falls this 3rd day of December, 2019.

William B. Wescott, Mayor

Attest:

Michelle K. Conklin, Deputy City Clerk

ORDINANCE NO. 2019-2456

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED
FOR THE YEAR 2019 TO PAY DEBT SERVICE ON
\$5,300,000 GENERAL OBLIGATION BONDS
(Alternate Revenue Sources), SERIES 2017
OF THE CITY OF ROCK FALLS WHITESIDE COUNTY, ILLINOIS

WHEREAS, the City Council ("Council") of the City of Rock Falls, Whiteside County, Illinois, ("issuer") by Ordinance adopted on the 4th day of April, 2017, said Ordinance being adopted as Ordinance No. 2017-2301 which did provide for the issue of an amount not to exceed \$5,300,000 General Obligation Alternate Bonds (Alternate Revenue Source) (the "Bonds") and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the issuer will have pledge revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interest of the issuer that the tax heretofore levied for the year 2019 to pay such debt service on the bonds be abated;

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the City Council of the City of Rock Falls, Whiteside County, Illinois as follows:

Section I. Abatement of Tax. The tax hereto levied for the year 2019 in the Ordinance is hereby abated in its entirety, said levy having been determined previously to be in the amount of **\$347,120.00**.

Section II. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Municipal Clerk of the City of Rock Falls shall file a certified copy hereof with the County Clerk of Whiteside County, Illinois and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provision hereof.

Section III. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption. This ordinance shall be published in pamphlet form and shall be effective upon adoption and passage.

Passed by the City Council of the City of Rock Falls this 3rd day of December, 2019.

William B. Wescott, Mayor

Attest:

Michelle K. Conklin, Deputy City Clerk

ORDINANCE NO. 2019-2457

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED
FOR THE YEAR 2019 TO PAY DEBT SERVICE ON
\$2,115,000 GENERAL OBLIGATION BONDS
(Alternate Revenue Sources), SERIES 2016
OF THE CITY OF ROCK FALLS WHITESIDE COUNTY, ILLINOIS

WHEREAS, the City Council (“Council”) of the City of Rock Falls, Whiteside County, Illinois, (“issuer”) by Ordinance adopted on the 16th day of August, 2016, said Ordinance being adopted as Ordinance No. 2016-2278 which did provide for the issue of an amount not to exceed \$2,115,000 General Obligation Alternate Bonds (Alternate Revenue Source) (the “Bonds”) and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the issuer will have pledge revenues (as defined in the Ordinance) available for the purpose of paying the debt service due on the bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interest of the issuer that the tax heretofore levied for the year 2019 to pay such debt service on the bonds be abated;

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the City Council of the City of Rock Falls, Whiteside County, Illinois as follows:

Section I. Abatement of Tax. The tax hereto levied for the year 2019 in the Ordinance is hereby abated in its entirety, said levy having been determined previously to be in the amount of **\$148,200.00**.

Section II. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Municipal Clerk of the City of Rock Falls shall file a certified copy hereof with the County Clerk of Whiteside County, Illinois and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provision hereof.

Section III. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption. This ordinance shall be published in pamphlet form and shall be effective upon adoption and passage.

Passed by the City Council of the City of Rock Falls this 3rd day of December, 2019.

William B. Wescott, Mayor

Attest:

Michelle K. Conklin, Deputy City Clerk

ORDINANCE NO. 2019-2458

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK FALLS, ILLINOIS

SECTION I

That the following sums of money, or as much thereof as may be authorized by law, to defray expenses and liabilities of the City of Rock Falls, be and the same are hereby levied for the purposes specified against all taxable property in the City of Rock Falls for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020.

