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CITY OF DIXON

Payment Approval Report
Report dates: 3/12/2013-3/12/2013

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
Total COUNCIL:									
COUNCIL		193	OTTOSEN BRITZ KELLY COOPER GI	63430	PROFESSIONAL SERVICES: FOP	02/28/2013	333.00	.00	
COUNCIL		193	OTTOSEN BRITZ KELLY COOPER GI	63431	PROFESSIONAL SERVICES: IAF	02/28/2013	277.50	.00	
COUNCIL		193	OTTOSEN BRITZ KELLY COOPER GI	63432	PROFESSIONAL SERVICES: IBEW	02/28/2013	240.50	.00	
COUNCIL		304	MASTERCARD	2/2013 #3700	WIU	02/21/2013	165.00	.00	
COUNCIL		427	CNA SURETY	53480150	BOND- KATHE SWANSON	03/01/2013	100.00	.00	
COUNCIL		434	AMERICAN EXPRESS	3/2013	RURAL ECONOMIC DEVELOPMENT C	03/01/2013	221.55	.00	
COUNCIL		434	AMERICAN EXPRESS	3/2013	GOVERNORS CONFERENCE	03/01/2013	546.05	.00	
							1,883.60	.00	
Total PUBLIC RELATIONS:									
PUBLIC RELATIONS		94	FLOWERS ETC.	005754	SYMPATHY ARRANGEMENT	02/22/2013	75.95	.00	
PUBLIC RELATIONS		191	OFFICE DEPOT	646704584001	BREAKROOM SUPPLIES	02/21/2013	21.96	.00	
PUBLIC RELATIONS		191	OFFICE DEPOT	646704634001	K CUPS	02/21/2013	39.89	.00	
PUBLIC RELATIONS		191	OFFICE DEPOT	647373363001	K CUPS	02/28/2013	22.18	.00	
PUBLIC RELATIONS		319	THE FRAMEWORKS	177236	PROCLAMATION	02/22/2013	46.85	.00	
PUBLIC RELATIONS		339	SAUK VALLEY MEDIA	01137747	COUPON BOOK #1278171	01/31/2013	287.18	.00	
PUBLIC RELATIONS		339	SAUK VALLEY MEDIA	02137747	MISCELLANEOUS ADS	02/28/2013	179.00	.00	
PUBLIC RELATIONS		431	MAMA CIMINO'S	12/2013	AIR FORCE BAND DINNER	12/13/2012	857.30	.00	
PUBLIC RELATIONS		432	ARBOR DAY FOUNDATION	3/2013	ANNUAL MEMBER#879-910-7597	03/01/2013	25.00	.00	
PUBLIC RELATIONS		433	SISTER CITIES INTERNATIONAL	2/2013	MEMBERSHIP DUES #401	02/26/2013	360.00	.00	
PUBLIC RELATIONS		435	LINCOLN HIGHWAY ASSOCIATION	2/2013	MEMBERSHIP RENEWAL	02/20/2013	45.00	.00	
							1,960.31	.00	
Total FINANCE:									
FINANCE		191	OFFICE DEPOT	647373328001	STAMP	02/26/2013	10.59	.00	
FINANCE		191	OFFICE DEPOT	647735884001	FILE GUIDE	02/28/2013	26.12	.00	
FINANCE		220	SBM STERLING BUSINESS CENTER	156314	CHAIRMAT	02/14/2013	288.40	.00	
FINANCE		220	SBM STERLING BUSINESS CENTER	160522	MAINTENANCE CONTRACT FOR COPS	03/04/2013	102.85	.00	
FINANCE		304	MASTERCARD	2/2013 #3700	PENSION SEMINAR	02/21/2013	125.00	.00	
FINANCE		329	STERLING CODIFIERS	13629	SUPPLEMENT #326	02/28/2013	176.00	.00	
FINANCE		430	I.D.E.S	631017134	M BRYANT #802413	02/09/2013	10,075.00	.00	
							10,803.96	.00	
ADMINISTRATION		339	SAUK VALLEY MEDIA	02137747	BUILDING INSPECTOR	02/28/2013	685.15	.00	
ADMINISTRATION		339	SAUK VALLEY MEDIA	02137747	IT DIRECTOR	02/28/2013	441.40	.00	

Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
Total ADMINISTRATION:									
CITY ENGINEER		51	COMCAST CABLE	2/2013 #2219	PUBLIC WORKS #8771103010032219	02/27/2013	172.33	.00	
CITY ENGINEER		267	VERIZON WIRELESS	9700176924	SHAWN #480293834	02/18/2013	138.18	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	NATIONAL VETERANS ART MUSEUM	02/21/2013	63.00	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	CRACKER BARREL- VETERANS TRIP	02/21/2013	112.16	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	SUBWAY- PUBLIC WORKS TRAINING	02/21/2013	175.00	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	WALMART- PUBLIC WORKS TRAININ	02/21/2013	13.09	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	MR. TEQUILA'S- LUNCH W/ RALPH CO	02/21/2013	16.32	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	SUBWAY- LUNCH AND LEARN	02/21/2013	149.45	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	WALMART- LUNCH AND LEARN	02/21/2013	17.44	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	ENGINEERING CONFERENCE	02/21/2013	100.00	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	MCDONALD'S- PERSONAL TO REIMB	02/21/2013	5.01	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #2421	STOP 'N GO PERSONAL TO BE REIMB	02/21/2013	20.00	.00	
CITY ENGINEER		304	MASTERCARD	2/2013 #3700	OFFICE DEPOT	02/21/2013	269.99	.00	
CITY ENGINEER		421	ORTGIESEN, SHAWN	3/2013	TRAVEL REIMBURSEMENT	03/11/2013	207.92	.00	
Total CITY ENGINEER:							1,459.89	.00	
BUILDING ZONING		220	SBM STERLING BUSINESS CENTER	160805	MAINTENANCE CONTRACT FOR COP	03/06/2013	40.50	.00	
BUILDING ZONING		267	VERIZON WIRELESS	9700176926	BUILDING #480293834	03/13/2013	37.46	.00	
Total BUILDING ZONING:							77.96	.00	
STREETS		3	ACE HARDWARE	252595	DIAMOND BLADE	09/06/2012	62.99	.00	
STREETS		3	ACE HARDWARE	253345	GYTTER TOOL	09/12/2012	33.34	.00	
STREETS		3	ACE HARDWARE	253923	MASK FACE SHIELD	09/17/2012	14.39	.00	
STREETS		3	ACE HARDWARE	254215	HAMMER	09/19/2012	48.56	.00	
STREETS		3	ACE HARDWARE	254223	CLEANING SUPPLIES	09/19/2012	5.84	.00	
STREETS		3	ACE HARDWARE	255090	RAILROAD HEAD	09/26/2012	36.58	.00	
STREETS		3	ACE HARDWARE	255136	SPARK PLUG	09/26/2012	4.89	.00	
STREETS		3	ACE HARDWARE	255141	CEMENT EDGER	09/26/2012	10.78	.00	
STREETS		3	ACE HARDWARE	255425	WOODCUTTER BAR AND SAW	09/28/2012	19.78	.00	
STREETS		3	ACE HARDWARE	256985	STIHL	10/11/2012	13.99	.00	
STREETS		3	ACE HARDWARE	260566	CHAINSAW CHAIN SHARPENER	11/08/2012	157.50	.00	
STREETS		3	ACE HARDWARE	261027	PROPANE	11/13/2012	63.38	.00	
STREETS		3	ACE HARDWARE	265406	PROPANE	12/19/2012	69.99	.00	
STREETS		3	ACE HARDWARE	269296	PROPANE	01/24/2013	69.99	.00	
STREETS		3	ACE HARDWARE	269419	FG ANCH SHCL	01/25/2013	26.76	.00	
STREETS		3	ACE HARDWARE	269864	SOFTWHT BULB	01/29/2013	2.06	.00	

Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
STREETS		3	ACE HARDWARE	271362	MTT WASH/NUTS/BOLTS	02/12/2013	11.19	.00	
STREETS		3	ACE HARDWARE	273106	TRIMLINE MBOX	02/28/2013	44.99	.00	
STREETS		3	ACE HARDWARE	273187	FURNACE FILTER	02/28/2013	5.81	.00	
STREETS		3	ACE HARDWARE	K63856	RSTP VOCOLENM	12/06/2012	96.58	.00	
STREETS		3	ACE HARDWARE	K66222	BAR HOLDER/BOLT	12/27/2012	29.27	.00	
STREETS		3	ACE HARDWARE	K70852	BOLTS	02/07/2013	5.58	.00	
STREETS		3	ACE HARDWARE	K70854	WASHER/BOLTS	02/07/2013	3.02	.00	
STREETS		28	BONNELL INDUSTRIES INC	0145030-IN	SNOW PLOW CUTTING EDGE	02/25/2013	420.00	.00	
STREETS		28	BONNELL INDUSTRIES INC	0145073-IN	DECAL SHEET	02/26/2013	16.00	.00	
STREETS		28	BONNELL INDUSTRIES INC	0145126-IN	BOLTS/NUT	02/27/2013	11.76	.00	
STREETS		39	CENTURYLINK	3/2013 #7423	STREET #304007423	03/04/2013	111.85	.00	
STREETS		50	COM ED	3/2013 #2001	LINCOLN STATUE #2237492001	03/01/2013	14.79	.00	
STREETS		50	COM ED	3/2013 #3003	W FIRST #0404033003	03/01/2013	266.89	.00	
STREETS		50	COM ED	3/2013 #7037	MASTER STREET #2483157037	03/06/2013	1,864.54	.00	
STREETS		50	COM ED	3/2013 #8113	BLOODY GULCH #0603068113	03/01/2013	37.94	.00	
STREETS		187	NORTH AMERICAN SALT COMPANY	70949424	SALT	02/25/2013	4,221.68	.00	
STREETS		187	NORTH AMERICAN SALT COMPANY	70950273	SALT	02/26/2013	4,121.16	.00	
STREETS		187	NORTH AMERICAN SALT COMPANY	70951986	SALT	02/26/2013	14,334.58	.00	
STREETS		267	VERIZON WIRELESS	9700176924	STREET #480293834	02/18/2013	26.52	.00	
STREETS		313	STERLING NAPA AUTO PARTS	650093	SUPPLIES	12/18/2012	3.98	.00	
STREETS		313	STERLING NAPA AUTO PARTS	659017	GAUGE	02/25/2013	47.76	.00	
STREETS		313	STERLING NAPA AUTO PARTS	659179	BATTERY CABLE	02/26/2013	24.40	.00	
STREETS		313	STERLING NAPA AUTO PARTS	659587	BATTERY	02/28/2013	84.99	.00	
STREETS		354	FYR FYTER INC	54002	FIRE EXTINGUISHER	02/22/2013	119.90	.00	
STREETS		424	SPAULDING MFG INC	10421	THERMOCOUPLE	03/04/2013	104.92	.00	
Total STREETS:							26,672.73	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	230724	D-TORQ	04/02/2012	5.66	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	231318	CORDESS BATTERY	04/05/2012	8.09	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	232324	SEAL BEARING/BEARING CONE/OIL S	04/13/2012	106.37	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	234538	ROUNDUP CONC.	04/30/2012	82.78	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	234539	ADAPTER/PLUG	04/30/2012	19.67	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	250442	CREDIT-HARDWARE	08/20/2012	3.31	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	250444	CREDIT-WEDGE BIT/HARDWARE	08/20/2012	7.87	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	250445	CREDIT-HARDWARE/WEDGE	08/20/2012	20.15	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	255702	KEY CUT/ SAND MIX	10/01/2012	20.23	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	256109	QUILTED NORTHERN	10/04/2012	51.73	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	256168	STIHL CORRECTION	10/04/2012	159.96	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	256265	ADAPTER	10/05/2012	11.61	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	256294	SNP PATTERN	10/05/2012	13.49	.00	

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PUBLIC PROPERTY		3	ACE HARDWARE	257010	ADAPTER	10/11/2012	2.32	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	257080	BULB	10/11/2012	3.59	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	257566	KEY CUT	10/15/2012	5.81	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	257733	SHIPPING/POLY GRAIN SCOOP	10/16/2012	42.43	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	257791	PAINT/BRUSH/SANDPAPER	10/17/2012	19.54	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	263670	KEY CUT	12/04/2012	1.16	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	263725	PIPE	12/05/2012	32.18	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	264040	NYLON FLAG	12/07/2012	656.87	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	264296	ROD	12/10/2012	20.67	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	264342	DRILL BIT	12/10/2012	16.64	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	264366	BULBS/BALLAST ELEC.	12/10/2012	124.13	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	264561	STEEL BOLTS	12/12/2012	2.94	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	265216	BATTERY SLA	12/17/2012	16.19	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	265234	STEEL	12/17/2012	6.80	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	265304	DRL BITS/DISC FML	12/18/2012	17.53	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	265593	WIRE STRIPPER/CUT/CLIP	12/20/2012	33.26	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	265711	CLIP KWMK/DISC FML	12/20/2012	12.54	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	266631	STEEL	12/31/2012	34.06	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	266901	BULBS	01/03/2013	26.97	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	270856	KEY CUT	02/07/2013	10.45	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	K63998	CABLE CRIMPER/WIRE ROPE	12/07/2012	12.08	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	K66224	BULBS	12/27/2012	242.88	.00	
PUBLIC PROPERTY		3	ACE HARDWARE	K70844	SMARTLOCK	02/07/2013	23.38	.00	
PUBLIC PROPERTY		17	AUCA	610-7928345	CITY HALL MATS	02/20/2013	54.02	.00	
PUBLIC PROPERTY		17	AUCA	610-7946084	SHOP TOWELS	03/07/2013	61.26	.00	
PUBLIC PROPERTY		39	CENTURYLINK	3/2013 #7798	CEMETERY #304007798	03/04/2013	66.26	.00	
PUBLIC PROPERTY		50	COM ED	3/2013 #0008	S OTTAWA# 2321050008	03/01/2013	29.75	.00	
PUBLIC PROPERTY		50	COM ED	3/2013 #6007	S DEMENT #2071436007	03/04/2013	104.06	.00	
PUBLIC PROPERTY		153	LAWSON PRODUCTS INC	9301463437	TORCH/GLOVES/DRILL BIT/HAND PU	02/25/2013	252.31	.00	
PUBLIC PROPERTY		185	NICOR	2/2013 #0006	503 S MONROE #29896910006	02/20/2013	27.39	.00	
PUBLIC PROPERTY		185	NICOR	2/2013 #0009	NS RT 36 1W #94871910009	02/14/2013	179.45	.00	
PUBLIC PROPERTY		185	NICOR	2/2013 #10009	621 W 7TH #71846910009	02/19/2013	330.72	.00	
PUBLIC PROPERTY		185	NICOR	2/2013 #1854	105 W RIVER #69412191854	02/18/2013	38.01	.00	
PUBLIC PROPERTY		185	NICOR	2/2013 #2002	416 S DEMENT #36491320002	02/18/2013	100.26	.00	
PUBLIC PROPERTY		217	RP LUMBER COMPANY INC	1303-011298	BULB TROFFER	03/05/2013	49.99	.00	
PUBLIC PROPERTY		267	VERIZON WIRELESS	9700177480	CEMETERY #585902817	03/13/2013	133.89	.00	
PUBLIC PROPERTY		304	MASTERCARD	2/2013 #2421	AMERICAN CEMETERY 2 YEAR SUBS	02/21/2013	85.00	.00	
PUBLIC PROPERTY		304	MASTERCARD	2/2013 #3296	MENARDS- WEIGHT SHELF	02/21/2013	103.64	.00	
PUBLIC PROPERTY		306	CULLIGAN OF DIXON	800335667	SOFTNER SALT FOR PSB	02/15/2013	64.00	.00	
PUBLIC PROPERTY		354	FYR FYTER INC	54001	SERVICED & RECHARGED FIRE EXTI	02/22/2013	66.70	.00	
PUBLIC PROPERTY		406	ZEP SALES AND SERVICE	9000136875	CLEANING SUPPLIES @ PSB FOR FD	02/21/2013	270.87	.00	

Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
Total PUBLIC PROPERTY:									
PUBLIC PROPERTY		409	PRO COM SYSTEMS	613103	REPLACE 2 BATTERIES PSB FIRE PA	02/21/2013	392.50	.00	
PUBLIC PROPERTY		409	PRO COM SYSTEMS	613154	REPAIR LOCKS ON DOORS @ PSB	02/28/2013	460.00	.00	
PUBLIC PROPERTY		414	ALPHA CONTROLS & SERVICES	W20289	INSTALL NEW FAN MOTOR @ PSB	02/21/2013	1,549.73	.00	
							6,232.29	.00	
Total PUBLIC MAINTENANCE:									
TRAFFIC MAINTENANCE		3	ACE HARDWARE	270252	SELF DRILL/DRILL BIT	02/01/2013	14.37	.00	
TRAFFIC MAINTENANCE		39	CENTURYLINK	2/2013 #6429	TRAFFIC MAINT. #304036429	02/19/2013	91.84	.00	
TRAFFIC MAINTENANCE		51	COMCAST CABLE	2/2013 #5520	TRAFFIC MAINT. #877110301066520	02/27/2013	72.85	.00	
TRAFFIC MAINTENANCE		267	VERIZON WIRELESS	9700176924	TRAFFIC #480293834	02/18/2013	71.41	.00	
							250.57	.00	
Total TRAFFIC MAINTENANCE:									
WATER		3	ACE HARDWARE	267910	BOWL CLEANER/ZIPLC/FOIL	01/11/2013	10.67	.00	
WATER		3	ACE HARDWARE	270742	FILM POLY CLR	02/06/2013	30.59	.00	
WATER		3	ACE HARDWARE	270760	HARDWARE	02/06/2013	1.38	.00	
WATER		3	ACE HARDWARE	270894	SCRAPER	02/07/2013	3.59	.00	
WATER		3	ACE HARDWARE	271040	FLASHLIGHT/BATTERIES	02/08/2013	21.18	.00	
WATER		3	ACE HARDWARE	271382	WATER PUMP/HARDWARE	02/12/2013	1,635.32	.00	
WATER		3	ACE HARDWARE	271403	VOLUTE PUMP PART	02/12/2013	320.99	.00	
WATER		3	ACE HARDWARE	271979	PRIMER/CEMENT/ADAPTER	02/17/2013	14.37	.00	
WATER		3	ACE HARDWARE	272324	NOZZLE GUN	02/20/2013	12.58	.00	
WATER		3	ACE HARDWARE	272558	BATTERIES/KNOB	02/22/2013	23.38	.00	
WATER		3	ACE HARDWARE	272707	CLICKER REMOTE CONTROL	02/25/2013	33.29	.00	
WATER		3	ACE HARDWARE	272850	TORCH KIT	02/26/2013	56.13	.00	
WATER		3	ACE HARDWARE	272863	CLEANING SUPPLIES	02/26/2013	16.71	.00	
WATER		3	ACE HARDWARE	273041	ROTARY TOOL KIT	02/27/2013	41.99	.00	
WATER		3	ACE HARDWARE	K71511	CLEANING SUPPLIES	02/13/2013	16.17	.00	
WATER		9	ALL-SAFE OF DIXON	3/2013	SAMPLE BOTTLES POSTAGE	03/01/2013	22.27	.00	
WATER		18	AUTOMATIC CONTROL SERVICES	2728	REPAIR @ BOOSTER 7	02/27/2013	550.00	.00	
WATER		19	BADGER METER INC	10319001	RR UNITS FOR METER	02/15/2013	436.45	.00	
WATER		19	BADGER METER INC	10319002	RTR ORION METERS	02/19/2013	444.02	.00	
WATER		19	BADGER METER INC	10319003	2" COMPOUND METER	02/27/2013	1,430.28	.00	
WATER		20	BANK OF AMERICA	3/2013 #9281	FINANCE CHARGE	03/05/2013	1.59	.00	
WATER		20	BANK OF AMERICA	3/5/2013 #5821	NELSON JAMESON- GREASE FOR HM	03/05/2013	173.13	.00	
WATER		24	BIOMERIEUX	1210686570	BIO BALLS FOR LAB	02/26/2013	1,882.47	.00	
WATER		25	BIRKEY'S	P04028	LIGHTS FOR BACKHOE	02/11/2013	128.90	.00	
WATER		28	BONNELL INDUSTRIES INC	0145035-IN	STRAIGHT BLADE	02/25/2013	310.00	.00	
WATER		37	CARUS CORPORATION	SLS 10024099	HMO SOLUTION	02/15/2013	6,396.69	.00	
WATER		51	COMCAST CABLE	2/2013 #0059	WATER PLANT #8771103010180059	02/20/2013	86.90	.00	
WATER		70	DIXON COMMERCIAL ELECTRIC CO.	01724	REPAIR OBSTRUCTION LIGHTS ON T	02/06/2013	832.59	.00	

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WATER		77	DIXON TIRE CENTER	66364	TIRE REAIR	02/27/2013	15.00	.00	
WATER		93	FISHER SCIENTIFIC	6891821	THERMOMETER 40	02/28/2013	678.07	.00	
WATER		97	FREEDOM MAILING SERVICES INC.	22092	WATER DEPT-PAST DUE NOTICES P	02/22/2013	19.15	.00	
WATER		97	FREEDOM MAILING SERVICES INC.	22092	WATER DEPT-PAST DUE NOTICES P	02/22/2013	92.69	.00	
WATER		97	FREEDOM MAILING SERVICES INC.	22152	WATER DEPT- POSTAGE	03/01/2013	383.73	.00	
WATER		97	FREEDOM MAILING SERVICES INC.	22152	WATER DEPT- WATER BILLS	03/01/2013	114.54	.00	
WATER		97	FREEDOM MAILING SERVICES INC.	22153	WATER DEPT-POSTAGE	03/01/2013	74.29	.00	
WATER		97	FREEDOM MAILING SERVICES INC.	22153	WATER DEPT- SHUT OFF NOTICES	03/01/2013	15.35	.00	
WATER		106	HACH CHEMICAL	8104700	VIEW TUBE/FLUORIDE REAGENT/FILL	01/14/2013	909.23	.00	
WATER		112	HBK WATER METER SERVICE INC	13-73	METER FIELD TEST	02/14/2013	2,506.50	.00	
WATER		169	MIDAS AUTO SERVICE EXPERTS	0028618	DODGE RAM PICK UP REPAIRED	02/14/2013	542.89	.00	
WATER		185	NICOR	2/2013 #0001	92 ARTESIAN #66291320001	02/18/2013	3,692.87	.00	
WATER		185	NICOR	2/2013 #0004	520 E RIVER #59491320004	02/18/2013	602.68	.00	
WATER		185	NICOR	2/2013 #0232	2019 LOWELL PARK #90116930232	02/26/2013	317.18	.00	
WATER		185	NICOR	2/2013 #3337	1740 N BRINTON #99497593337	02/25/2013	77.36	.00	
WATER		192	ORKIN PEST CONTROL	81693501	PEST CONTROL	03/12/2013	146.86	.00	
WATER		208	QUILL CORPORATION	9631932	PLANT SUPPLIES	02/21/2013	109.67	.00	
WATER		211	RENNER QUARRIES LTD.	38631	FILL ROCK BAY	02/28/2013	621.27	.00	
WATER		220	SBM STERLING BUSINESS CENTER	160805	MAINTENANCE CONTRACT FOR COPI	03/06/2013	40.50	.00	
WATER		220	SBM STERLING BUSINESS CENTER	161044	DESK GROMMETS	03/08/2013	16.00	.00	
WATER		233	SMITH ECOLOGICAL SYSTEMS	15947	REMOTE MOUNTING KIT/SCALETROL	01/17/2013	1,072.12	.00	
WATER		233	SMITH ECOLOGICAL SYSTEMS	15943	HYPALON TUBE	01/29/2013	1,051.40	.00	
WATER		233	SMITH ECOLOGICAL SYSTEMS	16040	ORTEC HOSE	02/14/2013	385.60	.00	
WATER		233	SMITH ECOLOGICAL SYSTEMS	17072	TUBE/SIGHT GLASS/JACK SCREW/O	02/22/2013	364.57	.00	
WATER		252	TOTAL WATER TREATMENT SYSTEM	536726	DI TANK RENTAL	02/26/2013	31.90	.00	
WATER		262	USA BLUEBOOK	890565	INSULATED BIBS	02/21/2013	497.66	.00	
WATER		262	USA BLUEBOOK	890810	INSULATED BIBS	02/21/2013	99.95	.00	
WATER		262	USA BLUEBOOK	890814	INSULATED BIBS	02/21/2013	299.85	.00	
WATER		267	VERIZON WIRELESS	9700177668	WATER #680480289	02/18/2013	260.86	.00	
WATER		313	STERLING NAPA AUTO PARTS	35760	GREASE GUN	02/14/2013	49.99	.00	
WATER		313	STERLING NAPA AUTO PARTS	656167	POWER SERVICE DIESEL	02/05/2013	25.48	.00	
WATER		313	STERLING NAPA AUTO PARTS	657035	BATTERY	02/11/2013	37.26	.00	
WATER		313	STERLING NAPA AUTO PARTS	657526	TACKY GRS/CART	02/14/2013	87.80	.00	
WATER		423	GIERKE ROBINSON	551642	CONCRETE TOOLS	02/28/2013	477.88	.00	
Total WATER:							30,651.78	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	245003	WRECKING BAR	07/11/2012	26.06	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	245319	PUMP ASSEMBLY/CLUTCH ASSEMBL	07/13/2012	878.58	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	245809	AUTO FUSE	07/17/2012	2.24	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	245865	HARDWARE	07/17/2012	1.87	.00	

Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
SEWAGE TREATMENT		3	ACE HARDWARE	247534	STIHL HIGH PERFORM	07/30/2012	6.21	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	255002	CREDIT - SOLDER PLUMBERS KIT	09/25/2012	11.69-	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	270295	PVC PIPE/WRENCH/PLIER	02/01/2013	33.02	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	270313	ANTIFREEZE	02/01/2013	53.96	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	272455	PROPANE	02/21/2013	16.99	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	K70869	FAN	02/07/2013	30.59	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	K71509	BULBS/ PAPER TOWEL	02/13/2013	31.79	.00	
SEWAGE TREATMENT		3	ACE HARDWARE	K71763	SLEDGE FACE/ PAINTBRUSH	02/15/2013	36.43	.00	
SEWAGE TREATMENT		50	COM ED	2/2013 #2062	1670 BRADYWINE #0528062062	02/28/2013	70.84	.00	
SEWAGE TREATMENT		50	COM ED	3/2013 #3010	TAYLOR CT#7353003010	03/04/2013	135.96	.00	
SEWAGE TREATMENT		50	COM ED	3/2013 #3065	TILTON PARK #4203053065	03/01/2013	87.60	.00	
SEWAGE TREATMENT		50	COM ED	3/2013 #4039	LOWELL PARK #2565044039	03/01/2013	161.79	.00	
SEWAGE TREATMENT		50	COM ED	3/2013 #8028	928 E RIVER #4371148028	03/04/2013	96.09	.00	
SEWAGE TREATMENT		50	COM ED	3/2013 #8046	E FELLOWS #6009078046	03/01/2013	34.31	.00	
SEWAGE TREATMENT		50	COM ED	3/2013 #9001	LIBERTY CT#2250129001	03/01/2013	46.50	.00	
SEWAGE TREATMENT		56	CONSTELLATION NEW ENERGY	0009206832	2600 W THIRD #1226400005	03/03/2013	12,397.02	.00	
SEWAGE TREATMENT		70	DIXON COMMERCIAL ELECTRIC CO.	01733	REMOVE AND REPLACE INTERNAL F	02/12/2013	1,101.76	.00	
SEWAGE TREATMENT		70	DIXON COMMERCIAL ELECTRIC CO.	1731	REMOVE AND REPLACE POLYMER C	02/14/2013	836.24	.00	
SEWAGE TREATMENT		97	FREEDOM MAILING SERVICES INC.	22092	SEWER DEPT.-PAST DUE NOTICES P	02/22/2013	19.14	.00	
SEWAGE TREATMENT		97	FREEDOM MAILING SERVICES INC.	22092	SEWER DEPT.- PAST DUE NOTICES	02/22/2013	92.69	.00	
SEWAGE TREATMENT		97	FREEDOM MAILING SERVICES INC.	22152	SEWER DEPT.- POSTAGE	03/01/2013	383.73	.00	
SEWAGE TREATMENT		97	FREEDOM MAILING SERVICES INC.	22152	SEWER DEPT.- SEWER BILLS	03/01/2013	114.55	.00	
SEWAGE TREATMENT		97	FREEDOM MAILING SERVICES INC.	22153	SEWER DEPT.- POSTAGE	03/01/2013	74.29	.00	
SEWAGE TREATMENT		97	FREEDOM MAILING SERVICES INC.	22153	SEWER DEPT.- SHUT OFF NOTICES	03/01/2013	15.34	.00	
SEWAGE TREATMENT		185	NICOR	2/2013 #0002	WS CROPERSEY #54122320002	02/19/2013	1,450.64	.00	
SEWAGE TREATMENT		185	NICOR	2/2013 #0003	2400 W FIRST #44122320003	02/19/2013	783.42	.00	
SEWAGE TREATMENT		195	PDC LABORATORIES	733785S	SAMPLE TESTING FOR NPDES PERMI	02/15/2013	292.56	.00	
SEWAGE TREATMENT		195	PDC LABORATORIES	734799S	SAMPLE TESTING FOR NPDES PERMI	02/28/2013	195.04	.00	
SEWAGE TREATMENT		267	VERIZON WIRELESS	9700176925	WWTP #480293834	03/13/2013	81.47	.00	
SEWAGE TREATMENT		304	MASTERCARD	2/2013 #2504	GARRETS- OUT OF TOWN LUNCH	02/21/2013	46.79	.00	
SEWAGE TREATMENT		304	MASTERCARD	2/2013 #2504	COMBINED FLUID PRODUCTS	02/21/2013	699.47	.00	
SEWAGE TREATMENT		304	MASTERCARD	2/2013 #2504	IAMP CO CONFERENCE	02/21/2013	190.00	.00	
SEWAGE TREATMENT		304	MASTERCARD	2/2013 #2504	NEVEGG.COM-PARALLELS DESKTOP	02/21/2013	59.95	.00	
SEWAGE TREATMENT		304	MASTERCARD	2/2013 #2504	SOUTHLAND ELECTRIC	02/21/2013	2,571.01	.00	
SEWAGE TREATMENT		422	ASHLAND	130231068	PRAESTOL 859 BAGS FOR SLUDGE	02/26/2013	3,125.00	.00	
Total SEWAGE TREATMENT:							26,269.25	.00	
FIRE		3	ACE HARDWARE	270261	FURNACE FILTER	02/01/2013	2.32	.00	
FIRE		3	ACE HARDWARE	271169	BATTERIES	02/10/2013	32.63	.00	
FIRE		3	ACE HARDWARE	271696	SNAP TRIGGER	02/14/2013	3.59	.00	

Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
FIRE		3	ACE HARDWARE	271794	CAP DEAD FRNT	02/15/2013	3.22	.00	
FIRE		3	ACE HARDWARE	272462	LYSOL/BATTERIES	02/12/2013	16.56	.00	
FIRE		3	ACE HARDWARE	272731	NOZZLE GUN/TIRE GAUGE	02/25/2013	13.29	.00	
FIRE		3	ACE HARDWARE	K70986	FURNACE FILTER	02/08/2013	13.93	.00	
FIRE		39	CENTURYLINK	2/2013 #4498	FIRE #304074498	02/19/2013	280.00	.00	
FIRE		51	COMCAST CABLE	2/2013 #0020	#8771103010060020 INTERNET FOR F	02/27/2013	116.90	.00	
FIRE		161	LINEN EXPRESS	466988	LAUNDRY	02/01/2013	44.20	.00	
FIRE		228	SHOPKO STORES INC	2647	GLUCOSE STRIPS/LANCETS	02/05/2013	147.97	.00	
FIRE		304	MASTERCARD	2/2013 #2801	MABAS CONF- MEAL/STRANSporta	02/21/2013	265.92	.00	
FIRE		304	MASTERCARD	2/2013 #2801	SHERATON- LODGING AT CONF	02/21/2013	940.13	.00	
FIRE		304	MASTERCARD	2/2013 #2801	COMMUNITY ROOM SUPPLIES	02/21/2013	153.87	.00	
FIRE		304	MASTERCARD	2/2013 #2801	STAMPS	02/21/2013	18.10	.00	
FIRE		308	MEDICAL PRODUCTS GROUP INC	2/2013 #2801	GASOLINE CHARGES	02/21/2013	61.50	.00	
FIRE		308	MEDICAL PRODUCTS GROUP INC	231718	OXYGEN	03/01/2013	51.00	.00	
FIRE		308	MEDICAL PRODUCTS GROUP INC	231983	OXYGEN	03/01/2013	17.50	.00	
FIRE		308	MEDICAL PRODUCTS GROUP INC	232249	OXYGEN	03/01/2013	26.25	.00	
FIRE		313	STERLING NAPA AUTO PARTS	659023	CORE/GAUGE	02/25/2013	14.32	.00	
FIRE		313	STERLING NAPA AUTO PARTS	659047	VALVE CORE	02/25/2013	1.94	.00	
FIRE		418	DIXON RURAL FIRE DEPARTMENT	2/2013	REIMBURSE FOR ALL SAFE STORAG	02/28/2013	10.90	.00	
Total FIRE:							2,232.18	.00	
POLICE		3	ACE HARDWARE	272632	BATTERY	02/23/2013	8.08	.00	
POLICE		3	ACE HARDWARE	272699	TAP PLUG	02/25/2013	4.31	.00	
POLICE		8	ALARM DETECTION SYSTEMS INC.	3/2013 #7704	QUARTERLY CHARGES	03/03/2013	105.00	.00	
POLICE		39	CENTURYLINK	2/2013 #4498	POLICE #304074498	02/19/2013	1,022.12	.00	
POLICE		75	DIXON OTTAWA COMMUNICATION IN	222304	PROGRAMMING PORTABLE RADIO	02/28/2013	45.00	.00	
POLICE		75	DIXON OTTAWA COMMUNICATION IN	439763	SERVICE CONTRACT FOR RADIOS	03/01/2013	352.50	.00	
POLICE		103	GE CAPITAL	58456451	LEASE PAYMENT FOR A7346 PRINTE	02/24/2013	101.00	.00	
POLICE		130	ILLINOIS FIRE STORE	27903	GAS MASK FITTING TEST	02/25/2013	25.00	.00	
POLICE		130	ILLINOIS FIRE STORE	27977	GAS MASK FITTING TEST	02/26/2013	50.00	.00	
POLICE		152	LAMENDOLA, JASON	2869884323	REIMBURSE JASON LEMENDOLA BLA	03/09/2013	30.00	.00	
POLICE		206	PRECISION AUTOMOTIVE	74802	IMPALA OIL CHANGE	02/20/2013	36.55	.00	
POLICE		206	PRECISION AUTOMOTIVE	74807	IMPALA REPAIRS	02/20/2013	35.00	.00	
POLICE		220	SBM STERLING BUSINESS CENTER	159975	MAINTENANCE CONTRACT FOR COP1	02/28/2013	46.00	.00	
POLICE		220	SBM STERLING BUSINESS CENTER	159976	MAINTENANCE CONTRACT FOR COP1	02/28/2013	96.17	.00	
POLICE		220	SBM STERLING BUSINESS CENTER	159977	MAINTENANCE CONTRACT FOR COP1	02/28/2013	45.00	.00	
POLICE		267	VERIZON WIRELESS	9700176924	STEVE #480293834	02/18/2013	38.01	.00	
POLICE		285	LEAF	4302742	LEASE DOCUMENTATION FEE A7740	02/23/2013	44.00	.00	
POLICE		291	COMPLETE AUTOWERKS REPAIR SE	1900	CHARGER LOF	02/22/2013	85.15	.00	
POLICE		291	COMPLETE AUTOWERKS REPAIR SE	1918	DURANGO FRONT/REAR BRAKES	02/27/2013	450.21	.00	

Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
POLICE		281	COMPLETE AUTOWERKS REPAIR SE	1943	TRAILBLAZER REPAIRS	03/06/2013	686.08	.00	
POLICE		281	COMPLETE AUTOWERKS REPAIR SE	1946	CHARGER REPAIRS	03/06/2013	298.66	.00	
POLICE		282	COMMUNICATIONS REVOLVING FUN	T1326888	#T8889031 COMMUNICATION CHARG	02/19/2013	418.68	.00	
POLICE		304	MASTERCARD	2/2013 #2165	LEEDWAY- EAR MOLDS FOR EARP	02/21/2013	103.49	.00	
POLICE		304	MASTERCARD	2/2013 #2165	BENCH PRESS	02/21/2013	989.00	.00	
POLICE		304	MASTERCARD	2/2013 #2165	PENSION CONFERENCE MEALS/LOD	02/21/2013	229.25	.00	
POLICE		304	MASTERCARD	2/2013 #2165	NTOA- ANNUAL DUES	02/21/2013	40.00	.00	
POLICE		304	MASTERCARD	2/2013 #2165	VISTAPRINT-BUSINESS CARDS	02/21/2013	24.95	.00	
POLICE		304	MASTERCARD	2/2013 #2165	CREDIT VOUCHER (LEED)	02/21/2013	9.09	.00	
POLICE		304	MASTERCARD	2/2013 #2793	SUBWAY-LUNCH MEETING	02/21/2013	8.49	.00	
POLICE		304	MASTERCARD	2/2013 #2793	ANGELOSMCDONALDS- KSB PSYCH	02/21/2013	19.74	.00	
POLICE		304	MASTERCARD	2/2013 #2793	WIPER FLUID	02/21/2013	3.21	.00	
POLICE		304	MASTERCARD	2/2013 #2793	FLAT TOP GRILL- MEALS FOR OFFICE	02/21/2013	30.73	.00	
POLICE		304	MASTERCARD	2/2013 #2793	GASOLINE CHARGE	02/21/2013	39.68	.00	
POLICE		304	MASTERCARD	2/2013 #2793	PCM-G IPAD AND FOLIO W/ FI	02/21/2013	728.00	.00	
POLICE		304	MASTERCARD	2/2013 #3296	PIZZA HUT- JURY DUTY TRAINING	02/21/2013	119.37	.00	
POLICE		304	MASTERCARD	2/2013 #3296	WALMART-COFFEE/CREAMER/SUG	02/21/2013	117.94	.00	
POLICE		304	MASTERCARD	2/2013 #3296	ANGELOS- LUNCH W/ ATTY GENERA	02/21/2013	8.23	.00	
POLICE		304	MASTERCARD	2/2013 #3296	SIRCHIE- DRUG TEST KITS	02/21/2013	478.50	.00	
POLICE		304	MASTERCARD	2/2013 #3296	SIRCHIE- EVIDENCE TAPE	02/21/2013	55.80	.00	
POLICE		304	MASTERCARD	2/2013 #3296	JIMMY JOHNS- CHIEF'S ADVISORY C	02/21/2013	36.75	.00	
POLICE		304	MASTERCARD	2/2013 #3296	NOODLES & CO- SUPERVISOR TRAN	02/21/2013	22.00	.00	
POLICE		304	MASTERCARD	2/2013 #3296	5 GUYS- INTERVIEW CLASS	02/21/2013	21.14	.00	
POLICE		304	MASTERCARD	2/2013 #3296	CHIPOLTE- SUPERVISOR TRAINING	02/21/2013	19.56	.00	
POLICE		304	MASTERCARD	2/2013 #3296	RED ROBIN- SUPERVISOR TRAINING	02/21/2013	31.80	.00	
POLICE		304	MASTERCARD	2/2013 #3296	PANERA- SUPERVISOR TRAINING	02/21/2013	20.27	.00	
POLICE		304	MASTERCARD	2/2013 #3296	DETHL- INTERVIEW CLASS	02/21/2013	35.62	.00	
POLICE		304	MASTERCARD	2/2013 #3296	MAGGIES- INTERVIEW CLASS	02/21/2013	25.95	.00	
POLICE		304	MASTERCARD	2/2013 #3296	MOE'S- INTERVIEW CLASS	02/21/2013	16.55	.00	
POLICE		304	MASTERCARD	2/2013 #3296	TASER CLASS	02/21/2013	18.03	.00	
POLICE		304	MASTERCARD	2/2013 #3296	LODGING FOR INTERVIEW CLASS	02/21/2013	100.79	.00	
POLICE		304	MASTERCARD	2/2013 #3296	POSTAGE	02/21/2013	18.69	.00	
POLICE		304	MASTERCARD	2/2013 #3296	GALLS- DOME LIGHT FOR K-9 SQUAD	02/21/2013	54.96	.00	
POLICE		304	MASTERCARD	2/2013 #3296	GASOLINE CHARGES	02/21/2013	187.57	.00	
POLICE		304	MASTERCARD	2/2013 #3486	K CUPS- COFFEE	02/21/2013	166.09	.00	
POLICE		304	MASTERCARD	2/2013 #3486	TOUCH OF THAI- LUNCH MEETING	02/21/2013	91.27	.00	
POLICE		304	MASTERCARD	2/2013 #3486	STAMPS.COM-POSTAGE	02/21/2013	50.00	.00	
POLICE		304	MASTERCARD	2/2013 #3486	IMPERIAL PALACE- MEALS FOR OFFI	02/21/2013	21.64	.00	
POLICE		304	MASTERCARD	2/2013 #3486	PLATE RENEWAL	02/21/2013	103.25	.00	
POLICE		304	MASTERCARD	2/2013 #3700	TELEPHONE HEADSET	02/21/2013	9.96	.00	
POLICE		351	KSB CORPORATE HEALTH SERVICE	1/2012 #7538	RESPIRATORY REVIEW/HBV SCREEN	01/31/2012	1,094.00	.00	

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
POLICE	380	STREICHERS	11000624	ONE STRIKE CQC MOUNT PLATFORM	02/20/2013	13.00	.00	
POLICE	402	RIVER RIDGE ANIMAL HOSPITAL	371400	BOBBY - EYE/ID SUGERY/DENTAL/RX/	02/14/2013	334.22	.00	
POLICE	402	RIVER RIDGE ANIMAL HOSPITAL	371856	BOBBY - RX	02/20/2013	26.00	.00	
POLICE	410	TLO LLC	3/2013 #269062	PERSON SEARCH	03/01/2013	3.00	.00	
POLICE	411	APPAREL PRINTING	4706	SHIRTS FOR PEER JURY	02/08/2013	240.00	.00	
POLICE	413	CHILD CARE RESOURCE AND REFERR	2/2013	REGISTRATION	02/28/2013	25.00	.00	
POLICE	419	LOGIN/ IACP NET	20525	QUARTLEY PAYMENT 7/27/12-7/26/13	02/15/2013	200.00	.00	
POLICE	425	M.A.T.A.I	1/2013	2013 MEMBERSHIP DUES	01/16/2013	30.00	.00	

Total POLICE:

10,007.00 .00

LIBRARY	64	DEMCO INC	4886599	OFFICE SUPPLIES	02/20/2013	160.88	.00	
LIBRARY	64	DEMCO INC	4886599	MAGAZINE SPINNER	02/20/2013	486.00	.00	
LIBRARY	76	DIXON PUBLIC LIBRARY	3/2013	MAILING BOARD REPORT	03/01/2013	1.52	.00	
LIBRARY	76	DIXON PUBLIC LIBRARY	3/2013	PAINTING SUPPLIES	03/01/2013	4.23	.00	
LIBRARY	76	DIXON PUBLIC LIBRARY	3/2013	PLATES/CUPS	03/01/2013	10.51	.00	
LIBRARY	100	GALE	98752919	ADULT MATERIALS	02/19/2013	44.98	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70585926	ADULT MTLs	02/14/2013	62.69	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70585926	CHILDRENS BOOKS	02/14/2013	112.61	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70622127	ADULT MTLs	02/18/2013	344.63	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70622127	CHILDRENS BOOKS	02/18/2013	43.23	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70622128	ADULT MTLs	02/18/2013	14.68	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70703891	ADULT MTLs	02/22/2013	43.14	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70703891	CHILDRENS BOOKS	02/22/2013	89.76	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70727249	ADULT MTLs	02/25/2013	115.60	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70727249	CHILDRENS BOOKS	02/25/2013	329.23	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70752052	ADULT MTLs	02/26/2013	55.46	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70752052	CHILDRENS BOOKS	02/26/2013	76.10	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70768186	ADULT MTLs	02/27/2013	12.60	.00	
LIBRARY	134	INGRAM LIBRARY SERVICES	70768186	CHILDRENS BOOKS	02/27/2013	101.83	.00	
LIBRARY	191	OFFICE DEPOT	645475231001	OFFICE SUPPLIES	02/15/2013	232.38	.00	
LIBRARY	208	QUILL CORPORATION	9562579	ENVELOPES	02/19/2013	99.98	.00	
LIBRARY	304	MASTERCARD	2/2013 #5681	LOWES- MAINTENANCE SUPPLIES	02/21/2013	175.66	.00	
LIBRARY	304	MASTERCARD	2/2013 #5681	STAPLES- OFFICE SUPPLIES	02/21/2013	10.78	.00	
LIBRARY	304	MASTERCARD	2/2013 #5681	GRE- PROGRAMS/COFFEE	02/21/2013	86.24	.00	
LIBRARY	320	XEROX CORPORATION	066724965	DIXON DIRECT- MASCO MAIL ORDER	02/21/2013	646.99	.00	
LIBRARY	320	XEROX CORPORATION	066724966	PUBLIC COIN COPIER	03/01/2013	180.99	.00	
LIBRARY	321	STATELINE TECHNOLOGIES	DPL-3-13	OFFICE COPIER	03/01/2013	307.13	.00	
LIBRARY	332	ASTRO VEN DISTRIBUTORS INC	25313	TECHNOLOGY SERVICES	03/01/2013	497.25	.00	
LIBRARY	370	BAKER & TAYLOR	0001987888	TOILET TISSUE DISPENSERS	03/01/2013	28.52	.00	
LIBRARY				CREDIT MEMO	03/12/2010	29.45-	.00	

Segment	DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
LIBRARY		370	BAKER & TAYLOR	5012436570	CHILTON ASION SERVICE MANUAL	02/13/2013	49.82	.00	
LIBRARY		390	BROWN, JAMES	2/2013	SNOW REMOVAL	02/25/2013	157.50	.00	
LIBRARY		429	ROE, PAUL	3/2013	SEPT 2012-MARCH 2013 REPAIRS	03/01/2013	135.00	.00	
Total LIBRARY:							4,688.27	.00	
AIRPORT		50	COM ED	3/2013 #2002	FRANKLIN GROVE RD #0642012002	03/01/2013	917.04	.00	
AIRPORT		50	COM ED	3/2013 #3009	FRANKLIN GROVE RD #7296013009	03/01/2013	39.60	.00	
AIRPORT		185	NICOR	2/2013 #0007	1650 FRANKLIN GROVE #2941402007	02/13/2013	116.77	.00	
AIRPORT		185	NICOR	2/2013 #1000	1650 FRANKLIN GROVE #4782891000	02/14/2013	125.74	.00	
AIRPORT		267	VERIZON WIRELESS	9700176924	AIRPORT #480293834	02/18/2013	3.44	.00	
AIRPORT		340	MTCO	10455253	PAGER	03/01/2013	16.20	.00	
AIRPORT		354	FYR FTYER INC	53970	ABC-NEW	02/18/2013	34.95	.00	
Total AIRPORT:							1,253.74	.00	
TOURISM		3	ACE HARDWARE	270475	LIGHT BULBS	02/04/2013	32.37	.00	
TOURISM		39	CENTURYLINK	3/2013 #6323	WELCOME CENTER# 304076323	03/04/2013	162.81	.00	
TOURISM		58	CREATIVE PRINTING	7684	DIXON POST CARDS	02/20/2013	50.00	.00	
TOURISM		190	NORTHWEST QUARTERLY MAGAZIN	28748	BUYERS GUIDE	02/16/2013	350.00	.00	
TOURISM		301	CRYSTAL CORK WINE SHOPPE	2/2013	ENGRAVED GLASSES	02/19/2013	180.00	.00	
TOURISM		304	MASTERCARD	2/2013 #3700	CARBONITE-QUICKBOOKS PROTECTI	02/21/2013	59.00	.00	
TOURISM		412	TRICOUNTY ELECTRIC	4027	REPAIR LIGHT	02/19/2013	68.00	.00	
TOURISM		415	RONALD REAGAN HOME	2/2013	SHARED AD IN CHICAGO COMMUTER	02/28/2013	400.00	.00	
TOURISM		416	COMFORT INN	101	AD INSIDE VISITOR GUIDE	02/28/2013	800.00	.00	
TOURISM		417	ROCK RIVER GARDEN CLUB	2/2013	DONATION-FLOWERS FOR CENTER	02/19/2013	100.00	.00	
TOURISM		426	DOWNTOWN PROMOTION REPORTE	2/2013	SUBSCRIPTION RENEWAL #1043876	02/22/2013	206.50	.00	
TOURISM		428	TREASURE MAP	2/2013	FEBMARCH/APRIL ADVERTISING	02/01/2013	36.00	.00	
Total TOURISM:							2,444.68	.00	
Grand Totals:							128,014.76	.00	

#8-A

Meeting Minutes of the Dixon Public Library Board of Trustees

Monday February 11, 2013

Attending: Director Lynn Roe, President Glen Hughes, Vice President Carol Linkowski, Secretary Roberta Vanderlin, David Badger, Terry Dunphy, Robert Thomas and Tracey Lawton

Absent with Notice: Kim Pettygrove and Mary Grace Crisham

Meeting Location: Dixon Public Library, Lower Level Meeting Room

The meeting was called to order by President Glen Hughes at 5:31 p.m. There were no citizens present. Carol Linkowski made a motion to approve the minutes of the January 14, 2013 meeting, Terry Dunphy seconded the motion, and the motion passed.

