SECOND AMENDMENT
PUBLIC NOTICE

IN ACCORDANCE WITH THE APPLICABLE STATUTES OF THE STATE OF ILLINOIS AND ORDINANCES OF THE CITY OF PROSPECT HEIGHTS, NOTICE IS HEREBY GIVEN THAT

THE REGULAR WORKSHOP MEETING
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, DECEMBER 12, 2016 AT 6:30 P.M.

IN THE COUNCIL CHAMBERS, PROSPECT HEIGHTS CITY HALL,
8 NORTH ELMHURST ROAD, PROSPECT HEIGHTS, ILLINOIS
MAYOR NICHOLAS J. HELMER PRESIDING

DURING WHICH MEETING IT IS ANTICIPATED THERE WILL BE DISCUSSION AND CONSIDERATION OF AND, IF SO DETERMINED, ACTION UPON THE MATTERS CONTAINED IN THE FOLLOWING:

1. **CALL TO ORDER**

2. **ROLL CALL FOR QUORUM**

3. **PLEDGE OF ALLEGIANCE** – Led by Police Chief Steffen

4. **INVOCATION** – None

5. **APPROVAL OF MINUTES**

   A. November 28, 2016 Regular Council Meeting Minutes

6. **PRESENTATION**

   A. Presentation of Comprehensive Annual Finance Report

   B. Sewer Rate Study Presentation

This meeting will be televised on the following Prospect Heights cable channels:
Comcast and WOW Channel 17 and AT&T U-verse Channel 99

7. **APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS**
A. Proclamation Honoring Kaitlin Roscoe for her Efforts to Promote School Zone Safety

8. **CITIZEN CONCERNS AND COMMENTS (agenda matters)**

9. **STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS**

10. **CONSENT AGENDA** - All items listed on the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from the general order of business and considered after all other Agenda items.

A. R-16-XX Resolution for Adoption of the Vantage Care Retirement Health Savings (RHS) Program

11. **OLD BUSINESS**

A. O-16-27 Ordinance Approving a Special Use Permit to Allow an "Automobile Service Station" at 1600 N. Rand Road for Thornton's, Inc. (Second Reading)

B. O-16-31 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Police Pension Fund (Second Reading)

C. O-16-32 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number One (Second Reading)

D. O-16-33 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Two (Second Reading)

E. O-16-34 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Three (Second Reading)

F. O-16-35 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Four (Second Reading)

G. O-16-36 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Five (Second Reading)

H. O-16-37 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Eight (Second Reading)

12. **NEW BUSINESS**

This meeting will be televised on the following Prospect Heights cable channels:
Comcast and WOW Channel 17 and AT&T U-verse Channel 99

A. ***Requested Waiver of 1st Read*** **O-16-30** Ordinance Approving a Parking Lot lighting Variance for Saint Alphonsus Liguori, 411 North Wheeling Road (First Reading)

B. O-16-30 Ordinance Approving a Parking Lot Lighting Variance for Saint Alphonsus Liguori, 411 North Wheeling Road (Second Reading)

C. Requested Waiver of 1st Read O-16-29 Ordinance Approving a Sign Variance for Life Storage, 1414 N Rand Road (First Reading)

D. O-16-29 Ordinance Approving a Sign Variance for Life Storage, 1414 N Rand Road (Second Reading)

E. Requested Waiver of 1st Read O-16-38 Ordinance Regulating Reimbursement of City Travel, Meal, and Lodging Expenses (First Reading)

F. O-16-38 Ordinance Regulating Reimbursement of City Travel, Meal, and Lodging Expenses (Second Reading)

G. Requested Waiver of 1st Read O-16-XX Ordinance Establishing McDonald Creek Commission (First Reading)

H. O-16-XX Ordinance Establishing McDonald Creek Commission (Second Reading)

13. DISCUSSION/SELECTION OF TOPICS FOR UPCOMING WORKSHOP MEETING ON NOVEMBER 14TH, ITEMS LISTED PREVIOUSLY:

A. Review of Liquor License Code

B. Discussion of Capital Projects and Capital Budget

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$221,622.34
MFT Fund	$0.00
Palatine/Milwaukee TIF	$147.00
Tourism District	$76,831.79
Development Fund	$0.00
DEA Fund	$0.00
Solid Waste Fund	$0.00
SS Area #1	$0.00

This meeting will be televised on the following Prospect Heights cable channels: Comcast and WOW Channel 17 and AT&T U-verse Channel 99

SS Area #2	$0.00
SS Area #3	$0.00
SS Area #4	$0.00
SS Area #5	$0.00
SS Area #8 – Levee Wall #37	$16,520.00
SS Area-Constr #6 (Water Main)	$0.00
SS Area- Debt #6	$0.00
Road Construction	$0.00
Road Construction Debt	$0.00
Water Fund	$63,866.90
Parking Fund	$250.78
Sanitary Sewer Fund	$4,540.00
Road/Building Bond Escrow	$6,410.00
Police Pension	$0.00
TOTAL	**$390,188.81**
Wire Payments	
12/7/2016 IMRF PAYMENT	**$18,962.75**
TOTAL WARRANT	**$409,151.56**

15. **RESIDENT COMMENTS** (Non-agenda matters)

16. **EXECUTIVE SESSION**

17. **ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED**

18. **ADJOURNMENT**

Posted: by Karen Schultheis by 5PM, December 9, 2016

This meeting will be televised on the following Prospect Heights cable channels: Comcast and WOW Channel 17 and AT&T U-verse Channel 99

6B

Municipal & Financial
Services Group

December 7, 2016

Joe Wade
City Administrator
City of Prospect Heights
8 North Elmhurst Road
Prospect Heights, IL 60070

Reference: Sewer Rate Study Preliminary Results

Dear Mr. Wade:

Based on our recent phone conversation, this memorandum serves as an update regarding the results of the sewer rate study that MFSG has performed for the City. This memorandum will outline the major assumptions that were built into the model, why they were chosen, and the impact they have on the City's sewer rates for the next four fiscal years.

Please contact me at eric.callocchia@mfsglic.com or 410-266-9101 if you'd like to discuss any aspect of our approach or any of the assumptions we have made.

Respectfully,

Eric Callocchia

Eric Callocchia
Manager
Municipal & Financial Services Group

911-A Commerce Road ♦ Annapolis, Maryland 21401
410.266.9101 Voice ♦ 410.266.5545 Facsimile ♦ www.mfsglic.com

1. Data Sources and Major Assumptions

MFSG's model is predicated on the best available data provided by the City. Assumptions must be and have been made for several major data points throughout the model. This section will outline both the source data and assumptions made within MFSG's current model.

Major Study Assumption

The sewer rate study is predicated on several assumptions that guide the decisions of MFSG when projecting expenses and revenues. One of the major assumptions guiding the study is that the City's current Special Service Areas (SSAs) will be financially integrated with the main system. That is, all customers being served by the City's sewer system will be charged under the same rate structure. All the assumptions that follow take into account the expenses and revenues related to not only the City's main system, but also the four SSAs.

Operating Expenses

The FY 2017 budget for the sewer fund and all four Special Service Areas (SSAs) is the base year used for the projections in the model, with a few key exceptions:

- Professional Services – Budgeted to be $152,000 in FY 2017, but lowered to about $50,000 in all subsequent years
- Credit Card Charges – Budgeted to be $850 in FY 2017, but increased in proportion to the revenue increases inputted into the model in future years

The City's sewer operating budget, including SSA expenses, decreases 15.5% from FY 2017 to FY 2018 because of the above adjustments. It is then inflated at an average rate of 3.0% per year for the next four fiscal years. A key assumption built into the sewer rate model is that the City maintains a 15% operating reserve to comply with the Governmental Accounting Standards Board (GASB) Statement number 54, in which the level of fund balance reserves is defined. Although the sewer fund has not officially been established by the City, a 15% coverage target is in line with what is required of the City's General Fund. MFSG's projections include the establishment of this reserve in FY 2018 and rates that would maintain it in the future.

Existing Debt

The City's sewer system does not currently need to make any debt payments.

Future Debt

The maintenance of the City's sewer system requires a high level of funding that can be facilitated by the issuance of debt, to minimize one time impacts and create generational equity among the City's customers. Based on replacement cost estimates, the City's sewer system could be replaced with $53,403,600 of capital spending. MFSG's projections include assumptions regarding the increase of capital spending to a level that could support $5,000,000 in debt financed spending. That is, MFSG's rate model projects increases in cash spending to about $300,000 per year, at which time the City can issue $5,000,000 of debt that can be used to begin an aggressive asset replacement program. In future years, MFSG projects that the City will again issue $5,000,000 in debt for asset replacement in FY 2026.

Capital Expenses

The FY 2017 capital plan does not reflect the ongoing capital needs of the City's sewer system. However, it does reflect the need to determine the condition of the sewer collection system owned by the City. The model developed by MFSG includes capital projects that will allow the City to physically examine nearly 100% of the sewer collection system within the next three fiscal years. In addition, the model assumes that the City begin replacing its sewer assets that have reached the end of their useful life at an increasing rate. By FY 2020, the City will have built into its rate the ability to support $5,000,000 of debt that can be used to aggressively replace the City's sewer assets at that time. Under the plan below, that increase is capital spending would not necessitate a major rate adjustment in FY 2021 even though the City's capital spending increases from $300,000 the previous year to $1,750,000 in FY 2021.

The capital expenses included in the four-year rate model and their funding mechanism are as follows:

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Sources of Capital Funds					
Rate Revenues	-	$100,000	$200,000	$300,000	$305,784
Debt Proceeds	-	-	-	-	$1,750,000
Total Sources of Capital Funds	-	$100,000	$200,000	$300,000	$2,055,784
Use of Capital Funds					
Line TV	-	$75,000	$75,000	$75,000	-
Line Replacement	-	$25,000	$125,000	$225,000	$1,750,000
Debt Service Payment	-	-	-	-	$305,784
Total Use of Capital Funds	-	$100,000	$200,000	$300,000	$2,055,784

MFSG recommends that the City anticipate the need for a high level of future capital spending within the sewer system after a complete assessment of the system's condition in fiscal years 2018, 2019, and 2020. The above table includes an assumption that in FY 2020 the City will issue $5,000,000 in debt for sewer asset replacement, with spending of those bond proceeds beginning in FY 2021

Customer Data

The model is currently calculating revenues by multiplying actual customer accounts by the current (and future) rates while accounting for a 7.0% uncollectable rate. That is, the model assumes that the City will collect 93% of the amount it bills its customers each fiscal year. The model's customer data is based on detailed billing data provided by the City with no growth in customers predicted. The total customer accounts assumed in the rate plant are shown in the following table.

Customer Class	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Residential	2,731	2,731	2,731	2,731	2,731
Commercial	431	431	431	431	431
Multi Units (Base)	8	8	8	8	8
Multi Units (Additional)	42	42	42	42	42
SSA #1 – Prospect Heights	98	98	98	98	98
SSA #2 – Wolf Mandel	72	72	72	72	72
SSA #3 – Country Gardens	292	292	292	292	292
SSA #4 – Pinecrest	75	75	75	75	75

2. Sewer Rate Study Results

The above stated data and assumptions allow MFSG to project the rates needed to run the City's sewer system for the next four fiscal years. The table below shows the results of MFSG's model for the next four fiscal years based on the assumptions presented in this memorandum.

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Operating Expenses	579,811	490,052	505,918	520,603	$36,440
Operating Reserve Contribution*	-	73,508	2,380	2,203	2,376
Debt Payments	-	-	-	-	305,784
Cash Capital Spending	210,000	100,000	200,000	300,000	-
Total Expenses	**$789,811**	**$663,560**	**$708,298**	**$822,806**	**$844,600**
Rate Revenues	359,300	667,008	709,491	825,419	846,059
Misc. Revenues	36,975	100	100	100	100
Total Revenues	**$396,275**	**$667,108**	**$709,591**	**$825,519**	**$846,159**
Annual Surplus / (Deficit)	($393,536)	$3,548	$1,293	$2,712	$1,560
EOY Sewer Fund Balance		**$77,056**	**$80,729**	**$85,644**	**$89,579**
Monthly Residential Bill	$6.50	$15.75	$16.75	$19.50	$20.00

* FY 2018 includes one-time establishment of a 15% Operating Reserve

These projections assume the continued ownership of the sewer system by the City (as opposed to ownership by an investor-owned for-profit utility that would be subject to regulation by the Illinois Commerce Commission). Regulation by the ICC would severely reduce or eliminate the City's ability to impact or regulate future sewer cost increases.

3. MFSG Recommendations

MFSG recommends that the City adopt a four-year sewer rate plan as outlined by the table is Section 2 of this memorandum. The full recommended rate schedule is shown in the following table.

Customer Class	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Residential	$6.50	$15.75	$16.75	$19.50	$20.00
Commercial	$8.00	$19.25	$20.50	$24.00	$24.50
Multi Units (Base)	$16.00	$38.50	$40.75	$47.75	$48.75
Multi Units (Additional)	$2.00	$4.75	$5.00	$5.75	$5.75
Special Service Area 1	*	$15.75	$16.75	$19.50	$20.00
Special Service Area 2	*	$15.75	$16.75	$19.50	$20.00
Special Service Area 3	*	$15.75	$16.75	$19.50	$20.00
Special Service Area 4	*	$15.75	$16.75	$19.50	$20.00

* Special Service Areas are currently charged based on assessed property value.

MFSG recommends updating the sewer rate model with actual data each year during the City's budget process in order to more accurately project future costs and revenue needs.

City of Prospect Heights

Sewer Rate Study Results
Presentation to the City Council
December 12, 2016

Presented by:

Eric Callocchia
MFSG LLC

Municipal & Financial Services Group

Contents

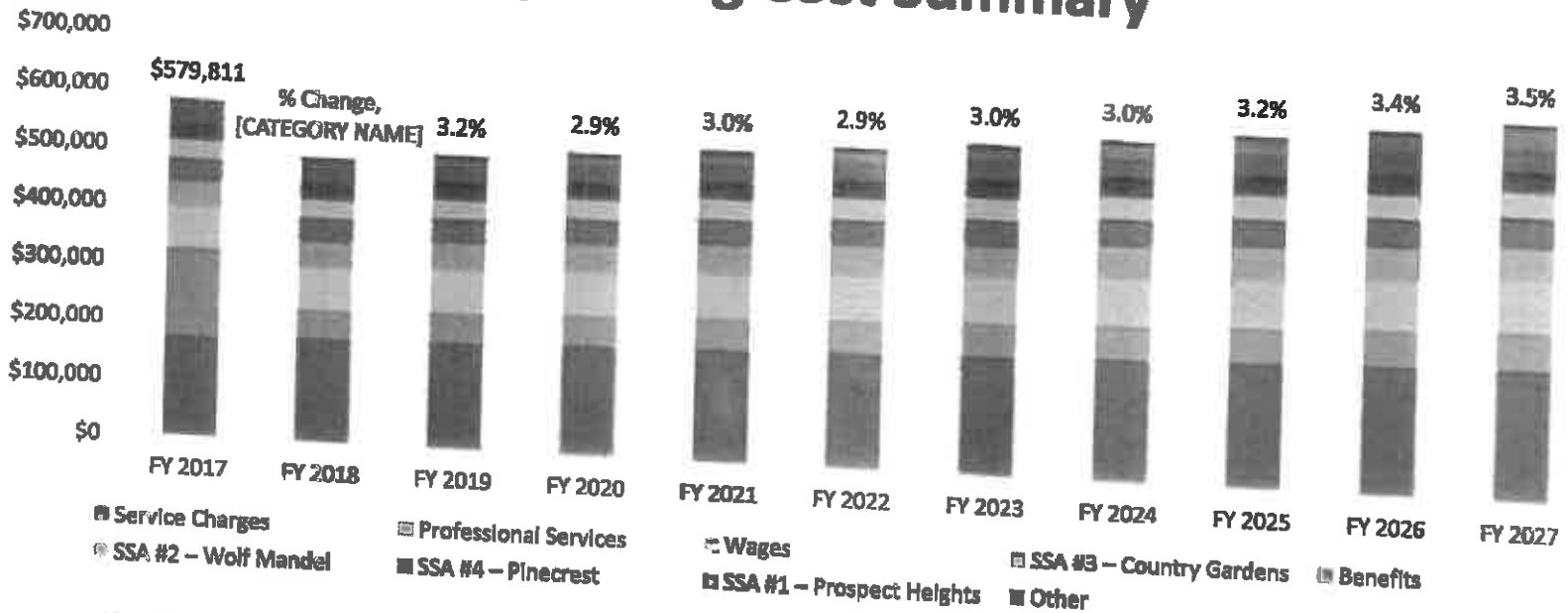
Municipal and Financial Services Group, LLC

- Specialized Financial and Management Consulting Practice
  - Focus on municipal and environmental infrastructure wish stress on the efficient delivery of public sector services
  - Origins in "Big Eight" CPA firms, established as an independent firm in 2001
  - Registered WBE / Small Business located in Annapolis, MD
- Nationwide Client Base and Illinois Experience
  - Water/Sewer/Stormwater clients:
    - Batavia, Downers Grove, Effingham, Geneva, Glenview, Libertyville, Lombard, Moline, Morton Grove, Orland Park, Park Ridge, Skokie, South Elgin, Urbana Champaign Sanitary District

Rate Study Goals and Objectives

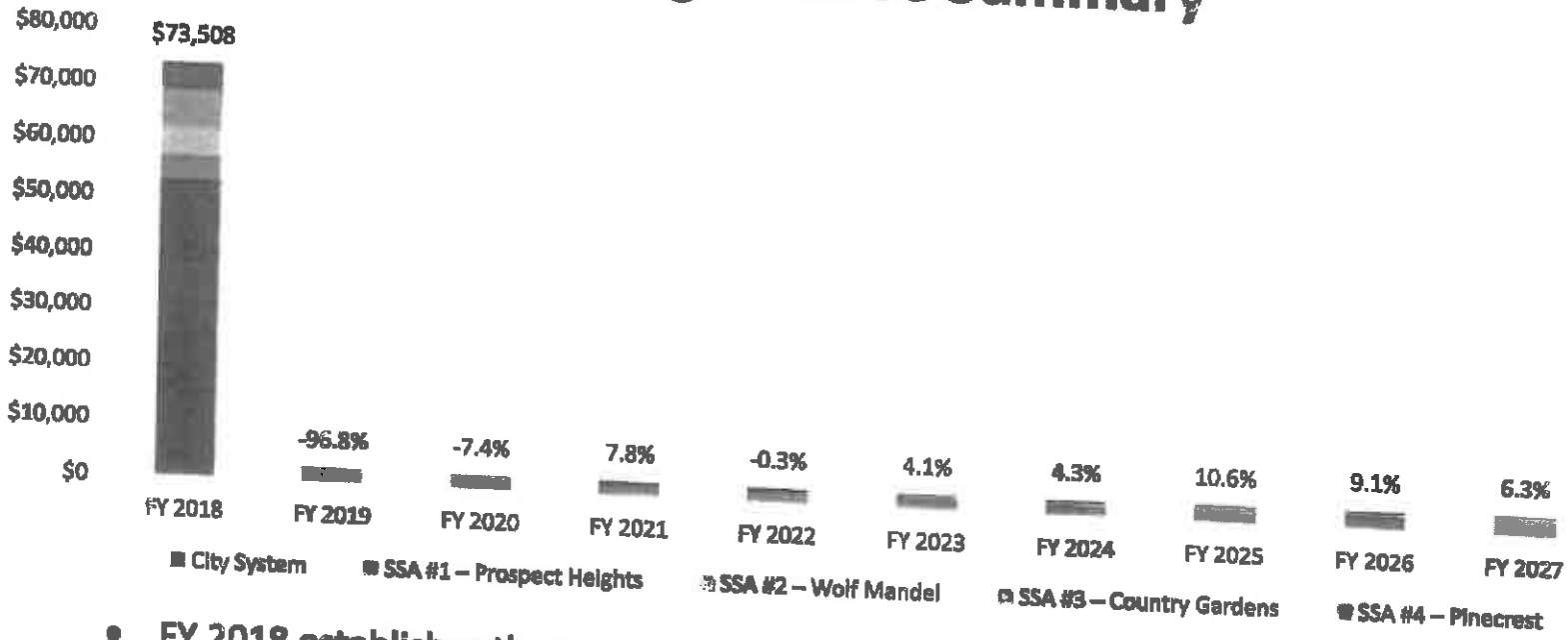
- Rate Study Goals/Objectives:
  - Project future operating and capital expenses needed to operate the City's sewer system
  - Establish rates that will generate revenues sufficient to cover operating, capital, and reserve expenses
    - Operating/Capital: Ensure compliance with all federal and state regulations
    - Reserves: Maintain a minimum level of cash reserves
  - Consolidate the City's main system and four Special Service Areas in one unified rate structure
- Major Considerations:
  - Initial operating costs and future cost increases (about 3.0% per year)
  - Major capital improvements needed over the next five to ten years
  - Maintaining 15% of sewer operating expenses in a operating reserve

Operating Cost Summary



- Decrease in FY 2018 is due to reduction in Professional Services
- Major expenses:
  - Service Charges: General Fund support including City Administrator, Assistant City Administrator, Finance Director, and Building and Zoning Director, Public Works.
  - Wages/Benefits: One maintenance worker and 25% of Admin. Asst. & Sr. Financial Analyst

Operating Reserve Summary



- FY 2018 establishes the reserve at 15% of annual operating expenses
- Annual contributions maintain the reserve at 15% as expenses increase
- GASB 54 Compliance – Established municipal funds must maintain a certain level of reserves based on the size of the fund's budget.
  - General Fund (15%), Water Fund (25%), Garbage Fund (20%)

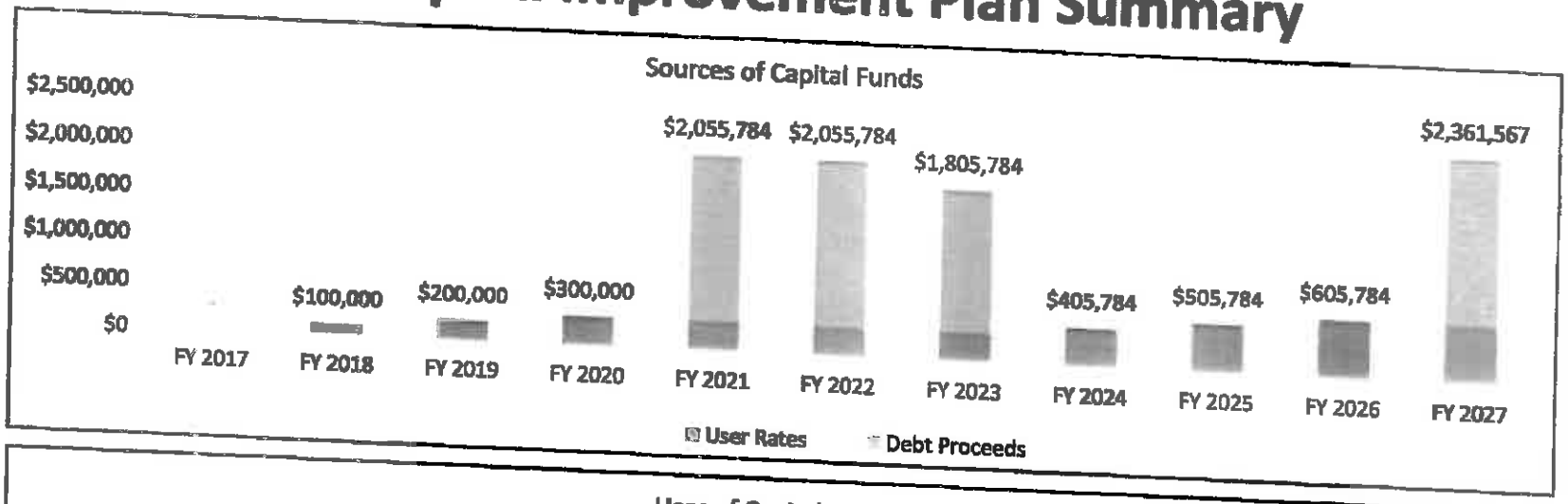
Existing Debt Summary

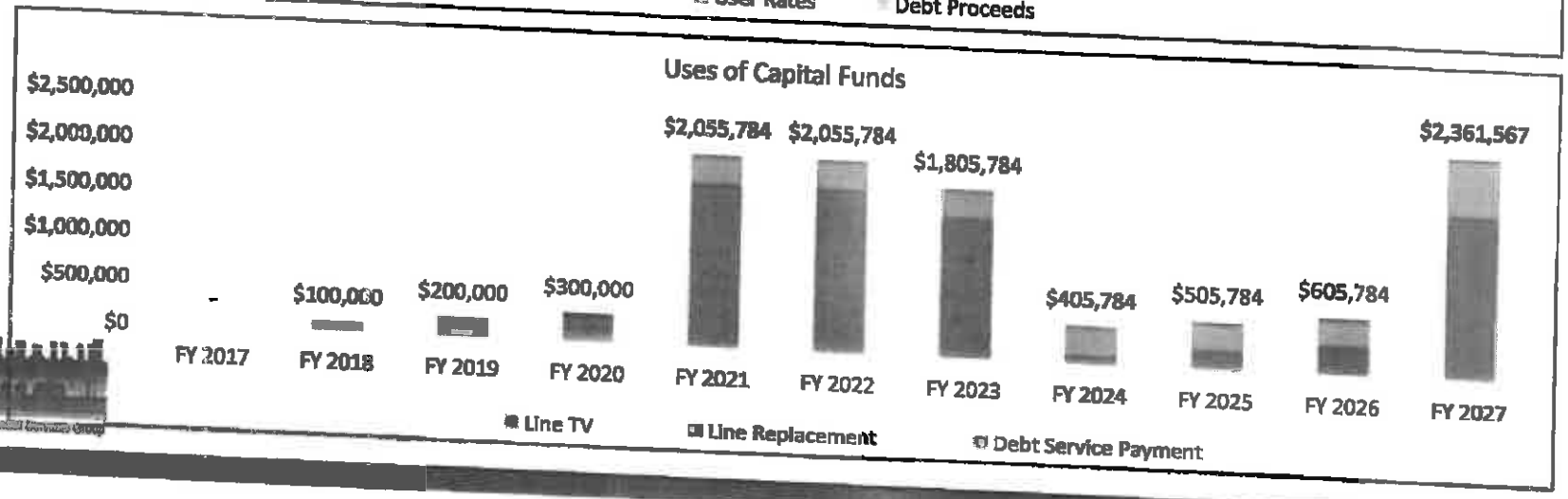
- The City's sewer system does not currently maintain any debt service payments.