	<u>Appropriated</u>	<u>Other Sources</u>	<u>Levied</u>
Administration:			
Elected Officials Salaries	44,400.00		
Mayor's Expenses	600.00		
Information Technology Expense	1,226.00		
Print Pub Ordinance/Notice	700.00		
Codification of Ordinances	6,000.00		
Dues/Sub/Publications	1,500.00		
Office Expense	2,000.00		
Meetings/Seminars/Schools	12,000.00		
Telephone Expense	1,000.00		
Legal & Prof. Expense	68,560.00		
Auditing Expense	23,000.00		
Bank Fees	100.00		
Insurance Exp. Employee	69,951.00		
Insurance Exp. - General	266,478.00		
Property Acquisition	55,336.00		
Miscellaneous Expense	1,000.00		
RF Chamber Gen. Ofc Expense	6,000.00		
Union Drainage Tax	5,000.00		
Contingency	56,485.00		
Total Administration	<u><u>\$621,336.00</u></u>	<u><u>\$410,384.59</u></u>	<u><u>\$210,951.41</u></u>
City Administrator:			
Salary/Wages	90,996.00		
Vehicle Allowance	1,200.00		
Dues/Subscriptions/Publications	205.00		
Office Expense	3,000.00		
Information Technology Expense	1,225.00		
Mtgs-Sem-Conf-School	1,000.00		
Telephone	1,054.00		
Insurance Expense Employee	20,520.00		
Miscellaneous Expense	250.00		
Contingency	11,945.00		
Total City Administrator	<u><u>\$131,395.00</u></u>	<u><u>\$131,395.00</u></u>	<u><u>\$0.00</u></u>
Planning/Zoning:			
Print/Publishing Ord/Notices	100.00		
Dues/Sub/Publications	275.00		
Postage & Office Supplies	500.00		
Meetings/Seminars/Conferences/Schools	450.00		
Legal & Professional Expense	2,500.00		
Miscellaneous Expense	50.00		
Contingency	388.00		
Total Planning/Zoning	<u><u>\$4,263.00</u></u>	<u><u>\$4,263.00</u></u>	<u><u>\$0.00</u></u>
Building Department:			
Salary/Wages	169,560.00		
Dues/Subscriptions/Publications	1,600.00		
Office Expense	6,000.00		

Public Awareness	400.00		
Overtime	600.00		
Meetings/Seminars/Schools	1,500.00		
Vehicle Gas & Oil	1,500.00		
Vehicle Maint. & Operation	1,000.00		
Emergency Building Inspection	250.00		
Telephone Expense	2,500.00		
Legal Expense	2,000.00		
Insurance Expense Employee	66,328.00		
Information Technology Expense	1,225.00		
Miscellaneous Expense	1,200.00		
Contingency	25,566.00		
Total Building Department	<u><u>\$281,229.00</u></u>	<u><u>\$281,229.00</u></u>	<u><u>\$0.00</u></u>

City Clerk:

Elected Officials Salaries	3,600.00		
Salary/Wages	146,706.00		
Dues/Subscriptions/Publications	2,230.00		
Office Expense	13,430.00		
Information Technology Expense	1,838.00		
Overtime	500.00		
Meetings/Seminar/Conference	2,900.00		
Telephone Expense	1,680.00		
Insurance Expense - Employee	47,520.00		
Miscellaneous Expense	250.00		
Contingency	22,065.00		
Total City Clerk	<u><u>242,719.00</u></u>	<u><u>\$242,719.00</u></u>	<u><u>\$0.00</u></u>

Police Department:

Non-Sworn Wage	101,547.00
Overtime/Sworn	40,000.00
Overtime - Non-Sworn	500.00
Insurance Employee	222,480.00
ICMA-RA Contribution	5,997.00
Holiday/Vacation Pay	46,000.00
Sworn Police Wages	1,402,722.00
Sev. Bonus Sick Pay	3,000.00
Education Pay	8,100.00
New Cars	35,000.00
Dues/Sub./Publ.	4,625.00
Postage/Office Supp.	8,475.00
New Equipment	4,500.00
R & M - Equipment	6,125.00
Contrib to Police Pens.	508,351.00
Commissioner's Expenses	4,488.00
R & M - Building	12,800.00
Rabies Control	7,000.00
Radio Expense	5,000.00
Telephone Expense	12,396.00
Service Contracts	45,891.00
Mtgs/Conf/Sem/Sch	11,000.00
Vehicle Gas & Oil	32,500.00
Veh Oper./Maint.	20,000.00
Firearms Training	14,000.00
Utilities	12,400.00
Heating Gas Expense	1,500.00
Legal & Prof. Exp.	5,000.00
Community Policing	500.00
Sex Offender Registration Expense	1,500.00
Printing	3,000.00
Photographic Exp	500.00
Police Supplies	1,000.00
Uniform Expense	16,000.00

Janitor Supplies	1,000.00		
Police Investigation	6,000.00		
Towing	200.00		
Physicals	650.00		
Safety Expense	4,060.00		
Misc Exp.	750.00		
Dispatch Consolidation	381,375.00		
Information Technology	14,093.00		
Police Training Academy	1,400.00		
Contingency	250,507.00		
Total Police Department	<u>\$3,263,932.00</u>	<u>\$2,620,262.58</u>	<u>\$643,669.42</u>

Code Hearing Department:

New Equipment	1,000.00		
Office Supplies	2,500.00		
Monthly Software License	3,600.00		
MSI Commision	7,500.00		
Legal Expenses	500.00		
Professional Expenses	8,700.00		
Miscellaneous Expense	1,000.00		
Contingency	2,380.00		
Total Code Hearing Department	<u>26,180.00</u>	<u>\$26,180.00</u>	<u>\$0.00</u>

