



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 WORKSHOP MEETING
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, FEBRUARY 10, 2020 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**

THIS MEETING WILL BE RECORDED AND TELEVISED ON THE FOLLOWING CABLE CHANNELS: COMCAST AND WOW CHANNEL 17 AND AT&T U-VERSE CHANNEL 99

**ATTENDEES WHO WISH TO SPEAK ON AGENDA OR NON-AGENDA ITEMS MAY FILL-OUT A REQUEST TO SPEAK FORM AND SUBMIT TO THE CITY CLERK.
THERE IS A FIVE MINUTE TIME LIMIT FOR SPEAKERS.**

**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 Audience Member
- 4. APPROVAL OF MINUTES**
 - A.** January 27, 2019 Regular City Council Meeting Minutes
- 5. PRESENTATIONS**
 - A.** Presentation of "Invest in Cook" Grant Award for Preliminary Engineering of Camp McDonald Road Sidewalk, Metra Station to Wheeling Road, by Cook County Commissioner Scott Britton
- 6. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS**

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

7. **PUBLIC COMMENT ON AGENDA MATTERS (*Five Minute Time Limit*)**
8. **STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS**
9. **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-20-02** Staff Memo and Resolution Approving an Amendment to the Employee Manual of the City of Prospect Heights
 - B. **R-20-07** Resolution Relating to the Semi-Annual Review of Closed Session Minutes
 - C. **R-20-08** Staff Memo and Resolution Approving contract with Xylem Water Solutions to replace storm water pump at Willow Woods lift station for \$15,097.60
10. **OLD BUSINESS**
11. **NEW BUSINESS**
 - A. **O-20-05** Staff Memo and Ordinance Granting Certain Variations for the Property at 33 E. Palatine Road, Stery Trucking (***1st Reading***)
 - B. **R-20-09** Staff Memo and Resolution Approving Contract with Gewalt Hamilton GHA to Proceed on a Street Light Project for Winkelman Road in the Tourism District
 - C. **O-20-04** Staff Memo and Ordinance Directing the Sale of Surplus Property (***1st Reading***)
12. **DISCUSSION TOPICS FOR WORKSHOP MEETING:**
 - A. 2020 Census
 - B. Staggered Elections and Term Limits
13. **APPROVAL OF WARRANTS**
 - A. Approval of Expenditures

General Fund	\$79,666.88
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$549.90
Tourism District	\$549.90
Development Fund	\$0.00

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Drug Enforcement Agency Fund	\$277.50
Solid Waste Fund	\$32,411.77
Special Service Area #1	\$0.00
Special Service Area #2	\$0.00
Special Service Area #3	\$0.00
Special Service Area #4	\$0.00
Special Service Area #5	\$762.30
Special Service Area #8 – Levee Wall #37	\$3,600.00
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$6,032.91
Palatine Road Tax Increment Financing District	\$549.90
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$8,409.15
Parking Fund	\$1,163.47
Sanitary Sewer Fund	\$24,538.98
<u>Road/Building Bond Escrow</u>	<u>\$0.00</u>
TOTAL	\$158,512.66
<u>Wire Payments</u>	
1/31/2020 PAYROLL POSTING	\$177,259.71
JANUARY ILLINOIS MUNICIPAL RETIREMENT FUND	<u>\$34,089.22</u>
TOTAL WARRANT	\$369,861.59
14. PUBLIC COMMENT ON NON-AGENDA MATTERS (<i><u>Five Minute Time Limit</u></i>)	
15. EXECUTIVE SESSION	

This meeting will be recorded and televised on the following cable channels:
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16. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

17. ADJOURNMENT

**This meeting will be recorded and televised on the following cable channels:
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To: Mayor Helmer and Members of the City Council

From: Peter P Falcone, Assistant City Administrator

Subject: Resolution R-20-02 Approving an Amendment to the Employee Manual of the City of Prospect Heights

Background

To ensure the City is compliant and consistent with all applicable laws and current technology, Staff periodically reviews the Employee Manual. Upon review, Staff has identified sections of the manual which require amendments deemed to be in the best interest of the City and its organizational needs. The changes to the employee manual are highlighted for additions and stricken through for deletions but some key changes are as follows:

- Added language for non-exempt and exempt employees
- Addition of pregnancy rights language
- Added language for temporary promotions and transfers
- Change to the safety program
- Change of President's Day and Veteran's Day to floating holidays
- Added language on personal relationships with other employees
- Changed language for drug testing of employment candidates
- Added Fraud Awareness and Reporting Policy
- Added Military Leave Policy

Recommendation

Staff recommends Council approves Resolution R-20-02 approving an amendment to the employee manual of the City of Prospect Heights.

RESOLUTION NO. R-20-02
A RESOLUTION APPROVING AN AMENDMENT TO THE EMPLOYEE MANUAL
OF THE CITY OF PROSPECT HEIGHTS

WHEREAS, the City of Prospect Heights (the “City”) is a municipal entity duly organized and operating pursuant to the laws of the State of Illinois; and

WHEREAS, the City has the power to set policies and procedures for its employees and elected officials; and

WHEREAS, previously the City has adopted a policies and procedures manual for employees (“Employee Manual”) setting forth the policies and procedures in current force and effect for City employees and elected officials; and

WHEREAS, by its nature, the Employee Manual is in need of periodic review and revision to be consistent with all applicable laws and current technology; and

WHEREAS, the City staff and legal counsel have identified a need to amend the Employee Manual; and

WHEREAS, the City Council of the City of Prospect Heights deems it to be in the best interest of the municipality to amend the Employee Manual;

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

SECTION ONE: The City Council finds the above recitals are true and correct and incorporates the same as part of this resolution.

SECTION TWO: That the amended Employee Manual of the City of Prospect Heights, attached hereto as Exhibit “A”, is hereby approved and accepted.

SECTION THREE: All prior ordinances and resolutions in conflict or inconsistent herewith are hereby expressly repealed but only to the extent of such conflict or inconsistency.

SECTION FOUR: That this resolution shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED this 10th day of February, 2020.

Nicholas J. Helmer, Mayor

ATTEST:

Deputy City Clerk Schultheis

AYES:

NAYS:

ABSENT:

EXHIBIT A

Employment Manual



CITY OF PROSPECT HEIGHTS

EMPLOYEE MANUAL

Adopted December, 1986

As Amended June, 1994

As Amended July, 1996

As Amended October, 1996

As Amended October, 2003

As Amended April, 2015

As Amended February, 2020

By the Prospect Heights City Council

INTRODUCTION

This Employee Manual is not intended to create any contractual or other legal rights. It is not an expressed or implied contract of employment, nor is it intended to create any rights or nature of an employment contract. Unless your employment with the City is governed by a separate, duly executed, written agreement or Collective Bargaining agreement which states otherwise, your employment with the City is at-will which means that either the City or you may terminate your employment with or without notice or with or without cause at any time. This manual is simply an overview of current policies related to employment with the City of Prospect Heights. Nothing said or done by any City representative shall constitute an employment contract unless it is reduced to writing and signed by the City Administrator. In addition, the employee manual indicates how the policy is to be administered by all supervisory personnel.

The function of this manual is to:

1. Promote consistency, continuity and understanding among all employees;
2. Promote consistent decisions on rules and regulations that are in effect for each and every employee of the City of Prospect Heights, and;
3. Improve employee-management relations based upon fair and equitable implementation of concise, but thorough personnel policies.

The overall authority and responsibility to administer the employee manual is vested in the City Administrator. It is the responsibility of every supervisor to apply the policy in a consistent and impartial manner.

In accepting employment with the City of Prospect Heights, each employee shall agree to comply with rules and regulations as set forth in this manual and any rules and regulations established by the department director and subsequently approved by the City Administrator.

It is the responsibility of each employee of the City to understand and to abide by the Employee Manual. Finally, it is the responsibility of both supervisors and employees to recommend changes, through their respective supervisor, to the Employee Manual which will strengthen and improve it for the benefit of the employees, the City and for the citizens of the City.

Each policy in the manual is independent. If any policy is held to be void, invalid, or ineffective for any reason, the validity of any other policy is not affected.

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CHAPTER I

GENERAL INFORMATION

1.1 Organization of City Government

The City of Prospect Heights was incorporated in 1976 under the Illinois statutes governing cities and villages.

The Mayor, five Aldermen, City Clerk, and Treasurer are elected representatives of the City residents. The Mayor and Aldermen comprise the City Council, the legislative body of the City. The City Council enacts all ordinances and sets community goals and policies.

The Mayor, with the advice and consent of the City Council, appoints the City Administrator. The Administrator exercises control over all departments as created by ordinances and performs the duties and responsibilities outlined in applicable ordinances of the City, including the appointment of all City employees.

1.2 Types of Appointment

1.2.1 Regular Employees

These are full-time employees who have completed their probationary period and who work a normal workweek, 40 hours per week. These regular employees are entitled to all City benefits and privileges prescribed in this personnel manual. Employment is, of course, dependent upon the employee's continued satisfactory service, good character, adherence to City and departmental rules and regulations, honesty and loyalty, and the City's ability to finance services.

1.2.2 Probationary Employees

These are individuals who have not completed their designated probationary period and who work a normal workweek. These employees are entitled to all benefits except for receipt of vacation and personal day unless otherwise approved by the City Administrator. The probationary period for City employees is normally one-half year (6 months) from the date of starting employment. Upon successful completion of the probationary period, the employee attains "regular" employee status and is entitled to the normal vacation and personal day provided for regular employees, calculated from the first day of employment. Probationary employees may be dismissed by the City Administrator for any reason at any time.

1.2.3 Part Time Employees

These employees serve on a continuing basis for approximately one thousand five hundred (1,500) hours or less per year. Part time employees do not earn health and life insurance, and their salary is based only on the number of hours worked.

Persons hired either as part time or temporary employees are employed on a daily basis and will work only at those times directed by the appropriate Department Director, as defined In the City Code (hereinafter referred to as "Department Director").

1.2.4 **Temporary Employees**

These employees are hired for a period of not more than ten (10) weeks, during which a normal workweek may be worked. Temporary employees are not eligible for annual leave, retirement, health or life insurance benefits, or any other City benefits, nor are they entitled to holiday pay or paid sick leave during their period of employment.

1.2.5 **Volunteers**

Employees serving in the capacity of a volunteer shall follow the volunteer policy.

1.2.6 **Non-Exempt Employees**

Non-exempt employees are those employees that are eligible to receive overtime under state and federal law.

1.2.7 **Exempt Employees**

Exempt employees are employees that meet the criteria to be exempt from overtime under state and federal law.

CHAPTER II

EMPLOYMENT PRACTICES

2.1 City of Prospect Heights Equal Employment Opportunity Policy

It is the policy and intent of the City of Prospect Heights to provide equal opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, creed, national origin, ancestry, political affiliation, disability, marital status, sex, sexual orientation, gender, pregnancy, age, genetic information, military status, unfavorable discharge from military service, order of protection status, arrest record or any other protected classification under federal, state or local law, in all aspects of full, part time, temporary or seasonal employment, including but not limited to, application, recruitment, hiring, placement, promotion, evaluation, work assignment, discipline, demotion, transfer, reduction in force, recall, termination, rate of pay or other forms of compensation, training, and any other term or condition of employment.

Failure of any employee to perform in a manner consistent with this policy may constitute grounds for disciplinary action up to and including termination.

2.2 Americans with Disabilities Act

It is the policy of the City of Prospect Heights to comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). The City of Prospect Heights will not discriminate against any qualified employee or applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The City of Prospect Heights also will make reasonable accommodation wherever necessary for all qualified employees and applicants with disabilities, unless to do so would cause undue hardship to the City.

2.3 New Applicant

When a vacancy exists or a new position is created in any department, a request is made by the Department Director to the City Administrator for permission to fill this vacancy. New positions are created through the budgetary process when sufficient justification so warrants and with City Council authorization.

The Assistant to the City Administrator will assist the Department Directors in obtaining, examining and evaluating applications. The Administrative Assistant shall give notice of all position vacancies by posting announcements in the City Hall and by such other methods as are necessary in order to attract a reasonable number of applicants.

Applications for employment shall be submitted to the Assistant to the City Administrator on application forms prescribed by the City Administrator. The application form shall be completed in its entirety, and falsification or fraud on an employment application is grounds for discharge or disqualification from consideration for employment. Appointments will be made by the City Administrator upon written recommendation of Department Directors.

2.4 Residency Requirements

Applicants for City employment are not required to be residents of the City. Although highly desirable, employees are not required to maintain residence within the corporate limits of the City. The City Administrator may require employees to live within a specified driving distance to the City at the time of the employee's appointment.

2.5 Employment of Relatives

No more than one member of a family shall be employed by the City. This requirement applies to the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent or grandchild of a current employee. Only the City Administrator has the authority to waive this requirement when it is in the best interest of the City.

2.6 Employment Records

2.6.1 Purpose

The City of Prospect Heights wishes to maintain positive employee relations by encouraging timely and appropriate resolutions to issues that arise in the workplace. It is understood that supervisors have the obligation to address issues that affect work performance and the work environment in a timely fashion. However, supervisors also exercise significant discretion in the manner in which they choose to address such issues. This policy is created in the interest of balancing such flexibility with accountability.

2.6.2 Policy

The City of Prospect Heights is required by state and federal law to maintain employment and medical records on all employees throughout the course of their employment. These records are confidential and are maintained officially in Administration. These files are confidential and information can only be released if requested by the employee, a court order, as required by the Freedom of Information Act or on a need-to-know basis by City management, administration or its designated representatives.

2.7 Review of Employment Records

The City of Prospect Heights complies with the provisions of the Illinois Personnel Record Review Act.

2.7.1 Current Personnel

The City Administrator is the official keeper of personnel records for every City of Prospect Heights employee. Employees have the right to review their personnel records. If current employees wish to review their employment files, they must do so by appointment with the Assistant to the City Administrator. At the designated appointment, the employee will be allowed

to review his/her employment records in the presence of the Assistant to the City Administrator or designee to preserve the integrity of the records.

Any employee who is involved in a current grievance against the City, who wishes to have his or her union representative or other representative inspect his or her personnel records may do so by completing a written request addressed to the City Administrator. Review of records by the union representative or other designated representative must be conducted in accordance with policies applicable to an employee review.

The City retains the right to charge for the cost of reproducing the employment records at the employee's request.

2.7.2 Former Personnel

Upon separation from the City, each employee may receive a copy of all information contained within his/her personnel records by requesting such from the City Administrator upon their departure. Employees, who have been separated from the City for more than one year, must request a copy of their file in writing.

The City retains the right to charge for the cost of reproducing the records the former employee requests.

2.7.3 Employee's Right to Respond

If an employee disagrees with anything contained in his or her personnel record, the employee shall be given the opportunity to respond to the disputed portion of the personnel record in writing. The City will include the written response with the disputed portion of the personnel record.

2.7.4 Exemption

Nothing contained in this policy shall prohibit the City from considering information obtained during a criminal investigation in the employment context. Further, it is understood that the City may delay such consideration until a judicial disposition is reached in a criminal case.

2.8 Pregnancy Rights Notice

If you are pregnant, recovering from childbirth, or have a condition related to pregnancy, you have a right to ask for a reasonable accommodation. This includes bathroom breaks, assistance with heavy lifting, a private space for expressing milk, or time off to recover from your pregnancy. For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or refer to the posted "Pregnancy Rights Notice."

CHAPTER III

PROBATION

3.1 Objective of the Probationary Period

The purpose of the probationary period is designed to be a training period, and completion of it does not result in any additional job security. During this period, supervisory personnel shall observe the employee to ascertain the consistency of satisfactory work performance. The period shall also be utilized to orient the employee to his/her work demands and surroundings.

3.2 Probationary Period

All persons employed by the City to fill a regular position must serve a six (6) month probationary period except police officers whose probation lasts ~~twelve~~ eighteen (12~~8~~) months. The probationary period may be extended for up to six (6) months by the recommendation of the Department Director. Employees who are promoted or transferred from a position in one department to a position in another department shall serve a six (6) month probationary period.

3.3 Dismissal During Probationary Period

If the probationer during this period shall be found incompetent or unqualified in the performance of the duties of the position to which he/she was appointed, the head of the department in which the probationer is employed may, with the consent of the City Administrator, discharge such probationer without the formality of a hearing.

3.4 Use of Leave

During the probationary period, employees are not entitled to use earned vacation time or personal days. However, under certain circumstances, and with the approval of the Department Director and City Administrator, exceptions may be made.

CHAPTER IV

CONTINUING EMPLOYMENT

4.1 Promotion and Transfers

Promotions in the City service shall be based upon merit, qualifications, experience, and ability to fulfill the requirements of the position as described. Promotional examination, education, oral Interview, review of past work record, and exhibited interest are factors which may be considered in determining the qualification of an employee for promotion. All promotions are made upon Department Director recommendation to and approval by, the City Administrator.

When an individual is promoted within the same department or transferred to a position in a different department, the City Administrator, based upon the recommendation of the appropriate Department Director will assign a salary within the new pay grade to which the employee has been assigned.

4.1 Temporary Promotions and Transfers

Temporary promotions and transfers may occur when a position is temporarily vacant due to a resignation, retirement, or dismissal. At the City Administrator's discretion, employees can be temporarily placed into a supervisory position to fill a vacancy. Compensation for the temporary promotion/transfer will be at the City Administrator's discretion.

CHAPTER V

TERMINATION OF EMPLOYMENT

5.1 Resignation

All employees are requested to provide two-week's written notice in advance of resignation. The Department Director has the discretion to waive the notice period.

Unauthorized absence from work for a period of three (3) consecutive days may be considered by the Department Director as a resignation.

5.2 Reduction in Force/Lay-Off

In the case of insufficient workload or funds, or because of a change in operating procedures of the City, a position may be abolished. The City will attempt to place the affected employee in another position. If no other position is available, a lay-off may be necessary. Seniority and performance determine the order in which employees are laid off. Those laid-off are placed on a re-employment list and are given preference in employment. An employee laid off will be considered to have been separated from City employment in good standing.

At least two (2) weeks' notice of the effective day of a lay-off shall be given each regular employee affected.

5.3 Retirement

An employee desiring to retire from the City is requested to give at least two (2) weeks written notice of the date on which the employee desires to retire.

Retired employees may continue in the group health insurance plan at their own expense in accordance with State and Federal requirements. The cost of coverage shall be at the same rate as is established for active employees. Termination of coverage by retiree and/or spouse is not reinstatable.

5.4 Unused Annual Leave

Upon retirement, resignation, discharge or lay-off, an employee will be paid **pro-rata** for any accrued unused vacation time.

CHAPTER VI

COMPENSATION AND HOURS

6.1 Salary and Wage Plan Preparation

The City Administrator, or other such designated person or agency selected for the purpose, shall prepare a proposed Salary and Wage Plan, showing for each position, minimum and maximum rate of pay and such intermediate rates as deemed desirable.

In arriving at proposed rates, the following items shall be considered:

- a) Prevailing rates of pay and work conditions for comparable work in other public and/or private business.
- b) Cost of living.
- c) Difficulty and responsibility of work.
- d) The City's financial condition and ability to pay.
- e) Other applicable considerations.

6.2 Adoption of Salary and Wage Plan

After consideration and adoption by the City Council, the Salary and Wage plan shall be applied to all positions.

6.3 Administration of Compensation Plans

6.3.1 Elected Officials

The City Council shall determine the annual compensation for the Mayor, Aldermen, Treasurer and City Clerk.

6.3.2 City Employees

- a) City Administrator: The annual salary of the City Administrator, as well as his benefits, shall be determined by the City Council.
- b) Full-Time Regular Employees: Rates of pay shall be in accordance with a formally structured salary range of pay grades so arranged in ascending degrees of job responsibility and corresponding compensation.
- c) Part-Time Employees: Rates of pay shall be determined annually based upon market demands. The rate and any possible increases shall be published as part of the Salary and Wage Plan. As with regular classifications, the rate shall have a minimum and maximum range to allow for flexibility in selection.

6.4 **Revision of Salary Ranges**

When a salary range for a position is revised upward, employees holding that position *whose salary falls below the revised range* shall have their salaries increased to the minimum wage of the pay range, and their anniversary date shall not be changed.

When a salary range for a position is revised downward, employees holding that position shall maintain their current salary level.

6.5 **Overtime Compensation**

It is the policy of the City to keep work in excess of established schedules at a minimum and to permit such work only when it is necessary to meet City operating requirements. Subject to the City Administrator's authorization, and with prior approval of the department Director, an employee shall receive overtime compensation at the rate of 1 ½ times regular pay or compensatory time at 1 ½ times the hours worked, for work performed in excess of that required in the normal work week at the election of the City Administrator to the extent permitted by law.

The compensation paid employees of the City shall be as follows:

6.5.1 **Regular Overtime**

Overtime shall be paid when an employee works in excess of his/her normal work periods and his/her supervisor has authorized and approved such overtime. Employees shall be compensated for overtime at a rate of 1 ½ times their regular hourly wage or compensatory time at 1½ times the hours worked, in accordance with Federal guidelines. An attempt will be made to equitably distribute overtime work among employees competent to perform the service required and to give employees as much advance notice as possible.

6.5.2 **Overtime, Holidays and Emergencies**

An employee who is called out for non-scheduled emergency work after hours on a normal day off, or on a holiday for circumstances declared emergencies by the City Administrator, or his designate, shall be paid overtime at a rate of 1 ½ times his/her regular salary. All full- time City employees shall be paid at a rate of two (2) times his or her regular hourly wage for all hours worked on Sunday.

6.5.3 **Overtime Supervisory**

Department Directors and other exempt personnel designated by the City Administrator will not be eligible for overtime pay or receive compensatory time off except with specific approval of the City Administrator.

6.5.4 **Overtime- Temporary Employees**

Temporary employees are not eligible for overtime compensation for hours worked in excess of eight (8) hours per day or for work on Saturdays, Sundays, or holidays if the total number of hours worked do not exceed forty (40) hours in a seven (7) day work cycle; however, they shall be compensated at 1 ½ times their hourly rate for hours in excess of forty (40).

6.5.5 **Compensatory Time**

Compensatory time may only be accumulated up to a maximum of eighty (80) hours unless authorized by the City Administrator. Compensatory time may only be taken with prior approval of the Department Director, and should be requested within a reasonable period prior to the desired dates to avoid disrupting the operational needs of the department.

6.6 **Overtime Records**

Department Directors shall maintain continuous records of overtime and shall report the use of overtime to the City Administrator on a bi weekly basis or as required.

6.7 **Public Works Employee Hours**

~~Employees cannot work for more than sixteen (16) consecutive hours following eight (8) consecutive hours off duty.~~ Employees will not be required to work more than twelve (12) consecutive hours without being allowed an eight (8) hour rest period.

This does not prohibit employees from working more than twelve (12) consecutive hours without an eight (8) hour rest if the employee voluntarily elects to do so.

6.8 **Safety Program**

Employees for the City of Prospect Heights are exposed to an exceptionally high degree of hazards that can result in a motor vehicle crash and other injuries. In order to recognize those persons, who make a serious effort to utilize sound safety practices and accept responsibility for their own safety, city equipment and city vehicles, a safety program is prudent. This policy replaces all previously issued memorandums or policy statements relating to Safety Days.

Employees who participate in and complete City assigned safety training ~~program are not involved in any motor vehicle crash for a period of one year, have not lost time at work do to a preventable injury, have not lost or damaged city property and are currently certified in CPR~~ will be credited with a discretionary day off effective May 1 of each year. A discretionary day is defined as an eight (8) hour day. ~~Motor vehicle crashes include any incident where there is damage to the vehicle assigned to them during the tour of duty.~~ The discretionary day off is to be used at the convenience of the city and will be documented as Compensatory Time.

Part time employees who achieve these goals will be awarded four (4) hours of compensatory time off. Full time employees whose responsibilities do not involve driving as a primary responsibility, and achieve these goals will be awarded four (4) hours of compensatory time.

CHAPTER VII

HOLIDAYS

7.0 Holidays

7.1 Eligibility - Full Time Employees

All regular full time employees will be paid for the following holidays:

New Year's Day	(January 1st)
Presidents' Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4 th)
Labor Day	(First Monday in September)
Veterans' Day	November 11th
Thanksgiving Day	(Fourth Thursday in November)
Day after Thanksgiving	(Fourth Friday in November)
Christmas Eve	(December 24th)
Christmas Day	(December 25th)
Personal Days	Two <u>Four</u> days at the employee's discretion

Note: If one of the above holidays falls on a weekend, Saturday holidays will result in City Hall closing on Friday, and Sunday holidays will result in City Hall closing on Monday.

7.2 Eligibility- Regular Part Time Employees

Part time employees working at least one thousand (1,000) hours, but less than 1,500 hours, per year are entitled to holiday pay on a half time basis.

7.3 **Personal Day**

Personal Days are earned on January 1, and are treated as accrued vacation at the end of January.

7.4 **Vacation during a Holiday**

If a holiday occurs during an employee's scheduled vacation, the day is not charged as use of vacation.

7.5 **Duty Scheduled During a Holiday**

Any employee required to work on a holiday shall receive a floating holiday as compensatory time off. Accrual of all floating holidays is submitted through the employee's Department Director to the Finance Department.