Capital Improvement Plan Summary

- Asset summary:
  - Replacement cost approximately $53,000,000 (44.7 miles of pipe, one pump station)
  - Earliest install dates estimated to be 1950's and 1960's
- Years 1 – 3:
  - Televise 100% of the system to determine actual condition of pipes
  - Begin incremental increases in funding asset replacement
- Years 4 – 6:
  - Issue $5.0 million in debt to fund aggressive replacement of assets in worst condition
- Years 7 – 10
  - Continue increasing rate revenues to augment asset replacement
  - Assess the need for an additional $5.0 million based on condition of collection system

Capital Improvement Plan Summary





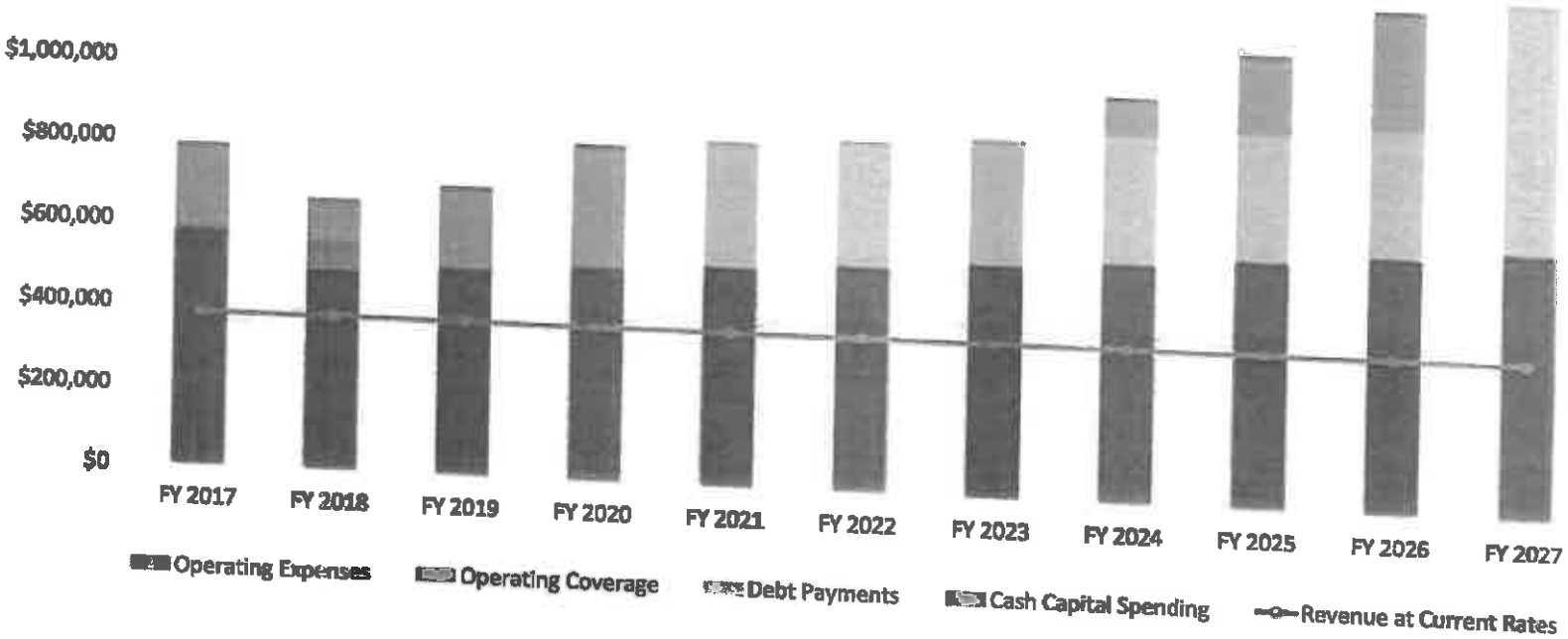
Current Customer Accounts and Rates

Customer Class	Accounts	Monthly Rate
Residential	2,731	$6.50
Commercial	431	$8.00
Multi Units (Base)	8	$16.00
Multi Units (Additional)	42	$2.00
SSA #1 – Prospect Heights	98	*
SSA #2 – Wolf Mandel	72	*
SSA #3 – Country Gardens	292	*
SSA #4 – Pinecrest	75	*
Total Accounts	3,749	

* Special Service Areas are now charged based on property value assessment.

- The study assumes
  - No increase in the number of sewer accounts served by the City.
  - A 93% bill collection rate

Projected System Expenses and Current Revenues

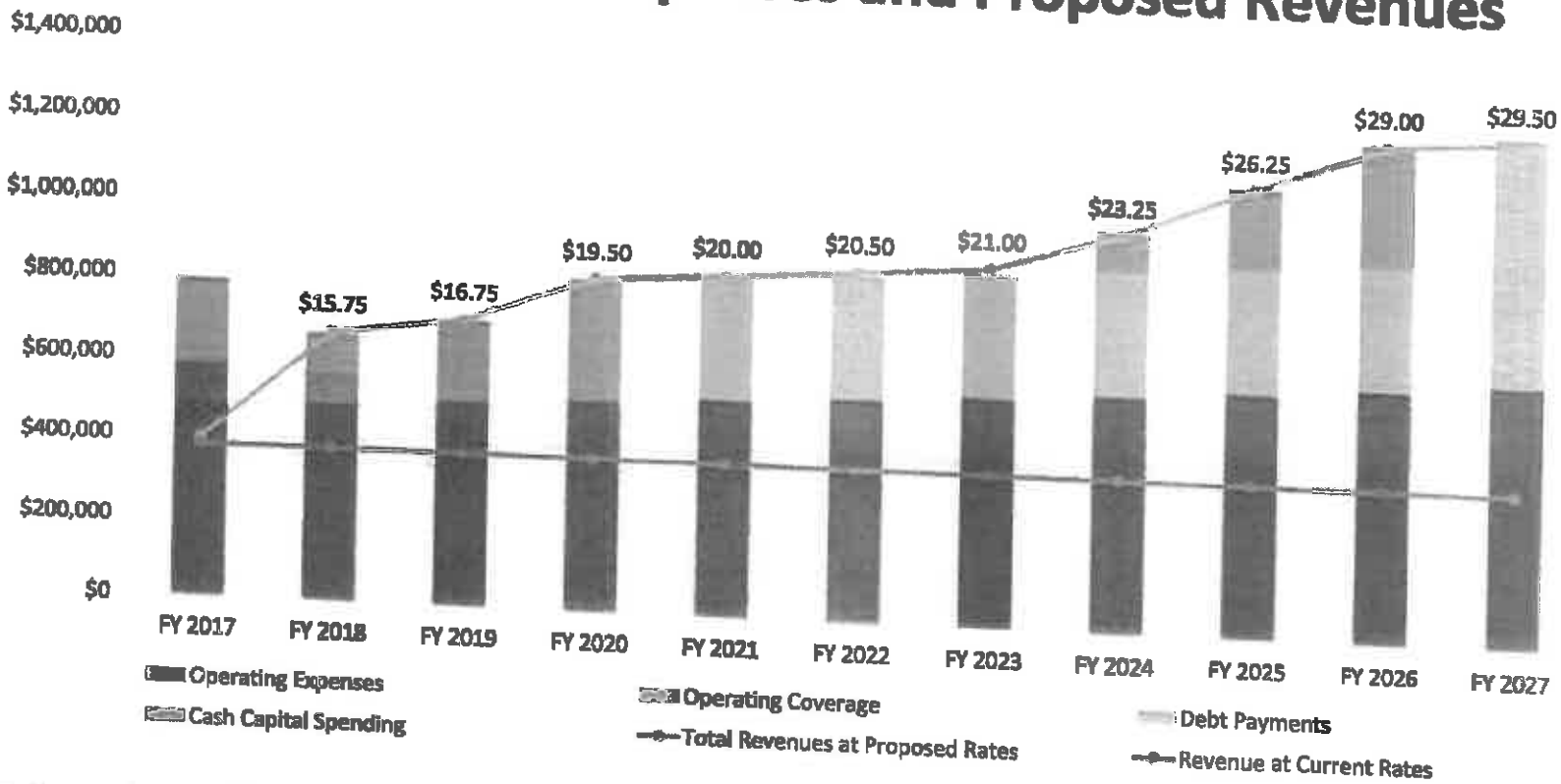


Recommended Monthly Rates

Customer Class	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Residential	$6.50	$15.75	$16.75	$19.50	$20.00	$20.50	$21.00	$23.25	$26.25	$29.00	$29.50
Commercial	$8.00	$19.25	$20.50	$23.75	$24.25	$25.00	$25.75	$28.50	$32.25	$35.50	$36.25
Multi Units (Base)	$16.00	$38.50	$40.75	$47.25	$48.25	$49.75	$51.25	$57.00	$64.50	$71.00	$72.50
Multi Units (Additional)	$2.00	$4.75	$5.00	$5.75	$5.75	$6.00	$6.25	$7.00	$8.00	$8.75	$9.00
SSA #1 – Prospect Heights	*	$15.75	$16.75	$19.50	$20.00	$20.50	$21.00	$23.25	$26.25	$29.00	$29.50
SSA #2 – Wolf Mandel	*	$15.75	$16.75	$19.50	$20.00	$20.50	$21.00	$23.25	$26.25	$29.00	$29.50
SSA #3 – Country Gardens	*	$15.75	$16.75	$19.50	$20.00	$20.50	$21.00	$23.25	$26.25	$29.00	$29.50
SSA #4 – Pinecrest	*	$15.75	$16.75	$19.50	$20.00	$20.50	$21.00	$23.25	$26.25	$29.00	$29.50

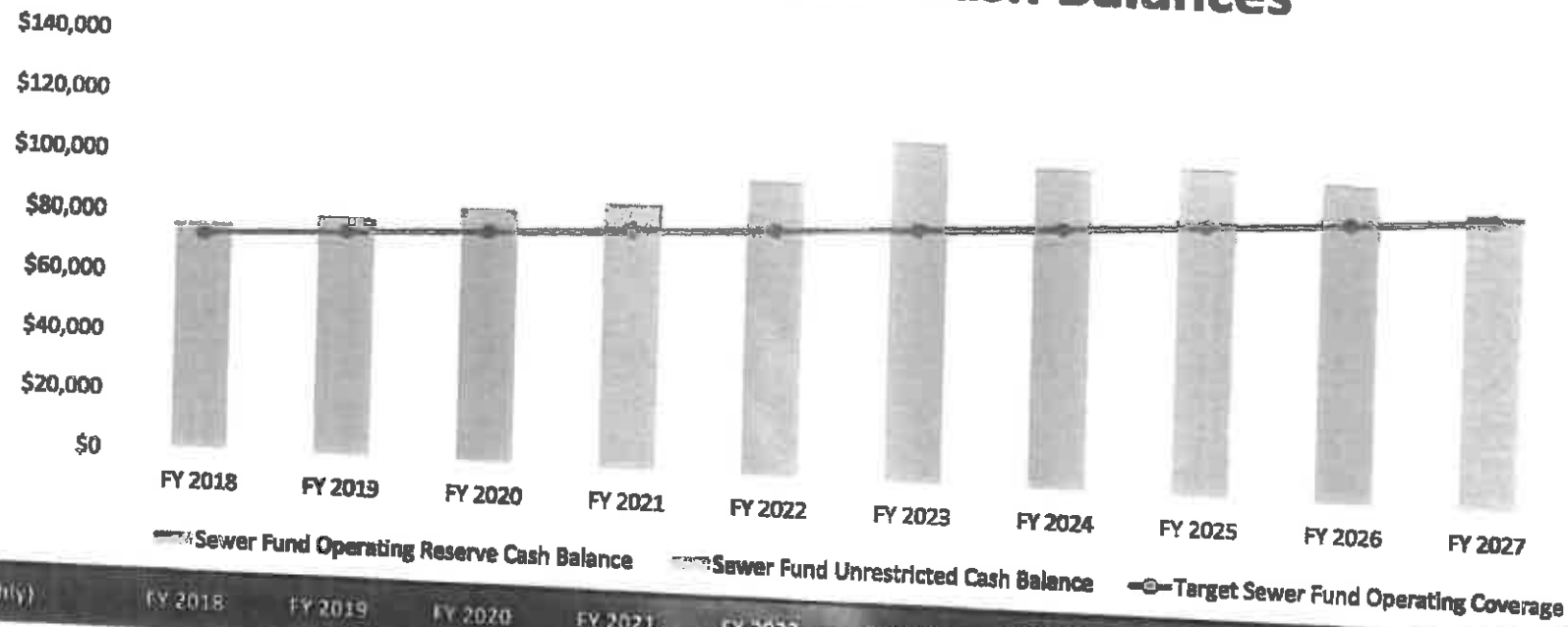
* Special Service Areas charged based on property value assessment.

Projected System Expenses and Proposed Revenues



Data labels represent the monthly cost for a residential customer

Projected End of Year Cash Balances



(monthly)	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Residential Bill	$15.75	$16.75	$19.50	$20.00	$20.50	$21.00	$23.25	$26.25	$29.00	$29.50
$ Change	*$9.25*	*$1.00*	*$2.75*	*$0.50*	*$0.50*	*$0.50*	*$2.25*	*$3.00*	*$2.75*	*$0.50*

- Target for 15% operating reserve increases as operating costs increase

Thank you

Contact Information:

Eric Callocchia, Manager
Municipal & Financial Services Group, LLC
911-A Commerce Road
Annapolis, MD 21401
Office: 410-266-9101
Email: eric.callocchia@mfsgllc.com

10A

RESOLUTION NO. R-16-XX

RESOLUTION FOR ADOPTION OF THE VANTAGE CARE RETIREMENT HEALTH SAVINGS (RHS) PROGRAM PLAN NUMBER: 803655

WHEREAS, the City of Prospect Heights, IL (the "Employer") has employees rendering valuable services; and

WHEREAS, the establishment of a retiree health savings program for such employees serves the interests of the Employer by enabling it to provide reasonable security regarding such employees' health needs during retirement, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of the retiree health savings program (the "Program") serves the above objectives;

NOW, THEREFORE BE IT RESOLVED, that the Employer hereby adopts the ICMA Retirement Corporation's Vantage Care Retirement Health Savings Program ("Program") through the Employer's integral part trust ("Trust") and the Employer's welfare benefits plan ("Plan").

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee for the exclusive benefit of Plan participants and their survivors, and the assets of the Plan shall not be diverted to any other purpose prior to the satisfaction of all liabilities of the Plan. The Employer has executed the Declaration of Trust of the Integral Part Trust in the form of the sample trust made available by the ICMA Retirement Corporation.

BE IT FURTHER RESOLVED, that the City Administrator shall be the coordinator and contact for the Program and shall receive necessary reports, notices, etc.

PASSED AND APPROVED this 12th day of December, 2016.

Nicholas J. Helmer, Mayor

ATTEST:

Wendy Morgan-Adams, City Clerk

AYES:

NAYS:

ABSENT:

ORDINANCE No. O-16-27

AN ORDINANCE APPROVING A SUBDIVISION and
GRANTING A SPECIAL USE AND VARIATIONS FOR 1600 N. RAND ROAD
(Thorntons)

WHEREAS, Thorntons, Inc. (Applicant) has filed an application for a special use permit, certain variations and a plat of subdivision for the purpose of redeveloping the property to construct an approximately 4,400 square foot convenience store and 10 pump fueling station at the property commonly known as 1600 N. Rand Road, Arlington Heights, Illinois and legally described in Exhibit A (the "Property"); and

WHEREAS, section 5-7-3.C, which incorporates section 5-7-2.C, of the Zoning Ordinance requires a Special Use Permit to develop and operate an Automobile Service Station in the B2-A General Commercial Business District; and

WHEREAS, the Zoning Ordinance further provides as follows:

1. Section 5-7-3.F requires a corner side yard be a minimum 30' in the B2-A General Commercial Business District.
2. Section 5-8-2.F.8.a requires that light fixtures for parking lot light shall not exceed a maximum height of 12'.
3. Section 5-8-2.F.8.c requires light levels from site lighting shall not exceed a maximum level of 3 foot-candle measured at grade under the fixtures.

WHEREAS, The Applicant also applied for variations from sections 5-7-3.F, 5-8-2.F.8, and 5-8-2.F.8.c ("Requested Variations") as specified below:

1. To reduce the required corner side yard by 21 feet to 9 feet.
2. To increase the permitted parking lot light fixture height to a maximum of 23 feet.
3. To increase the permitted maximum light level at the base of the parking standards from 3 foot-candles to 15.1 foot-candles.

WHEREAS, the Plan/Zoning Board of Appeals (PZBA) held a public hearing on October 27, 2016 regarding said application; and

WHEREAS, the PZBA has found the application meets the standards for a special use permit, for variations and for subdivisions and has recommended that the City Council grant such relief; and

WHEREAS, the City Council has reviewed the documents pertinent to the application and the recommendations of the PZBA, concurs with the findings of the PZBA and hereby grants the special use permit, the Requested Variations and the subdivision;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

SECTION ONE. The City Council hereby finds and determines that the facts and conditions set forth in the above recitals are true and correct and hereby adopts and incorporates same as part of this Ordinance.

SECTION TWO. That a Special Use Permit is hereby granted for an Automobile Service Station in the B2-A General Commercial Business District on the Property and shall run with the Applicant's use and not with the land.

SECTION THREE. The Requested Variations are hereby granted:

1. Reduce the required side yard from 30 feet to 9 feet.
2. Increase the parking lot lighting fixture height from 12 feet to 23 feet, except for fixture numbers A1, A3 and 8A2 be reduced in height and revised photometric plan be approved by staff for reduction in fixture heights and compliance with light levels.

3. Allow a maximum of 12.6 foot candle as presented in excess of the maximum 3.0 foot candle light level allowed.

SECTION FOUR. Pursuant to Applicant's subdivision application, the Final Plat of Subdivision prepared by Arc Design Resources, Inc., attached hereto as Exhibit "B", is hereby approved.

SECTION FIVE. The above approvals are granted on the following conditions:

1. The proposed automobile service station including the parking lot, parking light poles and improvements shall be constructed substantially in accordance with the plans submitted at the public hearing on this matter including, but not limited to, the following documents:

    - Alta Survey prepared by Arc Design Resources, Inc. dated June 29, 2016;
    - Preliminary Plat of Subdivision prepared by Arc Design Resources, Inc. dated November 16, 2016;
    - Preliminary Engineering Plans Arc Design Resources, Inc. dated September 29, 2016;
    - Storm water management plans prepared by Arc Design Resources, Inc. dated August, 2016;
    - Revised Landscape Plans prepared by Arc Design Resources, Inc. dated November 1, 2016;
    - Architectural and Elevations Plans prepared by Thorntons dated August 12, 2015;
    - Traffic Plan prepared by Arc Design Resources, Inc. dated September 29, 2016;
    - Revised Photometric Plan prepared by Red Leonard Associates dated November 2, 2016;
    - Signage Plans prepared by MC Sign Company date August 8, 2016.

2. Final Engineering approvals shall be reviewed and approved by the City Engineer based upon MWRD and other Regulatory agency approvals to address storm water management and highway access in accordance with applicable codes.

3. Parking lot light fixture SA2 shall be changed from a 4 head fixture to a 3 head fixture.

4. The fence along the west property line shall be increased to a height of 8 feet.

5. Final landscaping plan shall be reviewed and approved by staff. The revised landscaping plan shall provide additional landscaping along the Thomas Road frontage between the East and West driveways, around the garage dumpster structure and the seasonal display structure to provide for dense four season screening.

6. The development shall be constructed in accordance with all applicable City, County, State and Federal codes, standards and regulations.

SECTION SIX. All appropriate city officials are authorized to execute the final plat of subdivision. The City Administrator and his designees are authorized to take all necessary action to carry out the purpose of this ordinance.

SECTION SEVEN. That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this _____ day of _____, 2016

APPROVED this _____ day of _____, 2016

_____

Nicholas J. Helmer, Mayor

ATTEST:

_____

Karen Schulthels, Deputy City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form: November 28, 2016

Exhibit A

Legal Description of 1600 N. Rand Road, Arlington Heights, IL

LOTS 88 AND 89 IN C. A. GOELZ'S ARLINGTON HEIGHTS GARDENS, BEING A SUBDIVISION IN THE NORTHEAST ¼ OF SECTION 20, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART OF LOT 89 DESCRIBED AS FOLLOWS:

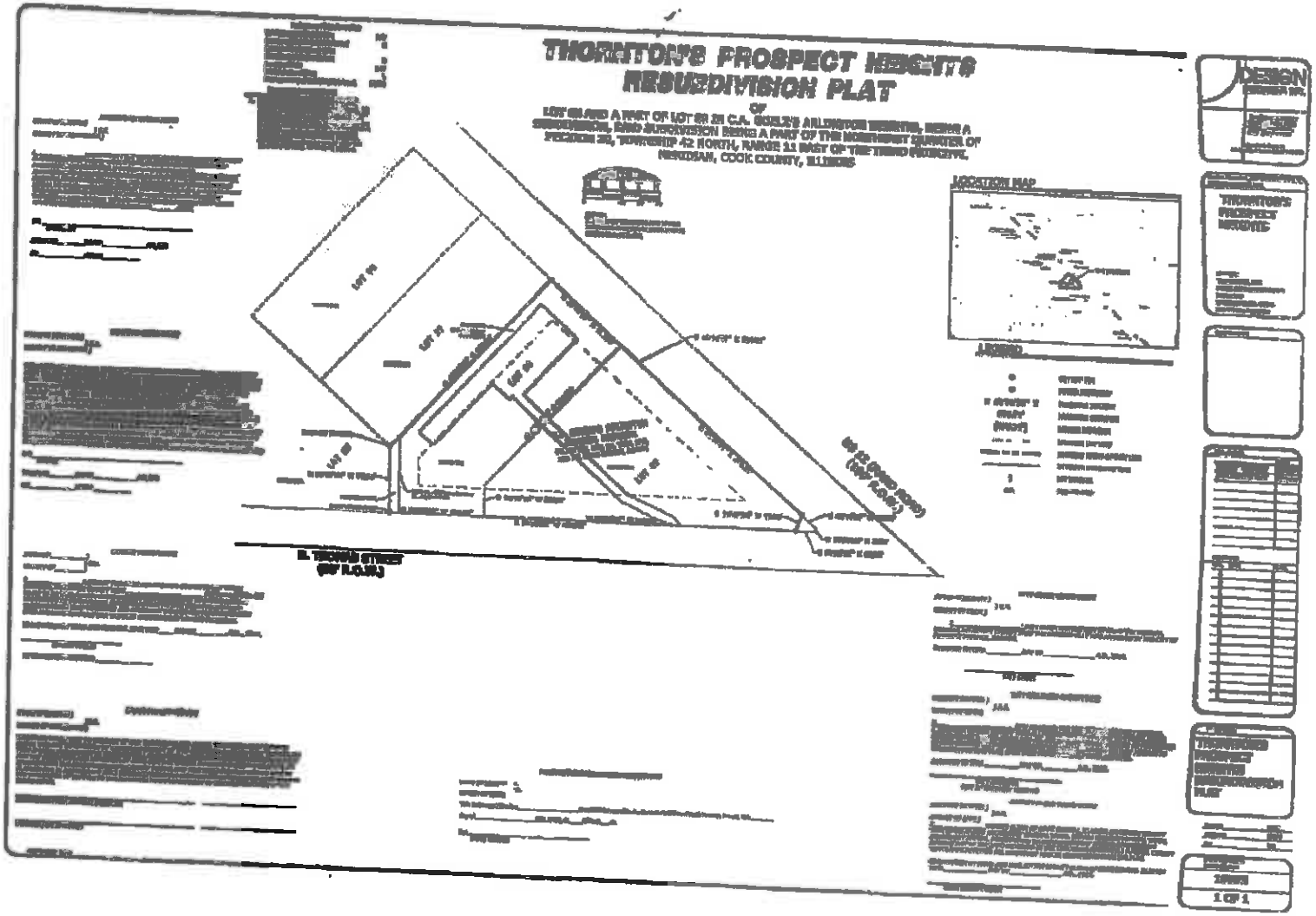
BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 89, BEING THE INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF WINDSOR DRIVE; THENCE NORTH ALONG THE EAST LINE OF SAID LOT 89 TO THE NORTHEASTERLY LINE THEROF; THENCE NORTHWESTERLY ALONG SAID NORTHEASTERLY LINE 20 FEET; THENCE SOUTHWESTERLY TO A POINT ON THE SOUTH LINE OF SAID LOT 89, SAID POINT BEING 20 FEET WEST OF THE POINT OF BEGINNING; THENCE EAST ALONG SAID SOUTH LINE 20 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

Pin # 03-20-213-008-0000, #03-20-213-009-0000

Exhibit B

Final Plat of Subdivision prepared by Arc Design Resources Inc. date 11/16/16

Exhibit B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11B-H

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, Nicholas J. Helmer, hereby certify that I am the presiding officer of the City of Prospect Heights, Illinois, and as such presiding officer I certify that the levy ordinances, copies of which are attached, were adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85 (2002).

