

#6

Report Criteria:

Invoices with totals above \$0 included.
 Paid and unpaid invoices included.

Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
		850	WILLETT HOFMANN & ASSOC INC	20444	WATERMAIN REPLACEMENT #1211D1	11/20/2014	2,818.55	.00	
Total :							2,818.55	.00	
REVENUES		836	WELLS FARGO	12/2014	CASH BACK CREDIT	12/02/2014	862.54-	.00	
REVENUES		1114	GERDES, DAVID	1/2014	REIMBURSE JANUARY INSURANCE P	12/15/2014	382.73	.00	
Total REVENUES:							479.81-	.00	
COUNCIL		481	LOVELAND COMMUNITY HOUSE	8/2014	STRATEGIC PLANNING MEETINGS	08/29/2014	200.00	.00	
COUNCIL		675	SAUK VALLEY MEDIA	1409354	REMINDER NOTICE INV#310147	11/24/2014	58.50	.00	
COUNCIL		725	STERLING CODIFIERS	15432	SUPPLEMENT #330	12/08/2014	134.00	.00	
COUNCIL		828	WARD MURRAY PACE & JOHNSON	130717	PROFESSIONAL SERVICES RENDERE	12/03/2014	180.00	.00	
COUNCIL		828	WARD MURRAY PACE & JOHNSON	130718	PROFESSIONAL SERVICES RENDERE	12/03/2014	440.00	.00	
COUNCIL		828	WARD MURRAY PACE & JOHNSON	130719	PROFESSIONAL SERVICES RENDERE	12/03/2014	887.00	.00	
COUNCIL		836	WELLS FARGO	12/2014 #8556	WALMART-SUPPLIES @ STRATEGIC	12/02/2014	43.62	.00	
COUNCIL		878	ARTHUR'S GARDEN DELI	3155	STRATEGIC PLANNING LUNCHEON	11/24/2014	156.87	.00	
COUNCIL		914	SIKICH LLP	201510	2014 PHASE 2 CITIZEN SURVEY/FOC	11/30/2014	2,083.00	.00	
Total COUNCIL:							4,172.99	.00	
PUBLIC RELATIONS		465	LEE COUNTY INDUSTRIAL DEVELOP	11182014	CONTRIBUTION-AUG/SEPT/OCT	12/15/2014	6,750.00	.00	
PUBLIC RELATIONS		875	SAUK VALLEY MEDIA	1404921	TURKEY GIVE AWAY INV #11147747	11/01/2014	49.00	.00	
PUBLIC RELATIONS		675	SAUK VALLEY MEDIA	1408478	SALUTE TO VETS INV#11147747	11/10/2014	85.00	.00	
PUBLIC RELATIONS		675	SAUK VALLEY MEDIA	1407219	CALENDER INV#11147747	11/13/2014	349.00	.00	
PUBLIC RELATIONS		966	SAUK VALLEY TURF	4643	750 SOFT SOD	06/12/2014	127.50	.00	
PUBLIC RELATIONS		966	SAUK VALLEY TURF	4724	900 SOFT SOD	06/24/2014	182.00	.00	
PUBLIC RELATIONS		1116	RONALD REAGAN TRAIL ASSOCIATIO	12/2014	MEMBERSHIP DUES	12/15/2014	1,594.10	.00	
PUBLIC RELATIONS		1119	GROSHON, JOHN	12/2014	RIVERFRONT XMAS LIGHT REPLACE	12/04/2014	115.03	.00	
Total PUBLIC RELATIONS:							9,231.63	.00	
FINANCE		122	CENTURYLINK	11/2014 #9872	MAYOR #304029872	11/19/2014	115.81	.00	
FINANCE		403	J.P. COOKE CO	314136	TITLE STAMP	11/12/2014	28.30	.00	
FINANCE		690	SHERWIN WILLIAMS	5350-1	PAINT @ CITY HALL	11/17/2014	51.55	.00	
FINANCE		791	TTI NATIONAL INC	2008673471411	MAYOR#200867347	11/16/2014	31.59	.00	
FINANCE		836	WELLS FARGO	12/2014 #8507	AMAZON-BATTERY BACKUP	12/02/2014	179.99	.00	

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FINANCE	838	WELLS FARGO	12/2014 #6606	FEDEX-SHIPPING	12/02/2014	57.28	.00	
FINANCE	1049	KALEEL'S CLOTHING AND PRINTING	301	FALL UNIFORM ORDER-FINANCE	12/04/2014	281.80	.00	
Total FINANCE:								
						756.32	.00	
FIRE/ POLICE COMMISSI	23	ALLIANCES COUNSELING SERVICES	10/2014	PRE-HIRE PSYCH EVALUATIONS	10/31/2014	1,100.00	.00	
Total FIRE/ POLICE COMMISSION:								
						1,100.00	.00	
ADMINISTRATION	838	WELLS FARGO	12/2014 #6556	CCI SURVEY-EVALUATION	12/02/2014	175.00	.00	
Total ADMINISTRATION:								
						175.00	.00	
INFORMATION TECHNOL	118	CDW GOVERNMENT	QX38182	NETMOTION VPN LICENSES IOS	11/24/2014	1,013.00	.00	
INFORMATION TECHNOL	148	COMCAST CABLE	11/2014 #2219	PUBLIC WORKS #877103010032219	11/26/2014	119.86	.00	
INFORMATION TECHNOL	838	WELLS FARGO	12/2014 #6507	AMAZON-TONER/PARTS	12/02/2014	208.19	.00	
INFORMATION TECHNOL	838	WELLS FARGO	12/2014 #6507	AMAZON-PATCH PANEL/BATTERY	12/02/2014	432.38	.00	
INFORMATION TECHNOL	838	WELLS FARGO	12/2014 #6507	VERIZON-IPAD INTERNET	12/02/2014	20.00	.00	
Total INFORMATION TECHNOLOGY:								
						1,793.43	.00	
837	WENDLER ENGINEERING SERVICES I	35716	2014	STREETSCAPE PROJECT #2130	11/26/2014	35,266.65	.00	
850	WILLETT HOFMANN & ASSOC INC	20190	20190	STREETSCAPE #1230D13	11/22/2014	20,071.01	.00	
982	FISCHER EXCAVATING INC.	2130353 #7	2130353 #7	STREETSCAPE WEST	11/09/2014	127,974.38	.00	
1004	OGLE COUNTY HIGHWAY DEPT.	12/2014	12/2014	CONCRETE CYLINDER STRENGTH TE	12/01/2014	175.00	.00	
Total :								
						183,487.04	.00	
MUNICIPAL	52	AUCA CHICAGO MC LOCKBOX	1588770760	CITY HALL MATS	11/25/2014	77.80	.00	
MUNICIPAL	157	CONSTELLATION NEW ENERGY	0019946305	GRAHAM #1-8GZSOX	11/20/2014	9,655.32	.00	
MUNICIPAL	358	IL DEPARTMENT OF EMPLOYMENT S	0643065234	ACCT #0802413-3	09/19/2014	1,780.00	.00	
MUNICIPAL	850	WILLETT HOFMANN & ASSOC INC	20487	COURT HOUSE WALL #1053D14	11/22/2014	145.10	.00	
MUNICIPAL	1115	BROTHERS FLOORING	DIR00157	CARPET @ CITY HALL	12/03/2014	799.66	.00	
Total MUNICIPAL:								
						12,457.88	.00	
GENERAL PUBLIC WORK	850	WILLETT HOFMANN & ASSOC INC	20480	BLOODY GULCH RD #1272D14	11/20/2014	644.83	.00	
GENERAL PUBLIC WORK	850	WILLETT HOFMANN & ASSOC INC	20486	BLOODY GULCH RD #1272D14	11/22/2014	12,931.32	.00	
GENERAL PUBLIC WORK	982	FISCHER EXCAVATING INC.	2130353 #7	STREETSCAPE WEST	11/09/2014	234,199.56	.00	
GENERAL PUBLIC WORK	1089	COMSOURCE SERVICES	2014-350 #2	MOUNTING PLATFORM	09/26/2014	300.00	.00	
GENERAL PUBLIC WORK	1104	METAL CULVERTS INC.	E-26445	FLARED END SECTION-DUTCH RD	11/13/2014	3,159.40	.00	

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GENERAL PUBLIC WORK	1118	ROLLNRACK LLC	14198	HOSE ROLLER	11/26/2014	3,415.00	.00	
Total GENERAL PUBLIC WORKS:								
BUILDING ZONING	122	CENTURYLINK	11/2014 #5728	BUILDING #304025728	11/19/2014	33.18	.00	
BUILDING ZONING	791	TTI NATIONAL INC	2008873431411	BUILDING #200887343	11/16/2014	23.59	.00	
Total BUILDING ZONING:								
STREET'S	4	ACE HARDWARE	354686	PROPANE/TORCH KIT	11/13/2014	82.07	.00	
STREET'S	4	ACE HARDWARE	355098	PROPANE	11/17/2014	56.81	.00	
STREET'S	4	ACE HARDWARE	355327	THERMOCOUPLE	11/18/2014	11.69	.00	
STREET'S	4	ACE HARDWARE	356248	TRIMLINE	11/25/2014	113.38	.00	
STREET'S	4	ACE HARDWARE	356343	PROPANE	11/26/2014	20.02	.00	
STREET'S	4	ACE HARDWARE	356815	SPARK PLG	12/01/2014	2.51	.00	
STREET'S	4	ACE HARDWARE	358869	SPARK PLG	12/01/2014	2.51	.00	
STREET'S	85	BONNELL INDUSTRIES INC	0157602-IN	(2) HANGER STRAPS	11/17/2014	87.26	.00	
STREET'S	85	BONNELL INDUSTRIES INC	0158229-IN	CURB SHOE	12/02/2014	86.76	.00	
STREET'S	85	BONNELL INDUSTRIES INC	0158270-IN	INSTALL FITTINGS/FILL FLUID	12/02/2014	173.36	.00	
STREET'S	169	CUMMINS CENTRAL POWER	070-63131	GENERATOR SERVICE @ STREET DE	12/04/2014	805.95	.00	
STREET'S	217	DIXON TIRE CENTER	74601	REPLACE TIRE	12/03/2014	1,366.40	.00	
STREET'S	217	DIXON TIRE CENTER	74662	REPLACE TIRE	12/03/2014	265.30	.00	
STREET'S	473	LINCOLNWAY AUTO ELECTRIC	046973	REPAIR ALTERNATOR	11/24/2014	155.00	.00	
STREET'S	537	MUTUAL WHEEL CO.	7063618	CREDIT MEMO FRM #7803028	10/23/2014	24.73	.00	
STREET'S	537	MUTUAL WHEEL CO.	7105738	SUPPLIES HOT PATCHER/TRUCK 7/T	12/01/2014	1,282.66	.00	
STREET'S	565	NORTH'S OIL COMPANY	3044771	HYDRAULIC OIL/15W40	12/04/2014	1,543.29	.00	
STREET'S	635	RAYNOR DOOR AUTHORITY	108148	DELTA TRANSMITTER	11/30/2014	294.00	.00	
STREET'S	635	RAYNOR DOOR AUTHORITY	108239	REPAIR DOOR @ STREET DEPT	11/30/2014	125.00	.00	
STREET'S	728	STERLING NAPA AUTO PARTS	756952	WORK LAMP	11/14/2014	40.80	.00	
STREET'S	728	STERLING NAPA AUTO PARTS	757320	CIRCUIT	11/17/2014	7.29	.00	
STREET'S	728	STERLING NAPA AUTO PARTS	758894	HOSE END	11/26/2014	40.74	.00	
STREET'S	770	THOMPSON TRUCK & TRAILER INC.	R203003672.01	QUALITY CHECK	11/03/2014	78.33	.00	
STREET'S	770	THOMPSON TRUCK & TRAILER INC.	X203007227.01	PACKAGE/PLUG/BALL	12/01/2014	185.96	.00	
Total STREET'S:								
PUBLIC PROPERTY	85	BONNELL INDUSTRIES INC	0157801-IN	FLUID FILM	11/20/2014	10.95	.00	
PUBLIC PROPERTY	728	STERLING NAPA AUTO PARTS	758549	FLOOR MAT	11/24/2014	14.49	.00	
PUBLIC PROPERTY	728	STERLING NAPA AUTO PARTS	758550	SOUND DEADENING PANEL	11/24/2014	34.98	.00	
PUBLIC PROPERTY	728	STERLING NAPA AUTO PARTS	758892	GAS CAP	11/26/2014	14.99	.00	

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Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
Total PUBLIC PROPERTY:									
CEMETERY		52	AUCA CHICAGO MC LOCKBOX	1588774588	SHOP TOWELS/LNDYR BAG	11/27/2014	75.42	.00	
CEMETERY		457	LAWSON PRODUCTS INC	9302894680	BLACK LIGHTNING	11/20/2014	77.65	.00	
CEMETERY		457	LAWSON PRODUCTS INC	9302895016	HAND CLEANER/GLOVES/FLANGE/JO	11/20/2014	23.21	.00	
CEMETERY		728	STERLING NAPA AUTO PARTS	755855	GAUGE	11/06/2014	145.22	.00	
CEMETERY		728	STERLING NAPA AUTO PARTS	757840	RETURN FRM #755855	11/20/2014	47.98	.00	
Total CEMETERY:									
							246.08	.00	
PUBLIC SAFETY BUILDING		51	ASTRO VEN DISTRIBUTORS INC	29937	MULTIFOLD TOWELS/ROLL TOWELS	11/19/2014	96.40	.00	
PUBLIC SAFETY BUILDING		188	CULLIGAN OF DIXON	10/2014 #105486	SOFTNER SALT #105486	10/28/2014	53.50	.00	
PUBLIC SAFETY BUILDING		635	RAYNOR DOOR AUTHORITY	107996	REPAIR DOOR @ PSB	11/20/2014	348.50	.00	
PUBLIC SAFETY BUILDING		724	STEINER ELECTRIC COMPANY	S004895672	BALLAST @ PSB	12/05/2014	339.37	.00	
Total PUBLIC SAFETY BUILDING:									
							837.77	.00	
TRAFFIC MAINTENANCE		4	ACE HARDWARE	253478	CHALK POWDER	11/04/2014	9.99	.00	
TRAFFIC MAINTENANCE		122	CENTURYLINK	11/2014 #4498	POLICE #304074498	11/19/2014	1,007.40	.00	
TRAFFIC MAINTENANCE		122	CENTURYLINK	11/2014 #8429	POLICE #304038429	11/19/2014	101.70	.00	
TRAFFIC MAINTENANCE		148	COMCAST CABLE	11/2014 #6520	TRAFFIC MAINT. #877110301088520	11/27/2014	72.90	.00	
TRAFFIC MAINTENANCE		217	DIXON TIRE CENTER	74289	TIRE REAIR	11/24/2014	15.00	.00	
TRAFFIC MAINTENANCE		493	MASTERCARD	11/2014 #3973	DIXON FORD-LOF BUCKET TRUCK	11/23/2014	39.55	.00	
TRAFFIC MAINTENANCE		724	STEINER ELECTRIC COMPANY	S004895672	CODING TAPE	12/05/2014	216.80	.00	
TRAFFIC MAINTENANCE		748	TAPCO	1474828	(20)SIGNS	12/03/2014	168.82	.00	
Total TRAFFIC MAINTENANCE:									
							1,832.16	.00	
WATER		4	ACE HARDWARE	354772	KNIFE/RIVET	11/14/2014	7.00	.00	
WATER		4	ACE HARDWARE	354785	RIVET/RASP HORSE	11/14/2014	28.98	.00	
WATER		4	ACE HARDWARE	355403	BATTER/HOSE/TORCH KIT/SCREWDR	11/19/2014	228.26	.00	
WATER		4	ACE HARDWARE	356078	COM CONNECT	11/24/2014	3.59	.00	
WATER		4	ACE HARDWARE	356417	PINESOL	11/26/2014	19.98	.00	
WATER		4	ACE HARDWARE	357096	HARDWARE/ROD	12/03/2014	36.09	.00	
WATER		4	ACE HARDWARE	357122	FLAT WASHER	12/03/2014	37.78	.00	
WATER		4	ACE HARDWARE	357129	STRAPPING TAPE	12/03/2014	8.98	.00	
WATER		4	ACE HARDWARE	357385	HARDWARE	12/05/2014	5.38	.00	
WATER		4	ACE HARDWARE	357636	SHOE COVERS	12/08/2014	7.19	.00	
WATER		24	ALL-SAFE OF DIXON	12/2014	REGISTER CHARGE #17436	12/01/2014	58.80	.00	
WATER		24	ALL-SAFE OF DIXON	12/2014	REGISTER CHARGE #17559	12/01/2014	16.64	.00	

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Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
WATER		58	BADGER METER INC	1024364	CONN STRT 5/8 W/WASHERS	12/03/2014	544.03	.00	
WATER		80	BLUE PRINT CLEANING	1564	CLEANING @ PLANT	11/07/2014	196.00	.00	
WATER		85	BONNELL INDUSTRIES INC	0157871-IN	WESTERN HIGH PERFORMANCE FLUI	11/18/2014	28.00	.00	
WATER		85	BONNELL INDUSTRIES INC	0157875-IN	INLET FITTING/FILTER KIT	11/18/2014	15.07	.00	
WATER		114	CARUS CORPORATION	SLS 10038110	HMO SOLUTION	12/01/2014	7,207.41	.00	
WATER		114	CARUS CORPORATION	SLS10038017	PHOSPHATE	11/24/2014	1,832.51	.00	
WATER		148	COMCAST CABLE	11/2014 #0059	WATER PLANT #8771103010180059	11/20/2014	92.85	.00	
WATER		157	CONSTELLATION NEW ENERGY	0019860705	1025 NACHUSA #1-EI-3753	11/13/2014	2,330.37	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020079148	WELL 5 #1-1D84-885	11/27/2014	256.41	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020111236	CHICAGO AVE #1-EI-3292	11/28/2014	272.07	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020111255	1512 S COLLEGE #1-EI-3684	11/28/2014	236.92	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020111273	1100 WARP RD #1-EI-3756	11/28/2014	3,415.29	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020111399	1125 N JEFFERSON #1-EI-3610	11/28/2014	2,594.68	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020112366	1329 N GALENA #1-EI-3683	11/28/2014	3,396.82	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020112518	2018 LOWELL PARK #1-EI-4038	11/28/2014	123.57	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020143956	1552 DUTCH RD #1-EI-3959	12/01/2014	1,261.23	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020143957	1852 LOWELL PARK #1-EI-3970	12/01/2014	167.54	.00	
WATER		157	CONSTELLATION NEW ENERGY	0020143959	1740 N BRINTON #1-EI-4039	12/01/2014	159.73	.00	
WATER		189	CUMMINS CENTRAL POWER	070-62322	REPLACE BATTERIES IN GENERATO	11/18/2014	491.89	.00	
WATER		189	CUMMINS CENTRAL POWER	070-63125	GENERATOR SERVICE @ WATER	12/04/2014	1,470.43	.00	
WATER		189	CUMMINS CENTRAL POWER	070-63126	GENERATOR SERVICE @ MOBILE	12/04/2014	878.84	.00	
WATER		189	CUMMINS CENTRAL POWER	070-63129	GENERATOR SERVICE @ SITE 1	12/04/2014	555.80	.00	
WATER		189	CUMMINS CENTRAL POWER	070-63130	GENERATOR SERVICE @ SITE 2	12/04/2014	554.89	.00	
WATER		201	DIXON COMMERCIAL ELECTRIC CO.	02040	GENERATOR SERVICE @ WELLS 6&8	12/04/2014	1,343.86	.00	
WATER		201	DIXON COMMERCIAL ELECTRIC CO.	02048	INSTALL PHASE FAILURE RELAYS	11/04/2014	819.18	.00	
WATER		201	DIXON COMMERCIAL ELECTRIC CO.	02054	REPLACE WALL FIXTURE/CHECK GA	10/31/2014	598.85	.00	
WATER		217	DIXON TIRE CENTER	74465	REPLACED WALL PACK/CLEAN EXHA	11/21/2014	719.75	.00	
WATER		217	DIXON TIRE CENTER	74648	TIRE REAR	11/24/2014	25.00	.00	
WATER		272	FREEDOM MAILING SERVICES INC.	25682	TIRE REPAIR	12/03/2014	87.66	.00	
WATER		272	FREEDOM MAILING SERVICES INC.	25682	WATER DEPT-SHUT OFF NOTICES	11/24/2014	17.29	.00	
WATER		272	FREEDOM MAILING SERVICES INC.	25683	WATER DEPT- POSTAGE	11/24/2014	87.36	.00	
WATER		272	FREEDOM MAILING SERVICES INC.	25683	WATER DEPT- BILLING	11/25/2014	116.86	.00	
WATER		272	FREEDOM MAILING SERVICES INC.	25777	WATER DEPT- POSTAGE	11/25/2014	404.63	.00	
WATER		272	FREEDOM MAILING SERVICES INC.	25777	WATER DEPT-SHUT OFF NOTICES	12/05/2014	18.87	.00	
WATER		272	FREEDOM MAILING SERVICES INC.	25777	WATER DEPT- POSTAGE	12/05/2014	85.20	.00	
WATER		275	FYR- FYTER INC	56265	SERVICE FIRE EXTINGUISHERS/TAM	11/22/2014	122.70	.00	
WATER		288	GIERKE ROBINSON	433662-000	EXCITER OIL	11/30/2014	19.66	.00	
WATER		318	HD SUPPLY WATERWORKS LTD.	D256380	REDUCER/MAGALUG ASS	11/21/2014	1,268.04	.00	
WATER		318	HD SUPPLY WATERWORKS LTD.	D268415	CUT IN VALVE	11/21/2014	2,055.94	.00	
WATER		339	HUFFMAN CAR WASH	129472	VEHICLE WASH	10/22/2014	5.00	.00	
WATER		339	HUFFMAN CAR WASH	129523	VEHICLE WASH	10/28/2014	5.00	.00	

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WATER		339	HUFFMAN CAR WASH	129545	VEHICLE WASH	11/01/2014	5.00	.00	
WATER		339	HUFFMAN CAR WASH	129583	VEHICLE WASH	11/03/2014	5.00	.00	
WATER		339	HUFFMAN CAR WASH	129649	VEHICLE WASH	11/13/2014	5.00	.00	
WATER		409	JEFFY LUBE	27805149	OIL CHANGE	11/19/2014	31.18	.00	
WATER		409	JEFFY LUBE	27805180	OIL CHANGE	11/19/2014	34.08	.00	
WATER		512	MIDAS AUTO SERVICE EXPERTS	0033089	OIL CHANGE '15 GMC	11/20/2014	66.51	.00	
WATER		555	NICOR	11/2014 #0232	2019 LOWELL PARK #90116930232	11/26/2014	230.03	.00	
WATER		555	NICOR	11/2014 #3337	1740 N BRINTON #98497583337	11/24/2014	77.33	.00	
WATER		594	PDC LABORATORIES	785786	OUTSIDE LAB TESTING	11/15/2014	181.50	.00	
WATER		594	PDC LABORATORIES	785787	OUTSIDE LAB TESTING	11/15/2014	200.00	.00	
WATER		596	PEST CONTROL CONSULTANTS	44459	RODENT/INSECT CONTROL @ WATE	12/04/2014	68.00	.00	
WATER		638	RENNER QUARRIES LTD.	42025	TICKET #28410	11/21/2014	110.32	.00	
WATER		638	RENNER QUARRIES LTD.	42025	TICKET #28411	11/21/2014	78.92	.00	
WATER		638	RENNER QUARRIES LTD.	42025	TICKET #28419	11/21/2014	109.44	.00	
WATER		638	RENNER QUARRIES LTD.	42025	TICKET #28463	11/21/2014	78.73	.00	
WATER		638	RENNER QUARRIES LTD.	42045	TICKET #28486	11/30/2014	69.84	.00	
WATER		638	RENNER QUARRIES LTD.	42045	TICKET #28504	11/30/2014	44.51	.00	
WATER		638	RENNER QUARRIES LTD.	42045	TICKET #28545	11/30/2014	118.40	.00	
WATER		728	STERLING NAPA AUTO PARTS	756948	OIL FILTER	11/14/2014	11.20	.00	
WATER		728	STERLING NAPA AUTO PARTS	756962	10W30	11/14/2014	10.76	.00	
WATER		728	STERLING NAPA AUTO PARTS	757251	FUSE	11/17/2014	4.49	.00	
WATER		728	STERLING NAPA AUTO PARTS	757343	TUBE	11/17/2014	45.65	.00	
WATER		728	STERLING NAPA AUTO PARTS	757652	HUB OIL/HUB CAP	11/18/2014	28.81	.00	
WATER		728	STERLING NAPA AUTO PARTS	758485	HALOGEN LAMP	11/24/2014	8.07	.00	
WATER		728	STERLING NAPA AUTO PARTS	758486	FITTING	11/24/2014	8.84	.00	
WATER		728	STERLING NAPA AUTO PARTS	758533	TACKY GREASE	11/24/2014	54.90	.00	
WATER		728	STERLING NAPA AUTO PARTS	759785	BATTERY/BOLT	12/03/2014	234.37	.00	
WATER		728	STERLING NAPA AUTO PARTS	759955	FILTERS/ROTELLA/GREASE	12/04/2014	299.95	.00	
WATER		728	STERLING NAPA AUTO PARTS	759994	OIL FILTER	12/04/2014	22.44	.00	
WATER		728	STERLING NAPA AUTO PARTS	760130	DEICER/ROTELLA/BRAKE CLEANER	12/05/2014	81.31	.00	
WATER		728	STERLING NAPA AUTO PARTS	760227	AIR FILTER	12/05/2014	39.50	.00	
WATER		780	TOTAL WATER TREATMENT SYSTEM	0604302	DI SERVICE TANKS	11/26/2014	78.92	.00	
WATER		809	USA BLUEBOOK	500343	PETRI DISHES	11/14/2014	120.75	.00	
WATER		809	USA BLUEBOOK	500395	GLOVES	11/14/2014	25.95	.00	
WATER		809	USA BLUEBOOK	500642	GLOVES/SAFETY GLASSES	11/14/2014	709.53	.00	
WATER		809	USA BLUEBOOK	502744	GLOVES/SAFETY GLASSES	11/19/2014	75.48	.00	
WATER		809	USA BLUEBOOK	503936	WATERPROOF GLOVES	11/19/2014	24.65	.00	
WATER		809	USA BLUEBOOK	505280	WATERPROOF GLOVES	11/20/2014	31.95	.00	
WATER		809	USA BLUEBOOK	510238	REPLACEMENT CELL SAMPLES	12/01/2014	98.75	.00	
WATER		809	USA BLUEBOOK	512284	BATTERY PACK	12/03/2014	189.90	.00	
WATER		836	WELLS FARGO	12/2014 #8507	AMAZON-BATTERY BACKUP	12/02/2014	319.96	.00	

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
WATER	836	WELLS FARGO	12/2014 #6515	WALMART-PEROXIDE/WHT VNGR	12/02/2014	28.36	.00	
WATER	836	WELLS FARGO	12/2014 #6515	CABELAS-WADERS	12/02/2014	865.82	.00	
WATER	836	WELLS FARGO	12/2014 #6515	TRACTOR SUPPLY-DIESEL TANK	12/02/2014	289.89	.00	
WATER	1049	KALEEL'S CLOTHING AND PRINTING	282	EMBROIDERY	11/25/2014	39.00	.00	
Total WATER:							40,754.62	.00
SEWAGE TREATMENT	4	ACE HARDWARE	353318/1	EXT CORD/STEP LADDER	11/03/2014	44.98	.00	
SEWAGE TREATMENT	4	ACE HARDWARE	353880	RIT DYE	11/07/2014	7.18	.00	
SEWAGE TREATMENT	4	ACE HARDWARE	353907/1	GLV LTHR/GREASE GUN	11/07/2014	75.55	.00	
SEWAGE TREATMENT	4	ACE HARDWARE	354813	BALLVALVE/COUPLE/FITTING/SOLDE	11/14/2014	29.29	.00	
SEWAGE TREATMENT	4	ACE HARDWARE	355264	CLOTH PLUMBER/TUBE/GLOVES	11/16/2014	33.79	.00	
SEWAGE TREATMENT	4	ACE HARDWARE	355741/1	WRENCH SET/GASKET	11/21/2014	72.87	.00	
SEWAGE TREATMENT	4	ACE HARDWARE	355801	ELBOW/CM WORKING BAG	11/21/2014	12.57	.00	
SEWAGE TREATMENT	4	ACE HARDWARE	356201	ICE MELT	11/25/2014	13.49	.00	
SEWAGE TREATMENT	104	C & N SUPPLY	51536	SHIPPING LAB SAMPLES	11/19/2014	15.11	.00	
SEWAGE TREATMENT	104	C & N SUPPLY	51578	SHIPPING LAB SAMPLES	11/25/2014	15.87	.00	
SEWAGE TREATMENT	122	CENTURYLINK	11/2014 #7784	WWTP #304027784	11/19/2014	283.86	.00	
SEWAGE TREATMENT	169	CUMMINS CENTRAL POWER	070-63128	GENERATOR SERVICE @ WWTP	12/04/2014	1,046.62	.00	
SEWAGE TREATMENT	201	DIXON COMMERCIAL ELECTRIC CO.	02049	REMOVE/CLEANED PUMPS @ LIFT S	10/29/2014	378.10	.00	
SEWAGE TREATMENT	272	FREEDOM MAILING SERVICES INC.	25662	SEWER DEPT-SHUT OFF NOTICES	11/24/2014	17.29	.00	
SEWAGE TREATMENT	272	FREEDOM MAILING SERVICES INC.	25682	SEWER DEPT- POSTAGE	11/24/2014	87.36	.00	
SEWAGE TREATMENT	272	FREEDOM MAILING SERVICES INC.	25693	SEWER DEPT-BILLING	11/25/2014	116.85	.00	
SEWAGE TREATMENT	272	FREEDOM MAILING SERVICES INC.	25693	SEWER DEPT- POSTAGE	11/25/2014	404.63	.00	
SEWAGE TREATMENT	272	FREEDOM MAILING SERVICES INC.	25777	SEWER DEPT-SHUT OFF NOTICES	12/05/2014	16.86	.00	
SEWAGE TREATMENT	272	FREEDOM MAILING SERVICES INC.	25777	SEWER DEPT- POSTAGE	12/05/2014	65.20	.00	
SEWAGE TREATMENT	478	LOESCHER HEATING AND CDOLING	116536	REPLACE FUSE @ WWTP	11/21/2014	191.00	.00	
SEWAGE TREATMENT	523	MISS-ROCK-WPCO	1/2015	YEARLY DUES	12/15/2014	40.00	.00	
SEWAGE TREATMENT	594	PDC LABORATORIES	785266	OUTSIDE LAB TESTING	11/15/2014	201.00	.00	
SEWAGE TREATMENT	836	WELLS FARGO	12/2014 #6507	AMAZON-BATTERY BACKUP	12/02/2014	479.94	.00	
SEWAGE TREATMENT	1096	CENTURYLINK	0111801828	MAINTENANCE CONTRACT #2N70240	11/18/2014	18.91	.00	
Total SEWAGE TREATMENT:							3,688.32	.00
FIRE	4	ACE HARDWARE	353310	CREDIT FRM #352858	11/03/2014	23.40	.00	
FIRE	4	ACE HARDWARE	353516	CLAMP	11/04/2014	1.34	.00	
FIRE	4	ACE HARDWARE	353880	TUBE BRAID/FACE MASK	11/07/2014	18.37	.00	
FIRE	4	ACE HARDWARE	353921	LIQUID WRENCH	11/07/2014	13.48	.00	
FIRE	4	ACE HARDWARE	354582	NYLON ROPE	11/12/2014	9.89	.00	
FIRE	24	ALL-SAFE OF DIXON	12/2014	REGISTER CHARGE #17812	12/01/2014	13.32	.00	
FIRE	122	CENTURYLINK	11/2014 #4498	FIRE #304074498	11/19/2014	280.00	.00	

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FIRE		148	COMCAST CABLE	11/2014 #0020	FIRE #877103010060020	11/26/2014	122.85	.00	
FIRE		241	EMERGENCY MEDICAL PRODUCTS I	1696823	GLOVES/BLADES/TWIST LOKS	12/01/2014	205.29	.00	
FIRE		267	FLOWERS ETC.	007874	SYMPATHY ARRANGEMENT	11/11/2014	77.95	.00	
FIRE		336	HOUSE'S TRUCK N AUTO REPAIR	9698	SAFETY INSPECTION FOR 1H26	11/24/2014	32.00	.00	
FIRE		339	HUFFMAN CAR WASH	129607	VEHICLE WASH	11/07/2014	6.00	.00	
FIRE		339	HUFFMAN CAR WASH	126680	VEHICLE WASH	11/18/2014	6.00	.00	
FIRE		339	HUFFMAN CAR WASH	129735	VEHICLE WASH	11/26/2014	6.00	.00	
FIRE		339	HUFFMAN CAR WASH	942	VEHICLE WASH	11/30/2014	121.00	.00	
FIRE		474	LINEN EXPRESS	500505	LAUNDRY	11/01/2014	51.85	.00	
FIRE		504	MEDICAL PRODUCTS GROUP INC	273279	OXYGEN D	11/07/2014	26.25	.00	
FIRE		504	MEDICAL PRODUCTS GROUP INC	273610	OXYGEN D	11/21/2014	17.50	.00	
FIRE		504	MEDICAL PRODUCTS GROUP INC	273624	OXYGEN M	11/24/2014	18.00	.00	
FIRE		504	MEDICAL PRODUCTS GROUP INC	273636	OXYGEN M	11/25/2014	18.00	.00	
FIRE		504	MEDICAL PRODUCTS GROUP INC	274389	OXYGEN D	11/28/2014	17.50	.00	
FIRE		801	UNIFORM DEN INC	84218-01	DRESS COAT/FLAG SQUARE/NAME T	11/21/2014	218.72	.00	
FIRE		801	UNIFORM DEN INC	84582	NAME TAG/CHEST BADGE	11/25/2014	117.84	.00	
FIRE		836	WELLS FARGO	12/2014 #6507	AMAZON-BATTERY BACKUP/DISPLAY	12/02/2014	220.85	.00	
FIRE		836	WELLS FARGO	12/2014 #6598	LOCKER NAME TAG-NEW HIRE	12/02/2014	15.00	.00	
FIRE		836	WELLS FARGO	12/2014 #6598	MEALS @ COMMAND CLASS	12/02/2014	134.80	.00	
FIRE		836	WELLS FARGO	12/2014 #6598	FUEL	12/02/2014	76.81	.00	
FIRE		836	WELLS FARGO	12/2014 #6598	LODGING @ COMMAND CLASS	12/02/2014	1,320.90	.00	
FIRE		836	WELLS FARGO	12/2014 #6598	STAPLES-DIVIDERS/STAPLES/FILE JK	12/02/2014	54.25	.00	
FIRE		836	WELLS FARGO	12/2014 #6598	WALMART-THANKSGIVING MEAL HO	12/02/2014	103.13	.00	
FIRE		879	TASK FORCE TIPS	1161136	JUMBO BIV SEAL KIT	11/05/2014	37.89	.00	
FIRE		1117	NIPSTA	13093	LEADERSHIP II TUITION	09/30/2014	450.00	.00	
Total FIRE:							3,785.48	.00	
POLICE		51	ASTRO VEN DISTRIBUTORS INC	29937	STYROFOAM CUPS	11/19/2014	69.08	.00	
POLICE		152	COMPLETE AUTOWERKS REPAIR SE	3067	REPLACE IGNITION COIL/SPARK PLU	11/17/2014	141.66	.00	
POLICE		152	COMPLETE AUTOWERKS REPAIR SE	3140	LOF #83	12/02/2014	67.73	.00	
POLICE		207	DIXON OTTAWA COMMUNICATION IN	441182	RADIO MAINTENANCE	12/01/2014	363.08	.00	
POLICE		207	DIXON OTTAWA COMMUNICATION IN	7742	PCMCA CRYPTO UPGRADE CARD	11/12/2014	630.00	.00	
POLICE		279	GALLS/QUARTERMASTER	002758654	CHAPLAINS UNIFORMS	11/26/2014	695.05	.00	
POLICE		451	LAMENDOLA, JASON	12/2014	REIMBURSE DATA PLAN	12/01/2014	30.00	.00	
POLICE		480	LEAF	5374151	LEASE DOCUMENTATION FEE A7740	11/25/2014	44.00	.00	
POLICE		487	LEE COUNTY TREASURER	1/2015	RADIO COMMS. SERVICE -JANUARY	12/15/2014	10,305.93	.00	
POLICE		493	MASTERCARD	11/2014 #3973	WALMART-HALLOWEEN CANDY FOR	11/23/2014	140.42	.00	
POLICE		493	MASTERCARD	11/2014 #3973	NAPWDA-MEMBERSHIP	11/23/2014	45.00	.00	
POLICE		493	MASTERCARD	11/2014 #3973	VISTA PRINT-BUSINESS CARDS	11/23/2014	20.42	.00	
POLICE		493	MASTERCARD	11/2014 #3973	GASOLINE CHARGES	11/23/2014	40.09	.00	