7.5.1 Accrued floating holidays will be tracked apart from vacation, compensatory time, and sick leave.

7.5.2 An employee can carry no more than three (3) accrued floating holidays over into a new calendar year.

7.6 **Sick Leave Before or After a Holiday**

If an employee is absent from work the day before or after a holiday, the employee will not receive holiday pay until proof of illness or excusable absence is established to the satisfaction of the Department Director.

7.7 **Temporary Employees**

Temporary employees are ineligible for holiday pay.

CHAPTER VIII

VACATIONS

8.0 Vacation

8.1 Eligibility – Regular, Full Time Employees

Full time employees are eligible for the following paid vacation benefits:

8.1.1 Upon successful completion of six (6) months of employment, the employee accrues five (5) vacation days. Upon completion of one (1) year of employment, the employee accrues an additional five (5) days of employment for a total of ten (10) accrued vacation days in the first year of employment. In years two (2) through five (5) of employment, an employee will accrue ten (10) vacation days per year.

8.1.2 In years six (6) through ten (10) of employment, an employee will accrue fifteen (15) vacation days per year.

8.1.3 In years eleven (11) through fifteen (15) of employment, employees will accrue fifteen (15) days of vacation per year plus one (1) additional day for each year of service. For example, in year eleven (11) the employee will accrue sixteen (16) vacation days.

8.1.4 In years sixteen (16) through twenty (20) of employment, employees will accrue twenty (20) vacation days per year.

8.1.5 In years twenty-one (21) through twenty-five (25) of employment, employees will accrue twenty (20) days of vacation per year plus one (1) additional day for each year of service. For example, an employee, in his or her twenty-first year of employment will accrue twenty-one (21) days of vacation. The maximum accrued vacation in a year is twenty-five (25) days

8.1.6 Employees are awarded accrued vacation on January 1st of the following year after their anniversary date.

8.2 Eligibility - Regular, Part Time Employees

Part-time employees working at least one thousand (1,000) hours, and less than 1,500 hours per year are eligible for 50 percent of the time accrued:

8.2.1 Years 1 through 5, forty (40) hours per year, accrued by month by full time employees described in sections 8.1.1 to 8.1.6.

8.2.2 Years 6 or more, sixty (60) hours per year, accrued by month by full time employees described in sections 8.1.1 to 8.1.6.

8.3 **Vacation Schedules**

A Leave Request Form must be filed on the appropriate form with the Department Director, and be approved by same before the vacation begins. The following rules govern approval of requests:

8.3.1 Requests will be honored in the order received, and can be made up to a year in advance.

8.3.2 In the event of coincident requests, employee's seniority will decide to whom the vacation is awarded.

8.3.3 While due consideration for requests will be given, the needs of the City in scheduling workloads will be the overriding criterion.

Note: The City strongly encourages that employees make vacation requests well in advance. This practice will avoid potential refusals of leave.

8.4 **Deadline- Administrative**

Leave requests for paid vacation, compensation time, personal and sick days must be filed in the Finance Department before the next payroll cutoff for appropriate processing.

8.5 **Accrued Vacation Balance**

No more than twenty five (25) days of accrued vacation can carry into the next calendar year without the written approval of the City Administrator.

8.6 **Vacation Use**

Vacation time can be used in increments no smaller than one-half day, and hours must run consecutively from the beginning of shift to mid-shift, or mid-shift to the end of shift. Only the written approval of the employee's immediate supervisor will allow the use of vacation beyond the accrued balance.

8.7 **Termination of Employment**

Upon termination of employment, the employee shall receive his/her accrued vacation time on the next regular pay period.

8.8 **Compensatory Time**

All record of compensatory time is maintained in the Finance Department. Consequently, each department must report any use or accrual of such by the next payroll cutoff for each employee. Activity by employee will be reported to each department on a monthly basis.

8.8.1 **Eligibility**

Employees earn compensatory time at the same rate, which they accrue, overtime pay. Exempt employees earn compensatory time at an hour earned for an hour worked only after receiving prior approval by the City Administrator.

Part time employees are not eligible for compensatory time. Instead, these employees will be paid, at a straight time rate, for any hours worked beyond those normally scheduled. In the event that a part time employee works hours in excess of a full time week, paid overtime rules apply.

8.8.2 **Approval of Compensatory Time**

An employee may earn compensatory time only with the written approval of the employee's Department Director.

Verbal approval from the Department Director or his/her designate, is absolutely necessary prior to working beyond normally scheduled hours, except in emergency situations.

8.8.3 **Use of Compensatory Time**

The use of compensatory time adheres to the same policy regulations as the use of vacation time. An exception to this treatment follows:

An employee requesting vacation time off will receive approval when another employee has requested compensatory time for the same day, and a conflict exists.

8.8.4 **Carryover of Compensatory Time**

An employee is allowed to carry ten (10) working days of compensatory time from one calendar year to another.

- a) If a balance larger than ten (10) days exists at the end of a calendar year, and the employee is overtime eligible, the balance will be paid on the subsequent payroll date.
- b) If the same situation exists, but the employee is not overtime eligible, the employee will lose any compensatory time beyond the allowed ten days (10) balance. It is the employee's responsibility to track an excessive compensatory time balance, and to schedule days off accordingly.

8.8.5 **Record keeping**

All record of compensatory time is maintained in the Finance Department. Consequently, each department must report any use or accrual of such by the next payroll cutoff for each employee. Activity by employee will be reported to each department on a monthly basis.

CHAPTER IX

EMPLOYEE BENEFITS

9.1 Insurance Benefits

9.1.1 Worker's Compensation

An employee injured in the performance of duties for the City may be granted Worker's Compensation benefits as prescribed under the Illinois Worker's Compensation and Occupational Diseases Act.

9.1.2 Health and Dental Insurance

Each full-time regular employee is eligible for hospitalization, major medical and dental insurance plan, which cover the employee and his or/ her dependents at time of their employment the employee will receive detailed information concerning such insurance in the New Employee Packet.

Employees who leave City service may elect to continue their health insurance coverage in accordance with State and Federal guidelines.

9.1.3 Life Insurance

The City may maintain a life insurance policy for all full-time regular employees. The employee shall receive detailed information on such insurance in the New Employee Packet.

9.1.4 Employee Service Award Plan

The City of Prospect Heights rewards employee tenure. As a reward for length of continuous City service and as an incentive to continue that service, employees ~~in Grades 1 through 25~~ will receive the following longevity pay benefits paid ~~once a year during the payroll period including November 1st~~ in one lump sum amount on or about November 1st of each year. Years of service shall be calculated as of October 31st of the year in which the longevity pay is being paid. Employees retiring before November 1st, but who have met their anniversary requirement for the calendar year in accordance with the Employee Service Award Plan, will have their award paid out pro-rata with any remaining benefit time upon separation.

Employed less than 5 years	No Benefit
Employed 5 through 9 years	\$ 275.00
Employed 10 through 14 years	\$ 550.00
Employed 15 through 19 years	\$ 825.00
Employed 20 years or more	\$ 1,100.00
Employed 25 years or more	\$ 2,200.00

Regular part time employees working at least 1,000 hours per year and less than 1,500 per year receive a one-half benefit based upon years of service. Section 8.2 of this document provides the definition of a part time employee.

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9.2 **Pension Benefits**

9.2.1 **Illinois Municipal Retirement Fund**

All full-time regular employees, with the exception of sworn police personnel, are covered by the Illinois Municipal Retirement Fund. Employees contribute 4.5% (tax deferred), while the City's contribution fluctuates yearly based upon investments made by the fund.

Police Pension Fund

All full-time sworn police officers are covered by the Police Pension Fund. Employees contribute 9.9%, while the City's contribution is established by the actuarial studies conducted by the fund.

9.3 **Sick Leave Policy**

9.3.1 **Accrual of Sick Leave- Regular, Full Time Employees**

All full-time employees shall accrue twelve (12) days of sick leave per year, on a monthly basis. The maximum sick leave accrual is two hundred forty (240) days, and any additional days are lost. "One day" of sick leave depends upon the employee's assigned workweek:

- a) Employees assigned a forty (40) hour work week accrue sick leave at (8) hours per month (one day);
- b) New employees accrue sick leave for the first month on a pro rata basis, rounded up to the nearest hour.

9.3.2 **Accrual of Sick Leave-Regular, Part Time Employees**

Regular, part-time employees, who are scheduled for at least one thousand (1,000) hours per year, but less than (1,500) hours, accrue sick time on a half-time basis.

9.3.3 **Temporary Employees**

Accrual of sick leave for temporary employees is not permitted.

9.3.4 **Situations Appropriate for Sick Leave**

Sick leave shall be allowed only in the following situations:

- a. Illness, pregnancy, or disability of the employee.
- b. An illness in the employee's immediate family. Immediate family in this case is defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. An employee stands in loco parentis to a child when the employee intends to assume the responsibilities of a parent with regard to the child through either day-to-day care or financial support.

- c. Medical appointments for the employee or the employee's child are acceptable only after obtaining approval from the Department Director on a leave Request form. If at all possible, medical appointments should be scheduled during non-working hours.

Note: Sick leave is not considered a benefit, which an employee may use at his or her discretion, but is a privilege allowed only to provide income security during the period of limited, bona fide illness.

9.3.5 How to Request Sick Leave

- a) All employees shall notify their immediate supervisor, at least one hour prior to the employee's start time, each day in the event of absence due to illness. Failure to do so will result in the loss of sick leave pay for the period the employee is absent.
- b) An employee shall file a leave request form with his/her immediate supervisor on the date of return to work. Subject to the supervisor's and Department Director's approval, the leave request form is forwarded to the Finance Department for payroll calculation and benefits record keeping.
- c) Sick leave shall be granted in half hour increments.

9.3.6 Extended Sick Leave Consideration

- a) If a sick leave period extends beyond three (3) days, the Department Director will require medical certification from the employee's physician. This requirement may be extended at the Department Director's discretion for repeated occurrences of the same illness. Certification forms are available in the Finance Department, and once completed, the employee will route the form as though it were a leave Request Form. A physician's certification will exempt the employee from the daily absence report to the employee's immediate supervisor.
- b) When job-related and consistent with business necessity, the City Administrator may require an employee to submit to a medical examination.
- c) Employees who are unable to return to work after having exhausted all available leave may be eligible for disability benefits under an applicable retirement plan.
- d) Alternatively, the employee may be eligible for a Family Medical Leave under the Family Medical Leave Act of 1993 (FMLA). Briefly stated, FMLA requires the City to provide up to twelve (12) weeks of job protected leave with existing health insurance benefits for: See Section 9.3.8 FMLA Act Policy

9.3.7 Other Sick Leave Considerations

- a) The City retains the right to audit and investigate sick leave usage. The City also reserves the right to take corrective action if an employee is suspected of abusing the sick leave privilege. Such actions may include, but are not limited to:

- 1) Discussing the matter with the employee;
 - 2) Requiring that the employee obtain medical certification as described in item 9.3.6a, #1 of the sick leave policy;
 - 3) Instituting sick leave verification calls;
 - 4) And/or taking disciplinary action as deemed necessary.
- b) No employee is eligible to use City sick leave for personal injury incurred during paid, outside employment.
 - c) No employee is eligible to use City sick leave for a work related injury when that injury is covered under the Worker's Compensation Act
 - d) Under no circumstances will an employee be paid for unused sick leave upon separation from the City.
 - e) The City will provide to all retiring employees, with eight (8) or more years of service, basic health and major medical insurance coverage at the rate of one month of coverage for each twenty (20) days of unused sick leave at time of retirement.
 - f) The Illinois Pension Code will be followed as it relates to employees eligible for an Illinois Municipal Retirement Fund (IMRF) additional service credit to the extent of unused sick leave upon retirement. Retiring employees should consult the employee benefits coordinator prior to retirement.

Section A

9.3.8 Family and Medical Leave Act and Military Leave (FMLA) Policy

This policy document supersedes any other existing policy or policy document governing the handling of leave taken pursuant to the Family and Medical Leave Act of 1993 ("FMLA"). It is intended to conform to The City of Prospect Heights obligations under 29 C.F.R. §825.300.

a.) Eligibility

To be eligible for FMLA benefits, an employee **must**:

- (1) have worked for The City of Prospect Heights for a total of 12 months; and
- (2) have worked at least 1,250 hours over the previous 12 months.

b.) Leave Entitlement

A covered employee is entitled to up to a total of 12 workweeks of unpaid leave in a 12 month period for one or more of the following reasons:

- for the birth of a son or daughter, and to care for the newborn child;

- for the placement with the employee of a son or daughter for adoption or foster care;
- to care for the employee's spouse, son or daughter or parent (but not parent-in-law) who has a serious health condition,
- when the employee is unable to perform the functions of the employee's job because of a serious health condition, or because of incapacity due to pregnancy, prenatal medical care or child birth.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Spouses employed by the same employer may be limited to a **combined** total of 12 workweeks of family leave for the following reasons:

- birth and care of a child;
- for the placement of a child for adoption or foster care, and to care for the newly placed child; and,
- to care for an employee's parent who has a serious health condition.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave in a single 12-month period to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is on the temporary disability retired list. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA –qualifying reason during the single 12-month period, but is entitled to no more than 12 weeks of leave for:

- the birth of a son or daughter of the employee and in order to care for such son or daughter;
- because of the placement of a son or daughter with the employee for adoption or foster care;

- in order to care for the spouse, son, daughter or parent with a serious health condition;
- because of the employee's own serious health condition,
- or because of a qualifying exigency.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care of a son or daughter, use of intermittent leave is subject to the employer's approval.
- FMLA leave may be taken intermittently whenever **medically necessary** to care for a seriously ill family member or seriously ill or injured service member, or because the employee is seriously ill and unable to work.

The terms "son or daughter" are defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. An employee stands in loco parentis to a child when the employee intends to assume the responsibilities of a parent with regard to the child through either day-to-day care or financial support.

9.3.9 SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

9.3.10 LEAVE AVAILABILITY CALCULATION

The City of Prospect Heights has adopted the "rolling 12 month period" method of calculating available FMLA leave for all types of leave with the exception of leave to care for a seriously ill or injured service member. Under the rolling 12-month period, in order to determine the amount of available FMLA leave, the calculation is made each time an employee commences an FMLA leave. From that date, the preceding 12 month period is examined. Any FMLA leave used during that preceding 12 months is deducted from the 12 weeks annual leave granted by the FMLA. The employee is entitled to take no more than the remaining balance of FMLA leave.

For FMLA leave requests made to care for a covered service member with a serious injury or illness, the single 12-month period begins on the first day the eligible employee takes FMLA leave.

9.3.11 SUBSTITUTION OF PAID LEAVE

Any employee taking FMLA leave is required to substitute and use any remaining paid “leave” benefits which are available or become available during the FMLA leave. This includes vacation, personal, and sick days. Such paid leave is substituted for the unpaid FMLA leave, and is not in addition to such FMLA leave.

All other FMLA leave is unpaid.

9.3.12 MEDICAL INSURANCE BENEFITS WHILE ON FMLA LEAVE

During FMLA leave, the City of Prospect Heights will maintain the employee’s health coverage under any group health plan, under the same terms as if the employee had continued to work. If the employee was required to pay a portion of the premiums for coverage, that obligation continues while on leave. Payment is expected to be made in the same amounts, and at the same time (i.e. each payroll date) as was made while working. If any payment is more than 30 days late, medical coverage may be canceled pursuant to the FMLA Rules and Regulations.

An employee can elect not to continue medical coverage while on leave. If this election is made, the City of Prospect Heights will immediately place the coverage into COBRA.

If the coverage is continued while on FMLA leave, and the employee does not return to work at the end of the FMLA leave period, the City of Prospect Heights will bill the employee for the amount of premiums paid by the City of Prospect Heights during the leave period unless the employee does not return to work due to a reason exempted from this provision by FMLA Rules and Regulations.

No other employment benefits provided by the City of Prospect Heights to employees are continued during FMLA leave. All such benefits are instead held in abeyance until the employee returns to work. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

9.3.13 PROCEDURE FOR REQUESTING FMLA LEAVE

An employee must provide the City of Prospect Heights with at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days’ notice is not possible, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

Employees must provide sufficient information for the City of Prospect Heights to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing

treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the City of Prospect Heights if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will also be required to provide certification as specified below, and may be required to provide periodic recertification supporting the need for leave.

Any employee taking leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position must be supported by a certification issued by the health care provider of the employee or the employee's family member on the form attached to this policy. An employee taking leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness must also be supported by a certification in the form attached to this policy except that an employee taking leave to care for a covered service member may provide an invitational travel order (ITO) or an invitational travel authorization (ITA) in lieu of certification for the leave taken through the expiration of the ITO or ITA. Additional copies of the certification forms can be obtained from your supervisor. Employees are required to furnish the above-referenced certifications at the time the employee gives notice of the need for leave or within 5 business days thereafter. In the case of unforeseen leave, certification must be provided within 5 business days after the leave commences. FMLA leave may be denied in accordance with the FMLA Rules and Regulations if appropriate certification is not provided.

9.3.14 CONSEQUENCES OF TAKING FMLA LEAVE

Any FMLA leave taken will be counted against the available leave allowed by statute. Any employee seeking to return to work after leave taken because of the employee's own "serious health condition" must submit a medical certification of fitness to return to duty, signed by the attending health care provider, before the employee will be allowed to return to work. Failure to comply with this requirement does not extend the leave.

On return from FMLA leave, the employee will be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The City of Prospect Heights reserves the right to deny restoration to "key employees" as defined by the FMLA regulations where restoration will cause "substantial and grievous economic injury" to the operations of the City of Prospect Heights.

If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA. The employee may, however, fall under the Americans with Disabilities Act (ADA).

9.3.15 EMPLOYER RESPONSIBILITIES

The City of Prospect Heights must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City of Prospect Heights will provide a reason for the ineligibility.

The City of Prospect Heights must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the City of Prospect Heights determines that the leave is not FMLA-protected, the employer must notify the employee.

9.3.16 UNLAWFUL ACTS BY EMPLOYERS

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

9.3.17 ENFORCEMENT

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement with provides greater family or medical leave rights.

9.3.18 REFERENCE TO FMLA NOTICE POSTER

The City of Prospect Heights has posted in each department, a notice setting forth the relevant provisions of the FMLA. The terms of the notice are incorporated in this policy document as if they were specifically set forth. Each employee is charged with familiarizing him/herself with the contents of the notice concerning all applicable employee rights and obligations under the FMLA.

9.4 Leaves of Absence

Employees may be granted a leave of absence under any one of the following circumstances:

9.4.1 Death in the Family

- a) Employees are eligible for a bereavement leave of one day with pay in the event of a death of the employee's spouse, child, step-child, parent, step-parent, sibling, parent-in-law, grandparent, grandchild, brother-in-law or sister-in-law or any relative living in the same household with the employee.

- b) An employee must notify his/her immediate supervisor within twenty four (24) hours of the start of the leave of absence due to a death in the family. The employee's Department Director has the authority to extend this leave with pay to a limit of three (3) days. The leave can be extended to a total of five (5) days by the City Administrator.

9.4.2 Jury Duty

The employee should inform his/her immediate supervisor of the scheduled jury duty as soon as possible. Employees are leave eligible for any time lost while serving on jury duty, but must remit any compensation provided by the courts to the City, through the employee's immediate supervisor.

9.4.3 Military Service

The City complies with all federal and state laws providing eligible employees with military leave benefits. Any employee seeking military leave should contact the City Administrator.

9.5 Special Leave Requests

9.5.1 Introduction and Requirements

In special circumstances, unpaid leave is available to any employee upon written request to his or her Department Director, subject to the approval of the City Administrator. A special request must have the following elements prior to consideration:

- a) The date upon which the leave will commence;
- b) The date upon which the employee anticipates returning;
- c) Reasons the employee has for making the request;
- d) Any request for extension of the leave must follow the same form, and is subject to the same approvals.

9.5.2 Supervisory Review

The Department Director may recommend either approval or disapproval when forwarding special leave requests. The Department Director's recommendation must be founded on the basis of the operational requirements of the Department, availability of existing or temporary substitute employees, and the reasonableness for the request.

9.5.3 Reinstatement

Employees desiring a special leave of absence must recognize in writing that all positions in the City are subject to change or elimination. Consequently, absolute assurance of reinstatement within an unpaid special leave is impossible. However, if the position is still in existence and unoccupied at the conclusion of the special leave period, the employee shall resume the same

status therein. In the event that the position has been eliminated or filled, the City will make every reasonable effort to place the employee in a suitable position as soon as possible.

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CHAPTER X

EMPLOYEE CONDUCT AND REGULATIONS

10.1 Performance Appraisal

Supervisors should maintain a record of an employee's progress. In addition, acts of significant progress or excellent performance as well as disciplinary actions should be formally written and placed in the individual's personnel file.

a) The purposes of employee evaluations are:

- 1) To take a personal inventory;
- 2) To identify strengths;
- 3) To identify areas that needs improvement;
- 4) To outline and agree upon a practical improvement programs; and
- 5) To provide a history of development and progress.

A formal evaluation will occur at least annually on a form prescribed by the City Administrator. One copy of the form will be retained by the Department Director, one copy will be given to the employee, and one copy will be placed in the employee's personnel file. Moreover, employees are generally evaluated at the conclusion of the first six (6) months of employment, and at such other times as a Department Director or City Administrator deem appropriate.

10.2 Outside Employment

Outside employment is discouraged. Each full-time employee desiring to engage in outside employment shall notify, in writing, his/her respective Department Director of the employer, nature and schedule of the proposed outside employment. Each Department Director with concurrence of the City Administrator, may prohibit such outside employment if, in their judgment, the employment might be detrimental to the best interest of the City. In such cases, the employee would be given appropriate warning and then must decide whether to continue service with the City or with the outside employment.

All full-time City employees are subject to call at any time for emergencies, special assignment, or overtime duty, and no outside employment may infringe on this obligation.

Employees of the City shall not engage in outside business activities while on duty, nor shall City property or confidential or sensitive information obtained on the job be used for non-City functions.

10.3 Political Activities

Employees may exercise their full political rights to vote, campaign, and run for office so long as the employees do not use their City positions to coerce or influence others and do not engage in political activities while at work. An employee or applicant's political affiliation or activity will not be a factor considered in hiring or when making decisions concerning the terms or conditions of employment.

10.4 Pecuniary Interests

No employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or be financially interested directly or indirectly, in the sale to or by the City of land, materials, supplies, or services. This provision may be waived by the Mayor and City Council on full disclosure of all pertinent facts when in the City's best interest.

10.5 Gratuities

Employees shall neither solicit nor accept personal gifts, fees, tips, or other forms of remuneration offered because of the employee's duties, functions, responsibilities, or position as an employee of the City.

10.6 Personal Use of City Property

The use of any City property for personal use is prohibited unless specifically authorized by the City Administrator.

10.7 Change of Name, Address, Marital or Family Status

Employees shall report all changes in name, address, telephone number, and marital status or family status to the City Administrator within ten (10) working days for the purpose of insurance and emergency notifications.

10.8 Personal Vehicle Usage

It is the City policy to reimburse employees who use their personal vehicles on City business at the IRS standard mileage rate.

It at all possible, employees should use City vehicles when on City business for insurance and other reasons. This policy is in effect to offer departments flexibility when vehicles shortages necessitate the use of personal vehicles only.

10.9 Personal Relationships with Other Employees

Working relationships can sometimes evolve into personal relationships. When employees are engaged in a personal relationship, a conflict of interest may arise in certain instances. In order to avoid conflicts of interest, the City of Prospect Heights has implemented the following policy.

For purposes of this policy personal relationship includes dating; engagement to be married; cohabitation within the same household and living in a romantic partnership (excludes platonic roommates sharing living expenses); having a romantic or sexual relationship. An employee may not supervise or hire a person with whom he or she is having a personal relationship.

Employees that are in a personal relationship must immediately report the relationship to the Human Resources Department if either employee supervises the other, is in a position to hire the other, or has any influence over the other employee's terms and conditions of employment. Employees who work in the same department are required to report the personal relationship to their supervisor.

Failure to comply with this policy can lead to discipline, including termination.

10.10 Disclosure of Confidential Information

In the course of employment, employees may have access to information, including but not limited to, private or personal information about other employees or citizens of the City of Prospect Heights that is confidential. Confidential information generally includes information that is exempt from disclosure under the Freedom of Information Act including but not limited to social security numbers, driver's license numbers, biometric identifiers, personal financial information, medical records, home and personal telephone numbers, personal email addresses, home addresses, personal license plate numbers, other information where the disclosure would constitute a clearly unwarranted invasion of privacy or information which is specifically exempted or prohibited from disclosure by law. The disclosure of confidential information is strictly prohibited.

Any questions regarding whether information is confidential should be referred to the Administration Department.

CHAPTER XI

EMPLOYEE CONDUCT AND DISCIPLINARY PROCEDURE

11.1 Conduct, Work Habits and Attitudes

Each employee shall maintain a high standard of conduct, cooperation, efficiency and economy in his/her work for the City.

11.2 Discipline

Violations of work rules, applicable safety regulations, City regulations, and City ordinances, and improper conduct will be considered cause for disciplinary action. Disciplinary action is administered by the Department Director with the approval of the City Administrator.

11.3 Types of Disciplinary Action; Progressive Discipline

Disciplinary action may include reprimand, suspension without pay, and dismissal, depending upon frequency and severity of offense. The normal procedure shall proceed as follows:

Step 1 Verbal warning, with written notice in the employee's personnel file.