Street Department:

Overtime	20,000.00		
Grounds Maintenance	10,000.00		
Sidewalk repairs	100,000.00		
Salaries	300,250.00		
Insurance-Employee	95,686.00		
Postage & Office Sup.	500.00		
New Equipment	20,000.00		
Repair & Maint Equip.	20,000.00		
Snow Removal/Meals	500.00		
Information Technology	613.00		
Alarm Expense	2,000.00		
Sign Material	8,000.00		
Loan/Principal	48,271.00		
Loan/Interest	2,831.00		
Radio Expense	500.00		
Bldg Maint. & Repair	3,000.00		
Vehicle Gas & Oil	13,500.00		
Veh. Operation & Maint.	20,000.00		
Tree & Stump Removal	5,000.00		
Paint & Painting Sup.	15,000.00		
Utilites	7,885.00		
Telephone Expense	5,225.00		
Heating Gas Expense	4,500.00		
Legal & Professional Exp	1,000.00		
Sales tax project-Infrast.	640,000.00		
Engineering/Sales Tax Project	10,000.00		
RB&W Development (Loan)	50,000.00		
Barricade Expense	500.00		
Uniform Expense	1,500.00		
Janitor Supplies	5,000.00		
Small Tools	1000.00		
Supplies	500.00		
Physicals	375.00		
Safety Expense	2,000.00		
Miscellaneous Expense	3,000.00		
Contingency	141,814.00		
Total Steet Department	<u>\$1,559,950.00</u>	<u>\$1,559,950.00</u>	<u>\$0.00</u>

Public Property:

Heater & A/C Repairs	3,000.00		
Grounds Maintenance	1,000.00		
New Equipment	500.00		
Equipment Rental	500.00		
Repair & Maint. Equipment	1,000.00		
Bldg. Maint & Repairs	84,000.00		
Community Building - R & M	54,000.00		
Library - R & M	12,000.00		
Equipment Gas & Oil	200.00		
Utilities	58,670.00		
Fire Alarm Service Expense	3,500.00		
Heating Gas Expense	1,200.00		
Janitors Supplies	1,000.00		
Volunteer Projects	500.00		
Miscellaneous Expense	500.00		
Emerald Ash Borer/Misc Exp	5,570.00		
Contingency	22,714.00		
Total Public Property	<u>249,854.00</u>	<u>\$249,854.00</u>	<u>\$0.00</u>

Fire Department:

Fire Investigation	50.00		
Overtime	65,000.00		
Insurance-Employee	196,800.00		
ICMA-RA Contribution	1,157.00		
Paid on Call Firemen	9,000.00		
Holiday/Vacation Pay	33,559.00		
Sworn Fire Salaries/Wages	819,556.00		
Dues/Subscription/Pubs	4,080.00		
Postage & Office Supplies	1,140.00		
New Equipment	17,550.00		
R & M Equipment	11,000.00		
ESDA R & M Equipment	530.00		
Commissioner's Expenses	2,488.00		
Fire Truck/Principal	27,000.00		
Radio Expense	1,500.00		
Telephone Expense	5,855.00		
R & M Building	10,000.00		
Meetings/Seminars/Schools	10,000.00		
Interest Expense	4,963.00		
Vehicle Gas & Oil	10,000.00		
Vehicle Operation & Maint.	25,000.00		
Utilities	12,960.00		
Heating Gas	3,000.00		
Legal & Professional Exp	2,500.00		
Uniform Expense	5,000.00		
Janitors Supplies	1,700.00		
Fire Supplies & Chemicals	1,500.00		
Physicals	1,000.00		
Safety Expense	125.00		
Micellaneous Expense	300.00		
Information Technology	1,225.00		
Training Materials	400.00		
Public Education Materials	250.00		
Contingency	128,619.00		
Total Fire Department	<u>\$1,414,807.00</u>	<u>\$905,637.58</u>	<u>\$509,169.42</u>

Social Security/Medicare/IMRF:

Social Security	54,967.00		
Medicare	43,600.00		
IL Municipal Retirement	77,423.00		
Contingency	17,599.00		
TOTAL	<u>\$193,589.00</u>	<u>\$17,601.00</u>	<u>\$175,988.00</u>

Workers Comp/General Liability

Operating Transfer Out

TOTAL

230,000.00

230,000.00\$0.00230,162.00

SECTION II

That the following is a statement in detail of the purposes for which this levy is made where such purposes are not to be included in the General Levy Limits, but are additional hereto pursuant to Statute as indicated.

Police Pension

There is hereby levied for the purpose of paying the City's share of Police Pension the sum of \$587,884.00 in accordance with Chapter 40 ILCS 5/3-125 of the Illinois Compiled Statutes.