This certificate applies to the 2016 tax levy.

_____ _____
Nicholas J. Helmer, Mayor **Date**

11B

ORDINANCE NO. O-16-31

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF 2016 TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN AND FOR THE CITY OF PROSPECT HEIGHTS POLICE PENSION FUND

BE IT ORDAINED by the City Council of the City of Prospect Heights, Cook County, Illinois as follows:

Section 1. Findings.
The City of Prospect Heights Police Pension Fund has been created by Ordinance No. 0-90-34 entitled:

"AN ORDINANCE RELATING TO THE POLICE PENSION FUND FOR THE CITY OF PROSPECT HEIGHTS, ILLINOIS"

adopted August 20, 1990. Said Ordinance provides that the City Council shall annually levy a tax upon all the taxable property of the City at the rate on the dollar of all such taxable property which will produce an amount which, when added to the deductions from the salaries of wages of police officers, and revenues available from all other sources as hereinafter referred to, will equal a sufficient sum to meet the annual requirements of the Police Pension Fund. The annual requirements to be provided by such tax levy are equal to (1) the normal cost of the pension fund for the year involved, plus (2) the amount necessary to amortize the fund unfunded accrued liabilities pursuant to State statute.

Section 2. Levy.
A tax for the sum of Three Hundred Thirty-Two Thousand Dollars ($332,000) be and the same is hereby levied for the purposes specified in Ordinance No. 0-90-34 against all taxable property in the City of Prospect Heights for the fiscal year commencing on the 1st day of May, 2016 and ending on the 30th day of April, 2017.

Section 3. Authority.
This tax is levied pursuant to Chapter 108-1/2, Illinois Compiled Statutes, Sec. 3-125 and pursuant to Ordinance 0-90-34, "An Ordinance Relating to the Police Pension Fund for the City of Prospect Heights, Illinois."

Section 4. Filing.
There is hereby certified to the County Clerk of Cook County, Illinois the sum aforesaid, constituting the total amount the said City of Prospect Heights Police Pension Fund requires to be raised for the current fiscal year, and the City Clerk is hereby directed to file with the County Clerk of Cook County on or before the time required by law, a certified copy of this ordinance.

Section 5. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

PASSED and APPROVED this 28th, November 2016

ATTEST:

_____ _____

CITY CLERK MAYOR

AYES:
NAYS:
ABSENT:

Ordinance No.
Published in pamphlet form:
Effective date: November 28, 2016

ORDINANCE NO. O-16-32

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF 2016 TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN AND FOR THE CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER ONE

WHEREAS, City of Prospect Heights Special Service Area Number One has been created by Ordinance 0-79-30 entitled, "**AN ORDINANCE ESTABLISHING CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER ONE FOR THE PURPOSE OF PROVIDING FOR THE COLLECTION AND DISPOSAL OF SEWAGE IN THE AREA OF THE CITY FORMERLY SERVED BY THE PROSPECT HEIGHTS SANITARY DISTRICT**", as amended; and

WHEREAS, Ordinance No. 0-79-30, as amended, authorizes an annual rate of the annual tax levy of thirty-five one-hundredths of one percent (.35%) of the assessed value, as equalized, of the property in said special service area; and

WHEREAS, said Special Service Area Number One consists of the territory described in the ordinances aforesaid; and

WHEREAS, the City of Prospect Heights is authorized to levy taxes for special services in said Special Service Area.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Prospect Heights, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Ordinance are hereby found to be true and correct and are hereby incorporated as part of this Ordinance.

Section 2. The total amount of appropriations for all purposes to be collected from the tax levy of the current fiscal year in Special Service Area Number One is ascertained to be the sum of Twenty-Eight Thousand Four Hundred Dollars ($28,400.00).

Section 3. The sum of Twenty-Eight Thousand Four Hundred Dollars ($28,400.00) be and the same hereby is levied upon the taxable property (as defined in the Revenue act of 1939) in City of Prospect Heights Special Service Area Number One, said tax to be levied for the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the purpose of providing additional revenues for maintaining and installing necessary and required improvements to the sewer system.

Section 4. This tax is levied pursuant to Article VII, Section 7 of the Constitution of the State of Illinois and Section 1301, et.seq. of Chapter 120 of the Illinois Compiled Statutes, as amended, and pursuant to An Ordinance Establishing City of Prospect Heights Special Service Area Number One, as amended.

Section 5. There is hereby certified to the County Clerk of Cook County, Illinois, the sum aforesaid, constituting said total amount of Twenty-Eight Thousand Four Hundred Dollars ($28,400.00), which said total amount the said City of Prospect Heights Special Service Area Number One requires to be raised by taxation for the current fiscal year of said City, and the City Clerk of said City is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law a certified copy of this Ordinance.

Section 6. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 28th, November 2016.

ATTEST:

_____ _____

CITY CLERK MAYOR

AYES:
NAYS:
ABSENT:

Ordinance No.
Published in pamphlet form:
Effective date: November 28th, 2016

11D

ORDINANCE NO. O-16-33

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF 2016 TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN AND FOR THE CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER TWO

WHEREAS, City of Prospect Heights Special Service Area Number Two has been created by Ordinance 0-79-32 entitled, **"AN ORDINANCE ESTABLISHING CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER TWO FOR THE PURPOSE OF PROVIDING FOR THE COLLECTION AND DISPOSAL OF SEWAGE IN THE AREA OF THE CITY FORMERLY SERVED BY THE WOLF MANDEL SANITARY DISTRICT"**, as amended; and

WHEREAS, Ordinance No. 0-79-32, as amended, authorizes an annual rate of the annual tax levy ninety-three one-hundredths of one percent (.93%) of the assessed value, as equalized, of the property in said special service area; and

WHEREAS, said Special Service Area Number Two consists of the territory described in the ordinances aforesaid; and

WHEREAS, the City of Prospect Heights is authorized to levy taxes for special services in said Special Service Area.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Prospect Heights, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Ordinance are hereby found to be true and correct and are hereby incorporated as part of this Ordinance.

Section 2. The total amount of appropriations for all purposes to be collected from the tax levy of the current fiscal year in Special Service Area Number Two is ascertained to be the sum of Forty Three Thousand Four Hundred Dollars ($43,400.00).

Section 3. The sum of Forty Three Thousand Four Hundred Dollars ($43,400.00) be and the same hereby is levied upon the taxable property (as defined in the Revenue act of 1939) in City of Prospect Heights Special Service Area Number Two, said tax to be levied for the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the purpose of providing additional revenues for maintaining and installing necessary and required improvements to the sewer system.

Section 4. This tax is levied pursuant to Article VII, Section 7 of the Constitution of the State of Illinois and Section 1301, et.seq. of Chapter 120 of the Illinois Compiled Statutes, as amended, and pursuant to An Ordinance Establishing City of Prospect Heights Special Service Area Number Two, as amended.

Section 5. There is hereby certified to the County Clerk of Cook County, Illinois, the sum aforesaid, constituting said total amount of Forty Three Thousand Four Hundred Dollars ($43,400.00), which said total amount the said City of Prospect Heights Special Service Area Number Two requires to be raised by taxation for the current fiscal year of said City, and the City Clerk of said City is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law a certified copy of this Ordinance.

Section 6. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 28th, November 2016.

ATTEST:

_____ _____

CITY CLERK MAYOR

AYES:
NAYS:
ABSENT:

Ordinance No.
Published in pamphlet form:
Effective date: November 28th, 2016

IIE

ORDINANCE NO. O-16-34

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF 2016 TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN AND FOR THE CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER THREE

WHEREAS, City of Prospect Heights Special Service Area Number Three has been created by Ordinance 0-79-34 entitled, **"AN ORDINANCE ESTABLISHING CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER THREE FOR THE PURPOSE OF PROVIDING FOR THE COLLECTION AND DISPOSAL OF SEWAGE IN THE AREA OF THE CITY FORMERLY SERVED BY THE COUNTRY GARDENS SANITARY DISTRICT"**, as amended; and

WHEREAS, Ordinance No. 0-79-34, as amended, authorizes an annual rate of the annual tax levy of forty-nine one-hundredths of one percent (.49%) of the assessed value, as equalized, of the property in said special service area; and

WHEREAS, said Special Service Area Number Three consists of the territory described in the ordinances aforesaid; and

WHEREAS, the City of Prospect Heights is authorized to levy taxes for special services in said Special Service Area.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Prospect Heights, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Ordinance are hereby found to be true and correct and are hereby incorporated as part of this Ordinance.

Section 2. The total amount of appropriations for all purposes to be collected from the tax levy of the current fiscal year in Special Service Area Number Three is ascertained to be the sum of Twenty Five Thousand Dollars ($25,000.00).

Section 3. The sum of Twenty Five Thousand Dollars ($25,000.00) be and the same hereby is levied upon the taxable property (as defined in the Revenue act of 1939) in City of Prospect Heights Special Service Area Number Three, said tax to be levied for the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the purpose of providing additional revenues for maintaining and installing necessary and required improvements to the sewer system.

Section 4. This tax is levied pursuant to Article VII, Section 7 of the Constitution of the State of Illinois and Section 1301, et.seq. of Chapter 120 of the Illinois Compiled Statutes, as amended, and pursuant to An Ordinance Establishing City of Prospect Heights Special Service Area Number Three, as amended.

Section 5. There is hereby certified to the County Clerk of Cook County, Illinois, the sum aforesaid, constituting said total amount of Twenty Five Thousand Dollars ($25,000.00), which said total amount the said City of Prospect Heights Special Service Area Number Three requires to be raised by taxation for the current fiscal year of said City, and the City Clerk of said City is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law a certified copy of this Ordinance.

Section 6. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 28th, November 2016.

ATTEST:

_____
CITY CLERK

_____
MAYOR

AYES:
NAYS:
ABSENT:

Ordinance No.
Published in pamphlet form:
Effective date: November 28, 2016

11F

ORDINANCE NO. O-16-35

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF 2016 TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN AND FOR THE CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER FOUR

WHEREAS, City of Prospect Heights Special Service Area Number Four has been created by Ordinance 0-82-27 entitled, **"AN ORDINANCE ESTABLISHING CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER FOUR FOR THE PURPOSE OF PROVIDING FOR THE COLLECTION AND DISPOSAL OF SEWAGE IN THE AREA OF THE CITY FORMERLY SERVED BY THE COUNTRY GARDENS SANITARY DISTRICT"**, as amended; and

WHEREAS, Ordinance No. 0-82-27, as amended, authorizes an annual rate of the annual tax levy of ninety-one one-hundredths of one percent (.91%) of the assessed value, as equalized, of the property in said special service area; and

WHEREAS, said Special Service Area Number Four consists of the territory described in the ordinances aforesaid; and

WHEREAS, the City of Prospect Heights is authorized to levy taxes for special services in said Special Service Area.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Prospect Heights, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Ordinance are hereby found to be true and correct and are hereby incorporated as part of this Ordinance.

Section 2. The total amount of appropriations for all purposes to be collected from the tax levy of the current fiscal year in Special Service Area Number Four is ascertained to be the sum of Forty Two Thousand Four Hundred Dollars ($42,400.00).

Section 3. The sum of Forty Two Thousand Four Hundred Dollars ($42,400.00) be and the same hereby is levied upon the taxable property (as defined in the Revenue act of 1939) in City of Prospect Heights Special Service Area Number Four, said tax to be levied for the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the purpose of providing additional revenues for maintaining and installing necessary and required improvements to the sewer system.

Section 4. This tax is levied pursuant to Article VII, Section 7 of the Constitution of the State of Illinois and Section 1301, et.seq. of Chapter 120 of the Illinois Compiled Statutes, as amended, and pursuant to An Ordinance Establishing City of Prospect Heights Special Service Area Number Four, as amended.

Section 5. There is hereby certified to the County Clerk of Cook County, Illinois, the sum aforesaid, constituting said total amount of Forty Two Thousand Four Hundred Dollars ($42,400.00), which said total amount the said City of Prospect Heights Special Service Area Number Four requires to be raised by taxation for the current fiscal year of said City, and the City Clerk of said City is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law a certified copy of this Ordinance.

Section 6. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 28th, November 2016.

ATTEST:

CITY CLERK

MAYOR

AYES:
NAYS:
ABSENT:

Ordinance No.
Published in pamphlet form:
Effective date: November 28, 2016

116

ORDINANCE NO. O-16-36

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF 2016 TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN AND FOR THE CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER FIVE

WHEREAS, City of Prospect Heights Special Service Area Number Five has been created by Ordinance 0-99-25 entitled, **"AN ORDINANCE ESTABLISHING CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER FIVE FOR THE PURPOSE OF PROVIDING FOR THE COLLECTION AND DISPOSAL OF STORM WATER"**, as amended; and

WHEREAS, Ordinance No. 0-99-25, as amended, authorizes an annual rate of the annual tax levy of eighteen one hundredths of one percent (.18%) of the assessed value, as equalized, of the property in said special service area; and

WHEREAS, said Special Service Area Number Five consists of the territory described in the ordinances aforesaid; and

WHEREAS, the City of Prospect Heights is authorized to levy taxes for special services in said Special Service Area.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Prospect Heights, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Ordinance are hereby found to be true and correct and are hereby incorporated as part of this Ordinance.

Section 2. The total amount of appropriations for all purposes to be collected from the tax levy of the current fiscal year in Special Service Area Number Five is ascertained to be the sum of Sixty-Four Thousand Six Hundred Dollars ($64,600.00).

Section 3. The sum of Sixty-Four Thousand Six Hundred Dollars ($64,600.00) be and the same hereby is levied upon the taxable property (as defined in the Revenue act of 1939) in City of Prospect Heights Special Service Area Number Five, said tax to be levied for the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the purpose of providing additional revenues for maintaining and installing necessary and required improvements to the storm sewer system.

Section 4. This tax is levied pursuant to Article VII, Section 7 of the Constitution of the State of Illinois and Section 1301, et.seq. of Chapter 120 of the Illinois Compiled Statutes, as amended, and pursuant to An Ordinance Establishing City of Prospect Heights Special Service Area Number Five, as amended.

Section 5. There is hereby certified to the County Clerk of Cook County, Illinois, the sum aforesaid, constituting said total amount of Sixty-Four Thousand Six Hundred Dollars ($64,600.00), which said total amount the said City of Prospect Heights Special Service Area Number Five requires to be raised by taxation for the current fiscal year of said City, and the City Clerk of said City is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law a certified copy of this Ordinance.

Section 6. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 28th, November 2016.

ATTEST:

_____
CITY CLERK

_____
MAYOR

AYES:
NAYS:
ABSENT:

Ordinance No.
Published in pamphlet form:
Effective date: November 28, 2016

11 H

ORDINANCE NO. O-16-37

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF 2016 TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 IN AND FOR THE CITY OF PROSPECT HEIGHTS SPECIAL SERVICE AREA NUMBER EIGHT

WHEREAS, City of Prospect Heights Special Service Area Number Eight has been created by Ordinance 0-11-11 entitled, **"AN ORDINANCE establishing Special Service Area Number 8 of the City of Prospect Heights, Cook County, Illinois, and the issuance of bonds in an amount not to exceed $500,000 and the imposition of a tax at a maximum rate of 1.41% in any year to pay the cost of providing special services in and for such Area."**, as amended; and

WHEREAS, Ordinance No. 0-11-11, as amended, authorizes an annual rate of the annual tax levy of one and forty-one one hundredths of one percent (1.41%) of the assessed value, as equalized, of the property in said special service area; and

WHEREAS, said Special Service Area Number Eight consists of the territory described in the ordinances aforesaid; and

WHEREAS, the City of Prospect Heights is authorized to levy taxes for special services in said Special Service Area.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Prospect Heights, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Ordinance are hereby found to be true and correct and are hereby incorporated as part of this Ordinance.

Section 2. The total amount of appropriations for all purposes to be collected from the tax levy of the current fiscal year in Special Service Area Number Eight is ascertained to be the sum of Two Hundred Eighteen Thousand and Five Hundred Dollars ($218,500.00).

Section 3. The sum of Two Hundred Eighteen Thousand and Five Hundred Dollars ($218,500.00) be and the same hereby is levied upon the taxable property (as defined in the Revenue act of 1939) in City of Prospect Heights Special Service Area Number Eight, said tax to be levied for the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the purpose of providing additional revenues for the operation, maintenance and repair of Levee 37 and related storm water management services.

Section 4. This tax is levied pursuant to Article VII, Section 7 of the Constitution of the State of Illinois and Article 27 of the Illinois Property Tax Code, as amended, and pursuant to AN ORDINANCE establishing Special Service Area Number 8 of the City of Prospect Heights, Cook County, Illinois, and the issuance of bonds in an amount not to exceed $500,000 and the imposition of a tax at a maximum rate of 1.41% in any year to pay the cost of providing special services in and for such Area, as amended.

Section 5. There is hereby certified to the County Clerk of Cook County, Illinois, the sum aforesaid, constituting said total amount of Two Hundred Eighteen Thousand and Five Hundred Dollars ($218,500.00), which said total amount the said City of Prospect Heights Special Service Area Number Eight requires to be raised by taxation for the current fiscal year of said City, and the City Clerk of said City is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law a certified copy of this Ordinance.

Section 6. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 28th, November 2016.

ATTEST:

_____
CITY CLERK

_____
MAYOR

AYES:
NAYS:
ABSENT:

Ordinance No.
Published in pamphlet form:
Effective date: November 28, 2016

12A/B

City of Prospect Heights

Department of Building & Zoning
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070
Office:847/398-6070 x 211-FAX: 847/590-1854
www.prospect-heights.il.us

MEMORANDUM

Date: November 30, 2016

To: Mayor Helmer and City Council

Cc: Joe Wade, City Administrator

From: Daniel A. Peterson, Director of Building & Development

Subject: ZBA Case No. 16-15 Variation – Increase Light Fixture Height and Light Level

ISSUE: Consideration of a variation request to Sections 5-8-2F8a & 5-8-2F8c of the Prospect Heights Zoning Code for the purpose of constructing new parking lot lighting fixtures.

BACKGROUND: The PZBA held a public hearing on November 17, 2016 to hear ZBA Case #16-15V an application for a variation request to Section 5-8-2F8a & 5-8-2F8c of the Prospect Heights Zoning Code to increase the parking lot light fixtures 2' from 12'to 14' and to increase the light level from 3.0 f.c. to 7.5 f.c.. Mr. Rich Micelli, Facilities Manager for St. Alphonsus Liguori Church and Mark Tobermann, Engineer for the Church provided testimony to support the request.

After all testimony was heard the Commissioners voted unanimously 5-0 to approve the variance request and forward a positive recommendation to the City Council, conditioned that prior to installation of any future ground sign the owner would be required to apply for formal approval through the PZBA. The applicants respectfully request waiver of first reading as this variation is consistent with the previously approved site development plans. Staff concurs.

RECOMMENDATION: That the City Council approve the waiver of first reading and to Approve an Ordinance #O-16-30 granting variations to increase the permitted light fixture height to 14' and increase the light level to 7.5 f.c.

ORDINANCE NO. O-16-30

AN ORDINANCE GRANTING CERTAIN VARIATION FOR THE PROPERTY AT 411 N. WHEELING ROAD, PROSPECT HEIGHTS, ILLINOIS

WHEREAS, the provisions of the Prospect Heights Zoning Ordinance applicable to the property legally described in Exhibit A attached hereto (hereinafter "Property") and commonly known as 411 N. Wheeling Road, Prospect Heights, IL prescribe that parking lot lighting fixtures shall not exceed 12' in heights and cast a light level greater than 3.0 f.c. under the fixture.

WHEREAS, the owner of the Property has submitted an application for a variations to increase the height of the parking lot lighting fixtures to 14' including concrete base and increase the foot candle light level to 7.5 f.c.; and

WHEREAS, the Plan/Zoning Board of Appeals held a public hearing on November 17, 2016 regarding said application; and

WHEREAS, the Plan/Zoning Board of Appeals has recommended the requested variations be approved and has made the necessary finding therefore; and

WHEREAS, the Mayor and City Council have reviewed the recommendation of the Plan/Zoning Board of Appeals;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

Section 1. The City Council hereby finds and determines that the facts set forth in the preamble hereto are true and correct and hereby incorporates them as part of this Ordinance.

Section 2. The Requested Variation is hereby granted.

Section 3. That this variation is conditioned upon applicant's construction of the wall signs substantially in accordance with the approved plans and documents as submitted at the public hearing on this matter and with applicable codes.

Section 4. That this Ordinance and all exhibits attached hereto shall be recorded at the Cook County Recorder's Office at the expense of the Owners.

Section 5. The City Clerk is directed to publish this ordinance in pamphlet form and this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED this 12th day of December 2016.

_____
Nicholas J. Helmer, Mayor

ATTEST:

_____
Wendy Morgan-Adams, City Clerk

AYES:
NAYS:
ABSENT:

Published in pamphlet form: December 12, 2016.

Exhibit A

411 N. WHEELING ROAD, PROSPECT HEIGHTS, IL

THE SOUTH 20 ACRES (EXCEPT THE WEST 50 FEET) OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN #03-23-100-004-000

Memorandum

To: Prospect Heights Mayor and City Council

From: Danielle Dash, Chairman
Plan / Zoning Board of Appeals

Date: November 17, 2017

Subject: Recommendation

A. PZBA – Zoning Public Hearing: Case No. ZBA-16-15V
Applicant: St. Alphonsus Liguori Church
Address: 411 N. Wheeling Road, Prospect Heights, IL 60070
Description of Request:

I. Purpose

Conduct a public hearing regarding an application for variations for parking lot lighting in the existing parking lot at 411 N. Wheeling Road.

A. Variation request to the City of Prospect Heights Zoning Code Section 5-8-2 F8a to allow a 2' increase in lighting fixture mounting height from 12' to 14' above grade, including the concrete base.

B. Variation to allow an average of 7.5 f.c. foot candle parking lot light level in excess of the maximum 3.0 foot candle level per Section 5-8-2F8c of the City of Prospect Heights Zoning Code.

II. Comments and Testimonies

The PZBA heard testimony from Rich Micelli, Facilities Manager for St. Alphonsus and Mr. Mark Tobermann, Project Engineer. Mr. Micelli briefly described the scope of the project. He explained that the justification for the variation was for public safety as recommended by the Church's insurance risk assessment.

Mr. Sebastian Simbovich spoke on behalf of David Freedman, Woodland Creek Apartments owner. Mr. Simbovich was concerned about the lights causing glare and shining on the decks and patios of the apartments that face the Church.

Mr. Tobermann explained that the light are LED and do not have the glare that the old style lights had. He also testified that there is no spillage of light across the north property line that would impact the residents.

III. Board and Staff Comments

Chairman Dash stated that the project was a good one and that the minimal request will provide safety and will make the church parking lot more inviting and accessible.

Commissioner Frank-Watson agreed with Chairman Dash and also indicated that it was a good project.

IV. Decisions and Findings

After testimony and discussion the decision and findings of the PZBA were to approve:

A. Variation request to the City of Prospect Heights Zoning Code Section 5-8-2 F8a to allow a 2' increase in lighting fixture mounting height from 12' to 14' above grade, including the concrete base.

B. Approve the maximum light level to be an average of 8.5 foot candle instead of the 3.0 foot candle per code.

All items were approved unanimously 5-0 by the PZBA, recommending City Council approval. Commissioners Jones and Weinold were absent by prior notice.

Respectfully Submitted

12/0

City of Prospect Heights

Department of Building & Zoning
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070
Office:847/398-6070 x 211-FAX: 847/590-1854
www.prospect-heights.il.us

MEMORANDUM

Date: November 30, 2016

To: Mayor Helmer and City Council

Cc: Joe Wade, City Administrator

From: Daniel A. Peterson, Director of Building & Development

Subject: ZBA Case No. 16-14 Variation – Increase in number of Wall Signs and Sign Area

ISSUE: Consideration of a variation request to Section 5-9-3B2c Permanent Signs of the Prospect Heights Zoning Code for the purpose of constructing three wall signs for the new Life Storage facility.

BACKGROUND: The PZBA held a public hearing on November 17, 2016 to hear ZBA Case #16-14V an application for a variation request to Section 5-9-3B2c of the Prospect Heights Zoning Code to increase the permitted number of walls from 1 to 3, and to increase the sign area from a maximum of 100 square feet to a total not to exceed 501 square feet. Mr. Bill Sheehan, Jas. D. Ahern sign company provided testimony related to the scope of the project indicating the size of each wall and orientation of the building are a hardship for customers to find their facility. Also the mass of the walls requires a larger sign for proper scale and visibility.

After all testimony was heard the Commissioners voted unanimously 5-0 to approve the variance request and forward a positive recommendation to the City Council, conditioned that prior to installation of any future ground sign the owner would be required to apply for formal approval through the PZBA. The applicants respectfully request waiver of first reading as this variation is consistent with the previously approved site development plans. Staff concurs.

RECOMMENDATION: That the City Council approve the waiver of first reading and to Approve an Ordinance #O-16-29 granting a variation to increase the permitted number of walls from 1 to 3, and to increase the sign area from a maximum of 100 square feet to a total not to exceed 501 square feet.