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

Director's Report: Director Lynn Roe summarized her report for the Board. The Board was concerned about the hot water boiler, however Lynn informed us that there have been no further problems since TJ's Maintenance was last there.

Treasurer's Report: The Treasurer's Report was reviewed. The beginning balance in the Checking Account on the February 2013 Treasurer's Report was \$45,342.56 and the ending balance as of February 9, 2013 is \$44,788.28. David Badger made a motion to approve the Treasurer's Report and Trust Funds Report, Tracey Lawton seconded the motion, and the motion was approved. After we reviewed the Invoices and Expenditures Report for January 2013, Roberta Vanderlin made a motion to approve the Invoices and Expenditures Report, Terry Dunphy seconded the motion, and the motion passed.

Lynn informed the Board that the Consortium expenditures shown in last month's Financial Report to be \$220.76 over budget was an error. A couple invoices were applied to the wrong account, and the Consortium expenditures are actually slightly under budget.

Paula Meyer, the City of Dixon's Finance Director, arrived at our meeting at 5:50 pm to review and explain the City's new financial reports and some of the City's new accounting practices. The City of Dixon will now have only 1 checking account, and all of the different City departments' accounts and funds will be listed as separate line items, but will actually be a part of the one checking account. Salaries and Requisitions will be paid twice per month, and the payment date will be shortly after each City Council meeting. Paula Meyer explained that the library money is in a separate fund (Fund 15), even though it is part of the City's checking account. She also said that Lynn Roe will be able to go online to check balances, although Lynn will not be able to print other reports. Our Board discussed whether this method of accounting will meet the Illinois Library Statutes requirement that municipal libraries must keep their funds segregated from other funds. We explained to Paula that the Dixon Public Library is unique among the City's departments due to the Illinois Library Statutes. Paula said that if the Library Board does not feel that this method of accounting maintains the proper segregation for our funds, we could set up a totally separate bookkeeping system. It was decided that our Working Cash Fund money, which must be kept separate, will be transferred to the Library Fund checking account, which was still an open checking account of the Library's at Midland States Bank. Paula also discussed that we currently use the City's EIN number for our Trust Funds. She feels that we may need to apply for our own EIN number as a not-for-profit government entity, since we totally control these Trust Funds, and the City has no part in the management of the Trust Funds. There are tax levied Funds and donated Trust Funds. Tax levied funds go to the City and then are allocated to our fund, however donated Trust Funds are only administered by the Dixon Public Library Board of Trustees.

Committee Reports: There were no reports from Standing and Ad Hoc Committees. The Personnel and Salaries Committee met on February 6th. The committee will report to the Board at our March meeting.

Unfinished Business:

- Lynn Roe reported that the bathroom remodeling project is mostly complete. The pipes were not corroded, so the remodeling costs were less than predicted at last month's meeting. Lynn said that due to the lower costs, she was able to purchase new toilets, as originally planned, rather than just replacing the guts of the toilets as we had discussed doing last month in order to keep our remodeling on budget. The final bill from Mark Piper should be \$13,528.00 or a little less.
- Lynn does not recommend that the library participate in the iFiber Grant for Internet Access at this time, mainly due to the cost. She did explore the possibility of linking to the City's connection, but she discovered that this is not a good option, since the City is not sure that it will continue after their one free year ends.
- Lynn feels that we need to review the Dixon Public Library Strategic Plan's Action Plan items line by line, however she feels that we are making good progress on our Action Plan.
- Lynn looked into the requirements of the Per Capita Grant's environmental scan of the community and found that it is basically a survey to get community feedback. She also found that the State Library is offering a webinar to explain what an environmental scan is, which she is interested in attending.

New Business:

- There was no new business.

President Glen Hughes suggested that the Board needs to have an additional meeting (on a Saturday morning) or an extended meeting at a future Monday meeting in the near future to discuss segregation of Dixon Public Library funds, investment of funds and the Strategic Plan Action Plan. Lynn will email trustees to come up with a date within the next 6 weeks when we can all meet.

Roberta Vanderlin made a motion to adjourn the meeting. David Badger seconded the motion. The meeting was adjourned at 7:13 p.m.

Our next meeting is on Monday March 11, 2013 at 5:30 pm.

Respectfully submitted,

Roberta Vanderlin, Secretary

Dixon Public Library-Board of Trustees

Treasurer's Report for March, 2013

Beginning Balance in Checking(01)February 6, 2013 \$44,788.28

February 6, 2013

Mark Piper Construction - Zilgitt 5,884.00

February 11, 2013

The following has been paid to DPL and is to be deducted from the following accounts:

KSB - 8 books	158.25
Melendrez - 3 books	45.73
Warner - 26 books	394.88
M/C bill - Oriental Trading-supplies-SRP	357.77

February 11, 2013

Midwest Tape - Murphy -13 dvds& 8 music cds	381.79
Guildcraft - supplies -SRP	192.67
Rhode Island Novelty -supplies - SRP	146.35

February 28, 2013 Deposit

Marilyn Dillow Memorial	425.00
Eurith Leydig	3,100.00
Marilyn Dillow Memorial	300.00

3,825.00

Totals	7,561.44	48,613.28
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Ending Balance in Checking March 1, 2013		41,051.84
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#8-B

Subject: Dixon Tourism Council (March Minutes)

Date: Tuesday, March 12, 2013 4:53:02 PM CT

From: Jeff Kuhn

To: Diane Bausman, Kathe Swanson, Colleen Brechon, Mayor Burke, Dixon Welcome Center, alcece@comcast.net, Jeff Kuhn, ljsantos@yahoo.com, donann@grics.net, crawfordinn@grics.net, Becky Reilly - SVM, setchell@gallatinriver.net, matru1@aol.com, Vicky

DIXON TOURISM COUNCIL MEETING MARCH 11, 2013

Location: Loveland Community House

Present: Vicky Turner, Becky Reilly, Karen Setchell, Lyn Milano, Diane Bausman, Laura Sandoval, Ann Lewis, Jeanne Kuhn

Absent: Marilyn Trulock, Colleen Brechon, Al Duncan

Guests: John Groshans, Larry Reed, John Varga (Riverfront), and Mayor Jim Burke

Meeting was called to order at 5:30 by President Vicky Turner. Guests were introduced.

RIVERFRONT: Larry, John, and John spoke on proposing a display case at the Riverfront featuring ads and card rack for brochures about the facility and other tourist and service businesses, to assist the those who visit. Presently there is nothing there with this information. Guests can visit the DWC when it is open. John G. often directs visitors when he is there.

The DTC liked the idea and would like to help, but more research and options needs to be gathered on styles and placement of the racks and display boards.

John G. also mentioned maybe some signage with information about the Rock River be placed down there detailing its history and geography.

John also mentioned the need for signs on the bridge showing the name of the river. Tourists often ask what river it is. (Laura pointed out that many other bridges have names of rivers and creeks that are being crossed.) Jeannie will talk to Jeff about this. (City or state issue?)

MINUTES: for Jan. and Feb. meetings were approved as is. (Motion by Lyn M; 2nd by Laura S.)

TREASURE'S REPORT: Vicky, Colleen, and Karen S. worked on a a budget. Vicky pointed out the purpose and ongoing list of expenditures show how much we do and who we help. It also shows good partnership with other agencies and events. It was approved. (Ann L. moved: 2nd by Becky.)

DWC REPORT: \$206.62 in sales since Feb. meeting. 23+ signed the guest book. Balance in checking account is \$19,399.27.

NEW BOARD MEMBER: Becky Reilly was approved by Dixon City Council. (Welcome aboard!) Plus all members have complied with the state training requirements.

BWCVB REPORT: Diane B. reported. Here are a few highlights.

Nearly 4,000 hits on website. Up 699 from previous month. Google Adwords campaign has resulted in 1,500+ visits via the rotating landing pages. The Facebook page promoted 18 different events and winter getaways last month. (286 click throughs from Facebook ads.) Staff member Lori represented the bureau at the Heartland Travel Showcase Group Tour in toledo and scheduled 26 appointments with tour group operators. She has booked 2 day trips for this summer and 2 full tours for 2014. Many more are expected.

*** The Trail of Terror campaign received the Governor's Excellence in Tourism Award in the Best Cooperative Partnership category. (Our Cemetery Walk was featured.)

Diane attended Joint Lobby Days and met with Senators Bivins, Jacobs, reps. for Sacia, Smiddy, and Moffit to emphasize how taxes generated by visitors to our regions and state help to keep the budget on track.

OLD BUSINESS

BROCHURE UPDATE: Our downtown walking guide and Dining Guide need to be updated. Becky will be in charge of these.

DWC JOB DESCRIPTION: Vicky compiled our ideas and prepared a list. Council approved it. (Laura motioned; Ann 2nd.)

POST OFFICE MAILBOX: WC staff picks up mail at Post Office. Vicky suggested we get the mail delivered directly to the WC. Save money and hassle for staff. This was approved. The address for the WC will need to be updated on mailings, with post office, etc. (Jeanne motioned; 2nd by Becky.)

NEWSLETTER: First one is out. 2nd will feature the Dixon Historic Center and new displays.

LEASE: Pattie Hummel sent Jeanne a new lease that she personally prepared. It was based on one Jeanne sent to her prepared by city attorneys. Pattie made a few changes that we disagree with. Vicky will take the lease to our city attorney to have him look it over and contact her about these changes. More later.

NEW BUSINESS:

BE A TOURIST IN YOUR OWN NEIGHBORHOOD: Sauk Valley Media is planning a promotion of a special day for locals to take tours of facilities in their area. All will be open on a chosen date. Looking to do this January of 2014 when events are slow.

LINCOLN TRAIL IN NORTHERN ILLINOIS COMMITTEE: Ann reported that ideas for this concept would begin here in Dixon, then spread outward mainly from Ottawa north tracing Lincoln's travels and purposes in this part of the state. As much as possible would probably be done on line with advertising going to Springfield, as well as abroad. (Research shows we have a ton of Lincoln history here in Dixon!)

TOURISM/ MAIN STREET/ RIVERFRONT MERGER: Vicky met with Josh Albrecht to discuss this. She felt we should promote that we be working groups, not merge.

NEW OFFICE SPACE? 5/3 Bank is offering their second floor to DMS, Dixon Chamber of Commerce, Riverfront, and DTC for free. (Utilities included.) There will be an informational luncheon to discuss this at noon on March 27. Any council members able to attend? Vicky will be previously engaged.

ADJOURNMENT: 7:30. (Laura motioned: Ann 2nd) Next meeting will be held at the Visitors Center for the Reagan Boyhood Home on April 8.

Respectfully submitted,
Jeanne Kuhn, Secretary

11-A

CITY OF DIXON

ORDINANCE NO. _____

**ORDINANCE ACCEPTING A RE-PLAT OF SUBDIVISION
OF 414 UPHAM PLACE AND 339 LINCOLNWAY**

ADOPTED BY THE
COUNCIL
OF THE
CITY OF DIXON

THIS ____ DAY OF _____, 2013

Published in pamphlet form by authority of the Council of the City of Dixon, this ____ day of _____, 2013.

ORDINANCE NO. _____

**AN ORDINANCE ACCEPTING A RE-PLAT OF SUBDIVISION
OF 414 UPHAM PLACE AND 339 LINCOLNWAY
PURSUANT TO TITLE III, CHAPTER 11, SECTION 3-11-5
OF THE CITY CODE OF THE CITY OF DIXON,
LEE COUNTY, ILLINOIS**

BE IT ORDAINED by the City Council of the City of Dixon:

SECTION 1: Theresa L. Villiger is the owner of record of the land described as follows:

Lot Number Eleven (11) in Block Number Nine (9) in Parsons' Addition
to the Town (now City) of Dixon, said premises being situated in the
County of Lee in the State of Illinois.

PIN No. 07-02-32-338-011

and submits herewith the re-plat of subdivision of 414 Upham Place and 339 Lincolnway.

SECTION 2: The re-plat conforms in all respects to the ordinance requirements of the City of Dixon governing plats and subdivisions and the subdivision shown therein provides for streets and alleys and grounds in conformity with the applicable requirements of the official plan of the City of Dixon.

SECTION 3: The plans and specifications for the improvements in the said subdivision have been approved by the Plan Commission of the City of Dixon and conform with the ordinances of the City of Dixon.

SECTION 4: The re-plat of subdivision of 414 Upham Place and 339 Lincolnway is hereby accepted by the City of Dixon, and the Mayor and the City Clerk are hereby authorized and directed to accept and approve said plat upon the face of said plat prior to the filing of the plat in the Recorder's Office.

SECTION 5: A copy of said plat is to be filed with this Ordinance and made a part

thereof and a certified copy of this Ordinance filed with the original plat in the Recorder's Office of the County of Lee, State of Illinois.

SECTION 6: The provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

SECTION 7: That all ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 8: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

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

Passed by the Mayor and the City Council of the City of Dixon on the _____ day of _____, 2013.

MAYOR

ATTEST:

City Clerk

11-B

CITY OF DIXON

ORDINANCE NO. _____

**ORDINANCE AUTHORIZING CERTAIN VARIANCES PURSUANT TO
THE PETITION OF THERESA L. VILLIGER**

ADOPTED BY THE
COUNCIL
OF THE
CITY OF DIXON

THIS ____ DAY OF _____, 2013

Published in pamphlet form by authority of the Council of the City of Dixon, this ____ day of _____, 2013.