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POLICE	829	QUILL CORPORATION	7937510	LASER LABELS	11/17/2014	29.99	.00	
POLICE	829	QUILL CORPORATION	8029412	COFFEE	11/19/2014	12.99	.00	
POLICE	829	QUILL CORPORATION	8066578	COFFEE	11/20/2014	71.94	.00	
POLICE	829	QUILL CORPORATION	8066578	PAPER/CALENDER/CLIPS/FOLDERS/P	11/20/2014	223.51	.00	
POLICE	841	RIVER RIDGE ANIMAL HOSPITAL	421237	WELLNESS/BORDETELLA/TRAINING	11/11/2014	76.72	.00	
POLICE	675	SAUK VALLEY MEDIA	1409057	SCRATCH PADS INV#11149635	11/21/2014	100.00	.00	
POLICE	677	SBM STERLING BUSINESS CENTER	235878	CONTRACT #7671-MXB402-01	11/28/2014	51.00	.00	
POLICE	677	SBM STERLING BUSINESS CENTER	235879	CONTRACT #A7672-MX4110N-01	11/28/2014	106.55	.00	
POLICE	677	SBM STERLING BUSINESS CENTER	235922	CONTRACT #7740-MXB201D-01	11/28/2014	55.00	.00	
POLICE	683	SECRETARY OF STATE	12/2014	NOTARY APPLICATION FEE	12/03/2014	10.00	.00	
POLICE	704	SLIM-N-HANK'S	4485	TOW TO THE IMPOUND	08/01/2014	60.00	.00	
POLICE	704	SLIM-N-HANK'S	4686	TOW TO THE IMPOUND	08/21/2014	50.00	.00	
POLICE	801	UNIFORM DEN INC	84044	CHEST BADGES/HAT BADGES/GOLD	11/25/2014	1,305.23	.00	
POLICE	801	UNIFORM DEN INC	84212-01	NAVY JACKET-NEW HIRE	11/20/2014	227.17	.00	
POLICE	801	UNIFORM DEN INC	84213	SWEATER-NEW HIRE	11/20/2014	139.35	.00	
POLICE	836	WELLS FARGO	12/2014 #6507	TIGERDIRECT-LAPTOP HARD DRIVES	12/02/2014	775.09	.00	
POLICE	836	WELLS FARGO	12/2014 #6507	AMAZON-BATTERY BACKUP/DISPLAY	12/02/2014	318.93	.00	
POLICE	836	WELLS FARGO	12/2014 #6523	IACP DUES	12/02/2014	95.00	.00	
POLICE	836	WELLS FARGO	12/2014 #6523	VERIZON-PHONE CHARGER	12/02/2014	32.01	.00	
POLICE	836	WELLS FARGO	12/2014 #6523	STAMPES.COM-MONTHLY FEE	12/02/2014	22.48	.00	
POLICE	836	WELLS FARGO	12/2014 #6531	WALMART-COFFEE/CREAMER/SUGA	12/02/2014	131.46	.00	
POLICE	836	WELLS FARGO	12/2014 #6531	IACP DUES	12/02/2014	95.00	.00	
POLICE	836	WELLS FARGO	12/2014 #6531	TASER INTL-TASER TRAINING	12/02/2014	700.00	.00	
POLICE	836	WELLS FARGO	12/2014 #6531	LAERDAL MEDICAL-POCKET MASK	12/02/2014	139.15	.00	
POLICE	836	WELLS FARGO	12/2014 #6531	J.G UNIFORMS-VEST COVERS	12/02/2014	288.66	.00	
POLICE	836	WELLS FARGO	12/2014 #6580	GOOGLE-MONTHLY FEE	12/02/2014	180.00	.00	
POLICE	836	WELLS FARGO	12/2014 #6580	MEALS @ TRUST EDGE TRAINING	12/02/2014	56.92	.00	
POLICE	836	WELLS FARGO	12/2014 #6580	EMBASSY SUITES-LODGING @TRUST	12/02/2014	462.81	.00	
POLICE	836	WELLS FARGO	12/2014 #6580	AMAZON-FIRST AID SUPPLIES/TRT K	12/02/2014	1,279.61	.00	
POLICE	836	WELLS FARGO	12/2014 #6580	GASOLINE CHARGES	12/02/2014	138.75	.00	
POLICE	858	WOLFLEY, MICHAEL	3159184506	REIMBURSE FOR DATA PLAN	12/01/2014	30.00	.00	
POLICE	905	MCWETHY, RYAN	11/2014	GASOLINE @ K-9 TRAINING	11/14/2014	592.83	.00	
Total POLICE:						20,448.61	.00	
LIBRARY	4	ACE HARDWARE	353628	VELCRO/SWIFFER	11/05/2014	25.36	.00	
LIBRARY	4	ACE HARDWARE	358450	BATTERY	11/26/2014	13.99	.00	
LIBRARY	51	ASTRO VEN DISTRIBUTORS INC	29950	FLOOR/GLASS CLEANER/GLOVES/TO	11/20/2014	77.25	.00	
LIBRARY	95	BROWN, JAMES	12/2014	SNOW REMOVAL	12/03/2014	15.00	.00	
LIBRARY	148	COMCAST GABLE	12/2014 #3939	LIBRARY #8771103010183039	12/02/2014	115.74	.00	
LIBRARY	204	DIXON HIGH SCHOOL	11/2014	YEARBOOK	11/20/2014	60.00	.00	

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LIBRARY	214	DIXON PUBLIC LIBRARY	11/2014	PAPER/FOOD SUPPLIES	11/04/2014	15.95	.00	
LIBRARY	277	GALE/CENGAGE LEARNING	53833361	2 LRG PRINT BKS	11/05/2014	47.23	.00	
LIBRARY	277	GALE/CENGAGE LEARNING	53721709	2 LRG PRINT BKS	11/20/2014	47.98	.00	
LIBRARY	277	GALE/CENGAGE LEARNING	53730122	2 LRG PRINT BKS	11/21/2014	46.48	.00	
LIBRARY	277	GALE/CENGAGE LEARNING	53731259	2 LRG PRINT BKS	11/21/2014	38.92	.00	
LIBRARY	277	GALE/CENGAGE LEARNING	53739850	5 LRG PRINT BKS	11/24/2014	111.75	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81431455	CHILDREN MTLS	11/07/2014	53.51	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81431456	ADULT MTLS	11/07/2014	453.05	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81431456	CHILDREN MTLS	11/07/2014	19.76	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81437106	CREDIT MEMO FRM #80954566	11/07/2014	14.66	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81540165	ADULT MTLS	11/14/2014	66.82	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81540165	YOUNG ADULT	11/14/2014	20.89	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81540165	CHILDREN MTLS	11/14/2014	28.25	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81609071	ADULT MTLS	11/19/2014	377.48	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81609071	CHILDREN MTLS	11/19/2014	11.53	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81667888	ADULT MTLS	11/21/2014	54.81	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81667888	CHILDREN MTLS	11/21/2014	74.00	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81684744	ADULT MTLS	11/24/2014	60.96	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	81684744	CHILDREN MTLS	11/24/2014	181.52	.00	
LIBRARY	436	KITZMAN'S LTD.	329258	INSULATION	11/19/2014	12.98	.00	
LIBRARY	436	KITZMAN'S LTD.	329439	INSULATION	11/25/2014	9.58	.00	
LIBRARY	555	NICOR	12/2014 #0000	221 S HENNEPIN #15422320000	12/02/2014	719.73	.00	
LIBRARY	575	OFFICE DEPOT	741552874001	PAPERTAPE/GLUE/SHARPIES/STONE	11/20/2014	259.61	.00	
LIBRARY	575	SAUK VALLEY MEDIA	1408972	MEETINGS NOTICE INV#310061	11/21/2014	27.30	.00	
LIBRARY	723	STATELINE TECHNOLOGIES	DPL-12-14	TECHNOLOGY SERVICES	11/30/2014	321.75	.00	
LIBRARY	836	WELLS FARGO	12/2014 #6572	NEWEGG-VIDEO CARD/CASE FAN	12/02/2014	108.10	.00	
LIBRARY	836	WELLS FARGO	12/2014 #6572	AMAZON-BOOKS	12/02/2014	8.96	.00	
LIBRARY	836	WELLS FARGO	12/2014 #6572	ROCKFORD REGISTER STAR SUBSC	12/02/2014	37.45	.00	
LIBRARY	836	WELLS FARGO	12/2014 #6572	AMAZON-PRIZES	12/02/2014	60.37	.00	
LIBRARY	836	WELLS FARGO	12/2014 #6572	AMAZON-PROJECT SUPPLIES	12/02/2014	317.12	.00	
LIBRARY	864	XEROX CORPORATION	077064749	PUBLIC COIN COPIER	12/01/2014	180.99	.00	
LIBRARY	864	XEROX CORPORATION	077064750	OFFICE COPIER	12/01/2014	303.00	.00	
Total LIBRARY:						4,370.31	.00	
AIRPORT	4	ACE HARDWARE	355455	GAS CAN/SPOUT/CHAINS/SAW/MARKE	11/19/2014	62.42	.00	
AIRPORT	4	ACE HARDWARE	356107	SNOWSCRAPER/YUKON PLY	11/24/2014	42.28	.00	
AIRPORT	4	ACE HARDWARE	357100	VAC BELT/PNT MARKER/BIT/BATTER	12/03/2014	23.14	.00	
AIRPORT	4	ACE HARDWARE	357734	BAR HOLDER/LINK CHAIN/SQ DECK	12/08/2014	27.39	.00	
AIRPORT	52	AUCA CHICAGO MC LOCKBOX	1588785131	MOP SOLUTION/MOP HANDLE	11/20/2014	27.50	.00	
AIRPORT	85	BONNELL INDUSTRIES INC	0157543-IN	BALL SOCKET/CUTTING EDGE/DISC S	11/14/2014	1,178.30	.00	

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AIRPORT	85	BONNELL INDUSTRIES INC	0157744-IN	CARRIAGE BOLT/FLANGE/GAUGE	11/19/2014	719.18	.00	
AIRPORT	122	CENTURYLINK	11/2014 #4884	AIRPORT #30404884	11/19/2014	64.02	.00	
AIRPORT	122	CENTURYLINK	11/2014 #8106	AIRPORT #304009106	11/19/2014	141.79	.00	
Total AIRPORT:						2,286.02	.00	
MUNICIPAL BAND	90	BRESSLER, MARK	1/2015	DIRECTOR PAY-JANUARY	12/15/2014	609.00	.00	
Total MUNICIPAL BAND:						609.00	.00	
TOURISM	164	CREATIVE PRINTING	8905	CHANGES TO MAPS/PHOTOS	11/14/2014	100.00	.00	
TOURISM	219	DIXON WELCOME CENTER - KAREN S	12/2014	WALMART-MEMORY STICKS	12/01/2014	18.12	.00	
TOURISM	219	DIXON WELCOME CENTER - KAREN S	12/2014	USPS-STAMPS	12/01/2014	45.56	.00	
TOURISM	219	DIXON WELCOME CENTER - KAREN S	12/2014	MDC-TOWELS	12/01/2014	33.41	.00	
TOURISM	219	DIXON WELCOME CENTER - KAREN S	12/2014	REAGAN HOME-DONATION	12/01/2014	6.70	.00	
TOURISM	263	FISCHER, RYAN	11/2014	MONTHLY WINDOW CLEANING-OCTO	11/04/2014	36.00	.00	
TOURISM	283	FISCHER, RYAN	7/2014	MONTHLY WINDOW CLEANING - MAY,	07/08/2014	36.00	.00	
TOURISM	560	NORTHERN IL TOURISM DEVELOPME	156	KIOSK VISITOR INFORMATION	11/21/2014	1,000.00	.00	
Total TOURISM:						1,275.79	.00	
Grand Totals:						556,832.87	.00	

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

City of Dixon

December 15, 2014

Topic: Year to Date Financial Summary as of November 30, 2014

Presented By: Paula Meyer

Presentation:

Items to note are indicated by a letter that corresponds to a letter and explanation below. 58% of the fiscal year has elapsed.

- A- Council is 70% spent due to the cost of strategic planning.
- B- Public Relations is 76% spent due to the transmittal of the entire annual Main Street contribution at the beginning of the fiscal year.
- C- Admin/ Finance is 87% spent due to the annual payment of the Property, Liability and Workers Comp insurance premiums.
- D- Street is 72% spent due to the early delivery of the salt and the under budgeting of fuel use.
- E- Traffic Maintenance is 73% spent due to seasonal summer spending.
- F- Band is 76% spent due to seasonal summer spending.
- G- Capital Funds are 109% over spent due to:
 - a. FY14 ambulance purchase completed in FY15
 - b. FY14 annex reroof completed in FY15
 - c. the unbudgeted Bloody Gulch Bridge and Dutch Road washout
 - d. the unbudgeted Library HVAC and roof expenses repairs.
- H- Restricted Capital Funds for streets are 118% over spent due to spending the current year and prior year's accumulation of Motor Fuel Tax.
- I- General Fund Benefits is 84% spent due to the Workers Comp insurance premiums coming in at \$150,000 over budget. We have had several injuries the last few years.
- J- General Fund Supplies is 73% spent due to the delivery of the salt for this winter and summer seasonal spending.
- K- General Fund Other Expense is 71% spent due to the transmittal of the entire annual Main Street contribution at the beginning of the fiscal year.
- L- Utility Fund Supplies are 92% spent due to the high number of unanticipated infrastructure failures this year.

Also attached are the month end cash and investment balances.

Recommendation:

The administration recommends the Council accept the accompanying FY15 YTD Financial Activity and Cash & Investment reports.

City of Dixon
FY15 Financial Activity
As of November 30, 2014

Year elapsed=

58%

General Including Debt			Capital Funds			Utilities			IMRF & Social Security			Restricted Capital Funds			Restricted Funds		
FY15 Budget	Actual	%	FY15 Budget	Actual	%	FY15 Budget	Actual	%	FY15 Budget	Actual	%	FY15 Budget	Actual	%	FY15 Budget	Actual	%
	6,704,492			40,549,768			15,514,170			4,751,170			1,299,875			3,630,316	
3,205,000	2,963,377	92%	-	-		-	-		-	-		360,000	453,506	126%	315,000	346,249	110%
5,631,000	3,324,781	59%	-	-		-	-		-	-		380,000	275,553	73%	68,000	19,022	28%
1,506,000	1,148,196	76%	-	-		5,331,000	3,283,653	62%	-	-		-	-		1,670,000	963,464	58%
24,500	71,220	291%	8,000	338,147	4227%	46,000	15,832	34%	8,000	-	0%	300,130	146	0%	79,500	48,469	61%
(2,121,602)	(2,121,602)	100%	1,264,491	1,399,491	111%	-	-		-	-		733,000	733,000	100%	124,111	(10,889)	-9%
8,244,898	5,385,973	65%	1,272,491	1,737,638	137%	5,377,000	3,299,485	61%	8,000	-	0%	1,773,130	1,462,205	82%	2,256,611	1,366,315	61%
153,146	106,687	70%	-	-		-	-		-	-		-	-		-	-	
169,500	129,320	76%	-	-		-	-		-	-		-	-		-	-	
10,000	4,077	41%	-	-		-	-		-	-		-	-		-	-	
1,132,086	984,762	87%	2,272,491	2,471,862	109%	-	-		525,000	374,393	71%	6,090,000	4,042,989	66%	1,275,000	530,542	42%
170,150	71,132	42%	-	-		-	-		-	-		-	-		-	-	
245,545	118,735	48%	-	-		-	-		-	-		-	-		-	-	
872,086	629,876	72%	-	-		-	-		-	-		380,030	450,000	118%	-	-	
573,695	275,195	48%	-	-		-	-		-	-		-	-		-	-	
178,020	129,418	73%	-	-		-	-		-	-		-	-		-	-	
-	-		-	-		1,591,296	1,008,383	63%	-	-		-	-		-	-	
-	-		-	-		1,499,604	761,253	51%	-	-		-	-		-	-	
1,442,948	770,744	53%	-	-		-	-		-	-		-	-		367,715	146,847	40%
3,161,177	1,734,685	55%	-	-		-	-		-	-		-	-		10,000	14,874	149%
-	-		-	-		-	-		-	-		-	-		512,756	234,562	46%
-	-		-	-		-	-		-	-		-	-		156,084	81,246	52%
42,000	31,927	76%	-	-		-	-		-	-		-	-		-	-	
94,545	43,746	46%	-	-		-	-		-	-		-	-		-	-	
8,244,898	5,030,304	61%	2,272,491	2,471,862	109%	3,090,900	1,769,637	57%	525,000	374,393	71%	6,470,030	4,492,989	69%	2,321,555	1,008,071	43%
-	355,669	35566900%	(1,900,000)	(734,224)	73%	2,286,100	1,529,848	67%	(517,000)	(374,393)	72%	(4,696,900)	(3,030,783)	65%	(64,944)	358,244	-552%
-	7,060,161		-	39,815,544		-	17,044,019		-	4,376,777		-	(1,730,908)		-	3,988,560	
-	6,198,652		-	11,097,304		-	2,887,451		-	4,376,453		-	580,841		-	3,887,645	
-	1,560		-	2,112,184		-	(1,147)		-	-		-	(2,112,184)		-	(413)	
-	859,949		-	(221,592)		-	966,284		-	324		-	(199,565)		-	101,328	
-	-		-	26,827,648		-	32,374,143		-	-		-	-		-	-	
-	-		-	-		-	(19,182,712)		-	-		-	-		-	-	
-	7,060,161		-	39,815,544		-	17,044,019		-	4,376,777		-	(1,730,908)		-	3,988,560	

Expenses by Category

Salaries	4,809,460	2,614,283	54%	-	-	991,808	586,418	59%	-	-	531,125	284,178	54%
Benefits	996,126	836,658	84%	-	-	244,931	143,551	59%	525,000	374,393	448,892	200,588	45%
Contractual Services	993,807	647,212	65%	-	-	736,500	288,283	39%	-	-	1,061,138	434,896	41%
Supplies	868,967	634,440	73%	66,460	109,047	280,200	256,936	92%	50,000	69,742	164,000	67,195	41%
Conference / Meeting	89,700	54,346	61%	-	-	8,000	2,539	32%	-	-	30,500	4,903	16%
Utilities	181,500	86,656	48%	-	-	398,000	194,956	49%	-	-	14,000	3,997	29%
Debt Service	79,138	6,234	8%	-	-	407,461	294,167	72%	-	-	-	-	-
Other	210,200	148,518	71%	-	-	24,000	2,789	12%	-	-	90,000	12,315	17%
Capital Outlay	16,000	1,956	12%	2,206,031	2,362,815	-	-	-	6,330,030	4,423,179	-	-	-
Total Expenses	8,244,898	5,030,304	61%	2,272,491	2,471,862	3,090,900	1,769,637	57%	525,000	374,393	2,321,555	1,008,071	43%

City of Oixon
Cash and Investments
As of November 30, 2014

	Interest		<u>General</u>	<u>Capital Funds</u>	<u>Utilities</u>	<u>IMRF & S.S.</u>	<u>Restricted Capital</u>	
	Rate	Maturity Date					<u>Funds</u>	<u>Restricted Funds</u>
Checking Accounts	0.010%		348,878	1,086,699	847,295	622,292	580,841	1,562,678
Illinois Funds	0.017%		2,846,445	-	-	-	-	8,983
Library Foundation Accts	0.000%							525,342
Sterling Federal Bank CO	0.350%	12/19/2014	-	66,570	-	-	-	-
Midland CD	0.250%	1/23/2015	-	4,002,468	-	-	-	-
Sterling Federal Bank CD	0.350%	7/19/2015		65,986	-	-	-	-
FN8 Amboy CO	0.500%	8/12/2015	-	39,059	-	-	-	-
US Bank CD	0.500%	9/14/2015		117,339				-
Sauk Valley Bank CO	0.295%	10/4/2015		-	-	-	-	100,000
Midland CD	0.200%	11/10/2015		500,000				-
Midland CD	0.200%	11/10/2015		500,000				-
Midland CO	0.450%	1/23/2016		3,003,329	-	-	-	-
Midland CD	0.450%	1/23/2016	3,003,329	-	-	-	-	-
Midland CD	0.450%	1/23/2016		-	1,751,942	-	-	-
Midland CO	0.450%	1/23/2016	-	-	2,002,219	-	-	-
Midland CD	0.450%	2/12/2016		-				600,000
Midland CD	0.650%	1/23/2017		-	-	-	-	400,641
Midland CD	0.650%	1/23/2017	-	751,202	-	-	-	-
Midland CO	0.650%	1/23/2017		3,004,808	-	-	-	-
Midland CD	0.650%	2/13/2017		-				690,000
Cash and Investment Total			6,198,652	11,097,304	2,887,451	4,376,453	580,841	3,887,645

#9-A

Meeting Minutes of the Dixon Public Library Board of Trustees

Monday November 10, 2014

In Attendance: Director Lynn Roe, Carol Linkowski, Terry Dunphy, Roberta Vanderlin, Carol Chandler, Glen Hughes, Steve Hill and Sharon Thompson

Absent With Notice: Oavid Badger and Tracey Lawton

Meeting Location: Theresa A. Devine Room on the lower level of the Dixon Public Library

President Carol Linkowski called the meeting to order at 5:35 p.m.

Citizens' Comments: There were no citizens present and there were no citizens' comments.

Trustees' Comments: There were no Trustees' comments.

Approval of Minutes: Steve Hill made a motion to approve minutes of the October 14, 2014 Board Meeting, Terry Dunphy seconded the motion, and the motion was approved. Sharon Thompson stated that she had been absent with notice at the Board Meeting on October 20, 2014, rather than absent without notice as noted in the Meeting Minutes. Glen Hughes made a motion to approve the minutes of the October 20, 2014 Dixon Public Library Board Meeting as presented, subject to the above noted change of Sharon Thompson's status. Carol Chandler seconded the motion, and the motion passed.

President's Report: There was no President's Report.

Director's Report: In addition to her written report, Director Lynn Roe informed the Board that she had the 30% down payment check for GRP (\$409,200). It needed to be signed by Lynn as well as a Board Member. Carol Linkowski signed on behalf of the Board. Lynn also said that she has sent Mike VanOfferen a letter giving him his 30 day notice of canceling the Library's technical support contract with Stateline Technologies. She has not heard from him yet about scheduling his last visits and conferring with Allen Philhower, our new technical support. A sink in one of the Youth Department restrooms came loose from the wall recently. Also a light switch in the Adult Department is not working, however Paul Roe is looking into it. A writing workshop was held on November 10, 2014, and it was well attended.

Treasurer's Report: Terry Dunphy summarized the Treasurer's Report for the Board. The beginning balance in the Checking Account as of October 9, 2014 was \$51,158.95 and the ending balance as of November 6, 2014 was \$48,446.30. The total for trust funds in CDs was \$489,829.69. With the Midland States Bank checking account total, the Trust Funds Total is \$538,275.99. Glen Hughes made a motion to approve the November 10, 2014 Treasurer's Report and Trust Fund Memorials, Donations, Special Funds Report as presented, Sharon Thompson seconded the motion, and the motion was approved. After the Board reviewed the Invoices & Expenditures Report for October 2014, Glen Hughes made a motion to approve the October 2014 Invoices & Expenditures Report as presented, Steve Hill seconded the motion, and the motion passed.

Committee Reports:

- **Finance and Budget:** No report.
- **Building and Grounds:** No report.
- **Personnel and Salaries:** As reported in Director Lynn Roe's Director's Report, she asked some area librarians to send her copies of their job descriptions. Steve Hill has received one from the Rock Falls Library Director, and Lynn had her job description and some other Director job descriptions for the Personnel and Salaries Committee. Lynn will be resigning on April 30, 2015, although she has said that she is willing and able to work with the new Library Director after that date to help with the transition.

- **By-laws, Policies, and Procedures:** No report.
- **Technology & Technology Resources:** No report.
- **Ad Hoc Capital Projects Committee:** Lynn Roe had some things to report on the progress of the Capital Projects. A meeting was held on November 5, 2014 with GRP to discuss options for windows and to discuss the roof repairs being done before the winter. The new windows in the old section of the building will not open, while new windows in the new area of the building will be able to be opened. GRP hopes to pressure wash and seal the outside of the building yet this fall.

Unfinished Business:

- **Selection of an expert to certify GRP's work:** Roberta Vanderlin spoke with Architect Tom Houck from the firm of Willett, Hofmann & Associates, Inc. to see if he would be interested in certifying GRP's work. He stated that he would be willing to discuss this with an Ad Hoc Committee member. Glen Hughes will call Mr. Houck to set up a meeting to discuss the work. If Mr. Houck is not able to do this work, we will ask him for some other professionals he thinks would be qualified and able to certify GRP's work.

New Business:

- **Youth Department Bathroom Improvements:** Mark Piper can begin to remodel the Youth Department bathrooms in January of 2015. Lynn believes the cost will be similar to cost of the Adult Department bathrooms, which were remodeled in 2013 for \$15,265.08. The Board requested that Lynn get a written estimate from Mr. Piper for the work.
- **Authorization of Holidays and Library Board Meeting dates for 2015:** Director Lynn Roe presented the Board with a proposed list of Holidays and Board Meetings. Carol Linkowski made a motion approve the Holidays for 2015 as presented, Glen Hughes seconded the motion, and the motion was approved. Sharon Thompson made a motion to approve the Board Meetings for 2015 as presented, Terry Dunphy seconded the motion, and the motion was approved.
- **Authorization for the Library Staff Christmas Dinner:** Lynn proposed that a Library Staff Christmas dinner be held on December 5, 2014 at the Basil Tree Restaurant. She reported that she would like to invite 14 employees as well as Diane Kullerstrand (the Library's online book seller) and Susan Swegle, who recently resigned. Glen Hughes made a motion to authorize Lynn to spend up to \$500 for the Staff Christmas dinner, Steve Hill seconded the motion, and the motion was approved.

Glen Hughes made a motion to adjourn the meeting, Carol Chandler seconded the motion, and the motion was approved. The meeting was adjourned at 6:25 pm.

Respectfully submitted,

Roberta Vanderlin, Secretary

DIXON PUBLIC LIBRARY - BOARD of TRUSTEES
Treasurer's Report for December 8, 2014 Meeting

Beginning Balance in Checking Acct	November 6, 2014	*	48,446.30
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Expenditures: November 10, 2014 unless otherwise noted

Deduct from memorial fund	Check payable to	Amount
---------------------------	------------------	--------

Books & Materials:

various funds below	Dixon Public Library	152.84
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* Dixon Public Library already pd Ingram invoices from regular budget *

Donaldson Fund 1 book 10.19

KSB Fund 1 book 10.17

Warner Fund 8 books 132.48

(to reimburse regular budget line acct # 15-410-5431 Adult Library Mtls)

Books & Materials:

Murphy Foundation (Media)	Midwest Tape	737.65
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total of 35 items (23 dvds, 4 cds, 8 audiobooks)

Books & Materials:

Murphy Foundation (Media)	Recorded Books, Inc.	106.75
---------------------------	----------------------	--------

Invoice # 75034997 * 5 audiobk titles purchased

Books & Materials:

Serendipity Fund	Dixon Public Library	289.72
------------------	----------------------	--------

* Dixon Public Library already pd from regular budget * (requis. to City Hall 9-30-14)

(from CDW Government invoice # PL22882 * Lexmark printer + toner cartridge + shipping

(to reimburse regular budget line Misc Expense 15-410-5890)

Books & Materials:

Serendipity Fund	Cordogan Clark & Associates, Inc.	300.00
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Invoice # 14752 * Professional Services thru Sept. 30, 2014

Dixon Library GRP Contract Review

Youth Programs / Projects:

Summer Reading Program Fund	Dixon Public Library	28.90
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* Dixon Public Library already pd from regular budget * (requis. to City Hall 10-31-14)

(from Wells Fargo credit card bill * Amazon.com 1.50 / * Discount School Supply 27.40

(to reimburse regular budget line Misc Expense 15-410-5890)

Special Funds:

Friends of the Library	Lynn A. Roe	46.20
------------------------	-------------	-------

reimburse for payment of receipt 11-6-14 * Joe's Pizza

food for youth volunteers (help with removal of magazines)

Total Expenditures	*	1,662.06
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continued....

Treasurer's Report for December 8, 2014 meeting continued.....

Deposits:

November 10, 2014	13,279.64
December 3, 2014	81.00
	<hr/>
TOTAL	13,360.64

Apply to Fund:	Source:	Amount
----------------	---------	--------

Books & Materials:

Kullerstrand (online book sales)	Kullerstrand, Diane	484.13
	October sales (received 11-10) * 484.13	
	November sales (not received yet)	

Adult Programs / Projects:

IHC / GROP	Anonymous	10.00
	cash purchase of Green River Ordnance book	

Special Funds

Friends of the Library	cash collected from used book sales	81.00
------------------------	-------------------------------------	-------

Special Funds

Dale & Roberta Reuter Trust	Dale & Roberta Reuter Revocable Trust	12,785.51
	disbursement check from above trust account	

Total Deposits	*	13,360.64
-----------------------	----------	------------------

Interest pd to checking account:

October 31, 2014	1.28
November 30, 2014 (no statement received yet)	-
TOTAL interest	1.28

Ending Balance in Checking Acct

December 4, 2014	60,146.16
------------------	-----------

TRUST FUNDS * 12-04-14 CD INFO / checking account balance					
MATURITY DATE	CURRENT RATE	BANK CONTACT #	OPENING DATE	OPENING BALANCE	CURRENT BALANCE
6/26/2015	0.800%	Sterling Federal Bank 2B8-3327	7/26/2013	65,919.93	66,160.73
8/13/2015	1.045%	Sterling Federal Bank 288-3327	9/5/2012	53,733.48	54,476.26
9/3/2015	0.745%	Community State Bank 284-8500	9/3/2013	83,540.76	83,540.76
5/25/2016	1.045%	Sterling Federal Bank 288-3327	6/25/2013	22,450.02	22,572.43
4/19/2017	1.49%	First National Bank in Amboy 288-0700	4/19/2012	52,069.30	52,069.30
3/4/2019	1.605%	Sauk Valley Bank 632-4490	3/4/2014	105,647.72	105,647.72
6/23/2019	1.585%	Community State Bank 284-8500	6/23/2014	104,942.41	105,362.49
		TOTAL BALANCE OF CD'S			489,829.69
NA	APY 0.03%	Midland States Bank 2B5-5155 checking account	NA	NA	60,146.16
Dixon Public Library TRUST FUND					\$49,975.85

#12-B

**City of Dixon
December 15, 2014**

Topic: City of Dixon Employee Handbook Changes

Presented By: Paula Meyer

Presentation:

After the City of Dixon Employee Handbook was approved in October 2014, it became immediately apparent that some of the language was not in tune with the past practices of various city departments.

A newly revised Employee Handbook is attached that accommodates all those past practices. A summary of the previous policy language showing the language changes in red is also included.

Recommendation:

The administration recommends the Council approve the accompanying revised City of Dixon Employee Handbook.

CITY OF DIXON EMPLOYEE HANDBOOK

Revised 12/15/2014

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I. INTRODUCTION

Welcome to the City of Dixon. The primary purpose of this handbook is to introduce new employees to the work rules, policies, procedure and benefit plans covering the City of Dixon. In addition, it is intended to serve as a reference for employees currently employed.

Whenever the provisions of this handbook are in conflict with state law, federal law, or a collectively bargained agreement between the city and a certified bargaining unit, the provisions of the state law, federal law, or the collectively bargained agreement between the city and a certified bargaining unit will prevail.

II. AT WILL EMPLOYMENT

This handbook is presented as a matter of information only; it is not intended to form a contract between City of Dixon and the employee. City of Dixon reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

Just as you retain the right to terminate your employment at any time for any reason, the City of Dixon retains a similar right. No policy or practice of the City of Dixon should be construed to change this relationship. Only the City Council has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

III. EQUAL EMPLOYMENT OPPORTUNITY

It is the objective of the City of Dixon to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

The City of Dixon has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, ancestry, disability (except where physical or mental abilities are a bona fide occupational qualification), domestic violence victim status, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment.

IV. EMPLOYEE DEFINITIONS

Full-time Employee:

An employee who is normally scheduled to work no less than 30 hours per week and is eligible for all benefits.

Part-time Employee:

An employee who is normally scheduled to work less than 30 hours per week and is eligible for some benefits. Regular part-time employees must work their designated hours per week on a 12-month basis. Regular part-time employees are eligible for City contributions toward IMRF retirement benefits if they meet the 1000-hour per year requirement. They may also request leaves of absence. Part-time employees are only eligible for health insurance coverage if they meet the eligibility requirement.

The determination of hourly requirements for part-time sworn Police and Fire personnel shall be governed by State statutes and administrative rules.

Short Term or Seasonal Employee:

An employee who has been hired to work for an established period of time of 999 hours or less in duration, on either a full-time or part-time basis, and is not eligible for benefits.

V. EMPLOYMENT

Probation:

The probationary period is the first 90 days of an individual's employment. If the City of Dixon determines that the probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

Job Openings:

Whenever a vacancy occurs within a department, the opening may be posted on the City Hall bulletin board for 10 days. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Department Head within the stated posting period. The Department Head will make the recommendation on who is to fill the opening. The City of Dixon reserves the right to use other recruiting sources at their discretion.

The hiring process for sworn police and fire personnel will be governed by Illinois State Statutes.

Official Personnel Files

The City of Dixon maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only management personnel of the City of Dixon who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Clerk's Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by the City to maintain the files.

VI. HOURS OF WORK

City Hall office hours are generally 8:30 a.m. to 4:30 p.m.

The Workday:

In general, the work schedule of employees will not change from week to week. However, varying conditions in workload and demand of the public may necessitate a change in the work schedule. If it is necessary for the Department Head to change the normal work schedule, every effort will be made to give the employee as much notice as possible. Nothing in this section shall be constructed as a guarantee of the number of hours an employee will be scheduled to work.

Overtime and Compensatory Time:

Non-exempt eligible employees will be compensated at a rate of time and one-half times for hours worked beyond a 40-hour workweek. With Department Head approval, non-exempt employees may elect to take compensatory time in lieu of overtime payment. Accumulated compensatory time in an employee's bank shall not exceed 40 hours. Hours banked over 40 will be paid out. The use of compensatory time shall not be unreasonably denied.

Rest Periods:

Depending on varying conditions in workload and demand of the public, employees may be provided 2 rest periods during the day, not to exceed 15 minutes per rest period.

Lunch Periods:

The scheduled lunch hours of employees may vary among departments because of operational demands. Every employee who works 5 hours or more will be provided at least a 30 minute uninterrupted lunch period.

Recordkeeping of Hours:

It shall be the responsibility of each employee to assure proper recording of hours worked. Before records of time worked are submitted to Payroll, they are to be reviewed, approved, and signed by the Department Head or designee.

Vacation:

Full-time employees shall be entitled to receive paid vacation. Eligible employees shall accrue vacation on a daily basis. Annual vacation shall be accrued as follows:

<u>SERVICE REQUIREMENTS:</u> <u>LIMIT:</u>	<u>VACATION PERIOD:</u>	<u>MAX</u>	<u>CARRYOVER</u>
Less than 5 years	10 working days	15 working days	
5 years through 14 years	15 working days	20 working days	
15 years through 19 years	20 working days	25 working days	
Over 20 years	25 working days	30 working days	

Vacation days may be carried over from one anniversary year into the next anniversary year up to the max carryover limit. Any vacation days not utilized or eligible to be carried over into the next anniversary year are lost.

Vacations may be taken in hourly increments.

Upon termination, employees with unused accrued vacation allowances shall receive compensation for that unused vacation at the employee's current rate of pay.

In the event of the employee's death, compensation for all unused vacation allowances shall be paid to the employee's beneficiary.

An employee who is promoted from a union position to a non-union position shall maintain the higher vacation accrual amount until the next incremental step on the non-union accrual scale exceeds the union scale. The employee will then follow the non-union accrual rates based on years of service.

The City of Dixon reserves the right to negotiate vacation accruals with newly hired administrative or department head employees.

Holidays and Holiday Pay:

Full-time employees shall receive fourteen paid holidays during the course of a calendar year. The paid holidays will be designated as follows:

- New Year's Eve Day
- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving

Christmas' Eve Day
Christmas Day

For employees who normally work Monday through Friday, a scheduled holiday that falls on a Saturday shall be observed the preceding Friday. A scheduled holiday that falls on a Sunday shall be observed the following Monday. For employees working a non-standard workweek a scheduled holiday shall be observed on the exact day that the holiday falls.

VII. BENEFIT PLANS AND STATUTORY BENEFITS

Full-time employees are eligible to participate in benefit programs according to the following schedule:

A. Upon the first day of employment:

1. Federal Social Security and Medicare (required by law and paid for by both the City and employee).
2. State Unemployment Insurance (required by law and paid by the City).
3. Worker's Compensation (required by law and paid by the City).
4. Pension Plans
 - A. Illinois Municipal Retirement Fund (governed by State Statute and paid for by the employee and the City—inapplicable to sworn police and fire personnel).
 - B. Police Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn police personnel).
 - C. Fire Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn fire personnel).
5. Nationwide Retirement Solutions--Deferred Compensation (employee contributions only).
6. Health Insurance (Employees shall pay a percent of the premium cost for coverage under guidelines set by the Council).

Employees shall have the option to enroll in one of 2 Plan Options:

- A. Plan Option D- PPO.
- B. Plan Option E- High Deductible Health Plan (HDHP) and Health Savings Account (HSA).

The savings in premium costs resulting from employees selecting the high deductible HSA option shall be shared between the employer and the employee. The City will contribute 27.5% of the premium for single coverage of Plan E. For those employees electing family coverage, the City will contribute 27.5% of the single premium plus 13.5% of the premium differential between family coverage and single coverage of Plan E.

Group Health Insurance (Health Insurance Continuing Coverage) Individuals who become eligible for major medical insurance will be given, upon being eligible, general notice outlining COBRA continuation coverage rights. If an employee has a qualifying event, as defined by law, they will receive the appropriate notice of qualifying event and election direction. Questions regarding such issues should be directed to the Administrative Office.

7. Life Insurance - \$25,000.

8. Accidental Death and Dismemberment Insurance.

The City may amend or terminate the life insurance, accidental death and dismemberment insurance and health insurance benefits at any time. In addition, the percentage of any premiums paid by the employee shall be determined by the City Council and may be modified at any time. If modified, employees will be notified.

9. Tuition Reimbursement Policy:

An employee shall be eligible for reimbursement for the cost of tuition for instruction received, at an accredited college or university, which is job related or for a position that an employee could be reasonably promoted.

Each request for reimbursement shall be applied for and approved by the Department Head prior to the beginning of instruction. Department Heads shall receive approval from the City Administrator; the City Administrator shall receive approval from the Mayor. Approved reimbursement shall be paid only after successful completion, (grade "C" or better, "pass" if pass/fail course), of the class and submission of proper documentation. Reimbursements shall not be made if an employee receives reimbursement from other sources. Approved reimbursements shall be for books and tuition and shall not exceed 2,000.00 dollars per fiscal year per employee.

B. After one year of continuously contributing to the IMRF:

1. Disability Benefits.

C. Part-time employees who have worked 1000 or more hours in 1 year are eligible to participate in:

1. Illinois Municipal Retirement Fund (paid for by the City and the employee).

VIII. LEAVE OF ABSENCE

Employees shall be eligible to be considered for an unpaid leave of absence, for a maximum of 12 weeks, after 1 year of service with the City

The City recognizes that there may be time when extenuating circumstances make it necessary for employees to be absent from work. Employees must contact their supervisor as far in advance as possible, so that arrangements can be made. Final approval of any requested leave

shall be made by the City Council. When an employee takes an unpaid leave of absence, all fringe benefits are suspended until such time that the employee returns. Employees may arrange to continue life insurance and health insurance coverage through the City at their own expense when permitted by the Plan documents. Vacation is not accrued during a leave of absence. At no time will employees who have been granted an unpaid absence other than FMLA, be guaranteed a position upon return.

A. Personal:

When it becomes necessary for employees to be absent from work to attend to personal business, which cannot be handled outside of working hours, employees should discuss in advance any such needs with their supervisor to obtain approval. Requests for personal leave must be given to the Department Head with reasonable notice. Each full-time employee shall be entitled to 6 personal days of absence with full pay.

Personal days may be taken only in such a manner, as it will not disrupt City operations. Personal days must be taken within the fiscal year earned and employees will not be paid for unused personal days.

Personal time may be taken in hourly increments.