ORDINANCE NO. O-16-29

AN ORDINANCE GRANTING CERTAIN VARIATION FOR THE PROPERTY AT 1414 N. RAND ROAD, ARLINGTON HEIGHTS, ILLINOIS

WHEREAS, the provisions of the Prospect Heights Zoning Ordinance applicable to the property legally described in Exhibit A attached hereto (hereinafter "Property") and commonly known as 1414 N. Rand Road, Arlington Heights, IL prescribe that there shall not be more than one wall sign and the maximum area for the sign shall be a maximum of 100 square feet.

WHEREAS, the owner of the Property has submitted an application for a variations to increase the number of wall signs from one to three and to increase the total sign area to 501 square feet; and

WHEREAS, the Plan/Zoning Board of Appeals held a public hearing on November 17, 2016 regarding said application; and

WHEREAS, the Plan/Zoning Board of Appeals has recommended the requested variations be approved and has made the necessary finding therefore; and

WHEREAS, the Mayor and City Council have reviewed the recommendation of the Plan/Zoning Board of Appeals;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

Section 1. The City Council hereby finds and determines that the facts set forth in the preamble hereto are true and correct and hereby incorporates them as part of this Ordinance.

Section 2. The Requested Variation is hereby granted.

Section 3. That this variation is conditioned upon applicant's construction of the wall signs substantially in accordance with the approved plans and documents as submitted at the public hearing on this matter and with applicable codes. Additionally, no ground sign shall be permitted without PZBA and City Council approval.

Section 4. That this Ordinance and all exhibits attached hereto shall be recorded at the Cook County Recorder's Office at the expense of the Owners.

Section 5. The City Clerk is directed to publish this ordinance in pamphlet form and this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED this 12th day of December 2016.

_____
Nicholas J. Helmer, Mayor

ATTEST:

_____
Wendy Morgan-Adams, City Clerk

AYES:
NAYS:
ABSENT:

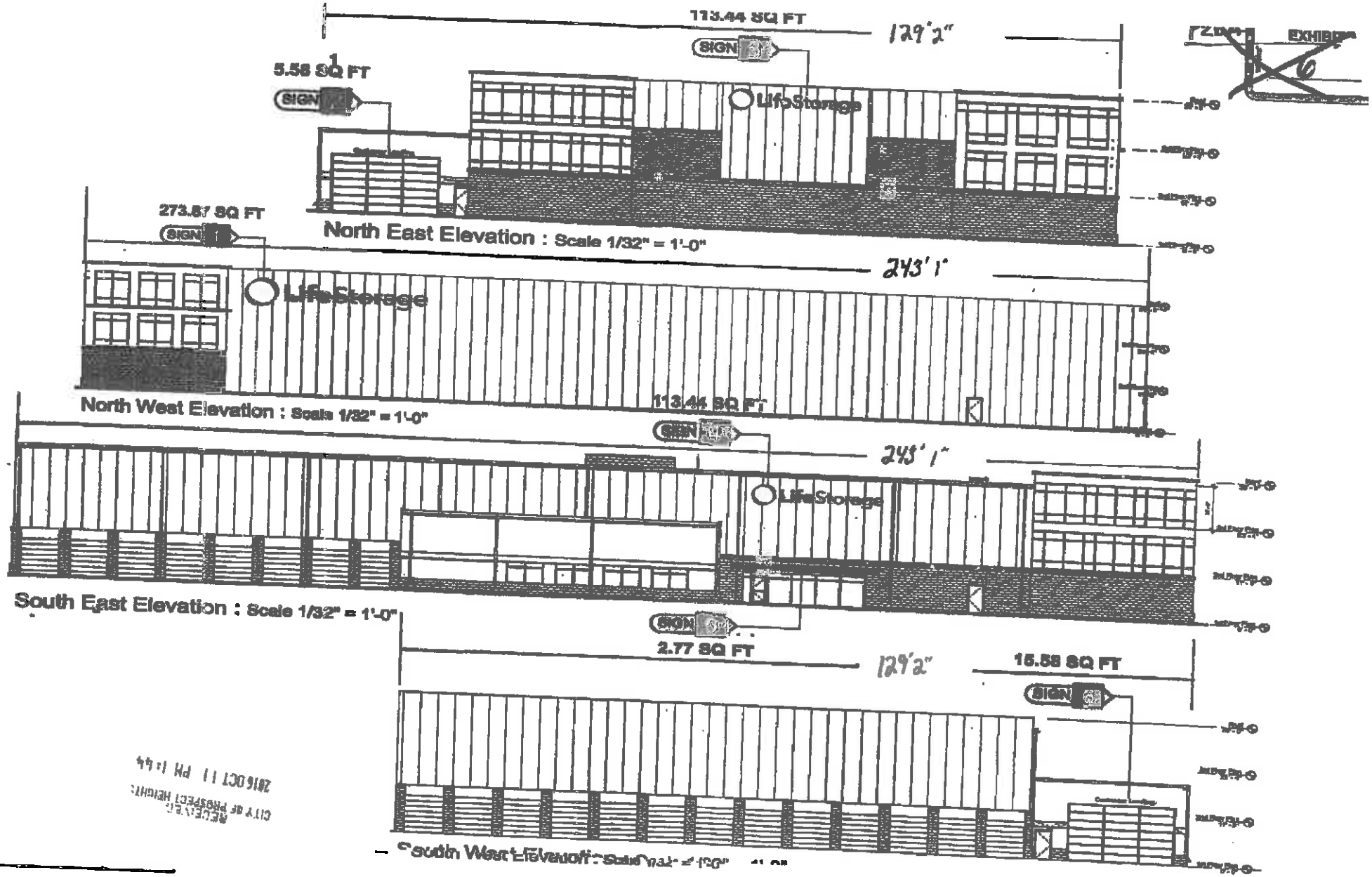
Published in pamphlet form: December 12, 2016.

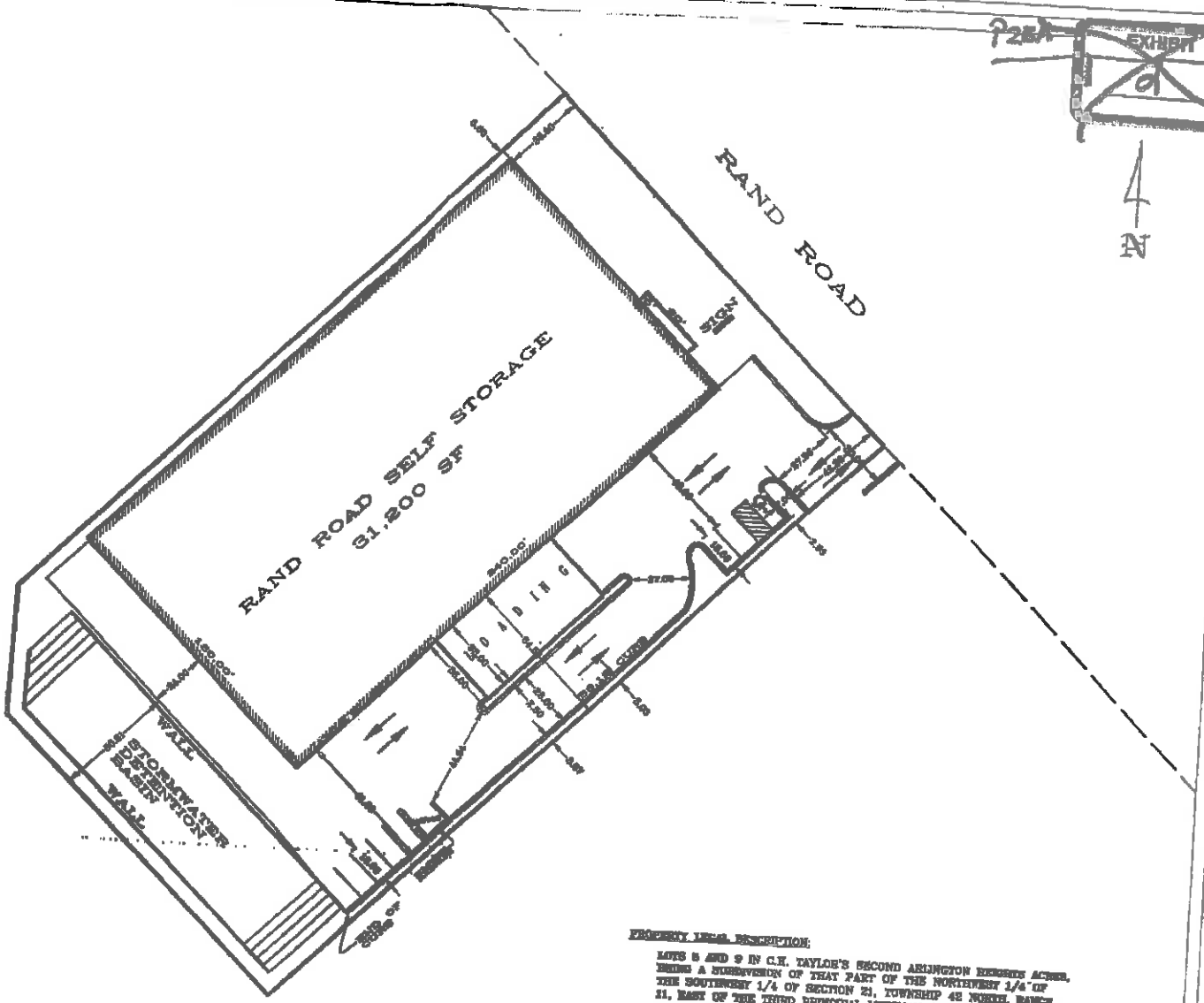
Exhibit A

1414 N. RAND ROAD, ARLINGTON HEIGHTS, IL

LOTS 8 AND 9 IN C. H. TAYLORS'S SECOND ARLINGTON HEIGHTS ACRES, BEING A SUBDIVISION OF THAT PART OF THE NORTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINICIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN #03-21-304-002-0000 AND #03-21-304-003-0000





PROPERTY LEGAL DESCRIPTION:

LOTS 8 AND 9 IN C.H. TAYLOE'S SECOND ARLINGTON HEIGHTS ACRES, BEING A SUBDIVISION OF THAT PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN # 03-21-304-002-0000

PIN # 03-21-304-003-0000

FEBRUARY 8, 1994

SITE/GEOMETRIC PLAN

SHEET 1 OF 1

EXHIBIT

Memorandum

To: Prospect Heights Mayor and City Council

From: Danielle Dash, Chairman
Plan / Zoning Board of Appeals

Date: November 30, 2017

Subject: Recommendation

A. **PZBA – Zoning Public Hearing: Case No. ZBA-16-14V**
Applicant: Bill Sheehan, Jas. D. Ahern Sign Company (Representing Life Storage)
Address: 1414 N. Rand Road, Arlington Heights, IL 60004
Description of Request:

I. Purpose

Conduct a public hearing regarding an application for variations for increase in number of wall signs and increase in sign area for the newly constructed self-storage building at 1414 N. Rand Road in excess than permitted by City Ordinance #5-9-3B2c.

A. Variation to increase the number of wall signs from 1 to 3.

B. Variation to increase the permitted sign area for each sign to allow up to a maximum of 501 square feet of total sign area for all signs combined in excess of the 100 square feet of permitted sign area by the City of Prospect Heights Zoning Code.

II. Comments and Testimonies

The PZBA heard testimony from Bill Sheehan, Jas. D. Ahern Sign Co. representing the owner, Life Storage. Mr. Sheehan explained the request being sought. He also testified that the approved ground sign was not going to be installed and that the only signage being proposed for the property was the wall signage. Mr. Sheehan also explained that the mass of the walls was the reason for the request. Any smaller signs would be lost in the mass of the wall area.

Mr. Bill Gruber, 1303 Williams Way, Prospect Heights, IL raised two concerns. The first concern is the landscaping. Mr. Gruber saw a plan which depicted evergreens yet none seem to have been planted. He asked if this could be addressed and looked into.

Mr. Gruber's second concern is the spillage of light on the back of the building. Mr. Gruber is requesting that a shield be installed or a change made as the light is going down the street about 200 feet and he owns a lot adjacent to the property and is concerned the light could be detrimental to the sale of his lot.

Director Peterson asked Mr. Gruber to confirm his concern is not specifically related to the sign variation but to the completion of the building itself. Director Peterson advised staff would investigate.

No further testimony was provided.

III. Board and Staff Comments

Director Peterson explained that the ground signage that was approved during the original site plan and zoning approval process was not going to be constructed. He suggested that if the Commissioners would approve the variations as requested that a condition of the approval would be to require the owner to seek PZBA approval should they want to install a ground sign in the future.

Comments from the commissioners indicated support for the variance to help Life Source have building identification. Also, the size of the signage is appropriately scaled for the extreme mass of the building elevations.

IV. Decisions and Findings

After testimony and discussion the decision and findings of the PZBA were to approve:

A. Special Use Permit to allow a variation for the number of wall signs from 1-3 with condition in regards to the monument sign.

B. Variation request to increase the sign area as requested with the condition that if in the future the monument sign is revisited a separate application to grant the monument sign be required at that time.

All items were approved unanimously 5-0 by the PZBA, recommending City Council approval. Commissioners Jones and Weinold were absent by prior notice.

Respectfully Submitted

12E-F

To: Mayor Nicholas J. Helmer and City Council

From: Stephanie Hannon, Finance Director

Date: December 8, 2016

Re: Travel Expense Control Act

The State of Illinois passed a new law entitled the Local Government Travel Expense Control Act (PA 99-0604). The act is attached.

The effective date of the Act is January 1, 2017. Sixty days following the effective date of the Act, travel by any member of a governing board or corporate authority, or expenses for travel by any municipal officer or employee that exceeds the maximum allowable amount under a travel ordinance passed pursuant to the Act, may only be approved by a roll call vote. Municipalities may not approve travel expenses unless an ordinance has been adopted pursuant to the Act 180 days following the effective date of the Act.

Please note that this new state regulation of reimbursement for all travel, meal and lodging expenses for officers and employees is for all non-home municipalities.

The law requires:

a. All expenses for travel, meals, or lodging must be pre-approved using the "TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM" included in the ordinance.
b. A maximum allowable reimbursement must be established and is detailed in the ordinance.
c. The Council will need to approve by roll call any amount which exceeds the reimbursement maximums established in the ordinance.

Staff recommends approval of the "ORDINANCE REGARDING TRAVEL, MEAL AND LODGING EXPENSES" so as to comply with the new Public Act.

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.

Section 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the

types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after the effective date of this Act of the 99th General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

Section 15. Approval of expenses. On or after 60 days after the effective date of this Act of the 99th General Assembly, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Section 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be

submitted, in writing, to the governing board or corporate authorities:

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Section 25. Entertainment expenses. No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

ORDINANCE NO. O-16-XX

ORDINANCE RE TRAVEL, MEAL AND LODGING EXPENSES

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal, and lodging expenses;

NOW, THEREFORE, be it ordained by the corporate authorities of the City of Prospect Heights as follows:

SECTION 1: The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Public Business" means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the City to carry out the responsibilities of City business.

"Travel" means any expenditure directly incident to official travel by employees and officers of the City or by wards or charges of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

SECTION 3: Official Business for which Expenses May Be Reimbursed.

(1) Expense reimbursements are limited to expenses incurred by the Mayor, Aldermen, City Clerk and City Treasurer on the City's behalf. An allowable expense is defined as "an activity that will serve as a benefit to the community as a body, and at the same time is directly related to the functions of government". Expenses must be for legitimate City corporate purposes. Expenses that are not approved or are inadequately documented will not be reimbursed.

Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

a. Expenses incurred by the City Elected Officials when there is reasonable connection with a City adopted policy position, purpose or goal, and where the expense has been included within the applicable fiscal year City Council approved budget, (original or amended).

b. Attendance at meetings or events at the direction or request of the City Council
c. Participation in regional, state or national organizations whose activities affect the City interests.
d. Attendance at educational seminars designed to improve the official's skills or provide information related to City business.
e. Attendance as a City representative at authorized meetings, seminars, conferences, City sponsored events, or community events.\
f. Participation in managing emergency incidents and maintaining emergency preparedness.

(2) An employee shall be entitled to reimbursement for travel, including meals or lodging related to the following types of official business:
a. Education conferences related to the duties of the employee of the City;
b. Site visits to current or potential vendors of the City.
c. Travel directly related to performance of their job responsibilities and duties
d. Authorized travel by the City Administrator in the best interest of the City

SECTION 4: The City shall only reimburse the following types of travel, meal, and lodging expenses incurred by its employees and officers up to the following maximum allowable amounts as stated:

a. Meals - The per diem allowance for meals including taxes and tips while on City business shall not exceed the Internal Revenue Service (IRS) standard allowance for the locality, as found in Publication 1542 of the IRS. If the location traveled to is not included in the IRS list, the standard meal allowance for the nearest City shall apply. Meal expenses exceeding the standard allowance are the responsibility of the employee. Union employees will follow the union contract per diem and travel policy limits.
b. When traveling on City business, employees should select restaurants which are reasonably priced for the locality. In addition, employees shall be aware that the City will not pay for alcoholic beverages consumed with meals and that receipts are required for meals purchased during the course of the business trip. Per diem allowances for partial days traveled shall be based on the per meal allowances outlined below. These allowances shall also apply to employees attending in-state seminars and conferences not requiring an overnight stay. In either event, employees will not receive a per diem allowance but will be reimbursed for meals not included in the registration costs. The following limits shall apply to meals purchased while conducting City business:
   - Breakfast – Breakfast will be allowed whenever the incurred travel begins earlier than a normal breakfast (or concludes following breakfast) and no meal is served at the seminar or conference. The per diem meal allowance for breakfast shall be $10.
   - Lunch – Lunch will be reimbursed provided that the trip begins before the lunch hour (or concludes following the normal lunch hour) and lunch is not included as part of the conference or seminar. The per diem meal allowance for lunch shall be $20.

- Dinner – Dinner will be reimbursed when the employee is away from the City for the evening meal or does not return until after the normal dinner hour and no meal was provided as part of the conference or seminar. The per diem meal allowance for dinner shall be the balance of the IRS per diem allowance for the locality. For example, if the per diem allowance for the locality is $63, the allowance for dinner shall be $33.00 (calculated as $63 minus $10 for breakfast and $20 for lunch).

c. Hotels – Employees are expected to use reasonably priced lodging. When making reservations or registering, the employee shall ask for and use the government or corporate rate or the conference rate if available. Otherwise, good judgment should be used in selecting hotels which provide comfortable lodging at reasonable prices. The maximum allowable reimbursement for an employee or officer of the City for hotels not at the government/conference rate shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration for travel per diem, meals, and incidental expense in effect at the time the expense was incurred.

d. Air Travel - Employees are required to request flights according to approximate arrival and departure time, rather than by specific carrier or flight number, in order to obtain the lowest available fare with logical routing for all trips. In general, lowest available fare is defined as the least costly fare available at the time of ticketing, and may include one stopover or connecting flight. (This is not intended to limit travelers who may wish to arrange air fare using more than one stopover or connecting flight as savings and time permits.) In order to take advantage of available discounted fares, travelers are requested to make reasonable adjustments in their travel plans. Employees should make air travel arrangements as far in advance as possible to take advantage of special fare savings. Travelers should be aware that some discounts have travel restrictions and cancellation penalties, and therefore good business judgment should be exercised. All air travel at City expense must be by coach.

   Employees are required to obtain the lowest available fare at the time of ticketing. First Class travel is not permitted.

e. Ground Transportation – It is expected that employees use the most effective ground transportation available; considering cost, time, availability, and scheduling. Ground transportation, which includes bus, train, taxi or airport shuttle services, is limited to travel between airport, hotel, and conference center or between the City and the destination at which the official City business will be conducted. Ground transportation could include the cost of a rental vehicle.

   1. Taxi and Airport Transportation: – Whenever practical, airport or hotel ground transportation should be the preferred method of transportation to hotels or meeting sites. Taxis may be used as necessary taking into consideration the cost of other means of transportation. A receipt is required for reimbursement of these expenses.
   2. Rental Passenger Automobiles – Rental automobiles may be used as necessary but must be approved in advance by the Department Head. Rental vehicle costs shall be identified as part of the documentation submitted prior to the travel, as well as the reason for retaining such transportation. Receipts are required for reimbursement of all expenses related to rental automobile use.

3. Personal Vehicles – Direct travel by personal vehicle at the rate authorized year-to-year by the Internal Revenue Service or at an amount equivalent to round trip airfare, whichever is less. Visit www.irs.gov to obtain the current rate. If the employee departs from their home to the official destination, the City will not reimburse the employee for the equivalent miles between the employee's home and where they normally report to work. The mileage reimbursement allowance covers all automobile related costs; gasoline, insurance, maintenance etc. Employees using personal vehicles on City business must have adequate automobile coverages in effect in compliance with City policy.
4. Other - Toll charges and parking fees, when supported by receipts, are reimbursable in addition to mileage allowance.

f. Accompaniment by an Immediate Family Member - The City will not reimburse employees for travel costs of immediate family members traveling with employees on official City business. Should a family member accompany the employee for personal reasons, only those costs related to the employee's travel may be reimbursed.

g. Combined Business/Personal Travel – Whenever an employee, for his/her convenience, travels by an indirect route or interrupts City travel for personal travel, the additional expenses related to the personal travel are the responsibility of the employee.

h. Non-Allowable Expenses – The City's policy is to reimburse its employees for all reasonable and necessary expenses incurred while transacting the affairs of the City. However, there are specific types of expenses which are considered to be personal, and are therefore not reimbursable. These include but are not limited to:

- Cleaning, pressing, and laundry;
- Personal entertainment including movies, videos or pay per view services in a hotel room;
- Airline and other trip insurance;
- Beautician, barber, manicurist and shoe shine;
- Personal telephone calls except to report changes in schedule, or to talk with family members once per day (15 minute per day maximum);
- Repairs on personal automobiles damaged while on company business;
- Traffic violations and court costs;
- Membership fees in airline clubs.

SECTION 5: No reimbursement of travel, meal or lodging expenses incurred by a City employee or officer shall be authorized unless the "Travel, Meal, and Lodging Expense Reimbursement Request Form", attached hereto and made a part hereof, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 et seq.).

SECTION 6: Expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum reimbursement allowed under the regulations adopted under Section 4 of this Ordinance or (2) any member of the corporate authorities of the City may only be approved by roll call vote at an open meeting of the corporate authorities of the City. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may approve more than the maximum allowable expenses set forth above.

SECTION 7: The City shall not reimburse any elected official, employee, or officer for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Ordinance.

SECTION 8: Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

SECTION 9: This ordinance shall be in full force and effect on January 1, 2017.

AYES:

NAYS:

ABSENT:

PASSED THIS _____ day of _____, 2016.

APPROVED THIS _____ day of _____, 2016.

_____
Nicholas J. Helmer, Mayor

ATTEST:

_____
Wendy Morgan-Adams, City Clerk

Published in pamphlet form _____, 2016.

TRAVEL, MEAL AND LODGING
EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved by the City, the following minimum documentation must first be submitted, in writing, to the corporate authorities of the City:

(1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office

_____ _____
Job Title/Office Name of Employee or Officer

(2) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

_____ _____
Name of Event or Program Date(s) of Event or Program

_____ _____
Location of Event or Program Purpose of Event or Program

(3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the corporate authorities in considering your request for reimbursement. In the discretion of the corporate authorities, additional documentation relevant to the request for reimbursement may be required prior to action by the corporate authorities with respect to the reimbursement request.

_____ _____
Employee/Officer Signature Date

Authorized Signature

Date

Resolution No. R-16-__ 126-H

A RESOLUTION ESTABLISHING AN AD HOC COMMITTEE FOR THE PRESERVATION OF MCDONALD CREEK

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS:

SECTION ONE: **Committee Established.** There is hereby established an ad hoc COMMITTEE FOR THE PRESERVATION OF MCDONALD CREEK ("Committee"). The Committee shall be made up of five members.

SECTION TWO: **Membership.** Members of the Committee shall be appointed by the Mayor with the advice and consent of the City Council. At the time of appointment, one member shall be designated by the Mayor as the chairman and one member shall be designated as the secretary. Members sit at the pleasure of the Mayor and may be removed from the Committee by the order of the Mayor.

SECTION THREE: **Purpose.**

A. The Purpose of the Committee shall be to gather information related to the water quality, ecological state and other environmental factors related to McDonald Creek.

B. The Committee shall comply with the Open Meetings Act, the Freedom of Information Act and other applicable law.

C. The Committee shall set its own meeting schedule and may adopt its own rules of procedure.

D. From time to time the Committee shall report and make recommendations to the City Council as it sees fit or as directed by the City Council.

E. When directed by the City Council, the Committee shall provide public information announcements/flyers/newsletters advising the residents of the Committee's findings and of any maintenance responsibilities that those residents who own property adjacent to the creek may have.

F. The Committee shall have no authority to make expenditures, hire employees or supervise city staff.

SECTION FOUR: The City Council may abolish the Committee at any time by resolution or motion.

PASSED AND APPROVED this ___ day of _____, 2016.

_____
Nicholas J. Helmer, Mayor

ATTEST:

_____
City Clerk

AYES:

NAYS:

ABSENT:

Chapter 3 LIQUOR CONTROL

2-3-1: DEFINITIONS:

Unless the context otherwise requires, the following terms as used in this chapter shall be construed according to the definitions given below:

ALCOHOL: The product of distillation of any fermented liquid, whether rectified or diluted, whatever may be the origin thereof, including synthetic ethyl alcohol, but not including denatured alcohol or wood alcohol.