ORDINANCE NO. _____

**ORDINANCE AUTHORIZING CERTAIN VARIANCES PURSUANT TO
THE PETITION OF THERESA L. VILLIGER**

WHEREAS, THERESA L. VILLIGER, has submitted a Petition to the City Council for Variances for the real property commonly known as 414 Upham Place and 339 Lincolnway, Dixon, Illinois, 61021 (the "Subject Property"); and

WHEREAS, the Subject Property is improved with two (2) single-family residences, each of which has an accompanying garage; and

WHEREAS, Petitioner has simultaneously submitted a Petition for Approval of Re-Plat of Subdivision requesting the re-plat of the Subject Property into two (2) new lots; and

WHEREAS, in order for the Re-Plat of Subdivision of the Subject Property to be approved, certain variances from the requirements of R-1 zoning are required; and

WHEREAS, Petitioner is requesting the following Variances be granted:

1. That the new subdivided lot containing the residence commonly known as 414 Upham Place have an area of 2,950 square feet, and that the new subdivided lot containing the residence commonly known as 339 Lincolnway have an area of 4,558 square feet.
2. That the front yard setback of the new subdivided lot containing the residence commonly known as 414 Upham Place be 6.5 feet, and the front yard setback of the new subdivided lot containing the residence commonly known as 339 Lincolnway be 26.8 feet.
3. That the side yard setbacks for the new subdivided lot containing the residence commonly known as 414 Upham Place be 9.1 feet and 10.5 feet, and the side yard setbacks for the new subdivided lot containing the residence commonly known as 339 Lincolnway be 10.2 feet and 12.2 feet.
4. That the rear yard setback for the new subdivided lot containing the residence commonly known as 414 Upham Place be 2.5 feet, and the rear yard setback of the new subdivided lot containing the residence commonly known as 339 Lincolnway be 2.6 feet.
5. That the lot coverage for the new subdivided lot containing the residence commonly known as 414 Upham Place be 64.5%, and the lot coverage for the new subdivided lot containing the residence commonly known as 339 Lincolnway be 33.2%.
6. That the width at the established property line for the new subdivided lot containing the residence commonly known as 414 Upham Place be 59 feet, and

the width at the established property line for the new subdivided lot containing the residence commonly known as 339 Lincolnway be 50 feet; and

WHEREAS, the Petitioner's request for Variances is to be able to allow for the Re-plat of Subdivision of the Subject Property into two (2) new lots; and

WHEREAS, the Petitioner's request for Variances is of the type and nature that can be granted under the Zoning Ordinances of the City of Dixon; and

WHEREAS, the Zoning Board of Appeals for the City of Dixon, after conducting a public hearing and making a finding of fact that the Petitioner's request complies with the standards necessary for a Variance, has recommended that certain Variances be granted for this particular property; and

WHEREAS, the City Council for the City of Dixon has determined that certain Variances should be granted for this particular property.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Dixon, that certain Variances be granted for the following described property:

Lot Number Eleven (11) in Block Number Nine (9) in Parsons' Addition to the Town (now City) of Dixon, said premises being situated in the County of Lee in the State of Illinois.

to allow for the Re-plat of Subdivision of the Subject Property into two (2) new lots.

BE IT FURTHER ORDAINED that the following Variances for the Subject Property are hereby granted:

1. That the new subdivided lot containing the residence commonly known as 414 Upham Place have an area of 2,950 square feet, and that the new subdivided lot containing the residence commonly known as 339 Lincolnway have an area of 4,558 square feet.
2. That the front yard setback of the new subdivided lot containing the residence commonly known as 414 Upham Place be 6.5 feet, and the front yard setback of the new subdivided lot containing the residence commonly known as 339 Lincolnway be 26.8 feet.
3. That the side yard setbacks for the new subdivided lot containing the residence commonly known as 414 Upham Place be 9.1 feet and 10.5 feet, and the side yard setbacks for the new subdivided lot containing the residence commonly known as 339 Lincolnway be 10.2 feet and 12.2 feet.
4. That the rear yard setback for the new subdivided lot containing the residence commonly known as 414 Upham Place be 2.5 feet, and the rear yard setback of the new subdivided lot containing the residence commonly known as 339 Lincolnway be 2.6 feet.

5. That the lot coverage for the new subdivided lot containing the residence commonly known as 414 Upham Place be 64.5%, and the lot coverage for the new subdivided lot containing the residence commonly known as 339 Lincolnway be 33.2%.
6. That the width at the established property line for the new subdivided lot containing the residence commonly known as 414 Upham Place be 59 feet, and the width at the established property line for the new subdivided lot containing the residence commonly known as 339 Lincolnway be 50 feet.

BE IT FURTHER ORDAINED that the City hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

BE IT FURTHER ORDAINED that the granting of such Variances will not merely serve as a convenience to the Petitioner but is necessary to alleviate a demonstrable hardship which warrants the Variance requested by the Petitioner.

BE IT FURTHER ORDAINED that all ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

BE IT FURTHER ORDAINED that the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

BE IT FURTHER ORDAINED that the provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law.

Passed by the Mayor and the City Council of the City of Dixon on the _____ day of _____, 2013.

MAYOR

ATTEST:

City Clerk

#11-C

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN PERSONAL PROPERTY
OWNED BY THE CITY OF DIXON**

WHEREAS, the City of Dixon (the "City") owns a 1988 Elgin Pelican Street Sweeper (the "Property"); and

WHEREAS, pursuant to the provisions of 65 ILCS 5/11-76-4, the City may sell personal property it owns which is no longer necessary or useful to it upon the passage of an ordinance authorizing the sale approved by a majority of the corporate authorities then holding office; and

WHEREAS, the City Council of the City (the "City Council") has reviewed the needs of the City with reference to Property and has made a careful study of said needs; and

WHEREAS, the City Council, based upon the recommendation of the Superintendent of Streets Department, is of the opinion that the Property is no longer necessary, useful to or for the best interests of the City; and

WHEREAS, the City Council has determined that it is in the best interest of the City that the Property be sold; and

WHEREAS, the City of Amboy, Illinois, has offered to purchase the Property for \$2,000.00; and

WHEREAS, the City desires to accept the offer from the City of Amboy, Illinois.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Dixon as follows:

SECTION 1: The City hereby finds that all of the recitals contained in the preambles to this Ordinance are true and correct and does incorporate them into this Ordinance by this reference.

SECTION 2: The City hereby finds that the Property is unnecessary, unsuitable and inconvenient for the uses of the City.

SECTION 3: Pursuant to said Section 11-76-4 of the Illinois Municipal Code, the City Council hereby declares that the City should sell the Property to the City of Amboy, Illinois. The Mayor and the City Clerk are hereby authorized and directed to perform such acts as may be necessary to complete the sale of the Property to the City of Amboy, Illinois.

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

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

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

SECTION 7: This Ordinance shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Mayor and the City Council of the City of Dixon on the _____ day of _____, 2013.

MAYOR

ATTEST:

City Clerk



1415 Diehl Road • Naperville, IL 60563

11-D
Certified Public Accountant

Members of
Certified

Government Management Consulting

February 28, 2013

Shawn Ortgiesen, PE, PTOE
City Engineer/HR/Public Works Director
City of Dixon
121 W. 2nd St.
Dixon, Illinois 61021

Re: 2013 Strategic Planning and Leadership Training Engagement Letter

Dear Mr. Ortgiesen:

Thank you for the invitation to present our qualifications and workplan to Mayor Burke and City staff members. We are pleased to confirm our understanding of the services we are to provide to the City of Dixon (hereinafter referred to as the "City"). Sikich LLP will conduct leadership training and development for the City's leadership and management teams as detailed in the Training Component Proposal dated February 5, 2013 and referenced herein. In addition to the training component above, Sikich will design and facilitate a Strategic Planning Initiative for the City. The planned approach will include the hybrid approach for citizen and stakeholder input, management team working and preparatory sessions, feedback analysis, a leadership retreat, action planning workshops, and a final strategic plan report. Our full scope of services for the strategic planning components were detailed in our service proposal, transmitted December 14, 2012 and referenced herein.

SCOPE OF WORK

The City seeks to engage Sikich, and Sikich LLP and the City agree to the scope of work described in the "Service Need" section of our strategic planning proposal with the hybrid approach to gathering citizen input (transmitted December 14, 2012), and the leadership training program (dated February 5, 2013) — inclusive of the steps, estimated timelines, required materials, and outlined assumptions.

PROJECT TIMING AND INFORMATION

Our fee for services is based on a comprehensive project, which includes timely provision of information and assistance by the City. A final determination of dates for project meetings will be mutually determined by the City and Sikich as soon as practicable. The success of the project will be dependent on the cooperation and scheduling of City staff and officials, the availability of data, decision points, and timely reviews. Delays in the availability of information from the organization or other data sources employed may affect the timing for completion. Scheduling conflicts that add unanticipated trips or meetings may also impact the agreed-to timeline. We will treat all project information in a confidential manner—including that which is provided by the City as well as our data, analysis, and report documents. Our final report will be issued upon your approval of a preliminary draft. We will notify the City's management of any outside requests we receive for documentation related to these specific services.

630-566-8400 • [FAX] 630-566-8401 • www.sikich.com

Sikich LLP

TERM OF AGREEMENT

The term of this agreement shall begin upon execution of this agreement by both parties and will be considered complete upon issuance of our final summary report. We envision project work beginning in early May and continuing through late October. These dates are estimates and subject to amendment and adjustment as the project unfolds via discussions with the City and the progress of project elements. The term can be amended upon mutual agreement by both parties. We reserve the right to suspend or terminate services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information/cooperation necessary for successful performance of our services. The City agrees to provide Sikich LLP thirty (30) days' notice of termination and shall deliver such notice in writing. Furthermore, the City will be obligated to compensate Sikich LLP for our time expended (and all out-of-pocket expenditures) through the date of termination.

COMPENSATION AND RESOLUTION

Our fee for the services defined in the "Service Need" section contained in *both* proposals will not exceed \$31,400* (excluding costs for the MBTI tool, if selected). This includes our work and travel, as well as out-of-pocket costs such as report production, postage, etc. The billings for this engagement will not exceed the fee unless the City specifically requests additional project components or an expansion of scope, and the City and Sikich LLP reach a mutual agreement, in writing, as to the new scope and related fee. The not-to-exceed fee above does not include any additional or optional phases beyond the base scope that might be requested by the City. We invoice clients on a monthly basis, as services are provided. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty (60) days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of one (1) percent per month (12% annually).

If any dispute arises in connection with the performance or breach of the agreement, either party may, on written notice to the other party, request that the matter be mediated by a mediator, appointed by and pursuant to the Mediation Rules of the American Arbitration Association. Both parties will act in good faith to resolve the dispute, and each party will be responsible for its own expenses; the fees of the mediator will be shared equally by both parties.

MANAGEMENT RESPONSIBILITY

Greg Kuhn, Director of Government Management Consulting, will serve as Sikich's representative in charge of and responsible for supervising this engagement. The City's management, however, acknowledges its responsibility, in fact and appearance, to make informed judgments on the results of the services described in this complete proposal document. The City will make any decisions involving management or policy functions related to the performance of services referenced, and it accepts full responsibility for all such decisions.

The foregoing proposes Sikich's professional services to be provided to the City of Dixon. In addition to the items noted in both proposals related to meeting sites and events, the City is responsible for management decisions and functions; for designating a management-level individual with suitable skill, knowledge and experience to oversee the services Sikich is providing, for evaluating the adequacy and results of those services, and accepting responsibility for them. These services will not satisfy any requirements for an audit in accordance with auditing standards generally accepted in the United States of America. We are accepting this engagement as consultants rather than auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

The City understands and agrees that (i) the advice provided by Sikich is based upon commonly accepted public management practices consistent with applicable guidelines and state statutes as commonly understood by public management professionals as of the date of the consultation, (ii) Sikich assumes no obligation to supplement or modify its advice to Client if any applicable laws change after the date of the consultation, (iii) Sikich assumes no obligation to provide advice to anyone other than the individuals authorized to receive services hereunder, (iv) the personnel at Sikich are not attorneys licensed to practice law, (v) the advice provided by Sikich is not intended to replace qualified legal counsel and Client is encouraged to seek such legal counsel and (vi) in no event shall the liability of Sikich under any circumstances exceed the amounts actually paid to it by Client for rendering services hereunder.

We look forward to the opportunity to serve the City of Dixon and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you concur with the terms of the engagement as described in this letter, please sign the enclosed copies, keeping a copy for your files and returning an original to us for our records.

Sincerely,



Sikich LLP

By: Gregory T. Kuhn, Ph.D

Director, Government Management Consulting

RESPONSE:

This letter correctly sets forth the understandings of the City of Dixon:

Accepted By: _____

Title: _____

Date: _____

City of Dixon, Illinois

**Proposal to Facilitate
Strategic Planning Initiative**



an equal opportunity employer • minority/women owned business

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Firm Profile



1415 W. Diehl Road, Suite 400 • Naperville, IL 60563

Members of American Institute of
Certified Public Accountants

Mr. James Burke, Mayor
City of Dixon
121 West 2nd Street
Dixon, IL 61021

Re: Strategic Plan

Dear Mayor Burke:

It was a pleasure to speak with you last week about your City and its interest in engaging Sikich LLP to facilitate a Strategic Plan. Developing such a plan is an important step to move the City forward and to build consensus on Dixon's future direction. In response to your request, we have prepared the following comprehensive approach to development of a Strategic Plan. Our approach takes into account the City's current political environment, your unique form of government, the importance of citizen input and your desire that the plan be implemented through the often overlooked step of action planning.

The philosophy that will guide this planning process is a holistic undertaking which considers the City's services and operations, in a framework designed to serve your citizens, achieve your long-term goals, and chart the City's future. The planning process will involve your office, the City Council, and key departmental staff. Most importantly, our recommended process also provides options for citizen input and involvement. We recognize the key role citizen involvement plays in this process and in order to meet that goal, we have proposed several mechanisms for incorporating this all important input. Finally, our approach includes action planning to track your progress towards implementation of your plan's goals and objectives. We will work closely with your office to fine-tune our process design in such a way as to incorporate your unique form of government, your internal organizational structure, and the requirements of your external environment into the project involvement and communication between key players. These factors combined with a robust citizen involvement approach will allow the City to take a fresh look at its mission, vision, values, and goals.

In addition to addressing your project goals, this proposal illustrates the Sikich Team's unique qualifications not only as facilitators but also as local government experts with significant practical, municipal expertise to assist you in successfully achieving your short term and longer term strategic goals. In addition to our years of service as local government professionals, we have led similar engagements in multiple Illinois municipal organizations and have specific experience in crafting strategic planning processes that lead to the development and the implementation of your plan's goals and objectives.

If the approach in our conceptual outline fits the framework you are looking for, we would love the opportunity to meet with you to further explain our approach and qualifications. If you have any questions about the project approach, please don't hesitate to contact us.

Thank you again for this opportunity to assist the City on this new initiative.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gregory T. Kuhn'.

Gregory T. Kuhn, Ph.D.
Director, Government Management Consulting
Sikich LLP

A handwritten signature in black ink, appearing to read 'Cristin H. Musser'.

Cristin H. Musser
Management Consultant
Sikich LLP

SERVICE NEED

CONCEPTUAL APPROACH STRATEGIC PLAN INITIATIVE

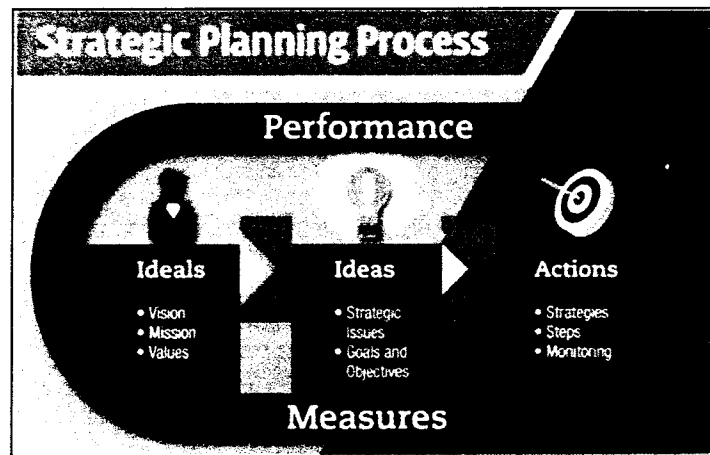
The degree of success of every government organization ultimately reflects the judgment of its stakeholders/citizens for how well it addresses three critical questions:

Are the constituents' needs clearly understood?

How well do the programs or services of the City align with the defined needs?

Are programs and services being provided in the most effective and efficient manner?

We believe the practice of performance-based strategic planning underlies all three of these elements because it helps determine not only where the organization wants to go and how it will get there but also how it can evaluate progress toward its goals. Strategic planning remains of high importance in today's constrained economic environment, since it allows an organization to engage key stakeholders and the public at large to focus on its mission, and to logically and collaboratively establish short and long-term goals to realize a shared future. As the graphic below reflects, we facilitate a process by which your organization's most important services and activities are collectively identified along with the actions necessary to best address your City's present and future opportunities and challenges.