B. Jury Duty:

An employee shall receive full pay for time lost when serving on a jury. Any fees received by the employee for jury service must be turned over to the City. Employees should inform their supervisors when the initial notice of impending service is received. Employees should advise their supervisor upon their release from the courts.

C. Funeral:

Eligible employees shall be granted 5 days of funeral leave in the event of death of his/her spouse, child or parent including step relatives. Eligible employees shall be granted 3 days of funeral leave in the event of death of his/her grandparent, sibling, mother in law, father in law, sister in law, or brother in law including step relatives.

D. Military Leave:

Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

E. Sick Leave:

Employees will accrue sick time bi-monthly up to a total of 12 days annually, which may be used for illness or injury of the employee or household family members, unless the illness or injury is due to a work related injury, self-employment, or injury at another place of employment. Sick leave may be accumulated without limit. Days remaining in the sick leave bank upon employment termination will not be paid out.

An employee who is injured on the job and is eligible for workmen's compensation will receive full salary for a period of up to 4 months, except that he/she shall remit to the City whatever monies he shall receive under workmen's compensation. In no instances shall he receive a total pay in excess of earnings which would have been paid had he not been accessing workmen's compensation.

If an employee exhausts the workmen's compensation benefits provided hereunder, he must return to the active employment of the City for a period of not less than 4 consecutive months before being eligible for further benefits, the fiscal year provisions contained notwithstanding.

An employee who does not use any sick leave from December 1 through November 30 will receive compensation in the amount of \$200.00. An employee who uses not more than 1-day sick leave from December 1 through November 30 will receive compensation in the amount of \$100.00.

F. Family Medical Leave:

In accordance with the Family Medical Leave Act (FMLA), the City of Dixon will grant up to 12 weeks unpaid leave annually, based on the previous rolling 12-month period. To be eligible for this leave an employee must have worked for the City for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.
4. Exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on covered active duty.
5. Covered service member.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with federal law.

You must provide a written request for leave and sufficient medical certification to the Clerk's Office within 15 calendar days from the date of your absence. The City of Dixon reserves the right to request re-certification at the city's discretion in accordance with federal law.

The annual FMLA allowance will run concurrently with any Workers' Compensation leave.

Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you will be required to reimburse the City for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, the City shall assume that the employee has resigned.

Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation.

H. Victim Leave:

The City shall provide leave in accordance with the Illinois Victims Economic Security and Safety Act of 2003 ("Victims Leave Act").

An eligible employee is entitled to up to twelve work weeks of leave in a consecutive twelve month period for one of the following reasons: (1) seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member; (2) obtaining services from a victim services organization for the employee or employee's family or household member arising out of domestic or sexual violence to the employee or employee's family or household member; (3) obtaining psychological or other counseling for the employee or employee's family or household member for conditions arising out of domestic or sexual violence to the employee or the employee's family or household member; (4) participating in safety planning for or against conditions arising out of domestic or sexual violence to the employee or the employee's family or household member; (5) temporarily or permanently relocating or taking other actions to increase the safety of the employee or employee's family or household member from future domestic or sexual violence or unsure economic security; or (6) seeking legal assistance or remedies to insure the health and safety of the employee or employee's family or household member including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

IX. HARASSMENT AND SEXUAL HARRASSMENT

Harassment

It is the policy of the City of Dixon that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, ancestry, disability, domestic violence victim status, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee shall bring the matter directly to the attention of a department head, city attorney, human resources representative or a member of the City Council. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint. Additionally, there will be no retaliation against anyone for utilizing the charge provisions of the Illinois Department of Human Rights. The Illinois Department of Human Rights investigates complaints of discrimination. If charges are found to have merit, a complaint of discrimination may be issued, leading to a hearing before an administrative law judge of the Illinois Human Rights Commission. A charge of discrimination, to be timely filed under Illinois law, must be filed within 180 days of the event complained of.

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

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

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

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

Illinois Human Rights Commission
William G. Stratton Office Bldg.
Room 404-A
Springfield, IL 62706
(217) 785-5100

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

Sexual Harassment

It is the policy of the City of Dixon that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- a. Sexual flirtations, advances, or propositions.
- b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- c. Any uninvited physical contact or touching, such as patting, pinching or other contact.
- d. Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature).

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment shall bring the matter directly to the attention of a department head, city attorney, human resources representative or a member of the City Council. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint. Additionally, there will be no retaliation against anyone for utilizing the charge provisions of the Illinois Department of Human Rights as outlined above.

X. DISCIPLINE

Disciplinary Action

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of the City of Dixon to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated, at the discretion of the City, on the nature of the first offense.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned.

All disciplinary actions may be noted as deemed appropriate to the infraction committed. A copy of any written disciplinary action will be given to the employee, and a copy maintained in the employee's personnel file.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be timely and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the Department Head, an infraction is readily correctable and is of lesser consequence.

Grounds for Disciplinary Action

In determining the seriousness of an offense the circumstances existing at the time of occurrence will be duly considered. Aggravated and mitigating factors will be considered when determining the appropriate action to take. Each of the following work related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other city employee or individual in the community, including verbal or nonverbal sexual or racial harassment.
2. Violation of any lawful and reasonable city or departmental policy.
3. Destruction or loss of city property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.
5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.
7. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.
8. Possession of any type of firearms, explosives or concealed weapons (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her city job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the city from taking disciplinary action.)

10. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.
11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
12. An attendance record, which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.

The Department Head may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

XI. HEALTH AND SAFETY

The City of Dixon attempts to provide the safest possible working conditions for employees, and, as a governmental unit, to provide a safe environment for the public, which benefits from those services.

On the Job Injuries:

Employees injured on-the-job must immediately report the injury to their supervisors unless the injury is an emergency and the employee is not able to do so immediately; then it should be reported as soon as possible. Necessary first aid, medical and surgical services reasonably required to cure or relieve the effects of an accidental injury are covered by worker's compensation.

Restricted Duty Work Status:

It is in the best interest of the City and its employees to have injured or ill employees to return to work as soon as they are physically capable. Therefore, following the occurrence of a job-related injury/illness an employee who is medically determined to be capable of working at some level and capacity other than normal capacity may be assigned such work and conditions as may be beneficial to the City if such work exists in the department and if the employee is qualified to perform such work.

Drug-free Workplace

The City of Dixon is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks and undermines the city's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official business. A report of a conviction must be made to your Department Head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

ADA Compliance

The City stands committed to fulfilling the Americans with Disabilities Act and the Americans with Disabilities Act Amendment Act. It is the policy of the City to hire, train, promote, compensate, and administer all employment practices without regard to disability unrelated to the ability to perform a job with or without reasonable accommodation. Discrimination against job applicants or employees, who are qualified individuals, on the basis of disability is prohibited and will not be tolerated.

The City is committed to making reasonable accommodations in job duties, the work environment, and the application process to enable a qualified person with a disability to enjoy equal employment opportunities, so long as such accommodations do not constitute an undue hardship.

XII. RETIREMENT AND RESIGNATION

Resignation:

Employees shall present a written resignation at least 2 weeks prior to the effective date of the resignation. The 2-week period shall exclude vacation and holidays and any other paid time off.

Extension of Health Insurance to Employees:

In accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer eligible employees the opportunity to continue their group medical coverage under the City's current plan if coverage terminates.

Retiring employees may be eligible to continue, at their own expense, single or family health insurance coverage, when they meet the qualifying conditions under 215 ILCS 5/367j (as may be amended from time to time).

Individuals who meet all of the statutory eligibility requirements will receive a credit against the cost of the elected coverage, in an amount not to exceed ½ of the cost of single coverage, if they also meet all of the following criteria:

- 1) Are not eligible for other group health insurance by reason of their own employment.
- 2) Are not eligible for Medicare.
- 3) Had a period of continuous employment with the City of not less than 30 years of service if hired prior to 1/1/15, not less than 25 years if hired prior to 1/1/2009, or not less than 20 years if hired prior to 1/1/1999. Employees hired after 1/1/15 will not be eligible for city contributions toward their retiree health insurance costs.

- 4) Was last employed by the City not more than thirty (30) days prior to electing to continue health insurance coverage.
- 5) Has maintained continuous health insurance coverage with the City since retirement date.
- 6) Retired from the City after reaching full eligibility for IMRF, or the applicable Police or Fire retirement plan.

At no time will the City contribute to a retiree's Health Savings Account.

XIII. MISCELLANEOUS

Outside Employment and Business Interests

The primary work duty and responsibility of City employees is to the City of Dixon. No full-time employee shall engage in other employment for salary, wages or commissions or outside business interests unless prior written approval is given by the Department Head. Department Heads need written approval from the City Manager.

The City shall have the right to restrict an employee from engaging in outside employment or business interests for any reason.

The City will not allow outside employment or business interests if such employment or business interest are determined by the City to cause any of the following circumstances:

1. Interference with the employee's work with the City,
2. Creation of a conflict of interest or the appearance of a conflict of interest for the employee between the employee's position with the City and the outside employment or business interest,
3. The creation of any extraordinary risk of injury in outside employment or business interests or any reduction in the employee's physical and mental ability to perform his duties as a City employee to the fullest of his capabilities; or
4. Creation of a reasonable expectation of loss or injury to the City or public.

Employees who suffer an occupational sickness, injury or disability compensable under the worker's compensation as a direct result of other employment or outside business interests shall not be eligible for paid sick leave.

Employees shall not engage in any outside employment during or after the use of sick leave with the City until they complete a normal work day in their City employment or until 24 hours have elapsed since their last use of sick time, whichever is less.

Payroll Periods:

Employees shall be paid bi-weekly on the Friday of the pay period. Paychecks or remittance advice can be obtained from the Department Head. City Council members shall be paid on a monthly basis.

Employment of Relatives:

The City of Dixon, unless determined that the best interest of the City, shall not consider an applicant for full time employment if the applicant bears any apparent relationship to an elected official, appointed officer, or Department Head. At no time shall the City allow a direct reporting relationship between family members.

Political Activity:

Employees may not engage in political activity which involves the use of their uniform, equipment or vehicles or the use of their official position to coerce or influence others and may not engage in political activities while at work or on duty.

Accepting of Gifts or Loans:

City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. Employees of the City may not accept loans or monetary gifts from other City employees, or from any elected or appointed official of the City. (Not including de-minimus, voluntary gifts for recognition or celebrating a special event).

Reimbursement for Loss of Personal Items:

The City of Dixon will not reimburse in any manner or form, for any personal objects, possessions or clothing, which are lost or damaged, either while on duty or off duty. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the City of Dixon.

In situations of extraordinary or unusual circumstances, special requests for reimbursement for loss or damage can be made.

Use of City Telecommunications and Computer Equipment.

The use of City telephones for personal reasons is a privilege. Each employee should discourage other persons from attempting to contact them for personal reasons during work hours, including by use of cellular telephone or text message. Any personal long distance call made on City phones shall be reimbursed by employee. City issued cell phones can be used for work and personal use so long as it does not incur additional fees. As city issued cell phones are municipal property, please understand that there is accordingly no expectation of privacy in the content, personal or city related, of any such cell phone.

Computers are owned and placed by the City for the purpose of assisting employees in performance of functions and responsibilities of the City. Minimal, appropriate personal use may be acceptable as determined by your Department Head. The City reserves the right to monitor employee email and computer use, and employees are placed on notice that personal email sent or received by use of City computers or any other type of personal use is subject to

review and reading. Employees have no expectation of privacy in use of a City computer or internet access.

Use of City Vehicles, Equipment, Supplies, Tools and Uniforms:

In using City vehicles or personal vehicles for City business, employees must keep in mind the fact that they are representatives of the City government and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection, for good or bad, on the City. Any fines incurred by an employee while operating a City vehicle due to traffic or parking violations shall be the responsibility of the employee and all fines or monies shall be paid by the employee. Employees must adhere to all applicable traffic laws while operating City vehicles.

City vehicles, equipment, supplies, tools and uniforms shall not be used for private or unauthorized purposes.

Employees are expected to follow all applicable traffic laws.

Employees shall be responsible for the proper care and use of City vehicles, equipment, supplies tools and uniforms. Accidents, breakdowns, or malfunctions of any equipment should be reported to the employee's immediate supervisor on the day of occurrence so that the repairs may be made.

City owned vehicles may be taken home overnight on an assigned regular basis or on an occasional basis when authorized by the Department Head. Such vehicles are to be used only for City business or duties. Passengers who are not employed by the City of Dixon are not typically allowed in City vehicles. Exceptions to this rule must be approved in advance by the Department Head.

Employees are responsible for the uniforms supplied by the City. Uniforms provided for the employees shall be worn only during working hours, or for conducting official City business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn during any personal activity other than defined in this section, unless authorized by the Department Head.

Employees must make every effort to take proper care of their uniforms. Damaged and/or lost uniforms must be reported immediately to the employee's immediate supervisor.

If an employee violates this section, the employee may be held liable to the City for any claims, costs or damages arising out of or resulting from the use, operation or possession of City equipment.

Employee Driver's License Requirement

If, at any time, operation of a motor vehicle is one of an employee's required duties, that employee must possess a valid Illinois driver's license of the classification necessary for fulfillment of all applicable job duties. This shall be a condition of employment. No employee shall be allowed, at any time, to drive a motor vehicle, whether on streets of city owned property, without a valid Illinois driver's license.

Department Head's will require employees to furnish a photocopy of each employee's driver's license. In the event an employee is charged with a traffic offense that employee must notify his supervisor either immediately, if the occurrence takes place during a working shift, or prior to the beginning of the next shift, relating to the details of the surrender of the driver's license. Procedures to be followed will be determined at this meeting and will depend on the nature and severity of the offense. The City of Dixon reserves the right to exclude any employee from operating a motor vehicle if it is in the best interest of the City.

XIV. PRIVACY POLICY

If you have any questions about this notice, please contact the Administrative Office.

WHO WILL FOLLOW THIS NOTICE

This notice describes the information privacy practices followed by our employees.

YOUR HEALTH INFORMATION

This notice applies to the information and records we have about your health, health status, and the health care services you received through our health insurance plan as processed by the City.

We are required by law to give you this notice. It will tell you about the ways in which we may use and disclose health information about you and describes your rights and our obligations regarding the use and disclosure of that information.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

For Payment We may use and disclose health information about you so that the treatment and services as necessary to process the benefits of the Health Plan.

SPECIAL SITUATIONS

We may use or disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Required by Law We will disclose health information about you when required to do so by federal, state or local law.

Research We may use and disclose health information about you for research projects that are subject to a special approval process. We will ask for your permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the office.

Organ and Tissue Donation If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate such donation and transplantation.

Military, Veterans, National Security and Intelligence If you are or were a member of the armed forces, or part of the national security or intelligence communities, we may be required by military command or other government authorities to release health information about you. We may also release information about foreign military personnel to the appropriate military authority.

Worker's Compensation We may release health information about you for worker's compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Health Oversight Activities We may disclose health information to a health oversight agency for audits, investigations, inspections, or licensing purposes. These disclosures may be necessary for certain state and federal agencies to monitor the health care system, government programs, and compliance with the civil rights laws.

Lawsuits and Disputes If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. Subject to all applicable legal requirements, we may also disclose health information about you in response to a subpoena.

Law Enforcement We may release health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process, subject to all applicable legal requirements.

Coroners, Medical Examiners and Funeral Directors We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.

Information not Personally Identifiable We may use or disclose health information about you in a way that does not personally identify you or reveal who you are.

OTHER USES AND DISCLOSURES OF HEALTH INFORMATION

We will not use or disclose your health information for any purpose other than those identified in the previous sections without your specific, written authorization. We must obtain your authorization separate from any consent we may have obtained from you. If you give us authorization to use or disclose health information about you, you may revoke that information in writing, at any time. If you revoke your authorization, we will no longer use or disclose information about you for the reasons covered by your written authorization, but we can not take back any uses or disclosures already made with your permission.

If we have HIV or substance abuse information about you, we cannot release that information without a special signed, written authorization from you. In order to disclose these types of records for purposes of treatment, payment or health care operations, we will have to have both

your signed consent and a special written authorization that complies with the law governing HIV or substance abuse records.

YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU

You have the following rights regarding health information we maintain about you:

Right to Inspect and Copy You have the right to inspect and copy your health information, such as medical and billing records, that we may use to process the insurance deductible. You must submit a written request to the Clerk's Office in order to inspect and/or copy your health information. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other associated supplies. We may deny your request to inspect and/or copy in certain limited circumstances. If you are denied access to your health information, you may ask that the denial be reviewed. If such a review is required by law, we will select a licensed health care professional to review your request and our denial. The person conducting the review may not be the same person who denied your request, and we will comply with the outcome of the review.

Right to Amend If you believe health information we have about you is incorrect or incomplete, you may ask to amend the information.

To request an amendment, complete and submit a Medical Record Amendment/Correction Form to the Clerk's Office. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask to amend information that:

- a) We did not create, unless the person or the entity that created the information is no longer available to make the amendment.
- b) Is not part of the health information that we keep.
- c) You would not be permitted to inspect or copy.
- d) Is accurate and complete.

Right to an Accounting of Disclosure You have the right to request an "Accounting of Disclosures." This is the list of disclosures we made of medical information about you for purposes other than treatment, payment and health care operations. To obtain this list, you must submit your request in writing to the Clerk's Office, it must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). We may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions You have the right to request restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information we disclose about you to someone

who is involved in your care or the payment for it, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery that you had.

We are not Required to Agree to your Request If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you may complete and submit the request for Restriction on Use/Disclosure of Medical Information to the Clerk's Office.

Right to Request Confidential Communications You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you by mail.

To request confidential communications, you may complete and submit the Request for Restriction on Use/Disclosure of Medical Information and/or Confidential Communications to the Clerk's Office. We will not ask the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

CHANGES TO THIS NOTICE

We reserve the right to change this notice, and to make the revised or changed notice effective for medical information we already have about you, as well as any information we receive in the future. We will post a summary of the current notice in the office with its effective date in the top right hand corner. You are entitled to a copy of the notice currently in effect.

EMPLOYEE ACKNOWLEDGMENT

My signature below acknowledges that I have received a copy of the City of Dixon Employment Handbook. I agree to read the handbook and agree to comply with the policies of the City. I understand that neither receipt of this handbook nor the policies contained therein are to be construed as creating any contractual obligations or constitute a guarantee or contract of employment.

Policies and programs presented here in summary form are subject to management interpretation and City practices. I further understand that the City retains the unilateral right to change, revoke, or modify the handbook or its policies at any time without prior notice to me.

I understand that this handbook is intended to supersede and replace all previous employee handbooks, manuals, and policy statements, whether oral or written, issued by the City of Dixon.

Employee's Signature

Date

City of Dixon Employee Handbook
Summary of Language Changes
12/15/2014

II. AT WILL EMPLOYMENT

This handbook is presented as a matter of information only; it is not intended to form a contract between City of Dixon and the employee. City of Dixon reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

Just as you retain the right to terminate your employment at any time for any reason, the City of Dixon retains a similar right. No policy or practice of the City of Dixon should be construed to change this relationship. Only the City Council has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

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IV. EMPLOYEE DEFINITIONS

Part-time Employee:

An employee who is normally scheduled to work less than 30 hours per week and is eligible for some benefits. Regular part-time employees must work their designated hours per week on a 12-month basis. Regular part-time employees are eligible for City contributions toward IMRF retirement benefits if they meet the 1000-hour per year requirement. They may also request leaves of absence. Part-time employees are only eligible for health insurance coverage if they meet the eligibility requirement.

The determination of hourly requirements for part-time sworn Police and Fire personnel shall be governed by State statutes and administrative rules.

V. EMPLOYMENT

Job Openings:

Whenever a vacancy occurs within a department, the opening may be posted on the City Hall bulletin board for 10 days. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Department Head within the stated posting period. The Department Head will make the recommendation on who is to fill the opening. The City of Dixon reserves the right to use other recruiting sources at their discretion.

The hiring process for sworn police and fire personnel will be governed by Illinois State Statutes.

VI. HOURS OF WORK

Overtime and Compensatory Time:

Non-exempt eligible employees will be compensated at a rate of time and one-half times for hours worked beyond a 40-hour workweek. With Department Head approval, non-exempt employees may elect to take compensatory time in lieu of overtime payment. Accumulated compensatory time in an employee's bank shall not exceed 40 hours. Hours banked over 40 will be paid out. The use of compensatory time shall not be unreasonably denied.

Vacation:

Full-time employees shall be entitled to receive paid vacation. Eligible employees shall accrue vacation on a daily basis. Annual vacation shall be accrued as follows:

<u>SERVICE REQUIREMENTS:</u>	<u>VACATION PERIOD:</u>	<u>MAX</u>	<u>CARRYOVER</u>
<u>LIMIT:</u>			
Less than 5 years	10 working days	15 working days	
5 years through 14 years	15 working days	20 working days	
15 years through 19 years	20 working days	25 working days	
Over 20 years	25 working days	30 working days	

Vacation days may be carried over from one anniversary year into the next anniversary year up to the max carryover limit. Any vacation days not utilized or eligible to be carried over into the next anniversary year are lost.

Vacations may be taken in hourly increments.

Upon termination, employees with unused accrued vacation allowances shall receive compensation for that unused vacation at the employee's current rate of pay.

In the event of the employee's death, compensation for all unused vacation allowances shall be paid to the employee's beneficiary.

An employee who is promoted from a union position to a non-union position shall maintain the higher vacation accrual amount until the next incremental step on the non-union accrual scale exceeds the union scale. The employee will then follow the non-union accrual rates based on years of service.

The City of Dixon reserves the right to negotiate vacation accruals with newly hired administrative or department head employees.

VII. BENEFIT PLANS AND STATUTORY BENEFITS

Full-time employees are eligible to participate in benefit programs according to the following schedule:

A. Upon the first day of employment:

4. Pension Plans

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D. Illinois Municipal Retirement Fund (governed by State Statute and paid for by the employee and the City—inapplicable to sworn police and fire personnel).

E. Police Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn police personnel).

F. Fire Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn fire personnel).

VIII. LEAVE OF ABSENCE

A. Personal:

When it becomes necessary for employees to be absent from work to attend to personal business, which cannot be handled outside of working hours, employees should discuss in advance any such needs with their supervisor to obtain approval. Requests for personal leave must be given to the Department Head with reasonable notice. Each full-time employee shall be entitled to 6 personal days of absence with full pay.

Personal days may be taken only in such a manner, as it will not disrupt City operations. Personal days must be taken within the fiscal year earned and employees will not be paid for unused personal days.

Personal time may be taken in hourly increments.

C. Funeral:

Eligible employees shall be granted 5 days of funeral leave in the event of death of his/her spouse, child or parent including step relatives. Eligible employees shall be granted 3 days of funeral leave in the event of death of his/her grandparent, sibling, mother in law, father in law, sister in law, or brother in law including step relatives.

E. Sick Leave:

Employees will accrue sick time bi-monthly up to a total of 12 days annually, which may be used for illness or injury of the employee or household family members, unless the illness or injury is due to a work related injury, self-employment, or injury at another place of employment. Sick leave may be accumulated without limit. Days remaining in the sick leave bank upon employment termination will not be paid out.

An employee who is injured on the job and is eligible for workmen's compensation will receive full salary for a period of up to 4 months, except that he/she shall remit to the City whatever monies he shall receive under workmen's compensation. In no instances shall he receive a total pay in excess of earnings which would have been paid had he not been accessing workmen's compensation.

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If an employee exhausts the workmen's compensation benefits provided hereunder, he must return to the active employment of the City for a period of not less than 4 consecutive months before being eligible for further benefits, the fiscal year provisions contained notwithstanding.

* An employee who does not use any sick leave from December 1 through November 30 will receive compensation in the amount of \$200.00. An employee who uses not more than 1-day sick leave from December 1 through November 30 will receive compensation in the amount of \$100.00.

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Deleted: All employees' hired prior to May 1, 2013, shall be credited a one-time additional 4 days of sick leave for each completed year of service with the City. This leave shall be placed in the employee sick leave bank.

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XII. RETIREMENT AND RESIGNATION

Extension of Health Insurance to Employees:

In accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer eligible employees the opportunity to continue their group medical coverage under the City's current plan if coverage terminates.

* Retiring employees may be eligible to continue, at their own expense, single or family health insurance coverage, when they meet the qualifying conditions under 215 ILCS 5/367j (as may be amended from time to time).

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Deleted: For any eligible employee who retires after January 1, 2014, the City will pay one-half the cost of maintaining single coverage on the City's plan for a retiree (not family coverage) prior to reaching eligibility for Medicare. Eligible employee is defined as an individual who, 1) is not eligible for other group health insurance or Medicare; 2) had a period of continuous employment of not less than 30 years of service or not less than 25 if hired prior to 1/1/2009 or not less than 20 years if hired prior to 1/1/1999; 3) retired from the City on or after reaching 55 years of age.

Individuals who meet all of the statutory eligibility requirements will receive a credit against the cost of the elected coverage, in an amount not to exceed ½ of the cost of single coverage, if they also meet all of the following criteria:

- 7) Are not eligible for other group health insurance by reason of their own employment.
- 8) Are not eligible for Medicare.
- 9) Had a period of continuous employment with the City of not less than 30 years of service if hired prior to 1/1/15, not less than 25 years if hired prior to 1/1/2009, or not less than 20 years if hired prior to 1/1/1999. Employees hired after 1/1/15 will not be eligible for city contributions toward their retiree health insurance costs.
- 10) Was last employed by the City not more than thirty (30) days prior to electing to continue health insurance coverage.
- 11) Has maintained continuous health insurance coverage with the City since retirement date.
- 12) Retired from the City after reaching full eligibility for IMRF, or the applicable Police or Fire retirement plan.

At no time will the City contribute to a retiree's Health Savings Account.

XIII. MISCELLANEOUS

Outside Employment and Business Interests:

The primary work duty and responsibility of City employees is to the City of Dixon. No full-time employee shall engage in other employment for salary, wages or commissions or outside business interests unless prior written approval is given by the Department Head. Department Heads need written approval from the City Manager.

Use of City Telecommunications and Computer Equipment:

The use of City telephones for personal reasons is a privilege. Each employee should discourage other persons from attempting to contact them for personal reasons during work hours, including by use of cellular telephone or text message. Any personal long distance call made on City phones shall be reimbursed by employee. City issued cell phones can be used for work and personal use so long as it does not incur additional fees. As city issued cell phones are municipal property, please understand that there is accordingly no expectation of privacy in the content, personal or city related, of any such cell phone.

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Computers are owned and placed by the City for the purpose of assisting employees in performance of functions and responsibilities of the City. Minimal, appropriate personal use may be acceptable as determined by your Department Head. The City reserves the right to monitor employee email and computer use, and employees are placed on notice that personal email sent or received by use of City computers or any other type of personal use is subject to review and reading. Employees have no expectation of privacy in use of a City computer or internet access.

Vacation, holidays, personal days, and sick leave shall not be considered as time worked for the computation of overtime.

Municipality Dixon	LOCAL AGENCY	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Motor Fuel Tax Funds	CONSULTANT	Name Willatt, Hofmann & # 13-A
Township N/A				Address 809 East 2nd Street
County Lee				City Dixon
Section N/A				State Illinois

THIS AGREEMENT is made and entered into this _____ day of _____, 2014 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name 2015 River Road - Galena Avenue to IL RT 2 Reconstruction

Route River Road Length 0.66 Mi. 3500+/- FT (Structure No. N/A)

Terminals Galena Avenue (West) to IL Route 2 (East)

Description: Remove and reconstruct roadway including aggregate base, C&G, pavement, sidewalks and multi-use path.

Agreement Provisions

The Engineer Agrees,

TO PERFORM OR BE RESPONSIBLE FOR THE ENGINEERING SERVICES FOR THE LA, AS DESCRIBED IN THE ATTACHED SPECIAL PROVISIONS, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS "EXHIBIT A"

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
 - a. ☒ Make such detailed surveys as are necessary for the preparation of detailed roadway plans
 - b. ☐ Make stream end flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
 - c. ☐ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. ☒ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - e. ☒ Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
 - f. ☐ Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
 - g. ☒ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
 - h. ☒ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

- i. ☒ Assist the LA in the tabulation and interpretation of the contractors' proposals
- j. ☒ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
- k. ☒ Prepare the Project Development Report when required by the DEPARTMENT.

- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plans, plats and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
- (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

The LA Agrees,

TO PAY THE ENGINEER AS COMPENSATION FOR ALL SERVICES DESCRIBED IN THE ATTACHED SPECIAL PROVISIONS, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS "EXHIBIT A"

~~1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:~~

- ~~a. ☐ A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.~~
- ~~b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:~~

Schedule for Percentages Based on Awarded Contract Cost

<u>Awarded Cost</u>	<u>Percentage Fees</u>	
<u>Under \$50,000</u>	<u>_____</u>	(see note)
	<u>_____</u>	%
	<u>_____</u>	%
	<u>_____</u>	%
	<u>_____</u>	%
	<u>_____</u>	%

~~Note: Not necessarily a percentage. Could use per diem, cost plus or lump sum.~~

~~2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus _____ percent to cover profit, overhead and readiness to serve "actual cost" being defined as material cost plus payroll, insurance, social security and retirement deductions. Traveling and other out of pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may subcontract all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.~~

~~"Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.~~

~~3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:~~

~~a. Upon completion of detailed plans, special provisions, proposals and estimate of cost being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.~~

~~b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.~~

~~By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.~~

~~4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus _____ percent incurred up to the time he is notified in writing of such abandonment "actual cost" being defined as in paragraph 2 of THE LA AGREES.~~

~~5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus _____ percent to cover profit, overhead and readiness to serve "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.~~

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their Interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

ATTEST: _____
By _____

(Seal) Clerk By _____
Title _____

City of Dixon of the
(Municipality/Township/County)
State of Illinois, acting by and through its

Executed by the ENGINEER:

ATTEST: _____
By _____
Title Thomas W. Houck, P.E., A.I.A., LEED AP BD+C
Secretary

Willett, Hofmann & Associates, Inc.
809 East 2nd Street
Dixon, IL 61021
By _____
Title Ronald, J. Steenken, P.E., S.E.
President & General Manager

<p>Approved</p> <p>_____</p> <p>Date</p> <p>Department of Transportation</p> <p>_____</p> <p>Regional Engineer</p>
--

EXHIBIT A

Special Provisions

The Engineer Agrees,

Paragraph 1 of the agreement is/are amended to include the following agreement(s) of the parties:

To perform or be responsible for the performance of the following engineering services for the LA, in connection with the described project:

1. Make such detailed surveys as are necessary for the preparation of detailed roadway plans. Contact Julie for location of underground facilities and pick up all marked underground facilities. Currently Galena Ave to Crawford Ave needs topographic survey to be completed
2. Utilize the following project assumptions for project design and development:
 - a. Limits if the project are Galena Avenue to the West and the intersection of IL Route 2 to the east of the project. The future extension of the multi-use path to the east of the project limits is not included within the scope of this agreement.
 - b. The funding for the engineering for this project is from local sources and no State or Federal funds will be utilized.
 - c. The City of Dixon shall provide map locations of water and sewer mains to be reconstructed with the project. The City is to provide sizes and map locations of existing water and sanitary sewer mains within the project limits.
 - d. The City, under separate contract, has had new sanitary and water lines installed in this area. This information will be added to plan development.
 - e. The tree types for new installations with the project and the relocation of existing trees shall be determined by the Dixon Tree Commission.
 - f. The project plans for Willett Hofmann & Associates services shall be incorporated into two (2) plan sets and will be bid on separate lettings. The current break point is expected to be at Artesian Ave.
 - g. It is anticipated that Federal Funds will be utilized for the construction of Artesian to IL Rte. 2. To facilitate the use of Federal Funds, a Project Development Report will be produced and submitted to IDOT for approval.
 - h. ROW need will be determined during project development. Additional work required for plat preparation will be performed on a time and material basis.
3. Make or cause to be made such traffic studies and counts and signal warrants and design for the intersections of River Street and Ottawa and Artesian Avenues and IL Rte. 2.
4. Perform Public Involvement services which will include attending Working Session meeting at City Council (2), Coordination with KSB, and providing information for all public partners.

City of Dixon
2015 River Road
Galena Ave. to IL Rte. 2
Reconstruction

EXHIBIT A

5. Perform planning and design services including reconstruction of the existing roadway, curb & gutter, storm sewer, sidewalks, street lighting and multi-use path. Meet and coordinate with City Staff for review and project input. Make complete general and detailed plans, special provisions, bidding proposals and estimates of time and cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
6. Utilize the services of Engle Electric who will be assisting in the preparation and design plans and specifications for the electrical components of the construction including electrical services, roadway street lighting, and controllers.
7. Assist the City with project bidding and compilation of bids and award recommendations.
8. Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads and Streets.

The LA Agrees,

Paragraphs 1, 2, 3, 4, & 5 of the agreement is/are amended to include the following agreement(s) of the parties:

The LA Agrees,

1. a.) To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1b, 1c, 1d, 1e, 1f, 1g, 1h, 1i, 1j and 1k as marked under the ENGINEER AGREES at the hourly rates shown in Exhibit D for personnel assigned to this SECTION as payment in full to the ENGINEER for the actual time spent in providing these services the hourly rates to include profit, overhead, readiness to serve, insurance, social security and retirement deductions. "Outside expenses" shall include traveling and out-of-pocket expense. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. The personnel classification and rates of pay for the various personnel that may be employed on this improvement shall be within the limits shown in Exhibit D. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under paragraphs 1a, 1b, 1c, 1d, 1e, 1f, 1g, 1h, 1i, 1j and 1k of the ENGINEER AGREES. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus five (5) percent to cover readiness to serve. "Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work.

The total cost of these services shall have a cost NOT TO EXCEED of \$198,944.91
(See Exhibits B & C)

The classification of the employees used in the work should be consistent with the employees' classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

City of Dixon
2015 River Road
Galena Ave. to IL Rte. 2
Reconstruction

EXHIBIT A

b.) To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1c, & 1h under the ENGINEER AGREES at the hourly rates stipulated in Exhibit D for personnel assigned to this SECTION as payment in full to the ENGINEER for the actual time spent in providing these services the hourly rates to include profit, overhead, readiness to serve, insurance, social security and retirement deductions. "Outside expenses" shall include traveling and out-of-pocket expense. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. The personnel classification and rates of pay for the various personnel that may be employed on this improvement shall be within the limits shown in Exhibit D. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under paragraphs 1c & 1h of the ENGINEER AGREES. If the ENGINEER sublets all or a part of this work, the LA will pay the cost to the ENGINEER plus five (5) per cent to cover readiness to serve. "Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work.

The classification of the employees used in the work should be consistent with the employees' classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

2. That payments due the ENGINEER for services rendered pursuant to this AGREEMENT will be made as soon as practicable after the services have been performed, in accordance with the following schedule:
 - a.) Upon completion of the services stipulated in the Special Provisions Section under ENGINEER AGREES the engineer will be paid the total amount due for these services, in accordance with paragraph 1 above.
 - b.) Upon completion of all inspections and reports to the satisfaction of the LA and the DEPARTMENT, 100 percent of the fee based on the provisions of paragraph 1 above for inspections and reports.
3. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in the Special Provisions Section under ENGINEER AGREES, and prior to the completion of such services, the LA shall reimburse the ENGINEER as compensation for all services performed up to the time he is notified in writing of such abandonment at the hourly rates stipulated in Exhibit D for personnel assigned to this SECTION as payment in full to the ENGINEER for the actual time spent in providing these services the hourly rates to include profit, overhead, readiness to serve, insurance, social security and retirement deductions. Materials, traveling and other out-of-pocket expense will be reimbursed to the ENGINEER at his actual cost.

City of Dixon
2015 River Road
Galena Ave. to IL Rte. 2
Reconstruction

EXHIBIT A

4. That, should the LA require changes in scope after they have been approved, the LA will pay the ENGINEER for such changes in accordance with paragraph 1 above. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to perform inspections and supply reports.
5. To assist the ENGINEER by placing at his disposal all available information pertinent to the site of the project including previous reports and any other data relative to the bridge.
6. To guarantee access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform his work under this AGREEMENT.
7. To furnish the ENGINEER with a description of and the names of Owners and lien holders of property adjacent to the proposed improvement where such data is needed for the preparation of plans and/or right of way or easement plats.



WILLET HOFMANN
& A S S O C I A T E S I N C
ENGINEERING ARCHITECTURE LAND SURVEYING

809 E. 2nd Street
Dixon, IL 61021

Wednesday, December 10, 2014

EXHIBIT B

Cost Estimate of Consultant Services

Page 1 of 1

Project: 2015 River Road – Galena Ave. to IL Rte. 2 Reconstruction
County: Lee

COST ESTIMATE OF CONSULTANT SERVICES - EXHIBIT "B"

Route: River Street
 Project: 2015 River Street -Galena Ave to IL Rte. 2
 Section: N/A
 County: Lee
 Exist Str No: N/A
 Type of Funding: Local

Date: December 10, 2014
 Firm: Willett, Hofmann & Associates, Inc.
 Estimate Prepared By: Geoffrey F. Smith, P.E.