ALCOHOLIC LIQUOR: Any alcohol, spirits, wine and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage by a human being. The provisions of this chapter shall not apply to alcohol used in the manufacture of denatured alcohol produced in accordance with acts of congress and regulations promulgated thereunder, nor to any liquid or solid containing one-half of one percent (0.5%), or less, of alcohol by volume.

BEER: A beverage obtained by the alcoholic fermentation of an infusion or concoction of barley, or other grain, malt and hops in water, and includes, among other things, beer, ale, stout, lager beer, porter and the like.

BOWLING ALLEY: Any establishment or building, or part of an establishment or building, as the case may be, wherein the game of bowling is played with composition balls and ten (10) pins.

CLUB: A corporation organized under the laws of this state, not for pecuniary profit, solely for the promotion of some common object other than the sale or consumption of alcoholic liquors, kept, used and maintained by its members through the payment of annual dues, and owning, hiring or leasing a building or space in a building, of such extent and character as may be suitable and adequate for the reasonable and comfortable use and accommodation of its members and their guests and provided with suitable and adequate kitchen and dining room space and equipment and maintaining a sufficient number of servants and employees for cooking, preparing and serving food and meals for its
members and their guests; provided, that such club files with the local liquor control commissioner at the time of its application for a license under this chapter, two (2) copies of a list of names and residences of its members, and similarly files within ten (10) days of the election of any additional member, his or her name and address; and, provided further, that its affairs and management are conducted by a board of directors, executive committee, or similar body chosen by the members at their annual meeting and that no member or any officer, agent or employee of the club is paid, or directly or indirectly receives, in the form of salary or other compensation any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests introduced by members beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club.

CONVEYANCE: Any vehicle, trailer, or watercraft or container operated for the transportation of persons or property.

GATHERING: Any group of three (3) or more persons who have assembled or gathered together for a social occasion or other activity.

HOST: To aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering.

HOTEL: Every building or other structure, kept, used, maintained, advertised and held out to the public to be a place where food is actually served and consumed and sleeping accommodations are
offered for adequate pay to travelers and guests, whether transient, permanent or residential, in which twenty five (25) or more rooms are used for the sleeping accommodations of such guests and having one or more public dining rooms where meals are served to such guests, such sleeping accommodations and dining rooms being conducted in the same building or buildings in connection therewith and such building or buildings, structure or structures being provided with adequate and sanitary kitchen and dining room equipment and capacity.

ILLICIT DRUGS: Any drug, substance, or compound prohibited by law, including drugs prescribed by a physician that are in the possession of or used by someone other than the person to whom the drug was prescribed.

KEG: Any original package container capable of holding more than one gallon of beer.

ORIGINAL PACKAGE: Any bottle, flask, jug, can, cask, barrel, keg, hogshead or other receptacle or container whatsoever, used, corked or capped, sealed and labeled by the manufacturer of alcoholic liquor, to contain and to convey any alcoholic liquor.

PARENT: Any person having legal custody of a juvenile as natural, adoptive, or stepparent, as a legal guardian, as a person to whom legal custody has been given by order of the court, or any other person over twenty one (21) years of age who is in loco parentis of a minor.

PERSON: Any individual, firm, association, partnership, corporation, trust or any other legal entity.

PUBLIC PLACE: Any publicly owned property, streets, highways, schools, parks as well as the common areas of apartment houses, office buildings, transport facilities, parks, businesses, or parking lots.

REASONABLE STEPS: Controlling access to alcoholic beverages at a gathering, controlling the quantity of alcoholic beverages present at the gathering, verifying the age of persons attending the gathering by inspecting driver's licenses or other government issued identification cards to ensure that minors do not consume alcoholic beverages while at the gathering, supervising the activities of minors at the gathering, and calling

for police assistance in the event underage persons are in possession of alcohol at the gathering or advising law enforcement in advance of departing one's residence that the owner will be away and no underage person is authorized to be present and consume alcohol at the owner's residence.

RELIGIOUS CEREMONY: The possession, consumption, and dispensation of alcohol or an alcoholic beverage for the purpose of conducting any bona fide rites or religious ceremony.

RESIDENCE OR PREMISES: Any home, yard, field, land, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, park, or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.

RESPONSIBLE PERSON: Any person which hosts a gathering or having custody or control of private property where a gathering occurs.

RESTAURANT: Any public place kept, used, maintained, advertised and held out to the public as a place where meals are served, and where meals actually are served and regularly served, without sleeping accommodations; such space being provided with adequate and sanitary kitchen and dining room equipment and capacity and having employed therein a sufficient number and kind of employees to prepare, cook and serve suitable food for its guests.

RESTAURANT, FAST FOOD: A self-service establishment selling a limited number of prepared food items which are served in containers and with utensils that are disposable and which are dispensed for consumption on or off the premises.

RETAIL SALE: The sale for use or consumption and not for resale in any form.

RETAILER: A person who sells or offers for sale alcoholic liquor for use or consumption and not for resale in any form.

SALE OF A KEG: Any sale of beer in a keg, even though the keg is to be returned by the purchaser to the seller.

STATE COMMISSION: The Illinois liquor control commission.

UNDERAGE PERSON: Any individual under twenty one (21) years of age.

WINE: Any alcoholic beverage obtained by the fermentation of the natural contents of fruits or vegetables, containing sugar, including such beverages when fortified by the addition of "alcohol" as defined in this section. (Ord. 0-94-04, 6-6-1994; amd. Ord. 0-95-44, 10-16-1995; Ord. 0-10-13, 6-28-2010)

2-3-2: LOCAL LIQUOR CONTROL COMMISSIONER:

The mayor of the city shall be the local liquor control commissioner and shall be charged with the administration within the city of the appropriate provisions of the state and of this chapter. He may appoint a person or persons to assist him in the exercise of the powers and the performance of the duties of said office. The city council may fix and pay compensation to the local liquor control commissioner of the city and compensation to such deputies, assistants or employees as may be deemed necessary for the proper performance of the duties vested in him. The Local Liquor Control Commissioner shall have the following powers, functions and duties with respect to licenses, other than licenses to manufacturers, importing distributors, distributors, nonbeverage users, railroads, airplanes and boats:

A. To grant and/or suspend for not more than thirty (30) days or revoke for cause all local licenses issued to persons for the premises within his jurisdiction in the manner provided in 235 Illinois Compiled Statutes 5/7-5.

B. To enter or to authorize any law enforcing officers to enter at any time upon any premises licensed hereunder to determine whether any of the provisions of this Chapter or any rules or regulations adopted by him or by the State Commission have been or are being violated, and at such time to examine said premises of said licensee in connection therewith.

C. To notify the Secretary of State where a club incorporated under the "General Not for Profit Corporation Act[1]", or a foreign corporation functioning as a club in this State under a certificate of authority issued under said Act has violated this Chapter by selling or offering for sale at retail alcoholic liquors without a retailer's license.

D. To receive complaints from any citizen within his jurisdiction that any of the provisions of this Chapter, or any rules or regulations adopted pursuant hereto, have been or are being violated and to act upon such complaints in the manner hereinafter provided.

E. To receive local license fees and pay the same forthwith to the City Treasurer.

F. To levy fines in accordance with Section 2-3-24 of this Chapter. In addition to a fine or other penalty assessed herein, the licensee shall be subject to the cost incurred by the City for hearing on any violation. These costs shall include, but not limited to court reporter, witness expenses, expert or scientific analysis, and any other charges attendant to said hearing.

When, in this Chapter, the Local Liquor Control Commissioner shall be referred to, it shall include any committee or other agency appointed by such Local Liquor Control Commissioner. (Ord. 0-95- 44, 10-16-1995)

2-3-3: LICENSE REQUIRED:

It shall be unlawful to sell or offer for sale at retail in the City any alcoholic liquor without

having a retail liquor dealer's license, or in violation of the terms of such license. (Ord. 0-95-44, 10-16-1995)

2-3-4: APPLICATION FOR LICENSE:

Applications for new and renewed licenses shall be made to the Mayor in writing, signed by the applicant or applicants, if an individual or individuals, or by a duly authorized agent thereof, if a club or corporation, verified by oath, ~~or affidavit~~ or notarization. All applications shall be accompanied by a nonrefundable application fee of two~~one~~ hundred dollars ($2~~1~~00.00) which shall be separate and distinct from the annual license fee. New applications shall contain the following statements and information:

A. The name, age and address of each applicant in the case of individuals; in the case of a copartnership, the persons entitled to share in the profits thereof and the percentage ownership held by each; and in the case of a corporation for profit, or a club, the date of incorporation, the objects for which it was organized, the names and addresses of the officers and directors and stockholders owning five percent (5%) or more of the outstanding stock of such corporation.

B. The citizenship of each applicant, the place of birth of each, and in the case of a naturalized citizen, the time and place of his or her naturalization.

C. The character of business of each applicant; and in case of a corporation, the objects for which it was formed; and the length of time each applicant has been in business of that character, or in the case of a corporation, the date when its charter was issued.

D. The location and description of the premises or place of business which is to be operated under the license being applied for; such description shall include a general layout of the premises with appropriate dimensions and identification of the area or areas in which liquor will be stored, sold, served, consumed or handled.

E. A statement whether applicant has made application for a similar or other license or premises other than described in this application, and the disposition of such applications.

F. A statement whether any of the applicants have ever been convicted of a felony and thus not qualified to receive a license by reason of any matter or thing contained in this Chapter, laws of this State, or other ordinances of the City.

G. Whether license by any state or subdivision thereof, or by the Federal Government, has been revoked and the reasons therefor.

H. A statement that the applicant will not violate any of the laws of the State, or of the United States, or any ordinance of the City in the conduct of his place of business.

I. ~~The amount of goods, wares and merchandise on hand at the time the application is made or, equivalently, the monetary value of current inventory.~~ Prior to the issuance of a City of Prospect Heights liquor license, evidence of Dram Shop insurance of an amount and character which shall be of a minimum amount sufficient to satisfy all statutory requirements and applications as determined by the local Liquor Commissioner. This insurance shall remain in force during the period for which the license is issued. The lapse of this insurance shall constitute grounds for immediate revocation of the license. For purposes of this section, a certificate of insurance in the usual form shall be deemed adequate evidence of insurance.

J. Any other information or guarantees that the Local Liquor Control Commissioner or the City authorities shall require.

Applications for renewal shall contain either a statement that all of the above statements and information are and remain true and valid, or appropriate statements describing any changes in or to any such information or statements contained in the original or any previous application. Each renewal application shall, however, require reaffirmation of the type and division of ownership contained in subsection A of this Section and of the intent of each applicant to comply with subsection H of this Section. (Ord. 0-97-02, 1-20-1997, eff. 1-30-1997)

2-3-5: RESTRICTION ON LICENSES:

No such license shall be issued to:

A. A person who is not a resident of the City. (Code section follows State Law. Can be addressed by corporate licenses. Is this overly restrictive? Check with City Attorney.)

B. A person who is not of good character and reputation in the community in which he resides.

C. A person who is not a citizen of the United States.

D. A person who has been convicted of a felony under any Federal or State law, if the Commissioner determines, after investigation, that such person has not been sufficiently rehabilitated to warrant the public trust.

E. A person who has been convicted of pandering or other crime or misdemeanor opposed to decency and morality.

F. A person who has been convicted of being the keeper of or is keeping a house of ill fame.

G. A person whose license under this Chapter has been revoked for cause.

H. A person who at the time of application for renewal of any license issued hereunder would not be eligible for such license upon a first application.

I. A copartnership, if any general partnership thereof, or any limited partnership thereof

owning more than five percent (5%) of the aggregate, limited partner interest in such copartnership, would not be eligible to receive a license hereunder for any reason other than residence within the City.

J. A corporation, if any officer, manager or director thereof, or any stockholder or stockholders, owning in the aggregate more than five percent (5%) of the stock of such corporation would not be eligible to receive a license hereunder for any reason other than citizenship and residence within the City.

K. A person whose place of business is conducted by a manager or agent unless said manager or agent possesses the same qualifications required of the licensee.

L. A person who has been convicted of a violation of any Federal or State law concerning the manufacture, possession or sale of alcoholic liquor, or who shall have forfeited his bond to appear in court to answer charges for any such violation.

M. A person who does not beneficially own the premises for which a license is sought, or does not have a lease agreement therein for the full period for which the license is to be issued.

N. Any law enforcing public official, including members of local liquor control commissions, or any Mayor, or member of the City Council; and no such official shall be interested directly in the manufacture, sale or distribution of alcoholic liquor, except that license may be granted to such official in relation to premises which are not located in territory subject to the jurisdiction of that official if the issuance of such license is approved by the State Liquor Control Commission.

O. A person who is not a beneficial owner of the business to be operated by the licensee.

P. A person who has been convicted of a gambling offense as prescribed by any of 720 Illinois Compiled Statutes 5/28-1(a)(3) through (a)(10) or 5/28-3, of the criminal code, as heretofore or hereafter amended, or as proscribed by a statute replaced by any of the aforesaid statutory provisions.

Q. A person to whom a federal wagering stamp has been issued by the federal government for the current tax period.

R. A copartnership to which a federal wagering stamp has been issued by the federal government for the current tax period, or if any of the partners have been issued a federal wagering stamp by the federal government for the current tax period.

S. A corporation, if any officer, manager or director thereof, or any stockholder owning in the aggregate more than twenty percent (20%) of the stock of such corporation has been issued a federal wagering stamp by the federal government for the current tax period.

T. A corporation unless it is incorporated in Illinois, or unless it is a foreign corporation which is qualified under the Illinois business corporation act to transact business in

Illinois.

U. Any premises for which a federal gaming device stamp or a federal wagering stamp has been issued for the current tax period.

V. No classification exists for businesses operated as petroleum filling stations. (Ord. 0-95-44, 10-16- 1995)

2-3-6: EXAMINATION OF APPLICANT:

The local liquor control commissioner shall have the right to examine, or cause to be examined, under oath, any applicant for a local license or for a renewal thereof, or any licensee upon whom notice of revocation or suspension has been served as provided by statute, and to examine or cause to be examined the books and records of any such applicant or licensee; to hear testimony and take proof for his information in the performance of his duties, and for such purpose to issue subpoenas which shall be effective in any part of this state. For the purpose of obtaining any of the information desired by the local liquor control commissioner under this section, he may authorize his agent to act on his behalf, as provided by statute. (Ord. 0-95-44, 10-16-1995)

2-3-7: FINGERPRINTS; FEE:

The local liquor control commissioner shall have the right to require fingerprints of any applicant for a local license or for a renewal thereof other than an applicant who is an air carrier operating under a certificate or a foreign air permit issued pursuant to the federal aviation act of 1958, 49 USCA section 1301. For purposes of obtaining fingerprints under this section, the local liquor control commissioner shall collect a fee and forward the fee to the police department of the city, which shall submit the fingerprints and the fee to the Illinois department of state police. (Ord. 0-95-44, 10-16-1995)

2-3-8: CLASSIFICATION OF LICENSES:

(This section establishes the requirements of the various liquor licenses. Earlier Council discussion involved the possibility of reducing the number of classifications. A review of area liquor codes found a multitude of licenses reflecting various hours and types of establishments and sales to be the norm. Should the City seek to reduce hours of a license, it is likely more licenses will be needed to address other specific hours.)

A. Class A Licenses: Class A licenses which shall authorize the retail sale on the premises specified of alcoholic liquor only for consumption on the premises. If the premises is a hotel, packaged liquor may be sold to guests of the hotel.

~~(Class A-1 Licenses: Class A-1 licenses shall authorize the retail sales on the premises of beer and wine only for consumption on the premises in a bowling alley only.~~Recommendation: The hotel bowling alley is only three lanes and does not lend itself

economically to the staffing and overhead related to maintaining a liquor license. The bowling facility can be easily served by the hotel restaurant. Deletion of the separate bowling facility classification is recommended and service be allowed from hotel restaurant.)

Class A-2 Licenses: Class A-2 licenses shall authorize the retail sale on the premises specified of alcoholic liquor only for consumption on the premises.

Class A-3 Licenses: Class A-3 licenses shall authorize the retail sale on the premises specified of alcoholic liquor only for consumption on the premises during the hours set forth in section 2-3-9 of this chapter. The holder of a class A-3 license may petition the local liquor commissioner for a temporary extended hours permit to allow extended hours not later than four o'clock (4:00) A.M. on any one day Sunday through Thursday. Said petition must be in writing and delivered to the local liquor commissioner not less than fourteen (14) days prior to the date on which the licensee desires extended hours. An extended hours permit granted under this section shall be valid only for the single date specified on the permit. Extended hours under this subsection may be granted in the sole discretion of the local liquor commissioner and shall not be deemed a right of the licensee.

B. Class B Licenses: Class B licenses which shall authorize the retail sale of alcoholic liquor, but not for consumption on the premises where sold.

If said sale of alcoholic liquor is carried out on premises which are utilized primarily for other retail sales activities, the sale of such liquor shall be confined to an area which is separated from the other retail sales activity.

(Paragraph recommended for deletion)~~The sale of such liquor shall be confined to an area which is separated from the other retail portions of the premises by a suitable enclosure or partition of such design and construction as may be approved by the local liquor control commissioner. No class B license outstanding on the effective date of this section shall be renewed upon its expiration unless such approved enclosure or partition has been constructed.~~

C. Class B-1 And B-2 Licenses:

1. Class B-1 Licenses: Class B-1 licenses which shall authorize the retail sale of wine and beer, but not for consumption on the premises where sold. The said sale of alcoholic liquor is carried out on premises which are used primarily for the sale at retail of packaged foods and/or convenience items to be carried out from the premises.

2. Class B-2 Licenses: Class B-2 licenses which shall authorize the retail sale of wine and beer, but not for consumption on premises where sold. The said sale of alcoholic liquor is carried out on premises which are used primarily for the sale at retail of packaged foods and/or convenience items to be carried out from the premises, during hours of operation which differ from the B-1 classification.

3. Separate Area For Sales: If said sale of wine or beer is carried out on premises which are utilized primarily for other retail sales activities, the sale of such liquor shall be

confined to an area which is separated from the other retail sales activity. The sale of such wine or beer shall be confined to an area which is separated from the other retail portions of the premises by a suitable enclosure or partition of such design and construction as may be approved by the local liquor control commissioner. No class B-1 or B-2 license outstanding on the effective date of this section shall be renewed upon its expiration unless such approved enclosure or partition has been constructed.

D. Class C Licenses: Class C licenses which shall authorize the retail sale, in restaurants only, of alcoholic liquor for consumption on the premises where sold. Such licenses may be issued to and retained by those establishments which:

1. Have a seating capacity at tables for a minimum of thirty (30) persons for food services; and

2. Offer their patrons full and complete meals, including a dinner menu.

No such license shall be granted to or retained by any establishment in which the facilities for food preparation and service are not primarily those of a restaurant or are operated as a "fast food restaurant" as defined in this chapter. Without limiting the generality of the foregoing, limited food service, such as provided by lounges, luncheonettes, diners, coffee shops, drive-ins, etc., do not satisfy the requirements for this license classification.

E. Class C-1 Licenses: Class C-1 licenses which shall authorize the retail sale of wine and beer in restaurants only, for consumption on the premises where sold. Such licenses may be issued and retained by those establishments which:

1. Have a seating capacity at tables for a minimum of thirty (30) persons for food services; and

2. Offer their patrons meals.

No such license shall be granted to or retained by any establishment in which the facilities for food preparation and service are not primarily those of a restaurant.

F. Class C-2 Licenses: Class C-2 licenses which shall authorize the retail sale of alcoholic liquor in restaurants only, without a bar or cocktail lounge area for consumption on the premises where sold. Such licenses may be issued and retained by those establishments which:

1. Are located within the boundaries of the area commonly referred to as the Prospect Crossing TIF area and have a square footage of not less than seven thousand (7,000) square feet; and

2. Meet all the requirements set forth in subsection D of this section for class C licenses.

G. Class C-3 Licenses: Class C-3 licenses are the same as class C-1 licenses in all respects except for the hours of operation which shall be as set forth in section 2-3-9 of this chapter.

H. Class D Licenses: Class D licenses which shall authorize the retail sale of alcoholic liquor for consumption on public golf course premises.

I. Daily Permits: The local liquor control commissioner may grant a daily permit which shall authorize the retail sale of alcoholic liquors for consumption only on the premises where sold, to any company, organization or group, authorizing the sale of alcoholic liquor at any picnic, carnival or similar function given by said organization.

Daily permits may be issued for not more than five (5) consecutive days to any one organization. The application for a daily permit shall specify the name of the organization, the person or persons responsible for custody and sale of alcoholic beverages, the dates, and hours of service, and shall indicate the nature of the organization (e.g., charitable, civic) and the character of the event or events to which the permit applies. No such permits, however, shall be issued or granted except upon proof of adequate dram shop (host liquor liability) insurance provided by the insurance carrier or a bona fide agent of the carrier.

Prior to the issuance of a daily permit to any applicant, such applicant shall place on deposit with the local liquor control commissioner the sum of one hundred dollars ($100.00) to one thousand dollars ($1,000.00), the exact amount to be determined by the local liquor control commissioner for each day of the event for which a permit is required. At the discretion of the local liquor control commissioner, such deposit shall be refundable to such applicant provided that the event for which the daily permit was issued, was conducted without justifiable complaints from nearby residents and without disruption of nearby business activities or traffic flow. No such deposit shall be refunded in the event that any violation of this section occurred at the event for which the daily permit was issued.

J. Special Permits: The local liquor control commissioner may grant modified hours for special events with no more than three (3) such permits to be approved per applicant per year. Such special permits shall be restricted to holders of class A and class C licenses. Requests for the permit for modified hours shall be made to the local liquor control commissioner in writing, signed by the applicant, including name of responsible supervisor to the special event, client for whom the special event will be held and any other information deemed necessary by the local liquor control commissioner. Each application for a permit for modified hours shall include a nonrefundable fee of one hundred dollars ($100.00) which shall be separate and distinct from the annual license fee.

K. (Recommendation: Eliminate Sunday brunch permit and amend the allowable liquor sale hours of A and C licenses to sell alcohol at 9am on Sundays. These licenses are already allowed to sell alcohol at 8am, Monday thru Saturday.)
~~Sunday Brunch Permits: The local liquor control commissioner may grant to holders of class A and class C licenses a special Sunday brunch SB permit to serve alcoholic beverages on Sundays between the hours of nine o'clock (9:00) A.M. and twelve o'clock (12:00) noon. The SB permit shall be an addendum to the annual license; and, in no way, shall it be regarded as a license. Holders of such permits shall pay the fees~~

~~established in section 2-3-9 of this chapter.~~

~~The SB permits shall be effective and concurrent with the licenses to which they apply. No such permit shall be valid in the absence of or during the revocation or suspension of the license to which it applies.~~

~~SB permits shall be issued subject to the same rules and restrictions with respect to holder qualifications, terms and conditions, and to the general requirements of this chapter which apply to the licenses. Additional restrictions are as follows:~~

~~SB permits shall apply only to the service of alcoholic beverages at the licensed establishment.~~

~~All licensed establishments holding an SB permit may provide additional alcoholic beverage service during the period between the hours of nine o'clock (9:00) A.M. and twelve o'clock (12:00) noon on Sundays only in connection with meal service.~~

~~No person or persons shall be served alcoholic beverages in any area where meal service is not offered and available, and no person or persons shall consume alcoholic beverages during such period except in connection with a meal.~~

~~Service of alcoholic beverages under the SB permit is strictly prohibited in cocktail lounges, bar areas, coffee shops and other rooms or areas where complete meals are not offered and served. (Ord. 0-13-07, 4-8-2013)~~

2-3-9: LICENSES; CLASSES, FEES, LIMITATIONS ON NUMBER AND HOURS OF OPERATION:

A. For the annual license classification as described in section 2-3-8 of this chapter, the limitation on the outstanding number of such licenses and the hours of operation for each license shall be as provided in the following schedule: (Ord. 0-13-07, 4-8-2013)

Class Of License	Annual Fee	Limitation On Number	Monday Through Thursday	Friday	Saturday	Sunday
A	$3,300.00	6	8:00 A.M. to 2:00 A.M. following	8:00 A.M. to 3:00 A.M. Saturday	8:00 A.M. to 3:00 A.M. Sunday	12:00 noon to 2:00 A.M. following
~~A-1~~	~~$1,650.00~~	~~0~~	~~12:00 noon to 12:00 Midnight~~	~~12:00 noon to 12:00 midnight~~	~~12:00 noon to 12:00 midnight~~	
A-2	$4,400.00	1	8:00 A.M. to 4:00 A.M. following1	8:00 A.M. to 4:00 A.M. Saturday	8:00 A.M. to 4:00 A.M. Sunday	12:00 noon to 3:00 A.M. following
A-3	$4,000.00	1	8:00 A.M. to 3:00 A.M. following	8:00 A.M. to 4:00 A.M. Saturday	8:00 A.M. to 4:00 A.M. Sunday	12:00 noon to 3:00 A.M. following
A-4	$3,300.00	1	8:00 A.M. to 12:00 midnight	8:00 A.M. to 1:00 A.M. Saturday	8:00 A.M. to 1:00 A.M. Sunday	8:00 A.M. to 12:00 midnight following
B	$2,200.00	7	8:00 A.M. to 12:00 midnight	8:00 A.M. to 12:00 midnight	8:00 A.M. to 12:00 midnight	9:00 A.M. to 12:00 midnight
B-1	$1,925.00	3	11:00 A.M. to 12:00 midnight	11:00 A.M. to 12:00 midnight	8:00 A.M. to 12:00 midnight	9:00 A.M. to 12:00 midnight
B-2	$2,200.00	1	8:00 A.M. to 2:00 A.M. following	8:00 A.M. to 2:00 A.M. Saturday	8:00 A.M. to 2:00 A.M. Sunday	12:00 noon to 2:00 A.M. following

C	$3,300.00	3	8:00 A.M. to 2:00 A.M. following	8:00 A.M. to 3:00 A.M. Saturday	8:00 A.M. to 3:00 A.M. Sunday	12:00 noon to 2:00 A.M. following
C-1	$1,650.00	5	8:00 A.M. to 2:00 A.M. following	8:00 A.M. to 3:00 A.M. Saturday	8:00 A.M. to 3:00 A.M. Sunday	12:00 noon to 2:00 A.M. following
C-2	$3,300.00	1	8:00 A.M. to 2:00 A.M. following	8:00 A.M. to 3:00 A.M. Saturday	8:00 A.M. to 3:00 A.M. Sunday	12:00 noon to 2:00 A.M. following
C-3	$1,650.00	2	8:00 A.M. to 12:00 midnight	8:00 A.M. to 1:00 A.M. Saturday	8:00 A.M. to 1:00 A.M. Sunday	12:00 noon to 2:00 A.M. following
D	0	1	8:00 A.M. to 2:00 A.M. following	8:00 A.M. to 3:00 A.M. Saturday	8:00 A.M. to 3:00 A.M. Sunday	11:00 noon to 2:00 A.M. following
Daily	$55.00 fee plus $100.00 to $1,000.00 Deposit[2]					
~~SB~~	~~$440.00~~	~~3~~				~~9:00 A.M. to 12:00 noon~~

Notes:

1. **The hours of operation for class A-2 licenses are 8:00 A.M. through 3:00 A.M. following on Mondays, notwithstanding the above schedule.**
2. **Daily liquor license deposit may be refunded subject to discretion of local liquor control commissioner per subsection 2-3-8I of this chapter.**

(Ord. 0-13-07, 4-8-2013; amd. Ord. 0-13-13, 5-28-2013; Ord. 0-13-25, 11-25-2013; Ord. 0-13-26, 11-25-2013)

B. Hours of operation for holidays are permitted as follows:

1. On the mornings of July 4, Memorial Day, Labor Day and Thanksgiving, the sale of alcoholic beverages is permitted as follows in the following classifications:

Class A	Until 3:00 A.M.
Class A-2	Until 4:00 A.M.
Class C	Until 3:00 A.M.