Fire Pension

There is hereby levied for the purpose of paying the City's share of Firemen's Pension the sum of \$453,384.00 in accordance with Chapter 40 ILCS 5/4-118 of the Illinois Compiled Statutes.

Illinois Municipal Retirement Fund

There is hereby levied for the purpose of paying the City's share of Illinois Municipal Retirement the sum of \$77,423.00 in accordance with Chapter 40 ILCS 5/7-171 of the Illinois Compiled Statutes.

Police Protection

There is hereby levied a Police Protection Tax for the sum of \$55,785.42 but not to exceed \$.075 cents per \$100 assessed valuation in accordance with Chapter 65 ILCS 5/11-1-3 of the Illinois Compiled Statutes.

Fire Protection

There is hereby levied a Fire Protection Tax for the sum of \$55,785.42 but not to exceed \$.075 cents per \$100 assessed valuation in accordance with Chapter 65 ILCS 5/11-7-1 of the Illinois Compiled Statutes.

Annual Audit

There is hereby levied for the purpose of paying the required audit a Municipal Auditing Tax in the amount of \$25,000.00 in accordance with Chapter 65 ILCS 5/8-8-8 of the Illinois Compiled Statutes.

Social Security

There is hereby levied for the purpose of paying City's share of Social Security and Medicare Tax the sum of \$98,565.00 in accordance with Chapter 40 ILCS 5/21-110 of the Illinois Compiled Statutes.

Tort Fund

There is hereby levied for the purpose of paying liability and property damage insurance the sum of \$89,763.00 in accordance with Chapter 745 ILCS 10/9-107 of the Illinois Compiled Statutes.

Worker's Compensation

There is hereby levied for the purpose of paying Worker's Compensation Insurance the sum of \$140,399.00 in accordance with Chapter 745 ILCS 10/9-107 of the Illinois Compiled Statutes.

SUMMARY OF TAXES LEVIED

General Corporate	\$185,951.41
Audit	\$25,000.00
Police Pension	\$587,884.00
Fire Pension	\$453,384.00
Illinois Municipal Retirement Fund	\$77,423.00
Police Protection Tax	\$55,785.42
Fire Protection Tax	\$55,785.42
Social Security/Medicare	\$98,565.00
Tort Fund	\$89,763.00
Worker's Compensation	\$140,399.00
	<u>\$1,769,940.25</u>

SECTION III

The Deputy City Clerk of Rock Falls, Illinois is hereby directed forthwith to file a certified copy of this ordinance with the County Clerk.

SECTION IV

This ordinance shall be in full force and effect after its passage and approval and shall be published in pamphlet form according to law.

Section 1. The City Council finds that the customary practice of requiring a first and second reading of ordinances is not applicable or necessary in the case of this ordinance, and a first reading preliminary to adoption hereof is hereby waived, and this ordinance shall become effective upon its passage.

Section 2. All prior ordinances in conflict herewith are hereby repealed.

Section 3. If any section, paragraph, sentence, clause or other portion of this ordinance is held or deemed to be unconstitutional or invalid, then such holding or finding of unconstitutionality or invalidity shall not affect the validity of the remaining provisions of this ordinance.

Section 4. This ordinance shall be effective upon its adoption, passage and publication in pamphlet form.

Passed this 3rd day of December, 2019.

William B. Wescott, Mayor

ATTEST:

Michelle K. Conklin, Deputy City Clerk



CITY OF ROCK FALLS

Grant Management Policies & Procedures

December 2019

The City's Grant Management Policies and Procedures are intended to provide a uniform method of applying for and managing grants. Procedures represent an implementation of policy and should evolve over time as new tools emerge, new processes are designed and risk changes due to environmental changes.

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Overview

Introduction

The purpose of these Grant Management and Administration policies and procedures is to develop, implement and maintain meaningful grant oversight and coordination for the City thereby increasing grant-related revenue, limiting the City's exposure to grant-related legal liability, and improving the efficiency and impact of programs and services funded through grants.

Policy Statement

To ensure consistency and accountability in securing and managing grant funds, all grant applications must be submitted through the City Administrator, which shall oversee all requests, application submissions, acceptances, and post award and closeout requirements, including programmatic and financial reporting. The Business Office has sole authority for the drawdown of funds and must review/approve financial reports prior to submission.

DUNS Number and SAM Account

Dun & Bradstreet (D&B) issues a **DUNS Number**, a unique nine-digit identification number that is required to apply for US federal government contracts or grants. The Fiscal Services Division has the sole responsibility of managing and obtaining DUNS numbers for the Council.

The **System for Award Management (SAM)** combines the federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA) into a single system. The City Administrator has the sole responsibility of establishing and maintaining the Council's SAM account and submitting financial related information and funds drawdowns.