Item	Man Hours (A)	Average Hourly Rate (B)	Payroll (C)	*	InHouse Direct Costs (E)	*	Services By Others (G)	Total (C)+(D)+(E)+ (F)+(G) (H)	% of Grand Total (I)
Topographic Survey	100	\$76.54	\$7,654.00					\$7,654.00	3.8%
Right-of-Way Survey	38	\$78.44	\$2,980.80					\$2,980.80	1.5%
Design Development	520	\$92.50	\$48,100.00					\$48,100.00	24.2%
Public Involvement	64	\$103.30	\$6,611.20					\$6,611.20	3.3%
ADA Compliance Details	80	\$95.18	\$7,614.40					\$7,614.40	3.8%
Staging & Traffic Control	78	\$94.04	\$7,335.00					\$7,335.00	3.7%
Project Development Report	114	\$95.24	\$10,857.20					\$10,857.20	5.5%
Plan Preparation	552	\$92.09	\$50,836.00					\$50,836.00	25.6%
Specification	40	\$92.99	\$3,719.40					\$3,719.40	1.9%
Geotechnical	4	\$95.70	\$382.80					\$382.80	0.2%
Project Management	60	\$139.70	\$8,382.00					\$8,382.00	4.2%
QC/QA	60	\$115.90	\$6,954.00					\$6,954.00	3.5%
Roadway Lighting	168	\$94.80	\$15,927.20				\$15,000.00	\$30,927.20	15.5%
Permits	7	\$101.99	\$713.90					\$713.90	0.4%
Environmental	6	\$110.37	\$662.20				\$5,214.81	\$5,877.01	3.0%
TOTAL =	1,891		\$178,730.10		\$0.00		\$20,214.81	\$198,944.91	100.0%



WILLETT HOFMANN
& A S S O C I A T E S I N C

ENGINEERING ARCHITECTURE LAND SURVEYING

809 E. 2nd Street
Dixon, IL 61021

Wednesday, December 10, 2014

EXHIBIT C

Average Hourly Project Rates

Pages 1 – 4 of 4

Project: 2015 River Road – Galena Ave. to IL Rte. 2 Reconstruction
County: Lee

AVERAGE HOURLY PROJECT RATES - EXHIBIT "C"

Route: River Street
 Project: 2015 River Street -Galena Ave to IL Rte. 2
 Section: N/A
 County: Lee
 Exist Str No: N/A
 Type of Funding: Local

Date: December 10, 2014
 Firm: Willett, Hofmann & Associates, Inc.
 Sheet: 1 of 4

Payroll Classification	Billing Rates	Topographic Survey			Right-of-Way Survey			Design Development			Public Involvement		
		Hours	%	Wgtd. Rate	Hours	%	Wgtd. Rate	Hours	%	Wgtd. Rate	Hours	%	Wgtd. Rate
Principal Engineering Manager	\$156.30		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Engineering Manager	\$139.70		0.00%	\$0.00		0.00%	\$0.00	24.0	4.62%	\$6.45	16.0	25.00%	\$34.93
Civil Engineer IV	\$115.90		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Civil Engineer III	\$95.70		0.00%	\$0.00		0.00%	\$0.00	296.0	56.92%	\$54.48	32.0	50.00%	\$47.85
Civil Engineering Intern II	\$80.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Civil Engineering Intern I	\$73.30		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Architect IV	\$122.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Architect III	\$95.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Architectural Intern II	\$90.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Architectural Intern I	\$84.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Professional Land Surveyor Manager	\$124.00	2.0	2.00%	\$2.48	2.0	5.26%	\$6.53		0.00%	\$0.00		0.00%	\$0.00
Professional I and Surveyor IV	\$109.20	10.0	10.00%	\$10.92	4.0	10.53%	\$11.49		0.00%	\$0.00		0.00%	\$0.00
Professional I and Surveyor III	\$86.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Professional I and Surveyor (SIT) II	\$75.30		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Professional I and Surveyor (SIT) I	\$63.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Technician IV	\$82.10		0.00%	\$0.00		0.00%	\$0.00	200.0	38.46%	\$31.58	16.0	25.00%	\$20.53
Technician III	\$66.10		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Technician II	\$58.60		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Technician I	\$54.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
Survey Worker Foreman	\$73.30	44.0	44.00%	\$32.25	16.0	42.11%	\$30.86		0.00%	\$0.00		0.00%	\$0.00
Survey Worker	\$70.20	44.0	44.00%	\$30.89	16.0	42.11%	\$29.56		0.00%	\$0.00		0.00%	\$0.00
Administrative Assistant	\$56.60		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00
TOTALS:		100.0	100.00%	\$76.54	38.0	100.00%	\$78.44	520.0	100.00%	\$92.50	64.0	100.00%	\$103.30

AVERAGE HOURLY PROJECT RATES - EXHIBIT "C"

Route: <u>River Street</u> Project: <u>2015 River Street -Galena Ave to IL R</u> Section: <u>N/A</u> County: <u>Lee</u> Exist Str No: <u>N/A</u> Type of Funding: <u>Local</u>	Date: <u>December 10, 2014</u> Firm: <u>Willett, Hofmann & Associates, Inc.</u> Sheet: <u>2 of 4</u>	
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Payroll Classification	Billing Rates			ADA Compliance Details			Staging & Traffic Control			Project Development Report			Plan Preparation		
	Hours	% Part.	Wgtd. Rate	Hours	% Part.	Wgtd. Rate	Hours	% Part.	Wgtd. Rate	Hours	% Part.	Wgtd. Rate	Hours	% Part.	Wgtd. Rate
Principal Engineering Manager			\$156.30			\$0.00			\$0.00			\$0.00			\$0.00
Engineering Manager			\$139.70	4.0	5.00%	\$6.99	2.0	2.56%	\$3.58	8.0	7.02%	\$9.80	24.0	4.35%	\$6.07
Civil Engineer IV			\$115.90			\$0.00			\$0.00			\$0.00			\$0.00
Civil Engineer III			\$95.70	60.0	75.00%	\$71.78	60.0	76.92%	\$73.62	80.0	70.18%	\$67.16	304.0	55.07%	\$52.70
Civil Engineering Intern II			\$80.00			\$0.00			\$0.00			\$0.00			\$0.00
Civil Engineering Intern I			\$73.30			\$0.00			\$0.00			\$0.00			\$0.00
Architect IV			\$122.00			\$0.00			\$0.00			\$0.00			\$0.00
Architect III			\$95.00			\$0.00			\$0.00			\$0.00			\$0.00
Architectural Intern II			\$90.00			\$0.00			\$0.00			\$0.00			\$0.00
Architectural Intern I			\$84.00			\$0.00			\$0.00			\$0.00			\$0.00
Professional Land Surveyor Manager			\$124.00			\$0.00			\$0.00			\$0.00			\$0.00
Professional Land Surveyor IV			\$109.20			\$0.00			\$0.00			\$0.00			\$0.00
Professional Land Surveyor III			\$86.00			\$0.00			\$0.00			\$0.00			\$0.00
Professional Land Surveyor (SIT) II			\$75.30			\$0.00			\$0.00			\$0.00			\$0.00
Professional Land Surveyor (SIT) I			\$63.00			\$0.00			\$0.00			\$0.00			\$0.00
Technician IV			\$82.10	16.0	20.00%	\$16.42	16.0	20.51%	\$16.84	24.0	21.05%	\$17.28	224.0	40.58%	\$33.32
Technician III			\$66.10			\$0.00			\$0.00			\$0.00			\$0.00
Technician II			\$58.60			\$0.00			\$0.00			\$0.00			\$0.00
Technician I			\$54.00			\$0.00			\$0.00			\$0.00			\$0.00
Survey Worker Foreman			\$73.30			\$0.00			\$0.00			\$0.00			\$0.00
Survey Worker			\$70.20			\$0.00			\$0.00			\$0.00			\$0.00
Administrative Assistant			\$56.60			\$0.00			\$0.00	2.0	1.75%	\$0.99			\$0.00
TOTALS:				80.0	100.00%	\$95.18	78.0	100.00%	\$94.04	114.00	100.00%	\$95.24	552.00	100.00%	\$92.09

AVERAGE HOURLY PROJECT RATES - EXHIBIT "C"

Route: River Street
 Project: 2015 River Street -Gallena Ave to IL R
 Section: N/A
 County: Lee
 Exist Str No: N/A
 Type of Funding: Local

Date: December 10, 2014
 Firm: Willett, Hofmann & Associates, Inc.
 Sheet: 4 of 4

Payroll Classification	Billing Rates			Roadway Lighting			Permits			Environmental		
	Hours	% Part.	Wgtd. Rate	Hours	% Part.	Wgtd. Rate	Hours	% Part.	Wgtd. Rate	Hours	% Part.	Wgtd. Rate
Principal Engineering Manager			\$156.30			\$0.00			\$0.00			\$0.00
Engineering Manager			\$139.70	4.0	2.38%	\$3.33	1.0	14.29%	\$19.96	2.0	33.33%	\$46.57
Civil Engineer IV			\$115.90			\$0.00			\$0.00			\$0.00
Civil Engineer III			\$95.70	140.0	83.33%	\$79.75	6.0	85.71%	\$82.03	4.0	66.67%	\$61.80
Civil Engineering Intern II			\$80.00			\$0.00			\$0.00			\$0.00
Civil Engineering Intern I			\$73.30			\$0.00			\$0.00			\$0.00
Architect IV			\$122.00			\$0.00			\$0.00			\$0.00
Architect III			\$95.00			\$0.00			\$0.00			\$0.00
Architectural Intern II			\$90.00			\$0.00			\$0.00			\$0.00
Architectural Intern I			\$84.00			\$0.00			\$0.00			\$0.00
Professional Land Surveyor Manager			\$124.00			\$0.00			\$0.00			\$0.00
Professional Land Surveyor IV			\$109.20			\$0.00			\$0.00			\$0.00
Professional Land Surveyor III			\$86.00			\$0.00			\$0.00			\$0.00
Professional Land Surveyor (SIT) II			\$75.30			\$0.00			\$0.00			\$0.00
Professional Land Surveyor (SIT) I			\$03.00			\$0.00			\$0.00			\$0.00
Technician IV			\$82.10	24.0	14.29%	\$11.73			\$0.00			\$0.00
Technician III			\$66.10			\$0.00			\$0.00			\$0.00
Technician II			\$58.60			\$0.00			\$0.00			\$0.00
Technician I			\$54.00			\$0.00			\$0.00			\$0.00
Survey Worker Foreman			\$73.30			\$0.00			\$0.00			\$0.00
Survey Worker			\$70.20			\$0.00			\$0.00			\$0.00
Administrative Assistant			\$56.60			\$0.00			\$0.00			\$0.00
TOTALS:	168.0	100.00%	\$94.80	7.0	100.00%	\$101.99	6.0	100.00%	\$110.37	0.0	0.00%	\$0.00



WILLETT HOFMANN
& ASSOCIATES INC
ENGINEERING ARCHITECTURE LAND SURVEYING

809 E. 2nd Street
Dixon, IL 61021

Wednesday, December 10, 2014

EXHIBIT D
General Rates for Engineering Services
Page 1 of 1

Project: 2015 River Road – Galena Ave. to IL Rte. 2 Reconstruction
County: Lee



March 30, 2014
EXHIBIT D
GENERAL RATES FOR ENGINEERING SERVICES
(FIELD AND OFFICE)

CLASSIFICATION OF EMPLOYEE	REGULAR HOURLY RATE		OVERTIME RATE
	From	To	
Principal Engineering Manager	\$132.00	\$180.00	Regular Rate
Engineering Manager	\$120.00	\$165.00	Regular Rate
Civil Engineer IV	\$99.00	\$138.00	Regular Rate
Civil Engineer III	\$81.00	\$120.00	Regular Rate
Civil Engineering Intern II	\$75.00	\$108.00	Regular Rate
Civil Engineering Intern I	\$69.00	\$96.00	Regular Rate
Architect IV	\$108.00	\$144.00	Regular Rate
Architect III	\$93.00	\$126.00	Regular Rate
Architectural Intern II	\$84.00	\$105.00	Regular Rate
Architectural Intern I	\$75.00	\$93.00	Regular Rate
Prof. Land Surveyor Manager	\$96.00	\$135.00	Regular Rate
Prof. Land Surveyor IV	\$84.00	\$120.00	Regular Rate
Prof. Land Surveyor III	\$72.00	\$99.00	Regular Rate
Prof. Land Surveyor (SIT) II	\$63.00	\$87.00	Regular Rate
Prof. Land Surveyor (SIT) I	\$54.00	\$75.00	Regular Rate
Technician IV	\$69.00	\$96.00	1.3 x Regular Rate
Technician III	\$60.00	\$84.00	1.3 x Regular Rate
Technician II	\$54.00	\$72.00	1.3 x Regular Rate
Technician I	\$45.00	\$63.00	1.3 x Regular Rate
* Survey Worker Foreman	\$60.00	\$120.00	1.3 x Regular Rate
* Survey Worker	\$60.00	\$120.00	1.3 x Regular Rate
Administrative Assistant	\$39.00	\$69.00	1.3 x Regular Rate
Expenses and Materials	At Cost		

* The hourly wages of these Classifications may be subject to the Illinois Prevailing Wage Act.

The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.

Generally field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period.

#13-C

ORDINANCE NO. _____

**AN ORDINANCE REPEALING TITLE X, CHAPTER 6, SECTION 10-6-13
(TRUCKS PROHIBITED ON CERTAIN STREETS) AND
TITLE X, CHAPTER 6, SECTION 10-6-14
(LIMITED LOAD STREETS) AND ESTABLISHING A NEW
TITLE X, CHAPTER 16, GOVERNING THE WEIGHT AND DIMENSIONS
OF VEHICLES AND ESTABLISHING A PERMITTING SYSTEM
FOR OVERWEIGHT VEHICLES**

WHEREAS, Section 15-102 of the Illinois Vehicle Code (625 ILCS 5/15-102) sets forth width limitations for vehicles operated on public highways and streets in the State of Illinois; and

WHEREAS, Section 15-103 of the Illinois Vehicle Code (625 ILCS 5/15-103) sets forth height restrictions for vehicles operated on public highways and streets in the State of Illinois; and

WHEREAS, Section 15-107 of the Illinois Vehicle Code (625 ILCS 5/15-107) sets forth length restrictions on vehicles operated on public highways and streets in the State of Illinois; and

WHEREAS, Section 15-111 of the Illinois Vehicle Code (625 ILCS 5/15-111) sets forth weight limitations for vehicles operated on public highways and streets in the State of Illinois; and

WHEREAS, Section 15-101 and 15-111 of the Illinois Vehicle Code (625 ILCS 5/15-101, 625 ILCS 5/15-111) and Section 15-111 set forth certain exceptions for the vehicle weight restrictions generally imposed under Section 15-111; and

WHEREAS, under Section 15-301 of the Illinois Vehicle Code (625 ILCS 5/15-301), the City is granted authority to issue special permits for the travel of overweight vehicles over City streets and roadways, and to collect a fee therefor; and

WHEREAS, the Dixon City Code presently contains no provision for the issuance of overweight permits as authorized under Section 15-301 of the Illinois Vehicle Code; and

WHEREAS, under Section 20-204 of the Illinois Vehicle Code (625 ILCS 5/20-204), the City is granted authority to adopt the Illinois Vehicle Code by reference thereto, and the City has previously adopted the Vehicle Code by reference pursuant to an ordinance presently codified at Title X, Chapter 4, Section 10-4-22 of the City Code of Dixon, Illinois; and

WHEREAS, the City Council finds that the present regulation of the size and weight of vehicles on City streets is inadequate to enforce the size and weight limitations

contained in the Illinois Vehicle Code, and further, that the lack of such enforcement has a deleterious effect on roads and streets within the City; and

WHEREAS, the City Council finds it in the best interests of the City to repeal Title X, Chapter 6, Section 10-6-13 (trucks prohibited on certain streets) and Title X, Chapter 6, Section 10-6-14 (limited load streets) and to further amend Title X of the Dixon City Code by the addition of a new Chapter 16 to provide for City enforcement of vehicle size and weight restrictions established by the Illinois Vehicle Code, to provide for the designation of truck routes within the City, and to establish a City permitting system for the operation of overweight vehicles within the City of Dixon.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DIXON, LEE COUNTY, ILLINOIS, as follows:

1. That Title X, Chapter 6, Section 10-6-13 (trucks prohibited on certain streets) and Title X, Chapter 6, Section 10-6-14 (limited load streets) of the Dixon City Code are hereby repealed.
2. That Title X of the Dixon City Code as amended, is hereby further amended by the addition of a new Chapter 16, to be entitled Designated Truck Routes, Vehicle Size and Weight Limits, and Overweight Vehicle Permits, as set forth in full as follows:

CHAPTER 16. DESIGNATED TRUCK ROUTES, VEHICLE WEIGHT LIMITS AND OVERWEIGHT PERMITS

Section 10-16-1. Designated truck routes and other designated routes – Map

(A) The locations and designations of truck routes and other designated routes are shown upon the City of Dixon 2014 Truck Route Map, which is hereby incorporated into this Chapter. The City of Dixon 2014 Truck Route Map, together with all notations, references, and other information shown thereon, and all amendments thereto, shall be a part of this chapter and shall have the same force and effect as if the City of Dixon 2014 truck route map, together with all notations, references and other information shown thereon, were fully set forth and described herein. The City of Dixon 2014 Truck Route Map shall be made available upon request at City Hall and shall also be posted on the City website.

(B) All routes so designated shall be posted with signage in accordance with the Illinois Manual on Uniform Traffic Control Devices.

Section 10-16-2. Weight limitations on Designated Roads.

The maximum weight limits of vehicles upon the roadways designated under Section 10-16-1 shall be as set forth in Section 15-111 of the Illinois Vehicle Code and as may be amended.

Section 10-16-3. Gross Weight Limits.

(A) **Designated Truck Routes.** It shall be unlawful for any person(s) to operate or cause to be operated a motor vehicle having a gross weight (including vehicle and maximum load) in excess of the weight limitations as set forth in Section 15-111 of the Illinois Vehicle Code on any designated truck route under Section 10-16-1 within the City of Dixon unless said vehicle constitutes an exempt vehicle within Section 10-16-4 or is otherwise permitted pursuant to Section 10-16-4 or Section 10-16-5.

(B) **Non-Designated Routes.** It shall be unlawful for any person(s) to operate or cause to be operated a vehicle having a gross weight (including vehicle and minimum load) in excess of the weight limits set forth in Section 15-111 of the Illinois Vehicle Code on any non-designated routes within the City unless said vehicle constitutes an exempt vehicle within Section 10-16-4 or is otherwise permitted pursuant to Section 10-16-4 or Section 10-16-5. Where City streets are posted with signage designating a different weight limitation, it shall be unlawful for any person or persons to operate or cause to be operated on any such street a vehicle in excess of the posted weight limitation, unless one of the exceptions provided in Section 10-16-4 is applicable to said vehicle(s), or as otherwise permitted pursuant to Section 10-16-4 or Section 10-16-5.

Section 10-16-4. Exempt Vehicles.

The following vehicles are exempt from the weight restrictions described and set forth in Section 10-16-2 and Section 10-16-3:

(A) Vehicles specified as exempt under 625 ILCS 5/15-101(b) and (c) of the Illinois Vehicle Code;

(B) Vehicles which are excepted from the weight limits under 625 ILCS 5/15-111, including, but not limited to, vehicles for which the Department of Transportation and/or local authorities have issued overweight permits pursuant to 625 ILCS 5/15-301 of the Illinois Vehicle Code;

(C) Vehicles which have been issued overweight permits by Lee County for county or township highways in Lee County and vehicles which have been issued overweight permits by South Dixon Township for South Dixon Township highways.

Section 10-16-5. Special Permits.

(A) **Special Permits for Overweight Vehicles Hauling International Shipping Containers.**

1. *Truck Route Permits.* The City Administrator, Mayor, or the designee of either designee, ("Permitting Authority") upon application by a person ("Permittee") and good cause being shown, may issue a special permit authorizing a vehicle or combination of vehicles not in conformity with the

weight limitations of Sec. 10-16-2 or Section 10-16-3 that is hauling sealed International Shipping Containers, the contents of which are considered by the Illinois Department of Transportation to be indivisible, to be operated or moved upon any street or highway under the jurisdiction of the City which has been designated a Truck Route under Sec. 10-16-1; provided, however, no permit shall be issued for any vehicle hauling International Shipping Containers that weighs 100,000 pounds or more.

2. *Other Route Permits.* The Permitting Authority, upon application by a Permittee and good cause being shown, may issue a special permit authorizing a vehicle hauling sealed International Shipping Containers, the contents of which are considered by the Illinois Department of Transportation to be indivisible, not in conformity with the weight limitations of Sec. 10-16-2 or Section 10-16-3 to be operated or moved upon any non-designated street or highway under the jurisdiction of the City provided, however, no permit shall be issued for any vehicle hauling International Shipping Containers that weighs 100,000 pounds or more.

3. *Fees.* The fees for special permits for overweight trucks hauling sealed International Shipping Containers under this section are as follows:

Permit Type	Weight Class	One-Day Permit	Annual Permit
Truck Route Permit	80,000 -- 99,999 pounds	\$25.00	\$350.00
Non-Truck Route Permit	80,000 -- 99,999 pounds	\$25.00	\$350.00

All special permit forms for Overweight Vehicles hauling International Shipping Containers shall be on file at the Permitting Authority's office.

4. *Application Requirements.* The application for any such permit shall:
- specifically describe the vehicle to be operated or moved;
 - state if the applicant is an authorized carrier under the Illinois Motor Carrier of Property Law ("Motor Carrier Law"), and, if so, the certificate, registration or permit number issued by the Illinois Commerce Commission to the applicant;
 - include any request for routing to the nearest certified scale in accordance with the Illinois Department of Transportation; and
 - state if the vehicle or load is being transported for hire.

(B) Special Permits for All Other Overweight Vehicles

1. *Truck Route Permits.* The Permitting Authority upon application by a person ("Permittee") and good cause being shown, may issue a special permit authorizing a vehicle or combination of vehicles, other than vehicles hauling sealed International Shipping Containers, not in conformity with the weight regulations of Section 10-16-2 or Section 10-16-3 to be operated or moved upon any street or highway under the jurisdiction of the City which has been designated a Truck Route under Section 10-16-1.

2. *Other Route Permits.* The Permitting Authority, upon application by a Permittee and good cause shown, may issue a special permit authorizing a vehicle not in conformity with the weight limitations of Section 10-16-2 or Section 10-16-3 to be operated or moved upon any street or highway under the jurisdiction of the City.

3. *Fees.* The fees for special permits for vehicles other than vehicles hauling sealed International Shipping Containers under this section are as follows:

Permit Type	Weight Class	One-Day Permit
Truck Route Permits (on streets and highways designated as Truck Routes)	80,000 – 99,999 pounds	\$25.00
	100,000 – 119,999 pounds	\$40.00
	120,000 – 149,999 pounds	\$80.00
	150,000 pounds or greater	\$120.00
Permits (on any roads (within the City for vehicles)	80,000 – 99,999 pounds	\$20.00
	100,000 – 119,999 pounds	\$40.00
	120,000 – 149,999 pounds	\$80.00
	150,000 pounds or greater	\$120.00

Fees listed above are per vehicle. All special permit forms shall be on file at the Permitting Authority's office.

4. *Application Requirements.* The application for any such permit shall:

a. specifically describe the vehicle and load to be operated or moved and the particular streets or highways for which the permit to operate is requested;

b. state if the applicant is an authorized carrier under the Illinois Motor Carrier of Property Law ("Motor Carrier Law"), and, if so, the certificate, registration or permit number issued by the Illinois Commerce Commission to the applicant;

c. state the routing requested, including the points of origin and destination, and may identify and include a request for routing to the nearest certified scale in accordance with the Illinois Department of Transportation; and

d. state if the vehicle or load is being transported for hire.

(C) *Need for Multiple Permits.* For those trucks intended to be operated upon both a designated truck route and a non-designated truck route, both forms of permitting shall be necessary.

(D) *Permits to be Available Online.* Permit applications shall be available online. Applications shall be in a form that may be submitted online, and permits may be issued through electronic communication that the applicant must then print and carry within the vehicle.

(E) *Fees To Be Deposited in Special Account.* All fee payments under this section, less any costs of administering the permitting process, shall be deposited in an account to be used solely for maintenance, repair, and improvement of Truck Routes, as designated in § 10-16-1, within the jurisdiction of the City.

(F) *Permits for Vehicles for Hire.* No permits for the movement of a vehicle or load for hire shall be issued to any applicant who is required under the Motor Carrier Law to have a certificate, registration, or permit who does not have such certificate, registration or permit.

(G) *Special Conditions to Permits.* The Permitting Authority is authorized to withhold any permit at its discretion when such permit would be inconsistent with traffic safety or, if such permit is issued, to limit the number of trips, to establish seasonal or other time limitations within which the vehicle described may be operated on the streets or highways indicated, to require appropriate escort vehicles for the vehicle subject to the permit, or otherwise to prescribe conditions of operation of such vehicle, when such action in the judgment of the Permitting Authority is necessary to protect against undue damage to the road foundations, surfaces, or structures.

(H) *Permits Required to be Carried.* Every permit shall be in written form and carried in the vehicle to which it refers and shall be open to inspection by any police

officer or authorized agent of the Permitting Authority. No person shall violate any of the terms or conditions of such permit. Violation of the terms and conditions of a permit shall not be deemed a revocation of the permit; provided, however, any vehicle found to be off the route prescribed in the permit shall be deemed to be operating without a permit. Any off route vehicle shall be required to obtain a new permit or permits, as necessary, to authorize the movement back onto the original permit routing. Nothing herein shall be construed to authorize any police officer, court, or authorized agent of the Permitting Authority to remove the permit from the possession of the Permittee unless the Permittee is charged with a fraudulent permit violation.

(I) *Violation of Permits Does Not Void Permit; Off-Route Offenses.*

1. Violation of any rule, limitation, condition, or provision of any permit issued in accordance with the provisions of this Section shall not render the entire permit null and void, but the violator shall be subject to prosecution for both a violation of permit under Sec. 10-16-5(I) and a violation of any weight or load limitations under Section 10-16-2 or Section 10-16-3.

2. The prescribed route or routes constitute the sole extent of the authorization granted by the permit. If a vehicle and/or load is found to be off the route or routes prescribed by any permit authorizing movement, the vehicle and/or load shall be deemed to be operating without a permit.

(J) *Violation of Permits; Fines and Penalties.* Whenever any vehicle is operated or movement made in violation of a permit issued in accordance with this Section, the person to whom such permit was granted, or the driver of such vehicle, is guilty of such violation and either, but not both, persons may be prosecuted for such violations as stated herein. Any person, firm, or corporation convicted of such violation shall be guilty of a petty offense and shall be subject to the penalties set forth in 625 ILCS 5/15-301j, and as may be amended, in addition to any fine imposed under Sec. 10-16-13.

(K) *Violation for Lack of Required Permit.* If a vehicle is required to obtain a permit under this Section, it shall be unlawful for any person, or any employee or agent of such person, to operate such vehicle without obtaining such permit. Any person charged with a violation of this section may be prosecuted for such violation. Any person convicted of violating this shall be subject to, in addition to any fine imposed under Section 10-16-13, a fine of not less than \$500.00 nor more than \$750.00.

Section 10-16-7. Enforcement.

(A) The City Administrator shall keep and maintain an accurate map showing the location of all Truck Routes, as specified in Sec. 10-16-1, which shall be made available to the public.

(B) No person shall be charged with violating the provisions of Section 10-16-2 or Section 10-16-3 hereof upon any streets where the posting of signs is required under this Chapter or otherwise under law, unless such signs are currently posted thereon.

Section 10-16-8. Weighing of Vehicles and Removal of Excess Loads.

(A) Any police officer having reason to believe that the gross weight of a vehicle and load is unlawful shall require the driver to stop and submit to a weighing process by means of a portable or stationary scale that has been tested and approved at a frequency prescribed by the Illinois Department of Agriculture. If such scale is not available at the place where such vehicle is stopped, the police officer shall require that such vehicle be driven to the nearest available scale that has been tested and approved by the Illinois Department of Agriculture. Notwithstanding any provisions of the Weights and Measures Act or the United States Department of Commerce NIST Handbook 44, either multi draft weighing or single draft weighing is an acceptable method of weighing by law enforcement for determining a violation of this Article. City law enforcement vehicles are exempt from the requirements of commercial weighing established in NIST Handbook 44, as amended from time to time.

(B) Whenever any police officer, upon weighing a vehicle and load determines that said weight is unlawful and in violation of this Chapter, such officer shall require that the driver stop his vehicle in a suitable place and remain standing until such portion of the load is removed as may be necessary to reduce the weight of the vehicle to the limit permitted by this Chapter. All material so unloaded shall be cared for by the owner or operator of the vehicle at his or her sole risk, and such owner or operator shall indemnify and hold harmless the City, its officers, employees, and affiliates, from any claims or damages incurred therewith.

(C) Any driver of a vehicle who refuses to stop and submit his vehicle and load to a weighing process after being directed to do so by an officer, or removes or causes the removal of the load or part of it prior to completion of the weighing process, may be charged with a business offense and shall be subject to a fine in accordance with Section 15-112(g) of the Illinois Vehicle Code, and as may be amended, in addition to any other fees or fines provided for this Chapter or under law.

(D) The Permitting Authority may authorize police officers to set up and establish safety or enforcement check points. Any police officer at such check points is authorized to require a vehicle to stop and submit to a weighing without reason to believe the vehicle is overweight and require the driver to present any City permits being carried. The Permitting Authority and all police officers shall comply with applicable Federal and Illinois law governing roadside check points.

Section 10-16-10. Liability for Damages to Street or Roadway Improvements.

(A) Any person driving any vehicle upon any street within the City's corporate limits and the owner of such vehicle shall be jointly and severally liable for any damage

which said street or appurtenant roadway improvements may sustain as a result of the operation, driving, or moving of said vehicle exceeding the maximum weight or dimensions specified in this Chapter, regardless of whether or not a special permit is obtained in accordance with Sec. 10-16-5.

(B) The measure of liability shall be either: (a) the cost of repairing the damaged street or roadway improvements if the street or roadway improvements are partially damaged, or (b) the depreciated replacement cost of said street or roadway improvement if the street or roadway improvements are damaged beyond repair. The measure of liability shall also include all other expenses incurred by the authorities in control of said street or roadway improvements in providing a temporary detour, including without limitation a temporary structure, to serve the needs of traffic during the period of repair or replacement of the damaged street or roadway improvements.

Section 10-16-11. Fees for Police Escort.

When City of Dixon Police Department escorts are required for the safety of the motoring public pursuant to Sec. 10-16-5(f), the following fees shall be paid to the Permitting Authority by the applicant: \$40.00 per hour per escort vehicle based upon pre-estimated time of movement to be agreed upon between the Permitting Authority and applicant; provided, however, that a minimum fee of \$80.00 shall be imposed per escort vehicle.

Section 10-16-12. Overdimension Vehicles.

(A) It shall be unlawful for any person to be in control of, to drive, park, or move on or upon or across or for the owner to cause or knowingly permit to be parked, driven, or moved upon or across any street or highway under the jurisdiction of the City of Dixon any vehicle or combination of vehicles exceeding the size limitations set forth in Section 15-102 of the Illinois Vehicle Code (width), Section 15-103 of the Illinois Vehicle Code (height), or Section 15-107 of the Illinois Vehicle Code (length).

(B) The dimension limitations contained in this Section shall not apply to those vehicles excepted under Section 15-101(b) and (c) of the Illinois Vehicle Code, or as excepted under the respective sections of the Illinois Vehicle Code set forth above governing width, height, and length, respectively, or any vehicles otherwise not subject to such limitations under law.

Section 10-16-13. Penalty.

(A) Unless a penalty is provided elsewhere in this Chapter, any person, firm, or corporation violating or failing to comply with any provisions of this Chapter or any section of the Illinois Vehicle Code relating to overweight or overdimension vehicles as incorporated in this Chapter shall be subject to any and all applicable fines and penalties under the Illinois Vehicle Code (625 ILCS 5/1/100 *et seq.*).

(B) In the absence of a penalty provision set forth in this Chapter or a provision of the Illinois Vehicle Code governing penalties for such violation, any person, firm, or corporation violating or failing to comply with the provisions of this Chapter shall be fined not less than one hundred and no/100 dollars (\$100.00) and no more than seven hundred fifty and no/100 dollars (\$750.00) for each offense. A separate offense shall be deemed committed on each separate incident during which a violation occurs.

(C) In addition to seeking applicable fines, as herein provided, the City may authorize its attorney or his/her designee to institute any proper action in the name of the City of Dixon to enjoin any continuing violations of any provision of this Chapter.

SECTION 2: All prior ordinances and 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 valid, 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 become effective ten (10) days after passage and publication as required by law.

Passed by the Council of the City of Dixon, Illinois, on the _____ day of _____, 2015.

Mayor James Burke

ATTEST:

City Clerk

AYE

NAY

#13-D

**STANDARD AGREEMENT FOR CONSULTANT SERVICES AT ILLINOIS AIRPORTS
FOR ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES**

Authorized for use by
The Illinois Department of Transportation
Division of Aeronautics
Effective: June 2012

- | | |
|---|--|
| <input checked="" type="checkbox"/> Preliminary Assessment and Schematic Design | <input type="checkbox"/> Construction Phase Services |
| <input checked="" type="checkbox"/> Design Phase Services | <input type="checkbox"/> Planning and Special Services |

THIS AGREEMENT, made at Dixon, Illinois, this _____ day of _____
in the year 20____ by and between the City of Dixon
(hereinafter referred to as the "Sponsor"), and Crawford, Murphy & Tilly, Inc.
(hereinafter referred to as the "Consultant"). This Agreement expires 5 years from the date of execution.

WITNESSETH

The Sponsor intends to undertake the accomplishment of a project pursuant to the development of a public air navigation facility known as the Dixon Municipal Airport (C73) in Lee County, state of Illinois; and the project shall be identified as the Illinois Project No. C73-(tbd); AIP Project No. 3-17-SBGP-(tbd); The following is the detailed project title and description from the Illinois Department of Transportation's Office of Planning and Programming (OP&P) program letter which shall be carried through the development of the project (attach supplemental information as necessary in Section I.G., Detailed Scope of Services):

Install Perimeter Fence Along North Property Line

A detailed sketch of the proposed work, labeled ATTACHMENT P, shall be attached.

In consideration of the benefits which will accrue to the parties hereto by virtue of the Agreement and the respective covenants herein contained, IT IS MUTUALLY COVENANTED AND AGREED as follows:

The Consultant agrees to furnish executed "Certification of Engineer" and certain professional engineering services enumerated herein-after, in connection with the implementation and development of the aforesaid project.

The Department of Transportation, Division of Aeronautics within the state of Illinois shall act as Agent of the Owner/Sponsor for all matters involving the development of any public air navigation facility by virtue of the Illinois Aeronautics Act. The Illinois Aeronautics Act requires and directs the Illinois Department of Transportation, Division of Aeronautics (hereinafter referred to as the "Department") to *"regulate and supervise aeronautics within this state"*, with *"aeronautics"* defined as *"...the design, establishment, construction, extension, operation, improvement, repair or maintenance of airports..."*. The Department shall not expend any funds appropriated, or made available... for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Department. Financial assistance may include reimbursement to eligible airport Sponsors for... engineering costs directly related to projects financed in whole or in part by federal/state monies provided such engineering costs were approved by the Department prior to the payment of these costs by the airport Sponsor. The approval of engineering costs prior to payment shall qualify those costs for federal/state reimbursement but shall not constitute an obligation of federal/state funds.

Since the services contemplated under this Agreement are professional in nature, it is understood that the Consultant, acting as an individual, partnership, firm or other legal entity, is of professional status and will be governed by professional ethics in their relationship to the Department and the Sponsor. The Department acknowledges the professional and ethical status of the Consultant by approving this Agreement and the associated fees for federal/state eligibility (either in whole or part) on the basis of their qualifications and experience and determining their compensation by mutually satisfactory negotiations.

Any additions/deletions, revisions/modifications to this Agreement without the expressed written consent of the Department shall void this Agreement as it relates to state and federal funding participation eligibility.

I. ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES

The Consultant agrees to perform various professional engineering and planning services and provide necessary and required information pursuant to the accomplishment of the above referenced project.

It is understood that meetings will be common to all phases. The Consultant will coordinate project kick-off, pre-design and pre-construction meetings and project status update meetings, as required, in order to resolve project issues with the Department, Sponsor and/or other regulatory and review agencies. The Department shall be notified of scheduled agency meetings and given the opportunity to participate. Meetings for which effort will be billed shall be thoroughly documented by minutes with copies distributed to the Sponsor and the Department within 10 days of the meeting. Failure to properly document meeting discussions could result in the loss of part or all of the professional services compensation eligibility associated with this activity.

A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN

This phase includes activities required for agency coordination and permit development, non-routine surveys, testing and architectural/engineering preliminary design considerations of a project. Elements of this phase may include development of architectural schematic building designs and reports, non-routine geological and field investigations (soil borings and pavement cores), DCP testing, FWD testing (when used to evaluate pavement as part of a strengthening project), coordination of FAA reimbursable agreements, coordination of utility relocation agreements, coordination of force account activity (must be pre-approved by the Department in writing).

The Consultant shall furnish and/or perform engineering reconnaissance necessary for the preparation and development of an engineering report, bidding documents (design plans and specifications) including topographic field surveys, crack surveys, and sampling and testing for routine soils investigations (in accordance with ATTACHMENT J – Testing Schedule & ATTACHMENT K – Testing Rates & Cost Summary).

This phase will culminate in the submittal of a detailed engineering report with project alternatives and design recommendations and project completion timeline assessment.

The Consultant shall furnish an engineering report in accordance with standard practices and the provisions of ATTACHMENT E – Engineering Report. The report will include an analysis of preliminary surveys, geotechnical testing and alternative designs and include final project design recommendations.

The project completion timeline assessment will identify necessary effort required to complete the final project design (complete construction plans and specifications). This phase of project development will represent approximately 35% of the project design timeline. Project formulation should be consistent with the TIP submittal and the program letter project description (ATTACHMENT R). If not, identify components that have changed as a result of the preliminary assessment and schematic design analysis.

A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS A / A1.

B. DESIGN PHASE SERVICES

This phase shall include activities required to accomplish a project design in accordance with the established Aeronautics letting schedule project design timeline and approved letting date determined at the pre-design meeting. Requests for time extensions beyond the previously agreed-to submittal deadline dates (as established in the Department's Letting Schedule, ATTACHMENT Q, and this Agreement) must be made to the Department in writing not less

than 5 days prior to the due date of the submittal. The request for extension must be signed by the principal/officer of the Consultant's firm. Incomplete submittals will not be accepted. Milestone submittals include the engineering report (at 35% design timeline), plan / spec review (at 80% design timeline) and final submittal of all deliverables (at 100% design timeline). A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS B / B1. Elements of this phase may include:

1. CONSTRUCTION PLANS, SPECIAL PROVISIONS AND ESTIMATES

The Consultant shall prepare and furnish for Department review and comment construction plans, special provisions and construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) at the 80% project design timeline with detailed estimate of costs, estimated DBE participation goal and working/calendar day flow chart, for the particular design authorized in this Agreement.

2. CLARIFICATION OF PLANS

The Consultant shall render clarification of the construction plans and specifications, when and if such clarification is deemed necessary.

3. BIDDING ASSISTANCE

The Consultant shall assist the Sponsor and/or Department in the bidding process, analyze and summarize bid results.

C. CONSTRUCTION PHASE SERVICES – NOT INCLUDED THIS AGREEMENT

This phase shall include all basic services after the award. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS C / C1.

1. OFFICE ENGINEERING

a. SHOP DRAWINGS

Review the detailed construction, shop and erection drawings submitted by the contractor(s) for compliance with design concepts.

b. SUPPLEMENTARY SKETCHES

Preparation of elementary and supplementary sketches plus estimates required to resolve actual field conditions.

c. RECORD DRAWINGS

The Consultant shall prepare Record Drawings within thirty (30) days after the official Notification from the Department of the Official Acceptance of the Construction Work; and after approval by the Department, furnish said Department with one (1) set of such record drawings. The submittal format shall be in accordance with the current policies of the Department.

d. MATERIALS CERTIFICATION

Prior to reporting a pay item quantity for payment, the materials used and incorporated in, or associated with the pay item, shall be verified for specification compliance by the Consultant. The Consultant shall obtain and review all certifications and/or test results required by the policies of the Department and the Department's *Manual for Documentation of Airport Materials*. At the completion of, or any time prior to the completion of the final quantity of a pay item, the Consultant shall submit the aforementioned material certifications and/or test results, that were utilized for acceptance of material, to the Department for review and final approval. Prior to final

payment of engineering services under this agreement, the Consultant shall have submitted required certifications and test results to the Department, and the Consultant shall have signed the Department's MATERIALS CERTIFICATION FORM.