It is our philosophy that the full potential of strategic planning can only be reached when the unique culture of the organization and the constituents it serves are incorporated in the process approach. We will work closely with you to ensure that your strategic planning meets these expectations by building consensus among citizens, City officials, and stakeholders and by outlining actionable objectives to pursue. Rather than putting a plan on the shelf, you will have set the stage to work cooperatively with key stakeholders to expand on the outcomes of this project and use those plans as the foundation for future organizational decisions.

Proposal

With these tenants in mind, we propose the following steps for a strategic planning process for the City.

Phase I: Process Planning/Initiation

Step A: Hold Preparation and Planning Meeting(s)

In order to gain a more detailed understanding of the City's specific expectations and to finalize the process, we will hold a planning meeting with the Mayor and key staff members that you identify. The purpose of this meeting is to seek agreement on our outlined approach and the related outcomes. With your input, we will also select potential participants for planned meetings and events. Since leadership is an essential component of any organization wide initiatives and because the process requires commitment, energy, and persistence, we will initially seek to consult the leaders most familiar with the environment to identify the following:

Project Sponsor—The Sponsor is the champion of the initiative, who must be able to convene the appropriate people and resources during the engagement. We initially suggest that Shawn Ortgiesen, your Public Works Director could serve in this role. However, we will work closely with whomever you designate as a Project Sponsor, to discuss and delineate the process and to communicate progress on a regular basis.

Project Coordinator—The Project Sponsor should designate a Coordinator; someone that is easily accessible to assist with scheduling and communications, but who also has significant institutional knowledge to help in the relevant document gathering process.

Both the Sponsor and the Coordinator should participate in the planning meeting with Sikich. As part of our kick-off phase, we will also gather relevant data and documentation about the City. Information required by the process may include items such as financial statements, past/current long-term plans, organizational charts, community/business/employee surveys, program data, facility plans, or program/operation reports.

Step B: Determine Citizen Input

As a key step in Phase I, the Sikich Team will work with the Project Sponsor to determine the exact form citizen input will take. In this regard, we have outlined four options for this input. Please see Phase II for a discussion of those options. It should be noted that it will be incumbent on the City to make a decision on the citizen input scheme early in the project, so that the project schedule can be tailored accordingly. Once a citizen input option is selected, the Sikich Team will continue with Steps C and D of the Process Initiation Phase.

Step C: Conduct Introductory Stakeholder Interviews

The next critical step is for the Sikich Team to conduct introductory stakeholder interviews. John Bryson defines a stakeholder as, "Any person, group, or organization that can place a claim on an organization's (or other entity's) attention, resources, or output that is affected by that output."¹ In this regard, it is important to determine each organization's unique stakeholders, their influence, and how to involve them in the process. Those most knowledgeable about an organization (including its resources, programs, challenges, and opportunities) are by definition key stakeholders.

¹ John Bryson, Creating and Implementing Your Strategic Plan (New York: Jossey-Bass, 2004) 35.

Phase I: Process Planning/Initiation (Continued)

By conducting one-on-one interviews, we will develop a more complete picture of the City that extends beyond data and financial information. We hope to learn about existing programs and services, environmental trends, influencing historical factors, and opportunities for improvement. In conjunction with the Project Sponsor, this information will allow us to make a final determination about the number and scope of these introductory interviews. From these interviews, both individual perspectives and common themes emerge that are extremely useful in planning and facilitating the activities and retreat workshops that will lead the City to reach consensus on future goals.

Step D: Lead Management Team Exploratory Workshop

In order to insure that the City's senior management team is fully involved in this process, we will hold a strategic exploration workshop with that team. The Sikich Team will review current conditions, provide coaching on identifying strategic issues, and will summarize senior staff's role and our approach for facilitating the project. This working session will add to the Sikich Team's base of knowledge about Dixon. In addition, and most importantly, this session is an opportunity for your management team to become familiar with the strategic planning concepts and processes so that they are better prepared to provide their unique and critical input during the planning process.

Phase II: Gather Citizen Input, Analyze, and Disseminate Data

There are several options for adding the important element of citizen input in the strategic planning process. They are: 1) a statistically valid citizen survey; 2) an 'interested citizen' survey; 3) carefully structured focus groups; and 4) a hybrid approach. In order to facilitate discussion of these options, below is a brief overview of the benefits, drawbacks, and costs relative to each option. More specifics on each cost option are included in the Project Timeline/Budget section of this proposal.

Option 1: Statistically Valid Random Sample Survey- A random sample, statistically valid, survey is the *only* method that allows policy makers to base their strategic decisions on valid conclusions about citizen opinions. Even with such a survey there remains a margin of error (usually a .05 margin is considered acceptable). Should this approach be desired, Sikich proposes to work with the City to *identify a specialized research group* that can develop the survey methodology, conduct the survey, and compile the results.

The best methodology for this type of survey is via the telephone. Although the length of the survey can vary greatly, usually a length of no more than 30 questions plus demographic information is considered feasible. Careful development of the survey questions is critical to gathering valid information. The best method for development of questions is a collaborative approach between the Survey firm, the Sikich Team, the Project Sponsor, and a small number of selected City employees.

Although this instrument is by far the most costly of the three options, it has the advantage of being a reliable and valid method of gathering a broad range of citizen input. As an alternative to Option 1, we propose two other viable methods for gathering citizen input data as well as a hybrid approach.

Phase II: Gather Citizen Input, Analyze, and Disseminate Data (Continued)

Option 2: Interested Citizen Survey- This instrument uses technology and an efficient, online platform (such as Survey Monkey) to survey citizens who are interested in providing input to the City. An alternative to a fully online platform would be to allow citizens a choice of the online platform or a hardcopy survey disseminated via the U.S. mail (possibly in your water bills). This alternative would require the data to be manually input into the selected online platform. It is important to note that the results from this type of survey ARE NOT statistically valid and decision makers should not rely on them as the sole basis for drawing conclusions and making decisions. However, they offer insight and a point of view that can help inform the process and decision makers. Because only interested citizens provide input, the results from this type of instrument will be skewed toward those participating.

As with Option 1, the development of the survey questions is vitally important to understanding the information produced by this option. If the City is interested in this option, the Sikich Team would work with City staff to develop the questions and then Sikich would administer the survey and compile and analyze its results.

There are two drawbacks to this option: time and cost. It is estimated that this survey would require approximately 6-8 weeks to design, conduct, compile, and analyze the results. Since this step precedes steps C and D, this type of instrument will add additional time and expense to the process.

Option 3: Focus Groups- This option uses carefully selected focus groups to gather quality citizen input on key strategic internal and external issues. The Sikich Team has successfully used this option in multiple settings, with a variety of groups, to gather quality strategic input and information. Although this input is not statistically valid, focus groups provide a “richness” of data that cannot be garnered through surveys. Focus groups gather input from a variety of citizens and citizen groups in structured and designed settings. Sometime this very effective technique is overlooked in favor of surveys. In addition to the quality of input, this method is also a cost effective tool. At the conclusion of the Focus Groups, collected data would be tabulated and summarized to reveal key themes and important outliers.

The ideal focus group design is to conduct sessions with 8-12 invited participants that represent cross-sections of the community. Our recommendation is that no more than 4-6 focus group strategic sessions be held. If desired, one “open session” could also be designed for any members of the community not invited to the focus groups to share their ideas and views. Similar to the focus groups, the open session would be a “designed” event with structured questions and documented feedback. The Sikich Team will work with the Project Sponsor and other individuals identified in the Project Initiation Phase to determine the exact number and composition of these groups.

Option 4: Hybrid Approach- We propose that a blend of approaches is the ideal mix of input and perspectives, particularly if an ‘interested citizen’ survey is selected as the other data gathering tool. By using a hybrid approach, the City can benefit from the strength of both “listening” techniques. Focus groups provide depth to the data that includes reasons and rationales for views from participants. Focus groups also allow for selecting identifiable groups from citizens to community institutions and from business owners to retirees. Interested citizen survey data is quantifiable and provides an opportunity for aggregation on a defined set of topics. The Sikich Team would be pleased to explore this combined approach should the City desire this approach.

Phase III: Strategic Plan Leadership Workshop

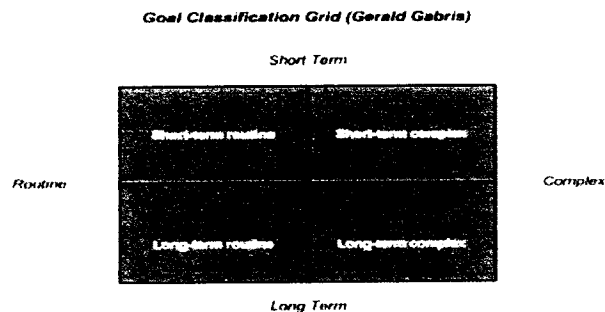
During approximately 8-10 hours of workshop discussions, involving the Mayor, City Commissioners, Department Directors, the City's leadership team will explore stakeholder and citizen input and other collected data along with their own views of the past and present to establish a common ground in a series of designed conversation that are structured to lead to consensus about the future mission, goals and objective of the City. The Sikich Team's primary objectives during the Retreat will be to:

- Guide participants through the strategic planning process;
- Provide feedback on collected data;
- Establish a historical context;
- Create a participative, team environment for all;
- Develop an organization mission statement
- Examine the context of the internal organization, as well as its external and competitive market;
- Conduct a SWOT analysis to reflect on relevant external forces and trends;
- Identify and categorize goals using nominal and group processes; and
- Assist participants in reaching consensus on priorities.
- Engage all participants in constructive dialogue;

The meeting's overall design and activities will consider how to build relationships and understanding among governing board members and staff and to consider input from stakeholders, and citizen's in the community for the benefit of the planning process. We believe that jointly exploring the past, the present, and the future in the context of input from the community and stakeholders is the most effective process to lead to realistic goal-setting.

In addition to reviewing the present reality, the workshop participants will spend time envisioning the desired future and establishing goals. Our approach will enable people to consider the activities the City should be performing, as well as the programs or services they hope to be providing in the future. Leaders will reach consensus on items that will guide decision-making for the foreseeable future.

The Sikich Team will conclude the process with additional consensus exercises by asking participants to categorize goals by time and complexity as well as relative priority. Following the identification of goals in the workshop, elected officials will be asked to prioritize (via a ranking exercise), the preferred sequence of action for short-term (1 to 2 years) and long-term (5 to 10 years) goals generated during the process. A visual depiction of the goal prioritization matrix appears below:

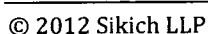


The end results of these sessions will be a mission statement, strategic goals, and key initiatives that should feed into more detailed future planning (see the optional Phase IV).

Phase IV (Optional): Performance-Based Action Planning

This phase would center on the design and creation of action-planning reports including departmental/staff tracking documents, management reports, and governing board progress reports. Through a series of follow-up meetings with staff, goals and objectives are discussed in detail, operationalized, and action plans created—noting the steps, timelines, and responsible persons. A separate action plan for each goal/objective can be placed into tracking documents and customized with performance data such as percentage complete and predecessor steps. Where appropriate, we also encourage the development of performance measures, to rationally demonstrate success at accomplishing the strategic plan’s desired outcomes.

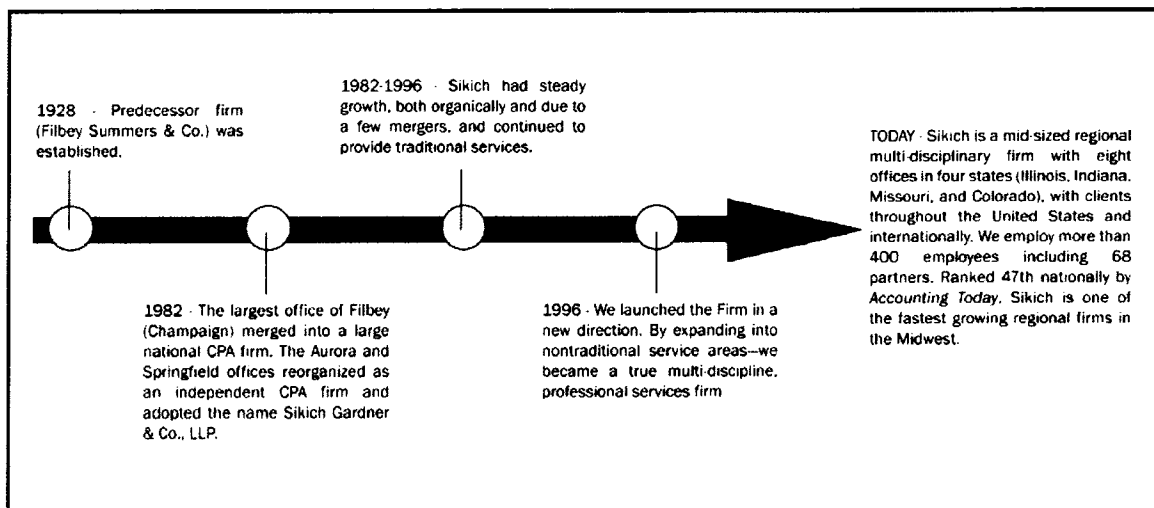
A comprehensive view of the strategic planning model that has been described above can be seen in the illustration below. Strategic planning is a multi-phase process that most closely resembles an on-going cycle of information gathering, assessment, decision-making, and follow-through. In short, strategic planning represents *leadership's expression of the future*. The benefits that will be realized will include both a collective understanding of leadership's views as well as a working guide for both the Commission and staff to follow to pursue the goals that will shape the City's future.



QUALIFICATIONS

SIKICH LLP

The Firm of Sikich LLP traces its foundation to a predecessor firm founded in 1928. Today we are one of the fastest growing regional firms in the Midwest with five offices in Illinois located in Chicago, Decatur, Naperville, Rockford, and Springfield and offices in Indianapolis, Indiana; St. Louis, Missouri; and Greenwood Village, Colorado. We have been recognized as one of Chicago's 101 Best and Brightest Companies to Work For (Recognition: 2012 – 2006) and *Accounting Today* Top 100 Firms, 2012 ranks Sikich 47th nationally.



Through these offices, we provide a wide spectrum of services including audit, tax, accounting and management consulting services. In addition, through various other service areas of Sikich, we provide information technology products and services, human resource services, employee benefit plan services, and graphic design and marketing services.

Client service needs are met promptly and professionally by our unique team philosophy, which allows each client to work with a team of specialists that focus on providing these services to a specific industry. Government and non-profit organizations, manufacturing and distribution, construction, and professional service firms are some of the more significant industries served by these teams.

Sikich has an established reputation as one of the leading providers of professional services in the Midwest to governmental entities. Our team of professionals specializes in the management, operations, and financing of general purpose state and local governments, park districts, intergovernmental organizations, and special districts. This focus and our exemplary reputation assure the City of Dixon, that Sikich will provide the highest quality work and the most cost effective delivery of services. Sikich's state and local government team provides services to more than 350 counties, cities, villages, towns and other Illinois governments, including the second, fifth and eighth largest cities and the second and third largest park districts. Many of these have been long-standing clients and are evidence of our dedication to the state and local government industry and our ability to provide high quality, timely services within this specialized industry. These clients and related work have enabled our firm to develop an extensive nationally recognized expertise in governmental accounting, auditing and financial reporting procedures and practices.

ADDITIONAL SIKICH RESOURCES

Sikich is a full service accounting firm with various service areas providing a wide array of business and financial services for our clients. These services include:

- Accounting
- Auditing
- Tax services
- Employee benefit plan consulting and audits
- Technology selection, production and implementation
- Network installation and administration
- Human resource consulting and outsourcing
- Local government management services
- Graphic design and marketing services
- Forensic and fraud investigation
- Investment management services for individuals and pension plans
- Police and fire pension fund accounting and financial reporting services

Through these service areas, management advisory services in various specialized areas are available should the need for such assistance arise. Our additional services engagements are directed by partners, principals and other professionals who have experience in management consulting and in the specific areas we are requested to review. Independence standards may preclude us from performing some additional services for the City and we would need to review the standards and the types of services with the City before proposing on any additional engagements.