Step 2 Written reprimand which shall be placed in the employee's personnel file.

Step 3 Suspension from duty without pay.

Step 4 Dismissal.

This procedure may be altered by the City Administrator based upon the severity and frequency of the employee's actions.

11.4 Prohibited Conduct

The following is a non-exhaustive list of conduct for which an employee may be disciplined:

11.4.1 Incompetence or inefficiency in the performance of duties.

11.4.2 Conviction of a criminal offense or of a misdemeanor involving moral turpitude.

11.4.3 Violation of law or regulation. Insubordination or a breach of proper discipline.

11.4.4 Intoxication on duty.

11.4.5 Use, possession, or being under the influence of controlled substances or cannabis while on duty, except with the approval and guidance of a licensed Physician.

11.4.6 Carelessness or negligence in handling or control of City equipment and property.

11.4.7 Inducing or attempting to induce an officer or employee of the City to commit an unlawful act or to act in violation of any regulation or order.

11.4.8 Accepting any fee, reward, gift, tip, or any other form of remuneration for the performance of their duties other than regular compensation.

11.4.9 Dishonesty in the performance of duties.

11.4.10 Excessive tardiness and/or absenteeism.

11.4.11 Failure to properly report work-related accidents or personal injuries.

11.4.12 Misrepresentation or falsification of any information required by the City.

11.4.13 Political activity during hours of employment.

11.4.14 Discourteous treatment of coworkers, supervisors, elected or appointed officials or members of the public.

11.4.15 Violation of any City Policy.

11.4.16 Violation of safety policies, procedures or practices.

11.4.17 Disorderly conduct or fighting.

11.5 Suspension Without Pay

The Department Director, with approval from the City Administrator, may suspend an employee without pay for any instance of unacceptable conduct, or repeated infractions when deemed in the best interest of the City.

A notice of suspension must be filed with the City Administrator and should contain:

- a) A statement of the nature of the disciplinary action.
- b) The effective date of action.
- c) A statement of the reason for suspension citing the rules violated.

Suspensions for over three (3) days must be approved by the City Administrator.

11.6 Safety and Accidents

11.6.1 Employee Responsibility

Employees are expected to conduct themselves and handle equipment in such a manner as to avoid accidents. Employees must observe all safety rules, use available safety devices, and report unsafe conditions or equipment to their Department Director. In particular:

- a) At frequent intervals, employees should inspect all equipment and areas that are their responsibility for safety to prevent accidents.
- b) Employees should always wear the appropriate protective clothing; i.e., such items as hard hats, goggles, and protective boots.
- c) When they are finishing a job, employees should always clean the area and inspect it for possible fire or accident hazards prior to leaving.
- d) An employee should not operate any machine or use any material until he or she has read and become thoroughly familiar with the directions or instructions.
- e) An employee should always be alert when driving and observe all laws for the operation of vehicles including the use of safety belts.

11.6.2 Injuries

If an employee is injured on the job, the employee should immediately inform the Department Director. The employee must insure that an accident report is submitted to the supervisor for forwarding to the City Administrator so that the employee's right to Worker's Compensation insurance benefits or reimbursement for medical expenses is not jeopardized. Even if the injury is so slight that no time is lost, a report must be made.

If an employee is involved in any accident while on the job resulting in property damage or injury to any person, it must be reported immediately to the Department Director. The police should be called to the scene immediately. The employee should not discuss the accident with anyone except the Prospect Heights Police Department or admit any liability, and should direct any person seeking information to the City Administrator.

Disciplinary action may be taken against employees if their negligence contributed to the accident or caused an unsafe condition.

CHAPTER XII

GRIEVANCE AND DISCIPLINARY APPEAL PROCEDURES

12.1 It is the policy of the City administration to encourage employees to discuss with their Department Directors any problems which may arise. If an employee has any complaint or grievance concerning classification, work condition, salary or other matters relative to employment, the employee should act as follows:

- a. The employee must first discuss the problem with his/her Department Director, within five (5) business days of the occurrence giving rise to the grievance.
- b. If the conference with the Department Director does not yield a satisfactory solution, within five (5) business days, a conference may be requested with the City Administrator.
- c. At the discretion of the City Administrator, the appropriate Department Director may be contacted in order to explore all facts of the case. The decision of the City Administrator shall be final.

This procedure shall be strictly adhered to. Skipping or deleting a step may constitute grounds for disciplinary action. Before proceeding to each of the steps in the procedure, the employee must notify the Department Director.

12.2 Appeals from Dismissal

If an employee believes that he or she has been unfairly discharged by a Department Director, the employee may appeal in writing to the City Administrator outlining the circumstances and request a formal hearing before him concerning the matter within five (5) days from the notice of discharge. A copy of the letter must also be given to the Department Director.

CHAPTER XIII
CITY OF PROSPECT HEIGHTS
POLICY AGAINST DISCRIMINATION,
HARASSMENT, AND SEXUAL MISCONDUCT

13.1 STATEMENT OF POLICY

It is the City of Prospect Height's policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, sex, gender, sexual orientation, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, or any other classification prohibited under federal or state law. Sexual misconduct is also prohibited. The City of Prospect Heights will neither tolerate nor condone discrimination, harassment, or sexual misconduct by employees, managers, supervisors, elected officials, coworkers, or non-employees with whom the City of Prospect Height has a business, service, or professional relationship. Retaliation against an employee who complains about or reports any act of discrimination, harassment, or misconduct in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. The City of Prospect Heights is committed to ensuring and providing a work place free of discrimination, harassment, sexual misconduct, and retaliation. City of Prospect Heights will take disciplinary action, up to and including termination, against an employee who violates this policy.

As set forth above, sexual harassment and sexual misconduct are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

1. Submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment because of the persistent, severe, or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a coworker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that the county deems inappropriate and in violation of our policy:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, “smacking” or “kissing” noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

Sexual misconduct is strictly prohibited by the City of Prospect Heights and can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or **ANY** sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications that are written, electronic, verbal, visual, virtual, or physical).

13.2 RESPONSIBILITIES

A. Supervisors

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment, or sexual misconduct;
2. Promptly notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois;
3. Promptly notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor;

4. Stopping any observed acts of discrimination, harassment, or sexual misconduct and taking the appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
5. Reporting any complaint of harassment, discrimination, or sexual misconduct to the City Administrator or City Attorney; and
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment, or sexual misconduct, pending investigation.

B. Employees

Each employee is responsible for assisting in the prevention of discrimination, harassment, or sexual misconduct through the following acts:

1. Refrain from participation in, or encouragement of, actions that could be perceived as discrimination, harassment, or sexual misconduct;
2. Reporting any violations of this policy to a supervisor and law enforcement (if appropriate under the circumstances) and/or DCFS (if appropriate under the circumstances); and
3. Encouraging any employee who confides that he/she is the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination, harassment, or sexual misconduct may be grounds for discipline.

There is a clear line most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions by a coworker is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited. If you are advised by another employee that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions. The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the City will not be presumed to have knowledge of the harassment.

The City of Prospect Heights does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

13.3 APPLICABLE PROCEDURES

The City of Prospect Heights takes allegations of discrimination, harassment, or sexual misconduct very seriously. It will actively investigate all complaints.

It is helpful for the employee to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the City of Prospect Heights's complaint procedure to advise the City of Prospect Heights of any perceived violation of this policy.

A. Bringing a Complaint

Any employee of the City of Prospect Heights, who believes that there has been a violation of this policy, may bring the matter to the attention of the City Administrator or other personnel as follows:

1. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo; or
2. By advising his or her supervisor; or
3. By advising the offending employee's supervisor, the City Administrator, **or** the City Clerk in the event that the alleged harasser is the City Attorney. If the complaint involves someone in the employee's direct line of command, then the employee should go directly to the City Administrator.
4. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the City. However, all City employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the City. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome. The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

B. Prohibition on Retaliation for Reporting Sexual Harassment Allegations

No City official, City agency, City employee or City office shall take any retaliatory action against any City employee due to a City employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any City employee that is taken in retaliation for a City employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

C. Resolution of a Complaint

Promptly after a complaint is submitted, the City of Prospect Heights will undertake such investigation, corrective and preventive actions as are appropriate. In general, the procedure in resolving any complaints can (but will not necessarily) include any of the following items:

1. A meeting between the employee making the complaint and an individual designated by the City of Prospect Heights to investigate such complaints. Important data to be provided by the complaining employee includes the following:
 - a. A description of the specific offensive conduct;
 - b. Identification of all person(s) who engaged in the conduct;
 - c. The location where the conduct occurred;
 - d. The time when the conduct occurred;
 - e. Whether there were any witnesses to the conduct;
 - f. Whether conduct of a similar nature has occurred on all prior occasions;
 - g. Whether there are any documents which would support the complaint employee's allegations;
 - h. What impact the conduct had on the complaining employee.
2. While not required, City of Prospect Heights encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.
3. After a written statement of complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of the City of Prospect Heights. The alleged offending individual should be advised of the charges brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee. The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.
4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately.
5. Once this investigation is complete, the City of Prospect Heights will take such action as is appropriate based upon the information obtained in the investigation. In the event that the City of Prospect Heights finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:
 - a. Verbal or written reprimand;

- b. Placing the offending employee on a corrective action plan for period of time to be identified;
 - c. Delay in pay increases or promotions;
 - d. Suspending the offending employee from work without pay
 - e. Demotion;
 - f. Immediate termination.
6. In addition to any and all other discipline that may be applicable pursuant to City policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the City and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the City shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.
7. Upon completion of the investigation, the City of Prospect Heights will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

When the investigating alleged violations of this policy, the City of Prospect Heights looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

D. Consequences for Knowingly Making a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

**ACKNOWLEDGMENT OF RECEIPT AND
UNDERSTANDING OF POLICY AGAINST DISCRIMINATION,
HARASSMENT AND SEXUAL MISCONDUCT**

Effective January 8, 2018, the City of Prospect Heights implemented an updated Policy against Discrimination, Harassment and Sexual Misconduct.

Remember: It is your responsibility to read, understand, and abide by this policy and procedure, if you have any questions or concerns please speak to your supervisor or the City Administrator. Please sign and date this memo to acknowledge that you have received and understand the policy.

Please respond to the following questions, circle appropriate answer and initial:

Have you read, and do you understand this policy? Yes No Initials: _____

Do you have any questions about this policy? Yes No Initials: _____

Do you know how to file a complaint should you ever have a problem with discrimination harassment, or sexual misconduct or if you see inappropriate behaviors at work?

Yes No Initials: _____

If you ever have a problem or concern regarding discrimination, harassment or sexual misconduct in the workplace, please list who within our organization you can address your concerns with: Initials: _____

Are you aware of any behaviors going on either in our workplace or outside the workplace that may impact the workplace and that are inconsistent with this policy?

Yes No Initials: _____

Employee Signature

Date

Please print your name

I certify that the above person has received the Policy against Discrimination, Harassment and Sexual Misconduct and that I have reviewed this checklist with him/her.

Supervisor Signature

Date

CHAPTER XIV

SUBSTANCE ABUSE

14.1 Purpose

The City of Prospect Heights has a vested interest in ensuring that its employees be competent, have necessary skills, be dependable in terms of attendance and performance, and not pose any danger to fellow employees. Drug and alcohol users pose potential costs and hazards to the City through damage to equipment, poor job performance, increased claims made on health plans, and high absenteeism, lost productivity, medical expenses and property losses. For these reasons the use of illegal drugs by its employees is of concern to the City.

For many years the City of Prospect Heights has had a strong commitment to its employees to provide a safe work environment and establish programs promoting high standards of employee health, including providing an environment for its employees that is both safe and productive. Consistent with the spirit and intent of this commitment, the City of Prospect Heights has developed this policy regarding drug and alcohol abuse.

Simply, the goal of the City is to establish and maintain a work environment that is free from the effects of drug and alcohol abuse.

While the City of Prospect Heights has no intention of intruding into the private lives of its employees, it does expect all of its employees to adhere to safety policies and to report for work in condition to perform their duties.

Specifically, the City of Prospect Heights expects:

1. All employees to adhere to all safety regulations and policies; and
2. All employees to report for duty in a "fit" condition to perform his/her job.

Employees not adhering to these standards are subject to disciplinary action. Therefore, employees are expected to be alert and capable of performing their work duties. Physical impairments, illness and emotional upheaval may impair an employee's ability to perform the job. In cases of physical impairments and/or illness, a physician should be consulted to determine the extent of the problem and the likelihood of adequate job performance given the impairment/illness. In cases of emotional upheaval, the employee is responsible for receiving appropriate assistance (e.g. The Employee Assistance Program) to help alleviate the upheaval and the employee's "appropriate fitness for duty".

Participation in the Employee Assistance program is not intended to provide impunity for employees who violate the City's policy against drug and alcohol usage. Successful utilization of the Employee Assistance Program requires accountability on the part of the employee and requires post-rehabilitation monitoring of the employee which may require the employee to submit to periodic, unannounced drug/alcohol testing for up to one year after completion of the rehabilitation program (including the Employee Assistance Program) are subject to discharge. Accordingly, the City has established a drug-free workplace awareness program in

connection with its Employee Assistance Program in order to inform employees about the dangers of drug usage in the workplace, its policies with respect to maintaining its drug-free workplace, the existence of available drug counseling and rehabilitation, and the penalties that may be imposed upon an employee for a workplace drug violation.

14.2 Policy

The City of Prospect Heights is a drug-free workplace.

14.2.1 Employees

1. The illegal use, sale or possession of narcotics, drugs or controlled substances while on the job or on City property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may results in criminal prosecution.

All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, processing, and/or using controlled substances in the workplace. The following is a partial list of controlled substances: alcohol, narcotics (heroin, morphine, etc.); cannabis (marijuana, hashish); stimulants (cocaine, ~~diet pills~~ methamphetamine, etc.); depressants (tranquilizers); hallucinogens (PCP, LSD, "designer drugs", etc.).

The City will not penalize an employee or applicant solely for his/her status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Pilot Program Act, unless failing to do so would put the City in violation of federal law or unless failing to do so would cause it to lose a monetary or licensing-related benefit under federal law or rules. The City prohibits the use and storage of medical cannabis on its property, at all workplaces and in any employer-owned vehicles.

2. Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or City equipment and/or unlawful manufacture, distribution, and/or dispensing of controlled substances is proper cause for disciplinary action, including termination of employment.
3. Employees are required to notify the City of any conviction for illegal use of drugs or alcohol. Within thirty (30) days of such notification by the employee, the City will make its determination to i) discipline the convicted employee, or ii) require his or her participation in an approved drug or alcohol abuse assistance or rehabilitation program. Employees who fail to notify the City of any conviction for illegal use of drugs or alcohol will be discharged.
4. Employees in safety-sensitive or security sensitive positions must report to their supervisor any instance where they are taking medication that may impact their

ability to perform the essential functions of their position and pose a safety or a security threat to the employee or others.

5. Employees who are under the influence of alcohol or cannabis on City premises or while on City business are subject to termination of employment.
6. In addition, the City of Prospect Heights reserves the right to require a City employee to submit to a drug and/or alcohol test, at the City's cost, in any of the following circumstances:
 - a. If, in the judgment of a supervisor or department director, there is reasonable cause to believe an employee is under the influence of alcohol or cannabis or that the employee is using, possessing, or selling the drugs at any time, based on personal observation of work, behavior, speech, appearance or odor of alcoholic beverage or cannabis on or about his/her person.
 - b. In the event an employee is involved in any work-related accident or any accident on or about City facilities, whether physical injury results or not, and use of alcohol or drugs is reasonably suspected.
 - c. Whenever an employee performs a safety-sensitive function, and;
 - 1) The employee is involved in an accident while operating any vehicle or equipment owned by the City which results in substantial property damage (approximately \$500 or more) and the use of alcohol or drug use is reasonably suspected;
 - 2) The employee is involved in an accident while operating any vehicle or equipment owned by the City that results in personal injury and/or claims of personal injury and the use of alcohol or drug use is reasonably suspected.
 - d. For purposes of this Policy, a "safety sensitive and high security position" is defined as:
 - 1) Any position which involves operation of a police vehicle, other service vehicle and/or equipment, whether or not such a vehicle is in service;
 - 2) Any position which involves controlling or dispatching movement of police vehicles, other service vehicles, and/or equipment;
 - 3) Any position which involves maintenance of any vehicle or equipment used by City employees;
 - 4) Any position which requires a CDL or position that calls for operating heavy equipment, and any other positions that might result in injury to others upon even a momentary lapse of attention.

- 5) Any position that involves supervision of any employee who performs any function listed in subparagraphs 1 through ~~43~~ above.

Testing will be done at a location designated by the City. The specimens will follow a chain of possession procedure that insures confidentiality, and the employee will agree, in writing, to allow the results of these tests to be furnished to the City Administrator of the City of Prospect Heights. All such results shall be treated confidentially. Any employee who refuses to provide a urine and/or blood specimen, or take a Breathalyzer test, or refuses to sign a consent form, when a supervisor or department director requires such a test under this policy, shall be subject to disciplinary action up to and including discharge.

7. If a supervisor, with the concurrence of the department director or City Administrator, has reason to believe an employee is violating any portion of this policy; may be required to submit to an inspection of his personal effects, including desk, locker, personal belongings, City vehicle and/or private vehicle on City property. Failure to comply with this requirement may result in termination. The violation will be reported to law enforcement in safety sensitive or security sensitive position.

14.2.2 Candidates for Employment

All prospective City employees for full-time and part-time safety sensitive and high security positions shall be required to pass a drug and alcohol test prior to being employed by the City of Prospect Heights.

As a condition of employment, all applicants in the City of Prospect Heights must submit to a drug screen as part of the pre-employment physical examination. The City will not hire applicants who test positive for illegal drugs. The following procedures will be followed for all pre employment drug and alcohol testing:

- 1) Applicants will be informed that they will be required to pass a drug and alcohol test prior to being employed by the City.
- 2) Applicants will produce a urine specimen. The specimen will be analyzed at a facility of the City's choosing ~~the Omega Occupational Health Clinic.~~
- 3) The Gas Chromatography/Mass Spectroscopy (GC/MS) will confirm specimens, other than alcohol, which "screen positive".

CHAPTER XV

Victims' Economic Security and Safety Leave

15.1 Purpose

To provide employees with leave benefits, when needed, in accordance with the Victims' Economic Security and Safety Act effective August 25, 2003.

15.2 Policy

Any employee who has been subjected to domestic or sexual violence shall be provided leave during work hours for any of the following:

To seek medical attention for, or recover from, physical or psychological injuries;

To obtain services from victim service organizations;

To obtain psychological or other counseling;

To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase safety from future domestic or sexual violence;

To seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding.

Employees may also take such leave to help a family/household member who is a victim of domestic or sexual violence.

Qualifying employees must notify the Employee Relations Director as soon as possible when requesting time off. While verification is required, the Employee Relations Director will take every precaution to see that all information is kept as confidential as possible. Verification will consist of:

A sworn statement by the employee; and

Documentation from an agent of victim services, an attorney, or other professional from whom the employee or their family/household member has sought assistance or a police or court record or other corroborating evidence.

Employees are entitled to a maximum of twelve (12) weeks unpaid leave during any twelve (12) month period, provided, where practicable, notice has been given at least forty-eight (48) hours in advance. Employees may also elect to substitute sick leave, paid personal days, vacation or FMLA leave. This leave is not intended to confer a right to leave beyond the twelve (12) weeks of FMLA.

Employees who take leave under this policy are entitled to be restored to the same or equivalent position upon their return, however; seniority and other benefits will not continue to accrue during any unpaid leave. Employees are also entitled to continue health insurance on

the same terms and conditions as if the employee remained continuously employed. If an employee fails to return from leave, the City shall recover any and all premium contributions provided by the City during the leave period.

This policy is intended to be an overview of the VESSA and its key features. To the extent that this policy could be read inconsistently with the VESSA, the Act and its Rules shall supersede. Further details about the Victims' Employment Security and Safety Act are available from the City Administrator.

DRAFT

CHAPTER XVI

EMAIL, INTERNET AND ELECTRONIC COMMUNICATIONS POLICY INTRODUCTION

16.1 Purpose

Recent advances in electronic communications and information technologies present valuable opportunities for the City of Prospect Heights. These technologies, when properly used, support our activities and enable us to better serve our citizens and constituents through closer and timelier communications and nearly instantaneous access to vast stores of information. In recognition of these benefits, the City has made a substantial investment in its electronic communications and information systems. While the City encourages the use of its systems, such use carries with it important responsibilities. The careless or inappropriate use of these systems can have dramatic consequences, harming the City, our citizens and the individual users of the systems. This policy is intended to minimize the likelihood of such harm by educating users of the system as to proper and improper usage of such tools and by setting forth the conditions that apply whenever the computer system is being used.

16.2 Applicable Communication Tools

These guidelines address the appropriate use of electronic "communication tools". These tools include, but are not limited to the following:

Telephones, pagers, cellular phones and voicemail facilities; E-mail systems; Fax machines, modems and servers; Palm, laptop and desktop computers; Software licensed to Employer; and all internal and external computer and communications networks (such as internet access facilities, browsers, commercial on-line services, e-mail systems) accessible directly or indirectly from the computer network.

16.3 Usage Guidelines for Communication Tools

A. Conditions of Access

Communication tools and all messages and information produced or carried by such tools are the property of the City of Prospect Heights and are subject to inspection by the City at all times. Use of the communications tools is a privilege that may be revoked at any time. Anyone who uses or is granted access to such tools must comply with the provisions of this policy.

B. Acceptable Use

The City of Prospect Heights provides electronic communications tools to facilitate business communications, enhance productivity and improve service to our customers. The Internet may be used for appropriate business uses such as, research, updates of business information or news, or for specifically approved projects.

Optional Provisions:

As with the telephone, there may be occasion to use these facilities for personal purposes. Personal use is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of City business, consume significant resources, give rise to more than nominal additional costs or interfere with the activities of other employees of the City.

All communications via the computer, computer system, e-mail, Internet or facsimile transmission, regardless of the business or personal nature of the communication, transmitted, received and/or stored using any of the City's electronic communications tools are subject to being accessed and reviewed by the City of Prospect Heights. Users should not assume that any such communications are or shall remain private.

C. Unacceptable Uses

1. Users should not monopolize the City's electronic computer system to the exclusion of others. Accordingly, activities such as sending mass e-mails or e-mails with large attachments that are not business-related, sending chain e-mails, spending excessive amounts of time on the Internet, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic are not allowed.
2. Because audio, video and picture files require significant storage space, files of this sort should not be downloaded unless they are business-related.
3. In addition to the other restrictions and conditions discussed in this policy, the following practices shall not be allowed:
 - Engaging in activities for personal financial gain (e.g., day trading, gambling);
 - Soliciting others for activities unrelated to City business or in connection with political campaigns or lobbying;
 - Publishing any defamatory, discriminatory or obscene material;
 - Infringing, attempting to infringe, or aiding in any way on another person's intellectual property rights (e.g., copyrights);
 - Violating, attempting or violate, or aiding in any way the violation of any applicable telecommunications license or any laws that govern trans-border data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
 - Violating, attempting to violate, or aiding in any way the attempted violation of any other law.

D. Unacceptable Content

The policies of the City of Prospect Heights prohibits all forms of harassment, including sexual harassment, and are applicable to the use of the City's communications tools. In accordance with such policies, material that is harassing, embarrassing, sexually explicit, profane, pornographic, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by, displayed on, stored in, accessed from or downloaded to the City's computer system. Users encountering or receiving this kind of material should immediately delete the material from the system and should not forward the material to any other person or address. In addition, any employee who believes that the City's computer system, equipment or facilities are being used in a manner which violates either this policy or any of the City's policies report the suspected conduct to the City Administrator immediately. It is the responsibility of all users to see that these tools are used in an efficient, lawful and ethical manner at all times.

Examples of unacceptable content include, but are not limited to:

- Sexually explicit messages, images, cartoons or jokes;
- Unwelcome propositions,
- Requests for dates or love letters;
- Ethnic, religious or racial slurs; or
- Any other message that could be constructed as harassment or disparagement of others based on sex, race, age, national origin, religion, disability, sexual orientation or any other protected classification.

Although the City of Prospect Heights does not regularly monitor voicemail, or electronic message, all users of the City's communications tools should be aware that even personal e-mail and voicemail messages may be viewed publicly or by the Systems Administrator or designee without notice. The City of Prospect Heights reserves the right to inspect the content of all information and message generated by or contained in any of its communication tools. Users should not assume that any such communications are or shall remain private.

E. Transmitting Confidential Information

Employees also have a responsibility to protect from disclosure, at all times, privileged and confidential information pertaining to the City of Prospect Heights or other employees. In recognition of this significant responsibility, the City of Prospect Heights' communication tools, especially its e-mail system, should not be used to transmit confidential communications. Most e-mail is sent over the Internet, which is not a secure means of communication. There is a possibility that e-mail messages may be intercepted and read by others than the party to whom they are addressed.

Email messages, whether internal or external, and any other electronically stored documents or information may be subject to discovery in litigation and may be subject to disclosure pursuant to the Freedom of Information Act. Therefore, care should be taken when drafting electronic messages and documents.