2. FIELD ENGINEERING

a. RESIDENT ENGINEER APPROVAL

The Consultant agrees to furnish the name and qualifications of the Resident Engineer in writing for approval of the participating agencies prior to the preconstruction conference that shall attend said preconstruction conference and shall perform the various professional engineering services required of the Resident Engineer in 2.b. thru 2.f. below and inspection of construction.

b. DAILY DIARY

The Resident Engineer shall maintain a daily diary. Copies shall be forwarded to the Department (ATTACHMENT F).

c. DUTIES OF RESIDENT ENGINEER

Furnish full time (unless part time is approved by the Sponsor and/or Department) Resident Engineering of construction including project inspection, field testing, and furnish surveying at the site of the work, whose duties shall include all reasonable, proper and customary duties as are usually and customarily furnished in connection with the general engineering of construction of such improvements, including but not limited to the following:

- i. Performance of acceptance and quality assurance tests when required by Department policy and/or contract specification. Examples of these tests include but are not limited to: Testing concrete for slump and air content; testing concrete for strength; testing bituminous concrete pavement for density using the nuclear method and using the Bulk Specific Gravity Method. Obtaining representative samples of miscellaneous materials such as paint, geotextile fabric, joint sealer, epoxy, polyester resin, etc. for testing as necessary, and/or as directed by the Department; performance of field density tests of earthwork embankments, backfills and subgrade; field density tests of subbase and base courses, and moisture content tests on materials where applicable; and, laboratory proctor tests where applicable. Test Reports shall be submitted to the Department within three (3) working days of the date the test was conducted.
- ii. Inspection/Measurement/Oversight of construction to determine that the work was completed in substantial conformance with the approved plans and specifications, and in compliance with the requirements set forth in the contract documents. All stop or start work orders shall be issued by the Department; the Resident Engineer shall recommend the orders. Document pay item quantities reported for pay in accordance with the latest revision of the Department's *Airport Construction Documentation Manual*.
- iii. Preparation and forwarding to the Department of periodic project reports required by the Department. Bi-weekly construction reports will be submitted to the Department, within three (3) calendar days of the end of the contractor's work week.
- iv. To obtain end review for specification compliance, material certifications and/or test results for all materials prior to their use in the construction.

- v. To reject for inclusion in the project, any materials that are delivered without certification and/or test results, or materials delivered with certification that has been found to be in noncompliance, or any defect found through visual inspection which renders the material unsuitable for inclusion in the project. The Department shall be notified when any rejections are made. Materials that are delivered without certification and/or test results may be stockpiled or stored in a manner acceptable to the Resident Engineer until such time as the certification and/or test result arrive and are reviewed and accepted by the Resident Engineer.
 - vi. Preparation of Reports required per the Sponsor's NPDES permit while providing on-site services, retaining all support documentation.
 - vii. Participate in audits performed to determine that the project is proceeding accordingly per the plans and specifications and adhering to AIP grant requirements.
- d. **FINAL INSPECTION**
- Initiate a request, upon substantial completion of all construction work, for a final inspection by the Department. When necessary, a punch list of uncompleted items and electrical checklist (if applicable) on the project shall be established at the final inspection. Submit a final acceptance letter (punch list complete) which shall certify to the Department and the Sponsor that, to the best of the Consultant's knowledge, information and belief, the work involved has been done in substantial conformance with the plans, specifications, and Contract Document, as the same shall have been modified, or supplemented by change order, supplementary contract or otherwise, and that such work is acceptable.
- e. **SAFEGUARD THE SPDNDR**
- Endeavor to safeguard the Sponsor against any defects and deficiencies on the part of the Contractor. The Resident Engineer does not guarantee the performance of the contract by the Contractor, except that the Resident Engineer shall ensure that, to the best of the Resident Engineer's knowledge, information and belief, the work has been done in substantial conformance with the approved plans and specifications and advise the Sponsor and/or the Department in writing of any known noncompliance set forth in the contract. This does not in any way mean that the Resident Engineer is a guarantor of the Contractor's work. The Resident Engineer assumes no responsibility for safety in, on or about the job site, nor shall the Resident Engineer have any responsibility for the safety or adequacy of any equipment, building component, scaffolding, forms or other work aids provided by the contractor; nor is the Resident Engineer responsible for the superintendence of the contractor's work or any acts of the contractor.
- f. **OTHER ENGINEERING SERVICES**
- Furnish other Engineering Services which may be required by the Sponsor, including surveys, sub-surface investigations, sampling, testing, and analysis of soils, offsite inspection of materials, laboratory testing, and inspection and control at central mixing plants. Where tests must be conducted by commercial laboratories, only those laboratories approved by the Department will be utilized. If any of these services are conducted by outside firms, the Resident Engineer shall submit copies of the executed contract for such services as specified in Section III.B., of this Agreement. The charges for such services shall be specified in the contract and will remain in effect until completion of the services and acceptance by the Consultant. Certified copies of the results of all tests required by the Department under this paragraph are to be mailed to the Department within five (5) calendar days after the tests are completed.

g. FINAL QUANTITIES

Final quantities associated with the accepted construction work shall be submitted to the Department within thirty (30) days after final acceptance of the construction work.

D. PLANNING AND SPECIAL SERVICES – NDT INCLUDED THIS AGREEMENT

This phase may involve activities or studies unrelated to or outside of the scope of basic design and construction phase engineering services routinely performed by the Consultant. Those activities may include master plan and airport layout plan development, environmental studies and assessments, PCI surveys, FWD testing (when used to evaluate pavement as part of a publication revision), first-order NGS monument surveys, boundary surveys, aeronautical surveys, photogrammetric surveys and topographic mapping, preparation of property ownership plats and easements, appraisal and land acquisition services, benefit / cost analysis studies, RSA determination studies, drainage studies and analyses, FEMA/FIRM map revisions and GIS updates. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS D / D1.

E. ENDORSEMENT OF DOCUMENTS

The Consultant will endorse and seal all final draft reports, contract plans, maps, right of way plats, and special provisions for construction contract documents. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Financial and Professional Regulation of the state of Illinois, being employed by the Consultant and responsible for the portion of the services for which license registration is required. These sealed documents will serve as the record documents for the services covered by the terms of the Agreement.

F. DELIVERABLES

At a minimum, the Consultant shall provide the Department (copy Sponsor upon request) the following deliverables:

1. Final project estimate of costs complete w/ professional services fees and sponsor reimbursement estimates.
2. DBE participation goal and breakout of DBE work.
3. QA verification of ELM Engineers Estimate for Schedule of Prices.
4. Calendar day estimate of construction and detailed breakout of critical work items and associated production rates.
5. One set of final construction plans (half-size) and special provisions – sealed by the Consultant and executed by the Sponsor.
6. One copy of the construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).
7. Original executed Consultant Project Certification (ATTACHMENT N).
6. Executed DBE Final Documentation (ATTACHMENT O).
9. Electronic copy/access of all information (via CD, electronic submittal or ftp site).

G. NOTICE-TO-PROCEED (NTP)

The Consultant shall not commence any phase of the work until the "official notice-to-proceed" (NTP) has been issued in writing either by the Sponsor or Department (via Office of Planning and Programming).

Services to be performed by the Consultant under this Agreement shall become eligible for funding participation consideration as of the date of the written NTP. The dated project program notification letter (i.e. Program Letter) from the Department's Office of Planning and Programming, indicating the project's inclusion in the state program and the estimated funding participation sources/levels, shall constitute the NTP. The Consultant shall schedule a project

For projects not covered by a program letter or with program letter pending, the Sponsor may issue the written NTP with concurrence from the Department. In such cases, the Sponsor is fully liable for all costs incurred as a result of such authorization pending future reimbursement once the project is programmed and a program letter is issued. The Sponsor/Consultant is required to schedule a project phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience.

In the absence of a written, dated notice-to-proceed, the execution date of this Agreement shall be used to determine the eligibility of service dates.

H. DETAILED SCOPE OF SERVICES (Attach / insert here).

[illegible]

The Sponsor agrees to pay the Consultant as compensation for rendering the professional services hereinabove described and submitted using the standard Department invoice forms (ATTACHMENTS G & H). Burden and overhead rates entered into this Agreement shall be in effect for the length of the agreement and will not be adjusted, except as may be determined under an audit of costs by the Auditor General or the Department. The rates used in this Agreement shall be the latest audited or provisional approved rates by IDOT as of the date of execution of this Agreement (approval letter must be attached). Should the rate change in the time between the final approval notification of fees and the execution of this Agreement, hours will be adjusted accordingly so that there is no increase in the final approved not-to-exceed amount.

Any professional services effort performed beyond the not-to-exceed limits expressed below, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN

For services outlined in Section I.A., Preliminary Assessment and Schematic Design, and further detailed in Section I.H., Detailed Scope of Services,

1. a lump sum payment of \$ 9,300.00
(representing approximately 35% of the total estimated professional services compensation for design phase services as determined from the TIP request). The fee shall be paid as a lump sum when the preliminary assessment and schematic design phase deliverables (outlined in Section I.A.) are approved and accepted by the Department.

B. DESIGN PHASE SERVICES

For services outlined in Section I.B., Design Phase Services, and further detailed in Section I.H., Detailed Scope of Services,

1. a cost plus a fixed payment of \$ 1,800.00

total amount not to exceed \$ 14,200.00 unless a major change or addition to the scope of services is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted by the Consultant and approved by the Department. The final charges shall be submitted after the Design Phase Services have been performed, approved and all deliverables accepted by the Department in accordance with the guidance outlined in Section I.F. This period of time expires 30 days after award of the construction contract. Any submittal after this time shall not be considered eligible for payment / reimbursement by the Department unless extended by the Department.
2. a lump sum payment of \$ n/a unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the design phase deliverables (outlined in Section I.F.) are approved and accepted by the Department.

C. CONSTRUCTION PHASE SERVICES

For services outlined in Section I.C., Construction Phase Services, and further detailed in Section I.H., Detailed Scope of Services,

1. a cost plus a fixed payment of \$ n/a

total amount not to exceed \$ n/a unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in

monthly installments submitted to and approved by the Sponsor (and/or Department if applicable). The final charges shall be as soon as possible after official notification from the Consultant of the acceptance of the construction work. A time line will be submitted at each billing cycle after 50% which will indicate a projection of the completed engineering fee vs. the contractor's progress.

If more than one contract exists for the project, the monthly invoices submitted by the Consultant shall detail the amounts of work accomplished under each separate contract. The invoices shall also indicate the dates that the services were performed. If these services are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall be reimbursed at his actual cost for obtaining these services. However, the total payment to the Consultant shall be within the "not to exceed" amount as previously stated unless an amendment to this agreement is approved by the Sponsor (and/or Department if applicable).

D. PLANNING AND SPECIAL SERVICES

For services outlined in Section I.D., Planning and Special Services, and further detailed in Section I.H., Detailed Scope of Services,

1. a cost plus a fixed payment of \$ n/a

total amount not to exceed \$ n/a unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted to and approved by the Sponsor. The final charges for the Special Services Phase shall be submitted within forty-five (45) days after official notification from the Consultant of the acceptance of the construction work or within 45 days after official notification from the Department of acceptance of other non-construction projects unless extended by the Department.

2. e lump sum payment of \$ n/a unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the deliverables are approved and accepted by the Department.

III. SPECIAL CONDITIONS

The Consultant shall render the services in accordance with generally accepted Professional Standards.

A. TERMINATION

(Reference: 49 CFR Part 18.36(i)(2); FAA Order 5100.38)

The Sponsor, by written seven (7) day notice, may terminate this agreement in whole or in part at any time, because of the failure of the other party to fulfill his agreement obligations. Upon receipt of such notice, the Consultant shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Sponsor all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may

have been accumulated by the Consultant in performing this agreement whether completed or in process.

1. If the termination is due to the failure of the Consultant to fulfill his agreement obligations, the Sponsor may take over the work and prosecute the same to completion by agreement or otherwise. In such case, the Consultant shall be liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
2. If, after notice of termination for failure to fulfill agreement obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Sponsor.
3. It is hereby understood and agreed that should the agreement be terminated, the Consultant shall be entitled to and shall receive a fee based on the amount of work accomplished and approved by the Department up to the day of notification of termination. The fee shall be equal to the sum of the actual number of man-hours of each category of work applied at a negotiated hourly rate, plus any outside services approved by the participating agencies and accomplished prior to the notification. If terminated under Section III.HH., Breach of Contract Terms, the Consultant will not be entitled to profit on the work accomplished.

B. CHANGE IN CONSTRUCTION PLANS

It is hereby understood and agreed that if the construction plans are completed in accordance with criteria and/or decisions made by the Sponsor (and/or the Department if applicable), and approved by the Department, and said construction plans are substantially changed or revised, for any reason other than the fault of the Consultant in preparing same, then the Consultant shall be entitled to compensation for rendering the services necessary to complete the changes. The amount of this fee shall be negotiated between the Sponsor, Consultant and the Department, and approved by the Department, and an amendment to the agreement should be accomplished prior to authorizing the Consultant to proceed with the changes. The fee shall be due and payable when the revisions are approved by the Sponsor and the Department.

It is the Consultant's responsibility to notify the Department as soon as possible when changes/revisions are identified that are beyond the scope of services contemplated under this Agreement.

C. HOLD HARMLESS

The Consultant shall be responsible to pay for all labor, material and equipment costs incurred and for any and all damages to property or persons to the proportionate extent arising out of the negligent performance of services under this agreement and shall indemnify and save harmless the Sponsor, (and/or the Department if applicable), their officers, agents and employees from all third party suits, claims, actions or damages of any nature whatsoever to the proportionate extent resulting therefrom. These indemnities shall not be limited by the listing of any insurance coverage. If any errors, negligent acts and/or omissions are made by the Consultant in any phase of the work under this agreement, the correction of which may require additional field or office work, the Consultant will be promptly notified and will be required to perform such additional services as may be necessary to correct these errors, negligent acts and/or omissions without undue delay and without additional cost to the Sponsor (and/or the Department if applicable). The Consultant shall be responsible for any damages incurred as a result of his errors, negligent acts and/or omissions and for any losses or cost to repair or remedy construction as a result of his errors, omission and/or negligent acts, to the extent such error, omission or negligent act breaches the Professional Standard of care. The Consultant shall not be responsible for any consequential damages of the Sponsor or the

Department. Neither the Consultant, nor the Sponsor, nor the Department shall be obligated for the other parties' negligence or for the negligence of others.

D. DRAWING OWNERSHIP

It is further mutually agreed by the parties hereto that reproducible copies of the drawings, computer disks, tracings, construction plans, specifications and maps prepared or obtained under the terms of the contract shall be delivered to and become the property of the Sponsor and basic survey notes and sketches, charts, computations and other data shall be made available upon request of the Sponsor. If any information is used by the Sponsor or another Consultant such use or reuse by the Sponsor or others shall be at the sole risk and without liability or legal exposure to the Consultant.

E. CONTRACT FOR OUTSIDE SERVICES

If any of the services outlined in Section I. are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall provide an executed contract between the person(s) or firm and the Consultant outlining the services to be performed and the charges for the same. Two (2) copies of the executed contract shall be submitted to the participating agencies for approval prior to the services being performed; all covenants and Special Conditions shall be included and binding on all subcontracts.

F. FORMERLY NOTICE TO PROCEED (See Section I.G.)

G. SUBLET AGREEMENT

Each party binds himself, his partners, successors, executors, administrators and assigns, to the other part of this agreement and to the partners, successors, executors, administrators and assigns for such other party at all covenants of this Agreement.

Except as above, neither the Sponsor nor the Consultant shall assign, sublet or transfer his interest in this agreement without the written consent of the other party hereto.

H. AGREEMENT EXPIRES

This agreement expires upon final approval and acceptance of the completed project(s) by the Sponsor (and/or Department as applicable), and after all final engineering charges have been paid to the Consultant as of the date of project close-out or after five years from the date of execution, whichever comes first. Payment liability by the State is as outlined above (see Section I.G., Notice to Proceed and Section II., Consultant Compensation).

I. EQUAL EMPLOYMENT OPPORTUNITY

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)

The Consultant agrees to conduct the services in compliance with all the requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964, Part 21 of the Regulations of the Secretary of Transportation, and Executive Order No. 11246, "Equal Employment Opportunity," as amended.

During the performance of this contract, the Consultant, for itself, its assigns and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. Compliance with Regulations. The Consultant shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be

amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including, Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event the Consultant's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Consultant under the contract until the Consultant complies, and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions. The Consultant shall include the provisions of paragraphs 1 through 5 (above) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the sponsor may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the sponsor and/or Department to enter into such litigation to protect the interests of the sponsor and, in addition, the Consultant.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCES

1. Policy. It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this agreement.

2. DBE Obligation. The Consultant agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all Consultants shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Consultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

J. OPEN ACCESS TO DOCUMENTS

(Reference: 49 CFR Part 18.36(i); FAA Order 5100.38)
(Public Act 90-0572 Section 20-65; Public Act 87-991)

The Consultant shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the Consultant agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

K. CERTIFICATION OF CAPACITY TO CONTRACT

(Public Act 90-0572, Section 50-13)

It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices of State government, or who is an officer or employee of the Illinois Building Authority or the Illinois Toll Highway Authority, or who is the wife, husband or minor child of any such person, to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper or for any services, materials or supplies, which will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Illinois Building Authority or the Illinois Toll Highway Authority. Payments made for a public aid recipient are not payments pursuant to a contract with the State within the meaning of this Section.

It is unlawful for any firm, partnership, association or corporation in which any such person is entitled to receive more than 7 1/2% of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

It is unlawful for any firm, partnership, association or corporation in which any such person together with his spouse or minor children is entitled to receive more than 15%, in the aggregate, of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

Nothing in this Section invalidates the provisions of any bond or other security hereto or hereafter offered for sale or sold by or for the State of Illinois.

This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his spouse, minor child or any combination of such persons, if that contract was in existence before his election or employment as such officer, member, or employee. Such a contract is void, however, if it cannot be completed within 6 months after such officer, member, or employee takes office, or is employed.

This Section does not apply to (1) a contract for personal services as a teacher or school administrator between a member of the General Assembly or his spouse, or a State officer or employee or his or her spouse, and any school district, public community, college district, the University of Illinois, Southern Illinois University or any institution under the control of the Board of Governors of State Colleges and Universities or under the control of the Board of Regents or (2) a contract for personal service of a wholly ministerial character including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly or (3) payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

Any person convicted of a violation of this Section shall be guilty of a business offense and shall be fined not less than \$1,000 nor more than \$5,000.

The appropriate Certification of Capacity to Contract will be executed in Section III.X., of this agreement.

L. THE CONSULTANT SELECTION

(Reference: 49 CFR Part 16; FAA AC 5100-14D or latest revision)
(30 ILCS 535; IDOT-Aeronautics Administrative Bulletin: 2010-02)

The Dixon Municipal Airport hereby certifies that it
(Sponsor)
has completed the prescribed qualifications based consultant selection procedures.

The firm of (Crawford, Murphy & Tilly, Inc.) of (Springfield, IL) has
(Consultant) (Location)
been selected to provide the engineering services required for the project on:

September 2, 2014
(Date)

A copy of the executed Retainer Agreement identifying the project covered by this Agreement is included as ATTACHMENT U.

M. AMENDMENTS TO THE AGREEMENT

All effort recorded to document a claim for additional compensation must be delineated separately from the original scope of services with personnel, classifications, dates worked, rates, hours and services thoroughly detailed and clearly identified.

The Department shall be notified of potential amendment requests at the earliest possible opportunity once it has been determined that any of the following three circumstances may exist. Any amendments to the Agreement which increases the fee or the time of performance must contain one of the following written determinations (with support documentation) depending upon the circumstances of the change.

1. The undersigned determine that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
2. The undersigned determine that the circumstances which necessitate this change were not within the contemplation of the contract as signed.
3. The undersigned determine that this change is in the best interest of the state of Illinois and is authorized by law.

Date

Sign Name

Print Name

Title

Any professional services effort performed beyond the not-to-exceed limits expressed in Section II. Consultant Compensation, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

N. CERTIFICATION OF CONSULTANT

(Public Act 90-0572 Section 50-5)

I hereby certify that I am the Vice President (title) and duly

authorized representative of the firm Crawford, Murphy & Tilly, Inc.

whose address is 2750 West Washington Street, Springfield, IL 62702, and that neither I nor the above firm I here represent has:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this Agreement,
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
3. paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract, except as here expressly stated (if any):

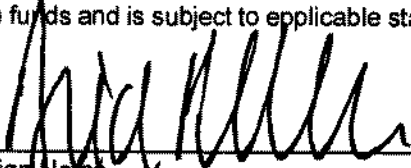
The firm certifies by execution:

1. it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm, nor has the firm been barred from being awarded a contract or subcontract.

2. it has not been barred from contracting with a unit of state or local government as a result of a violation of the Criminal Code of 1961.

I acknowledge that this certification is to be furnished to the Federal Aviation Administration of the United States' Department of Transportation in connection with this contract involving participation of Airport Improvement Program (AIP) funds and is subject to applicable state and Federal laws, both criminal and civil.

12/2/2014
Date


Signature

Brian R. Welker, P.E.
Print Name

Vice President, Aviation Group Manager
Title

O. FEDERAL TAXPAYER IDENTIFICATION NUMBER

The following statement is made under penalty of perjury:

"The Firm's correct Federal Taxpayer Identification Number is 37-0844662
(I am) (This firm is) doing business as a (please check one):

 Individual Partnership ☒ Corporation

P. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION
(Reference: 49 CFR Part 26)

Contract Assurance (§26.13) - The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DDT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

In keeping with the DBE plan adopted by the Sponsor, the Consultant shall take all necessary and reasonable steps to attain DBE participation in this contract.

The work for each subconsultant should be listed separately. If the subconsultant is being utilized to meet the project DBE goal, they must be prequalified in that category and certified as a DBE in that category. Please indicate that they are certified in that category. The certification list is available on the Department's website on the "Doing Business" menu under Small Business Enterprises and IL UCP directory <http://www.dot.il.gov/ucp/ucp.html#DBE> Directory. The percent of work is computed based on the individual subconsultant's work effort in each category

Firm Name: _____

Subcontract Amount (\$): _____

Prequalification Category	% of Work	DBE Certification
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more than one subconsultant is being used, attach additional sheets.

NOTE: All final payment requests shall include a completed ATTACHMENT O - DBE Final Documentation or the complete information on the Consultant's format.

Q. DISCRIMINATION

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)
(Executive Order 11246 of September 24, 1965; 41 CFR Part 60)

The Consultant agrees not to commit unlawful discrimination in employment in Illinois and further agrees to take affirmative action to ensure that no unlawful discrimination is committed.

R. DUES/FEEES TO CLUBS WHICH DISCRIMINATE

(775 ILCS 25/2 Source: P.A. 85-909)

The Consultant of the business entity certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agent or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates.

S. CONFLICT OF INTEREST

(Public Act 90-0572 Section 50-13)

The Consultant agrees to comply with the provision of the Illinois Public Act prohibiting conflict of interest and all the terms, conditions and provisions of those Sections apply to this contract and are made a part of this contract the same as though they were incorporated and included herein.

T. FELONY CONVICTION

(Public Act 90-5072 Section 50-10)

The Consultant certifies that if he/she or the business entity has been convicted of a felony, at least five years has passed since the completion of the sentence as of the contract date.

U. ILLINOIS HUMAN RIGHTS NUMBER

The Consultant must have an Illinois Department of Human Rights prequalification number, or have an application on file with the Illinois Department of Human Rights office at the State of Illinois Center, Suite 10-100, 100 West Randolph, Chicago, Illinois 60601 (refer to Department of Human Rights form).

(#IDHR PC-1/IL 442-0010). IDHR # 01876-00-4

V. EDUCATIONAL LOAN DEFAULT
(5 ILCS 385).

The Consultant certifies that, if this agreement is with an individual or individuals, that he/she is not in default on an educational loan.

W. DRUG FREE WORKPLACE
(30 ILCS 580).

If the Consultant has 25 or more employees, the following certification shall apply and, by signing this document, the Consultant certifies as follows:

1. The Consultant certifies that he will provide a drug free workplace in compliance with the Drug Free Workplace Act ("Act"). Specifically, Consultant certifies he will do the following:
 - a. Publish a statement:
 - i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Consultant's workplace.
 - ii. Specifying the actions that will be taken against employees for violations of such prohibition.
 - iii. Notifying the employee that, as a condition of employment on this agreement, the employee will:
 - 1) abide by the terms of the statement; and
 - 2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
 - b. Establish a drug free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the Consultant's policy of maintaining a drug free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug violations.
 - c. Give a copy of the statement described above to each employee engaged in the performance of the contract and post the statement in a prominent place in the workplace.
 - d. Notify the State within 10 days after receiving notice under part (a)(3)(B) above from an employee or otherwise receiving actual notice of such conviction.
 - e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by §5 of the Act.
 - f. Assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicate that a trained referral team is in place.
 - g. Make a good faith effort to continue to maintain a drug free workplace through implementation of §3 of the Act.

If an individual, the Consultant further certifies that he will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the agreement.

X. CAPACITY TO CONTRACT
(Public Act 90-0572)

The Consultant certifies that the Corporation's certificate of Authority to do business in Illinois, is in good standing with the Secretary of State's Office.

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Corporation)

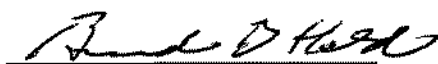
The undersigned, being a duly elected Vice President and Associate of

Crawford, Murphy & Tilly, Inc., a corporation, hereby certify that they have read Public Act 90-0572 Section 50-13 and that they have checked the records of the corporation and that no person who is entitled to receive individually more than 7 1/2% of the total distributable income of the corporation, or together with their spouse or minor child more than 15% of the total distributable income of the corporation, is (i) an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; or (iii) a spouse or a minor child of any such enumerated person.

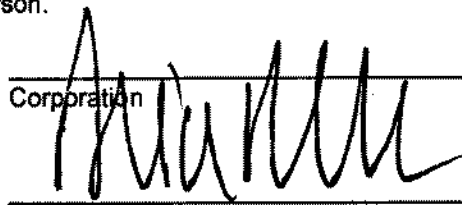
2ND day of DECEMBER, AD, 2014

Corporation

BY



BY



Bernard D. Held, P.E., Sr. Vice President
Printed Name & Title

Brian R. Welker, P.E., Vice President
Printed Name & Title

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Partnerships and Non-Corporate Firms and Associations)

The undersigned, being each and every one of the partners/members/associates/(other) of

N/A, hereby certify on behalf of themselves individually, that they have read Public Act 90-0572 Section 50-13 and that (i) they are not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; nor a spouse or minor child of any such enumerated person; or (ii) that they are such an enumerated person but that they are not entitled to receive individually more than 7 1/2% of the total distributable income of the partnership/firm/association, or together with their spouse or a minor child more than 15% of the total distributable income of the partnership/firm/association.

_____ day of _____, AD, 20_____

BY _____

BY _____

Printed Name & Title

Printed Name & Title

d/b/a _____
(Name)

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Individual Consultants)

I, N/A
(Name)

hereby certify that I have read Public Act 90-0572 Section 50-13 and I further certify (i) that I am not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) that I am not an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; and (iii) that I am not a spouse or a minor child of any such official, member, officer or employee.

____ day of _____, AD, 20____

BY _____

Printed Name & Title

d/b/a _____
(Name)

Y. CERTIFICATION REGARDING LOBBYING

(Reference: 49 CFR Part 20, Appendix A)

Certification for Contracts, Grants, Loans and Cooperative Agreements.

The Consultant certifies compliance with Section 319 of Public Law 101-102 and to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Z. INTERNATIONAL BOYCOTT

(Applicable to contracts in excess of \$10,000):

The Consultant certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act. The Consultant makes the certification set forth in Section 5 of the International Anti-Boycott Certification Act.

AA. NON-APPROPRIATION CLAUSE

Obligations of the State will cease immediately without penalty or further payment being required in any fiscal year the Illinois General Assembly fails to appropriate or otherwise make available sufficient funds for payment of this Agreement.

BB. DEBT CERTIFICATION

The Consultant certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500/50-11 and 50-12. The Consultant further acknowledges that the contracting State agency may declare the contract void if the preceding certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the

State during the term of the contract.

CC. GOODS FROM CHILD LABOR ACT

The Consultant certifies in accordance with Public Act 94-0264 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

DD. QUALIFICATION BASED SELECTION ACT

(Reference: 49 CFR Part 18.36; FAA Order 5100.38; FAA AC 150/5100-14 (latest))

The parties hereby certify that there was compliance with the provisions of the State of Illinois' Architectural, Engineering and Land Surveying Qualifications Based Selection Act, Chapter 30 ILCS 535 in the procurement of the services covered by this Agreement.

EE. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

(Reference: 49 CFR Part 29; FAA Order 5100.38)

The Consultant certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

FF. RIGHTS TO INVENTIONS

(Reference: 49 CFR Part 18.36(i)(8); FAA Order 5100.38)

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.

GG. TRADE RESTRICTION CLAUSE

(Reference: 49 CFR Part 30.13; FAA Order 5100.38)

The Consultant or subconsultant, by submission of an offer and/or execution of a contract, certifies that it:

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
3. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Consultant or subconsultant who is unable to certify to the above. If the Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the Consultant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant unless it has knowledge that the certification is erroneous.

The Consultant shall provide immediate written notice to the sponsor if the Consultant learns that its certification or that of a subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. The subconsultant agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the Consultant or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

HH. BREACH OF CONTRACT TERMS

(Reference: 49 CFR Part 18.36)

Any violation or breach of terms of this contract on the part of the Consultant or their subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Policies and procedures for procurement of professional services are established in Federal Regulation Title 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements. The Airport and Airway Improvement Act (AAIA) of 1982, as amended, serves as the enabling legislation. The parties agree that these policies and procedures have been followed.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at

Dixon, Illinois, this _____, 2014.
(city) (date) (year)

ATTEST:

(SEAL)

City of Dixon
(Sponsor Name)

(Federal Employee's Identification Number)

BY _____

Printed Name & Title

BY _____

Printed Name & Title

ATTEST:

(SEAL)

(Consultant Name)

37-8844662
(Federal Employee's Identification Number)

BY Bernard D. Held

Bernard D. Held, P.E., Sr. Vice President
Printed Name & Title

BY Brian R. Welker

Brian R. Welker, P.E., Vice President
Printed Name & Title

LIST OF ATTACHMENTS

<u>ATTACHMENT A / A1</u> –	PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT B / B1</u> –	DESIGN PHASE SERVICES <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT C / C1</u> –	CONSTRUCTION PHASE SERVICES <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT D / D1</u> –	PLANNING AND SPECIAL SERVICES <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT E</u> –	ENGINEERING REPORT (General Guidance)
<u>ATTACHMENT F</u> –	RESIDENT ENGINEER'S DIARY (Standard Format)
<u>ATTACHMENT G</u> –	COST PLUS FIXED PAYMENT INVOICE (Standard Format)
<u>ATTACHMENT H</u> –	LUMP SUM INVOICE (Standard Format)
<u>ATTACHMENT I</u> –	EFFORT DETAIL BREAKDOWN (Standard Format)
<u>ATTACHMENT J</u> –	TESTING SCHEDULE
<u>ATTACHMENT K</u> –	TESTING RATES & COST SUMMARY
<u>ATTACHMENT L</u> –	SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS
<u>ATTACHMENT M</u> –	SUMMARY OF OVERHEAD AND INDIRECT COSTS
<u>ATTACHMENT N</u> –	PROJECT CERTIFICATION
<u>ATTACHMENT O</u> –	DBE FINAL DOCUMENTATION
<u>ATTACHMENT P</u> –	PROJECT SKETCH
<u>ATTACHMENT Q</u> –	PROJECT LETTING SCHEDULE
<u>ATTACHMENT R</u> –	OP&P PROGRAM LETTER
<u>ATTACHMENT S</u> –	CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL / ADMINISTRATIVE EXPENSE RATE LETTER
<u>ATTACHMENT T</u> –	CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS
<u>ATTACHMENT U</u> –	RETAINER AGREEMENT

Dixon Municipal Airport

Install North Perimeter Fence

Attachment A

Preliminary Assessment and Schematic Design Phase Services

ESTIMATE OF CDSTS

<u>CATEGDRY</u>		<u>AMOUNT</u>
1 <u>Direct Salary Costs</u>		\$ 3,301.21
2 <u>Labor and General and Administrative Overhead¹</u>	56.81%	\$ 1,875.42
3 <u>Direct Nonsalary Expenses</u>	79.88%	\$ 2,637.01
Lodging ^{2,3}		\$ -
Meals/Per Diem ^{2,3}		\$ -
Transportation ²		\$ 240.00
Materials & Supplies		\$ 25.00
Printing		\$ 15.00
CADD time ⁴		\$ -
Other Costs (Excluding outside Services)		\$ 25.00
4 <u>Fixed Payment⁵</u>		\$ 1,200.00
5 <u>Outside Services/Subconsultants</u>		\$ -
none anticipated	\$ -	
Estimate of Total Costs:		\$9,318.64
Lump Sum Total Amount Not to Exceed:		Use = \$9,300.00

Estimated Construction Cost

Federal/State/Local \$125,000

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ Maximum CADD rate shall be \$15.00/hour.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (DH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

ATTACHMENT A-1

Preliminary Assessment and Schematic Design Phase Services

ESTIMATE OF SALARY EXPENSE

	TIME REQUIRED	HOURLY	SALARY
<u>CLASSIFICATION</u>	<u>(HOURS)</u>	<u>WAGE</u>	<u>EXPENSE</u>
PRINCIPAL	0	\$68.33	\$0.00
SENIOR PROJECT ENGINEER	2	\$56.51	\$113.02
PROJECT ENGINEER	8	\$43.94	\$351.52
SENIOR ENGINEER	18	\$33.98	\$611.64
ENGINEER	23	\$27.55	\$633.65
REGISTERED LAND SURVEYOR	2	\$39.23	\$78.46
SENIOR TECHNICIAN	31	\$33.55	\$1,040.05
ENGINEERING TECHNICIAN	18	\$25.20	\$453.60
CLERK/TYPIST	1	\$19.27	\$19.27
		<u>AVERAGE</u>	
TOTAL	103	\$32.05	\$3,301.21

*Classifications may be adjusted as per Consultant's work force.

Dixon Municipal Airport

Install North Perimeter Fence

Preliminary Assessment and Schematic Design Phase Services

Attachment A-2

Cost Estimate of Consultant Services (By Task)

Element of Work	Hours	Ave. Hourly Rate	Total Direct Labor	% of Total Labor
Preliminary Assessment/Schematic Design				
1 Field Investigations/Surveys	40	\$29.94	\$ 1,197.49	36.27%
2 User Coordination	2	\$33.98	\$ 87.96	2.06%
3 Preliminary Design - 35% Design Report (subtotal)	49	\$31.49	\$ 1,543.10	46.74%
General Scope Development/Overall Limits	8	\$31.67	\$ 253.37	7.68%
Preliminary sequence of construction	5	\$33.31	\$ 166.57	5.05%
Existing Conditions/Removals	5	\$31.24	\$ 156.18	4.73%
Site Plan/Horizontal/Vertical Alignment	4	\$30.66	\$ 122.63	3.71%
Fencing Layout and Details	13	\$29.89	\$ 388.58	11.77%
Electrical Gate System	7	\$31.67	\$ 221.87	6.71%
Preliminary opinion of probable cost/quantity evaluation and funding review	7	\$33.44	\$ 234.10	7.09%
4 Design conference(s) with C73/IDA	6	\$37.30	\$ 223.80	6.78%
5 Agency Coordination/Permitting	1	\$56.51	\$ 56.51	1.71%
8 Progress/Review Meetings	1	\$33.96	\$ 33.98	1.03%
7 Quality Control and Constructability Review	2	\$38.96	\$ 77.92	2.36%
8 Project Management	2	\$50.23	\$ 100.45	3.04%
Totals	103	\$32.05	\$ 3,301.21	100%

Dixon Municipal Airport

Install North Perimeter Fence

Attachment B

Design Phase Services

ESTIMATE OF COSTS

<u>CATEGORY</u>		<u>AMOUNT</u>
1 <u>Direct Salary Costs</u>		\$ 5,109.06
2 <u>Labor and General and Administrative Overhead</u> ¹	56.81%	\$ 2,902.46
3 <u>Direct Nonsalary Expenses</u>	79.88%	\$ 4,081.12
Lodging ^{2,3}		\$ -
Meals/Per Diem ^{2,3}		\$ -
Transportation ²		\$ 165.00
Materials & Supplies		\$ 30.00
Printing		\$ 120.00
CADD time ⁴		\$ -
Other Costs (Excluding outside Services)		\$ 25.00
4 <u>Fixed Payment</u> ⁵		\$ 1,800.00
5 <u>Outside Services/Subconsultants</u>		-
none anticipated		
Estimate of Total Costs:		\$ 14,232.64
Cost Plus Fixed Fee Total Amount Not to Exceed:		Use = \$ 14,200.00

Estimated Construction Cost

Federal/State/Local \$125,000

Attach a sketch labeled ATTACHMENT P in sufficient detail to clearly delineate the proposed areas of work.

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ Maximum CADD rate shall be \$15.00/hour.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

ATTACHMENT B-1

Design Phase Services

ESTIMATE OF SALARY EXPENSE

<u>CLASSIFICATION</u>	<u>TIME REQUIRED</u> <u>(HOURS)</u>	<u>HOURLY</u> <u>WAGE</u>	<u>SALARY</u> <u>EXPENSE</u>
PRINCIPAL	0	\$68.33	\$0.00
SENIOR PROJECT ENGINEER	7	\$56.51	\$395.57
PROJECT ENGINEER	14	\$43.94	\$615.16
SENIOR ENGINEER	34	\$33.98	\$1,155.32
ENGINEER	49	\$27.55	\$1,349.95
REGISTERED LAND SURVEYOR	0	\$39.23	\$0.00
SENIOR TECHNICIAN	39	\$33.55	\$1,308.45
ENGINEERING TECHNICIAN	9	\$25.20	\$226.80
CLERK/TYPIST	3	\$19.27	\$57.81
<hr/>			
		AVERAGE	
TOTAL	155	\$32.96	\$5,109.06

*Classifications may be adjusted as per Consultant's work force.