Definitions

Activities: A logic model component that describes what a program does with the inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise a program's service and methodology.

Award: Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the grantor to an eligible recipient. The term does not include technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and, contracts which are required to be entered into and administered under procurement laws and regulations.

Cash Match: Includes actual cash spent by grant recipients for project-related costs. Accounting records should be verifiable and trace back to source documentation.

Contracts: Written agreements entered into by the awarding agency, recipients or sub-recipients, and commercial (profit-making) and non-profit organizations. With the

exception of a few justified sole source contracts, all contracts are filled through the State's competitive bid process.

Direct Cost: Costs that can be specifically identified with a particular cost objective or program; charged directly as a part of the cost of the program.

Drawdown: A process whereby a request is made to receive federal funds, either as reimbursement for expenses incurred or in advanced in anticipation of expenditure of funds.

Fund Source: A fund source identifier is a (State of Georgia) five-digit code used to designate revenue sources and track expenditures made against those revenues. Fund source identifiers are also utilized to account for assets, liabilities and fund balances and/or net assets for a specific funding source. For Federal programs a separate fund source must be established for each grant received.

Grant: A financial award given by the federal, state or local government, or a private entity to an eligible grantee, usually with a defined scope of activities or programmatic objectives. Grants are not expected to be repaid by the recipient. Grants do not include technical assistance or other forms of financial assistance such as a loan or loan guarantee, an interest rate subsidy, direct appropriation or revenue sharing.

Grantor: Primary awarding agency (e.g. federal, state government).

Grantee: The direct recipient of a grant award who is legally bound by the grantor's award or contract.

Indirect Cost: Costs that are incurred by a grantee organization for common or joint objectives and which therefore cannot be identified specifically with a particular project or program.

In-kind Match: In-kind match does not involve a monetary transaction. 'In-kind' is the value of something received or provided, which is beneficial to the program, but for which no cash exchanges hands. In-kind contributions related to a particular grant program must be allowable under the grant program, verifiable from grantee records, necessary and reasonable, allowable under cost principles, and not included as a contribution under any other award.

Match: The grant recipient's share of the project cost. Under Federal grants, match is restricted to the same use of funds as allowed for the Federal funds. Match must be directly related to the project goals and objectives and must be documented in the same manner as grant-funded activities. See cash match and in-kind match.

Program Income: Gross income earned by the recipient during the funding period as a direct result of the award.

Program Manager: The lead staff member who conducts the activities under a particular grant program.

Project Period: The total time for which support of a funded project has been programmatically approved. A project period may consist of one or more budget periods.

Reimbursable Grant: A reimbursable grant provides funding to grant recipients after expenses have been incurred. The grantee must follow a certain procedure to obtain the reimbursement for project expenses. Reimbursements are provided on a set payment schedule after the organization has submitted sufficient documents to verify expenses.

Sub-recipient: The legal entity to which a sub-award is made and which is accountable to the recipient for the use of the funds provided. Sub-recipient and sub-awardee are interchangeable terms.

Sub-award: An award of financial assistance, generally a monetary award, made to a sub-recipient as a result of a Federal award made to a direct grant recipient or contractor to a sub-recipient or sub-contractor respectively.

Sub-grant: An award of financial assistance made under a grant by a direct grantee to an eligible sub-grantee. The term includes financial assistance when provided by contractual legal agreement, but does not include procurement purchases, nor does it include any form of assistance which is excluded from the definition of grant in this part.

Supplanting: Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities *may not* be displaced by federal funds and reallocated for other organizational expenses. "Supplant" means to "replace" or "take the place of." "Supplement" means to "build upon" or "add to."

Questioned Costs: Costs that, in the opinion of the auditor, may not comply with or may not be consistent with the requirements set forth in contracts, statutes, or regulations governing the allocation, allowability, or reasonableness of costs charged to awards and programs, and thus may not be reimbursable.

Grant Management Roles and Responsibilities

City Administrator

The City Administrator acting on behalf of the City, is the "Authorized Official" on all grants. The City Administrator has authority to approve and sign grant applications for the City at the time of application submission; signs grant agreements that have been approved by the City Council. The City Administrator is also responsible for general management and administration of the City's grant activities; identifies grant opportunities; provides "pre-award" and "post-award" technical assistance to departments to enhance programmatic administration of grants; assists in preparing grant budgets; submits grant reimbursement requests, prepares and submits grant budget revisions; reconciles grant accounts in coordination with the Business Office; ensures programmatic reporting requirements are met; and identifies and investigates issues that may arise with respect to the management of agency grants.