To protect against unintentional disclosure of confidential information in situations where there is a need to communicate such information electronically (either on a regular basis or in an emergency situation); the following guidelines are to be observed:

Confidential information pertaining to the City of Prospect Heights or to any of its employees shall not be sent by e-mail without the express authorization of management.

F. Etiquette and Employer Representation

E-mail and voicemail messages reflect the City of Prospect Heights' image. Such messages, therefore, should always be composed in a professional manner that is not different than the manner used to compose letters or memoranda on City letterhead. Users of the system must keep in mind that electronic files are subject to discovery and may subsequently be used in litigation. Inappropriate use of e-mail and voicemail may damage the City's reputation and could give rise to City and individual liabilities. Accordingly, every effort must be made to be professional in all usage of the City of Prospect Heights' communications tools.

G. Use of City Equipment and Facilities

The City's internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City resources for illegal activity is grounds for disciplinary action up to and including immediate dismissal, and we will cooperate with any legitimate law enforcement agency in the investigation of such activity.

Any software or files downloaded via the internet into City network become the property of the City. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

No employee may use City facilities knowingly to download or distribute pirated software or data. No employee may use the City's internet facilities to deliberately propagate any virus, worm, "Trojan horse," or trap-door program code. No employee may use the City's internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

16.4 LIMITS OF PRIVACY

The City of Prospect Heights respects the personal privacy of its employees. However, because communications tools are provided for City business purposes, employee privacy rights in this context are extremely limited. *Users of the City's computer system should have no expectation that any information transmitted over City facilities or stored in City computers is or will remain private. These systems are owned and/or controlled by the City of Prospect*

heights and are accessible at all times by the City without notice for maintenance, upgrades or any other business or lawful purposes. Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system. The City has global passwords that permit it to access all material stored on the system, regardless of whether such material has been password-protected by the user. The System Administrator will keep all passwords in the event a system must be accessed.

16.5 VIRUSES

Viruses can cause substantial damage to electronic communications and information systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the City's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the City must be scanned for viruses and other destructive programs before being placed onto the City's network. Users should understand also that their home computers and laptops may contain viruses and that all disks transferred from these computers to the City's network must be scanned for viruses.

16.6 REGULATION AND ENFORCEMENT

The System Administrator or his/her designee is responsible for monitoring the compliance with the provisions of these procedures. The System Administrator shall also be responsible for investigation of suspected non-compliance with the provisions of this procedure.

Misuse of any City communication tools or violations of this policy may result in disciplinary action including, suspension of privileges to user, or up to and including termination of employment. Criminal or civil action may be initiated in appropriate instances. Such discipline shall be in accordance with the Employer's policies and procedures.

16.7 ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received and read the City of Prospect Heights' E-mail and Electronic Communications Policy (the "Policy"). I understand that I am responsible for familiarizing myself with the Policy and violations of the Policy may result in discipline up to and including immediate termination of my employment. I further understand that the Policy does not create or grant any contractual rights to me.

Signature: _____

Print Name: _____

Date: _____

Chapter XVII

Tuition Reimbursement Policy

17.1 Overview

The City of Prospect Heights recognizes that educational development is important and should be encouraged. The City of Prospect Height's Tuition Reimbursement plan was established to provide an opportunity for employees to obtain additional education or training in order to increase their competence in their present jobs and to prepare for future advancements within the City.

17.1.2 Core Requirements

The City of Prospect Heights will reimburse eligible employees for pre-approved tuition expenses. This policy applies to all non-union, non-probationary employees in good standing. Union employees will follow tuition reimbursement guidelines described in their respective union contracts.

17.1.3 Eligibility

All full-time and part-time employees are eligible for this program upon employment.

17.1.4 Degree Programs

Tuition reimbursement is available for bachelor or graduate degree programs. The course shall be job related or be a necessary credit towards a job related degree. Colleges or universities must be accredited by an accrediting agency that is recognized by the U.S. Secretary of Education. A more up-to-date list is available on the U.S. Department of Education's web site.

17.1.5 Reimbursement Level

Tuition reimbursement will be provided up to \$1,500 per class for graduate programs and \$750 per class for Bachelor's Program. Textbooks are eligible for reimbursement. Reimbursement will be paid at 100 percent as long as you receive a grade of C or above, 70 out of 100 in numeric scale, or "pass" in a pass/fail class.

17.16 Pre-Approval

YOU MUST HAVE YOUR COURSES PRE-APPROVED BY THE DEPARTMENT DIRECTOR IN ORDER TO BE ELIGIBLE FOR REIMBURSEMENT. Any tuition reimbursement request submitted to Finance after the class has started will be denied. To have your class pre-approved, send a completed Tuition Reimbursement Course Approval Request to the Finance Department. You will be notified whether your request has been approved or denied, usually within ten (10) working days of receipt of your form. The Tuition Reimbursement Request will be returned to your attention for you to re-submit when applying for your reimbursement.

17.1.7 Applying for Reimbursement for Your Tuition

After you have completed the class, you must re-submit the pre-approved Tuition Reimbursement Request to the Finance within 60 days of completing the class. The following information must be attached:

- 1) Evidence of the grade earned: Official grade report or transcript (internet printouts are not acceptable).
- 2) A verified statement of the cost of tuition or adequate receipts.

Allow at least 20 working days for reimbursement after submitting all relevant documentation to the Finance.

17.1.8 Involuntary Termination

If you are terminated by the City for any reason except business conditions, eligibility for reimbursement ends immediately, whether your class is completed or not. If a participant is laid off or terminated due to a slow economy, job elimination, or other business conditions over which the employee has no control, the employee maintains eligibility for reimbursement at the completion of the course, as long as the class began prior to the layoff or termination.

17.1.9 Voluntary Termination

If participants quit their employment with the City of Prospect Heights before the class is completed, eligibility ends immediately.

If an employee voluntarily leaves the City within one (1) year of the reimbursement, the employee must pay back the City for the reimbursement.

17.1.10 Grants / Scholarships

Grants, scholarships, or other funds which the employee does not have to repay must be disclosed when applying for Tuition Reimbursement. The City of Prospect Heights payments will be coordinated with these programs so the employee does not receive more than 100% reimbursement for the tuition.

17.1.11 Tax Status

The rules of this program are governed by the Internal Revenue Code. As such, certain reimbursements may be subject to income taxes. All reimbursements are processed through the City of Prospect Heights accounts payable system unless the amount exceeds the IRS allowable reimbursement then the amount will be included in the payroll system. The payment of any taxes due remains the responsibility of the employee. Finally, the rules of this program may be modified at any time without notice to keep the program in compliance with the Internal Revenue Code.

17.1.12 Professional Training and Development

Periodically, it is necessary for individual employees or groups of employees to take job-related training courses that are not part of a degree program. This can enhance an employee's value to the City, keep them up-to-date on the latest trends and technologies and knowledge, and offer a great chance to interact with peers.

Training and development goals and specific courses are identified in conjunction with the employee's supervisor, as part of an employee's development plan, and can include a variety of courses from an array of sources. The employee will be reimbursed at 100% of the cost for tuition and related expenses. The program must be approved by the Department Director and included in the budget. If it is required by the City, the City will pay for the time that the employee spends attending classes.

Chapter XVIII

Volunteer Policy

18.1 Purpose:

To establish uniform procedures for screening and engaging volunteers, and to balance the following considerations: the desirability of utilizing volunteers' services; the need to protect volunteers' interests; and the need to minimize legal risk to volunteers and the City.

18.2 Policy:

The City does not intend for volunteers to perform or displace work that is presently being performed by City employees. Volunteer arrangements may not be used to circumvent the established processes that govern standard City-authorized hires.

City volunteers do not have an employment relationship with the City on any grounds or for any reason and are not covered by the Fair Labor Standards Act or Illinois wage laws, and are not eligible for any City benefit, including Workers' Compensation. At all times, the City has the discretion to select volunteers.

Note: This policy does not cover individuals who provide volunteer services for entities that are indirectly related to the business of the City (Convention and Visitor's Bureau, Chamber of Commerce, Library, Park District, etc.).

18.3 Definition:

City volunteers are uncompensated individuals who perform services directly related to the business of the City, support the activities of the City, or gain experience in specific endeavors. By definition, volunteers perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit.

18.4 Guidelines:

A. Volunteer Guidelines

1. The City of Prospect Heights is responsible for properly screening, engaging, and terminating a volunteer. The City is responsible also for ensuring an individual has appropriate experience, qualifications, and training for the tasks to be performed.
2. To qualify as a City volunteer, an individual must be willing to provide services according to this policy, and complete and sign a City of Prospect Heights Volunteer Agreement and other associated forms, as appropriate.
3. Any current or retired employee, or other individual may volunteer at the City, with the following restrictions:

- o an individual who is under the age of 14 may not serve as a City volunteer;
 - o an employee may not become a City volunteer in any capacity in which he/she is employed by the City, or which is essentially similar to the individual's regular work at the City, or under circumstances that suggest the decision to volunteer is not made freely;
 - o all volunteers must establish proof of identity and citizenship or permanent residency;
 - o if the individual is not a citizen or permanent resident of the United States, he/she must provide documentation of his/her visa status. An individual holding a temporary visa may not serve as a volunteer in a position where others receive compensation or perform the same services. An individual with a pending H-1B visa application to work at the City cannot serve as a volunteer. Volunteer status may not be used as a way to avoid or defer compliance with the employment eligibility requirements of federal immigration laws; and
 - o an individual who is at least 14 years old (but under the age of 18) may only become a City volunteer for services which do not require a Volunteer Agreement (see below: Services Not Requiring a Volunteer Agreement) and must have parental consent and written approval from the City Administrator.
4. A City volunteer is considered an agent of the City while performing assigned duties and is expected to abide by City policies and internal/external regulations which govern his/her actions, including employee conduct (sexual assault, unlawful discrimination and harassment, compliance, and workplace violence), substance abuse, treatment of confidential information, use of City technologies, and financial responsibility.

B. All Volunteers must sign a Volunteer Agreement

A volunteer is required to complete a Volunteer Agreement to perform any activity within the City (examples as follows and not intended to be all inclusive)

- professional services, such as those performed by accountants, architects, doctors, engineers, audio visual technician, etc.;
- travel of any kind;
- activities in any environment which requires orientation or training;
- activities associated with confidential information (e.g., social security numbers, credit card numbers, bank account numbers, medical records);

- activities with minors.
- activities within the police department, city hall, or city boards and commissions.

C. Prohibited Activities for Volunteers

1. A City volunteer is prohibited from performing the following activities:

- o operating heavy equipment;
- o any activity considered inappropriate for an employee;
- o entering into any contract on behalf of the City;

Any unit engaging a City volunteer must maintain a completed and signed copy of the Volunteer Agreement along with any other associated document(s).

Payment for volunteer services is not permitted under any circumstance. However, the appropriate unit has the authority to decide whether to reimburse a City volunteer for actual and reasonable expenses. Any reimbursement must be made following standard City reimbursement guidelines and mileage shall be reimbursed utilizing the IRS guidelines under the standard mileage rates for the use of a car driven in service of charitable organizations

Reimbursement must not be used as a substitute for compensation and cannot be linked to productivity.

The City or a City volunteer may end his/her volunteer service at any time and without advance notice.

City of Prospect Heights

Volunteer Service Agreement & Release

I, _____, in consideration of being allowed to participate in the volunteer service of the City of Prospect Heights do hereby agree that:

1. Age of majority and commitment to perform. I am eighteen (18) years of age or older, or I am having a parent or guardian sign the consent and release provided below. I understand and agree to the volunteer duties that I have signed up for through the City of Prospect Heights.

2. Volunteer not employee. I understand and agree that my volunteer service is in no way an offer of or employment by the City and that I shall not receive, nor be entitled to receive, any compensation, reimbursement or remuneration for my participation in my volunteer service. Further I agree to release the City from any and all claims to compensation, reimbursement, or remuneration related to my volunteer service. I also understand and agree that at no time will I be considered or deemed to be an employee of the City, nor am I an agent for anything other than my assigned volunteer duty.

3. Services refused. I understand and agree that the City may refuse to accept my volunteer service at any time, whether with justification or not, and at that point I must stop providing those services and stop holding myself out as a volunteer.

4. Professional conduct and assigned duties. I agree to act appropriately and in a professional, courteous manner during my volunteer service. I will not misuse City funds, property or materials. I will not leave my volunteer position until a replacement volunteer arrives. I will not switch assignments with another volunteer unless directed to do so by the Volunteer Coordinator. I understand that the City's Volunteer Coordinator and/or designated staff have the discretion to move or re-assign volunteers, including me, as needed.

5. Age for beer and wine service. I understand that only volunteers twenty-one (21) years of age and older may volunteer as beer/wine servers at City sponsored events. I understand this server age requirement and acknowledge that I must be 21 years of age to sign up as a beer/wine server. If I am less than twenty-one (21), I will inform any person who asks me to sell or serve beer or wine that I am disqualified from doing so because of my age.

6. Alcohol consumption prohibited. I agree not to consume beer, wine, or alcoholic beverages for during my shift or while wearing a volunteer event t-shirt. Any volunteer who appears to be under the influence of drugs or alcohol will be automatically turned away as a volunteer.

7. Confidential information. I understand that during my volunteer service, I may have access to, or may observe, certain information that is proprietary to the City and I hereby

agree not to disclose, discuss, or reveal any such information to parties outside of the City and to keep any City records or files, confidential. I also agree to keep any information about persons or businesses that I may observe confidential and not to disclose, discuss, or reveal any such information to anyone other than those involved in my volunteer service with me. I certify that I am – and in the case of parents of guardians of minor children, my child is - in good health, has had no recent known or suspected exposure to a contagious disease, and has had no recent operation or serious illness that would interfere with his/her/my responsibilities as a City Volunteer.

8. Insurance not provided by City. I understand that as a City volunteer, I do not receive from the City of Prospect Heights any medical or workers' compensation insurance which automatically covers me for injuries or death sustained while performing volunteer services. If I believe I need – or my child needs -such insurance, then I am solely responsible for maintaining such insurance on my own.

9. Release from liability. In consideration of being allowed to participate as a volunteer, I agree to release, and hold harmless the City of Prospect Heights, including its officials, employees and agents from and against any and all losses, expenses, claims, actions, liabilities and judgments (including attorney fees through the appellate levels), which I, may sustain or suffer as a result of or arising out of my participation in the volunteer service, whether caused by the negligence, action, or inaction of the City of Prospect Heights or persons acting on its behalf or otherwise. I also agree that I shall be fully and solely responsible for any and all loss or damage that I inflict upon any person or upon the City's and/or rented facilities during my participation in the volunteer service, and I will indemnify the City for any loss it sustains as a consequence of my negligent or reckless acts or omissions.

10. Release as broad as permitted by law. I understand that this release is intended to be as broad and inclusive as is permitted by the laws of the State of Illinois.

11. Understanding acknowledged and age attested. I acknowledge that I have fully informed myself my child of the contents and meaning of this Volunteer Service Agreement & Release, and I do voluntarily sign it of my own free will and as a condition of being allowed to participate with my volunteer service. Further, by signing this agreement, I attest to the fact that I am eighteen (18) years of age or older, or that the additional signature is that of my parent or guardian.

Print Name

Volunteer's Signature

Date

Address:

City, State, Zip:

Phone:

In case of EMERGENCY, please contact the following individual:

Name

Phone

Address

ENDORSEMENT, AGREEMENT, AND CONSENT TO ABOVE
OF PARENT OR LEGAL GUARDIAN IF THE VOLUNTEER ABOVE IS A MINOR:

Parent or Guardian:

I hereby authorize the City of Prospect Heights to take any steps necessary to insure my and/or my child's health in case of an emergency during my volunteer service with the City. I understand that the City of Prospect Heights is not responsible for any liability arising out of participation in their volunteer work. I also authorize the City Prospect Heights to use my and/or my child's name, photograph or image for public relations purposes related to the City of Prospect Heights volunteer program.

Print Name

Signature of Parent or Legal Guardian

Date

City of Prospect Heights
Approval

Print Name

Signature of City Representative

Date

Chapter XIX

Fraud Awareness and Reporting Policy

19.1 Purpose:

The Fraud Awareness and Reporting Policy is intended to enable employees, elected and appointed officials, residents, suppliers, customers, and others to raise concerns regarding alleged fraudulent acts or related misconduct, anonymously or otherwise, without retaliation or, in the case of an employee, adverse employment consequences. This policy is based on the Whistleblower Act of the State of Illinois (ILCS Ch. 740, Act 174, §§ 1, et seq. (the Act)).

19.2 Policy:

A key factor in the detection of fraudulent acts or related misconduct is educating elected and appointed officials, employees, residents, suppliers, customers, and others to recognize fraudulent acts or related misconduct that may occur. For this reason, the city will, to the extent it considers practical, provide training and education concerning this policy.

19.3 Definition:

As used in this section, the following terms shall have the meanings ascribed to them herein, unless the context clearly indicates that a different meaning is intended.

FRAUDULENT ACTS - Include any intentional act or omission designed to deceive others, resulting in the victim suffering a loss, and/or the perpetrator achieving a gain.

RETALIATION - or any threat of retaliation against any official, employee, resident, supplier, customer or other person for disclosure of a fraudulent act or related misconduct or refusal to participate in unlawful activity is expressly prohibited by the Act.

19.4 Reporting Fraud:

An appointed official, employee, resident, supplier, customer or other person may report a possible fraudulent act or related misconduct, anonymously or otherwise, in any of the following ways:

1. Download the Suspected Fraud form from the city's website at www.prospect-heights.il.us and mail the completed form to the City Administrator at 8 N. Elmhurst Road, Prospect Heights, Illinois 60070; or
2. Email the completed form to the City Hall at cityfraud@prospect-heights.org; or
3. Phone the City Administrator at (847) 398-6070, extension 202.

Except in cases of anonymous submission, the complainant will be informed of the outcome of the investigation by the Office of the City Administrator.

19.5 Reporting retaliation:

Employees who believe that they have been retaliated against for reporting fraudulent acts or related misconduct should advise the City Administrator in writing. The City Administrator shall take appropriate action to investigate and address complaints of retaliation.

Any individual reporting alleged fraudulent acts or related misconduct must act in good faith and have reasonable grounds for believing the information disclosed provides evidence of an improper transaction or a violation of the law or administrative policies.

Making allegations maliciously, recklessly, or with the foreknowledge that the allegations were false, will be viewed as a serious offense and will result in penalties as provided by the city's personnel policies or applicable Illinois law.

Chapter XX

Cell Phone/Text Messaging Policy

Cellular telephones (cellular means, but is not limited to: Blackberries, iPhones, iPads, etc.) may be provided to employees of the City of Prospect Heights to assist them in carrying out their duties more efficiently. Accordingly, this policy has been created to guide City employees in the proper use of their City-issued and personal cellular telephones.

City-Supplied Cellular Telephones:

When using City-supplied cellular telephones, employees are to adhere to the following rules:

20.1 Cellular telephones are to be used when an employee is away from their office and not in lieu of land-line units. When making City-related telephone calls from the employee's office, the employee is to use the assigned wired telephone unit provided at an employee's work station. However, the employee may use a cellular telephone "push to talk" feature to allow for immediate access to an individual who uses the same type of cellular phone, but who may be away from their office.

20.2 An employee shall not allow a non-employee to use a City owned cellular telephone for personal use. The City understands that there could be a situation where an employee is unable to answer the phone and a non-City employee will temporarily answer the phone for the employee; or in the case of an emergency, a non-City employee may need to use the City phone to call for help.

20.3 Under no circumstances are City-supplied cellular phones to be used for any private commercial enterprise.

20.4 Employees are discouraged from using a cellular telephone while driving any vehicle for City purposes unless a hands free device is used. Under Public Act 96-131, employees are prohibited from using cell phones while in a school or construction zone. Furthermore, under Public Act 96-130, employees are prohibited from text messaging while driving.

Should employees receive a call, they are directed to pull off to the side of the road and stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short and keep their eyes on the road. Safety must come before all other concerns.

20.5 The City cannot and does not imply, extend, or guarantee any "right to privacy" for voice calls and/or electronic communications placed over City provided wireless communications equipment, including, but not limited to: call detail records, logs, voice mail messages, data storage, text messages, emails, and address books. The City

reserves the right to use any call information in any way it deems necessary, including discipline of an employee.

20.6 Under no circumstances shall an employee utilize a City-owned cellular telephone to contact any telephone pay-per-minute or any other similar telephone service. Employees are not permitted to access or download online features such as ring tones or games. The purchase of accessories for wireless communication equipment must be pre-approved by the Purchasing Agent/Department head.

20.7 Employees are responsible for the care and maintenance of cellular telephones assigned to them. Any damaged, malfunctioning, or lost cellular telephones must be reported immediately in order that the necessary repairs or replacement may be made. Should it be determined that damage to equipment was due to employee negligence, the employee may be required to replace the telephone and/or may be subject to disciplinary action.

20.8 Employees may be held personally and financially responsible for all damages and litigation in the event of an accident involving City-owned equipment resulting from employees' use of personal cellular telephones.

20.9 Departments may issue more restrictive guidelines for use of wireless communication equipment as deemed necessary. Likewise, this policy shall complement, rather than supersede, any applicable departmental or City-issued safety rules.

20.10 Employees who have a City-issued smart device are governed not only by the cell phone policy but also by the City Electronic Communications Policy and the City Computer Use Policy. This includes, but is not limited to: inappropriate internet usage, or excessive personal "surfing" and checking of personal email addresses.

Chapter XXI

Military Leave Policy

The City recognizes that employees may serve in the Armed Services of the United States or State of Illinois in either an active or reserve capacity. When such service occurs, the City will comply with applicable laws, including the federal United States Employment and Reemployment Rights Act (USERRA) and the State of Illinois Service Member Employment and Reemployment Act and Family Military Leave Act.

21.1 Military Service Leave

City employees serving in the uniformed services are eligible for a leave of absence during periods of service in accordance with applicable law. Employees are required to provide the City with a copy of their military orders so that the City can administer any leave and pay benefits required by law. An employee may also be required to provide documentation of an employee's military pay rate as requested by the City in order to facilitate administration of benefits under law. However, employees will not be eligible for differential compensation while on active service without pay from the military. Differential compensation for voluntary active service is limited to 60 work days per calendar year. All other benefits, including insurance, will continue to accrue and remain in effect to the extent required by law.

Medical insurance coverage will continue for the employee's spouse and other enrolled dependents with premium contributions being deducted from City-issued compensation. If that payment is insufficient to cover the employee's premium contributions, in order to maintain insurance coverage, premium payment shall be made to the City but is entitled to again participate in a City medical insurance program upon return to work.

21.2 Military Training Leave

City employees who are members of a reserve component of the Armed Services, including the Illinois National Guard, will receive leave during their annual training commitment ordered by the Armed Services. During this leave, up to 30 days per calendar year, the employee will continue to receive the employee's regular City compensation, including insurance and other benefits. If the employee's annual training commitment exceeds 30 days per calendar year, the period of military leave that exceeds 30 days per calendar year may be paid as military differential compensation to the extent required by law.

21.3 Employee Notice

The employee must immediately notify their department head in writing of any upcoming military duty and provide the City with a copy of the orders as requested.

21.4 Re-employment

In accordance with the provisions of State and federal law, upon the completion of military service, employees must request reinstatement within 90 days after discharge to resume employment with the City. Barring changed circumstances, the City will reinstate an employee to the same or similar position without loss of seniority, benefits, or the rate of pay in effect prior to induction. An employee shall have no greater right to reinstatement than otherwise provided by law and must return from service with a qualifying discharge and able to perform the essential job functions of the former position.

21.5 Unpaid Leave

Employees who have worked at least 12 months for the City and have worked at least 1,250 hours in the 12 months preceding the commencement of the leave are eligible for unpaid leave through the Illinois Family Military Leave Act. An employee must first exhaust all accrued vacation, floating holiday, PTO, compensatory time, and all other leaves except sick leave and/or disability leave. Family Military Leave may not run concurrently with a paid leave. An employee who is the spouse, parent, child or grandparent of a person called by the Governor or President to State or federal service lasting longer than 30 days may request leave. An employee seeking Family Military Leave must give at least 14 days' notice prior to the date the leave will commence. The City shall require certification from the proper military authority to verify the employee's eligibility for the leave. The employee is entitled to be restored to the same or equivalent position following leave. Employees shall maintain benefits at their own expense.



Semi-Annual Review of Executive Session Minutes

Date: February 10, 2020
From: City Clerk Prisiajniouk/Deputy Clerk Schultheis
To: City Council

The City of Prospect Heights is required to make a semi-annual review of the Executive Session Minutes, as prescribed by Section 2.06 of the Open Meetings Act.

Attached is a list of all previously-approved Executive Session Minutes; the Resolution that approved them, as well as the date approved; their status as confidential; as well as any Executive Session Minutes since the last review.

Also note that the Resolution will allow the City to either release or keep confidential any Executive Session Minutes since the last Resolution.

Also note, that the City is allowed, as per the approval of the Council, to destroy the audio of any Executive Sessions 14 months previous to the Resolution date. The written Minutes may NOT be destroyed and are kept by the City Clerk/Deputy Clerk. These Minutes are kept separately and, are kept under lock and key.