Our governmental clients often require services in special areas such as:

- Budget development
- Trend monitoring and forecasting
- Rate settings
- Bond issuances and refundings
- Escrow verifications
- Cash management
- Employee benefits
- EDP applications
- Accounting policies and procedures documents
- Staff training
- Temporary staffing
- Insurance and risk management analysis
- Personnel policy development and implementation

ENGAGEMENT TEAM

Sikich currently has sixty-seven partners and more than four hundred professional staff. Nine of these partners and more than fifty professional staff are devoted extensively to the Firm's local government services accounting team. The staff we propose to facilitate your Strategic Plan are members of Sikich's Government Management Consulting team. The engagement team includes former local government professionals, who retain strong ties to government networks, associations, and resources. Their years of education and training make them extremely familiar with the public sector environment and readily able to serve governments in a variety of specialized areas.

Following are brief descriptions of the engagement team. Please refer to the **Exhibits** section, page 19, for detailed biographies. The proposed team has significant experience in the various concepts and techniques associated with the Strategic Planning process and working with other organizations that share your unique form of government.

Gregory T. Kuhn, Ph.D.

Director, Government Management Consulting

Most recently serving as Assistant Director for Public Management and Training at Northern Illinois University's Center for Governmental Studies, Greg has more than 28 years of combined governmental and higher education experience. His primary service areas include Public Management, Strategic Planning, Human Resources, Organizational Analysis/Process Improvement and, Budgeting and Performance Measurement. His local government career included service as Village Manager of Clarendon Hills, Illinois and Assistant to the Village Manager in Skokie, Illinois. In addition, Greg also served as the Managing Vice President of the PAR Group. Greg's consulting engagements for local governments and not-for-profits have included projects for large and small cities and counties in both rural and urban settings and also include several organizations with a commission form of government. Engagements have ranged from strategic plans, holistic compensation system analyses and executive recruitments to organization-wide studies and team building initiatives. Greg's approach to assignments focuses on progressive solutions based on good analysis and realistic implementation approaches.

Julia Carroll, CPA, MPA

Consultant, Financial Management Consulting

Julia has more than 20 years of experience in the state and local government industry. She is the former City Manager of the City of Evanston and also held the positions of Finance Director and Assistant City Manager in the City of Naperville, and Chief Financial Officer of Lawrence, Kansas. Her public management and finance accomplishments include developing Naperville's first five-year financial plan as well as implementing several new technology initiatives, including installation of new enterprise wide financial systems, an automated budget system, and inventory management systems. While in Evanston Julia managed a \$200 million budget and capital plans through difficult economic times by outsourcing services, shedding services, and organization redesign. She also developed the City's first five-year operating plan to deal with long-term systemic budget issues and elevated a long-standing public safety pension funding issue and developed recommendations to address it.

Cristi Musser, MPA

Consultant, Government Management Consulting

Cristi has over fifteen years of experience in all facets of local government management in both county and city governments in Illinois, Oregon, and California. She formerly served as the Director of Internal Services for Washington County, Oregon managing a department that served a \$100 million organization. Prior experience included working as a Senior Analyst for Marin County, California where she had extensive experience in budget and financial analysis. She recently worked in Human Resource Management for the Village of Downers Grove, Illinois, while undertaking a graduate program in public administration at Northern Illinois University. Her accomplishments include spearheading the creation of a Countywide Intergovernmental Agency to provide consolidated 911 dispatch services for Washington County, Oregon; negotiating and managing a variety of medium sized outsourcing contracts; and developing and implementing internal reorganizations and process improvements for both county and city agencies.

Cristi is a graduate of Humboldt State University where she earned her degree in Political Science. In addition to her current graduate work at Northern Illinois University, she completed the Senior Executive Program for State and Local Government at Harvard's JFK School of Government. Her expertise also includes strategic planning, human resources, and labor relations, especially as it relates to process improvement, shared services, and outsourcing options.

CLIENT REFERENCES

We encourage you to speak directly with our clients to hear first-hand of the caliber of service and attention we provide. We are proud of our client relationships, and we are confident you will discover that our people are the critical and distinguishing element in our ability to consistently deliver high quality service.

Following is a list of significant strategic planning projects conducted by members of the Sikich Government Management Consulting Team.

Name / Information

Contact

Village of La Grange
53 South La Grange Road
La Grange, IL 60525
Work Performed: Conducted Village Board strategic planning workshop and facilitated action planning of resulting goals (multiple engagements)

Mr. Robert Pilipiszyn
Village Manager
(708) 579-2318

Village of Carol Stream
550 North Gary Avenue
Carol Stream, IL 60188
Work Performed: Facilitated Board retreat and strategic planning process (multiple engagements)

Mr. Joseph Breinig
Village Manager
(630) 871-6250

Village of Western Springs
740 Hillgrove Avenue
Western Springs, IL 60558
Work Performed: Facilitated long-term facility planning process with Village and local organizations and stakeholders.

Mr. Patrick Higgins
Village Manager
(708) 246-1800

Village of Gurnee
325 North O'Plaine Road
Gurnee, IL 60031
Work Performed: Conducted community-wide focus groups and led comprehensive process to create performance-based strategic plan

Mr. Patrick Muetz
Village Administrator
(847) 599-7513

Village of West Dundee
102 S. Second Street
West Dundee, Illinois
Work Performed: Facilitated Board and staff retreats and strategic planning process (multiple engagements)

Mr. Joseph Cavallero
Village Manager
(847) 551-3800

Name / Information

Contact

Village of Bartlett
228 S. Main Street
Bartlett, IL 60103

Work Performed: Facilitated Board and staff retreats and Strategic planning process (multiple engagements)

Ms. Valerie Salmons
Village Administrator
(630) 837-0800

City of Streator
204 South Bloomington Street
Streator, IL 61364

Work Performed: Facilitated Council retreat and strategic planning process

Mr. Paul Nicholson
Village Manager
(815) 672-6647

Village of Winfield
27W465 Jewell Road
Winfield, IL 60190

Work Performed: Facilitated Board retreat and strategic planning process and implemented a long term plan implementation program (multiple engagements)

Mr. Curtis Barrett
Village Manager
(630) 933-7115

Village of Mahomet
503 East Main Street
Mahomet, IL 61853

Work Performed: Facilitated 'Future Search Community Event' and development of strategic plan

Mr. Mell Smigielski
Village Administrator
(217) 586-4456

City of Newton
101 W. 4th Street South
Newton, IA 50208

Work Performed: Developed the first mission statement for the organization, facilitated a Strategic Plan currently working with the City to prepare action statements to implement the goals and objectives

Mr. Bob Knable
City Administrator
(641) 792-2787

Note: In addition to the strategic planning projects above, during his career, Dr. Kuhn has also undertaken studies or provided assistance to other Illinois communities that employ the Commission form of government including Ottawa, Mattoon and Princeton.

PROJECT TIMELINE/BUDGET

ASSUMPTIONS

In designing this proposal and project approach, we made the following assumptions. Any significant variance from these assumptions would alter the scope of the proposal and subsequently, our fee projection.

SIKICH'S ROLE:

The Sikich Team brings the expertise and skills critical to guide, design, and facilitate an interactive and inclusive Strategic Planning Process. Our approach will create a safe environment for all process participants and will build mutual trust and understanding. We will communicate specific requirements for: organizational documents/materials, scheduling, meeting space, room capacity and configuration, supplies, and wall space for all events. We will be equipped with any special software required by the project approach, such as Microsoft Visio and Project. We can also provide the City with the necessary documents in a format it can support. We will treat all materials and documentation in a confidential manner. We will provide feedback and periodic updates to the City's Sponsor and will submit draft agendas and reports for review.

THE CITY'S ROLE:

The City will designate a staff person to provide administrative support to include: arrange for and schedule meetings, coordinate staff, and gather requested materials. This person will also coordinate our needs regarding photocopies, supplies, easels, and easel pads.

The City is responsible for management decisions and functions; for designating a management-level individual with suitable skill, knowledge, and experience to oversee the services Sikich is providing and for evaluating the adequacy and results of those services and accepting responsibility for them.

The City is responsible for supplying various documents throughout the project, as requested by Sikich LLP. The timeliness and accuracy of the materials provided by staff will be critical to successfully completing the project as outlined.

The City is responsible for issuing invitations to identified participants, as well as for any follow-up materials, communications, and/or meetings. Materials required by the process and purchased by Sikich will be billed to the City at cost.

The City is responsible for identifying and securing meeting sites for all project exercises and workshops. The City will review potential sites with the project's facilitators and will be responsible for costs associated with facility rentals (if necessary), refreshments, equipment, etc.

The foregoing proposes Sikich's professional services to be provided. These services will not satisfy any requirements for an audit in accordance with auditing standards generally accepted in the United States of America. We are accepting this engagement as consultants rather than auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

CONCEPTUAL WORKPLAN/TIMEFRAME

Task	Timeframe
Phase I : Process Initiation	Weeks 1 - 5
Planning Meetings	
Background Information Review	
Determine Citizen Input Vehicle	
Conduct Introductory Stakeholder Interviews (up to 8)	
Design and Facilitate Management Team Exploration Workshops	
Phase II Gather Citizen Input	Weeks 6 - 14
Option 1: Statistically Valid Citizen Survey	
Option 2: Input via Interested Citizen Survey	
Option 3: Input Via Focus Group Method	
Option 4: Input via Hybrid Approach	
Phase III: Leadership Workshop(s)	Weeks 15 - 17
Design/Facilitate Council/Staff Workshop(s)	
Phase IV: Develop Action Plan	Weeks 18 - 22
Conduct Action Planning Workshop, Follow-up Meetings, Performance Documents	
Phase V: Finalize	Weeks 23 - 25
Present Strategic Plan, Tabulate Priorities, Develop Presentation	
Document Plan and Summarize Process	

Please note that these dates are estimates based on the timeline provided in the RFP. Specific meeting dates will be dependent on the City and the Sikich Team's scheduling and can be adjusted based on mutual agreement of the parties.

We understand the City wishes to commence work on the Strategic Planning process after the start of the New Year with the project completion dependent on the citizen input option chosen by the City. We have the staff available to begin work as soon as Sikich and the City agree-to and sign an engagement letter. We will work with Dixon's leadership to establish a mutually agreeable start date and estimated date for completion

Fee Estimate

We propose a not-to-exceed fee for our services, based upon hourly charge rates for each of our engagement team members. The total projected not-to-exceed fee range for the City's Strategic Planning Initiative as described herein will be \$20,100 - \$22,700, including travel and related project expenses. Travel and project expenses are based on a comprehensive approach. Any segregation of components or additional phasing will increase overall expenses.

Optional components or services beyond the scope described in the workplan would represent an additional consulting/research effort, at an additional expense, and would be performed under an amended or separate contract for professional services. Additional work not quoted in the project proposal will be priced separately. As per the RFP, the professional fees quoted in this proposal will remain in effect for six (6) months. Should the City decide to proceed with the project as outlined, we will provide a formal engagement letter for approval and signature.

Task	Team Hours Estimate +/-	Blended Cost Est. Range*
Phase I: Process Initiation		
Planning Meetings	3	
Background Information Review	3	
Determine Citizen Input Vehicle	2	
Conduct Stakeholder Interviews (up to 8)	9	
Design and Facilitate Management Team Exploration Workshops	8	
Total Phase I	25 +/-	\$3,700-4,100
Phase II: Gather Citizen Input		
Option 1: Statistically Valid Citizen Survey**	TBD	TBD
Option 2: Input via Interested Citizen Survey	See Below	See Below
Option 3: Input Via Focus Group Method	See Below	See Below
Option 4: Input via Hybrid Approach (recommended)	50 +/-	
Total Phase II	50 +/-	\$7,400-8,200
Phase III: Leadership Workshops		
Design/Facilitate Council/Staff Workshop(s)	30 +/-	
Total Phase III	30 +/-	\$4,500 - 5,100
Phase IV: Develop Action Plan		
Conduct Action Workshop/Follow-up Meetings and Performance Document Creation	18 +/-	
Total Phase IV	18 +/-	\$2,500 – 2,900
Phase V: Finalize		
Present Strategic Plan, Tabulate Priorities, Develop Presentation	6	
Document Plan and Summarize Process	9	
Document Plan and Summarize Process	15 +/-	\$2,000 – 2,400
Total Project Estimate With Above Components	138+/-	\$20,100 – 22,700
Cost of Non-Bundled Citizen Input Options		
Option 1: Statistically Valid Survey**	TBD	TBD
Option 2: Interested Citizen Survey Only	36 +/-	\$5,500 – 5,900
Option 3: Focus Group Data Only	29 +/-	\$4,200 – 4,700

*Cost estimate range variations reflect possible mixes of team members

**This survey option would require the participation/engagement of an independent research group as an additional direct cost

EXHIBITS

ENGAGEMENT TEAM BIOGRAPHIES

Gregory T. Kuhn, Ph.D.
Julia Carroll, CPA, MPA
Cristi H. Musser, MPA

STATE & LOCAL GOVERNMENT SERVICES

FIRM PROFILE

Gregory T. Kuhn, Ph.D.*Director, Government Management Consulting*

Gregory T. Kuhn, Ph.D., has nearly 30 years of experience in local government administration, consulting, and academics. Greg most recently served as Assistant Director for Public Management and Training at Northern Illinois University's Center for Governmental Studies. He began his career in the city management field having served as the former Village Manager of Clarendon Hills and Assistant to the Village Manager in Skokie. Greg also served as the Managing Vice President of Paul A. Reaume's PAR Group. During his career, Greg has managed or participated in more than 200 consulting engagements for local governments and special districts ranging in size from 5,000 to over 1 million in population as well as non-profits and state agencies. He has conducted numerous organizational management studies, personnel studies, public policy assessments, public budgeting reviews, strategic planning exercises, and designed training and team building workshops for local governments and associations around the nation. In addition to his client responsibilities, Greg teaches at the graduate level and serves as a lecturer for both Northern Illinois University's Division of Public Administration and Northwestern University's School of Continuing Studies' graduate program in Public Policy and Public Administration.



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E: gkuhn@sikich.com

Service Areas

Process Improvement
Governmental Strategic Planning
Organizational Analysis
Human Resource Management
Community Engagement / Facilitation
Governmental Performance Measurement
Budget and Financial Condition Evaluation
Staff Development and Training

Affiliations

American Society of Public Administration
International City/County Management Association
Illinois City/County Management Association

Education

Bachelor's Degree in Political Science, Marquette University
Master's Degree in Public Administration, Northern Illinois University
Doctorate in Political Science and Public Administration, Northern Illinois University



Julia Carroll, CPA, MPA

Consultant

Julia Carroll, CPA, MPA, has more than 20 years of experience in the state and local government industry. She is the former City Manager of the City of Evanston and also held the positions of Finance Director and Assistant City Manager in the City of Naperville, and Chief Financial Officer of Lawrence, Kansas. Her public management and finance accomplishments include developing Naperville's first five-year financial plan as well as implementing several new technology initiatives, including installation of new enterprise wide financial systems, an automated budget system, and inventory management systems. While in Evanston Julia managed a \$200 million budget and capital plans through difficult economic times by outsourcing services, shedding services, and organization redesign. She also developed the City's first five-year operating plan to deal with longterm systemic budget issues and elevated a long-standing public safety pension funding issue and developed recommendations to address it. She has served as an adjunct professor in the MBA program at the University of Kansas and has been a lecturer or guest lecturer at Northwestern University, Northern Illinois University, IIT and the University of Illinois at Chicago.



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Education

Bachelor's Degree in Accounting and Business Administration, University of Kansas
Master's of Public Administration, Northern Illinois University

Cristi H. Musser*Consultant*

Cristi H. Musser has more than 15 years of experience in all facets of municipal management in both County and City Government in Illinois, Oregon, and California. She was formerly the Director of Internal Services for Washington County, Oregon managing a department that served a \$100 million organization. Her experience also includes working as a Senior Analyst for Marin County, California where she had extensive involvement in budget and financial analysis. Most recently, Cristi worked in Human Resource Management for the Village of Downers Grove.

Her accomplishments include spearheading the creation of a Countywide Intergovernmental Agency to provide consolidated 911 dispatch services for Washington County, Oregon; negotiating and managing contracts for animal control services that included County/City and both for profit and not-for-profit partnerships in Marin County, California; negotiating and managing a variety of outsourcing contracts; and developing and implementing internal reorganizations and process improvements for both County and City agencies. Her expertise also includes significant experience in human resources and labor relations especially as it relates to process improvement, shared services, and outsourcing contracts.