Daily	Until 1:00 A.M.

2. On December 31, the sale of alcoholic beverages is permitted as follows:

Class A	Until 3:00 A.M. January 1
Class A-2	Until 4:00 A.M. January 1
Class C	Until 3:00 A.M. January 1
Daily	Until 3:00 A.M. January 1

C. All patrons and customers shall leave the premises not later than ten (10) minutes following the closing hours stipulated above, excepting in establishments which are full service restaurants in which the service of alcoholic beverages is incidental and complementary to the service of meals; in such establishments all alcoholic beverages must be removed from all service areas, tables, counters, bars, etc., within ten (10) minutes following the closing hours stipulated. (Ord. 0-13-07, 4- 8-2013)

2-3-9-1: FEES FOR VIDEO GAMING TERMINALS:

An annual fee for each video gaming terminal shall be twenty five dollars ($25.00) per terminal which shall be paid to the city clerk at the same time the fee for an application or renewal of the establishment's liquor license is due. (Ord. 0-12-21, 6-11-2012)

2-3-10 : TERMS OF LICENSE AND PRORATED FEES:

All licenses shall be effective from May 1 or from the date of issuance, whichever is later, and shall terminate on April 30, the next following said date or earlier as provided in section 2-3-13 of this chapter. No license shall be issued to be effective prior to the date of application. Annual fee for a license issued to be effective on or after November 1 shall be sixty percent (60%) of the annual fee given in the schedule of section 2-3-9 of this chapter, and such fee reduction shall apply only to the annual fee; all other fees, including application fees and special brunch permit fees, shall apply. (Ord. 0-95-44, 10-16-1995)

2-3-11 DISPOSITION OF FEES:

The amount of such fee as hereinbefore provided for licenses shall be paid to the mayor at the time application is made either for the issuance of a license or the renewal thereof and shall be forthwith turned over to the treasurer. In the event the license applied for is denied, such payment shall be returned to the applicant; if the license is granted, said payment shall be deposited in the general corporate fund or in such other funds as the city council may by appropriate action direct. (Ord. 0-95- 44, 10-16-1995)

2-3-12: LIST OF LICENSES KEPT:

The mayor shall keep or cause to be kept a complete record of all such licenses issued by him. (Ord. 0-95-44, 10-16-1995)

2-3-13: CONDITIONS OF LICENSE:

A Transfer Of License: A license shall be purely a personal privilege, good for not to exceed one year after issuance unless sooner revoked as in this chapter provided; and shall not constitute property, nor shall it be subject to attachment, garnishment or execution, nor shall it be alienable or transferable, voluntarily or involuntarily, or subject to being encumbered or hypothecated. Such license shall cease upon the death of the licensee and shall not descend by the laws of testate or intestate devolution; provided, that executors or administrators of the estate of any deceased licensee, and the trustees of any insolvent or bankrupt licensee, when such estate consists in part of alcoholic liquor may continue the business of the sale or manufacture of alcoholic liquor under the order of the appropriate court, and may exercise the privileges of the deceased or insolvent or bankrupt licensee after the death of such decedent, or such insolvency or bankruptcy until the expiration of such license but not longer than six (6) months after the death, bankruptcy or insolvency of such licensee.

A refund shall be made of that portion of the license fees paid for any period in which the licensee shall be prevented from operating under such license in accordance with the provisions of this section.

B. Renewal Of License: Any licensee may renew his license at the expiration thereof; provided, he is then qualified to receive a license and the premises for which such renewal license is sought are and remain suitable for such purpose; provided further, that the renewal privilege herein provided for shall not be construed as a vested right which shall in any case prevent the city council from decreasing the number of licenses to be issued within its jurisdiction.

C. Special Conditions: In addition to all other conditions which licensees must meet under provisions of the Illinois Compiled Statutes and of this chapter, the local liquor control commissioner may impose such special conditions as he deems necessary and reasonable to promote the safety and welfare of the public and to ensure compliance with local and state laws. Such conditions may include, but are not limited to, designation of specific areas of the premises for the sale, service and the consumption

of alcoholic beverages, restriction of the type or form of such beverages, and designation of physical, administrative or procedural security measures to prevent unauthorized access to facilities for storing and dispensing of such beverages and to prevent other activities prohibited by this chapter.

D. Displaying License: Every licensee shall cause his license or licenses to be framed and hung in plain view in a conspicuous place on the licensed premises.

E. Sales On Credit: No person shall sell or furnish alcoholic liquor at retail to any person on credit or on a passbook, or order on a store, or in exchange for any goods, wares or merchandise, or in payment for any services rendered; and if any person shall extend credit for such purpose, the debt thereby attempted to be created shall not be recoverable at law; provided, that nothing herein contained shall be construed to prevent any club from permitting checks or statements for alcoholic liquor to be signed by members or bona fide guests of members and charged to the account of such members or guests in accordance with the bylaws of said club; and provided further, that nothing herein contained shall be construed to prevent any hotel from permitting checks or statements for liquor to be signed by regular guests residing at said hotel and charged to the accounts of said guests; and provided further, that nothing herein shall be construed to prevent payment by credit card or other credit device for the purchase of liquor in the original package or container for consumption off the premises.

F. Refilling Original Packages: No licensee or officer, associate, member or representative of such licensee shall fill or refill, in whole or in part, any original package of alcoholic liquor with the same or any other kind or quality of alcoholic liquor for purposes of sale at retail, and it shall be unlawful for any person to have in possession for sale at retail any bottles, casks, or other containers containing alcoholic liquor, except in original packages.

G. Minimum Size Of Container For Unmixed Whiskey, Gin Or Rum: No unmixed whiskey, gin or unmixed rum shall be sold or offered for sale or at retail for consumption on the premises, except in a container having a minimum capacity of at least one fluid ounce and which contains at the time of sale at least one fluid ounce of the of the beverage being sold.

H. ~~Happy Hours~~Sales Prohibited: (Recommendation: Delete first paragraph. State law has been recently amended to allow "Happy Hour" promotions.)

~~1.~~

~~2.~~

~~All retail licensee shall maintain a schedule of the prices charged for all drinks of alcoholic liquor to be served and consumed on the licensed premises or in any room or part thereof. Whenever a hotel or multiuse establishment which holds a valid retailer's license operates on its premises more than one establishment at which drinks of alcoholic liquor are sold at retail, the hotel or multiuse establishment shall maintain at each such establishment a separate schedule of the prices charged for such drinks at that establishment.~~

~~3.~~1. _____No retail licensee or employee or agent of such licensee shall:

a. Serve two (2) or more drinks of alcoholic liquor at one time to one person for consumption by that person, except selling or delivering wine by the bottle or carafe;
b. Sell, offer to sell or serve to any person an unlimited number of drinks of alcoholic liquor during any set period of time for a fixed price, except at private functions not open to the general public;
c. Sell, offer to sell or serve any drink of alcoholic liquor to any person on any one date at a reduced price other than that charged other purchasers of drinks on that day where such reduced price is a promotion to encourage consumption of alcoholic liquor, except as authorized in subsection H23g of this section;
d. Increase the volume of alcoholic liquor contained in a drink, or the size of a drink of alcoholic liquor, without increasing proportionately the price regularly charged for the drink on that day;
e. Encourage or permit, on the licensed premises, any game or contest which involves drinking alcoholic liquor or the awarding of drinks of alcoholic liquor as prizes for such game or contest on the licensed premises; or
f. Advertise or promote in any way, whether on or off the licensed premises, any of the practices prohibited under subsections H12b through H12e of this section.

~~4.~~2. Nothing in subsection H12 of this section shall be construed to prohibit a licensee from:

a. Offering free food or entertainment at any time;
b. Including drinks of alcoholic liquor as part of a meal package;
c. Including drinks of alcoholic liquor as part of a hotel package;
d. Negotiating drinks of alcoholic liquor as part of a contract between a hotel or multiuse establishment and another group for the holding of any function, meeting, convention or trade show;
e. Providing room service to persons renting rooms at a hotel;
f. Selling pitchers (or the equivalent, including, but not limited to, buckets), carafes, or bottles of alcoholic liquor which are customarily sold in such manner and delivered to two (2) or more persons at one time; or
g. Increasing prices of drinks of alcoholic liquor in lieu of, in whole or in part, a cover charge to offset the cost of special entertainment not regularly scheduled.

I. Books And Records: It shall be the duty of every retail licensee to make books and records available upon reasonable notice for the purpose of investigation and control by the local liquor control commissioner. Such books and records need not be maintained on the licensed premises, but it must be maintained in the state. (Ord. 0-95-44, 10-16-1995)

J. Duty To Report Certain Illicit Activity: All licensees and their agents and employees shall have the affirmative duty to report the following activity at the licensed premises to the Prospect Heights police: fights, violence, transaction and use of illegal substances and drug paraphernalia, gang activity, prostitution, the presence of firearms or the unlawful

use thereof, or any activity which results in a breach of the peace.

K. Duty To Cooperate With Law Enforcement Personnel: All licensees and their agents and employees shall have the affirmative duty to cooperate with law enforcement personnel in their investigation of crime and enforcement of state law and Prospect Heights ordinances. (Ord. 0-05- 05, 3-21-2005, eff. 4-22-2005)

2-3-14: LOCATION REQUIREMENTS:

A. General: No license shall be issued for the sale at retail of any alcoholic liquor within one hundred feet (100') of any church, school, hospital, home for the aged or indigent persons or for veterans, their wives or children or any military or naval stations; provided, that this prohibition shall not apply to hotels offering restaurant service, regularly organized clubs, or to restaurants, food shops or other places where the sale of alcoholic liquors is not the principal business carried on, if such place of business so exempted shall have been established for such purposes prior to the taking effect of this section.

The prohibition of this section shall not extend to the renewal of a license for the sale at retail of alcoholic liquor on premises within one hundred feet (100') of any church or school where such church or school has been established within such one hundred feet (100') since the issuance of the original license. In the case of a church, the distance of one hundred feet (100') shall be measured to the nearest part of any building used for worship services or educational programs and not to property boundary.

Nothing in this section shall prohibit the issuance of a license to a church or private school to sell at retail alcoholic liquor if any such sales are limited to periods when groups are assembled on the premises solely for the promotion of some common object other than the sale or consumption of alcoholic liquor.

B. Change Of Location: A retail liquor dealer's license shall permit the sale of alcoholic liquor only in the premises described in the application and license. Such location may be changed only upon a written permission to make such change issued by the mayor of the city. No change of location shall be permitted unless the proposed new location is a proper one for the retail sale of alcoholic liquor under the laws of the state and the ordinances of the city. (Ord. 0-95-44, 10-16-1995)

C. Residential Property: No class A-2 license shall be issued for a premises any part of which is located within five hundred feet (500') of any residentially zoned property. (Ord. 0-03-52, 12-1- 2003, eff. 12-11-2003)

2-3-15: STORES SELLING SCHOOL SUPPLIES, LUNCHES, ETC:

No license shall be issued to any person for the sale at retail of any alcoholic liquor at any store or other place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school

supplies, food, lunches or drinks for such minors. (Ord. 0-95-44, 10-16-1995)

2-3-16: ACCESS FROM LICENSED PREMISES TO DWELLING QUARTERS:

Except in the case of hotels and clubs, no alcoholic liquor shall be sold at retail upon any premises which has any access which leads from such premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public. This provision shall not prevent any connection between such premises and such other portion of the building or structure which is used only by the licensee, her family and personal guests. (Ord. 0-95-44, 10-16-1995)

2-3-17: SANITARY CONDITIONS; EMPLOYMENT OF NONAGE PERSONS:

A. Premises: All premises used for the retail sale of alcoholic liquor, or for the storage of such liquor for sale, shall be kept in full compliance with the ordinances regulating the condition of premises for the storage and sale of food for human consumption.

B. Employees: No licensee holding a license permitting the sale of alcohol liquor for immediate consumption shall employ or permit any person under the age of twenty one (21) years to attend bar, or to pour, draw, mix, or otherwise prepare alcoholic liquor for consumption on the premises, provided that nothing herein shall prohibit an employee of such a licensee who is over the age of eighteen (18) but under the age of twenty one (21) years from performing wait staff functions or carrying alcoholic liquor to and from tables as part of the licensee's service. (Ord. 0-14-08, 6-23- 2014)

2-3-18: SALES TO PERSONS UNDER TWENTY ONE YEARS OF AGE AND PERSONS IN NEED OF MENTAL TREATMENT:

No licensee or officer, associate, member, representative, agent or employee of such licensee shall sell, give or deliver alcoholic liquor to any person under the age of twenty one (21) years, except as noted below, or to any intoxicated person or to any person known by him to be under legal disability or in need of mental treatment. No person, after purchasing or otherwise obtaining alcoholic liquor shall sell, give or deliver such alcoholic liquor to another person under the age of twenty one (21) years except in the performance of a religious ceremony or service. It shall be unlawful for any person under the age of twenty one (21) years to misrepresent his or her age for the purpose of purchasing or obtaining alcoholic liquor in any tavern or other place in the city where alcoholic liquor is sold.

In every tavern or other place in the city where alcoholic liquor is sold there shall be displayed at all times in a prominent place a printed card which shall be supplied by the city clerk and which shall read substantially as follows:

Warning: You are subject to a fine up to $500.00 under the Ordinances of the City of Prospect Heights, if you purchase alcoholic liquor, or misrepresent your age for the purpose of purchasing or obtaining alcoholic liquor.

It shall be unlawful for any holder of a retail liquor license, or his agent or employee, to suffer or permit any individual under the age of twenty one (21) to be or remain in any room or compartment adjoining or adjacent to or situated in the room or place where such licensed premises is located; provided that this section shall not apply to any minor who is accompanied by his or her parent or guardian, or to any licensed premises which derives its principal business from the sale of services or other commodities other than alcoholic liquor.

In addition to all other fines and penalties, the mayor may suspend or revoke the retail dealer's license for any violation of this section.

It shall be unlawful for any parent or guardian to permit any minor child of which he or she be parent or guardian to violate any provision of this section. (Ord. 0-95-44, 10-16-1995)

2-3-19: PURCHASE OR ACCEPTANCE BY PERSONS OF NONAGE; IDENTIFICATION CARDS:

Any person to whom the sale, gift or delivery of alcoholic liquor is prohibited because of age shall not purchase, or accept a gift of alcoholic liquor or have alcoholic liquor in his possession.

If a licensee or his agents or employees believes or has reason to believe that a sale or delivery of alcoholic liquor is prohibited because of the age of the prospective recipient, he shall, before making such sale or delivery, demand presentation of some form of positive identification, containing proof of age, issued by a public officer in the performance of his official duties. No person shall transfer, alter or deface such an identification card; use the identification card of another, carry or use a false or forged identification card; or obtain an identification card by means of false information.

No person shall purchase, accept delivery or have possession of alcoholic liquor in violation of this section. The consumption of alcoholic liquor by any person under twenty one (21) years of age is forbidden.

A. Presumption Of Knowledge: Whenever a person is present within any motor vehicle, conveyance, vessel, house, apartment, room, shed, yard, premises, or other area of which such person is the owner, lessee, permittee, bailee, legal possessor or occupier thereof at the time that a violation of the provisions of this section occurs therein, it shall be prima facie evidence that such person had knowledge of such violation.

B. Unlawful Assembly By Minors: It shall be unlawful for any person under the age of twenty one (21) years to remain in any motor vehicle, conveyance, vessel, house, apartment, room, hotel room, shed, yard, premises, or other area when said person

knows, or reasonably should know, that one or more other persons under the age of twenty one (21) years located in such motor vehicle, conveyance, vessel, house, apartment, room, hotel room, shed, yard, premises, or other area are:

1. In possession of any cannabis or controlled substance prohibited by Illinois statute;

2. In possession of any alcoholic beverages, except that a person under the age of twenty one (21) years may be in possession of or consume alcoholic beverages in the performance of a bona fide religious service or ceremony.

C. Responsibility Of Owner Or Occupant Of Any Premises For Unlawful Assembly By Minors: It shall be unlawful for any person who has ownership or control of any premises to knowingly suffer, permit or allow two (2) or more persons under the age of twenty one (21) years to assemble or be assembled on such premises. The possession and dispensing or consumption by a person under twenty one (21) years of age of alcoholic liquor in the performance of a religious service or ceremony, or the consumption by a person under twenty one (21) years of age under the direct supervision and approval of the parents or parent or those persons standing in loco parentis of such person under twenty one (21) years of age in the privacy of a home, is not prohibited. (Ord. 0-97-55, 9-15-1997, eff. 9-25-1997)

2-3-20: PEDDLING PROHIBITED:

It shall be unlawful to peddle alcoholic liquor in the city. (Ord. 0-95-44, 10-16-1995)

2-3-21: GENERAL CONDUCT AND CONDUCT OF EMPLOYEES IN LICENSED ESTABLISHMENTS:

A. Definitions: The following terms shall have the meanings ascribed to them in this subsection:

EMPLOYEE: Any agent, manager, employee, entertainer, barkeeper, host, hostess, waiter, waitress or other such person employed on any contractual basis by such an establishment, or receiving any remuneration for services in such an establishment. Except as expressly allowed in this chapter, all such defined individuals must be at least twenty one (21) years of age.

LICENSED ESTABLISHMENT: Any of those places of business which are issued liquor licenses from the local liquor control commissioner of the city.

PATRON: Any person, customer or visitor of a licensed establishment who is not employed by such establishment. (Ord. 0-95-44, 10-16-1995; amd. Ord. 0-14-08, 6-23-2014)

B. Employee Conduct Prohibited: No licensee or any employee of a licensee shall:

1. Solicit, induce or request any patron of the licensed establishment to purchase any alcoholic or nonalcoholic beverage for himself or any other employee of the licensed establishment; or

2. Knowingly serve to any employee any alcoholic or nonalcoholic beverage which was purchased by any patron.

3. Permit any person in a class A and C licensed establishment to serve or sell alcoholic beverages unless that person has completed a state certified beverage alcohol sellers and servers education and training program (BASSET) (TIPS), hereinafter referred to as "The
Program", as required in section 2-3-22 of this chapter or employ a manager in a class B, B-1, or D licensed establishment unless that person has completed the BASSET training program as required in section 2-3-22 of this chapter.

C. General Conduct Prohibited: No licensee or any employee of a licensee shall:

1. Permit the performance of acts, or simulated acts, of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual acts which are prohibited by law;

2. Permit the actual or simulated displaying of the breasts at or below the areola thereof, buttocks, pubic hair, anus, vulva or genitals;

3. Permit any person to remain in or upon the licensed premises who exposes to public view any portion of his or her breasts at or below the areola thereof, buttocks, genitals, vulva or anus;

4. Permit the displaying of films or pictures depicting acts, a live performance of which are prohibited by the regulations quoted above;

5. Permit any employee to remain on the premises of the licensed establishment who solicits, induces or requests a patron to purchase an alcoholic or nonalcoholic beverage for any employee, except where the patron and employee are related by blood or marriage;

6. If any one or more of the provisions of this subsection C is declared unconstitutional or the application thereof is held invalid, the validity of the remainder of this subsection C and the application of such provisions to other persons and circumstances shall not be affected thereby. (Ord. 0-95-44, 10-16-1995)

2-3-22: ALCOHOL AWARENESS TRAINING REQUIREMENTS:

Any person that delivers, serves or pours alcoholic beverages and all managers and supervisors of a licensed premises must provide proof of having completed a certified alcohol awareness training course within one hundred twenty (120) days of being hired. This regulation shall not apply to duly issued ad hoc permits if the requirement is specifically waived by the commissioner.

Training Program. Training is required as specified below:

A. The original or renewal application for a class A, C or D license (consumption on premises) shall be accompanied with proof of completion of a state-certified and police department approved beverage alcohol sellers and servers education and training program (BASSET), for all persons who serve or sell alcohol beverages pursuant to that license.

B. The original or renewal application for a class A, C or D license shall be accompanied with proof of completion of a state-certified and police department approved beverage alcohol sellers and servers education and training program (BASSET) for the manager of the licensee.

C. All persons who serve or sell alcoholic liquor shall, prior to serving or selling any alcoholic liquor within the City, register for a police department approved BASSET training course. Course to be completed within 90 days of employment with establishment. Registration of employees is the responsibility of the licensee.

D. All persons who serve or sell alcoholic liquor, including the manager of every licensee, shall within 90 days from the beginning of their employment with that licensee, complete a police approved BASSET training program, and shall until completion of the BASSET program, work under the supervision of a person who has completed the BASSET program.

E. A photocopy of the certificate of completion of the BASSET program will be maintained in the manager's office on the premises of the licensee. All A, B or D license holders must maintain a list of employees who have obtained BASSET certification, which must be available on demand for inspection by the City of Prospect heights Police Department.

F. Employees of liquor license establishments that are of a "temporary status" (Christmas, summer help, etcetera) whose employment does not extend past 90 days from the date of employment are not required to complete the training program but must, for the duration of their employment, work under the immediate supervision of a person who has completed the BASSET training program. Proof of employment hiring date is to be exhibited upon demand of a City police officer or other agent authorized by the liquor commissioner. "Temporary status" sellers and servers must also contact the City Police Department to advise of name, establishment and hiring date prior to selling or serving alcohol within the City. Responsibility (or registration) of all "temporary status" employees rests with the licensee.

G. Service, sale and management without required training prohibited. It shall be unlawful to permit any person in a class A, C or D licensed establishment to serve or sell alcoholic beverages unless that person has completed a police department approved BASSET training program as required by this section or employ a manager in a Class A, C or D licensed establishment unless that person has completed a police department approved BASSET training program as required in subsection (aJ/3) of this section.

H. Repeating Course. In addition to other penalties imposed in this chapter, a person violating any regulation of this chapter may be required to again complete BASSET training program as required in this section.

~~A. For licenses effective on or after May 1, 1990, the original or renewal application for a class A and C license shall be accompanied with proof of completion of the program for all persons who serve or sell alcoholic beverages pursuant to that license.~~

~~B. For licenses effective on or after May 1, 1990, the original or renewal application for a class B, B-1, and D license shall be accompanied with proof of completion of the program for the manager of the licensee.~~

~~C. After May 1, 1990, new employees or managers of a licensee, who are required to complete the program, shall within ninety (90) days from the beginning of their employment with that licensee complete the program, and shall until completion of the program work under the supervision of a person who has completed the program.~~

~~D. A photocopy of the certificate of completion of the program must be filed with the city clerk and maintained in the manager's office on the premises of the licensee. (Ord. 0-95-44, 10-16-1995)~~

2-3-23: REVOCATION, SUSPENSION OF LICENSE:

(Recommendation: Consider adding grounds for revocation of a license which are separate from the liquor code. For example, other communities have identified: violation of law or ordinance; shooting and violence; illegal gambling; drug activity; and lewd conduct.)

All appeals to the state liquor control commission by a city liquor licensee of a decision, order of action by the local liquor control commissioner or designee, having the effect of fining a licensee, suspending or revoking the city liquor license shall be limited to review of the official record of the formal proceedings before the commissioner.

Mayor may suspend for not more than thirty (30) days or revoke for cause any liquor dealer's license for any violation of any provision pertaining to the sale of alcoholic liquor, as provided and in the manner provided in 235 Illinois Compiled Statutes 5/7-5.