Resolution No. R-20-07

**A Resolution Relating to the Semi-Annual Review
of Closed Session Minutes**

WHEREAS, the City of Prospect Heights City Council is required to make a semi-annual review of its closed session minutes in accord with the Open Meetings Act.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS, pursuant to Section 2.06 of the Open Meetings Act:

SECTION 1. All closed session minutes through the date of January 27, 2020, which have not been previously approved are hereby approved. The City Council determines that the following sets of closed session minutes of the City Council no longer require confidential treatment and are available for public inspection:

None at this time.

SECTION 2. The City Council determines that the need for confidentiality still exists as to all closed session minutes not listed in Section 1 above or previously released.

SECTION 3. Pursuant to Section 2.06(c) of the Open Meetings Act, the Clerk or deputy clerk shall destroy all verbatim records (audio recordings) of closed sessions from such meetings prior to **November 26, 2018.**

SECTION 4. That this Resolution shall take effect immediately upon its passage.

PASSED AND APPROVED this 10th of February, 2020.

Mayor Nicholas J. Helmer

ATTEST:

City Clerk Prisiajniouk

AYES: Dolick, Cameron, Ludvigsen, Morgan-Adams, Quinn

NAYS: None

ABSENT: None

				RECOMMEND
	DATE	TOPICS	MINUTES APPROVED	AUDIO TAPE DESTROYED
				RELEASE/KEEP CONFIDENTIAL
1	2006	Litigation/pending litigation/personnel 5/1/2006 matters/sale of land/lease of land	R-06-18 12/18/2006	2008 Confidential
2	2006	TIF land disposition of property/Glenview 8/7/2006 border	R-06-18 12/18/2006	2008 Confidential
3	2006	9/18/2006 Glenview Boundary Agreement	R-06-18 12/18/2006	2008 Confidential
4	2006	9/25/2006 possible sale of land	R-06-18 12/18/2006	2008 confidential
5	2006	11/20/2006 TIF land disposition/lawsuit update	R-06-18 12/18/2006	2008 confidential
6	2006	12/4/2006 land acquisition	R-06-18 12/18/2006	2008 Confidential
7	2007	1/22/2007 Disposition of property	R-08-41 12/1/2008	2008 Confidential
8	2007	2/20/2007 personnel update	R-08-41 12/1/2008	2008 Confidential
9	2007	3/5/2007 Resignation of City Administrator	R-08-41 12/1/2008	2008 Confidential
10	2007	3/19/2007 personnel matters/lawsuit update	R-08-41 12/1/2008	2008 Confidential
11	2007	personnel matters/insuarnce 5/7/2007 agreement/litigation update	*R-08-41 12/1/2008	2008 Confidential
12	2007	7/23/2007 sale of land/personnel	R-08-41 12/1/2008	2011 Confidential
13	2007	sale of land/disposition of 9/10/2007 property/personnel lack of discretion	R-08-41 12/1/2008	2011 Confidential
14	2007	9/20/2007 elected official vacancy	R-08-41 12/1/2008	2011 Confidential
15	2007	Police staffing/Lawsuit update/disposition 10/15/2007 of proeprty	R-08-41 12/1/2008	2011 Confidential
16	2007	11/5/2007 Land acquisition	R-08-41 12/1/2008	2011 Confidential
17	2007	11/19/2007 dispostion of property/threatened lawsuit	R-08-41 12/1/2008	2011 Confidential

18	2007	12/17/2007	personnel and suspension/termination of employees/sale of land	R-08-41 12/1/2008	2011 Confidential
19	2008	2/19/2008	litigation/personnel	R-08-41 12/1/2008	2011 Confidential
20	2008	6/16/2008	prospect development litigation/lawsuit against Prospect heights/personnel	R-08-41 12/1/2008	2011 Confidential
21	2008	7/8/2008	litigation/disposition of property	R-08-41 12/1/2008	2011 Confidential
22	2008	7/21/2008	SSA6 lawsuit/personnel	R-08-41 12/1/2008	2011 Confidential
23	2008	8/4/2008	personnel/SSA6 litigation/sale of real estate	R-08-41 12/1/2008	2011 Confidential
24	2008	8/18/2008	SSA litigation/personnel/disposition of property	R-08-41 12/1/2008	2011 Confidential
25	2008	9/2/2008	litigation update/SSA 6 financing/personnel	R-08-41 12/1/2008	2011 Confidential
26	2008	9/15/2008	litigation/collective bargaining/discussion of election laws	R-08-41 12/1/2008	Confidential
27	2008	10/6/2008	Insurance litigation/other litigation/SSA6 update/Debt refinancing/collective bargaining	R-08-41 12/1/2008	2011 Confidential
28	2008	11/3/2008	litigation update/SSA 6 update	R-08-41 12/1/2008	2011 Confidential
29	2008	11/17/2008	Bond financing	R-08-41 12/1/2008	2011 Confidential
30	2008	11/17/2008	personnel compensation	R-08-41 12/1/2008	2011 Confidential
31	2009	1/20/2009	Budget reduction/possible outsourcing of personnel/collective bargaining	R-11-12 5/9/2011	2011 Confidential
32	2009	1/26/2009	potential staff reduction	R-11-12 5/9/2011	2011 Confidential
33	2009	2/17/2009	collective bargaining/reduction of personnel and hours	R-11-12 5/9/2011	2011 Confidential
34	2009	3/2/2009	sale of property/litigation/collective bargaining/status of pending litigation	R-11-12 5/9/2011	2011 Confidential
35	2009	3/16/2009	collective bargaining	R-11-12 5/9/2011	2011 Confidential

			Business Stop Order following criminal charges/Union negotiations/Acquiistion of property	R-11-12 5/9/2011	
36	2009	4/6/2009			2011 Confidential
37	2009	4/30/2009	Police arbitration/collective bargaining	R-11-12 5/9/2011	2011 Confidential
38	2009	5/18/2009	pending legal matter/personnel matters litigation/discussopn regarding interveners	R-11-12 5/9/2011	2011 Confidential
39	2009	6/1/2009	position/personnel	R-11-12 5/9/2011	2011 Confidential
40	2009	7/8/2009	probable litigation/DEA funds/personnel layoffs/personnel - volunteers	R-11-12 5/9/2011	2011 Confidential
41	2009	9/28/2009	litigation/City Hall Fire/union grievance/sale of property	R-11-12 5/9/2011	2011 Confidential
42	2009	10/12/2009	litigation	R-11-12 5/9/2011	2011 Confidential
43	2009	10/26/2009	litigation	R-11-12 5/9/2011	2011 Confidential
44	2009	11/30/2009	sale ofproperty acquisition of property/potential bond	R-11-12 5/9/2011	2011 Confidential
45	2010	1/11/2010	issuance	R-11-12 5/9/2011	2011 Confidential
46	2010	1/25/2010	personnel issues/litigation	R-11-12 5/9/2011	2011 Confidential
47	2010	2/22/2010	personnel - legal counsel payment	R-11-12 5/9/2011	2011 Confidential
48	2010	4/12/2010	litigation	R-11-12 5/9/2011	2011 Confidential
49	2010	4/19/2010	personnel/collective bargaining	R-11-12 5/9/2011	2011 Confidential
50	2010	5/10/2010	union grievances/collective nargaining	R-11-12 5/9/2011	2012 Confidential
51	2010	6/28/201	pending litigation/personnel	R-11-12 5/9/2011	2012 Confidential
52	2010	8/9/2010	updated legal items/litigation/employee vacation compensation	R-11-12 5/9/2011	2012 Confidential
53	2010	8/23/2010	personnel motion to reconsider/legal action, non-lawsuit	R-11-12 5/9/2011	2012 Confidential

54	2010	9/13/2010 Union negotiations/Personnel	R-11-12 5/9/2011	2012 confidential
55	2010	10/11/2010 pending lawsuit/litigation	R-11-12 5/9/2011	2012 confidential
56	2010	10/25/2010 union and legal issues legal updates/removal of personnel/personnel furloughs/union	R-11-12 5/9/2011	2012 Confidential
57	2010	11/8/2010 negotiations personnel and collective bargaining/hiring	R-11-12 5/9/2011	2012 Confidential
58	2010	11/22/2010 of personnel	R-11-12 5/9/2011	2012 Confidential
59	2011	1/24/2011 personnel contract collective bargaining/union contract	R-11-12 5/9/2011	2012 Confidential
60	2011	2/28/2011 discussions Labor Union practices/Criminal charges against non-city personnel/pending	R-11-12 5/9/2011	2012 Confidential
61	2011	3/14/2011 litigation	R-11-12 5/9/2011	2013 Confidential
62	2011	6/6/2011 collective bargaining and compensation	R-11-30 12/12/2011	2014 Confidential
63	2011	7/18/2011 personnel	R-11-30 12/12/2011	2014 Confidential
64	2011	9/12/2011 litigation/personnel collective bargaining/pending or probable	R-11-30 12/12/2011	2014 Confidential
65	2011	9/26/2011 litigation	R-11-30 12/12/2011	2014 Confidential
66	2011	10/24/2011 sale of real estate	R-11-30 12/12/2011	2014 Confidential
67	2011	10/27/2011 sale of Real estate	R-11-30 12/12/2011	2014 Confidential
68	2012	2/13/2012 threatened litigation/security attorney's fees/collective	R-12-22 10/8/2012	2014 Confidential
69	2012	2/27/2012 bargaining/personnel	R-12-22 10/8/2012	2014 Confidential
70	2012	3/12/2012 security/legal/personnel salary Collective Bargaining/Personnel/threatened	R-12-22 10/8/2012	2014 Confidential
71	2012	4/9/2012 litigation/sale of minicipall securities	R-12-22 10/8/2012	2014 Confidential

72	2012	5/14/2012 threatened litigation	R-12-22 10/8/2012	2014 Confidential
73	2012	5/29/2012 collective bargaining/threatened litigation	R-12-22 10/8/2012	2014 Confidential
74	2012	6/11/2012 joining north shore convention and visitor's bureau/acquisition of real estate	R-12-22 10/8/2012	2014 Confidential
75	2012	6/25/2012 acquisition of real estate	R-12-22 10/8/2012	2014 Confidential
76	2012	7/9/2012 acquisition of real estate/pending and probable litigation	R-12-22 10/8/2012	2014 Confidential
77	2012	7/23/2012 pending and probable litigation/removal of personnel	R-12-22 10/8/2012	2014 Confidential
78	2012	8/13/2012 removal of personnel/acquisition of real estate/pending and probable litigation/personnel	R-12-22 10/8/2012	2015 Confidential
79	2012	9/10/2012 acquisition of real estate/pending and probable litigation/personnel/security	R-14-02 1/27/2014	2015 Confidential
80	2012	9/24/2012 pending and probable litigation/personnel/real estate	R-14-02 1/27/2014	2015 Confidential
81	2012	10/8/2012 pending and probable litigation/acquisition of real estate	R-14-02 1/27/2014	2015 Confidential
82	2012	10/22/2012 pending and probable litigation/ acquisition of real estate	R-14-02 1/27/2014	2015 Confidential
83	2012	11/26/2012 of real estate	R-14-02 1/27/2014	2015 Confidential
84	2013	1/14/2013 compensation of personnel/personnel matters/probable and pending litigation	R-14-02 1/27/2014	2015 Confidential
85	2013	1/28/2013 appointment of public officials/pending and probable litigation	R-14-02 1/27/2014	2015 Confidential
86	2013	2/11/2013 appointment of public officials/pending and probable litigation/price set for real estate	R-14-02 1/27/2014	2015 Confidential

87	2013	2/25/2013	lease agreement/pending and probable litigation/personnel	R-14-02 1/27/2014	2015 Confidential
88	2013	4/8/2013	probable litigation pending and probable litigation/appointment of public	R-14-02 1/27/2014	2015 Confidential
89	2013	4/22/2013	official/acquisition of real estate probable litigation/litigation/tax issues/airport personnel/City Hall	R-14-02 1/27/2014	2015 Confidential
90	2013	5/28/2013	personnel promotion Acquisition and disposition of property/personnel matters/committee	R-14-02 1/27/2014	2015 Confidential
91	2013	7/8/2013	member matters	R-14-02 1/27/2014	2015 Confidential
92	2013	7/22/2013	probable litigation Probable litigation/personnel performance	R-14-02 1/27/2014	2015 Confidential
93	2013	9/9/2013	compensation Collective Bargaining/Purchase of real	R-14-02 1/27/2014	2015 Confidential
94	2013	9/23/2013	estate	R-14-02 1/27/2014	2015 Confidential
95	2013	10/14/2013	Litigation	R-14-02 1/27/2014	2015 Confidential
96	2013	10/28/2013	Litigation	R-14-02 1/27/2014	2015 Confidential
97	2013	11/12/2013	Sale of Real estate/Litigation	R-14-02 1/27/2014	2015 Confidential
98	2013	11/25/2013	Sale of Real estate/Litigation	R-14-02 1/27/2014	2015 Confidential
99	2013	12/20/2013	Litigation	R-15-01 1/12/2015	2015 Confidential
100	2014	2/24/2014	personnel matters	R-15-01 1/12/2015	2015 Confidential
101	2014	3/5/2014	personnel matters	R-15-01 1/12/2015	2015 Confidential
102	2014	3/10/2014	probable litigation	R-15-01 1/12/2015	2015 Confidential
103	2014	3/24/2014	personnel matters	R-15-01 1/12/2015	2015 Confidential
104	2014	4/14/2014	Probable litigation	R-15-01 1/12/2015	Confidential

105	2014	4/28/2014 probable litigation	R-15-01 1/12/2015	Confidential
106	2014	6/9/2014 Probable litigation	R-15-01 1/12/2015	Confidential
107	2014	6/23/2014 probable litigation	R-15-01 1/12/2015	Confidential
108	2014	7/14/2014 Probable litigation/personnel	R-15-01 1/12/2015	Confidential
109	2014	10/28/2014 acquisition of property	R-15-01 1/12/2015	Confidential
110	2014	Disposition of property/Acquisition of 11/10/2014 property	R-15-01 1/12/2015	Confidential
111	2014	12/8/2014 Acquisition of property	R-15-01 1/12/2015	Confidential
112	2015	1/12/2015 acquisition of property	R-15-13 9/28/2015	Confidential
113	2015	Revenue from Property/sale of 2/9/2015 property/personnel/disposition of property	R-15-13 9/28/2015	Confidential
114	2015	2/23/2015 Acquisition of property/sale of property	R-15-13 9/28/2015	Confidential
115	2015	Economic Development 3/9/2015 Director/Disposition of property	R-15-13 9/28/2015	Confidential
116	2015	Property Acquisition/Economic 3/30/2015 Development Director	R-15-13 9/28/2015	Confidential
117	2015	Compensation of specific 4/14/2015 employee/Property acquisition	R-15-13 9/28/2015	Confidential
118	2015	Police Pension Case/City Administrator 4/27/2015 candidates/ Property Acquisition	R-15-13 9/28/2015	Confidential
119	2015	5/13/2015 Personnel/compensation/performance	R-15-13 9/28/2015	Confidential
120	2015	Performance of a specific employee/Sale of 8/24/2015 Real Estate	R-16-11 11/14/2016	Confidential
121	2015	9/16/2015 IMET/ Sale/Purchase of property/	R-16-11 11/14/2016	Confidential
122	2015	10/26/2015 TIF Fund Legal Opinion	R-16-11 11/14/2016	Confidential

123	2016	1/25/2016	Property sale/Acquisition of Property/Refinance/TIF	R-16-11 11/14/2016	Confidential
124	2016	2/22/2016	Personnel	R-16-11 11/14/2016	Confidential
125	2016	2/27/2016	Personnel	R-16-11 11/14/2016	Confidential
126	2016	4/11/2016	Pending Litigation/RFP for Counsel/Personnel	R-16-11 11/14/2016	Confidential
127	2016	5/23/2016	Contract Negotiations/Personnel/Pending Litigation	R-16-11 11/14/2016	Confidential
128	2016	7/25/2016	Compensation for specific employee Whowell Police Pension hearing/City Attorney Attendance schedule/Pending Litigation	R-16-11 11/14/2016	Confidential
129	2016	8/22/2016	Personnel/Semi-Annual Review of Executive Session Minutes	R-16-11 11/14/2016	Confidential
130	2016	9/12/2016	Price of property and sale of property	R-17-09 8/28/2017	Confidential
131	2016	10/10/2016	Personnel/contract negotiations	R-17-09 8/28/2017	Confidential
132	2016	10/24/2016	Pending Litigation and personnel matters	R-17-09 8/28/2017	Confidential
133	2017	1/9/2017	Pending Litigation and appointment of legal counsel	R-17-09 8/28/2017	Confidential
134	2017	2/13/2017	IDHR Complaint	R-17-09 8/28/2017	Confidential
135	2017	2/27/2017	Personnel, pending litigation, compensation and removal of personnel and/or City Counsel	R-17-09 8/28/2017	Confidential
136	2017	3/13/2017	Executive Session Minutes, sale of property, legal matters	R-17-09 8/28/2017	Confidential
137	2017	3/27/2017	Discipline, appointment, performance or dismissal of a specific employee and sale of property	R-17-09 8/28/2017	Confidential
138	2017	4/10/2017			

139	2017	4/24/2017	appointment, employment, performance, or dismissal of specific personnel; setting a price for property	R-17-09 8/28/2017	Confidential
140	2017	5/8/2017	appointment, employment, performance, or dismissal of specific personnel; pending litigation, collective bargaining Purchase and Sale of Real Estate, litigation and appointment, employment, performance, or dismissal of specific personnel	R-17-09 8/28/2017	Confidential
141	2017	5/22/2017	price of property, personnel matters, pending litigation	R-17-09 8/28/2017	Confidential
142	2017	6/12/2017	Pending litigation, sale of property, personnel issues	R-17-09 8/28/2017e	Confidential
143	2017	6/26/2017	sale of City Property/Litigation	R-17-09 8/28/2017	Confidential
144	2017	7/10/2017	sale of real estate LOI	R-17-09 8/28/2017	Confidential
145	2017	7/24/2017	Dispatch proposal/police contract/sale of property	R-18-03 1/22/2018	Confidential
146	2017	8/28/2017	Collective Bargaining/Potential Litigation/	R-18-03 1/22/2018	Confidential
147	2017	9/25/2017	Sale of Property	R-18-03 1/22/2018	Confidential
148	2017	11/13/2017	Collective Bargaining - Police	R-18-03 1/22/2018	Confidential
149	2017	11/27/2017	Pending Litigation	R-18-03 1/22/2018	confidential
150	2018	12/11/2017	Sale of Property and Setting of price Possible Litigation/purchase or lease of land	R-18-44 6/25/2018	confidential
151	2018	1/22/2018	Setting of price for City Property/Purchase or lease of land/pending litigation/collective bargaining	R-18-44 6/25/2018	confidential
152	2018	2/12/2018			

153	2018	4/23/2018	Sale or purchase of real estate/pending litigation	R-18-44 6/25/2018	confidential
154	2018	5/14/2018	possible litigation	R-18-44 6/25/2018	confidential
155	2018	5/29/2018	sale of property owned by te City/personnel - discussion of discipline, removal of appointed individual and appointment of replacement	R-18-44 6/25/2018	confidential
156	2018	6/11/2018	Sale or lease of property of the City	R-18-44 6/25/2018	confidential
157	2018	6/25/2018	Executive Meetings Exceptions Acts 5 and 6 to discuss sale of city-owned real estate	R-18-44 6/25/2018	confidential
158	2018	7/9/2018	Appointment,Employment, compensation, discipline, performance or dismissal of specific personnel/sale or lease of property owned by public body	R-18-44 6/25/2018	confidential
159	2018	7/16/2018	Sale or lease of a property owned by public body.	R-18-44 6/25/2018	confidential
160	2018	8/27/2018	Sale of City-owned property	R-18-44 6/25/2018	Confidential
161	2018	11/12/2018	Personnel	R-19-23 7/22/2019	Confidential
162	2019	2/11/2019	Purchase or lease of real estate in particular a parcel to be acquired	R-19-23 7/22/2019	Confidential
163	2019	2/25/2019	setting price for sale or lease of property	R-19-23 7/22/2019	Confidential
164	2019	3/5/2019	sale of property	R-19-23 7/22/2019	Confidential
165	2019	3/25/2019	sale of property	R-19-23 7/22/2019	Confidential
166	2019	4/8/2019	sale of property	R-19-23 7/22/2019	Confidential
167	2019	4/22/2019	sale of property	R-19-23 7/22/2019	Confidential

168	2019	5/13/2019 sale of property	R-19-23 7/22/2019	Confidential
169	2019	5/28/2019 sale of property	R-19-23 7/22/2019	Confidential
170	2019	6/10/2019 litigation/collective bargaining	R-19-23 7/22/2019	Confidential
171	2019	7/8/2019 litigation - pending and probable	R-19-23 7/22/2019	Confidential
172	2020	1/13/2020 possible purchase of property		

*** there are no written
executive session
minutes for the rest of
2006 ***

*** 2009 and 2010 there
were no Resolutions
reviewing the
executative session
minutes that I could find ***

*** R-13-13 - there seems to
be a mistake in the year -
it should read 2013 not
2011 ***

*** 130 represents the last
of the Minutes that are
ready to be reviewed ***



City of Prospect Heights

Department of Public Works

401 Piper Lane, Prospect Heights Illinois, 60070-6070

Office: 847/398-6070 x 264 -FAX: 847/459-0618

www.prospect-heights.il.us

MEMORANDUM

Date: 2/023/2020

To: Joe Wade

Cc: Peter Falcone

From: Mark W. Roscoe, Director of Public Works

Subject: Storm Water Pump Station- Willow Road

Purpose-

This memo is to gain approval for the replacement of the storm water lift station pump and associated hardware near the 800 block of East Willow Road. Located near the entrance to the Willow Woods condominium property. This important component of storm water management is City owned but commonly referred to as the Willow Woods lift station.

Background-

The watershed land area South of Apple Drive, North of Willow Road, East of Cove Drive, and West of Milwaukee Avenue drains to this pump location. This encompasses Quincy Park, River Trails, Willow Heights, Willow Falls, and Willow Woods properties. All of the storm water collected gravity flows to the Willow Woods pond, and then exits the City into the Mount Prospect system headed to the river. This lift station pumps out the network of storm water pipes in our area, thus providing the City with much needed detention when a heavy rainfall event occurs. With this lift station in place we are able to more rapidly collect the storm water and then discharge it at an even rate. If the pump is not operational the water will still gravity flow out to the river - but the collector pipes will remain filled and create more possibility of localized flooding. The structure, pump, and control system were originally installed in 2004/2005. At this time the pump is beyond repair and needs replacement. Two providers who specialize in Lift station design and installation were consulted and provided quotes for this work. It was anticipated that this pump would need to be replaced last year and cost was figured into the current budget. This is it.

Financial Impact-

Cost to the City would be \$15,097.60 which was budgeted into the professional services SSA 5 forecast FY 2019/2020.

Recommendation-

Approve this resolution to contract a replacement Lift Station pump with Xylem Water Solutions.

Thank you,
Mark Roscoe
Director of Public Works

Resolution R-20-08
A Resolution Approving contract with Xylem Water Solutions to replace storm water pump at Willow Woods lift station

WHEREAS, the City of Prospect Heights is approving a contract for the services to replace a lift station pump and associated hardware including labor;

WHEREAS, the location of work is a City owned storm water lift station located in the 800 block of East Old Willow Road;

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

Section One: That the contract (attached hereto as Exhibit A) is hereby approved and accepted.

Section Two: That the Mayor, or his designee, is authorized to take all necessary steps to implement this Resolution.

Section Three: That this Resolution shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED this 10th day of February, 2020

Nicholas J. Helmer, Mayor

ATTEST:

City Clerk

AYES: _____

NAYES: _____

ABSENT: _____

Exhibit A

Contract with Xylem Water Solutions



**Xylem Water Solutions USA, Inc.
Flygt Products**

January 24, 2020

CITY OF PROSPECT HEIGHTS
8 N ELMHURST RD
PROSPECT HEIGHTS IL 60070-1567

9661 194th Street
Mokena, IL 60448
Tel (708) 342-0484
Fax (708) 342-0491

Quote # 2020-CHI-0089
Re:Prospect Heights, IL. Willow Woods L.S. Upgrade

Xylem Water Solutions USA, Inc. Flygt Products Group is pleased to provide a quote for the following Flygt equipment.

Block 1

Qty	Part Number	Description	Unit Price	Extended Price
1	3102.060-0369	Flygt Model NP-3102.060 4" volute Submersible pump equipped with a 230 Volt / 3 phase / 60 Hz 5 HP 1750 RPM motor, 422 impeller, 1 x 50 Ft. length of SUBCAB 4G4+2x1,5 submersible cable, FLS leakage detector, volute is prepared for Flush Valve	\$ 6,089.60	\$ 6,089.60
1	14-69 00 09	START UP CHARGE FLYGT 1-TP MODELS: 3000,7000,8000	\$ 1,338.00	\$ 1,338.00
1	613 68 04	BRACKET,GUIDE BAR UPPER 2" 316	\$ 218.00	\$ 218.00

Mechanical and Electrical Work (please attached Work Scope)

Qty	Part Number	Description	Unit Price	Extended Price
1		Mechanical and Electrical Upgrade Work Scope (see attached work scope)	\$ 6,832.00	\$ 6,832.00

Total Project Price **\$ 14,477.60**

Freight Charge **\$ 620.00**

Total Project Price **\$ 15,097.60**

Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per Incoterms 2010)

See Freight Payment (Delivery Terms) below.