Business Office

The Business Office is responsible for the oversight of grant-related financial activity. In this role, the Business Office reviews financial reports generated by City Administrator, and provides general oversight of other grant-related issues, including the proper accounting. The Business Office has sole authority for the “drawdown” of funds and must approve all financial reports and reimbursement requests prior to submission by the City Administrator.

City Attorney

Provides a legal review of all grants and contracts including memoranda of understanding and employment or procurement contracts arising from implementation of a grant program; ensures statutory compliance and conformity to Federal and State law, as well as rules and policies of the Council.

Application (Pre-Award)

The department considering an application for a grant is responsible for providing all necessary information for pre-application assessment to the City Administrator. At a minimum, the factors listed below shall be evaluated. Pre-application assessment shall be done well in advance of grant submission due dates to avoid last-minute delays or problems that could cause the grant deadline to be missed.

Pre-Application Assessment

Financial

- Total anticipated project cost
- Match requirements and sources
- Costs that will be incurred by the City as a result of implementing the grant program that will not be recouped in the grant award.
- Program income considerations
- Staffing requirements (including salary and benefits increases for multi-year grants)
- Documentation of a clear continuation plan. It is required that departments develop continuation plans (plans for sustaining grant-funded programs if funding is reduced or terminated) prior to applying for grants, which reflect the potential for loss of funding and the subsequent loss of grant-funded positions or program components. Departments must plan responsibly for either termination or reduction of the program or seek to secure alternative sources of funding. If activities will not be continued absent grant funding, this should be indicated as well.

Programmatic

- Alignment with City’s strategic priorities and/or department’s capital plan
- Provision or expansion of services to address critical needs
- Department's capacity to administer the programmatic aspects of the grant

Application Submission

The purpose of this policy is to ensure that each grant application submitted on behalf of the City is aligned with an established City priority, meets the City's expectations of document quality, has matching funds available if required by grantor, and that the means for continuation of the project or program after the grant period ends has been given realistic consideration.

Application Submission Procedure

- a) Approval to submit a grant application shall be presented to the City Council when a grant match is required.
- b) The City Administrator will provide critical review of grant applications to ensure accuracy, document quality, coordination, and policy and procedure is followed.

Award Notification, Review, and Acceptance

Grant agreements are legal contracts. It is the City's responsibility to carry out the project and/or activities associated with a grant to accomplish its objectives, while adhering to all of the terms and conditions prescribed by the grantor. Failure to do so increases the City's exposure to legal liability and compromises current and future grant funding. Therefore, the City carries a significant legal and ethical responsibility when accepting grant funding.

The award notification, review and acceptance process has two components: (1) award notification and review and (2) City Council's approval to accept the award.

1. AWARD NOTIFICATION AND REVIEW PROCEDURE

- a) Any department that receives a grant award shall date stamp, duplicate, and forward a copy of the award notification, the grant agreement or contract, and any memoranda of understanding to the City Administrator within two days of receipt.
- b) The City Administrator is responsible for reviewing the grant award and ensuring that a legal review be conducted by the City Attorney and that City Council approval to accept the award is completed by the date required by the grantor for full execution.
- c) In the event that funds awarded by the granting entity are reduced from those requested in the original grant application, or factors previously evaluated at the time of application have changed, the City Administrator must ensure that the goals, objectives and evaluative components of the grant can still be accomplished within the prescribed timeframe set by the grantor.
- d) If award terms need to be amended before the grant award can be accepted, the City Administrator must negotiate with the grantor and obtain changes to the grant

award in writing.

- e) The City Attorney shall conduct a legal review of the grant agreement to assess whether the terms and conditions of the agreement are legally enforceable and ensure the City's interests are protected prior to submission the City Council agenda item to accept grant funds.
 - (1) If the legal review identifies any potential legal issues stemming from the terms and conditions of the agreement that merit declining the award, the City Attorney or the City Administrator must contact the granting entity and seek to resolve the issue.
 - (2) If a resolution cannot be reached, the City Attorney or the City Administrator must prepare a letter to the granting entity to decline the award and provide a copy of the letter to the City Council. The letter should express the City's regret in declining the award and clearly articulate the specific reason(s) the award is being declined.
 - (3) If the legal review identifies no potential legal issues stemming from the terms and conditions of the agreement, the City Administrator may submit a "City Council Agenda Item" to accept grant funds.

3. COUNCIL APPROVAL TO ACCEPT AWARD PROCEDURE

The purpose of this policy is to ensure that acceptance of each award granted to the Agency is formally authorized by the City Council.

- a) A fiscal impact statement (if applicable) should be submitted to the City Council before any funds from the granting entity are accepted, appropriated or expended. The agenda item must be accompanied by the award letter, grant agreement and any other required documentation.