Dixon Municipal Airport

Install North Perimeter Fence

Design Phase Services

Attachment B-2

Cost Estimate of Consultant Services (By Task)

Element of Work	Hours	Hourly Rate	Total Bid Price	% of Total Bid Price
Design/Bidding Phase (Per Section I.B. of Agreement)				
1 Prel. Design Follow-up/Design Report 35% Addendum	3	\$37.18	\$ 111.47	2.18%
2 Design conference(s) with C73/IDA	4	\$38.96	\$ 155.84	3.05%
3 Plan Development - Detailed Design (80% Level) (subtotal)	85	\$31.74	\$ 2,697.84	52.81%
Cover/Summary of Quantities/General/Comps.	18	\$31.65	\$ 569.71	11.15%
Preliminary sequence of construction	7	\$32.19	\$ 225.32	4.41%
Existing Conditions/Removals	9	\$30.93	\$ 278.38	5.45%
Site Plan/Horizontal/Vertical Alignment	5	\$28.75	\$ 143.75	2.81%
Fencing Layout and Details	19	\$30.74	\$ 584.00	11.43%
Electrical Gate System	15	\$32.76	\$ 491.36	9.62%
Specifications; Bid Documents; Opinion of Probable Cost Detailed Design 80% Level	12	\$33.78	\$ 405.32	7.93%
4 Plan Development - Final Design (80% - 100% Level) (subtotal)	44	\$32.96	\$ 1,449.93	28.36%
Cover/Summary of Quantities/General/Comps.	11	\$32.75	\$ 360.28	7.05%
Preliminary sequence of construction	3	\$31.55	\$ 94.65	1.85%
Existing Conditions/Removals	3	\$31.55	\$ 94.65	1.85%
Site Plan/Horizontal/Vertical Alignment	3	\$31.55	\$ 94.65	1.85%
Fencing Layout and Details	9	\$33.53	\$ 301.77	5.91%
Electrical Gate System	8	\$32.41	\$ 259.30	5.08%
Specifications; Bid Documents; Opinion of Probable Cost Detailed Design 100% Level	7	\$34.95	\$ 244.63	4.79%
5 Agency Coordination/Permitting	2	\$30.77	\$ 61.53	1.20%
6 Progress/Review Meetings	2	\$30.77	\$ 61.53	1.20%
7 Quality Control and Constructability Review	4	\$42.10	\$ 168.41	3.30%
8 Project Management	4	\$42.10	\$ 168.41	3.30%
9 Miscellaneous bid administration: addenda; respond to questions during bidding; analysis of bids; etc.	7	\$33.44	\$ 234.10	4.58%
Totals	155	\$32.96	\$ 5,109.06	100%

ATTACHMENT C

CDNSTRUCTION PHASE SERVICES – NDT INCLUDED WITHIN THIS AGREEMENT

ESTIMATE OF COSTS

<u>Category</u>	<u>Amount (\$)</u>
1. <u>Direct Salary Costs</u>	_____
2. <u>Labor and General and Administrative Overhead</u> ¹	_____
3. <u>Direct Nonsalary Expenses</u>	
Lodging ^{2,3}	_____
Meals/Per Diem ^{2,3}	_____
Transportation ²	_____
Materials & Supplies	_____
Printing	_____
CADD time ⁴	_____
Other Costs (excluding outside services)	_____
4. <u>Fixed Payment</u> ⁵	_____
5. <u>Outside Services</u>	_____
Cost Plus Fixed Payment	
Total Amount Not to Exceed	\$ _____

Estimated Number of Calendar Days: _____

Estimated Days of On-Site Resident Engineer Services: _____

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe end general / administrative axpense rates must be attached (ATTACHMENT S) for varification of rates.
- 2/ Current approved rates establishad by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ Maximum CADD rate shall be \$15.00/hour.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

ATTACHMENT C-1

CONSTRUCTION PHASE SERVICES – NOT INCLUDED WITHIN THIS AGREEMENT

ESTIMATE OF SALARY EXPENSES

Classification*	Hours	\$Rate/Hour	Cost (\$)
Principal			
Vice Principal			
Project Manager			
Senior Project Engineer			
Senior Project Architect			
Project Engineer			
Resident Engineer			
Senior Engineer			
Senior Architect			
Engineer			
Planner			
Registered Land Surveyor			
Land Surveyor			
Senior Engineering Technician			
Engineering Technician			
Engineering Assistant			
CADO/Draftsman/Technician			
Clerical			
Total	(hours)	(average)	\$ (total direct salary costs) (ATTACHMENT C)

*Classifications may be adjusted as per Consultant's work force.

ATTACHMENT D

PLANNING AND SPECIAL SERVICES – NDT INCLUDED WITHIN THIS AGREEMENT

ESTIMATE OF COSTS

<u>Category</u>	<u>Amount (\$)</u>
1. <u>Direct Salary Costs</u>	_____ (ATTACHMENT D-1)
2. <u>Labor and General and Administrative Overhead</u> ¹	_____
3. <u>Direct Nonsalary Expenses</u>	
Lodging ^{2,3}	_____
Meals/Per Diem ^{2,3}	_____
Transportation ²	_____
Materials & Supplies	_____
Printing	_____
CADD time ⁴	_____
Other Costs (excluding outside services)	_____
4. <u>Fixed Payment</u> ⁵	_____
5. <u>Outside Services</u>	_____
	Cost Plus Fixed Payment
	Total Amount Not to Exceed \$ _____
OR	
	Lump Sum
	Total Amount Not to Exceed \$ _____

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ Maximum CADD rate shall be \$15.00/hour.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

ATTACHMENT D-1

PLANNING AND SPECIAL SERVICES – NOT INCLUDED WITHIN THIS AGREEMENT

ESTIMATE OF SALARY EXPENSES

Classification*	Hours	\$Rate/Hour	Cost (\$)
Principal			
Vice Principal			
Project Manager			
Senior Project Engineer			
Senior Project Architect			
Project Engineer			
Project Architect			
Senior Engineer			
Senior Architect			
Engineer			
Planner			
Registered Land Surveyor			
Land Surveyor			
Senior Engineering Technician			
Engineering Technician			
Engineering Assistant			
CADD/Draftsman/Technician			
Clerical			
Total	(hours)	(average)	\$ (total direct salary costs) (ATTACHMENT D)

*Classifications may be adjusted as per Consultant's work force.

ATTACHMENT E

ENGINEERING REPORT (General Guidance)

The Engineering Report is to be prepared by the Consultant and submitted to the Sponsor and/or Department, if possible, prior to starting Plans and Specifications. The Report shall include, at a minimum, a discussion of the following elements which are applicable and any other elements deemed necessary by the Department:

1. Introduction, project overview and consistency with approved ALP, justification, scope, authorization, funding, required environmental actions and schedule.
2. Investigations and evaluations, including pavement history, PCI information, topographic survey data, soil sampling and testing, boring logs, CBR test results, subgrade stabilization considerations, and seasonal frost issues.
3. Pavement design considerations, including pavement types and/or alternates; any unusual design and reasons therefore, selection of design CBR value, traffic distribution, and reported pavement strength.
4. Rehabilitation, strengthening and/or overlay work shall be detailed as to the type of work required, including existing pavement conditions, material selection considerations, thickness design and economic analysis.
5. Construction features which vary from FAA criteria should be identified including the problem(s) facts, alternative solutions, and/ or desired solution. Is the desired solution the most economical?
6. Items such as materials sources, soils, drainage, water for construction, cost of land vs. development, contractor resources, available finances, and stage development. The report should say how these factors affected the decisions made by the Consultant in the design.
7. Explanation of drainage design criteria including explanation of drainage districts data INPUT and off-site drainage impact on design. Include drainage calculations and modeling.
8. Special considerations for local circumstances such as available material, equipment, contractors, and airport sponsored events.
9. Consultant's choice of options for the lighting design; similar explanation of choices made for the drainage, fencing, turfing and marking, including decisions regarding cover crop seeding.
10. Approach conditions which will result from proposed work and comparison with FAA criteria.
11. Analysis of potential RSA determination (if applicable).
12. Development of PCN for runway strengthening and rehabilitation projects.
13. Description of non-AIP work and quantity separation from AIP eligible items.
14. Identify work to be done by others such as utility companies and airports sponsor forces.
15. The Consultant's preliminary estimate of construction costs, fees and expenses shall be included.
16. A discussion of project safety concerns (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) shall be included.
17. A discussion of project phasing / sequencing and estimate of construction calendar days shall be included.

ATTACHMENT F



**Illinois Department
of Transportation**

Resident Engineer's Diary

Airport: _____ Date: _____

Contractor: _____ IL Project No.: _____ AIP Project _____

Temperature _____ °F Wind: _____ Weather Conditions: _____

Status: ☐ Active ☐ Suspended Jobsite Conditions: ☐ Workable ☐ Non-workable

Controlling Item: _____

Workforce

Consultant (# of people, hours): _____

Contractor (# of people, equipment, hours): _____

Daily Work

Pay Items / General Location: _____

Instructions to Contractor / Unusual Events: _____

Verbal Approvals (official & item): _____

Additional Work (change order, etc.): _____

Official Visitors: _____

Materials Deliveries (material, quantity, quality) / Testing (test, location, corrective action):

Other: _____

Calendar Deys: _____ Awarded DBE Onsite? (yes or no)

_____ Charged Own forces used? (yes or no)

_____ Remaining Own equipment used? (yes or no)

Submitted _____ Firm: _____ Date: _____

ATTACHMENT G

COST PLUS FIXED PAYMENT INVOICE (Standard Format)

To: _____, Chief Engineer
Illinois Department of Transportation
Division of Aeronautics
Abraham Lincoln Capital Airport
1 Langhorne Bond Drive
Springfield, IL 62707-8415

From (Firm): _____
Address: _____
Telephone No.: _____
Invoice # _____ Date: _____
[] Partial [] Final

Attn: _____, Section Chief

Airport: _____ Municipality: _____, IL
Illinois Project No. _____ Federal Project No. _____
Notice to Proceed Date (OP&P Program Letter or Sponsor Authorization): _____
Per A/E Agreement/Amendment dated: _____

Services (Check only those services pertaining to invoice):

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design Phase | <input type="checkbox"/> Planning and Special Services |
| <input type="checkbox"/> Design Phase | <input type="checkbox"/> Other () |
| <input type="checkbox"/> Construction Phase | <input type="checkbox"/> Amendment(s) |

Service Dates: For Services Rendered From (date): _____ To (date): _____

<u>Period</u>	<u>To Date</u>	<u>Billing</u>
(1) Direct Salaries _____ Include all information per ATTACHMENT I (EFFORT DETAIL BREAKDOWN)	\$ _____	\$ _____
(2) Labor and General and Administrative Overhead (_____ %)	\$ _____	\$ _____
(3) Direct Non-Salary Expenses (OT Premium) _____ Support documentation must accompany all payment requests of direct non-salary expenses.	\$ _____	\$ _____
(4) Profit - (Fixed Payment \$ _____ x _____ % Complete)	\$ _____	\$ _____
(5) SUBTOTAL (1) - (4)	\$ _____	\$ _____
(6) Outside Services _____	\$ _____	\$ _____

TOTAL AMOUNT EARNED TO DATE: (5) + (6) \$ _____
Maximum Payable (per Engineering Agreement) \$ _____
Estimated total cost to complete project (for billings after 50%) \$ _____
Less Total Amount(s) Previously Invoiced \$ _____
PAYMENT DUE THIS INVOICE \$ _____

I certify that to the best of my knowledge, the percent of work shown as complete on this invoice is correct.

By: _____
Printed Name and Title

Department Approval
By: _____
Printed Name and Title

NOTE: This format is for general information. The Consultant's format containing essential data may be acceptable.

ATTACHMENT H

LUMP SUM INVOICE (Standard Format)

To: _____, Chief Engineer
Illinois Department of Transportation
Division of Aeronautics
Abraham Lincoln Capital Airport
1 Langhorne Bond Drive
Springfield, IL 62707-8415

From (Firm): _____
Address: _____
Telephone No.: _____
Invoice # _____ Date: _____
[] Partial [] Final

Attn: _____, Section Chief

Airport: _____ Municipality: _____, IL
Illinois Project No. _____ Federal Project No. _____
Notice to Proceed Date (OP&P Program Letter or Sponsor Authorization): _____
Per A/E Agreement/Amendment dated: _____

Services (Check only those services pertaining to Invoice):

<input type="checkbox"/> Preliminary Assessment and Schematic Design Phase	<input type="checkbox"/> Planning and Special Services
<input type="checkbox"/> Design Phase	<input type="checkbox"/> Other ()
<input type="checkbox"/> Construction Phase	<input type="checkbox"/> Amendment(s)

Service Dates:

For Services Rendered From (date): _____ To (date): _____

- (1) Lump Sum (LS) Fee (or Maximum Payable per Engineering Agreement) \$ _____
- (2) Percent of Work Complete: _____ %
- (3) Fee Earned to Date: (LS \$ _____ x _____ % Complete) \$ _____
- (4) Less Total Amount(s) Previously Invoiced \$ _____
- (5) PAYMENT DUE THIS INVOICE \$ _____

I certify that to the best of my knowledge, the percent of work shown as complete on this Invoice is correct.

By: _____
Printed Name and Title

Department Approval

By: _____
Printed Name and Title

NOTE: This format is for general information. The Consultant's format containing essential data may be acceptable.

ATTACHMENT I

EFFORT DETAIL BREAKDOWN (Standard Format)

Page ____ of ____ Pages

Airport: _____
Illinois Project No. _____
Federal Project No. _____

Invoice No. _____
Date: _____

ENGINEERING COSTS BREAKDOWN

Agreement Paragraph Governing Services	Service Performed	Date Performed	Employee's Name and Classification	Hours	Rate	Amount

Total _____

ENGINEERING FIRM

Name _____
Address _____

Prepared By _____
Date _____

NOTE:

This format is for general information; however the consultant's format containing the essential data may be acceptable.

ATTACHMENT J

TESTING SCHEDULE

Testing Schedule - anticipated for the Preliminary Assessment and Schematic Design, Design and Construction phases of the project.

Description	Approximate Number
ASTM D 421, Particle Size Analysis	
ASTM D 2217	
ASTM C 422	
ASTM D 698, Moisture-Density Relations of Soil	
ASTM D 1557	
ASTM D 427, Shrinkage Factors of Soil	
ASTM D 2434, Permeability of Granular Soils	
AASHTO T 194, Determination of Organic Materials in Soils by Wet Combustion	
ASTM D 1883, Bearing Ratio of Laboratory Compacted Soil	
AASHTO T 222, Modulus of Soil Reaction	
ASTM D 2487, Soil Classification "Unified System"	
ASTM D 2113, Soil Borings	
ASTM C 207, Hydrated Lime	
ASTM C 131, Abrasion	
ASTM C 88, Soundness	
ASTM D 946, Penetration	
ASTM D 3381, Viscosity	
ASTM D 1559, Marshall Method	
ASTM C 136, Gradation	
ASTM D 2172, Extraction and Gradation	
ASTM D 2726, Bulk Specific Gravity	
ASTM D 2041, Maximum Theoretical Specific Gravity	
ASTM D 2950, Nuclear Density	
ASTM C 117 Washed Aggregate Sample	
ASTM D 4318, Liquid Limit, Plastic Limit, Plasticity Index	
ASTM C 127, Absorption and Specific Gravity	
ASTM C 128	
ASTM C 566, Moisture Content	
ASTM C 31, PCC Test Cylinders	
ASTM C 141, Slump	
ASTM C 231, Air Content	
ASTM C 78, Flexural Strength	
ASTM C 138, Yield, Cement Content	
ASTM D 412, Rubber in Tension	
ASTM D 1664, Striping Test	

The testing form shall be adjusted to the specific project. The consultant shall not assume IDOT will provide any testing and inspections. Payment for these services shall be at the rates established in ATTACHMENT K. - TESTING RATES & COST SUMMARY.

ATTACHMENT K

TESTING RATES & COST SUMMARY

[illegible]

ATTACHMENT L (Optional)

SUMMARY OF PAYROLL BURDEN AND FIXED COSTS

	<u>% of Direct Productive Payroll</u>
Federal Insurance Contributions Act	_____
State Unemployment Compensation	_____
Federal Unemployment Compensation	_____
Workmen's Compensation Insurance	_____
Paid Holidays, Vacation, Sick Leave	_____
Bonus	_____
Pension	_____
Group Insurance	_____
 TOTAL PAYROLL BURDEN & FRINGE COSTS	 _____ %

NOTE:

A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

ATTACHMENT M (Required)

SUMMARY OF OVERHEAD AND INDIRECT COSTS

	<u>% of Direct Productive Payroll</u>
Taxes except Federal Income	_____
Business Insurance, except key-man insurance, insurance including accident, liability and valuable papers	_____
Depreciation and authorization	_____
Administrative, unassignable staff time, recruiting, training and education, severance, negotiating new business, and office accounting, clerical and secretarial wages and salaries	_____
Reproduction and printing costs	_____
Office Supplies	_____
Computer Costs	_____
Professional services including specialists, legal, auditing, etc.	_____
Employees travel expenses not assigned to clients and excluding costs outside Illinois	_____
Telephone, Telegraph and Postage	_____
Recruiting and relocating expense	_____
Training and educational non-salary expenses	_____
Fees, licenses, dues, publications (technical and professional)	_____
Utilities and maintenance	_____
Business space rent	_____
Rental of Equipment	_____
Miscellaneous Expense	_____
TOTAL OVERHEAD	<u> %</u>

NOTE: A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

ATTACHMENT N

PROJECT CERTIFICATION

Airport: _____ Letting Date: _____
IL Project No.: _____
Federal Project No.: _____
Contract No: _____

Project Description: _____

Pursuant to Federal Aviation Regulations, Part 152, as amended, and as a condition to receiving any Federal and/or State financial assistance through a Grant Offer from the FAA and/or the State of Illinois - Department of Transportation for the proposed airport development project, it is hereby represented, to the best of our knowledge, information, and belief that:

1. The Consultant has been selected to provide the necessary professional services for the project described herein and identified in the Professional Services Request For Qualifications (RFQ).
Selection Date (Required): _____ Copy of Retainer attached (ATTACHMENT U).
2. Project is clearly delineated on the currently approved Airport Layout Plan.
Approval Date (Required): _____
3. Project is environmentally cleared. ☐ CatEx ☐ EA ☐ EIS ☐ FONSI
Approval Date (Required): _____
4. All Corps/EPA permits and other regulatory agency reviews/approvals/mitigation have been satisfied and there are no known encumbrances to the completion of the project.
☐ Yes ☐ No.
5. Plans were prepared in accordance with FAA approved standards and advisory circulars; and, the specifications were prepared in accordance with the FAA approved *Illinois Standard Specifications For Construction Of Airports*, along with the Division of Aeronautics' most current Policy Memorandums and "Handout" Specifications, except as noted by attached Modification of Standards (MOS) which has been addressed and justified in the engineering report and submitted to and approved by the FAA and Engineer of Design. ☐ Yes ☐ No.
Approval Date of MOS (If applicable): _____
6. The design conforms to the approved project scope. ☐ Yes ☐ No.
7. Provisions have been included for safety during construction (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction). ☐ Yes ☐ No.
8. The plans, special provisions and quantities have been thoroughly checked in accordance with best management practices by the Consultant for accuracy and consistency, and are in conformance with AC 150/5300-13 (latest edition). All contract deliverables referenced in Section I.F. DELIVERABLES have been submitted, received and determined acceptable.
☐ Yes ☐ No.

Date _____	By: _____ Design Engineer (Consultant)
Date _____	By: _____ P.E. Project Engineer (Consultant)
Date _____	By: _____ P.E. Department Design Engineer
Date _____	By: _____ P.E. Engineer of Design

ATTACHMENT O

DBE FINAL DOCUMENTATION



**Illinois Department
of Transportation**

Prime Consultant

Name _____

Address _____

Telephone _____

Subject

Airport _____

Illinois Project No. _____

Federal Project No. _____

DBE Subconsultant

Name _____

Address _____

Telephone _____

Contract Amounts

Consultant Contract Amount _____

DBE Contract Amount _____

DBE Participation (%) _____

This documentation verifies the services provided and the amount paid to the DBE Subconsultant on the above captioned contract. The undersigned certifies that the services reported herein were executed by the DBE, that the DBE actually provided the services and that the services reported herein conform to the services reported in the approved Professional Services Agreement together with any amendments approved by the Sponsor and/or Division as applicable.

Description of Service Provided	Contract Amount	Amount Paid	Difference (+/-)
1.			
2.			
3.			
4.			
5.			
6.			
Totals			

DBE Contract amount has been met or exceeded [] Yes [] No (*check one*).

DBE Contract amount not met – Shortfall \$ _____ (*documentation explaining shortfall attached*).

Prime Consultant

DBE Subconsultant

Print Name _____

Print Name _____

Title _____

Title _____

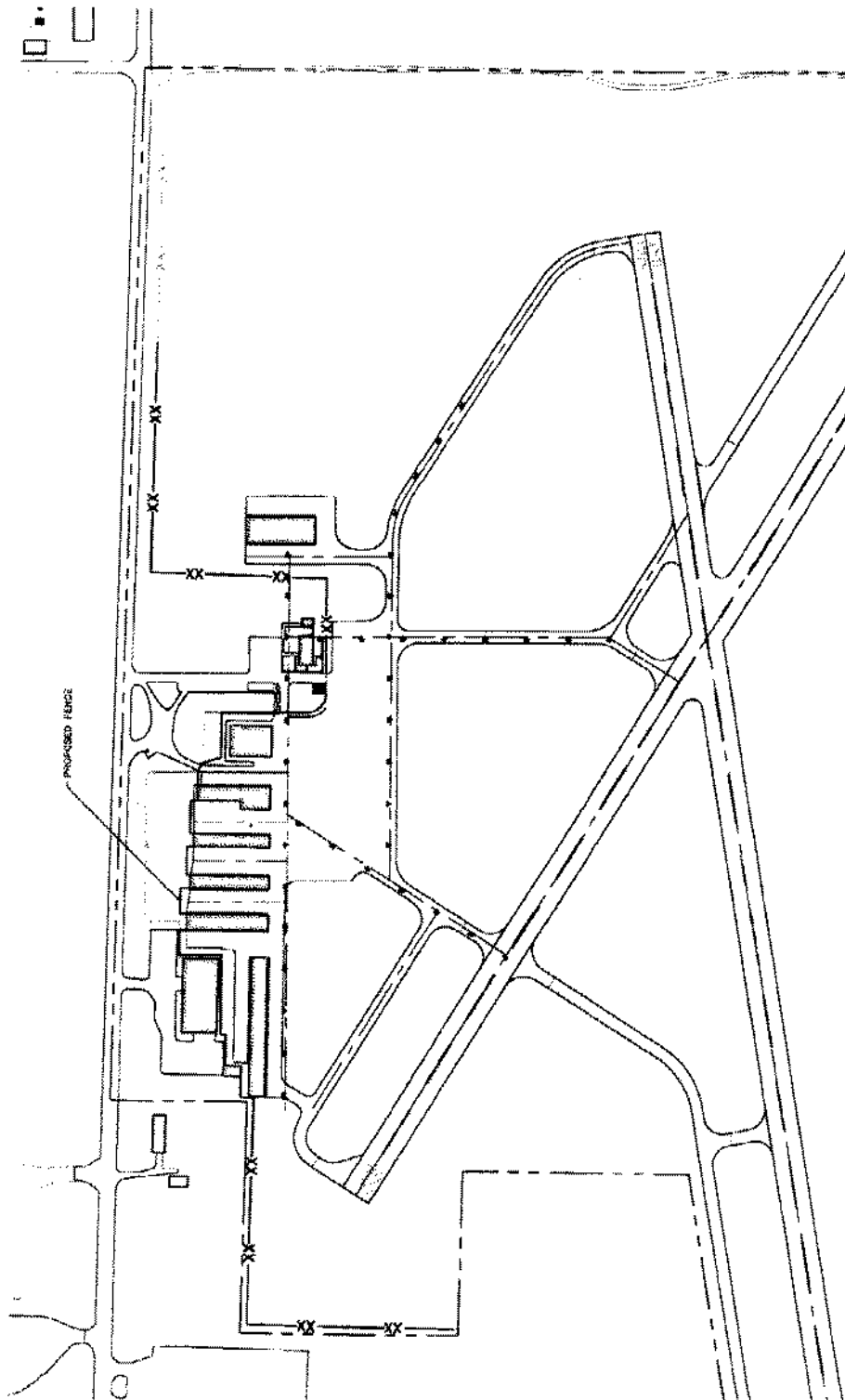
Signature _____

Signature _____

Date _____

Date _____

ATTACHMENT P
PROJECT SKETCH



ATTACHMENT Q

PROJECT LETTING SCHEDULE

PRELIMINARY PROJECT SCHEDULE

The proposed project schedule is shown below.

<u>Schedule Item</u>	<u>Due Date</u>
Project Pre-design	October 8, 2014
Engineering Report (35%)	November 21, 2014
Agency/Owner Review Comments	December 5, 2014
Preliminary Plans (80%)	January 30, 2015
Agency/Owner Review Comments	February 13, 2015
Final Plans (100%)	February 27, 2015
Service Bulletin	March 20, 2015
IDOT Letting	April 24, 2015
Anticipated Start of Work	July 5, 2015

ATTACHMENT R

**OP&P PROGRAM LETTER
EXCERPTS FROM IDOT PROGRAMMING LETTER**



Illinois Department of Transportation

Office of Planning and Programming
2300 South Dirksen Parkway / Springfield, Illinois / 62764

May 31, 2013

Mr. Dave Flenner
Airport Board Secretary
Dixon Municipal Airport
P.O. Box 386
Dixon, Illinois 61021-9032

Dear Mr. Flenner:

For Fiscal Year 2014, the Illinois Department of Transportation's Proposed Airport Improvement Program includes projects at airports throughout the state to ensure continued safe and efficient operations at these facilities as well as maximizing opportunities for economic development in Illinois.

The FFY 2013 and prior program contains the following federal projects for your airport:

Install fence on north property line	Entitlement	\$150,000
	State Apportionment	\$0
	Discretionary	\$0
	State Match	\$8,332
	Local Match	\$8,332
	Total	\$166,664

ATTACHMENT S

**CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL /
ADMINISTRATIVE EXPENSE RATE LETTER**

**CALENDAR YEAR 2013
PROVISIONAL 2014 – 6/2015**

CMT ACCOUNT NUMBER	ACCOUNT NAME	% OF DIRECT LABOR COSTS	
<u>PAYROLL BURDEN AND FRINGE BENEFITS</u>			
6151	FICA Tax	11.46%	
6102, 6103, 6170	Paid Time Off (Vacation, Holidays and Sick Leave)	17.99%	
6154, 6156, 6158	Group Medical, Life, Workers Comp, Disability and Unemployment Insurance	12.76%	
6159, 6160	Employee Retirement Plan Contributions	14.60%	56.81%
<u>GENERAL & ADMINISTRATIVE OVERHEAD EXPENSE</u>			
6104-6119	Indirect Salaries - Not Allocable to Projects	39.23%	
6222, 6264	Miscellaneous Taxes	.90%	
6231	Professional Fees	1.68%	
6251	Rent	9.06%	
6252	Utilities	1.07%	
6271	Telephone & Data	3.59%	
6253-6254	Maintenance & Repairs	1.86%	
6261-6265	Office Supplies, Shipping & Reproduction	1.59%	
6281, 6284	Seminars, Registration & Education	2.29%	
6291,92,95,6321-23	Travel & Vehicle Expense	2.56%	
6331, 6332	Business Insurance	3.13%	
6351,52,61,62,69	Equipment Expense, Repairs & Maintenance	.95%	
6366, 6367, 6366	Computer Expense & Supplies	5.36%	
6371,6372,6361,6382	Maps, Reference Books, Engineering & Survey Supplies	.58%	
6401+COFC	Depreciation & Cost of Facilities Capital (.27%)	6.03%	79.88%
TOTAL OVERHEAD			136.69%

ATTACHMENT T

CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS

PRELIMINARY ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

DIXON MUNICIPAL AIRPORT
DIXON, IL

Install Perimeter Fence Along North Perimeter

October 28, 2013

ITEM	FAA SPEC	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT COST	ESTIMATED COST
BASE BID						
1	AR10800X	ELECTRICAL	LS	1	\$15,000.00	\$15,000.00
2	AR150520	MOBILIZATION	LS	1	\$10,000.00	\$10,000.00
3	AR151450	CLEARING AND GRUBBING	ACRE	1	\$7,500.00	\$7,500.00
4	AR152410	UNCLASSIFIED EXCAVATION	LS	1	\$5,000.00	\$5,000.00
5	AR156531	EROSION CONTROL BLANKET	SY	2,000	\$2.24	\$4,480.00
6	AR182506	CLASS E FENCE 6'	LF	1,200	\$25.00	\$30,000.00
7	AR182724	ELECTRIC GATE-24'	EACH	1	\$24,000.00	\$24,000.00
8	AR18290X	CLASS E FENCE 6' (IN PAVEMENT)	LF	70	\$50.00	\$3,500.00
9	AR182908	REMOVE GATE	EACH	2	\$800.00	\$1,600.00
10	AR182900	REMOVE CLASS E FENCE	LF	1,000	\$9.00	\$9,000.00
11	AR182616	CLASS E GATE - 16'	EACH	2	\$4,000.00	\$8,000.00
12	AR901510	SEEDING	AC	1.0	\$3,300.00	\$3,300.00
13	AR908510	MULCHING	AC	1.0	\$3,300.00	\$3,300.00
TOTAL ESTIMATED CONSTRUCTION COST (BASE BID) =						\$124,680.00
ESTIMATED ENGINEERING SERVICES (DESIGN AND CONSTRUCTION) =						\$39,525.00
IDA ADMINISTRATION (1.0%) =						\$1,870.20
CONTINGENCY (10%) =						\$12,468.00
TOTAL ESTIMATED PROJECT COST (BASE BID) =						\$178,543.20

ATTACHMENT U

RETAINER AGREEMENT (see project no. 2)

AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT made at **Dixon, Illinois**, this 21st day of September in the year 2014, by and between the **City of Dixon** (hereinafter referred to as the "Owner"), as Party of the First Part, and **Crawford, Murphy & Tilly, Inc.** (hereinafter referred to as the "Engineer"), as Party of the Second Part.

WITNESSETH:

WHEREAS, the Owner intends to sponsor the accomplishment of a development program in stages of the public air navigation facilities known as the **Dixon Municipal Airport - Charles R. Walgreen Field** located in Latitude 41° 50.02'N, Longitude 89° 26.77' W, in **Lee County, State of Illinois**; and

WHEREAS, the development program shall include projects described as:

1. Acquire Avigation Easement (9.5 Acres) for Runway Protection Zone and Obstruction Removal on Runway 8 Approach.
2. Install Perimeter Fence along North Property Line - Phase 1.
3. Rehabilitate Runway 8/26 and 12/30 Lighting Circuits.
4. Acquire Land for Runway Protection Zone (RPZ) and object removal for Runway 12.
5. Construct Replacement T-Hangar.
6. Rehabilitate the airport entrance road and diagonal parking pavements.
7. Install perimeter fencing along north property line - Phase 2.
8. Prepare an Environmental Assessment for the construct of a new primary runway and related development.
9. Acquire Burkett lands (75 acres) in fee simple for the development of new Runway 8-26.
10. Acquire Hill lands (76 acres) in fee simple and provide relocation assistance for the development of new Runway 8-26.
11. Install perimeter fencing along east property line - Phase 3.
12. Relocate Township Road (Burkett Road) (4,650 linear feet with a 20-foot paved section). Relocate natural gas, power and telephone lines.
13. Construct grading and drainage for new Runway 8-26.
14. Pave, Light and mark new Runway 8-26, 5,000 feet long, 100 feet wide and with a pavement strength of 60,000 pounds dual wheel gear.
15. Consultation on FAA requirements regarding airport development issues, including grant assurance compliance.
16. Preparation of or update/revision of the Exhibit "A" Property Line Map, Airport Layout Plan, Part 150 study, Master Drainage Study and Environmental Assessments as necessary.
17. Land acquisition/land acquisition reimbursement including various plat preparation, such as appraisal plats, easements, plats of survey, etc., clear zone obstructions surveys, technical advising, and environmental site assessments.
18. Preparation of project pre-applications/applications and Transportation Improvement Program (T.I.P.) sheets.

#13-E

**STANDARD AGREEMENT FOR CONSULTANT SERVICES AT ILLINOIS AIRPORTS
FOR ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES**

Authorized for use by
The Illinois Department of Transportation
Division of Aeronautics
Effective: June 2012

☒ Preliminary Assessment and Schematic Design

☐ Construction Phase Services

☒ Design Phase Services

☐ Planning and Special Services

THIS AGREEMENT, made at Dixon, Illinois, this _____ day of _____
in the year 20____ by and between the City of Dixon
(hereinafter referred to as the "Sponsor"), and Crawford, Murphy & Tilly, Inc.
(hereinafter referred to as the "Consultant"). This Agreement expires 5 years from the date of execution.

WITNESSETH

The Sponsor intends to undertake the accomplishment of a project pursuant to the development of a public air navigation facility known as the Dixon Municipal Airport (C73) in Lee County, state of Illinois; and the project shall be identified as the Illinois Project No. C73-(tbd); AIP Project No. 3-17-SBGP-(tbd); The following is the detailed project title and description from the Illinois Department of Transportation's Office of Planning and Programming (OP&P) program letter which shall be carried through the development of the project (attach supplemental information as necessary in Section I.G., Detailed Scope of Services):

Rehabilitate Runways 8/26 and 12/30 Lighting Systems

A detailed sketch of the proposed work, labeled ATTACHMENT P, shall be attached.

In consideration of the benefits which will accrue to the parties hereto by virtue of the Agreement and the respective covenants herein contained, IT IS MUTUALLY COVENANTED AND AGREED as follows:

The Consultant agrees to furnish executed "Certification of Engineer" and certain professional engineering services enumerated herein-after, in connection with the implementation and development of the aforesaid project.

The Department of Transportation, Division of Aeronautics within the state of Illinois shall act as Agent of the Owner/Sponsor for all matters involving the development of any public air navigation facility by virtue of the Illinois Aeronautics Act. The Illinois Aeronautics Act requires and directs the Illinois Department of Transportation, Division of Aeronautics (hereinafter referred to as the "Department") to *"regulate and supervise aeronautics within this state"*, with *"aeronautics"* defined as *"...the design, establishment, construction, extension, operation, improvement, repair or maintenance of airports..."*. The Department shall not expend any funds appropriated, or made available...for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Department. Financial assistance may include reimbursement to eligible airport Sponsors for...engineering costs directly related to projects financed in whole or in part by federal/state monies provided such engineering costs were approved by the Department prior to the payment of these costs by the airport Sponsor. The approval of engineering costs prior to payment shall qualify those costs for federal/state reimbursement but shall not constitute an obligation of federal/state funds.

Since the services contemplated under this Agreement are professional in nature, it is understood that the Consultant, acting as an individual, partnership, firm or other legal entity, is of professional status and will be governed by professional ethics in their relationship to the Department and the Sponsor. The Department acknowledges the professional and ethical status of the Consultant by approving this Agreement and the associated fees for federal/state eligibility (either in whole or part) on the basis of their qualifications and experience and determining their compensation by mutually satisfactory negotiations.

Any additions/deletions, revisions/modifications to this Agreement without the expressed written consent of the Department shall void this Agreement as it relates to state and federal funding participation eligibility.

I. ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES

The Consultant agrees to perform various professional engineering and planning services and provide necessary and required information pursuant to the accomplishment of the above referenced project.

It is understood that meetings will be common to all phases. The Consultant will coordinate project kick-off, pre-design and pre-construction meetings and project status update meetings, as required, in order to resolve project issues with the Department, Sponsor and/or other regulatory and review agencies. The Department shall be notified of scheduled agency meetings and given the opportunity to participate. Meetings for which effort will be billed shall be thoroughly documented by minutes with copies distributed to the Sponsor and the Department within 10 days of the meeting. Failure to properly document meeting discussions could result in the loss of part or all of the professional services compensation eligibility associated with this activity.

A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN

This phase includes activities required for agency coordination and permit development, non-routine surveys, testing and architectural/engineering preliminary design considerations of a project. Elements of this phase may include development of architectural schematic building designs and reports, non-routine geological and field investigations (soil borings and pavement cores), DCP testing, FWD testing (when used to evaluate pavement as part of a strengthening project), coordination of FAA reimbursable agreements, coordination of utility relocation agreements, coordination of force account activity (must be pre-approved by the Department in writing).

The Consultant shall furnish and/or perform engineering reconnaissance necessary for the preparation and development of an engineering report, bidding documents (design plans and specifications) including topographic field surveys, creek surveys, and sampling and testing for routine soils investigations (in accordance with ATTACHMENT J – Testing Schedule & ATTACHMENT K – Testing Rates & Cost Summary).

This phase will culminate in the submittal of a detailed engineering report with project alternatives and design recommendations and project completion timeline assessment.

The Consultant shall furnish an engineering report in accordance with standard practices and the provisions of ATTACHMENT E – Engineering Report. The report will include an analysis of preliminary surveys, geotechnical testing and alternative designs and include final project design recommendations.

The project completion timeline assessment will identify necessary effort required to complete the final project design (complete construction plans and specifications). This phase of project development will represent approximately 35% of the project design timeline. Project formulation should be consistent with the TIP submittal and the program letter project description (ATTACHMENT R). If not, identify components that have changed as a result of the preliminary assessment and schematic design analysis.

A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS A / A1.

B. DESIGN PHASE SERVICES

This phase shall include activities required to accomplish a project design in accordance with the established Aeronautics letting schedule project design timeline and approved letting data determined at the pre-design meeting. Requests for time extensions beyond the previously agreed-to submittal deadline dates (as established in the Department's Letting Schedule, ATTACHMENT Q, and this Agreement) must be made to the Department in writing not less

than 5 days prior to the due date of the submittal. The request for extension must be signed by a principal/officer of the Consultant's firm. Incomplete submittals will not be accepted. Milestone submittals include the engineering report (at 35% design timeline), plan / spec review (at 80% design timeline) and final submittal of all deliverables (at 100% design timeline). A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS B / B1. Elements of this phase may include:

1. CONSTRUCTION PLANS, SPECIAL PROVISIONS AND ESTIMATES

The Consultant shall prepare and furnish for Department review and comment construction plans, special provisions and construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) at the 80% project design timeline with detailed estimate of costs, estimated DBE participation goal and working/calendar day flow chart, for the particular design authorized in this Agreement.

2. CLARIFICATION OF PLANS

The Consultant shall render clarification of the construction plans and specifications, when and if such clarification is deemed necessary.

3. BIDDING ASSISTANCE

The Consultant shall assist the Sponsor and/or Department in the bidding process, analyze and summarize bid results.

C. CONSTRUCTION PHASE SERVICES – NOT INCLUDED THIS AGREEMENT

This phase shall include all basic services after the award. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS C / C1.