Taxes: State, local and other applicable taxes are not included in this quotation.



METROPOLITAN



PUMP COMPANY

A Division of METROPOLITAN INDUSTRIES, INC.

37 FORESTWOOD DR. • ROMEOVILLE, IL 60446-1343
(815) 886-9200 • FAX (815) 886-4573
www.metropolitanind.com

QUOTATION

Page 1 of 1

TO: Mr. Mark Roscoe
City of Prospect Heights
mroscoe@prospect-heights.org
847-398-6070 Ext. 264

PROJECT: Storm Water PS
Prospect Heights, IL
BIDS DUE: ASAP
ENGINEER: N/A

We are pleased to provide a QUOTE on the following equipment for the subject project.

Replacement Storm Water Pump and Accessories

- Furnish Qty (1) New Wilo Heavy Duty Submersible Pump with 100ft. Of cable. Model FA 10.41E (FK 17.1-4/8K Motor) oil filled, approximately 512 GPM @ 16.8' tdh 4" discharge, 3.1 inch solid handling, Single channel impeller, 6.2HP, 230 volt, 3 phase,
- Furnish lifting handle with up to 16ft. Of lifting chain, MTM style sealing flange all mounted to the pump.
- Furnish New Pump Base Elbow (MTM Style) including lower and upper guiderail support brackets.
- Furnish Qty (2) 16ft. Of 2" Stainless Steel guiderails. (Contractor cut to fit in the field)
- Furnish new MSP CB and relay as required located inside controls for new Wilo pump.
- Furnish removal of existing piping, pump and rails.
(This equipment to remain the property of Prospect Heights)
- Provide Bypass for lift station during rehab.
- Install new piping all bolts to be stainless steel.
- Installation of new pump and rails.
- Pull pump cables & connect in control panel.
- Start Up and Testing.

Total Price For All the Above Equipment is:

\$13,835.00
(Taxes Not Included)

Total Price For Installation is:

\$7,804.00

Note: Existing Basin, Hatches, Valve, Controls, conduit to all remain. All permits, fees, performance bonding and taxes are not included.

Note: It is the responsibility of the City of Prospect Heights to have the wet well cleaned out before any work can get started.

Note: We are assuming all conduits are in good condition.

Only the items listed within our proposal are included. We take exception to any other information which we do not have at this time.

Handwritten: \$ 21,639 TOTAL COST

TERMS: Net 30 days from date of invoice. All invoices are payable in full when due, with no retainage allowed.

THIS QUOTATION, SUBJECT TO THE CONDITIONS ON THE REVERSE SIDE HEREOF, MAY BE ACCEPTED ONLY BY SIGNING ONE COPY OF THIS QUOTATION AND RETURNING IT TO METROPOLITAN PUMP CO. NOT LATER THAN THE DATE INDICATED ON THE FACE HEREOF AFTER WHICH THIS QUOTATION IS VOID. THIS QUOTATION AFTER ACCEPTANCE BY BUYER MAY BE CANCELLED BY EITHER PARTY WITH NO PENALTY ONLY IF ENGINEER FAILS TO APPROVE SELLERS APPROVAL BROCHURE.

Accepted:	_____	Quotation No:	818N15324KT
Firm:	_____	Submitted:	8/14/2018
By:	_____	Void after:	30 days
Title:	_____	Prepared By:	Ken Turnquist



**Willow Woods Lift
Station**



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: January 30, 2020

To: Mayor Helmer and City Council

Cc: Joe Wade, City Administrator

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

Subject: ZBA Case No. #20-01 Variation – Lot Coverage: Fence in Required Front Yard, Stery Trucking 33 E. Palatine Rd.

ISSUE: Consideration of a Variation request to Section 5-3-4 H2C to allow the placement of a 6' tall open metal fence in the required front yard at Stery Trucking.

BACKGROUND: The PZBA held a public hearing on January 23, 2020 to hear ZBA Case #20-01V an application for a variation request. Stery Trucking, represented by Mr. Alex Kabakov, testified that they were requesting the variation to install the fence on their property to support an electronic gate that will secure their driveway and parking lot from non-lease holding operators/truckers from illegally parking in their parking lot. The City Council previously approved a variation and special use that required Stery to control the trucks that park in their parking lot. The owner will provide 24/7 access to the City and Fire District and will fully comply with the private property enforcement agreement.

No other testimony was presented.

After deliberation and consideration, the Commissioners voted unanimously 6-0 to approve the variance request and forward a positive recommendation to the City Council.

RECOMMENDATION: That the City Council approve Ordinance #O-20-04 granting variations allowing the applicant to construct a 6' open metal fence in the required front yard.

ORDINANCE NO. O-20-05

**AN ORDINANCE GRANTING CERTAIN VARIATIONS FOR
THE PROPERTY AT
33 E. PALATINE 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 33 E. Palatine Road, prescribe that a fence is prohibited in the required front yard of a property in the B3 Commercial, Wholesale and General Service District.

WHEREAS, the owner of the Property submitted an application for a variation to allow for the placement of a 6’ open metal fence in the required front yard. The fence will be set at the front property line.

WHEREAS, the Plan/Zoning Board of Appeals held a public hearing on January 23, 2020 regarding said application; and

WHEREAS, the Plan/Zoning Board of Appeals has recommended the Requested Variation 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 fence substantially in accordance with the approved plans and documents

submitted at the public hearing on this matter and with applicable codes. And that any plantings or landscaping installed by the applicant shall not exceed 3' in height to ensure visibility for ingress and egress of the property on to Palatine Rd.

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 10th day of February 2020.

Nicholas J. Helmer, Mayor

ATTEST:

Joanna Prisiajniouk, City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form: February 10th, 2020.

Exhibit A

Legal Description of 33 E. Palatine Road, Prospect Heights, IL

THAT PART OF THE EAST 141.30 FEET OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 42, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF PALATINE ROAD AND NORTH OF PIPER LANE AS DEDICATED IN DOCUMENT 25490904, IN COOK COUNTY, ILLINOIS.

ALSO,

THE WEST 45.90 FEET OF THE WEST 334.00 FEET OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 42, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF PALATINE ROAD AND NORTH OF PIPER LANE AS DEDICATED IN DOCUMENT 25490904, IN COOK COUNTY, ILLINOIS.

PIN # 03-24-100-048-0000

Dated: June 18, 2007





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: January 15, 2020

To: Danielle Dash – Chairman
Plan/Zoning Board Commissioners

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

Subject: ZBA Case No. 20-01 V – 33 E. Palatine Road, Prospect Heights, IL

Issue:

Stery Trucking/Quality Truck repair have submitted an Application for Variation to Section 5-3-4H2 to allow the construction of a six (6') wrought iron fence in the front yard in the B-3 Commercial, Wholesale and General Service District.

Background:

The applicant, Stery Trucking/Quality Truck Repair, owners of the property are proposing to construct the 6' wrought iron fence in the front yard. They are also seeking to install access gates at the entrances to the property from Palatine frontage road. Stery Trucking/Quality Truck Repair received a special use permit in 2019 to operate a truck parking lot and parking for their trucking and repair companies. The City council approved the SUP with a condition that the owners regulate access to their property to prohibit trucks that do not have a lease from parking on the lot.

The PZBA will conduct a public hearing for case PZBA #20-01 V on January 23, 2020.

Thank you.

PZBA Meeting

Case #20-01 V

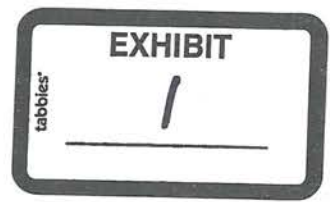
Name: Stery Trucking

Address: 33 E. Palatine Rd, Prospect Heights, IL

EXHIBITS LIST			
No.	Date	Description	Prepared
1	1/3/20	Application	Stery Trucking
2	1/2/20	Hardship letter	Stery Trucking
3	1/3/20	Proof of Ownership – Stery	In file
4	6/18/2007	Alta Survey	Gremley & Biedermann
5	12/18/19	Site Plan – Facility Plan	Group A Architect
6	1/3/20	Fence Detail	Ameristar Fence
7	1/3/20	Gate Detail	Prosystems Inc.
8	1/2/20	Proof of mailing & notice, whitecard	In file
9	1/16/20	Zoning Review	Director Peterson
10			
11			
12			
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17			
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20			

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FOR OFFICE USE ONLY:
FEE PAID _____
RECEIPT # _____
DATE _____
RECV'D BY _____
CASE # _____
MEETING DATE _____

PLAN/ZONING BOARD OF APPEALS
APPLICATION

Special use (\$400)
Variation (\$150)
Text Amendment (\$300)

Map Amendment (Refer to Ord. 0-03-18)
Subdivision PUD (Refer to Ord. 0-03-18)
Lot Consolidation (Refer to Ord. 0-03-18)
Appearance Review

APPLICANT: STERY TRUCKING LTD / QUALITY TRUCK AND REEFER REPAIR INC - ALEX KABAKOV
ADDRESS: 33 E PALATINE RD
PROSPECT HEIGHTS IL 60070

PHONE: 847-955-0909
E-MAIL QTRREPAIR@YAHOO.COM

ADDRESS OF SUBJECT PROPERTY: 33 E PALATINE RD, PROSPECT HEIGHTS IL 60070

PROPERTY IS LOCATED IN THE B-3 ZONING DISTRICT.

APPLICABLE SECTION OF ORDINANCE: 5-3-4H2C

DESCRIPTION OF REQUEST: FENCE VARIATION

FRONT YARD, 6 ft. HEIGHT, WROUGHT IRON FENCE

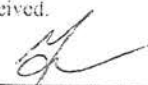
Are there any covenants, conditions, restrictions or floodplain issues concerning type of improvements, setbacks, area or height requirements, occupancy or use limitations, etc. placed on the property and now of record: YES _____ NO X
If yes, please describe: _____

Has the property been the subject of previous or pending administrative legislative or court action:
YES _____ NO X If yes, give details: _____

The follow items MUST be submitted at time of filing:

1. Application (12 copies)
2. Plat of Survey (12 copies) - must be drawn to scale and indicate the location of the proposed addition or construction and must contain the legal description of the property, along with additional information to support the application. (12 copies) *Note - please include one copy for file no longer than 11x17.
3. Proof of Ownership (1 copy)
4. Letter indicating Hardship (for variations only 12 copies)
5. Notice to Property Owners (1 copy)
6. List of Property Owners (1 copy) obtained from the Wheeling Township Office, 1616 N. Arlington Heights Rd. Arlington Heights, IL 60004 - Tel. 847-259-1515 of all properties lying within 350ft. of property line subject's property once approved confirmation letter from the City of Prospect Heights is received.
7. Application Fee (cash or check made payable to: City of Prospect Heights)

Date: _____


Signature of Applicant



STERY TRUCKING LTD

33 E PALATINE RD

PROSPECT HEIGHTS IL 60070

PH: 847-955-0909

E-MAIL: QTRREPAIR@YAHOO.COM

January 2, 2020

Dear Chairman Dash and the PZBA Members:

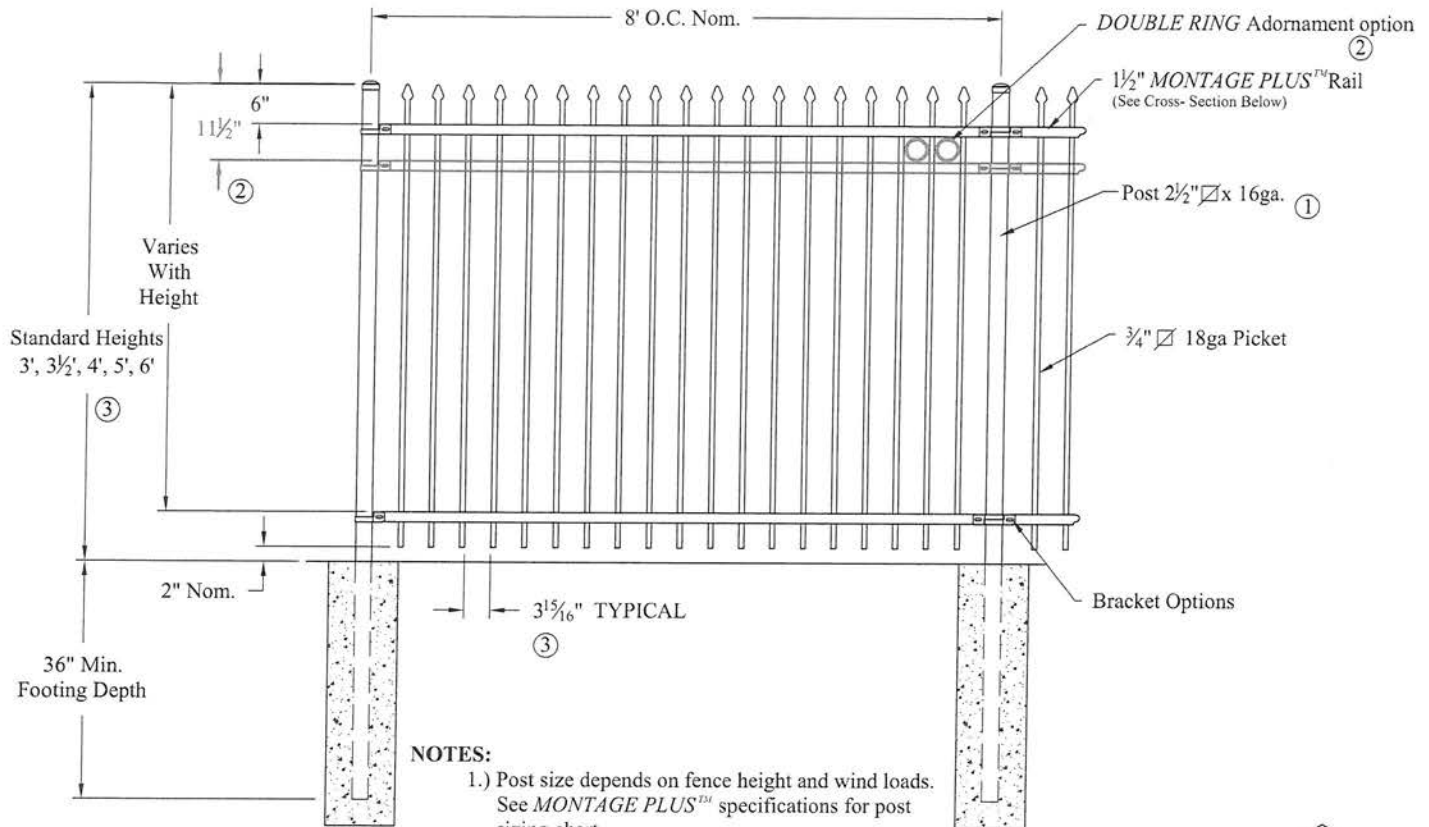
I am requesting a 6 ft. tall open wrought iron fence in the front yard of 33 E Palatine Road. A condition of my recent special use approval for truck parking was to control access and parking by non-leasing operators/trucks. To meet this condition I would like to install electronic gates across the entrances. The fence structure I am requesting is necessary to support the gate system. The City and Fire District will be given access codes and have complete access per the enforcement agreement.

Respectfully,

A handwritten signature in black ink, appearing to be "Yelena Gimelshteyn".

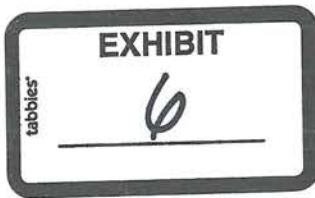
Yelena Gimelshteyn, President.

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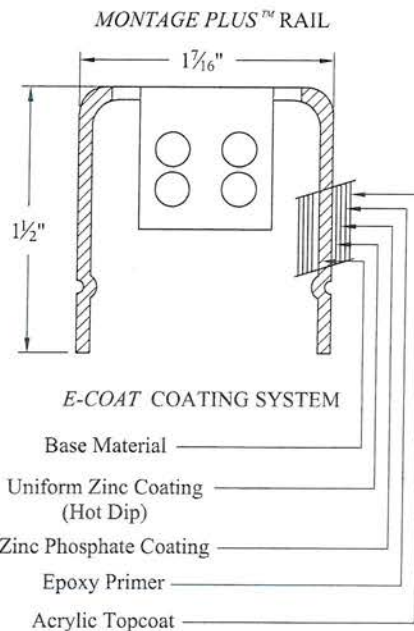
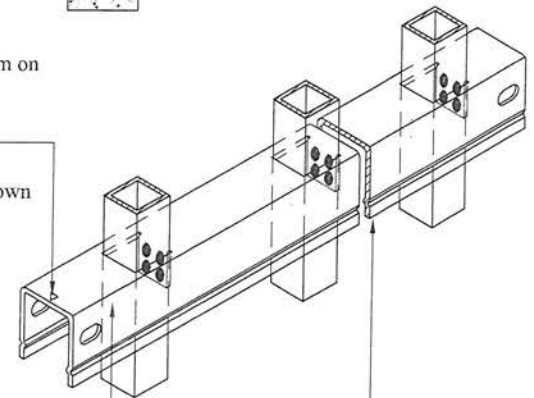


NOTES:

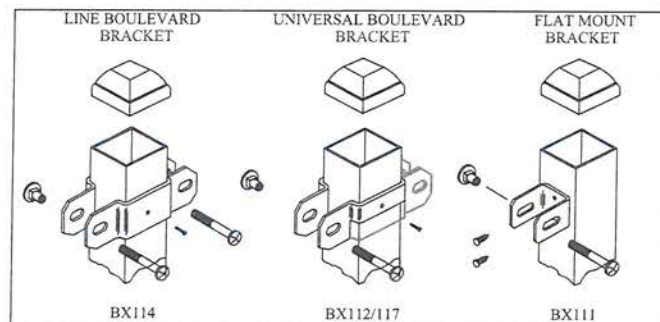
- 1.) Post size depends on fence height and wind loads. See MONTAGE PLUSTM specifications for post sizing chart.
- 2.) Third rail required for Double Rings.
- 3.) Available in 3" air space and/or Flush Bottom on most heights.



RAKING DIRECTIONAL ARROW
Welded panel can be raked 30" over 8' with arrow pointing down grade.



MONTAGE PLUSTM RAIL
Specially formed high strength architectural shape.



COMMERCIAL STRENGTH WELDED STEEL PANEL PRE-ASSEMBLED

Values shown are nominal and not to be used for installation purposes. See product specification for installation requirements.

IRCISO

Title: **MONTAGE PLUS CLASSIC 2/3-RAIL**

DR: CI SH: 1 of 1 SCALE: DO NOT SCALE

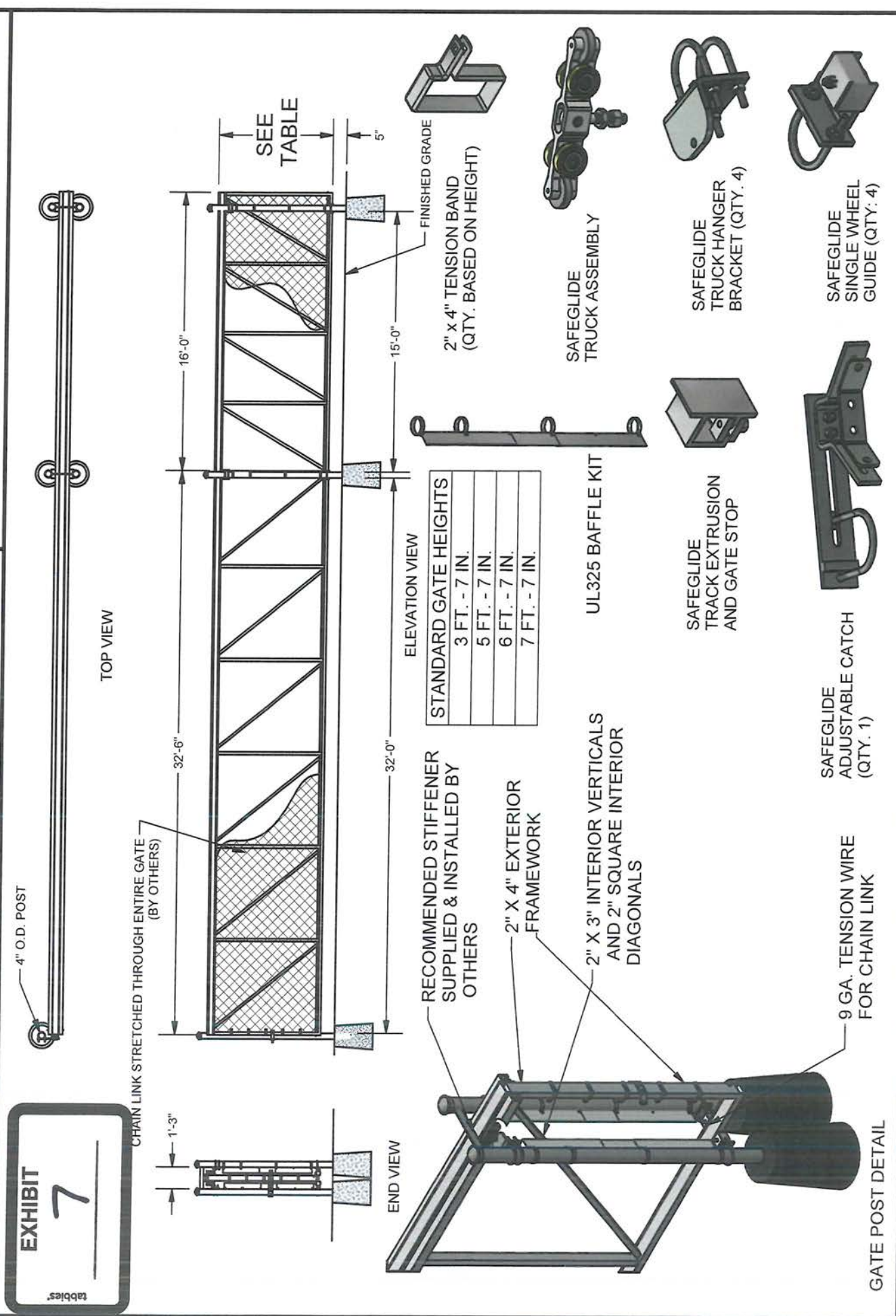
CK: ME Date 6/28/10 REV: e



AMERISTAR[®]

1555 N. Mingo
Tulsa, OK 74116
1-888-333-3422
www.ameristarfence.com

PROACCESS Pro Access 116 Paul Street Elburn, IL 60119 (630) 426-0022 DRAWING NAME:	JOB NAME:
	DATE:
DRAWN BY: DXS	P.O. #:
DATE: 01/24/19	SIGNATURE:
SCALE: NTS	
TWIN TRACK 32'	



NOTE: GATES 10' HIGH AND UP ARE MANUFACTURED IN TWO PIECES AND REQUIRE FIELD ASSEMBLY. CONTACT PRO ACCESS FOR ADDITIONAL INFORMATION.



Zoning Review

Date: January 16, 2020
Reviewer: Daniel A. Peterson, Director of Building & Development
Applicant: Alex Kabakov, Agent for Stery Trucking
Subject Property: 33 E. Palatine Road, Prospect Heights, IL 60070
Application: ZBA 20-01 V
Section 5-3-4H2C Fence Variation
Variation request to install a six (6') open fence in the required front yard.
Project: Stery Trucking/Quality Truck Repair

Documents Reviewed:

- A. Application prepared by Alex Kabakov, Stery Trucking
- B. Variation hardship letter dated January 2, 2020
- C. ALTA Land Title Survey dated 6/18/2007, prepared by Gremley & Biedermann
- D. Stery Trucking Facility Plan, dated 12/24/18, prepared by Group A Architecture
- E. Fence Details, Ameristar Fence
- F. Gate System, ProActive Systems

Applicable Zoning Code Sections: Special Uses: 5-10-9
B-4 Office/Industrial District: 5-7-6C

Current Zoning: B-4
Proposed: B-4 with Permitted Special Use for Parking Lots and Decks, municipal and private

Current Use: Vacant with semi-truck parking

Proposed: Leased parking lot for semi-trucks. Ancillary to the Stery Trucking uses at 29 E. Palatine Rd.

Use Area ±: 97,467.44 sq. ft. 2.23 ac.
Parking: Not Applicable – Industrial Use
Required. N/A

5-10-8: VARIATIONS

- F. Standards For Variations: The plan/zoning board of appeals shall not recommend variation of the regulations of this title unless it shall make findings of fact based upon the evidence as presented that: (Ord. 0-77-27, 7-18-1977; amd. Ord. 0-03-35, 9-15-2003)

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.

Response: The applicant received a special use permit with a requirement to control access to the property by non-lessee truckers/operators. To meet this condition the applicant is proposing a gate across their driveway and the fence is part of the access control system.

2. Literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this title.

Response: The applicant shall provide testimony to express their need and justification for the front yard fence.

3. The alleged hardship has not been directly created by any person presently, or a predecessor in interest, having a proprietary interest in the premises.

Response: The hardship was created by the conditions of the special use approval by City Council.

4. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.

Response: Condition met. This improvement will not be detrimental to public welfare or injurious to other property or improvements in the neighborhood.