When any license shall have been revoked for any cause, the licensee of the affected establishment shall not be granted a license for the period of one year thereafter for the conduct of the business of selling alcoholic liquor in the premises described in such revoked license or in any other business establishment within the city. Such revocation, however, shall not affect or apply to new or different owners of those premises, provided that the person or persons whose license has been revoked is (are) or do (does) not remain a beneficial owner or owners or any operator or operators of said premises. (Ord. 0-95-44, 10-16-1995)

2-3-24: SALE OF KEGS: (Recommendation: Delete this section. Underage drinking experiences are predominantly related to incidents involving bottles and cans. The market for beer kegs has changed significantly. Presently, these regulations are unnecessary. Additionally, while keg suppliers are less than previously, kegs can be purchased at a number of liquor stores outside of Prospect Heights without these regulatory requirements.)

~~A. A licensee who sells a keg shall affix to each keg sold a tag, furnished by the liquor control commissioner, containing an identification number enabling the purchaser to be identified in accordance with subsection B of this section.~~

~~B. The licensee shall keep a logbook of all kegs sold, showing the identification number on the tag affixed to each keg, and the purchaser's name, address, telephone number, driver's license/state identification number, date of birth, and signature. The logbook shall be available for inspection by the Prospect Heights police department during normal business hours.~~

~~C. The licensee shall require the purchaser to deposit twenty five dollars ($25.00) at the time of the sale of a keg, and the deposit shall be refunded only upon the return of the keg with the tag properly affixed. This deposit shall be in addition to any other deposit required by the licensee in connection with the sale of the keg.~~

~~D. The licensee shall require the purchaser, at the time of the sale, to sign a form to be provided by the liquor control commissioner, setting forth the provisions of this section and informing the purchaser that the deposit will be forfeited if the keg is not returned with the tag intact. The licensee shall retain this form for ninety (90) days after the sale.~~

~~E. Any keg not returned within ninety (90) days following the date of sale shall be considered lost, and the deposit shall be forfeited. The licensee shall notify the Prospect Heights police department on a quarterly basis of all deposits that are forfeited.~~

~~F. A licensee may retain five dollars ($5.00) of any forfeited deposit and shall remit the balance to the city to be used to defray the cost of substance abuse prevention programs and related alcohol/drug programs.~~

~~G. It shall be unlawful to possess a keg within the city which does not have a proper tag affixed or, if the keg was purchased outside the city, without proof of purchase for the keg, including the name and address of the seller.(Ord. 0-94-04, 6-6-1994)~~

2-3-25: CONSUMPTION ON PREMISES:

A. Except as provided herein, it shall be unlawful for anyone holding a liquor license under this chapter to allow customers to consume alcoholic liquor on a licensed premises which was not purchased from the licensee.

B. Except as otherwise provided in section 2-3-8 of this chapter, it shall be unlawful for anyone having a class B or class B-1 license which limits the sale of alcoholic liquor to original packages, unopened, not for consumption on the premises, to sell or offer for

sale any alcoholic liquor for consumption on the licensed premises; or to permit alcoholic liquor to be consumed on such premises.

C. Except as otherwise provided in section 2.:3.:8 of this chapter, it shall be unlawful for any person operating or employed by any public accommodation which is not licensed to sell alcoholic liquor in the city pursuant to the requirements of this chapter, to permit alcoholic liquor to be consumed by any customers on the business premises. For purposes of this section, "public accommodation" means a refreshment, entertainment, or recreation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, or advantages are extended, offered, sold, or otherwise made available to the public. (Ord. 0-05-27, 7-18-2005, eff. 7-31-2005)

2-3-26: PENALTIES:

A. The penalties for a violation of any licensing provision of this chapter or any condition of a license issued under this chapter shall be the maximum allowed under section 7-5 of the Illinois liquor control act of 1934, as amended, 235 Illinois Compiled Statutes 5/7-5.

B. The penalty for violation of the social host provisions of this chapter shall be a fine not to exceed one thousand dollars ($1,000.00).(Ord. 0-10-13, 6-28-2010)

2-3-27: COSTS OF HEARINGS BEFORE LOCAL LIQUOR CONTROL COMMISSIONER:

The local liquor control commissioner, in his discretion, may impose against a licensee found to have violated any provision of this chapter, the costs incurred by the city in any hearing before the local liquor control commissioner including, but not limited to, court reporter fees, and attorney fees for the local liquor control commissioner's counsel. (Ord. 0-05-05, 3-21-2005, eff. 4-22-2005; amd. Ord. 0-05-27, 7-18-2005, eff. 7-31-2005)

2-3-28: SOCIAL HOST RESPONSIBILITY:

A. It shall be unlawful for any person to permit, allow, host or fail to take reasonable steps to prevent an event or gathering at his or her place of residence or other private property, public place, any other premises under his or her control, or in any conveyance where illicit drugs or alcoholic beverages have been consumed by an underage person, if such person either knows or reasonably should know that an underage person has consumed any illicit drugs or alcoholic beverages.

B. A person who permits, allows or hosts an event or gathering shall be deemed to have known or should have known that an underage person has consumed illicit drugs or alcoholic beverages if the person has not taken reasonable steps to prevent the consumption of illicit drugs or alcoholic beverages by underage persons.

C. This section shall not apply to conduct involving the use of alcoholic beverages that occurs at a religious ceremony or exclusively between an underage person and his parent or legal guardian as permitted by Illinois state law.

D. It is the duty of any person who permits, allows or hosts an event or gathering at his or her place of residence or other private property, public place, any other premises under his or her control, or in any conveyance, where underage persons will be present to take all reasonable steps to prevent the consumption of illicit drugs or alcoholic beverages by any underage person at the event or gathering.

E. A person who hosts any event or gathering does not have to be present at the event or gathering to be liable under this section.

F. A person who hosts an event or gathering shall not be in violation of this section if that person has requested assistance from the police department or other law enforcement agency to remove any person who refuses to abide by the host's performance of the duties imposed by this section or terminated the event or gathering because the host has been unable to prevent underage persons from consuming illicit drugs or alcoholic beverages despite having taken all reasonable steps to do so, provided such action is taken before any other person makes a complaint about the event or gathering.

G. Each underage person present at a premises which causes a violation of this section shall be deemed a separate violation of this section. (Ord. 0-10-13, 6-28-2010)

13B

CITY OF PROSPECT HEIGHTS
Capital Reserve Fund and Assignment of Funds

Unassigned Value as of 4/30/16	$	815,340
Capital Assets Assigned 4/30/16	$	5,820,743
Budget Surplus/(Reserve required)		(156,088)
Available for Capital Assets FY2017-18	$	6,479,995

PROSPECT HEIGHTS 10-YEAR CAPITAL RESERVE PLAN

EXHIBIT A

POLICE DEPARTMENT	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014-15	Expensed in FY2015-16	Assigned Reserve Amount FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total	Description
					$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	
Technology - 2 computer servers ($17,000 each)	$ 34,000	A	$ -	$ 288,254							
Vehicles - 2 per year replacements(with Light Bars	$ 22,500	A	$ 82,774	$ 85,845	$ 6,800	$ 6,800	$ 6,800	$ 6,800		$ 34,000	
Building Improvements: Parking Structure	$ 200,000	A	$ 200,000		$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 592,774	
Building Improvements: Residence parking lot	$ 115,000	A	$ 115,000							$ 200,000	
Expensed					$ (85,000)	$ (85,000)	$ (85,000)	$ (85,000)	$ (85,000)	$ 115,000	
TOTAL POLICE DEPT	$ [illegible]		$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ (909,000)	

PUBLIC WORKS	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014-15	Expensed in FY2015-16	Assigned Reserve Amount FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total	Description
					[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
Facility-Salt Dome	$ 150,000	A	$ -	$ -	$ 150,000					$ 150,000	
Road Repair/Maintenance	$ 15,000,000	C	$ 112,775	$ 103,446	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 5,700,000	
Sidewalks-Safe Routes to School	$ 3,000,000	A	$ -	$ -	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,750,000	SRTS STP - Grants $500,000 per year total - 50% grants
Sidewalks - Replacement	$ 400,000	A	$ 9,748	$ 31,084	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 173,000	$400,000 for 20 years plus additional sidewalks
Tree Program/EAB	$ 200,000	B	$ 72,446	$ 37,734	$ 48,000	$ 20,000	$ 21,390	$ -	$ -	$ 200,000	EAB - Grants
Utility-Storm Sewers (Replacement)	$ 5,000,000	C			$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 875,000	$5,000,000 over 40 years
Utility-Drainage Improvements	$ 3,750,000	A	$ 703,756	$ 533,794	$ 100,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 2,300,000	$3,750,000 over 15 years
Utility-Street Lighting/Repair/Replacement	$ 500,000	B	$ -	$ -	$ 100,000	$ 100,000				$ 500,000	
Bridge Improvements	$ 170,000			$ -		$ 170,000				$ 170,000	
Equipment											
Equipment - Tractless Snow Machine	$ 25,000	A	$ 69,534								Levee 37 Pump Stations Shared/Lift Station Floor
Vehicle-John Deere Bull Loader	$ 120,000	B			$ 120,000					$ 70,000	
Vehicle-Ford 1 ton chipper with plow & spreader	$ 175,000	C		$ 148,000						$ 120,000	
Expensed Roads	$ 65,000	C		$ -	$ 82,000					$ 148,000	
Expensed Sidewalks					$ (400,000)	$ (500,000)	$ (500,000)	$ (500,000)	$ (500,000)	$ 82,000	
Expensed Drainage					$ (625,000)	$ (250,000)	$ (250,000)	$ (250,000)	$ (250,000)	$ (2,818,220)	
Expensed EAB					$ (100,000)	$ (250,000)	$ (250,000)	$ (250,000)	$ (250,000)	$ (1,340,812)	
Expensed Lighting					$ (18,000)	$ (45,000)	$ (21,390)			$ (2,337,849)	
Expensed Equipment					$ -	$ (100,000)	$ (100,000)	$ (100,000)	$ (100,000)	$ (192,570)	
Expensed Salt Dome					$ (82,000)	$ -				$ (400,000)	
					$ (150,000)					$ (300,834)	
										$ (150,000)	
TOTAL	$ [illegible]		$ [illegible]	$ 855,[illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	

PROSPECT HEIGHTS 10-YEAR CAPITAL RESERVE PLAN

EXHIBIT A

BUILDING & ZONING

Project Type	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014-15	Expensed in FY2015-16	Assigned Reserve Amount FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total	Description
Reserve Assigned Balance 5-1-16					$ 16,000	$ 24,000	$ [illegible]	$ -	$ 8,000		
Vehicle-Replacement/Upgrade	$ 32,000	B			$ 8,000	$ 8,000		$ 8,000	$ 8,000	$ 48,000	
Expense							$ (32,000)				
TOTAL					$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]	$ 8,000	$ 48,000	

ADMINISTRATION

Project Type	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014-15	Expensed in FY2015-16	Assigned Reserve Amount FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total	Description
Reserve Assigned Balance 5-1-16					$ 25,000	$ 20,000	$ [illegible]	$ -	$		
Facility-City Hall Defense Project (Council Chambers)	$ 4,000	A	$ 4,000	$ -						$ 4,000	Painting
Facility-City Hall Parking Lot repair/replace/brick pavers	$ 119,000	A	$ 139,701	$ -						$ 139,701	Parking Lot & Brick Pavers
Facility-City Hall Improvements	$ 80,000	A	$ -	$ -	$ 25,000	$ 10,000	$ 10,000			$ 65,000	Carpeting, painting, miscellaneous
Facility-Parking Lot Camp McDonald	$ 200,000	A		$ 325,000	$ -					$ 325,000	Leak
Expense - Hall Improvements					$ (25,000)	$ -	$ (40,000)			$ (204,701)	Carpeting, painting, miscellaneous
Expense - Foundation Repair					$ -					$ (4,000)	
Expense - Parking Lot										$ (325,000)	
TOTAL			$ 143,701	$ 325,000	$ [illegible]	$ 10,000	$ [illegible]				

Beginning Assigned Balance 5-1-16	$ 4,868,943	$ 5,820,743	$ 6,835,543	$ 7,125,343	$ 7,685,143	$ 7,677,143
Additional Reserve Funds	$ 951,800	$ 951,800	$ 814,800	$ 499,800	$ 589,800	$ 551,800

Water

Project Type	Anticipated Replacement Cost	Priority Ranking	Expensed in FY2014-15	Expensed in FY2015-16	Assigned Reserve Amount FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total	Description
Reserve Assigned Balance 5-1-16					$ 2,200,000	$ [illegible]					
Equipment-SCADA System	$ 25,000	B								$ 25,000	
Water Distribution System	$ 10,000,000	C			$ 134,600	$ 134,600	$ 134,600	$ 134,600		$ 2,223,880	Cost per Water Study over 75 years
Reservoir	$ 1,200,000	C								$ 525,000	Estimate per Engineer for 80 years - current age 30 years
Vehicle-Water Stop Truck	$ 40,000	C			$ 15,000	$ 15,000	$ 15,000	$ 15,000		$ 40,000	
Expense - SCADA System					$ 10,000	$ 10,000				$ (25,000)	
Expense - Truck					$ (25,000)					$ (40,000)	
							$ (40,000)				
TOTAL			$	$	$ [illegible]	$ [illegible]	$ [illegible]	$ [illegible]		$ 2,748,880	

APPROVAL OF WARRANTS

14A

12/12/2016 COUNCIL MEETING		
Checks		
General Fund	$ 221,622.34	
MFT Fund		
Palatine/Milwaukee TIF	147.00	
Tourism District	76,831.79	
Development Fund		
DEA Fund		
Solid Waste Fund		
S S Area #1		
S S Area #2		
S S Area #3		
S S Area #4		
S S Area #5		
S S Area #8 - Levee Wall #37	16,520.00	
S S Area-Constr#6(Water Main)		
S S Area-Debt#6		
Road Construction		
Road Construction Debt		
Water Fund	63,866.90	
Parking Fund	250.78	
Sanitary Sewer Fund	4,540.00	
Road/Building Bond Escrow	6,410.00	
Police Pension		
TOTAL	$ 390,188.81	
Wire Payments		
12/7/2016 IMRF PAYMENT	18,962.75	
Total Warrant	$ 409,151.56	

I:\Finance\forms\Approval of Warrants

GL Account and Title	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND			
Total GENERAL FUND:	221,622.34	161,935.57	
PALATINE/MILWAUKEE TIF FUND			
Total PALATINE/MILWAUKEE TIF FUND:	147.00	.00	
TOURISM DISTRICT			
Total TOURISM DISTRICT:	76,831.79	.00	
SSA #6			
Total SSA #6:	16,620.00	.00	
WATER FUND			
Total WATER FUND:	63,866.90	.00	
PARKING FUND			
Total PARKING FUND:	250.78	.00	
SANITARY SEWER FUND			
Total SANITARY SEWER FUND:	4,540.00	.00	
ROAD & BUILDING BOND ESCROW			
Total ROAD & BUILDING BOND ESCROW:	6,410.00	.00	
Grand Totals:	390,188.81	161,935.57	

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
AFLAC	197670	P/R WITHHOLDING	11/30/2016	01-000-2031	201.02	.00	
Total AFLAC:					201.02	.00	
AT&T	847362424411/	CH FAX LINES #3346	11/25/2016	01-320-5410	100.23	.00	
AT&T	847459061811/	PW FAX #9205	11/25/2016	01-320-5410	83.48	.00	
Total AT&T:					183.71	.00	
B & H PHOTO VIDEO	117607209	PD OFFICE SUPPLIES	11/14/2016	01-360-5700	111.98	.00	
Total B & H PHOTO VIDEO:					111.98	.00	
BANK OF AMERICA	1610053448	SERIES 2008 DEBT PAYMENT-P	11/20/2016	01-400-6000	135,000.00	135,000.00	12/07/2016
BANK OF AMERICA	1610053448	SERIES 2008 DEBT PAYMENT-I	11/20/2016	01-400-6010	26,935.57	26,935.57	12/07/2016
Total BANK OF AMERICA:					161,935.57	161,935.57	
BILL SUERTH	120216	FLEX SPENDING REIMBURSEM	12/02/2016	01-000-2061	470.06	.00	
Total BILL SUERTH:					470.06	.00	
BROOKS-ALLAN	0041193	PD CLOTHING	11/18/2016	01-360-5741	169.00	.00	
BROOKS-ALLAN	0041197	PD CLOTHING	11/17/2016	01-360-5741	11.00	.00	
BROOKS-ALLAN	0041198	PD CLOTHING	11/17/2016	01-360-5741	34.00	.00	
Total BROOKS-ALLAN:					214.00	.00	
CARDMEMBER SERVICE	10/21/16-11/18	METRA STATION COMCAST BIL	11/18/2016	52-300-5410	149.85	.00	
CARDMEMBER SERVICE	10/21/16-11/18	VEHICLE MTC	11/18/2016	01-350-5020	141.96	.00	
CARDMEMBER SERVICE	10/21/16-11/18	PD TRAINING	11/18/2016	01-360-5330	480.00	.00	
CARDMEMBER SERVICE	10/21/16-11/18	PD MEMBERSHIPS	11/18/2016	01-360-5310	410.00	.00	
CARDMEMBER SERVICE	10/21/16-11/18	PD OFFICE SUPPLIES	11/18/2016	01-360-5700	16.87	.00	
CARDMEMBER SERVICE	10/21/16-11/18	PD OPERATING SUPPLIES	11/18/2016	01-360-5710	5.67	.00	
Total CARDMEMBER SERVICE:					1,204.35	.00	
COMCAST	11/13-12/12/16	PW SERVICE #8068	11/06/2016	01-320-5410	246.38	.00	
COMCAST	11/16-12/16/16	PW SERVICE #5960	11/12/2016	01-320-5410	4.20	.00	
COMCAST	11/28-12/27/16	INTERNET FOR SCADA SYSTE	11/21/2016	51-300-5410	157.90	.00	
Total COMCAST:					411.45	.00	
CONSERV FS INC.	102004110	GASOLINE	11/22/2016	01-350-5751	1,657.16	.00	
Total CONSERV FS INC.:					1,657.16	.00	
CONSTELLATION NEWENERGY	0036311707	STRTS #0051066105	11/18/2016	01-350-5411	459.74	.00	
CONSTELLATION NEWENERGY	0036311784	STRTS #3147007013	11/18/2016	01-350-5411	266.54	.00	
CONSTELLATION NEWENERGY	0036538858	WTR #0179716002	12/02/2016	51-300-5410	402.02	.00	
Total CONSTELLATION NEWENERGY INC.:					1,128.30	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
COUNTRY INN & SUITES	12/16	TOURISM GRANT	12/01/2016	13-300-5920	5,547.50	.00	
Total COUNTRY INN & SUITES:					5,547.50	.00	
CROWNE PLAZA	12/16	TOURISM GRANT	12/01/2016	13-300-5920	28,667.50	.00	
Total CROWNE PLAZA:					28,667.50	.00	
CYNTHIA LA MANTIA	11/30/16	COURT REPORTING SERVICES	11/30/2016	01-320-5122	490.00	.00	
Total CYNTHIA LA MANTIA:					490.00	.00	
DARIUSZ KROL	15-395	ROAD BOND REFUND	10/19/2015	72-000-2310	500.00	.00	
Total DARIUSZ KROL:					500.00	.00	
DEKIND COMPUTER CONSULT	21221	1/2017 MONTHLY SERVICE RAT	12/01/2016	01-320-5130	2,720.00	.00	
DEKIND COMPUTER CONSULT	21242	1/2017 OFFSITE BACKUP	12/01/2016	01-320-5130	650.00	.00	
DEKIND COMPUTER CONSULT	21262	1/2017 APPRIVER SECURE TID	12/01/2016	01-320-5130	140.00	.00	
DEKIND COMPUTER CONSULT	21304	11/2016 TRIP CHARGES	12/01/2016	01-320-5130	105.00	.00	
Total DEKIND COMPUTER CONSULTANTS:					3,615.00	.00	
FEDEX	5-620-02404	ADMIN SHIPPING	11/23/2016	01-320-5200	22.21	.00	
FEDEX	5-620-78955	WATER SHIPPING	11/23/2016	51-300-5200	53.29	.00	
Total FEDEX:					75.50	.00	
FOOD & ALCOHOL SERVICE TR	2016-15	11/2016 FOOD SERVICE SANIT	12/01/2016	01-340-5100	715.00	.00	
Total FOOD & ALCOHOL SERVICE TRAINING, INC.:					715.00	.00	
HILTON - CHICAGO/NORTHBRO	12/16	TOURISM GRANT	12/01/2016	13-300-5920	31,027.50	.00	
Total HILTON - CHICAGO/NORTHBROOK:					31,027.50	.00	
HMO ILLINOIS	11/17/16	HMO HEALTH INSURANCE	11/17/2016	01-300-4100	8,259.58	.00	
HMO ILLINOIS	11/17/16	HMO HEALTH INSURANCE	11/17/2016	01-320-4100	709.42	.00	
Total HMO ILLINOIS:					8,969.00	.00	
HOME DEPOT CREDIT SERVIC	11/28/16	PW OPERATING SUPPLIES	11/28/2016	01-350-5710	2.97	.00	
HOME DEPOT CREDIT SERVIC	11/28/16	METRA OPERATING SUPPLIES	11/28/2016	53-300-5710	25.47	.00	
Total HOME DEPOT CREDIT SERVICES:					28.44	.00	
IACE	12/7/16	BLDG & ZONING SEMINAR	12/07/2016	01-340-5330	35.00	.00	
Total IACE:					35.00	.00	
ICDHR	12/07/16	MLK DINNER	12/07/2016	01-313-5900	50.00	.00	
Total ICDHR:					50.00	.00	
ILLINOIS-AMERICAN WATER C	11/1/16 - 11/30	700 N MILWAUKEE IRRIG	12/01/2016	13-300-5109	321.37	.00	
ILLINOIS-AMERICAN WATER C	11/1/16- 11/30/	PW 1025-210002055629	12/01/2016	01-320-5410	198.01	.00	
ILLINOIS-AMERICAN WATER C	11/1-11/30	1250 S RIVER RD B-IRRG	12/01/2016	13-300-5109	292.92	.00	
ILLINOIS-AMERICAN WATER C	12/1-12/30/16	PW 1025-210002055667	12/01/2016	01-320-5410	34.35	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total ILLINOIS-AMERICAN WATER CO.:					846.65	.00	
JEFFREY L. BAUREIS	14	ELECTRICAL INSPECTIONS	11/22/2016	01-340-5100	860.00	.00	
Total JEFFREY L. BAUREIS:					860.00	.00	
JG UNIFORMS INC	11086	PD UNIFORMS	11/29/2016	01-360-5741	301.70	.00	
JG UNIFORMS INC	43697	PD UNIFORMS	11/30/2016	01-360-5741	20.00	.00	
JG UNIFORMS INC	43699	PD UNIFORMS	11/30/2016	01-360-5741	140.00	.00	
JG UNIFORMS INC	43700	PD UNIFORMS	11/30/2016	01-360-5741	162.04	.00	
Total JG UNIFORMS INC:					623.74	.00	
JUST TIRES MP INC.	516702	VEH MAINTENANCE - TIRES	11/22/2016	01-350-5020	107.00	.00	
Total JUST TIRES MP INC.:					107.00	.00	
KAREN SCHULTHEIS	11/27/16	OFFICE SUPPLIES	11/27/2016	01-360-5700	187.35	.00	
Total KAREN SCHULTHEIS:					187.35	.00	
LANDSCAPE CONCEPTS MANA	117755	HOLIDAY LIGHTING	11/28/2016	13-300-5108	10,975.00	.00	
Total LANDSCAPE CONCEPTS MANAGEMENT:					10,975.00	.00	
LAVELLE LAW, LTD	140392	LIQUOR COMMISSION LITIGATI	12/02/2016	01-920-5120	255.35	.00	
Total LAVELLE LAW, LTD:					255.35	.00	
LINE-X OF NORTHERN IL	701	VEHICLE MAINTENANCE	11/14/2016	01-350-5020	50.00	.00	
Total LINE-X OF NORTHERN IL:					50.00	.00	
LOGSDON OFFICE SUPPLY	0985610-001	CH OFFICE SUPPLIES	11/21/2016	01-320-5700	64.00	.00	
LOGSDON OFFICE SUPPLY	0985807-001	CH OFFICE SUPPLIES	11/23/2016	01-320-5700	422.52	.00	
Total LOGSDON OFFICE SUPPLY:					486.52	.00	
MEAGAN MESSER	15/85	ROAD BOND REFUND	05/05/2015	72-000-2310	500.00	.00	
MEAGAN MESSER	15-85	BUILDING BOND REFUND	05/05/2015	72-000-2310	5,410.00	.00	
Total MEAGAN MESSER:					5,910.00	.00	
MESIROW INSURANCE SERVIC	954082	UNDERGROUND STORAGE TA	12/01/2016	61-300-5500	4,505.00	.00	
Total MESIROW INSURANCE SERVICES INC.:					4,505.00	.00	
METROPOLITAN INDUSTRIES I	000042616	SCADA SYSTEM	04/29/2016	51-000-2000	58,237.00	.00	
METROPOLITAN INDUSTRIES I	000042616	SCADA SYSTEM	04/29/2016	28-000-2000	16,520.00	.00	
Total METROPOLITAN INDUSTRIES INC:					74,757.00	.00	
MICHAEL STONE	11/10/2016	UNIFORM REIMBURSEMENT	11/10/2016	01-360-5741	20.00	.00	
MICHAEL STONE	113016	FLEX SPENDING REIMBURSEM	11/30/2016	01-000-2061	130.00	.00	
Total MICHAEL STONE:					150.00	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
MIKE SMITH	11/21/16	UNIFORM ALLOWANCE	11/21/2016	01-360-5741	236.07	.00	
MIKE SMITH	8/12/16-11/7/1	DEPENDENT CARE REIMBURS	11/14/2016	01-000-2060	1,128.00	.00	
Total MIKE SMITH:					1,364.07	.00	
MOTOROLA SOLUTIONS INC.	82271160	PD EQUIPMENT	11/29/2016	01-360-5611	124.48	.00	
Total MOTOROLA SOLUTIONS INC.:					124.48	.00	
MPC COMMUNICATIONS & LIG	16-1332	PD EQUIP MTC	11/29/2016	01-360-5610	147.50	.00	
Total MPC COMMUNICATIONS & LIGHTING INC:					147.50	.00	
MUNICIPAL & FINANCIAL SERVI	16-165	SEWER RATE STUDY	12/02/2016	53-300-5100	3,300.00	.00	
Total MUNICIPAL & FINANCIAL SERVICES GROUP:					3,300.00	.00	
NCPERS GROUP LIFE INS	52701216	PD PREMIUM	11/22/2016	01-000-2030	16.00	.00	
NCPERS GROUP LIFE INS	77871216	PD PREMIUM	11/22/2016	01-000-2030	64.00	.00	
Total NCPERS GROUP LIFE INS:					80.00	.00	
NICOR GAS	10/22/16-11/22	PW 94-62-27-0000 4	11/22/2016	01-320-5410	319.94	.00	
NICOR GAS	10/24/16 - 11/2	METRA 20-24-74-0000 3	11/22/2016	52-300-5410	75.46	.00	
NICOR GAS	10/25/16-11/22	PD SRVC 98-65-54-0000 4	11/22/2016	01-320-5410	175.18	.00	
Total NICOR GAS:					570.58	.00	
NORTH SHORE SIGN	116624	SIGN MAINTENANCE FEE	12/01/2016	01-320-5100	38.00	.00	
Total NORTH SHORE SIGN:					38.00	.00	
NORTHSHORE OMEGA	211581517-10	DRUG SCREEN- MYZIA	10/20/2016	01-340-5100	96.00	.00	
Total NORTHSHORE OMEGA:					96.00	.00	
NW CENTRAL DISPATCH SYST	6385	01/2017 MEMBER ASSESSMEN	12/01/2016	01-360-5240	20,396.75	.00	
Total NW CENTRAL DISPATCH SYSTEM:					20,396.75	.00	
OFFICE DEPOT INC.	7410374	PD OFFICE SUPPLIES	11/30/2016	01-360-5700	207.57	.00	
Total OFFICE DEPOT INC.:					207.57	.00	
OPP FRANCHISING INC. DBA J	CHC12160295	CLEANING SERVICES	12/01/2016	01-360-5104	1,132.00	.00	
Total OPP FRANCHISING INC. DBA JANI-KING IL:					1,132.00	.00	
PITNEY BOWES	3100791743	PD EQUIPMENT RENTAL	11/30/2016	01-360-5610	129.00	.00	
Total PITNEY BOWES:					129.00	.00	
PRO DATA PAYROLL SERVICE	374423	PAYROLL PROCESSING	11/22/2016	01-320-5540	203.90	.00	
Total PRO DATA PAYROLL SERVICES INC.:					203.90	.00	
QUILL CORPORATION	2108800	PD OFFICE SUPPLIES	11/29/2016	01-360-5700	85.96	.00	
QUILL CORPORATION	2146217	PD OFFICE SUPPLIES	11/28/2016	01-360-5700	36.40	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total QUILL CORPORATION:					162.38	.00	
RADAR MAN INC	3213	PD RADAR CERTS	10/03/2016	01-360-5610	440.00	.00	
Total RADAR MAN INC:					440.00	.00	
RAY O'HERRON CO INC	1666788-IN	PD UNIFORMS	11/29/2016	01-360-5741	99.99	.00	
Total RAY O'HERRON CO INC:					99.99	.00	
READY PRESS LLC	78584	NAMEPLATE/ DEE MONROE	11/29/2016	01-310-5100	11.00	.00	
READY PRESS LLC	78588	B&Z INSPECTION FORMS	11/29/2016	01-340-5221	175.00	.00	
Total READY PRESS LLC:					186.00	.00	
S.D. ENTERPRISES INC.	12/01/16	11/2016 SANITARY SEWER INS	12/01/2016	53-300-5100	1,240.00	.00	
Total S.D. ENTERPRISES INC.:					1,240.00	.00	
SPRING-ALIGN OF PALATINE IN	105328	CURB GUARDS	11/15/2016	01-350-5020	450.00	.00	
Total SPRING-ALIGN OF PALATINE INC:					450.00	.00	
STERLING CODIFIERS INC	18660	2017 HOSTING FEE	12/01/2016	01-320-5100	500.00	.00	
Total STERLING CODIFIERS INC:					500.00	.00	
STREICHER'S	I1234631	PD UNIFORM ALLOWANCE	11/10/2016	01-360-5741	104.00	.00	
Total STREICHER'S:					104.00	.00	
THOMPSON ELEVATOR INSPE	16-3826	ELEVATOR INSPECTIONS	11/28/2016	01-340-5190	200.00	.00	
Total THOMPSON ELEVATOR INSPECT SVC, INC.:					200.00	.00	
TRESSLER LLP	377886	GENERAL LEGAL MATTERS	12/02/2016	01-320-5120	3,072.00	.00	
TRESSLER LLP	377886	PALATINE/MILWAUKEE TIF	12/02/2016	12-300-5100	147.00	.00	
TRESSLER LLP	377886	EMPLOYEE DISABILITY MATTE	12/02/2016	01-320-5123	2,247.00	.00	
TRESSLER LLP	377886	1414 RAND RD DEV AGREEME	12/02/2016	01-320-5125	588.00	.00	
TRESSLER LLP	377886	ROB ROY	12/02/2016	01-320-5120	182.00	.00	
TRESSLER LLP	377886	YUGO GRILL	12/02/2016	01-320-5120	399.00	.00	
TRESSLER LLP	377886	PERSONNEL	12/02/2016	01-320-5120	1,365.00	.00	
Total TRESSLER LLP:					8,000.00	.00	
VERIZON WIRELESS	9775146967	PD AIRCARDS	11/10/2016	01-360-5610	532.38	.00	
VERIZON WIRELESS	9775655770	SCADA SYSTEM	11/23/2016	51-300-5410	40.01	.00	
Total VERIZON WIRELESS:					572.39	.00	
VILLAGE OF MOUNT PROSPEC	2016-0038000	WATER USAGE	11/23/2016	51-300-5412	471.66	.00	
Total VILLAGE OF MOUNT PROSPECT:					471.66	.00	
WAREHOUSE DIRECT OFFICE	3277273-0	CH OFFICE SUPPLIES	11/22/2016	01-320-5700	106.84	.00	
WAREHOUSE DIRECT OFFICE	3292787-0	PW CLEANING/BATHROOM SU	11/30/2016	01-350-5710	520.91	.00	
WAREHOUSE DIRECT OFFICE	3293233-0	CH OFFICE SUPPLIES	11/30/2016	01-320-5700	1.96	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total WAREHOUSE DIRECT OFFICE PROD INC.:					628.61	.00	
WILLIAM CAPONIGRO	09/29/16	FLEX SPENDING REIMBURSEM	09/29/2016	01-000-2081	2,371.30	.00	
Total WILLIAM CAPONIGRO:					2,371.30	.00	
Grand Totals:					390,188.81	161,935.57	