1. OFFICE ENGINEERING

a. **SHOP DRAWINGS**

Review the detailed construction, shop and erection drawings submitted by the contractor(s) for compliance with design concepts.

b. **SUPPLEMENTARY SKETCHES**

Preparation of elementary and supplementary sketches plus estimates required to resolve actual field conditions.

c. **RECORD DRAWINGS**

The Consultant shall prepare Record Drawings within thirty (30) days after the official Notification from the Department of the Official Acceptance of the Construction Work; and after approval by the Department, furnish said Department with one (1) set of such record drawings. The submittal format shall be in accordance with the current policies of the Department.

d. **MATERIALS CERTIFICATION**

Prior to reporting a pay item quantity for payment, the materials used and incorporated in, or associated with the pay item, shall be verified for specification compliance by the Consultant. The Consultant shall obtain and review all certifications and/or test results required by the policies of the Department and the Department's *Manual for Documentation of Airport Materials*. At the completion of, or any time prior to the completion of the final quantity of a pay item, the Consultant shall submit the aforementioned material certifications and/or test results, that were utilized for acceptance of material, to the Department for review and final approval. Prior to final

payment of engineering services under this agreement, the Consultant shall have submitted required certifications and test results to the Department, and the Consultant shall have signed the Department's MATERIALS CERTIFICATION FORM.

2. FIELD ENGINEERING

a. RESIDENT ENGINEER APPROVAL

The Consultant agrees to furnish the name and qualifications of the Resident Engineer in writing for approval of the participating agencies prior to the preconstruction conference that shall attend said preconstruction conference and shall perform the various professional engineering services required of the Resident Engineer in 2.b. thru 2.f. below and inspection of construction.

b. DAILY DIARY

The Resident Engineer shall maintain a daily diary. Copies shall be forwarded to the Department (ATTACHMENT F).

c. DUTIES OF RESIDENT ENGINEER

Furnish full time (unless part time is approved by the Sponsor and/or Department) Resident Engineering of construction including project inspection, field testing, and furnish surveying at the site of the work, whose duties shall include all reasonable, proper and customary duties as are usually and customarily furnished in connection with the general engineering of construction of such improvements, including but not limited to the following:

- i. Performance of acceptance and quality assurance tests when required by Department policy and/or contract specification. Examples of these tests include but are not limited to: Testing concrete for slump and air content; testing concrete for strength; testing bituminous concrete pavement for density using the nuclear method and using the Bulk Specific Gravity Method. Obtaining representative samples of miscellaneous materials such as paint, geotextile fabric, joint sealer, epoxy, polyester resin, etc. for testing as necessary, and/or as directed by the Department; performance of field density tests of earthwork embankments, backfills and subgrade; field density tests of subbase and base courses, and moisture content tests on materials where applicable; and, laboratory proctor tests where applicable. Test Reports shall be submitted to the Department within three (3) working days of the date the test was conducted.
- ii. Inspection/Measurement/Oversight of construction to determine that the work was completed in substantial conformance with the approved plans and specifications, and in compliance with the requirements set forth in the contract documents. All stop or start work orders shall be issued by the Department; the Resident Engineer shall recommend the orders. Document pay item quantities reported for pay in accordance with the latest revision of the Department's *Airport Construction Documentation Manual*.
- iii. Preparation and forwarding to the Department of periodic project reports required by the Department. Bi-weekly construction reports will be submitted to the Department, within three (3) calendar days of the end of the contractor's work week.
- iv. To obtain and review for specification compliance, material certifications and/or test results for all materials prior to their use in the construction.

- v. To reject for inclusion in the project, any materials that are delivered without certification and/or test results, or materials delivered with certification that has been found to be in noncompliance, or any defect found through visual inspection which renders the material unsuitable for inclusion in the project. The Department shall be notified when any rejections are made. Materials that are delivered without certification and/or test results may be stockpiled or stored in a manner acceptable to the Resident Engineer until such time as the certification and/or test result arrive and are reviewed and accepted by the Resident Engineer.
 - vi. Preparation of Reports required per the Sponsor's NPDES permit while providing on-site services, retaining all support documentation.
 - vii. Participate in audits performed to determine that the project is proceeding accordingly per the plans and specifications and adhering to AIP grant requirements.
- d. **FINAL INSPECTION**
Initiate a request, upon substantial completion of all construction work, for a final inspection by the Department. When necessary, a punch list of uncompleted items and electrical checklist (if applicable) on the project shall be established at the final inspection. Submit a final acceptance letter (punch list complete) which shall certify to the Department and the Sponsor that, to the best of the Consultant's knowledge, information and belief, the work involved has been done in substantial conformance with the plans, specifications, and Contract Document, as the same shall have been modified, or supplemented by change order, supplementary contract or otherwise, and that such work is acceptable.
- e. **SAFEGUARD THE SPONSOR**
Endeavor to safeguard the Sponsor against any defects and deficiencies on the part of the Contractor. The Resident Engineer does not guarantee the performance of the contract by the Contractor, except that the Resident Engineer shall ensure that, to the best of the Resident Engineer's knowledge, information and belief, the work has been done in substantial conformance with the approved plans and specifications and advise the Sponsor and/or the Department in writing of any known noncompliance set forth in the contract. This does not in any way mean that the Resident Engineer is a guarantor of the Contractor's work. The Resident Engineer assumes no responsibility for safety in, on or about the job site, nor shall the Resident Engineer have any responsibility for the safety or adequacy of any equipment, building component, scaffolding, forms or other work aids provided by the contractor; nor is the Resident Engineer responsible for the superintendence of the contractor's work or any acts of the contractor.
- f. **OTHER ENGINEERING SERVICES**
Furnish other Engineering Services which may be required by the Sponsor, including surveys, sub-surface investigations, sampling, testing, and analysis of soils, offsite inspection of materials, laboratory testing, and inspection and control at central mixing plants. Where tests must be conducted by commercial laboratories, only those laboratories approved by the Department will be utilized. If any of these services are conducted by outside firms, the Resident Engineer shall submit copies of the executed contract for such services as specified in Section III.B., of this Agreement. The charges for such services shall be specified in the contract and will remain in effect until completion of the services and acceptance by the Consultant. Certified copies of the results of all tests required by the Department under this paragraph are to be mailed to the Department within five (5) calendar days after the tests are completed.

g. FINAL QUANTITIES

Final quantities associated with the accepted construction work shall be submitted to the Department within thirty (30) days after final acceptance of the construction work.

D. PLANNING AND SPECIAL SERVICES – NOT INCLUDED THIS AGREEMENT

This phase may involve activities or studies unrelated to or outside of the scope of basic design and construction phase engineering services routinely performed by the Consultant. Those activities may include master plan and airport layout plan development, environmental studies and assessments, PCI surveys, FWD testing (when used to evaluate pavement as part of a publication revision), first-order NGS monument surveys, boundary surveys, aeronautical surveys, photogrammetric surveys and topographic mapping, preparation of property ownership plats and easements, appraisal and land acquisition services, benefit / cost analysis studies, RSA determination studies, drainage studies and analyses, FEMA/FIRM map revisions and GIS updates. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS D / D1.

E. ENDORSEMENT OF DOCUMENTS

The Consultant will endorse and seal all final draft reports, contract plans, maps, right of way plats, and special provisions for construction contract documents. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Financial and Professional Regulation of the state of Illinois, being employed by the Consultant and responsible for the portion of the services for which license registration is required. These sealed documents will serve as the record documents for the services covered by the terms of the Agreement.

F. DELIVERABLES

At a minimum, the Consultant shall provide the Department (copy Sponsor upon request) the following deliverables:

1. Final project estimate of costs complete w/ professional services fees and sponsor reimbursement estimates.
2. DBE participation goal and breakout of DBE work.
3. OA verification of ELM Engineers Estimate for Schedule of Prices.
4. Calendar day estimate of construction and detailed breakout of critical work items and associated production rates.
5. One set of final construction plans (half-size) and special provisions – sealed by the Consultant and executed by the Sponsor.
6. One copy of the construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).
7. Original executed Consultant Project Certification (ATTACHMENT N).
8. Executed DBE Final Documentation (ATTACHMENT O).
9. Electronic copy/access of all information (via CD, electronic submittal or ftp site).

G. NOTICE-TO-PROCEED (NTP)

The Consultant shall not commence any phase of the work until the "official notice-to-proceed" (NTP) has been issued in writing either by the Sponsor or Department (via Office of Planning and Programming).

Services to be performed by the Consultant under this Agreement shall become eligible for funding participation consideration as of the date of the written NTP. The dated project program notification letter (i.e. Program Letter) from the Department's Office of Planning and Programming, indicating the project's inclusion in the state program and the estimated funding participation sources/levels, shall constitute the NTP. The Consultant shall schedule the project

phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience upon the Sponsor's receipt of this letter.

For projects not covered by a program letter or with program letter pending, the Sponsor may issue the written NTP with concurrence from the Department. In such cases, the Sponsor is fully liable for all costs incurred as a result of such authorization pending future reimbursement once the project is programmed and a program letter is issued. The Sponsor/Consultant is required to schedule a project phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience.

A copy of the program letter shall be included as ATTACHMENT R of this Agreement.

In the absence of a written, dated notice-to-proceed, the execution date of this Agreement shall be used to determine the eligibility of service dates.

The Sponsor and the Department are not liable, and shall not authorize payment to the Consultant, for any services performed prior to the date of notice to proceed or the execution of this Agreement (whichever takes precedent). All effort, regardless of the notice-to-proceed authorization, is subject to review and eligibility funding determination.

H. DETAILED SCOPE OF SERVICES (Attach / insert here).

Under this agreement the Engineer will provide Preliminary Schematic and Design phase services as provided for herein. The proposed project will include the design phase services for the **Rehabilitation of the Runways 8/26 and 12/30 Lighting System** project.

The Preliminary and Design phase engineering effort contained within this agreement has been based on the following scope related parameters:

1. The project schedule is based on the anticipation that the project will be placed on an IDOT letting no later than July 31, 2015. As such, all engineering effort is expected to be completed by the letting date and no additional effort will be required on the project after May 1, 2015.
2. The proposed scope of design will be limited the design related effort to replace and rehabilitate the existing Runways 8/26 and 12/30 edge light circuits, cabling and fixtures.
3. The project end design effort is based on primarily utilizing the existing underground duct system and conduits. Only minor duct crossings of Taxiways are contemplated within scope of work on the project.
4. Design of additional navigational aids, taxiway light systems, wind cones, or appurtenant facilities are not included within the scope of work for this agreement.
5. The design will include the area necessary to restore the landscaping.
6. The general scope and magnitude of the expected work items is further included within the estimate of probable construction cost contained herein. See Attachment T.
7. No effort has been included for environmental related clearances.

The anticipated effort and estimated manhours for each general Task is defined within Attachments A, A-1, A-2, B, B-1 and B-2 contained within this contract.

III. CONSULTANT COMPENSATION

The Sponsor agrees to pay the Consultant as compensation for rendering the professional services hereinabove described and submitted using the standard Department invoice forms (ATTACHMENTS G & H). Burden and overhead rates entered into this Agreement shall be in effect for the length of the agreement and will not be adjusted, except as may be determined under an audit of costs by the Auditor General or the Department. The rates used in this Agreement shall be the latest audited or provisional approved rates by IDOT as of the date of execution of this Agreement (approval letter must be attached). Should the rate change in the time between the final approval notification of fees and the execution of this Agreement, hours will be adjusted accordingly so that there is no increase in the final approved not-to-exceed amount.

Any professional services effort performed beyond the not-to-exceed limits expressed below, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

A. **PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN**

For services outlined in Section I.A., Preliminary Assessment and Schematic Design, and further detailed in Section I.H., Detailed Scope of Services,

1. a lump sum payment of \$ 12,400.00
(representing approximately 35% of the total estimated professional services compensation for design phase services as determined from the TIP request). The fee shall be paid as a lump sum when the preliminary assessment and schematic design phase deliverables (outlined in Section I.A.) are approved and accepted by the Department.

B. **DESIGN PHASE SERVICES**

For services outlined in Section I.B., Design Phase Services, and further detailed in Section I.H., Detailed Scope of Services,

1. a cost plus a fixed payment of \$ 1,900.00
total amount not to exceed \$ 14,800.00 unless a major change or addition to the scope of services is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted by the Consultant and approved by the Department. The final charges shall be submitted after the Design Phase Services have been performed, approved and all deliverables accepted by the Department in accordance with the guidance outlined in Section I.F. This period of time expires 30 days after award of the construction contract. Any submittal after this time shall not be considered eligible for payment / reimbursement by the Department unless extended by the Department.
2. a lump sum payment of \$ n/a unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the design phase deliverables (outlined in Section I.F.) are approved and accepted by the Department.

C. CONSTRUCTION PHASE SERVICES

For services outlined in Section I.C., Construction Phase Services, and further detailed in Section I.H, Detailed Scope of Services,

1. a cost plus a fixed payment of \$ n/a

total amount not to exceed \$ n/a unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted to and approved by the Sponsor (and/or Department if applicable). The final charges shall be as soon as possible after official notification from the Consultant of the acceptance of the construction work. A time line will be submitted at each billing cycle after 50% which will indicate a projection of the completed engineering fee vs. the contractor's progress.

If more than one contract exists for the project, the monthly invoices submitted by the Consultant shall detail the amounts of work accomplished under each separate contract. The invoices shall also indicate the dates that the services were performed. If these services are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall be reimbursed at his actual cost for obtaining these services. However, the total payment to the Consultant shall be within the "not to exceed" amount as previously stated unless an amendment to this agreement is approved by the Sponsor (and/or Department if applicable).

D. PLANNING AND SPECIAL SERVICES

For services outlined in Section I.D., Planning and Special Services, and further detailed in Section I.H., Detailed Scope of Services,

1. a cost plus a fixed payment of \$ n/a

total amount not to exceed \$ n/a unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted to and approved by the Sponsor. The final charges for the Special Services Phase shall be submitted within forty-five (45) days after official notification from the Consultant of the acceptance of the construction work or within 45 days after official notification from the Department of acceptance of other non-construction projects unless extended by the Department.

2. a lump sum payment of \$ n/a unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the deliverables are approved and accepted by the Department.

IV. SPECIAL CONDITIONS

The Consultant shall render the services in accordance with generally accepted Professional Standards.

A. TERMINATION

(Reference: 49 CFR Part 18.36(i)(2); FAA Order 5100.38)

The Sponsor, by written seven (7) day notice, may terminate this agreement in whole or in part at any time, because of the failure of the other party to fulfill his agreement obligations. Upon receipt of such notice, the Consultant shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Sponsor all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing this agreement whether completed or in process.

1. If the termination is due to the failure of the Consultant to fulfill his agreement obligations, the Sponsor may take over the work and prosecute the same to completion by agreement or otherwise. In such case, the Consultant shall be liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
2. If, after notice of termination for failure to fulfill agreement obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Sponsor.
3. It is hereby understood and agreed that should the agreement be terminated, the Consultant shall be entitled to and shall receive a fee based on the amount of work accomplished and approved by the Department up to the day of notification of termination. The fee shall be equal to the sum of the actual number of man-hours of each category of work applied at a negotiated hourly rate, plus any outside services approved by the participating agencies and accomplished prior to the notification. If terminated under Section III.HH., Breach of Contract Terms, the Consultant will not be entitled to profit on the work accomplished.

B. CHANGE IN CONSTRUCTION PLANS

It is hereby understood and agreed that if the construction plans are completed in accordance with criteria and/or decisions made by the Sponsor (and/or the Department if applicable), and approved by the Department, and said construction plans are substantially changed or revised, for any reason other than the fault of the Consultant in preparing same, then the Consultant shall be entitled to compensation for rendering the services necessary to complete the changes. The amount of this fee shall be negotiated between the Sponsor, Consultant and the Department, and approved by the Department, and an amendment to the agreement should be accomplished prior to authorizing the Consultant to proceed with the changes. The fee shall be due and payable when the revisions are approved by the Sponsor and the Department.

It is the Consultants responsibility to notify the Department as soon as possible when changes/revisions are identified that are beyond the scope of services contemplated under this Agreement.

C. HOLD HARMLESS

The Consultant shall be responsible to pay for all labor, material and equipment costs incurred and for any and all damages to property or persons to the proportionate extent arising out of the negligent performance of services under this agreement and shall indemnify and save harmless the Sponsor, (and/or the Department if applicable), their officers, agents and employees from all third party suits, claims, actions or damages of any nature whatsoever to

the proportionate extent resulting therefrom. These indemnities shall not be limited by the listing of any insurance coverage. If any errors, negligent acts and/or omissions are made by the Consultant in any phase of the work under this agreement, the correction of which may require additional field or office work, the Consultant will be promptly notified and will be required to perform such additional services as may be necessary to correct these errors, negligent acts and/or omissions without undue delay and without additional cost to the Sponsor (and/or the Department if applicable). The Consultant shall be responsible for any damages incurred as a result of his errors, negligent acts and/or omissions and for any losses or cost to repair or remedy construction as a result of his errors, omission and/or negligent acts, to the extent such error, omission or negligent act breaches the Professional Standard of care. The Consultant shall not be responsible for any consequential damages of the Sponsor or the Department. Neither the Consultant, nor the Sponsor, nor the Department shall be obligated for the other parties' negligence or for the negligence of others.

O. DRAWING OWNERSHIP

It is further mutually agreed by the parties hereto that reproducible copies of the drawings, computer disks, tracings, construction plans, specifications and maps prepared or obtained under the terms of the contract shall be delivered to and become the property of the Sponsor and basic survey notes and sketches, charts, computations and other data shall be made available upon request of the Sponsor. If any information is used by the Sponsor or another Consultant such use or reuse by the Sponsor or others shall be at the sole risk and without liability or legal exposure to the Consultant.

E. CONTRACT FOR OUTSIDE SERVICES

If any of the services outlined in Section I. are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall provide an executed contract between the person(s) or firm and the Consultant outlining the services to be performed and the charges for the same. Two (2) copies of the executed contract shall be submitted to the participating agencies for approval prior to the services being performed; all covenants and Special Conditions shall be included and binding on all subcontracts.

F. FORMERLY NOTICE TO PROCEED (See Section I.G.)

G. SUBLET AGREEMENT

Each party binds himself, his partners, successors, executors, administrators and assigns, to the other part of this agreement and to the partners, successors, executors, administrators and assigns for such other party at all covenants of this Agreement.

Except as above, neither the Sponsor nor the Consultant shall assign, sublet or transfer his interest in this agreement without the written consent of the other party hereto.

H. AGREEMENT EXPIRES

This agreement expires upon final approval and acceptance of the completed project(s) by the Sponsor (and/or Department as applicable), and after all final engineering charges have been paid to the Consultant as of the date of project close-out or after five years from the date of execution, whichever comes first. Payment liability by the State is as outlined above (see Section I.G., Notice to Proceed and Section II., Consultant Compensation).

I. EQUAL EMPLOYMENT OPPORTUNITY

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)

The Consultant agrees to conduct the services in compliance with all the requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964, Part 21 of the Regulations of the Secretary of Transportation, and Executive Order No. 11246, "Equal Employment Opportunity," as amended.

During the performance of this contract, the Consultant, for itself, its assigns and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. Compliance with Regulations. The Consultant shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination. The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procuraments of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including, Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event the Consultant's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Consultant under the contract until the Consultant complies, and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions. The Consultant shall include the provisions of paragraphs 1 through 5 (above) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the sponsor may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the sponsor and/or Department to enter into such litigation to protect the interests of the sponsor and, in addition, the Consultant.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCES

1. Policy. It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this agreement.
2. DBE Obligation. The Consultant agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all Consultants shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Consultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

J. OPEN ACCESS TO DOCUMENTS

(Reference: 49 CFR Part 18.36(i); FAA Order 5100.38)

(Public Act 90-0572 Section 20-65; Public Act 87-991)

The Consultant shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the Consultant agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

K. CERTIFICATION OF CAPACITY TO CONTRACT

(Public Act 90-0572, Section 50-13)

It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices of State government, or who is an officer or employee of the Illinois Building Authority or the Illinois Toll Highway Authority, or who is the wife, husband or minor child of any such person, to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper or for any services, materials or supplies, which will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Illinois Building Authority or the Illinois Toll Highway Authority. Payments made for a public aid recipient are not payments pursuant to a contract with the State within the meaning of this Section.

It is unlawful for any firm, partnership, association or corporation in which any such person is entitled to receive more than 7 1/2% of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

It is unlawful for any firm, partnership, association or corporation in which any such person together with his spouse or minor children is entitled to receive more than 15%, in the aggregate, of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

Nothing in this Section invalidates the provisions of any bond or other security hereto or hereafter offered for sale or sold by or for the State of Illinois.

This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his spouse, minor child or any combination of such persons, if that contract was in existence before his election or employment as such officer, member, or employee. Such a contract is void, however, if it cannot be completed within 6 months after such officer, member, or employee takes office, or is employed.

This Section does not apply to (1) a contract for personal services as a teacher or school administrator between a member of the General Assembly or his spouse, or a State officer or employee or his or her spouse, and any school district, public community, college district, the University of Illinois, Southern Illinois University or any institution under the control of the Board of Governors of State Colleges and Universities or under the control of the Board of Regents or (2) a contract for personal service of a wholly ministerial character including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly or (3) payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

Any person convicted of a violation of this Section shall be guilty of a business offense and shall be fined not less than \$1,000 nor more than \$5,000.

The appropriate Certification of Capacity to Contract will be executed in Section III.X., of this agreement.

L. THE CONSULTANT SELECTION

(Reference: 49 CFR Part 18; FAA AC 5100-14D or latest revision)
(30 ILCS 535; IDOT-Aeronautics Administrative Bulletin: 2010-02)

The Dixon Municipal Airport hereby certifies that it
(Sponsor)
has completed the prescribed qualifications based consultant selection procedures.

The firm of (Crawford, Murphy & Tilly, Inc.) of (Springfield, IL) has
(Consultant) (Location)
been selected to provide the engineering services required for the project on:

September 2, 2014
(Date)

A copy of the executed Retainer Agreement identifying the project covered by this Agreement is included as ATTACHMENT U.

M. AMENDMENTS TO THE AGREEMENT

All effort recorded to document a claim for additional compensation must be delineated separately from the original scope of services with personnel, classifications, dates worked, rates, hours and services thoroughly detailed and clearly identified.

The Department shall be notified of potential amendment requests at the earliest possible opportunity once it has been determined that any of the following three circumstances may exist. Any amendments to the Agreement which increases the fee or the time of performance

must contain one of the following written determinations (with support documentation) depending upon the circumstances of the change.

1. The undersigned determine that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
2. The undersigned determine that the circumstances which necessitate this change were not within the contemplation of the contract as signed.
3. The undersigned determine that this change is in the best interest of the state of Illinois and is authorized by law.

Date

Sign Name

Print Name

Title

Any professional services effort performed beyond the not-to-exceed limits expressed in Section II. Consultant Compensation, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

N. CERTIFICATION OF CONSULTANT

(Public Act 90-0572 Section 50-5)

I hereby certify that I am the _____ Vice President _____ (title) and duly authorized representative of the firm _____ Crawford, Murphy & Tilly, Inc. _____,

whose address is _____ 2750 West Washington Street, Springfield, IL 62702 _____, and that neither I nor the above firm I here represent has:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this Agreement,
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
3. paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract; except as here expressly stated (if any):

The firm certifies by execution:

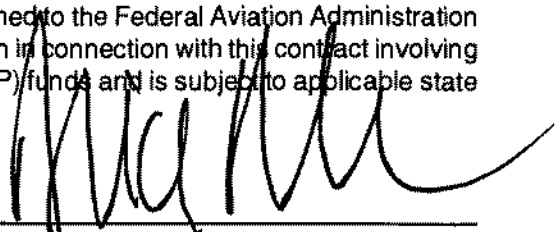
1. it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a

responsible official of the firm, nor has the firm been barred from being awarded a contract or subcontract.

2. it has not been barred from contracting with a unit of state or local government as a result of a violation of the Criminal Code of 1961.

I acknowledge that this certification is to be furnished to the Federal Aviation Administration of the United States' Department of Transportation in connection with this contract involving participation of Airport Improvement Program (AIP) funds and is subject to applicable state and Federal laws, both criminal and civil.

12/5/2014
Date


Signature

Brian R. Welker, P.E.
Print Name

Vice President, Aviation Group Manager
Title

O. FEDERAL TAXPAYER IDENTIFICATION NUMBER

The following statement is made under penalty of perjury:

"The Firm's correct Federal Taxpayer Identification Number is 37-0844662
(I am) (This firm is) doing business as a (please check one):

☐ Individual ☐ Partnership ☒ Corporation

P. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

(Reference: 49 CFR Part 26)

Contract Assurance (§26.13) - The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

In keeping with the DBE plan adopted by the Sponsor, the Consultant shall take all necessary and reasonable steps to attain DBE participation in this contract.

The work for each subconsultant should be listed separately. If the subconsultant is being utilized to meet the project DBE goal, they must be prequalified in that category and certified as a DBE in that category. Please indicate that they are certified in that category. The certification list is available on the Department's website on the "Doing Business" menu under Small Business Enterprises and IL UCP directory <http://www.dot.il.gov/ucp/ucp.html#DBE> Directory. The percent of work is computed based on the individual subconsultant's work effort in each category

Firm Name: _____

Subcontract Amount (\$): _____

Prequalification Category	% of Work	DBE Certification
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more than one subconsultant is being used, attach additional sheets.

NOTE: All final payment requests shall include a completed ATTACHMENT O - DBE Final Documentation or the complete information on the Consultant's format.

Q. DISCRIMINATION

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)
(Executive Order 11246 of September 24, 1965; 41 CFR Part 60)

The Consultant agrees not to commit unlawful discrimination in employment in Illinois and further agrees to take affirmative action to ensure that no unlawful discrimination is committed.

R. DUES/FEES TO CLUBS WHICH DISCRIMINATE

(775 ILCS 25/2 Source: P.A. 85-909)

The Consultant of the business entity certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agent or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates.

S. CONFLICT OF INTEREST

(Public Act 90-0572 Section 50-13)

The Consultant agrees to comply with the provision of the Illinois Public Act prohibiting conflict of interest and all the terms, conditions and provisions of those Sections apply to this contract and are made a part of this contract the same as though they were incorporated and included herein.

T. FELONY CONVICTION

(Public Act 90-5072 Section 50-10)

The Consultant certifies that if he/she or the business entity has been convicted of a felony, at least five years has passed since the completion of the sentence as of the contract date.

U. ILLINOIS HUMAN RIGHTS NUMBER

The Consultant must have an Illinois Department of Human Rights prequalification number, or have an application on file with the Illinois Department of Human Rights office at the State of Illinois Center, Suite 10-100, 100 West Randolph, Chicago, Illinois 60601 (refer to Department of Human Rights form).

(#IDHR PC-1/IL 442-0010). IDHR # 01876-00-4

V. EDUCATIONAL LOAN DEFAULT
(5 ILCS 385).

The Consultant certifies that, if this agreement is with an individual or individuals, that he/she is not in default on an educational loan.

W. DRUG FREE WORKPLACE
(30 ILCS 580).

If the Consultant has 25 or more employees, the following certification shall apply and, by signing this document, the Consultant certifies as follows:

1. The Consultant certifies that he will provide a drug free workplace in compliance with the Drug Free Workplace Act ("Act"). Specifically, Consultant certifies he will do the following:
 - a. Publish a statement:
 - i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Consultants workplace.
 - ii. Specifying the actions that will be taken against employees for violations of such prohibition.
 - iii. Notifying the employee that, as a condition of employment on this agreement, the employee will:
 - 1) abide by the terms of the statement; and
 - 2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
 - b. Establish a drug free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the Consultant policy of maintaining a drug free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug violations.
 - c. Give a copy of the statement described above to each employee engaged in the performance of the contract and post the statement in a prominent place in the workplace.
 - d. Notify the State within 10 days after receiving notice under part (a)(3)(B) above from an employee or otherwise receiving actual notice of such conviction.
 - e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by §5 of the Act.
 - f. Assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicate that a trained referral team is in place.
 - g. Make a good faith effort to continue to maintain a drug free workplace through implementation of §3 of the Act.

If an individual, the Consultant further certifies that he will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the agreement.

X. CAPACITY TO CONTRACT
(Public Act 90-0572)

The Consultant certifies that the Corporation's certificate of Authority to do business in Illinois, is in good standing with the Secretary of State's Office.

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

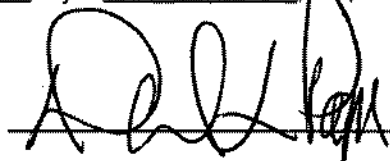
(Corporation)

The undersigned, being a duly elected **Vice President and Associate** of

Crawford, Murphy & Tilly, Inc., a corporation, hereby certify that they have read Public Act 90-0572 Section 50-13 and that they have checked the records of the corporation and that no person who is entitled to receive individually more than 7 1/2% of the total distributable income of the corporation, or together with their spouse or minor child more than 15% of the total distributable income of the corporation, is (i) an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; or (iii) a spouse or a minor child of any such enumerated person.

5th day of December, AD, 2014

BY



Daniel L. Pape, P.E., Associate
Printed Name & Title

BY

Corporation


Brian R. Welker, P.E., Vice President
Printed Name & Title

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Partnerships and Non-Corporate Firms and Associations)

The undersigned, being each and every one of the partners/members/associates/(other) of

N/A, hereby certify on behalf of themselves individually, that they have read Public Act 90-0572 Section 50-13 and that (i) they are not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; nor a spouse or minor child of any such enumerated person; or (ii) that they are such an enumerated person but that they are not entitled to receive individually more than 7 1/2% of the total distributable income of the partnership/firm/association, or together with their spouse or a minor child more than 15% of the total distributable income of the partnership/firm/association.

_____ day of _____, AD, 20_____

BY _____

BY _____

Printed Name & Title

Printed Name & Title

d/b/a _____
(Name)

CERTIFICATION OF CAPACITY TO CONTRACT

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Individual Consultants)

I, N/A
(Name)

hereby certify that I have read Public Act 90-0572 Section 50-13 and I further certify (i) that I am not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) that I am not an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; and (iii) that I am not a spouse or a minor child of any such official, member, officer or employee.

____ day of _____, AD, 20____

BY _____

Printed Name & Title

d/b/a _____
(Name)

Y. CERTIFICATION REGARDING LOBBYING

(Reference: 49 CFR Part 20, Appendix A)

Certification for Contracts, Grants, Loans and Cooperative Agreements.

The Consultant certifies compliance with Section 319 of Public Law 101-102 and to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Z. INTERNATIONAL BOYCOTT

(Applicable to contracts in excess of \$10,000):

The Consultant certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act. The Consultant makes the certification set forth in Section 5 of the International Anti-Boycott Certification Act.

AA. NON-APPROPRIATION CLAUSE

Obligations of the State will cease immediately without penalty or further payment being required in any fiscal year the Illinois General Assembly fails to appropriate or otherwise make available sufficient funds for payment of this Agreement.

BB. DEBT CERTIFICATION

The Consultant certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500/50-11 and 50-12. The Consultant further acknowledges that the contracting State agency may declare the contract void if the preceding certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the

State during the term of the contract.

CC. GOODS FROM CHILD LABOR ACT

The Consultant certifies in accordance with Public Act 94-0264 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

DD. QUALIFICATION BASED SELECTION ACT

(Reference: 49 CFR Part 18.36; FAA Order 5100.38; FAA AC 150/5100-14 (latest))

The parties hereby certify that there was compliance with the provisions of the State of Illinois' Architectural, Engineering and Land Surveying Qualifications Based Selection Act, Chapter 30 ILCS 535 in the procurement of the services covered by this Agreement.

EE. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

(Reference: 49 CFR Part 29; FAA Order 5100.38)

The Consultant certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

FF. RIGHTS TO INVENTIONS

(Reference: 49 CFR Part 18.36(i)(8); FAA Order 5100.38)

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.

GG. TRADE RESTRICTION CLAUSE

(Reference: 49 CFR Part 30.13; FAA Order 5100.38)

The Consultant or subconsultant, by submission of an offer and/or execution of a contract, certifies that it:

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
3. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Consultant or subconsultant who is unable to certify to the above. If the Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the Consultant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant unless it has knowledge that the certification is erroneous.

The Consultant shall provide immediate written notice to the sponsor if the Consultant learns that its certification or that of a subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. The subconsultant agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the Consultant or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

HH.BREACH OF CONTRACT TERMS

(Reference: 49 CFR Part 18.36)

Any violation or breach of terms of this contract on the part of the Consultant or their subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Policies and procedures for procurement of professional services are established in Federal Regulation Title 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements. The Airport and Airway Improvement Act (AAIA) of 1982, as amended, serves as the enabling legislation. The parties agree that these policies and procedures have been followed.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at

_____, Dixon, Illinois, this _____, 2014.
(city) (date) (year)

ATTEST:

(SEAL)

City of Dixon
(Sponsor Name)

(Federal Employee's Identification Number)

BY _____

Printed Name & Title

BY _____

Printed Name & Title

ATTEST:

(SEAL)

(Consultant Name)

BY _____

Daniel L. Pape, P.E., Associate
Printed Name & Title

BY _____

37-0844662
(Federal Employee's Identification Number)

Brian R. Welker, P.E., Vice President
Printed Name & Title

LIST OF ATTACHMENTS

<u>ATTACHMENT A / A1</u> –	PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT B / B1</u> –	DESIGN PHASE SERVICES <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT C / C1</u> –	CONSTRUCTION PHASE SERVICES <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT D / D1</u> –	PLANNING AND SPECIAL SERVICES <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT E</u> –	ENGINEERING REPDRT (General Guidance)
<u>ATTACHMENT F</u> –	RESIDENT ENGINEER'S DIARY (Standard Format)
<u>ATTACHMENT G</u> –	CDST PLUS FIXED PAYMENT INVOICE (Standard Format)
<u>ATTACHMENT H</u> –	LUMP SUM INVOICE (Standard Format)
<u>ATTACHMENT I</u> –	EFFORT DETAIL BREAKDOWN (Standard Format)
<u>ATTACHMENT J</u> –	TESTING SCHEDULE
<u>ATTACHMENT K</u> –	TESTING RATES & COST SUMMARY
<u>ATTACHMENT L</u> –	SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS
<u>ATTACHMENT M</u> –	SUMMARY OF OVERHEAD AND INDIRECT CDSTS
<u>ATTACHMENT N</u> –	PROJECT CERTIFICATION
<u>ATTACHMENT O</u> –	OBE FINAL DOCUMENTATION
<u>ATTACHMENT P</u> –	PROJECT SKETCH
<u>ATTACHMENT Q</u> –	PROJECT LETTING SCHEDULE
<u>ATTACHMENT R</u> –	DP&P PROGRAM LETTER
<u>ATTACHMENT S</u> –	CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL / ADMINISTRATIVE EXPENSE RATE LETTER
<u>ATTACHMENT T</u> –	CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS
<u>ATTACHMENT U</u> –	RETAINER AGREEMENT

Dixon Municipal Airport

Rehabilitate Airfield Lighting System

Attachment A

Preliminary Assessment and Schematic Design Phase Services

ESTIMATE OF COSTS

<u>CATEGORY</u>		<u>AMOUNT</u>
1 <u>Direct Salary Costs</u>		\$ 4,434.36
2 <u>Labor and General and Administrative Overhead</u> ¹	56.81%	\$ 2,519.16
3 <u>Direct Nonsalary Expenses</u>	79.88%	\$ 3,542.17
Lodging ^{2,3}		\$ -
Meals/Per Diem ^{2,3}		\$ -
Transportation ²		\$ 240.00
Materials & Supplies		\$ 25.00
Printing		\$ 25.00
CADD time ⁴		\$ -
Other Costs (Excluding outside Services)		\$ 25.00
4 <u>Fixed Payment</u> ⁵		\$ 1,600.00
5 <u>Outside Services/Subconsultants</u>		\$ -
none anticipated	\$ -	
Estimate of Total Costs:		\$12,410.69
Lump Sum Total Amount Not to Exceed:	Use =	\$12,400.00

Estimated Construction Cost

Federal/State/Local \$195,000

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ Maximum CADD rate shall be \$15.00/hour.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

ATTACHMENT A-1

Preliminary Assessment and Schematic Design Phase Services

ESTIMATE OF SALARY EXPENSE

<u>CLASSIFICATION</u>	<u>TIME REQUIRED</u> <u>(HOURS)</u>	<u>HOURLY</u> <u>WAGE</u>	<u>SALARY</u> <u>EXPENSE</u>
PRINCIPAL	0	\$68.33	\$0.00
SENIOR PROJECT ENGINEER	3	\$56.51	\$169.53
PROJECT ENGINEER	20	\$43.94	\$878.80
SENIOR ENGINEER	25	\$33.98	\$849.50
ENGINEER	27	\$27.55	\$743.85
REGISTERED LAND SURVEYOR	2	\$39.23	\$78.46
SENIOR TECHNICIAN	37	\$33.55	\$1,241.35
ENGINEERING TECHNICIAN	18	\$25.20	\$453.60
CLERK/TYPIST	1	\$19.27	\$19.27
		<i>AVERAGE</i>	
TOTAL	133	\$33.34	\$4,434.36

*Classifications may be adjusted as per Consultant's work force.

Dixon Municipal Airport

Rehabilitate Airfield Lighting System

Preliminary Assessment and Schematic Design Phase Services

Attachment A-2

Cost Estimate of Consultant Services (By Task)

Element of Work	Hours	Ave Hourly Rate	Total Direct Labor	% of Total Labor
Preliminary Assessment/Schematic Design (Per Section I.A. of Agreement)				
1 Field Investigations/Surveys	40	\$29.94	\$ 1,197.49	27.00%
2 Preliminary Design - 35% Design Report (subtotal)	70	\$33.16	\$ 2,321.49	52.35%
General Scope Development/Overall Limits	8	\$31.67	\$ 253.37	5.71%
Preliminary sequence of construction	5	\$33.31	\$ 166.57	3.76%
Existing Conditions/Removals	10	\$32.23	\$ 322.32	7.27%
Existing Lighting System Evaluation	7	\$34.93	\$ 244.49	5.51%
Proposed Lighting System Layout/Plan Development	19	\$33.42	\$ 634.91	14.32%
Proposed Electrical Details	7	\$34.87	\$ 244.06	5.50%
Electrical Vault Improvements	7	\$31.67	\$ 221.67	5.00%
Preliminary opinion of probable cost/quantity evaluation and funding review	7	\$33.44	\$ 234.10	5.28%
3 Design conference(s) with C73/IDA	7	\$40.04	\$ 280.31	6.32%
4 Agency Coordination/Permitting	6	\$37.16	\$ 222.94	5.03%
5 Progress/Review Meetings	6	\$38.96	\$ 233.76	5.27%
6 Quality Control and Constructability Review	2	\$38.96	\$ 77.92	1.76%
7 Project Management	2	\$50.23	\$ 100.45	2.27%
Totals	133	\$33.34	\$ 4,434.36	100%

Dixon Municipal Airport
Rehabilitate Airfield Lighting System
Attachment B
Design Phase Services
ESTIMATE OF COSTS

<u>CATEGORY</u>		<u>AMOUNT</u>
1	<u>Direct Salary Costs</u>	\$ 5,285.95
2	<u>Labor and General and Administrative Overhead¹</u>	56.81% \$ 3,002.95
3	<u>Direct Nonsalary Expenses</u>	79.88% \$ 4,222.42
	Lodging ^{2,3}	\$ -
	Meals/Per Diem ^{2,3}	\$ -
	Transportation ²	\$ 250.00
	Materials & Supplies	\$ 30.00
	Printing	\$ 120.00
	CADD time ⁴	\$ -
	Other Costs (Excluding outside Services)	\$ 25.00
4	<u>Fixed Payment⁵</u>	\$ 1,900.00
5	<u>Outside Services/Subconsultants</u>	-
	none anticipated	
	Estimate of Total Costs:	\$ 14,836.32
	Cost Plus Fixed Fee Total Amount Not to Exceed:	Use = \$ 14,800.00

Estimated Construction Cost

Federal/State/Local \$195,000

Attach a sketch labeled ATTACHMENT P in sufficient detail to clearly delineate the proposed areas of work.