5. The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, or endanger the public safety.

Response: Standard met. The City's police department, code enforcement department and the Prospect Heights Fire District will have 24-hour access with the access code provided by the owner.

6. The proposed variation will not alter the essential character of the locality.

Response: The proposed variation will not alter the essential character of the locality.

7. The proposed variation is in harmony with the spirit and intent of this title.

Response: Standard met.

8. Granting the variation requested will not confer the applicant any special privilege that is denied by this title to owners of other lands, structures, or buildings in the same district.

Response: Standard met.

9. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for issuance of a variation. (Ord. 0-77-27, 7-18-1977)

10. The plan/zoning board of appeals shall further make a finding that the reasons set forth in the application justify the granting of the variation, and that the variation is the minimum variation that will make possible the reasonable use of the land, building, or structure. (Ord. 0-77-27, 7-18-1977; amd. Ord. 0-03-35, 9-15-2003)

The board may impose such conditions and restrictions upon the location, construction, design and use of property benefited by a variation as may be necessary or appropriate to comply with the foregoing standards and to protect adjacent property and property values.

Conclusion:

Staff would recommend that any plantings proposed by the applicant along the fence on the applicant's property be decorative plantings with a maximum height of 3' to ensure proper site lines for ingress and egress from Palatine Rd. frontage.

GREMLEY & BIEDERMANN

PROFESSIONAL LAND SURVEYORS
4505 NORTH ELSTON AVENUE, CHICAGO, IL 60630
TELEPHONE: (773) 685-5102 FAX (773) 286-4184 EMAIL: INFO@PLCS-SURVEY.COM

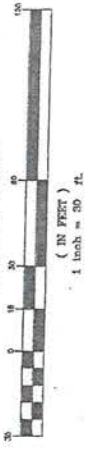
ALTA / ACSM Land Title Survey

THAT PART OF THE EAST 141.30 FEET OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 42, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF PALATINE ROAD AND NORTH OF PIPER LANE AS DEDICATED IN DOCUMENT 25400694, IN COOK COUNTY, ILLINOIS.

ALSO

THE WEST 45.90 FEET OF THE WEST 324.00 FEET OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 42, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF PALATINE ROAD AND NORTH OF PIPER LANE AS DEDICATED IN DOCUMENT 25400694, IN COOK COUNTY, ILLINOIS.

GRAPHIC SCALE

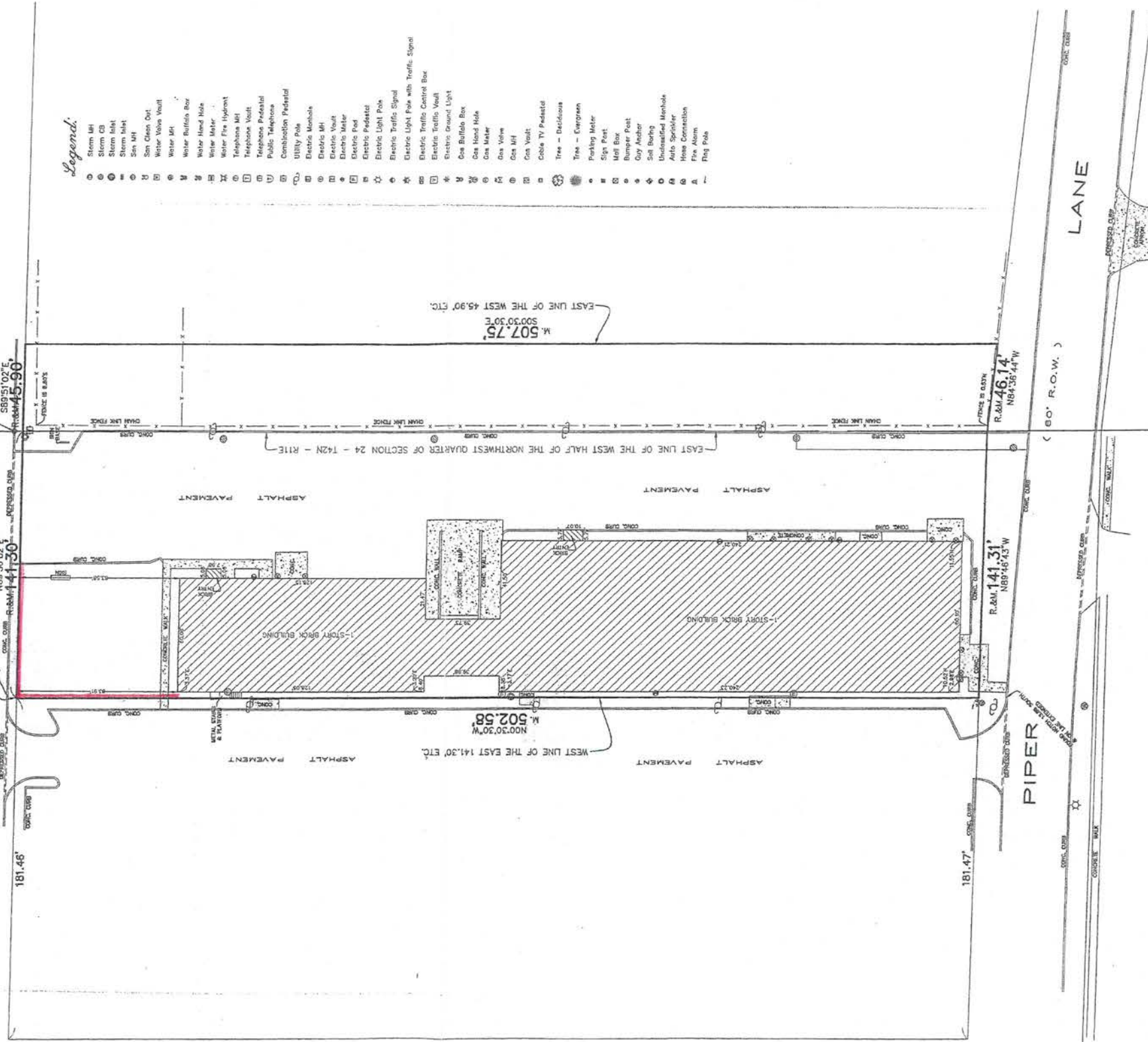


VICINITY MAP
(NOT TO SCALE)

PALATINE

(R.O.W. VARIES)

ROAD



Legend:

- Storm MH
- Storm CB
- Storm Inlet
- Storm Inlet
- San MH
- San Clean Out
- Water Valve Vault
- Water MH
- Water Ration Box
- Water Hand Hole
- Water Meter
- Water Fire Hydrant
- Telephone MH
- Telephone Vault
- Telephone Pedestal
- Public Telephone
- Combination Pedestal
- Utility Pole
- Electric Manhole
- Electric MH
- Electric Vault
- Electric Meter
- Electric Pedestal
- Electric Light Pole
- Electric Traffic Signal
- Electric Light Pole with Traffic Signal
- Electric Traffic Control Box
- Electric Traffic Vault
- Electric Ground Light
- Gas Burial Box
- Gas Hand Hole
- Gas Meter
- Gas Valve
- Gas MH
- Gas Vault
- Cable TV Pedestal
- Tree - Deciduous
- Tree - Evergreen
- Parking Meter
- Sign Post
- Mail Box
- Bumper Post
- Guy Anchor
- Soil Boring
- Unstaffed Manhole
- Auto Sprinkler
- Hose Connection
- Fire Alarm
- Flag Pole

EXHIBIT

4

ORDERED BY: JAMES A. JENSEN
ADDRESS: PAL TEL TEL - PROSPECT HEIGHTS
LEADER: GREMLEY & BIEDERMANN
DATE: JUNE 18, 2007
SHEET: 1 OF 1
PROJECT: 2007-08517-002

Note R. & M. denotes Record and Measured distances respectively.
Distances are marked in feet and decimal parts thereof. Compare all points BEFORE building by same and at once report any differences BEFORE damage is done.
For easements, building lines and other restrictions not shown on survey plat refer to our abstract, deed, contract, title policy and local building regulations.
NO dimensions shall be assumed by scale measurement upon this plat.
Monumentation or witness points were not set at the clients request.
Unless otherwise noted hereon the Bearing Basis, Elevation Datum and Coordinate Datum used is ASSUMED.

Copyright GREMLEY & BIEDERMANN, INC. 2007 "All Rights Reserved"

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This is to certify that this map or plat and the survey on which it is based were made in accordance with the "Minimum Standards of Accuracy for ALTA/ACSM Land Title Surveys," jointly established and adopted by ALTA and NSPS, and in effect on the date of this survey registered in the County of Cook, Illinois, and that the survey was prepared without the benefit of, and is subject to, all restrictions and matters appearing of record in might be disclosed by a current title commitment.
Field measurements completed on JUNE 18, 2007.

Signed on JUNE 29, 2007

By: [Signature]

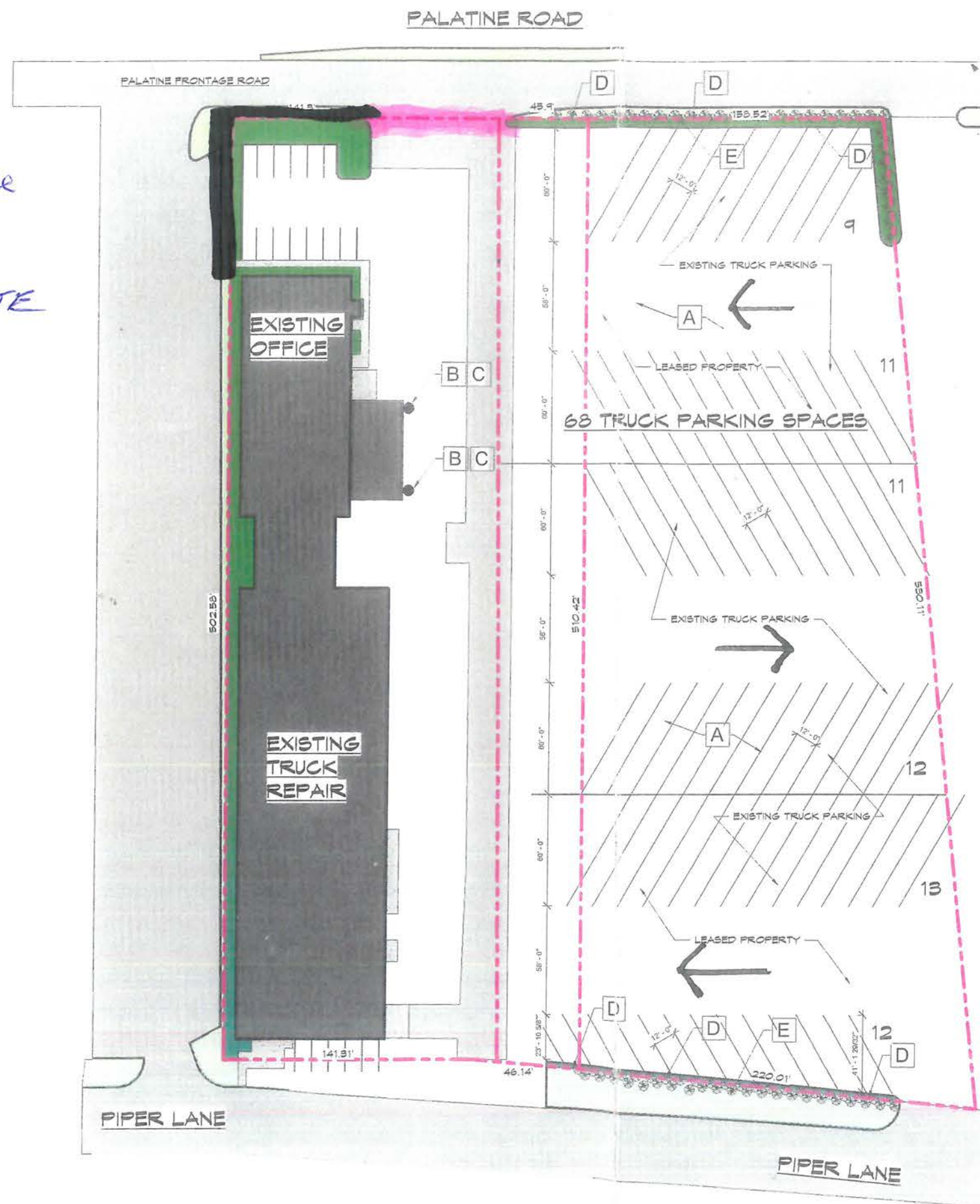
Professional Illinois Land Surveyor # 2257

My license expires November 30, 2008.

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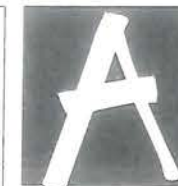
—: fence

—: GATE



Site
1" = 30'-0"

tabbies®
EXHIBIT
5



GROUP A architecture
A Professional Corporation
1100 Landmeier Rd Suite 202
Elk Grove Village, IL 60007

Phone	047 952 1190
Fax	047 952 1151
Web	

PROJECT

KEY NOTES:

- A. APPROXIMATELY 20% OF 8" CONCRETE PARKING SURFACE. 80% OF THE PARKING SURFACE IS 12" OF COMPACTED STONE GRAVEL WITH 3" MINIMUM OF ASPHALT GRIND COMPACTED TO HARD SURFACE. IMPROVED TO A DUST FREE ASPHALT SURFACE AND LOAD COMPRESSION TEST STANDARD
- B. SECURITY PARKING LIGHTING
- C. SECURITY CAMERA, SURVEILLANCE SYSTEM
- D. 6'-0" HIGH WOOD FENCE ON NORTH AND SOUTH PROPERTY LINE
- E. ENHANCE EXISTING LANDSCAPE BUFFER WITH ABBORTIVE AT 4'-0" O.C.

NORTH AREA LANDSCAPE:

SEVEN (7) 8" DIAMETER CITY APPROVED EVERGREEN
AND DECIDUOUS TREES

SOUTH AREA LANDSCAPE:

SEVEN (7) 8" DIAMETER CITY APPROVED EVERGREEN
AND DECIDUOUS TREES

**STERY
TRUCK PARKING FACILITY**
33 EAST PALATINE ROAD
PROSPECT HEIGHTS, ILLINOIS, 60067

SIGNATURE AND SEAL



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[illegible]

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DRAWN BY

CHECKED BY _____

APPROVED BY _____

JOB NUMBER

DRAWING TITLE

Site Plan

DRAWING NUMBER

A1.0



City of Prospect Heights

Department of Public Works
401 Piper Lane, Prospect Heights Illinois, 60070-6070
Office: 847/398-6070 x 264 -FAX: 847/459-0618
www.prospect-heights.il.us

MEMORANDUM

Date: 2/2/2020
To: Joe Wade
Cc: Peter Falcone
From: Mark W. Roscoe, Director of Public Works
Subject: Street Light Installation on Winkelman Rd- Tourism District

Purpose-

This proposed resolution would provide for engineering services to design, engineer, bid, and manage a streetlight project on Winkelman Road approx. 800' in the Tourism District.

Background-

In 2018 Winkelman Road was resurfaced and a curb and gutter drain system was added. When this project was getting started the Tourism Board inquired to add City street lights to illuminate this dim 800' section of roadway. Currently there is very little spillover light on the roadway from the adjacent hotels and one streetlight at the corner of Milwaukee Avenue. They desired decorative light poles that could possibly have hanging flower baskets or additional seasonal signage. Putting together a lighting plan with engineering and bids requirements would have endangered the 2018 road project timeline forecast, so this idea was put on the back burner. During the September 2019 Tourism Board meeting I was asked to move forward with putting together a street light plan. I worked with GHA Engineers to forecast costs for installation of 7 poles and associated infrastructure. An estimate of \$15,000 for plans and bid documents, \$5,000 permits, and \$105,000 for construction cost (\$15k per location). Projected total cost of around \$125,000.

As requested the Tourism Area was reviewed for other streetlight needs, and two locations were chosen for future consideration. 1300' on Apple Drive from Willow Trails Park to Milwaukee Avenue, and 550' on Plaza Drive from Apple Drive to Frontage Road.

Financial Impact-

Cost to the City would be initially \$15,000 for engineering –Tourism Fund
Followed up with a request for bid approval when project matures.

Recommendation-

Council to review Tourism financial status and determine if appropriate project.

Thank you,
Mark Roscoe
Director of Public Works



Resolution R-20-09
A Resolution Approving contract with Gewalt Hamilton GHA to proceed on a street light project for Winkelman Road,

WHEREAS, the City of Prospect Heights is approving a contract for the services to produce engineering prints, bid documents, and project management plans for a streetlight installation project on Winkelman Road; and

WHEREAS, the Tourism Board endorses this engineering project and has pre-approved the funding source of the Tourism account; and

WHEREAS, the City Council of the City of Prospect Heights is contracting this service with Gewalt Hamilton GHA Engineers; and

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

Section One: That the contract (attached hereto as Exhibit A) is hereby approved and accepted.

Section Two: That the Mayor, or his designee, is authorized to take all necessary steps to implement this Resolution.

Section Three: That this Resolution shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED this 10th day of February, 2020

Nicholas J. Helmer, Mayor

ATTEST:

City Clerk

AYES: _____

NAYES: _____

ABSENT:

Exhibit A

Contract with [Insert Bidder]



Prospect Heights Police Department

City of Prospect Heights

14 East Camp McDonald Road, Prospect Heights Illinois, 60070

Office: 847/398-5511 FAX: 847/398-6080

www.prospect-heights.il.us

MEMORANDUM

Date: February 3, 2020

To: Joe Wade, City Administrator

From: Jim Zawlocki, Chief of Police

Subject: Surplus Supplies Auction

Purpose: Auction unused laptops and equipment.

Background: With the purchase of new car lap top computers, camera supplies and miscellaneous equipment, we have unused supplies being stored at the police department. There are a total of twenty five items for auction.

Recommendation: Council approval to auction excess surplus.

See attached sheet for equipment auction.

ORDINANCE NO. O-20-04

ORDINANCE DIRECTING THE SALE OF SURPLUS PROPERTY

WHEREAS, the City Council has determined according to State Statute that there exists certain personal property owned by the City that is no longer necessary or useful to the City and is hereby declared to be surplus property;

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

SECTION 1: That pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the city council finds the following property to be no longer necessary or useful to the City and is hereby declared surplus property:

See Attached Exhibit A – Surplus Equipment List

SECTION 2: That pursuant to the authority of Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the city council hereby authorizes and directs the City Administrator or her designee to dispose of said surplus property in any manner she sees fit which may include the negotiated sale of the above property, or any other lawful means. The City Administrator need not advertise the property for sale.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, 2020.

APPROVED this ____ day of _____, 2020.

Nicholas J. Helmer, Mayor

ATTEST:

City Clerk

Published in pamphlet form _____, 2020.

Exhibit A

Surplus Equipment List

log#	Name	Information	Condition
1a	Getac s400	No HDD	For Parts
1b	Getac s400	No HDD	For Parts
1c	Getac s400	No HDD	For Parts
1e	Getac s400	No HDD	For Parts
1f	Getac s400	No HDD	For Parts
1g	Getac s400	No HDD	For Parts
1h	Getac s400	No HDD	For Parts
2a	Getac PMT	With Power Supply	For Parts
2b	Getac PMT	With Power Supply	For Parts
2c	Getac PMT	With Power Supply	For Parts
2d	Getac PMT	With Power Supply	For Parts
2f	Getac PMT	Without Power Supply	For Parts
2g	Getac PMT	Without Power Supply	For Parts
3	Cummins Jetcount 4020	Counts # of bills NOT total valued amount	Working Condition
4	3m Overhead Projector	n/a	Working Condition
5a	Kodak Tripod	20"-43"	Working no head attachment
5b	Unnamed Tripod	18"-40"	Working Condition
5c	Bogen Tripod 3221	28"-60"	Working no head attachment with bag
6	Nikon 8008N AF with Speedlight SB-24 Flash		
7	Leica Exam light Model 13410311	n/a	Working Condition
8a	Quantum Battery 1+ pack	With cable	
8b	Quantum Turbo Battery Pack	With cable	
9	First Save AED G3	No battery	
10	Duracell AA Battery Charger		
11	Spectroline EA140	With Case	Working Condition

2/10/2020

Checks

General Fund	\$	79,666.88
Motor Fuel Tax Fund		-
Palatine/Milwaukee Tax Increment Financing District		549.90
Tourism District		549.90
Development Fund		-
Drug Enforcement Agency Fund		277.50
Solid Waste Fund		32,411.77
Special Service Area #1		-
Special Service Area #2		-
Special Service Area #3		-
Special Service Area #4		-
Special Service Area #5		762.30
Special Service Area #8 - Levee Wall #37		3,600.00
Special Service Area-Constr#6(Water Main)		-
Special Service Area-Debt#6		-
Capital Improvements		6,032.91
Palatine Road Tax Increment Financing		549.90
Road Construction		-
Road Construction Debt		-
Water Fund		8,409.15
Parking Fund		1,163.47
Sanitary Sewer Fund		24,538.98
Road/Building Bond Escrow		-
TOTAL	\$	158,512.66