Post-Award (Grant Execution and Reporting)

Use and Receipt of Grant Funds

The purpose of this policy is to ensure that grant funds are properly used and received by the City. Violations can result in a range of penalties, including suspension of future funds from the grantor, return of all funds associated with the award, including those already expended, and civil and/or criminal penalties.

- 1. No grant funds shall be disbursed until the grant award is approved by Council. If necessary, a budget revision request has been submitted to the City Administrator, an award letter has been received from the awarding agency, and a project and fund source established in the accounting records.
- 2. Modifications to the budget associated with a grant-funded project in such a way that alters the grant amount or moves funds from one budget line item to

another must adhere to City policy and procedures for budget modifications and grantor requirements.

3. Grant funds awarded to the City shall not be used to supplant an existing expense so that current funds can be diverted to another use, unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
4. All income resulting from a grant-funded project or program shall adhere to City policy and procedure and be managed and maintained as established in the award letter, grant agreement, contract, special conditions, or other document generated by the granting entity.
5. All procurement activity associated with grant-funded projects or programs shall follow the procedures outlined in City's Purchasing Policy and state procurement requirements.
6. All property acquired through grant funds shall be subject to the City's Purchasing Policy and state procurement requirements as well as restrictions and/or requirements set forth within the terms of the grant, including any applicable federal rules or regulations.
7. All grant and any related matching fund revenues and expenditures shall be recorded in the grant fund source/project. Any revenues or expenditures that occur in another program/project that are applicable to a grant or that are used as a match shall have a journal entry (JE) made to put the revenues or expenditures in the appropriate grant project with a detailed explanation, including original G/L date and batch information.
8. Grant project managers with assistance from the City Administrator are ultimately responsible for adherence to the stipulations outlined in the approved grant award/contract to ensure that allowable expenditures are incurred.

Grant Oversight and Monitoring

The purpose of this policy is to ensure that all grant-funded programs or projects are managed according to the terms set forth in the grant agreement, Grant Management and Administration Policies and Procedures and other applicable City policies and procedures.

IMPLEMENTATION PLAN

- a) All departments that receive grant awards must develop an implementation plan. The plan must be submitted to the City Administrator and the Business Office Superintendent within 15 days of Council approving a grant award.

- b) Departments with existing work plans that provide the elements noted below and plans already included in the grant application or grant award are acceptable implementation plans.
- c) The grant implementation plan shall have the following elements:
 - (1) Project overview
 - (2) Project goals and objectives
 - (3) Identification of activities and dates
 - (4) Identification of roles and associated responsibilities
 - (5) Anticipated expenditure schedule
 - (6) Evaluation matrix that identifies the measurable objectives, the metrics used to measure them, the anticipated completion date, and fields to enter the actual completion date and outcome measures.
 - (7) Unit costs analysis and management if applicable.

Programmatic Reporting and Reimbursement

Grants awarded to the City may require that progress, programmatic and financial reports be submitted to the grantor. Accurate and timely reporting is critical to maintaining a good relationship with the grantor. Late or inaccurate reports may negatively impact current or future funding.

Grant Reporting Procedure

- a) The City Administrator in conjunction with the recipient department must prepare timely and accurate progress or programmatic reports as required by grantor.
- b) The City Administrator shall submit all financial reports, grant budget adjustments, and reimbursement requests to the Business Office Superintendent for review and approval before submitting them to the grantor. The Business Office must provide support or reconciliation to the general ledger.

- c) The Business Office Superintendent will review the financial reports for content and quality and address any issues with the City Administrator.
- d) Programmatic reports shall be submitted to the City Administrator by the recipient department. The City Administrator will review any programmatic reports for content and quality and address any issues with the recipient department. Upon satisfaction with the report, the City Administrator will place a copy of the report in the master file.
- e) Copies of all financial status and final reports prepared for submission to the grantor shall be provided, along with the associated grant name and year to the Business Office at the time of submission to the grantor.

File Management, Access and Retention

The City Administrator or their designee may review the files, activities, equipment, and facilities, and interview relevant personnel and contracted entities of any City project or program that is funded with grants awarded to the City.

1. FILE MANAGEMENT PROCEDURE

The master file shall be maintained by the City Administrator, and a copy of all grant proposals or applications, award letters, memoranda of understanding, contracts, and programmatic and financial reports shall be maintained in the file.