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Service Areas

Shared Service Contract Development
Budget and Financial Condition Evaluation
Human Resource Management
Process Improvement
Strategic Planning
Organizational Analysis

Affiliations

International City/County Management Association
Illinois City/County Management Association

Education

Bachelor's Degree in Political Science, Humboldt State University
Master's Degree Public Administration, Northern Illinois University (December 2012)



State and Local Government Services

WHAT CAN SIKICH DO?

- Audit & Accounting
- Human Resources Consulting
- Enterprise Resource Planning Selection, Implementation & Support
- Local Government Management & Operations Consulting
- Outsourced Management Finance, HR & Technology Functions
- Police & Fire Pension Plan Accounting & Consulting
- Strategic Planning & Performance Measurement
- IT Infrastructure
- Executive Award Investigation
- Graphic Design & Marketing

As a government leader, you know how important it is to find a premier professional services partner that can strategize, plan and implement a variety of ideas that will help you meet the goals of your organization. Budgetary constraints, conflicting demands of multiple constituencies and new regulations make reaching those goals difficult. Experience unparalleled commitment and high-quality, timely services when you partner with the experts at Sikich. For more than 30 years, we have provided:

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

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

- Counties
- Cities
- Villages
- Townships
- Special Districts
- Park Districts
- Public Libraries
- Community Colleges
- School Districts
- Cable Television Franchising Authorities

Regardless of which type of government organization you represent, meet your goals and keep your many constituencies happy by seeking professional guidance in functions such as human resources, accounting, marketing, technology and more.

We're involved...

- American Library Association
- Central Association of College and University Business Officers
- Community College Business Officers
- Friends of Illinois Parks
- Government Finance Officers Association
- Government Finance Officers Association of Missouri
- Government Management Information Sciences Illinois
- Illinois Association of Fire Protection Districts
- Illinois Association of Municipal Management Assistants
- Illinois Association of Park Districts
- Illinois City/County Management Association
- Illinois County Treasurers' Association
- Illinois Government Finance Officers Association
- Illinois Library Association
- Illinois Municipal Treasurers Association
- Illinois Public Pension Fund Association
- Illinois Tax Increment Association
- Indiana Library Federation
- International City/County Management Association
- National Association of College and University Business Officers
- National Association of Telecommunications Officers & Advisors



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Sikich Profile

Organization

Sikich is a dynamic accounting, advisory, technology, and managed services firm comprised of more than 400 employees. Our firm began in 1982 and is now one of the country's Top 50 largest CPA firms and Top 100 VARs, operating eight offices.

Industries

Sikich provides services and solutions to a wide range of industries. In certain industries, we have devoted substantial resources to develop a significant base of expertise and experience:

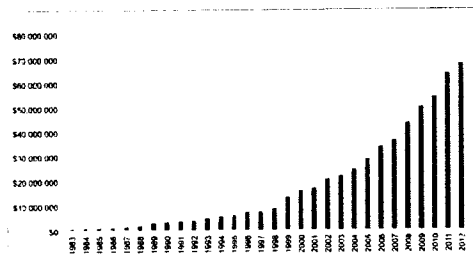
- Agriculture
- Construction
- Employee Benefit Plans
- Government
- Healthcare
- Higher Education
- Manufacturing & Distribution
- Not-for-Profit
- Professional Services
- Real Estate
- Retail

Statistics

Revenues	\$64.5M
Total Partners	67
Total Employees	356
Total Personnel	423

Personnel count as of April 12, 2012

Sikich Total Revenues



Awards

- 2012, *Accounting Today* Top 100 Firms: ranked 47th nationally
- 2012, *Accounting Today* Regional Leaders – Top Firms: Great Lakes: ranked 7th
- 2012, *Accounting Today* Top 100 Value Added Reseller (VAR): ranked 12th
- 2012, *INSIDE Public Accounting* 100 Largest Accounting Firms: ranked 47th nationally
- 2012, *Daily Herald Business Ledger* Book of Lists: ranked 3rd, "Accounting Firms;" Chicago Western Suburbs
- 2011, *Crain's Chicago Business* Book of Lists: ranked 12th, "Accounting Firms"
- 2011, *Chicago Tribune's* Chicago's Top Workplaces
- 2011, Best and Brightest Company to Work For™
- 2012 - 2006, Chicago's 101 Best and Brightest Companies to Work For
- 2010, *Accounting Today* Best Accounting Firms to Work For
- 2009, Best Places to Work in Central Illinois, sponsored by *The Springfield Business Journal*
- 2009, 2008, 2006, Sikich designated as member of the Microsoft Business Solutions Inner Circle
- 2006, 2005 Two Sikich business solutions clients awarded Microsoft Business Solutions Pinnacle award
- 2005, Certified Microsoft Dynamics – NAV Partner of the Year

SERVICE AREAS

- Accounting & Consulting Services
- Assurance Services
- Business Valuation
- Dispute Advisory Services
- Graphic Design & Marketing Services
- Human Resource Consulting
- Investment Banking & Corporate Finance
- Retirement Plan Services
- Tax Services
- Technology Services & Products
- Wealth Management



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Sikich Profile

Certifications

All professional accounting staff having more than one year of experience have earned or are working toward earning the designation of Certified Public Accountant. Sikich LLP is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2011, Sikich LLP received its 8th consecutive unmodified ("pass") peer review report. This is the highest level of recognition conferred upon a public accounting firm for its quality control systems.



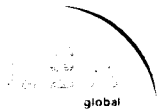
Microsoft Partner

Enterprise Resource Planning

Microsoft Partner

Sikich has earned a Microsoft ERP Gold competency; ranked among the top 1% of all Microsoft Dynamics partners worldwide; and carries the following certifications:

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



leading **edge** alliance

Sikich is proud to be part of the Leading Edge Alliance

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

**International Accounting Bulletin, 2011*

LOCATIONS:

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Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

February 5, 2013

Mr. Shawn Ortgiesen, PE, PTOE
City Engineer/HR/Public Works Director
City of Dixon
121 W. 2nd Street
Dixon, Illinois 61021

Re: Optional Training Component to Strategic Planning Proposal

Dear Shawn:

This letter is a follow-up to our recent meeting about adding a training component to the Strategic Planning proposal we previously submitted and reviewed with you and representatives of the Council and staff. Our conversations and brainstorming were very helpful in designing an approach that fits the organization's desire to build the leadership skills, effectiveness, and working dynamics of the council and management team. The approach that is outlined here is an outcome of our discussions. It is designed to capitalize on setting aside training and development time for the Council and management team to explore the elements of leadership and teamwork that are essential to success.

The outline is a conceptual draft. I look forward to finalizing the design of the discussion sessions and then working with you, the Mayor, and Chief Langloss to finalize the exercises and sessions. The essential elements of the process are outlined in the attached. The approach includes preparatory work as well as two days of group meetings/training in a retreat setting.

If the approach that is outlined in the attached is agreeable, we will prepare an engagement letter and initiate the next steps to move forward with the project. If you have any questions about the project outline please don't hesitate to contact me.

Thank you again for this opportunity to work together on this important leadership initiative for the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. T. Kuhn', written over a horizontal line.

Gregory T. Kuhn, Ph.D.
Director, Government Management Consulting
Sikich LLP

SERVICE NEED

LEADERSHIP AND MANAGEMENT TEAM DEVELOPMENT AND TRAINING

We believe the practice of leadership team development and performance-based strategic planning are interrelated activities. Policy leadership and management team effectiveness are essential to success because it is through key leaders that the organization determines where it wants to go and how it will get there. The role of leaders is to not only guide and inspire, but to also adjust to changing dynamics along the way.

It is our philosophy that the full potential of an organization's leadership team is achieved through a consensus understanding and expression of organizational values, goals, and group norms. The process of achieving this kind of understanding and consensus is, in essence, a team-development process that represents a planned progression of dialogue, training, interaction, and understanding through the use of professional development and group behavioral science techniques. To be successful, the leadership group/team-development initiative will require a partnership between the trainers, the chief executive, and the management team.

A WORD ABOUT LEADERS AND WORK GROUPS

Organizational leaders and management staffs are essentially teams. Teams are collections of people who must rely on shared norms, group collaboration, communications, expectations, and coordination if each member, and in turn the organization, is to achieve optimum success and goal achievement.

Not all work teams/management teams have the same requirements or expectations over time. An organization's circumstances, priorities, and response to its environment are subject to change. One of the roles of leaders is to find ways to develop and share common elements of approach and philosophy. Organizational leadership development is a team-building process----not an event. The following facilitated training program is offered to expose the City's core leadership group to the "lessons and dynamics" of leadership.

PROJECT PHASES

The proposed multi-phase Facilitated Training Program will be composed of two primary training and development phases. The components/phases are outlined below. The training format would be an active/engaged environment with case studies, videos, group work, facilitated discussions, assessment tools, presentations, and background readings.

Phase I-Day 1:

Exploratory/Developmental Retreat - Understanding the Dynamics of Leadership and Public Service
Planned exercises and topics would include:

- Government is Different: Defining Public Service Part I
- Leadership Lessons
 - What is leadership?
 - What do leaders do? What do managers do?
 - Leader's relationship to the future and organization success
- Understanding public service and what makes government different
 - Roles in the governmental structure
 - Communications
 - Organizational value tracing
- MBTI testing (optional)
- Teamwork -Lessons

Phase II-Day 2:

Using the information gathered in Phase I as a backdrop, the specific content of the session will be somewhat dependent on the progress and results of the day one retreat. However, the overall approach will be to cover the following exercises and topics:

- Government is Different: Defining Public Service Part II
- Teamwork – Applied
- Setting the Agenda
 - Managing Meetings
 - Leading and following
- Serving the Public
 - Customer Service
 - Responsiveness
 - Accountability
 - Responsibility and Stewardship
- Ethics Defined
 - Values
 - Credibility
- Ethics Applied
 - Scenarios/Case Study Examples
- Leadership Lessons-Revisited and Wrap-up
 - What is leadership?
 - What do leaders do? What do managers do?
 - Leader's relationship to the future and organization success.

Appropriate exercises, discussion questions, and other tools will be used to help surface and frame the topics and training environment.

Summarization

A summary document that outlines the training process, key topics and steps, and generalized outcomes will be prepared. Possible future sessions that would enhance the team's development could take place over the next 12 months and would be developed with the client at the conclusion of Components 1-2.

Project Fees

Sikich's Government Management Services Team proposes to undertake the above facilitated organizational leadership development initiative on a fixed-professional fee basis. Our proposed fee for professional and support services for the project (Components 1-2) is \$7,950.

(Professional services by project team personnel for services beyond the project scope outlined above will be charged at a blended rate per hour for professional or support level staff involved).

Expenses

Reimbursable expenses, such as travel, printing, duplication, postage, telecommunications, MBTI testing* packets (if used at \$90 each), training materials/videos and questionnaires, or other materials will be billed separately. The project estimate for reimbursable expenses can vary depending on the materials used and the number of participants involved. An estimate of travel and project related expenses (excluding MBTI testing*) is \$ 650-750.

*MBTI testing (optional)

Responsibilities of the City

The City is responsible for identifying and reviewing potential meeting site(s) with the facilitator and to select meeting site(s) mutually agreeable to both the City and facilitators. The City will also be responsible for making all logistical, scheduling, lodging, and catering or refreshment arrangements for the sessions at the selected site (s). All meeting site expenses, meals, refreshments etc. (if any) will be the sole responsibility of the City and are typically contracted directly with the site provider.

Upon execution of a formal notice to proceed, Sikich will deliver a letter of agreement and project development and initial design services will begin within 15 business days of receipt of an engagement fee of \$1000 or purchase order from your organization. Progress billings will be made at approximately thirty-day intervals.

TRAINING TEAM

Gregory T. Kuhn, Ph.D.

Director, Government Management Consulting

Greg joined Sikich in 2011 to lead its Government Management Consulting team. Prior to that, he served as Assistant Director for Public Management and Training at Northern Illinois University's Center for Governmental Studies and has more than 30 years of governmental experience as an administrator, consultant, and academic researcher. He is the former Village Manager of Clarendon Hills, Illinois and former Assistant to the Village Manager in Skokie, Illinois. In addition, he was the Managing Vice President of the PAR Group. Greg's consulting engagements for local governments include communities ranging in size from 1,000 to 1 million. His projects range from strategic plans, financial analyses, and organization-wide studies to executive recruitments and team building workshops.

Currently, Greg continues to lecture for Northwestern University's School of Continuing Studies and serves as an adjunct professor for Northern Illinois University's Division of Public Administration. Courses Greg has taught include public policy, urban problems, strategic planning, budgeting, and public administration. Greg has also taught leadership courses for MPA degree programs at the graduate level at both NIU and Northwestern University. Dr. Kuhn also served as the inaugural director of NIU's CGS Civic Leadership Academy.

Cristi Musser, MPA

Consultant, Government Management Consulting

Cristi has more than fifteen years of experience in all facets of local government management in both county and municipal governments in Illinois, Oregon, and California. She formerly served as the Director of Internal Services for Washington County, Oregon managing a department that served a \$100 million organization. Prior experience includes working as a Senior Analyst for Marin County, California where she had extensive experience in budget and financial analysis. She recently worked in Human Resource Management for the Village of Downers Grove, Illinois while undertaking a graduate program in public administration at Northern Illinois University. Her accomplishments include spearheading the creation of a countywide Intergovernmental Agency to provide consolidated 911 dispatch services for Washington County, Oregon; negotiating and managing a variety of medium sized outsourcing contracts; and developing and implementing internal reorganizations and process improvements for both county and municipal agencies. Her expertise also includes significant experience in human resources and labor relations, especially as it relates to process improvement, shared services, and outsourcing contracts.

PROJECT APPROACH

ASSUMPTIONS

In designing this proposal and project approach, we made the following assumptions. Any significant variance from these assumptions would modify the scope of the proposal and subsequently, our fee projection.

SIKICH'S ROLE:

- We will provide the expertise and skills critical to guide, design, and facilitate an interactive and inclusive training process. Our approach will create an engaged learning environment for all participants and aim to build mutual trust and understanding.
- We will communicate specific requirements related to scheduling, training facilities, and meeting events.
- We will treat all materials and documentation in a confidential manner. Project exercises will be presented to the City in preliminary format, before final agendas are submitted.
- We will provide feedback and periodic updates to the City during planning and preparation phases.

CITY OF DIXON'S ROLE:

- The City will designate a staff person to provide administrative support to include: arrange for and schedule meetings, suitable facilities, room set-up, food; and equipment. This person will also coordinate our needs regarding materials, photocopies, and general supplies.
- The City may be asked to supply various documents throughout the project. The timeliness to provide these materials and the accuracy of the materials provided by staff will be critical to successfully completing the project as outlined.
- The City is responsible for inviting participants, reviewing potential training sites with Sikich, making logistical arrangements, providing follow-up materials, communications, and meeting notices as required. The organization will also be responsible for the cost and/or administration of any training facilities, catering, training books, surveys, participant guides, and assessment tools.
- Materials required by the process and purchased by Sikich (if any) will be billed to the City at cost.
- The City of Dixon's management acknowledges its responsibility, in fact and appearance, to make informed judgments on the results of the services described in this complete proposal document. The City will make any decisions involving management or policy functions related to the performance of services referenced, and it accepts full responsibility for all such decisions.

This training outline represents a supplemental service offered in conjunction with, or, separate from the Strategic Planning process outlined in our previous proposal. The overall terms outlined in the previous proposal are incorporated by reference to the proposed training framework described above. The proposed training program outlined here is designed to fit the municipal environment and keep participants engaged during the training process by focusing on their varied types of responsibilities and leadership roles in service to the community. This approach is designed to provide a lasting impact on the organization helping to build a strong culture that continues to emphasize a mission of high quality public service.

We would be happy to finalize our ideas and confirm arrangements for the City's program at your earliest convenience. We look forward to the opportunity to work with you and the City Council and staff with this important and valuable initiative.

RESPONSE

This letter correctly sets forth the understanding of the City of Dixon for the training program described and wishes to proceed to project finalization and engagement of the trainers.

By: _____

Title: _____
City of Dixon

Date: _____