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:

Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 11/29/2016-12/13/2016

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
01-000-2030 WITHHOLDING INSURAN	NCPERS GROUP LIFE INS	52701216	PD PREMIUM	11/22/2016	16.00	.00	
01-000-2030 WITHHOLDING INSURAN	NCPERS GROUP LIFE INS	77871216	PD PREMIUM	11/22/2016	84.00	.00	
01-000-2031 WITHHOLDING - Q AFLA	AFLAC	197670	P/R WITHHOLDING	11/30/2016	201.02	.00	
01-000-2060 WITHHOLDING FLEX DE	MIKE SMITH	8/12/16-11/7/1	DEPENDENT CARE REIMBURS	11/14/2016	1,128.00	.00	
01-000-2061 WITHHOLDING FLEX ME	BILL SUERTH	120216	FLEX SPENDING REIMBURSEM	12/02/2016	470.06	.00	
01-000-2061 WITHHOLDING FLEX ME	MICHAEL STONE	113016	FLEX SPENDING REIMBURSEM	11/30/2016	130.00	.00	
01-000-2061 WITHHOLDING FLEX ME	WILLIAM CAPONIGRO	09/29/16	FLEX SPENDING REIMBURSEM	09/29/2016	2,371.30	.00	
Total :					4,380.38	.00	
CITY COUNCIL & BOARDS							
01-310-5100 PROFESSIONAL SERVIC	READY PRESS LLC	76584	NAMEPLATE/ DEE MONROE	11/28/2016	11.00	.00	
01-310-5300 ALDERMANIC EXPENSE	ICDHR	12/07/16	MLK DINNER	12/07/2016	50.00	.00	
Total CITY COUNCIL & BOARDS:					61.00	.00	
ADMINISTRATION							
01-320-4100 HEALTH INSURANCE	HMO ILLINOIS	11/17/16	HMO HEALTH INSURANCE	11/17/2016	709.42	.00	
01-320-5100 PROFESSIONAL SERVIC	NORTH SHORE SIGN	116524	SIGN MAINTENANCE FEE	12/01/2016	38.00	.00	
01-320-5100 PROFESSIONAL SERVIC	STERLING CODIFIERS INC	18660	2017 HOSTING FEE	12/01/2016	500.00	.00	
01-320-5120 CITY ATTORNEY	LAVELLE LAW, LTD	140392	LIQUOR COMMISSION LITIGATI	12/02/2016	258.35	.00	
01-320-5120 CITY ATTORNEY	TRESSLER LLP	377886	GENERAL LEGAL MATTERS	12/02/2016	3,072.00	.00	
01-320-5120 CITY ATTORNEY	TRESSLER LLP	377886	ROB ROY	12/02/2016	182.00	.00	
01-320-5120 CITY ATTORNEY	TRESSLER LLP	377886	YUGO GRILL	12/02/2016	399.00	.00	
01-320-5120 CITY ATTORNEY	TRESSLER LLP	377886	PERSONNEL	12/02/2016	1,365.00	.00	
01-320-5122 CITY PROSECUTOR	CYNTHIA LA MANTIA	11/30/16	COURT REPORTING SERVICES	11/30/2016	490.00	.00	
01-320-5123 LABOR ATTORNEY	TRESSLER LLP	377886	EMPLOYEE DISABILITY MATTE	12/02/2016	2,247.00	.00	
01-320-5125 BILLABLE ATTORNEY	TRESSLER LLP	377886	1414 RAND RD DEV AGREEME	12/02/2016	588.00	.00	
01-320-5130 COMPUTER CONSULTA	DEKIND COMPUTER CONSULT	21221	1/2017 MONTHLY SERVICE RAT	12/01/2016	2,720.00	.00	
01-320-5130 COMPUTER CONSULTA	DEKIND COMPUTER CONSULT	21242	1/2017 OFFSITE BACKUP	12/01/2016	650.00	.00	
01-320-5130 COMPUTER CONSULTA	DEKIND COMPUTER CONSULT	21262	1/2017 APPRIVER SECURE TID	12/01/2016	140.00	.00	
01-320-5130 COMPUTER CONSULTA	DEKIND COMPUTER CONSULT	21304	11/2016 TRIP CHARGES	12/01/2016	105.00	.00	
01-320-5200 POSTAGE	FEDEX	5-620-02404	ADMIN SHIPPING	11/23/2016	22.21	.00	
01-320-5410 UTILITIES	AT&T	847392424411/	CH FAX LINES #3346	11/25/2016	100.23	.00	
01-320-5410 UTILITIES	AT&T	847459061811/	PW FAX #8205	11/25/2016	83.48	.00	
01-320-5410 UTILITIES	COMCAST	11/13-12/12/16	PW SERVICE #6066	11/06/2016	249.36	.00	
01-320-5410 UTILITIES	COMCAST	11/19-12/18/16	PW SERVICE #5960	11/12/2016	4.20	.00	
01-320-5410 UTILITIES	ILLINOIS-AMERICAN WATER C	11/1/16- 11/30/	PW 1025-210002055629	12/01/2016	198.01	.00	
01-320-5410 UTILITIES	ILLINOIS-AMERICAN WATER C	12/1-12/30/16	PW 1025-210002055667	12/01/2016	34.36	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-320-5410 UTILITIES	NICOR GAS	10/22/16-11/22	PW 94-82-27-0000 4	11/22/2016	319.94	.00	
01-320-5410 UTILITIES	NICOR GAS	10/25/16-11/22	PD SRVC 98-65-54-0000 4	11/22/2016	175.18	.00	
01-320-5540 PAYROLL SERVICE FEE	PRO DATA PAYROLL SERVICE	374423	PAYROLL PROCESSING	11/22/2016	203.90	.00	
01-320-5700 OFFICE SUPPLIES	LOGSDON OFFICE SUPPLY	0985610-001	CH OFFICE SUPPLIES	11/21/2016	64.00	.00	
01-320-5700 OFFICE SUPPLIES	LOGSDON OFFICE SUPPLY	0985607-001	CH OFFICE SUPPLIES	11/23/2016	422.52	.00	
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	3277273-0	CH OFFICE SUPPLIES	11/22/2016	106.84	.00	
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	3283233-0	CH OFFICE SUPPLIES	11/30/2016	1.96	.00	
Total ADMINISTRATION:					15,446.94	.00	
BUILDING DEPARTMENT							
01-340-5100 PROFESSIONAL SERVIC	FOOD & ALCOHOL SERVICE TR	2016-15	11/2016 FOOD SERVICE SANIT	12/01/2016	715.00	.00	
01-340-5100 PROFESSIONAL SERVIC	JEFFREY L. BAUREIS	14	ELECTRICAL INSPECTIONS	11/22/2016	860.00	.00	
01-340-5100 PROFESSIONAL SERVIC	NORTHSHORE OMEGA	211581517-10	DRUG SCREEN- MYZIA	10/20/2016	96.00	.00	
01-340-5100 PROFESSIONAL SERVIC	THOMPSON ELEVATOR INSPE	16-3626	ELEVATOR INSPECTIONS	11/28/2016	200.00	.00	
01-340-5221 PRINTING	READY PRESS LLC	78588	B&Z INSPECTION FORMS	11/28/2016	175.00	.00	
01-340-5330 TRAINING	IACE	12/7/16	BLDG & ZONING SEMINAR	12/07/2016	35.00	.00	
Total BUILDING DEPARTMENT:					2,081.00	.00	
PUBLIC WORKS							
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	10/21/16-11/18	VEHICLE MTC	11/18/2016	141.96	.00	
01-350-5020 VEHICLE MAINTENANCE	JUST TIRES MP INC.	518702	VEH MAINTENANCE - TIRES	11/22/2016	107.00	.00	
01-350-5020 VEHICLE MAINTENANCE	LINE-X OF NORTHERN IL	701	VEHICLE MAINTENANCE	11/14/2016	50.00	.00	
01-350-5020 VEHICLE MAINTENANCE	SPRING-ALIGN OF PALATINE IN	105326	CURB GUARDS	11/15/2016	450.00	.00	
01-350-5104 PROF SERVICES - BUILD	OPP FRANCHISING INC. DBA J	CHC12160235	CLEANING SERVICES	12/01/2016	1,132.00	.00	
01-350-5411 WATER AND ELECTRIC	CONSTELLATION NEWENERGY	0036311707	STRTS #0051086105	11/18/2016	459.74	.00	
01-350-5411 WATER AND ELECTRIC	CONSTELLATION NEWENERGY	0036311784	STRTS #3147007013	11/18/2016	266.54	.00	
01-350-5710 OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	11/28/16	PW OPERATING SUPPLIES	11/28/2016	2.97	.00	
01-350-5710 OPERATING SUPPLIES	WAREHOUSE DIRECT OFFICE	3282767-0	PW CLEANING/BATHROOM SU	11/30/2016	520.81	.00	
01-350-5751 GASOLINE	CONSERV FS INC.	102004110	GASOLINE	11/22/2016	1,857.16	.00	
Total PUBLIC WORKS:					4,788.18	.00	
PUBLIC SAFETY							
01-360-4100 HEALTH INSURANCE	HMO ILLINOIS	11/17/16	HMO HEALTH INSURANCE	11/17/2016	8,259.58	.00	
01-360-5240 NORTHWEST CENTRAL	NW CENTRAL DISPATCH SYST	8365	01/2017 MEMBER ASSESSMEN	12/01/2016	20,398.75	.00	
01-360-5310 MEMBERSHIPS	CARDMEMBER SERVICE	10/21/16-11/18	PD MEMBERSHIPS	11/18/2016	410.00	.00	
01-360-5330 TRAINING	CARDMEMBER SERVICE	10/21/16-11/18	PD TRAINING	11/18/2016	480.00	.00	
01-360-5510 RENTAL EQUIPMENT	PITNEY BOWES	3100791743	PD EQUIPMENT RENTAL	11/30/2016	129.00	.00	
01-360-5610 EQUIPMENT MAINTENA	MPC COMMUNICATIONS & LIG	16-1332	PD EQUIP MTC	11/29/2016	147.50	.00	

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01-360-5610 EQUIPMENT MAINTENA	RADAR MAN INC	3213	PD RADAR CERTS	10/03/2016	440.00	.00	
01-360-5610 EQUIPMENT MAINTENA	VERIZON WIRELESS	9775148967	PD AIRCARDS	11/10/2016	532.38	.00	
01-360-5611 RADIO MAINTENANCE	MOTOROLA SOLUTIONS INC.	92271160	PD EQUIPMENT	11/29/2016	124.48	.00	
01-360-5700 OFFICE SUPPLIES	B & H PHOTO VIDEO	117507209	PD OFFICE SUPPLIES	11/14/2016	111.96	.00	
01-360-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	10/21/16-11/18	PD OFFICE SUPPLIES	11/18/2016	16.87	.00	
01-360-5700 OFFICE SUPPLIES	KAREN SCHULTHEIS	11/27/16	OFFICE SUPPLIES	11/27/2016	187.35	.00	
01-360-5700 OFFICE SUPPLIES	OFFICE DEPOT INC.	7410374	PD OFFICE SUPPLIES	11/30/2016	207.57	.00	
01-360-5700 OFFICE SUPPLIES	QUILL CORPORATION	2108600	PD OFFICE SUPPLIES	11/23/2016	95.96	.00	
01-360-5700 OFFICE SUPPLIES	QUILL CORPORATION	2146217	PD OFFICE SUPPLIES	11/28/2016	88.40	.00	
01-360-5710 OPERATING SUPPLIES	CARDMEMBER SERVICE	10/21/16-11/18	PD OPERATING SUPPLIES	11/18/2016	5.67	.00	
01-360-5741 CLOTHING	BROOKS-ALLAN	0041193	PD CLOTHING	11/16/2016	169.00	.00	
01-360-5741 CLOTHING	BROOKS-ALLAN	0041197	PD CLOTHING	11/17/2016	11.00	.00	
01-360-5741 CLOTHING	BROOKS-ALLAN	0041198	PD CLOTHING	11/17/2016	34.00	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	11088	PD UNIFORMS	11/29/2016	301.70	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	43697	PD UNIFORMS	11/30/2016	20.00	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	43699	PD UNIFORMS	11/30/2016	140.00	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	43700	PD UNIFORMS	11/30/2016	162.04	.00	
01-360-5741 CLOTHING	MICHAEL STONE	11/10/2016	UNIFORM REIMBURSEMENT	11/10/2016	20.00	.00	
01-360-5741 CLOTHING	MIKE SMITH	11/21/16	UNIFORM ALLOWANCE	11/21/2016	236.07	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	1666788-IN	PD UNIFORMS	11/29/2016	99.99	.00	
01-360-5741 CLOTHING	STREICHER'S	I1234631	PD UNIFORM ALLOWANCE	11/10/2016	104.00	.00	
Total PUBLIC SAFETY:					32,929.27	.00	
DEBT SERVICE							
01-400-6000 PRINCIPAL	BANK OF AMERICA	1810053448	SERIES 2008 DEBT PAYMENT-P	11/20/2016	135,000.00	135,000.00	12/07/2016
01-400-6010 INTEREST	BANK OF AMERICA	1810053448	SERIES 2008 DEBT PAYMENT-I	11/20/2016	26,935.57	26,935.57	12/07/2016
Total DEBT SERVICE:					161,935.57	161,935.57	
Total GENERAL FUND:					221,622.34	161,935.57	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PALATINE/MILWAUKEE TIF FUND							
EXPENSES							
12-300-5100 PROFESSIONAL SERVIC	TRESSLER LLP	377886	PALATINE/MILWAUKEE TIF	12/02/2016	147.00	.00	
Total EXPENSES:					147.00	.00	
Total PALATINE/MILWAUKEE TIF FUND:					147.00	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
TOURISM DISTRICT							
EXPENSES							
13-300-5108 BEAUTIFICATION	ILLINOIS-AMERICAN WATER C	11/1/16 - 11/30	700 N MILWAUKEE IRRIG	12/01/2016	321.37	.00	
13-300-5108 BEAUTIFICATION	ILLINOIS-AMERICAN WATER C	11/1-11/30	1250 S RIVER RD B-IRRG	12/01/2016	292.92	.00	
13-300-5108 BEAUTIFICATION	LANDSCAPE CONCEPTS MANA	117755	HOLIDAY LIGHTING	11/28/2016	10,975.00	.00	
13-300-5920 GRANT - HOTELS	COUNTRY INN & SUITES	12/16	TOURISM GRANT	12/01/2016	5,547.50	.00	
13-300-5920 GRANT - HOTELS	CROWNE PLAZA	12/16	TOURISM GRANT	12/01/2016	28,667.50	.00	
13-300-5920 GRANT - HOTELS	HILTON - CHICAGO/NORTHBRO	12/16	TOURISM GRANT	12/01/2016	31,027.50	.00	
Total EXPENSES:					76,831.79	.00	
Total TOURISM DISTRICT:					76,831.79	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #8							
28-000-2000 ACCOUNTS PAYABLE	METROPOLITAN INDUSTRIES I	000042616	SCADA SYSTEM	04/29/2016	16,520.00	.00	
Total :					16,520.00	.00	
Total SSA #8:					16,520.00	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
WATER FUND							
51-000-2000 ACCOUNTS PAYABLE	METROPOLITAN INDUSTRIES I	000042816	SCADA SYSTEM	04/29/2016	58,237.00	.00	
Total :					58,237.00	.00	
EXPENSES							
51-300-5200 POSTAGE	FEDEX	5-620-78955	WATER SHIPPING	11/23/2016	53.29	.00	
51-300-5410 UTILITIES	COMCAST	11/28-12/27/16	INTERNET FOR SCADA SYSTE	11/21/2016	157.90	.00	
51-300-5410 UTILITIES	CONSTELLATION NEWENERGY	0038538858	WTR #0179716002	12/02/2016	402.02	.00	
51-300-5410 UTILITIES	VERIZON WIRELESS	9776865770	SCADA SYSTEM	11/23/2016	40.01	.00	
51-300-5412 WATER	VILLAGE OF MOUNT PROSPEC	2016-0038000	WATER USAGE	11/23/2016	471.68	.00	
51-300-5500 LIABILITY INSURANCE	MESIROW INSURANCE SERVIC	954082	UNDERGROUND STORAGE TA	12/01/2016	4,505.00	.00	
Total EXPENSES:					5,629.90	.00	
Total WATER FUND:					63,866.90	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PARKING FUND							
EXPENSES							
52-300-5410 UTILITIES	CARDMEMBER SERVICE	10/21/16-11/18	METRA STATION COMCAST BIL	11/18/2016	149.85	.00	
52-300-5410 UTILITIES	NICOR GAS	10/24/16 - 11/2	METRA 20-24-74-0000 3	11/22/2016	75.46	.00	
52-300-5710 OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	11/28/16	METRA OPERATING SUPPLIES	11/28/2016	25.47	.00	
Total EXPENSES:					250.78	.00	
Total PARKING FUND:					250.78	.00	

GL Account and Title		Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SANITARY SEWER FUND								
EXPENSES								
53-300-5100	PROFESSIONAL SERVIC	MUNICIPAL & FINANCIAL SERVI	16-155	SEWER RATE STUDY	12/02/2016	3,300.00	.00	
53-300-5100	PROFESSIONAL SERVIC	S.D. ENTERPRISES INC.	12/01/16	11/2016 SANITARY SEWER INS	12/01/2016	1,240.00	.00	
Total EXPENSES:						4,540.00	.00	
Total SANITARY SEWER FUND:						4,540.00	.00	

GL Account and Title		Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ROAD & BUILDING BOND ESCROW								
72-000-2310	DEPOSIT ROAD/BUILDE	DARIUSZ KROL	15-395	ROAD BOND REFUND	10/19/2015	500.00	.00	
72-000-2310	DEPOSIT ROAD/BUILDE	MEAGAN MESSER	15/85	ROAD BOND REFUND	05/05/2015	500.00	.00	
72-000-2310	DEPOSIT ROAD/BUILDE	MEAGAN MESSER	15-85	BUILDING BOND REFUND	05/05/2015	5,410.00	.00	
Total :						6,410.00	.00	
Total ROAD & BUILDING BOND ESCROW:						6,410.00	.00	
Grand Totals:						390,188.81	181,635.57	