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ Maximum CADD rate shall be \$15.00/hour.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

ATTACHMENT B-1

Design Phase Services

ESTIMATE OF SALARY EXPENSE

	TIME REQUIRED	HOURLY	SALARY
<u>CLASSIFICATION</u>	<u>(HOURS)</u>	<u>WAGE</u>	<u>EXPENSE</u>
PRINCIPAL	0	\$68.33	\$0.00
SENIOR PROJECT ENGINEER	6	\$56.51	\$339.06
PROJECT ENGINEER	21	\$43.94	\$922.74
SENIOR ENGINEER	48	\$33.98	\$1,631.04
ENGINEER	40	\$27.55	\$1,102.00
REGISTERED LAND SURVEYOR	0	\$39.23	\$0.00
SENIOR TECHNICIAN	30	\$33.55	\$1,006.50
ENGINEERING TECHNICIAN	9	\$25.20	\$226.80
CLERK/TYPIST	3	\$19.27	\$57.81
		<i>AVERAGE</i>	
TOTAL	157	\$33.67	\$5,285.95

*Classifications may be adjusted as per Consultant's work force.

Dixon Municipal Airport

Rehabilitate Airfield Lighting System

Design Phase Services

Attachment B-2

Cost Estimate of Consultant Services (By Task)

Element of Work	Hours	Ave Hourly Rate	Total Direct Labor	% of Total Labor
Design/Bidding Phase (Per Section I.B. of Agreement)				
1 Prel. Design Follow-up/Design Report 35% Addendum	5	\$35.80	\$ 179.00	3.39%
2 Design conference(s) with C73/IDA	6	\$38.96	\$ 233.76	4.42%
3 Plan Development - Detailed Design (80% Level) (subtotal)	80	\$32.78	\$ 2,622.23	49.61%
Cover/Summary of Quantities/General/Comps.	18	\$31.65	\$ 569.71	10.78%
Preliminary sequence of construction	10	\$32.64	\$ 326.40	6.17%
Existing Conditions/Removals	6	\$31.69	\$ 100.18	3.60%
Proposed Re-Cable Plan/Lighting Layout	10	\$33.31	\$ 333.14	6.30%
Electrical Details	10	\$32.64	\$ 326.44	6.21%
Electrical Vault Improvements/Mods.	13	\$32.70	\$ 425.12	8.04%
Specifications; Bid Documents; Opinion of Probable Cost Detailed Design 80% Level	13	\$34.56	\$ 449.26	8.50%
4 Plan Development - Final Design (80% - 100% Level) (subtotal)	47	\$33.25	\$ 1,562.55	29.56%
Cover/Summary of Quantities/General/Comps.	8	\$29.53	\$ 236.24	4.47%
Preliminary sequence of construction	5	\$32.52	\$ 162.61	3.08%
Existing Conditions/Removals	4	\$32.16	\$ 128.63	2.43%
Proposed Re-Cable Plan/Lighting Layout	6	\$34.43	\$ 206.55	3.91%
Electrical Details	8	\$36.33	\$ 290.61	5.50%
Electrical Vault Improvements/Mods.	8	\$32.41	\$ 259.30	4.91%
Specifications; Bid Documents; Opinion of Probable Cost Detailed Design 80% Level	8	\$34.83	\$ 278.61	5.27%
5 Agency Coordination/Permitting	2	\$30.77	\$ 61.53	1.16%
6 Progress/Review Meetings	4	\$30.77	\$ 123.06	2.33%
7 Quality Control and Constructability Review	4	\$42.10	\$ 168.41	3.19%
8 Project Management	4	\$42.10	\$ 168.41	3.19%
9 Miscellaneous bid administration: addenda; respond to questions during bidding; analysis of bids; etc.	5	\$33.40	\$ 167.00	3.16%
Totals	157	\$33.67	\$ 5,285.95	100%

ATTACHMENT C

CONSTRUCTION PHASE SERVICES – NOT INCLUDED WITHIN THIS AGREEMENT

ESTIMATE OF COSTS

<u>Category</u>	<u>Amount (\$)</u>
1. <u>Direct Salary Costs</u>	_____
2. <u>Labor and General and Administrative Overhead</u> ¹	_____
3. <u>Direct Nonsalary Expenses</u>	
Lodging ^{2,3}	_____
Meals/Per Diem ^{2,3}	_____
Transportation ²	_____
Materials & Supplies	_____
Printing	_____
CADD time ⁴	_____
Other Costs (excluding outside services)	_____
4. <u>Fixed Payment</u> ⁵	_____
5. <u>Outside Services</u>	_____
Cost Plus Fixed Payment	
Total Amount Not to Exceed	\$ _____

Estimated Number of Calendar Days: _____

Estimated Days of On-Site Resident Engineer Services: _____

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ Maximum CADD rate shall be \$15.00/hour.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

ATTACHMENT C-1

CONSTRUCTION PHASE SERVICES – NOT INCLUDED WITHIN THIS AGREEMENT

ESTIMATE OF SALARY EXPENSES

Classification*	Hours	\$Rate/Hour	Cost (\$)
Principal			
Vice Principal			
Project Manager			
Senior Project Engineer			
Senior Project Architect			
Project Engineer			
Resident Engineer			
Senior Engineer			
Senior Architect			
Engineer			
Planner			
Registered Land Surveyor			
Land Surveyor			
Senior Engineering Technician			
Engineering Technician			
Engineering Assistant			
CADD/Draftsman/Technician			
Clerical			
Total	(hours)	(average)	\$ (total direct salary costs) (ATTACHMENT C)

*Classifications may be adjusted as per Consultant's work force.

ATTACHMENT D

PLANNING AND SPECIAL SERVICES – NDT INCLUDED WITHIN THIS AGREEMENT

ESTIMATE OF COSTS

<u>Category</u>	<u>Amount (\$)</u>
1. <u>Direct Salary Costs</u>	_____ (ATTACHMENT D-1)
2. <u>Labor and General and Administrative Overhead</u> ¹	_____
3. <u>Direct Nonsalary Expenses</u>	
Lodging ^{2,3}	_____
Meals/Per Diem ^{2,3}	_____
Transportation ²	_____
Materials & Supplies	_____
Printing	_____
CADD time ⁴	_____
Other Costs (excluding outside services)	_____
4. <u>Fixed Payment</u> ⁵	_____
5. <u>Outside Services</u>	_____
	Cost Plus Fixed Payment
	Total Amount Not to Exceed \$ _____
OR	
	Lump Sum
	Total Amount Not to Exceed \$ _____

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ Maximum CADD rate shall be \$15.00/hour.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

ATTACHMENT D-1

PLANNING AND SPECIAL SERVICES – NOT INCLUDED WITHIN THIS AGREEMENT

ESTIMATE OF SALARY EXPENSES

Classification*	Hours	\$Rate/Hour	Cost (\$)
Principal			
Vice Principal			
Project Manager			
Senior Project Engineer			
Senior Project Architect			
Project Engineer			
Project Architect			
Senior Engineer			
Senior Architect			
Engineer			
Planner			
Registered Land Surveyor			
Land Surveyor			
Senior Engineering Technician			
Engineering Technician			
Engineering Assistant			
CADD/Draftsman/Technician			
Clerical			
Total	(hours)	(average)	\$ (total direct salary costs) (ATTACHMENT D)

*Classifications may be adjusted as per Consultant's work force.

ATTACHMENT E

ENGINEERING REPORT (General Guidance)

The Engineering Report is to be prepared by the Consultant and submitted to the Sponsor and/or Department, if possible, prior to starting Plans and Specifications. The Report shall include, at a minimum, a discussion of the following elements which are applicable and any other elements deemed necessary by the Department:

1. Introduction, project overview and consistency with approved ALP, justification, scope, authorization, funding, required environmental actions and schedule.
2. Investigations and evaluations, including pavement history, PCI information, topographic survey data, soil sampling and testing, boring logs, CBR test results, subgrade stabilization considerations, and seasonal frost issues.
3. Pavement design considerations, including pavement types and/or alternates; any unusual design and reasons therefore, selection of design CBR value, traffic distribution, and reported pavement strength.
4. Rehabilitation, strengthening and/or overlay work shall be detailed as to the type of work required, including existing pavement conditions, material selection considerations, thickness design and economic analysis.
5. Construction features which vary from FAA criteria should be identified including the problem(s) facts, alternative solutions, and/ or desired solution. Is the desired solution the most economical?
6. Items such as materials sources, soils, drainage, water for construction, cost of land vs. development, contractor resources, available finances, and stage development. The report should say how these factors affected the decisions made by the Consultant in the design.
7. Explanation of drainage design criteria including explanation of drainage districts data INPUT and off-site drainage impact on design. Include drainage calculations and modeling.
8. Special considerations for local circumstances such as available material, equipment, contractors, and airport sponsored events.
9. Consultant's choice of options for the lighting design; similar explanation of choices made for the drainage, fencing, turfing and marking, including decisions regarding cover crop seeding.
10. Approach conditions which will result from proposed work and comparison with FAA criteria.
11. Analysis of potential RSA determination (if applicable).
12. Development of PCN for runway strengthening and rehabilitation projects.
13. Description of non-AIP work and quantity separation from AIP eligible items.
14. Identify work to be done by others such as utility companies and airports sponsor forces.
15. The Consultant's preliminary estimate of construction costs, fees and expenses shall be included.
16. A discussion of project safety concerns (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) shall be included.
17. A discussion of project phasing / sequencing and estimate of construction calendar days shall be included.

ATTACHMENT F



**Illinois Department
of Transportation**

Resident Engineer's Diary

Airport: _____ Date: _____

Contractor: _____ IL Project No.: _____ AIP Project _____

Temperature _____ Wind: _____ Weather Conditions: _____

Status: ☐ Active ☐ Suspended Jobsite Conditions: ☐ Workable ☐ Non-workable

Controlling Item: _____

Workforce

Consultant (# of people, hours): _____

Contractor (# of people, equipment, hours):

Daily Work

Pay items / General Location:

Instructions to Contractor / Unusual Events:

Verbal Approvals (official & item): _____

Additional Work (change order, etc.): _____

Official Visitors: _____

Materials Deliveries (material, quantity, quality) / Testing (test, location, corrective action):

Other:

Calendar Days: _____ Awarded
_____ Charged
_____ Remaining

DBE Onsite? (yes or no)
Own forces used? (yes or no)
Own equipment used? (yes or no)

Submitted _____ Firm: _____ Date: _____

ATTACHMENT G

COST PLUS FIXED PAYMENT INVOICE (Standard Format)

To: _____, Chief Engineer
Illinois Department of Transportation
Division of Aeronautics
Abraham Lincoln Capital Airport
1 Langhorne Bond Drive
Springfield, IL 62707-8415

From (Firm): _____
Address: _____
Telephone No.: _____
Invoice # _____ Date: _____
[] Partial [] Final

Attn: _____, Section Chief

Airport: _____ Municipality: _____, IL
Illinois Project No. _____ Federal Project No. _____
Notice to Proceed Date (OP&P Program Letter or Sponsor Authorization): _____
Per A/E Agreement/Amendment dated: _____

Services (Check only those services pertaining to invoice):

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design Phase | <input type="checkbox"/> Planning and Special Services |
| <input type="checkbox"/> Design Phase | <input type="checkbox"/> Other () |
| <input type="checkbox"/> Construction Phase | <input type="checkbox"/> Amendment(s) |

Service Dates: For Services Rendered From (date): _____ To (date): _____

	<u>To Date</u>	<u>Billing</u>
<u>Period</u>		
(1) Direct Salaries _____	\$ _____	\$ _____
Include all information per ATTACHMENT I (EFFORT DETAIL BREAKDOWN)		
(2) Labor and General and Administrative Overhead (_____ %) _____	\$ _____	\$ _____
(3) Direct Non-Salary Expenses (OT Premium) _____	\$ _____	\$ _____
Support documentation must accompany all payment requests of direct non-salary expenses.		
(4) Profit – (Fixed Payment \$ _____ x _____ % Complete) _____	\$ _____	\$ _____
(5) SUBTOTAL (1) – (4) _____	\$ _____	\$ _____
(6) Outside Services _____	\$ _____	\$ _____

TOTAL AMOUNT EARNED TO DATE: (5) + (6) _____ \$ _____
Maximum Payable (per Engineering Agreement) _____ \$ _____
Estimated total cost to complete project (for billings after 50%) _____ \$ _____
Less Total Amount(s) Previously Invoiced _____ \$ _____
PAYMENT DUE THIS INVOICE _____ \$ _____

I certify that to the best of my knowledge, the percent of work shown as complete on this Invoice is correct.

By: _____ Printed Name and Title _____

Department Approval
By: _____ Printed Name and Title _____

NOTE: This format is for general information. The Consultant's format containing essential data may be acceptable.

ATTACHMENT H

LUMP SUM INVOICE (Standard Format)

To: _____, Chief Engineer
Illinois Department of Transportation
Division of Aeronautics
Abraham Lincoln Capital Airport
1 Lenghome Bond Drive
Springfield, IL 62707-8415

From (Firm): _____
Address: _____
Telephone No.: _____
Invoice # _____ Date: _____
[] Partial [] Final

Attn: _____, Section Chief

Airport: _____ Municipality: _____, IL
Illinois Project No. _____ Federal Project No. _____
Notice to Proceed Date (OP&P Program Letter or Sponsor Authorization): _____
Per A/E Agreement/Amendment dated: _____

Services (Check only those services pertaining to invoice):

<input type="checkbox"/> Preliminary Assessment and Schematic Design Phase	<input type="checkbox"/> Planning and Special Services
<input type="checkbox"/> Design Phase	<input type="checkbox"/> Other ()
<input type="checkbox"/> Construction Phase	<input type="checkbox"/> Amendment(s)

Service Dates:

For Services Rendered From (date): _____ To (date): _____

- (1) Lump Sum (LS) Fee (or Maximum Payable per Engineering Agreement) \$ _____
- (2) Percent of Work Complete: _____ %
- (3) Fee Earned to Date: (LS \$ _____ x _____ % Complete) \$ _____
- (4) Less Total Amount(s) Previously Invoiced \$ _____
- (5) PAYMENT DUE THIS INVOICE \$ _____

I certify that to the best of my knowledge, the percent of work shown as complete on this Invoice is correct.

By: _____
Printed Name and Title

Department Approval

By: _____
Printed Name and Title

NOTE: This format is for general information. The Consultant's format containing essential data may be acceptable.

ATTACHMENT I

EFFORT DETAIL BREAKDOWN (Standard Format)

Page ____ of ____ Pages

Airport: _____

Illinois Project No. _____

Federal Project No. _____

Invoice No. _____

Date: _____

ENGINEERING COSTS BREAKDOWN

Agreement Paragraph Governing Services	Service Performed	Date Performed	Employee's Name and Classification	Hours	Rate	Amount

Total _____

ENGINEERING FIRM

Name _____

Address _____

Prepared By _____

Date _____

NOTE:

This format is for general information; however the consultant's format containing the essential data may be acceptable.

ATTACHMENT J

TESTING SCHEDULE

Testing Schedule - anticipated for the Preliminary Assessment and Schematic Design, Design and Construction phases of the project.

Description	Approximate Number
ASTM D 421, Particle Size Analysis	
ASTM D 2217	
ASTM C 422	
ASTM D 698, Moisture-Density Relations of Soil	
ASTM D 1557	
ASTM D 427, Shrinkage Factors of Soil	
ASTM D 2434, Permeability of Granular Soils	
AASHTO T 194, Determination of Organic Materials in Soils by Wet Combustion	
ASTM D 1883, Bearing Ratio of Laboratory Compacted Soil	
AASHTO T 222, Modulus of Soil Reaction	
ASTM D 2487, Soil Classification "Unified System"	
ASTM D 2113, Soil Borings	
ASTM C 207, Hydrated Lime	
ASTM C 131, Abrasion	
ASTM C 88, Soundness	
ASTM D 946, Panatration	
ASTM D 3381, Viscosity	
ASTM D 1559, Marshall Method	
ASTM C 136, Gradation	
ASTM D 2172, Extraction and Gradation	
ASTM D 2726, Bulk Specific Gravity	
ASTM D 2041, Maximum Theoretical Specific Gravity	
ASTM D 2950, Nuclear Density	
ASTM C 117 Washed Aggregate Sample	
ASTM D 4318, Liquid Limit, Plastic Limit, Plasticity Index	
ASTM C 127, Absorption and Specific Gravity	
ASTM C 128	
ASTM C 566, Moisture Content	
ASTM C 31, PCC Test Cylinders	
ASTM C 141, Slump	
ASTM C 231, Air Content	
ASTM C 78, Flexural Strength	
ASTM C 138, Yield, Cement Content	
ASTM D 412, Rubber in Tension	
ASTM D 1664, Striping Tact	

The testing form shall be adjusted to the specific project. The consultant shall not assume IDOT will provide any testing and inspections. Payment for these services shall be at the rates established in ATTACHMENT K. - TESTING RATES & COST SUMMARY.

TESTING RATES & CDST SUMMARY

IDOT Division of Aeronautics
Standard A/E Agreement 2012-01

Page 44

ATTACHMENT L (Optional)

SUMMARY OF PAYROLL BURDEN AND FIXED COSTS

	<u>% of Direct Productive Payroll</u>
Federal Insurance Contributions Act	_____
State Unemployment Compensation	_____
Federal Unemployment Compensation	_____
Workmen's Compensation Insurance	_____
Paid Holidays, Vacation, Sick Leave	_____
Bonus	_____
Pension	_____
Group Insurance	_____
 TOTAL PAYROLL BURDEN & FRINGE COSTS	 _____ %

NOTE:

A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

ATTACHMENT M (Required)

SUMMARY OF OVERHEAD AND INDIRECT COSTS

	<u>% of Direct Productive Payroll</u>
Taxes except Federal Income	_____
Business Insurance, except key-man insurance, insurance including accident, liability and valuable papers	_____
Depreciation and authorization	_____
Administrative, unassignable staff time, recruiting, training and education, severance, negotiating new business, and office accounting, clerical and secretarial wages and salaries	_____
Reproduction and printing costs	_____
Office Supplies	_____
Computer Costs	_____
Professional services including specialists, legal, auditing, etc.	_____
Employees travel expenses not assigned to clients and excluding costs outside Illinois	_____
Telephone, Telegraph and Postage	_____
Recruiting and relocating expense	_____
Training and educational non-salary expenses	_____
Fees, licenses, dues, publications (technical and professional)	_____
Utilities and maintenance	_____
Business space rent	_____
Rental of Equipment	_____
Miscellaneous Expense	_____
_____	_____
TOTAL OVERHEAD	<u>%</u>

NOTE: A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

ATTACHMENT N

PROJECT CERTIFICATION

Airport: _____ Letting Date: _____
IL Project No.: _____
Federal Project No.: _____
Contract No: _____

Project Description: _____

Pursuant to Federal Aviation Regulations, Part 152, as amended, and as a condition to receiving any Federal and/or State financial assistance through a Grant Offer from the FAA and/or the State of Illinois - Department of Transportation for the proposed airport development project, it is hereby represented, to the best of our knowledge, information, and belief that:

1. The Consultant has been selected to provide the necessary professional services for the project described herein and identified in the Professional Services Request For Qualifications (RFO).
Selection Date (Required): _____ Copy of Retainer attached (ATTACHMENT U).
2. Project is clearly delineated on the currently approved Airport Layout Plan.
Approval Date (Required): _____
3. Project is environmentally cleared. ☐ CatEx ☐ EA ☐ EIS ☐ FONSI
Approval Date (Required): _____
4. All Corps/EPA permits and other regulatory agency reviews/approvals/mitigation have been satisfied and there are no known encumbrances to the completion of the project.
☐ Yes ☐ No.
5. Plans were prepared in accordance with FAA approved standards and advisory circulars; and, the specifications were prepared in accordance with the FAA approved *Illinois Standard Specifications For Construction Of Airports*, along with the Division of Aeronautics' most current Policy Memorandums and "Handout" Specifications, except as noted by attached Modification of Standards (MOS) which has been addressed and justified in the engineering report and submitted to and approved by the FAA and Engineer of Design. ☐ Yes ☐ No.
Approval Date of MOS (If applicable): _____
6. The design conforms to the approved project scope. ☐ Yes ☐ No.
7. Provisions have been included for safety during construction (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction). ☐ Yes ☐ No.
8. The plans, special provisions and quantities have been thoroughly checked in accordance with best management practices by the Consultant for accuracy and consistency, and are in conformance with AC 150/5300-13 (latest edition). All contract deliverables referenced in Section I.F. DELIVERABLES have been submitted, received and determined acceptable.
☐ Yes ☐ No.

Date _____ By: _____
Design Engineer (Consultant)

Date _____ By: _____ P.E.
Project Engineer (Consultant)

Date _____ By: _____ P.E.
Department Design Engineer

Date _____ By: _____ P.E.
Engineer of Design

ATTACHMENT Q

DBE FINAL DOCUMENTATION



**Illinois Department
of Transportation**

Prime Consultant

Name _____
Address _____
Telephone _____

Subject

Airport _____
Illinois Project No. _____
Federal Project No. _____

DBE Subconsultant

Name _____
Address _____
Telephone _____

Contract Amounts

Consultant Contract Amount _____
DBE Contract Amount _____
DBE Participation (%) _____

This documentation verifies the services provided and the amount paid to the DBE Subconsultant on the above captioned contract. The undersigned certifies that the services reported herein were executed by the DBE, that the DBE actually provided the services and that the services reported herein conform to the services reported in the approved Professional Services Agreement together with any amendments approved by the Sponsor and/or Division as applicable.

Description of Service Provided	Contract Amount	Amount Paid	Difference (+/-)
1.			
2.			
3.			
4.			
5.			
6.			
Totals			

DBE Contract amount has been met or exceeded [] Yes [] No (*check one*).

DBE Contract amount not met – Shortfall \$ _____ (*documentation explaining shortfall attached*).

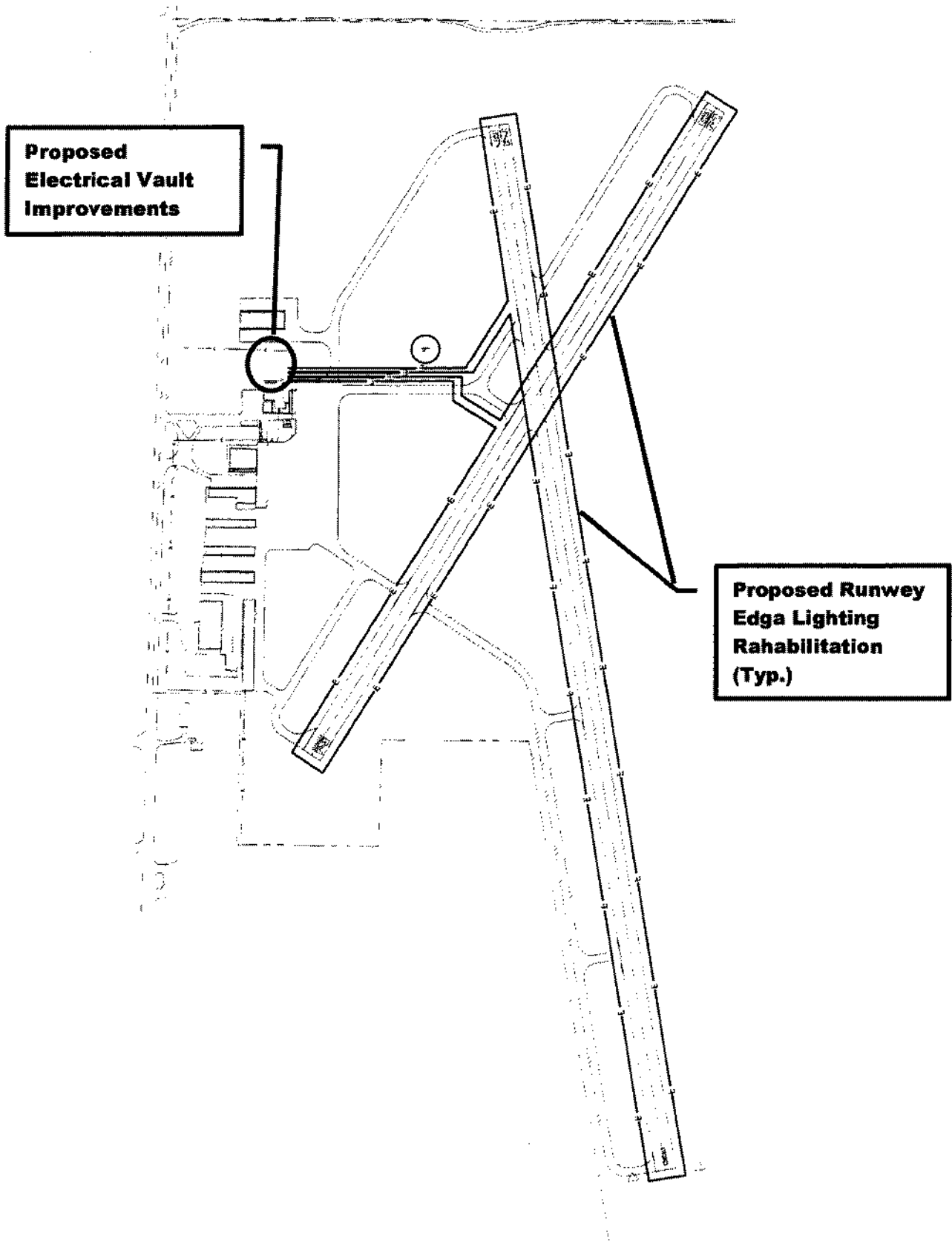
Prime Consultant

DBE Subconsultant

Print Name _____
Title _____
Signature _____
Date _____

Print Name _____
Title _____
Signature _____
Date _____

ATTACHMENT P
PROJECT SKETCH



ATTACHMENT Q

PROJECT LETTING SCHEDULE

PRELIMINARY PROJECT SCHEDULE

The proposed project schedule is shown below.

<u>Schedule Item</u>	<u>Due Date</u>
Project Pre-design	Estimate 12/15/14
Engineering Report (35%)	January 9, 2015
Agency/Owner Review Comments	January 23, 2015
Preliminary Plans (80%)	March 20, 2015
Agency/Owner Review Comments	April 3, 2015
Final Plans (100%)	June 5, 2015
IDOT Service Bulletin	June 26, 2015
IDOT Letting	July 31, 2015
Anticipated Start of Work	September 25, 2015

ATTACHMENT R

**OP&P PROGRAM LETTER
EXCERPTS FROM IDOT PROGRAMMING LETTER**



Illinois Department of Transportation

Office of Planning and Programming
2300 South Dirksen Parkway / Springfield, Illinois / 62764

May 31, 2013

Mr. Dave Flenner
Airport Board Secretary
Dixon Municipal Airport
P.O. Box 386
Dixon, Illinois 61021-9032

Dear Mr. Flenner:

For Fiscal Year 2014, the Illinois Department of Transportation's Proposed Airport Improvement Program includes projects at airports throughout the state to ensure continued safe and efficient operations at these facilities as well as maximizing opportunities for economic development in Illinois.

Following, for your information, are the federally funded projects for your airport that are included in the Federal Fiscal Year (FFY) 2014 Proposed Airport Improvement Program. This program is based on federal funding levels established in the current federal funding legislation which provide for a minimum of \$1 million in entitlement funds for primary airports as well as \$150,000 entitlements for non-primary airports. The federal legislation calls for a 90% federal match and the state and local match will be 5% for all projects which are eligible for state funding. All other federal projects will require a 10% local match.

The projects included in the program were selected from the many projects that were submitted as the result of the fall of 2012 Transportation Improvement Program (TIP) meetings. Federal, state and local priorities weighed heavily in the selection process.

The FFY 2013 and prior program contains the following federal projects for your airport:

Rehabilitate lights on both runways.	Entitlement	\$235,391
	State Apportionment	\$0
	Discretionary	\$0
	State Match	\$7,304
	Local Match	\$7,305
	Total	\$250,000

ATTACHMENT S

**CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL /
ADMINISTRATIVE EXPENSE RATE LETTER**

**CALENDAR YEAR 2013
PROVISIONAL 2014 – 6/2015**

CMT ACCOUNT NUMBER	ACCOUNT NAME	% OF DIRECT LABOR COSTS
<u>PAYROLL BURDEN AND FRINGE BENEFITS</u>		
6151	FICA Tax	11.46%
6102, 6103, 6170	Paid Time Off (Vacation, Holidays and Sick Leave)	17.99%
6154, 6156, 6158	Group Medical, Life, Workers Comp, Disability and Unemployment Insurance	12.76%
6159, 6160	Employee Retirement Plan Contributions	14.60%
		<u>56.61%</u>
<u>GENERAL & ADMINISTRATIVE OVERHEAD EXPENSE</u>		
6104-6119	Indirect Salaries - Not Allocable to Projects	39.23%
6222, 6264	Miscellaneous Taxes	.90%
6231	Professional Fees	1.66%
6251	Rent	9.06%
6252	Utilities	1.07%
6271	Telephone & Data	3.59%
6253-6254	Maintenance & Repairs	1.86%
6261-6265	Office Supplies, Shipping & Reproduction	1.59%
6281, 6284	Seminars, Registration & Education	2.29%
6291, 92, 95, 6321-23	Travel & Vehicle Expense	2.56%
6331, 6332	Business Insurance	3.13%
6351, 52, 61, 62, 69	Equipment Expense, Repairs & Maintenance	.95%
6366, 6367, 6368	Computer Expense & Supplies	5.36%
6371, 6372, 6381, 6382	Maps, Reference Books, Engineering & Survey Supplies	.58%
6401+COFC	Depreciation & Cost of Facilities Capital (.27%)	6.03%
		<u>79.68%</u>
	TOTAL OVERHEAD	<u>136.69%</u>

ATTACHMENT T

CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS



Illinois Department of Transportation
Division of Aeronautics

6-11-12

2012 TRANSPORTATION IMPROVEMENT PROGRAM ESTIMATE OF WORK

Airport Name	Dixon Municipal Airport - Charles R. Walgreen Field (C73)		
Associated City	Dixon, IL		
Year Requested	2014	Project Number	2

PROJECT TITLE
Rehab. Runway 8/26 and 12/30 Lighting Circuits

Estimate of Work						Potential DBE	
ITEM NO.	DESCRIPTION	EST. QUANT.	UNIT	UNIT PRICE	TOTAL	\$	%
EXCAVATION							
	Clearing/Grubbing						
	Earthwork		CY	\$35.00			
DRAINAGE							
	Underdrains		LF	\$22.00			
	Pipe		LF	\$65.00			
	Curb and Gutter		LF	\$20.00			
	Special Structures		EACH	\$2,500.00			
PAVING							
	Subbase Preparation		SY	\$13.20			
	Porous Granular Embankment		CY	\$50.00			
	401		TON	\$75.00			
	501		SY	\$80.00			
	PCC Sidewalk (5')		SF	\$5.00			
	Pavement Removal		SY	\$7.50			
	Grooving						
	Special						
LIGHTING							
	Fixtures, Signs (New/Relocated)	40	EA	\$750.00	\$30,000.00	\$3,000.00	10.00%
	Cable & Transformers	16000	LF	\$7.50	\$120,000.00	\$4,500.00	3.75%
	Regulators	2	EA	\$15,000.00	\$30,000.00		
	Vault Rehabilitation/Work	1	LS	\$10,000.00	\$10,000.00		
	Special	1	LS	\$15,000.00	\$15,000.00		
LANDSCAPING							
	Seeding/Mulching/Blanket						
	Sodding						
	Watering						
	Special (Wetlands)						
FENCING							
	Class C						
	Class E						
	Gates (Manual/Electric)						
OTHER - MISC.							
	Marking						
	Demolition						
	Other Specialty Items						
	Engineering/Contingency/Admin.	1	LS	\$45,000.00	\$45,000.00		
	Studies (EIS, Drainage, M.P.)						
	Land Acquisition						

TOTAL COST	Potential DBE	
\$	\$	%
\$250,000.00	\$7,500.00	3.00%

ATTACHMENT U

RETAINER AGREEMENT (See Project No. 3)

AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT made at Dixon, Illinois, this ^{2nd} ~~2nd~~ day of ~~September~~ ^{September} in the year 2014, by and between the City of Dixon (hereinafter referred to as the "Owner"), as Party of the First Part, and Crawford, Murphy & Tilly, Inc. (hereinafter referred to as the "Engineer"), as Party of the Second Part.

WITNESSETH:

WHEREAS, the Owner intends to sponsor the accomplishment of a development program in stages of the public air navigation facilities known as the **Dixon Municipal Airport - Charles R. Walgreen Field** located in Latitude 41° 50.02'N, Longitude 89° 26.77' W, in Lee County, State of Illinois; and

WHEREAS, the development program shall include projects described as:

1. Acquire Avigation Easement (9.5 Acres) for Runway Protection Zone and Obstruction Removal on Runway 8 Approach.
2. Install Perimeter Fence along North Property Line - Phase 1.
3. Rehabilitate Runway 8/26 and 12/30 Lighting Circuits.
4. Acquire Land for Runway Protection Zone (RPZ) and object removal for Runway 12.
5. Construct Replacement T-Hangar.
6. Rehabilitate the airport entrance road and diagonal parking pavements.
7. Install perimeter fencing along north property line - Phase 2.
8. Prepare an Environmental Assessment for the construct of a new primary runway and related development.
9. Acquire Burkett lands (75 acres) in fee simple for the development of new Runway 8-26.
10. Acquire Hill lands (76 acres) in fee simple and provide relocation assistance for the development of new Runway 8-26.
11. Install perimeter fencing along east property line - Phase 3.
12. Relocate Township Road (Burkett Road) (4,650 linear feet with a 20-foot paved section). Relocate natural gas, power and telephone lines.
13. Construct grading and drainage for new Runway 8-26.
14. Pave, Light and mark new Runway 8-26, 5,000 feet long, 100 feet wide and with a pavement strength of 60,000 pounds dual wheel gear.
15. Consultation on FAA requirements regarding airport development issues, including grant assurance compliance.
16. Preparation of or update/revision of the Exhibit "A" Property Line Map, Airport Layout Plan, Part 150 study, Master Drainage Study and Environmental Assessments as necessary.
17. Land acquisition/land acquisition reimbursement including various plat preparation, such as appraisal plats, easements, plats of survey, etc., clear zone obstructions surveys, technical advising, and environmental site assessments.
18. Preparation of project pre-applications/applications and Transportation Improvement Program (T.I.P.) sheets.

13-F

**City of Dixon
December 15, 2014**

**Topic: INTER-FUND LOAN FROM CAPITAL PROJECTS FUND TO
CENTRAL BUSINESS DISTRICT TIF**

Presented By: Paula Meyer

Presentation:

The City Council approved the FY15 budget to appropriate all current and future Central Business District TIF funds to finance the 10 block Downtown Streetscape project. The \$6,200,000 project will use approximately \$2,500,000 from the Central Business District TIF.

Because \$1,575,000 of those monies will be collected from future TIF tax levies, it becomes necessary to lend the Central Business District TIF the \$1,575,000 until those levies are collected.

The Central Business District TIF will repay the inter-fund loan as follows:

<u>Repayment date</u>	<u>Amount</u>
December 15, 2015	\$175,000
December 15, 2016	\$175,000
December 15, 2017	\$175,000
December 15, 2018	\$175,000
December 15, 2019	\$175,000
December 15, 2020	\$175,000
December 15, 2021	\$175,000
December 15, 2022	\$175,000
December 15, 2023	\$175,000
	<u>\$1,575,000</u>

The Central Business District TIF has an agreement with other taxing bodies affected by the TIF. Repayments to the Capital Projects Fund will be made after the annual obligations to these taxing bodies are satisfied.

Recommendation:

The administration recommends the Council approve the accompanying resolution for an inter-fund loan of \$1,575,000 from the Capital Projects Fund to the Central Business District TIF fund.

**RESOLUTION AUTHORIZING AN INTER-FUND LOAN FROM THE CAPITAL
PROJECT FUND TO THE CENTRAL BUSINESS DISTRICT TIF FUND**

WHEREAS, the City Council for the City of Dixon (hereinafter referred to as "Council") has accumulated significant cash in the Capital Project Fund; and

WHEREAS the Council has undertaken a Downtown Streetscape project, which costs are expected to be in excess of \$6,200,000 of which \$2,500,000 will be paid from the Central Business District TIF Funds as approved in the fiscal year 2015 budget; and

WHEREAS the Council is anticipating a future total of Central Business District TIF funds of \$1,575,000 to pay Central Business District TIF obligations; and

WHEREAS there is currently \$0 in available cash in the Central Business District TIF Fund; and

WHEREAS, the Council has reviewed the needs of the City and deems it advisable and in the best interests of the City to lend a portion of available Capital Project Fund monies to the Central Business District TIF Fund to be reimbursed over the lifespan of the Central Business District TIF as revenues are received and available for such purpose.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dixon that the Finance Director of the City is hereby authorized and directed to lend \$1,575,000 to the Central Business District TIF toward payment of costs associated with the Downtown Streetscape project, which costs are estimated at \$6,200,000.

BE IT FURTHER RESOLVED by the City Council of the City of Dixon that the Finance Director of the City is hereby authorized and directed to repay the capital project fund as monies are available in the Central Business District TIF Fund for such purpose.

BE IT FURTHER RESOLVED that the City Council finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after the date of its passage and approval, and publication as required by law.

Passed by the Mayor and the City Council of the City of Dixon on December 15, 2014.

Mayor

ATTEST:

City Clerk