All department and master files associated with a grant award must maintain a file structure that includes, at minimum, the following four sections with clear separations between different fiscal years, unless otherwise directed by the grantor:

- a.) **Application or Proposal** (e.g., application guidance, a copy of the application and research including statistical information used in preparation of and support of the grant)
- b.) **Award Documents** (e.g., award letter, council agenda item, grant agreement, grant amendments, modifications, extensions, cancellations and terminations and anything else related to the award)
- c.) **Finance** (e.g., account set up, purchase orders, invoices, reimbursement requests)
- d.) **Programmatic Reports** (e.g., reports to granting entity and evaluation components)

2. FILE RETENTION PROCEDURE

The City, in accordance with State records retention policy, maintains its programmatic records for at least seven years following the closure date of the grant award. Accounting records are maintained for at least seven years following the closure of its most recent audit report. If any litigation, claim, negotiation, audit, or other action involving grant records has been started before the expiration of the seven-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular seven-year period, whichever is later.

- a) Grantors may require retention periods in excess of seven years. The Business office must ensure they comply with retention requirements specified by each grantor.
- b) Retention requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records.
- c) Source documents include copies of all awards, applications, and required recipient financial and narrative reports. Personnel and payroll records shall include time and attendance reports; personal activity reports or equivalent documentation for all individuals reimbursed under the award.
- d) Recipient departments are also obligated to protect records adequately against loss, theft, fire or other damage in accordance with statutory provisions.

Grant Closeout

Upon completion of the grant term of each grant award, the recipient department shall alert the Business Office to place the grant's fund source and/or project in a no posting status.

Grant Closeout Procedure

- a. Upon completion of the grant period of each grant, the recipient department must prepare a memorandum to the City Administrator and Business Office that identifies the name of the grant, the project number and describes the final disposition of the funds and required activities.
- b. Upon review of the memorandum and satisfaction of any discrepancies, the Business Office will update the budget and accounting system and confirm grant closeout with the City Administrator.
- c. The grant closeout memo shall be placed in the grant's master file.



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September 18, 2019

Fire Chief Gary Cook
City of Rock Falls Fire Department
1013 7th Avenue
Rock Falls, IL 61071

Subject: **Proposal for One (1) Pierce Enforcer Pumper
Proposal / Bid #642**

Dear Fire Chief Cook,

With regard to the above subject, please find attached our completed proposal.

Pricing, is as follows, including 100% prepay option.

Pricing Summary:

Sale Price – **\$698,500.00***

**Houston-Galveston Area Council (HGAC) Consortium Pricing.*

100% Performance Bond:

Should the City of Rock Falls Fire Department elect to have us provide a Performance Bond, \$2,096.00 will need to be added to the above price.

100% Prepayment Option:

Should the City of Rock Falls Fire Department elect to make a 100% prepayment at contract execution, a discount of (\$18,338.00) can be subtracted from the above "Sale Price" resulting in a revised contract price of **\$680,162.00 OR \$682,258.00 with Performance Bond.**

Terms and Conditions:

- Taxes – Not Applicable
- Freight – F.O.B. – Appleton, WI / Shipping to Rock Falls, IL
- Terms – Net due prior to vehicle(s) release at the Pierce Manufacturing Plant (Appleton, WI). Net due at Contract signing for **Prepay discount** to be applicable.
- Delivery – 7 - 11 months from receipt and acceptance of contract.



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November 4, 2019

City of Rock Falls
Rock Falls, IL

Re: Financing of a Pierce Enforcer Pumper

Ladies and Gentlemen:

We are pleased to provide the City of Rock Falls with the following lease-purchase financing proposal. As you already know, tax-exempt leasing is a financing tool that allows municipal entities to purchase needed equipment immediately and pay for it over time. It's also a terrific way to avoid inflation by protecting you from future price increases!

Under a lease-purchase financing arrangement, each payment you make is applied to principal and interest and, at the end of the term, YOU own the equipment outright. We simply record a security interest in the equipment until the loan has been repaid in full.

The illustration below shows annual payments for 8- and 10-year terms.

Equipment Cost:	\$650,000.00	
Down Payment:	<u>(250,000.00)</u>	
Finance Amount:	\$400,000.00	
Term:	<u>8-years</u>	<u>10-years</u>
Rate:	3.15%	3.15%
Rate Factor:	.14336	.11813
Annual Payment:	\$57,344.00	\$47,252.00

Rates, factors and payments assume that the Customer is a municipal, tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.

The first payment shown above is due one year from the date of the lease contract with subsequent payments due annually thereafter.

This quote is valid for 14 days and is subject to credit approval and proper documentation. THERE ARE NO UPFRONT POINTS, FEES OR CLOSING COSTS.

Tax-Exempt Leasing Corp. is a privately-held equipment finance company providing innovative financing solutions to tax-exempt entities nationwide. We understand our customers' needs and provide them with competitive rates and superior customer service. Please let me know if I can answer any questions or if you would like to look at any additional proposals or options. I can be reached at 888-247-0771 or via cell phone at 708-347-6367.

Kind Regards,

Joanne Deegan
Senior Account Executive