Wire Payments

1/31/20 PAYROLL		177,259.71
JAN ILLINOIS MUNICIPAL RETIREMENT FUND		34,089.22
	\$	369,861.59

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
ADAM BIONDO	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	01-350-4010	60.00	60.00	01/28/2020
Total ADAM BIONDO:					60.00	60.00	
AFLAC	179745	FEB 20 AFLAC WITHHOLDING	01/21/2020	01-000-2031	386.42	.00	
Total AFLAC:					386.42	.00	
ALTORFER INDUSTRIES	P80C104588	LOADER BUCKET EDGE	01/07/2020	01-350-5610	817.00	.00	
Total ALTORFER INDUSTRIES:					817.00	.00	
AMERICAN UNDERGROUND	9084	SEWER TELEVISIONING	12/31/2019	53-500-7051	13,685.83	.00	
Total AMERICAN UNDERGROUND:					13,685.83	.00	
AZAVAR AUDIT SOLUTIONS	149240	FEB 20 CABLE AUDIT	02/01/2020	01-125-3350	99.30	.00	
AZAVAR AUDIT SOLUTIONS	149241	FEB 20 ELECTRIC AUDIT	02/01/2020	01-105-3010	90.54	.00	
Total AZAVAR AUDIT SOLUTIONS:					189.84	.00	
BROOKDALE SENIOR LIVING INC.	01/30/20	OVERPAY REFUND FOR ELEVA	01/30/2020	01-130-3403	200.00	.00	
Total BROOKDALE SENIOR LIVING INC.:					200.00	.00	
BRUCE MELLON	01/20	2019 PZBA ATTENDANCE	02/06/2020	01-310-4000	175.00	.00	
Total BRUCE MELLON:					175.00	.00	
CANON FINANCIAL SERVICES	21053040	FEB 20 BUILDING COPIER	02/01/2020	01-340-7020	181.09	.00	
Total CANON FINANCIAL SERVICES:					181.09	.00	
CC Dept of Transportation & Highways	2019-4	TRAFFIC SIGNAL MAINTENANCE	01/03/2020	01-350-5031	1,086.00	.00	
Total CC Dept of Transportation & Highways:					1,086.00	.00	
CHICAGO PARTS AND SOUND LLC	1-0127931	SQUAD BRAKE PARTS	01/28/2020	01-350-5020	168.61	.00	
CHICAGO PARTS AND SOUND LLC	35-0003500	SQUAD BATTERY	01/29/2020	01-350-5020	78.11	.00	
Total CHICAGO PARTS AND SOUND LLC:					246.72	.00	
COMPASS MINERALS AMERICA	577545	ROAD SALT 01/17/20	01/17/2020	01-350-5632	9,033.18	.00	
COMPASS MINERALS AMERICA	580812	ROAD SALT 01/22/20	01/22/2020	01-350-5632	8,697.68	.00	
Total COMPASS MINERALS AMERICA:					17,730.86	.00	
CONSERV FS INC.	102014680	GASOLINE	01/09/2020	01-350-5751	1,987.66	.00	
Total CONSERV FS INC.:					1,987.66	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	01-350-5411	881.73	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	52-300-5410	195.58	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	51-300-5410	520.16-	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	01-350-5411	388.99	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	25-300-5050	64.24	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	52-300-5410	330.50	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	01-350-5411	471.15	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	25-300-5050	434.21	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	52-300-5410	463.30	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	25-300-5050	263.85	.00	
CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	01-350-5411	94.60	.00	
Total CONSTELLATION NEWENERGY INC.:					3,067.99	.00	
DANIELLE DASH	01/20	2019 PZBA ATTENDANCE	02/06/2020	01-310-4000	280.00	.00	
Total DANIELLE DASH:					280.00	.00	
DEKIND COMPUTER CONSULT	27657	MAR 20 COMP CONSULT & BAC	02/01/2020	01-320-5130	3,510.00	.00	
DEKIND COMPUTER CONSULT	27715	JAN 20 TRIP CHARGES/OVER C	02/03/2020	01-320-5130	663.75	.00	
Total DEKIND COMPUTER CONSULTANTS:					4,173.75	.00	
DES PLAINES MATERIAL & SUP	351943	WATER BREAK FILL	01/28/2020	51-300-5634	642.50	.00	
Total DES PLAINES MATERIAL & SUPPLY:					642.50	.00	
EL-COR INDUSTRIES INC	110292	AUTO PARTS	01/14/2020	01-350-5710	81.00	.00	
Total EL-COR INDUSTRIES INC:					81.00	.00	
FASTSIGNS - ARLINGTON HEIG	447-39606	NRC SIGN	11/05/2019	01-310-5950	52.00	.00	
FASTSIGNS - ARLINGTON HEIG	447-40218	CENSUS SIGNS	01/22/2020	01-310-5950	600.00	.00	
FASTSIGNS - ARLINGTON HEIG	447-40360	SIGNICADE INSERTS-PUBLIC H	02/03/2020	01-340-5222	773.80	.00	
Total FASTSIGNS - ARLINGTON HEIGHTS:					1,425.80	.00	
FLEXSOURCE, LLC	20289	JAN 20 FSA & HRA FEES	01/25/2020	01-320-5100	125.00	.00	
Total FLEXSOURCE, LLC:					125.00	.00	
FOOD & ALCOHOL SERVICE TR	2020-1	JAN 20 HEALTH INSPECTIONS	02/03/2020	01-340-5100	1,225.00	.00	
Total FOOD & ALCOHOL SERVICE TRAINING INC:					1,225.00	.00	
FOX VALLEY FIRE & SAFETY C	IN00330019	CH FIRE EXTINGUISHERS	01/23/2020	01-350-5104	518.90	.00	
Total FOX VALLEY FIRE & SAFETY CO. INC.:					518.90	.00	
GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	01-320-5107	234.00	.00	
GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	01-320-5106	240.00	.00	
GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	30-550-7064	234.00	.00	
GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	53-500-7051	320.00	.00	
GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	53-500-7051	7,508.70	.00	
GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	30-550-7050	5,798.91	.00	
GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	01-320-5105	7,504.00	.00	
Total GEWALT HAMILTON ASSOCIATES INC.:					21,839.61	.00	
GUY M KARM	01/23/20	adjudication attorney	01/23/2020	01-324-5122	6,750.00	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total GUY M KARM:					6,750.00	.00	
HMO ILLINOIS	01/17/20	FEB 2020 HEALTH INSURANCE	01/17/2020	01-360-4100	622.84	.00	
Total HMO ILLINOIS:					622.84	.00	
IUOE LOCAL 150 ADMIN	#150 A 01/17/2	LOACL 150 ADMIN DUES 01/17/	01/17/2020	01-000-2050	317.87	.00	
IUOE LOCAL 150 ADMIN	#150 A 01/31/2	LOACL 150 ADMIN DUES 01/31/	01/31/2020	01-000-2050	317.87	.00	
Total IUOE LOCAL 150 ADMIN:					635.74	.00	
IUOE LOCAL 150 MEMBERSHIP	#150 M 01/17/2	LOCAL 150 MEMBERSHIP DUES	01/17/2020	01-000-2050	70.62	.00	
IUOE LOCAL 150 MEMBERSHIP	#150 M 01/31/2	LOCAL 150 MEMBERSHIP DUES	01/31/2020	01-000-2050	70.62	.00	
Total IUOE LOCAL 150 MEMBERSHIP:					141.24	.00	
JANET SAEWERT	01/20	2019 PZBA ATTENDANCE	02/06/2020	01-310-4000	150.00	.00	
Total JANET SAEWERT:					150.00	.00	
JASON OPIELA	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	01-350-4010	60.00	60.00	01/28/2020
JASON OPIELA	01/31/20	REIMBURSEMENT CDL TESTIN	01/31/2020	01-350-4010	61.35	.00	
Total JASON OPIELA:					121.35	60.00	
JEFFREY L BAUREIS	50	1/2016 ELECTRICAL INSPECTIO	01/19/2020	01-340-5100	2,645.50	.00	
Total JEFFREY L BAUREIS:					2,645.50	.00	
JOE KRON	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	01-350-4010	60.00	60.00	01/28/2020
Total JOE KRON:					60.00	60.00	
JON C. TAMMEN	01/20	2019 PZBA ATTENDANCE	02/06/2020	01-310-4000	175.00	.00	
Total JON C. TAMMEN:					175.00	.00	
JOSEPH CASSATA	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	01-350-4010	60.00	60.00	01/28/2020
Total JOSEPH CASSATA:					60.00	60.00	
JOURNAL & TOPICS NEWSPAP	182573	LEGAL NOTICE PZBA	01/08/2020	01-340-5222	180.45	.00	
JOURNAL & TOPICS NEWSPAP	182574	LEGAL NOTICE PZBA	01/08/2020	01-340-5222	264.66	.00	
Total JOURNAL & TOPICS NEWSPAPERS INC.:					445.11	.00	
KOLBI PIPE MARKER CO	21851	BANNER FOR HOMEWORK HEL	01/22/2020	16-300-5710	211.20	.00	
KOLBI PIPE MARKER CO	22340	SIGNS FOR GIFT CARD SCAMS	01/31/2020	16-300-5710	66.30	.00	
Total KOLBI PIPE MARKER CO:					277.50	.00	
LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	01-322-5102	14,297.40	.00	
LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	12-300-5102	549.90	.00	
LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	13-300-5102	549.90	.00	
LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	18-300-5102	549.90	.00	
LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	51-300-5102	3,024.45	.00	
LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	53-300-5102	3,024.45	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total LAUTERBACH & AMEN LLP:					21,996.00	.00	
MACIEJ KEMPA	01/20	2019 PZBA ATTENDANCE	02/06/2020	01-310-4000	175.00	.00	
Total MACIEJ KEMPA:					175.00	.00	
MENARDS	50728	WATER TOOLS	01/24/2020	51-300-5050	49.91	.00	
Total MENARDS:					49.91	.00	
MESIROW INSURANCE SERVIC	1286419	TERRORISM COMMERCIAL PO	02/05/2020	01-320-5500	912.00	.00	
MESIROW INSURANCE SERVIC	1286425	TERRORISM UMBRELLA POLIC	02/05/2020	01-320-5500	729.00	.00	
Total MESIROW INSURANCE SERVICES INC:					1,641.00	.00	
METROPOLITAN INDUSTRIES I	INV013452	WATER SYSTEM DATA SERVIC	01/15/2020	51-300-5100	313.00	.00	
Total METROPOLITAN INDUSTRIES INC:					313.00	.00	
MICHAEL HOFFMANN	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	01-350-4010	60.00	60.00	01/28/2020
Total MICHAEL HOFFMANN:					60.00	60.00	
MOE FUNDS	03/2020	PW MAR PREMIUMS	02/03/2020	01-350-4100	8,089.00	.00	
MOE FUNDS	03/2020	PW MAR PREMIUMS	02/03/2020	51-300-4100	2,235.00	.00	
Total MOE FUNDS:					10,324.00	.00	
MVP PLUMBING CORP.	13011	corp stop replacement watermain	01/23/2020	51-300-5100	2,450.35	.00	
Total MVP PLUMBING CORP.:					2,450.35	.00	
N H SCOTT & HANEKAMP FUNE	01/24/20	MEDICAL EXAMINER TRANSFE	01/24/2020	01-360-5100	300.00	.00	
Total N H SCOTT & HANEKAMP FUNERAL HOME:					300.00	.00	
NAPA-HEIGHTS AUTOMOTIVE	3563-261206	SQUAD OIL	01/24/2020	01-350-5020	85.17	.00	
NAPA-HEIGHTS AUTOMOTIVE	3563-261791	SQUAD BELT 606	01/27/2020	01-350-5020	16.64	.00	
NAPA-HEIGHTS AUTOMOTIVE	3563-262195	TRUCK PARTS	01/29/2020	01-350-5020	13.96	.00	
NAPA-HEIGHTS AUTOMOTIVE	3563-262353	TRUCK REFLECTOR	01/29/2020	01-350-5020	7.54	.00	
NAPA-HEIGHTS AUTOMOTIVE	3563-262748	SQUAD BULBS	01/31/2020	01-350-5020	18.20	.00	
Total NAPA-HEIGHTS AUTOMOTIVE:					141.51	.00	
NEIL PATEL	01/20	2019 PZBA ATTENDANCE	02/06/2020	01-310-4000	100.00	.00	
Total NEIL PATEL:					100.00	.00	
NICOR GAS	01/22/20-2787	CH 12/21/19-01/22/20	01/22/2020	01-320-5410	397.86	.00	
NICOR GAS	01/23/20-0000	METRA 12/23/19-01/22/20	01/23/2020	52-300-5410	174.09	.00	
NICOR GAS	01/23/20-0000	water building 12/23/19-01/22/20	01/22/2020	51-300-5410	174.09	.00	
Total NICOR GAS:					746.04	.00	
NORTH EAST MULTI-REGIONAL	268740	DWI DETECTION & SFST TRAIN	01/27/2020	01-360-5330	450.00	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total NORTH EAST MULTI-REGIONAL TRAINING INC.:					450.00	.00	
NORTHWEST MUNICIPAL CONF	10637	nwmc legislative breakfast	01/27/2020	01-310-5950	100.00	.00	
Total NORTHWEST MUNICIPAL CONFERENCE:					100.00	.00	
OWS ENT INC.	5588C	LEVEE 37 PUMP INSPECTION D	02/03/2020	28-300-5100	1,200.00	.00	
OWS ENT INC.	5589C	LEVEE 37 PUMO INSTALL	02/03/2020	28-300-5100	1,200.00	.00	
OWS ENT INC.	5590C	LEVEE 37 PUMP INSTALL	02/03/2020	28-300-5100	1,200.00	.00	
Total OWS ENT INC.:					3,600.00	.00	
PETTY CASH PD	02/03/20	WINDOW WASHING	02/03/2020	01-360-5100	26.00	.00	
PETTY CASH PD	02/03/20	PRISONER MEALS	02/03/2020	01-360-5140	50.71	.00	
PETTY CASH PD	02/03/20	COOK COUNTY CAPTAINS	02/03/2020	01-360-5330	120.00	.00	
PETTY CASH PD	02/03/20	STAFF MEETING, COFFEE, CLE	02/03/2020	01-360-5710	176.47	.00	
Total PETTY CASH PD:					373.18	.00	
PURCHASE POWER	01/24/20	ADMIN POSTAGE	01/24/2020	01-320-5200	31.85	.00	
Total PURCHASE POWER:					31.85	.00	
RUSSO POWER EQUIPMENT IN	SPI10057483	FILTER COVER	12/09/2019	01-350-5650	13.57	.00	
RUSSO POWER EQUIPMENT IN	SPI10081671	BELT-DRIVE	01/22/2020	01-350-5650	31.92	.00	
Total RUSSO POWER EQUIPMENT INC.:					45.49	.00	
SCOTT DEGRAF	01/20	2019 PZBA ATTENDANCE	02/06/2020	01-310-4000	150.00	.00	
Total SCOTT DEGRAF:					150.00	.00	
SEAN HEBER	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	01-350-4010	60.00	60.00	01/28/2020
Total SEAN HEBER:					60.00	60.00	
SIRCHIE FINGERPRINT LABOR	0431521-IN	LATEX FREE NINGA GLOVES	01/22/2020	01-360-5710	57.41	.00	
Total SIRCHIE FINGERPRINT LABORATORIES LLC:					57.41	.00	
SOLID WASTE AGENCY	6386	MAR 20 O&M COSTS AND TRUE	02/01/2020	17-300-5420	32,411.77	.00	
Total SOLID WASTE AGENCY:					32,411.77	.00	
THOMPSON ELEVATOR INSPEC	20-0330	ELEVATOR PLAN REVIEWS	01/29/2020	01-340-5100	100.00	.00	
Total THOMPSON ELEVATOR INSPECT SVC INC:					100.00	.00	
UNIFIRST CORPORATION	081 1453536	UNIFORMS PW	01/31/2020	01-350-5104	129.69	.00	
UNIFIRST CORPORATION	081-1451673	UNIFORMS PW	01/24/2020	01-350-5104	129.69	.00	
Total UNIFIRST CORPORATION:					259.38	.00	
VERIZON WIRELESS	9846937028	DEC 24-JAN 23 SCADA	01/23/2020	51-300-5410	40.01	.00	
Total VERIZON WIRELESS:					40.01	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
WAREHOUSE DIRECT OFFICE	4560151-0	OFFICE SUPPLIES	01/27/2020	01-320-5700	27.41	.00	
WAREHOUSE DIRECT OFFICE	4568883-0	PW OPERATING SUPPLIES	02/04/2020	01-350-5710	199.10	.00	
Total WAREHOUSE DIRECT OFFICE PROD INC.:					226.51	.00	
WILLOW WOODS CONDOMINIUM	01/29/20	ELEVATOR INSPECTION OVERP	01/29/2020	01-130-3403	100.00	.00	
Total WILLOW WOODS CONDOMINIUM ASSOCIATION:					100.00	.00	
Grand Totals:					158,512.66	360.00	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
01-000-2031 WITHHOLDING - Q AFLA	AFLAC	179745	FEB 20 AFLAC WITHHOLDING	01/21/2020	386.42	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 ADMIN	#150 A 01/17/2	LOACL 150 ADMIN DUES 01/17/	01/17/2020	317.87	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 ADMIN	#150 A 01/31/2	LOACL 150 ADMIN DUES 01/31/	01/31/2020	317.87	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 MEMBERSHIP	#150 M 01/17/2	LOCAL 150 MEMBERSHIP DUES	01/17/2020	70.62	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 MEMBERSHIP	#150 M 01/31/2	LOCAL 150 MEMBERSHIP DUES	01/31/2020	70.62	.00	
Total :					1,163.40	.00	
LOCAL TAXES							
01-105-3010 UTILITY - ELECTRIC	AZAVAR AUDIT SOLUTIONS	149241	FEB 20 ELECTRIC AUDIT	02/01/2020	90.54	.00	
Total LOCAL TAXES:					90.54	.00	
FRANCHISE FEES							
01-125-3350 CABLE FRANCHISE FEE	AZAVAR AUDIT SOLUTIONS	149240	FEB 20 CABLE AUDIT	02/01/2020	99.30	.00	
Total FRANCHISE FEES:					99.30	.00	
BUILDING & ZONING FEES							
01-130-3403 ELEVATOR INSPECTION	BROOKDALE SENIOR LIVING IN	01/30/20	OVERPAY REFUND FOR ELEVA	01/30/2020	200.00	.00	
01-130-3403 ELEVATOR INSPECTION	WILLOW WOODS CONDOMINIUM	01/29/20	ELEVATOR INSPECTION OVERP	01/29/2020	100.00	.00	
Total BUILDING & ZONING FEES:					300.00	.00	
CITY COUNCIL & BOARDS							
01-310-4000 WAGES	BRUCE MELLON	01/20	2019 PZBA ATTENDANCE	02/06/2020	175.00	.00	
01-310-4000 WAGES	DANIELLE DASH	01/20	2019 PZBA ATTENDANCE	02/06/2020	280.00	.00	
01-310-4000 WAGES	JANET SAEWERT	01/20	2019 PZBA ATTENDANCE	02/06/2020	150.00	.00	
01-310-4000 WAGES	JON C. TAMMEN	01/20	2019 PZBA ATTENDANCE	02/06/2020	175.00	.00	
01-310-4000 WAGES	MACIEJ KEMPA	01/20	2019 PZBA ATTENDANCE	02/06/2020	175.00	.00	
01-310-4000 WAGES	NEIL PATEL	01/20	2019 PZBA ATTENDANCE	02/06/2020	100.00	.00	
01-310-4000 WAGES	SCOTT DEGRAFF	01/20	2019 PZBA ATTENDANCE	02/06/2020	150.00	.00	
01-310-5950 SPECIAL EVENTS	FASTSIGNS - ARLINGTON HEIG	447-39606	NRC SIGN	11/05/2019	52.00	.00	
01-310-5950 SPECIAL EVENTS	FASTSIGNS - ARLINGTON HEIG	447-40218	CENSUS SIGNS	01/22/2020	600.00	.00	
01-310-5950 SPECIAL EVENTS	NORTHWEST MUNICIPAL CONF	10637	nwmc legislative breakfast	01/27/2020	100.00	.00	
Total CITY COUNCIL & BOARDS:					1,957.00	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ADMINISTRATION							
01-320-5100 PROFESSIONAL SERVIC	FLEXSOURCE, LLC	20289	JAN 20 FSA & HRA FEES	01/25/2020	125.00	.00	
01-320-5105 PROFESSIONAL FEES -	GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	7,504.00	.00	
01-320-5106 PROFESSIONAL FEES -	GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	240.00	.00	
01-320-5107 PROFESSIONAL FEES -	GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	234.00	.00	
01-320-5130 COMPUTER CONSULTAN	DEKIND COMPUTER CONSULT	27657	MAR 20 COMP CONSULT & BAC	02/01/2020	3,510.00	.00	
01-320-5130 COMPUTER CONSULTAN	DEKIND COMPUTER CONSULT	27715	JAN 20 TRIP CHARGES/OVER C	02/03/2020	663.75	.00	
01-320-5200 POSTAGE	PURCHASE POWER	01/24/20	ADMIN POSTAGE	01/24/2020	31.85	.00	
01-320-5410 UTILITIES	NICOR GAS	01/22/20-2787	CH 12/21/19-01/22/20	01/22/2020	397.86	.00	
01-320-5500 LIABILITY INSURANCE	MESIROW INSURANCE SERVIC	1286419	TERRORISM COMMERCIAL PO	02/05/2020	912.00	.00	
01-320-5500 LIABILITY INSURANCE	MESIROW INSURANCE SERVIC	1286425	TERRORISM UMBRELLA POLIC	02/05/2020	729.00	.00	
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	4560151-0	OFFICE SUPPLIES	01/27/2020	27.41	.00	
Total ADMINISTRATION:					14,374.87	.00	
FINANCE							
01-322-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	14,297.40	.00	
Total FINANCE:					14,297.40	.00	
LEGAL							
01-324-5122 CITY PROSECUTOR	GUY M KARM	01/23/20	adjudication attorney	01/23/2020	6,750.00	.00	
Total LEGAL:					6,750.00	.00	
BUILDING DEPARTMENT							
01-340-5100 PROFESSIONAL SERVIC	FOOD & ALCOHOL SERVICE TR	2020-1	JAN 20 HEALTH INSPECTIONS	02/03/2020	1,225.00	.00	
01-340-5100 PROFESSIONAL SERVIC	JEFFREY L BAUREIS	50	1/2016 ELECTRICAL INSPECTIO	01/19/2020	2,645.50	.00	
01-340-5100 PROFESSIONAL SERVIC	THOMPSON ELEVATOR INSPEC	20-0330	ELEVATOR PLAN REVIEWS	01/29/2020	100.00	.00	
01-340-5222 LEGAL NOTICES	FASTSIGNS - ARLINGTON HEIG	447-40360	SIGNICADE INSERTS-PUBLIC H	02/03/2020	773.80	.00	
01-340-5222 LEGAL NOTICES	JOURNAL & TOPICS NEWSPAP	182573	LEGAL NOTICE PZBA	01/08/2020	180.45	.00	
01-340-5222 LEGAL NOTICES	JOURNAL & TOPICS NEWSPAP	182574	LEGAL NOTICE PZBA	01/08/2020	264.66	.00	
01-340-7020 EQUIPMENT	CANON FINANCIAL SERVICES	21053040	FEB 20 BUILDING COPIER	02/01/2020	181.09	.00	
Total BUILDING DEPARTMENT:					5,370.50	.00	
PUBLIC WORKS							
01-350-4010 OVERTIME	ADAM BIONDO	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	60.00	60.00	01/28/2020
01-350-4010 OVERTIME	JASON OPIELA	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	60.00	60.00	01/28/2020
01-350-4010 OVERTIME	JASON OPIELA	01/31/20	REIMBURSEMENT CDL TESTIN	01/31/2020	61.35	.00	
01-350-4010 OVERTIME	JOE KRON	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	60.00	60.00	01/28/2020

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-350-4010 OVERTIME	JOSEPH CASSATA	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	60.00	60.00	01/28/2020
01-350-4010 OVERTIME	MICHAEL HOFFMANN	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	60.00	60.00	01/28/2020
01-350-4010 OVERTIME	SEAN HEBER	01/27/20	MEAL ALLOWANCE PER UNION	01/27/2020	60.00	60.00	01/28/2020
01-350-4100 HEALTH INSURANCE	MOE FUNDS	03/2020	PW MAR PREMIUMS	02/03/2020	8,089.00	.00	
01-350-5020 VEHICLE MAINTENANCE	CHICAGO PARTS AND SOUND L	1-0127931	SQUAD BRAKE PARTS	01/28/2020	168.61	.00	
01-350-5020 VEHICLE MAINTENANCE	CHICAGO PARTS AND SOUND L	35-0003500	SQUAD BATTERY	01/29/2020	78.11	.00	
01-350-5020 VEHICLE MAINTENANCE	NAPA-HEIGHTS AUTOMOTIVE	3563-261206	SQUAD OIL	01/24/2020	85.17	.00	
01-350-5020 VEHICLE MAINTENANCE	NAPA-HEIGHTS AUTOMOTIVE	3563-261791	SQUAD BELT 606	01/27/2020	16.64	.00	
01-350-5020 VEHICLE MAINTENANCE	NAPA-HEIGHTS AUTOMOTIVE	3563-262195	TRUCK PARTS	01/29/2020	13.96	.00	
01-350-5020 VEHICLE MAINTENANCE	NAPA-HEIGHTS AUTOMOTIVE	3563-262353	TRUCK REFLECTOR	01/29/2020	7.54	.00	
01-350-5020 VEHICLE MAINTENANCE	NAPA-HEIGHTS AUTOMOTIVE	3563-262748	SQUAD BULBS	01/31/2020	18.20	.00	
01-350-5031 SIGNAL MAINTENANCE	CC Dept of Transportation & High	2019-4	TRAFFIC SIGNAL MAINTENANC	01/03/2020	1,086.00	.00	
01-350-5104 PROF SERVICES - BUILD	FOX VALLEY FIRE & SAFETY C	IN00330019	CH FIRE EXTINGUISHERS	01/23/2020	518.90	.00	
01-350-5104 PROF SERVICES - BUILD	UNIFIRST CORPORATION	081 1453536	UNIFORMS PW	01/31/2020	129.69	.00	
01-350-5104 PROF SERVICES - BUILD	UNIFIRST CORPORATION	081-1451673	UNIFORMS PW	01/24/2020	129.69	.00	
01-350-5411 WATER AND ELECTRIC P	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	881.73	.00	
01-350-5411 WATER AND ELECTRIC P	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	388.99	.00	
01-350-5411 WATER AND ELECTRIC P	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	471.15	.00	
01-350-5411 WATER AND ELECTRIC P	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	94.60	.00	
01-350-5610 EQUIPMENT MAINTENAN	ALTORFER INDUSTRIES	P80C104588	LOADER BUCKET EDGE	01/07/2020	817.00	.00	
01-350-5632 ICE CONTROL MAINTEN	COMPASS MINERALS AMERICA	577545	ROAD SALT 01/17/20	01/17/2020	9,033.18	.00	
01-350-5632 ICE CONTROL MAINTEN	COMPASS MINERALS AMERICA	580812	ROAD SALT 01/22/20	01/22/2020	8,697.68	.00	
01-350-5650 LANDSCAPE SUPPLIES	RUSO POWER EQUIPMENT IN	SPI10057483	FILTER COVER	12/09/2019	13.57	.00	
01-350-5650 LANDSCAPE SUPPLIES	RUSO POWER EQUIPMENT IN	SPI10081671	BELT-DRIVE	01/22/2020	31.92	.00	
01-350-5710 OPERATING SUPPLIES	EL-COR INDUSTRIES INC	110292	AUTO PARTS	01/14/2020	81.00	.00	
01-350-5710 OPERATING SUPPLIES	WAREHOUSE DIRECT OFFICE	4568883-0	PW OPERATING SUPPLIES	02/04/2020	199.10	.00	
01-350-5751 GASOLINE	CONSERV FS INC.	102014680	GASOLINE	01/09/2020	1,987.66	.00	
Total PUBLIC WORKS:					33,460.44	360.00	
PUBLIC SAFETY							
01-360-4100 HEALTH INSURANCE	HMO ILLINOIS	01/17/20	FEB 2020 HEALTH INSURANCE	01/17/2020	622.84	.00	
01-360-5100 PROFESSIONAL SERVIC	N H SCOTT & HANEKAMP FUNE	01/24/20	MEDICAL EXAMINER TRANSFE	01/24/2020	300.00	.00	
01-360-5100 PROFESSIONAL SERVIC	PETTY CASH PD	02/03/20	WINDOW WASHING	02/03/2020	26.00	.00	
01-360-5140 PRISONERS CARE	PETTY CASH PD	02/03/20	PRISONER MEALS	02/03/2020	50.71	.00	
01-360-5330 TRAINING	NORTH EAST MULTI-REGIONAL	268740	DWI DETECTION & SFST TRAIN	01/27/2020	450.00	.00	
01-360-5330 TRAINING	PETTY CASH PD	02/03/20	COOK COUNTY CAPTAINS	02/03/2020	120.00	.00	
01-360-5710 OPERATING SUPPLIES	PETTY CASH PD	02/03/20	STAFF MEETING, COFFEE, CLE	02/03/2020	176.47	.00	
01-360-5710 OPERATING SUPPLIES	SIRCHIE FINGERPRINT LABOR	0431521-IN	LATEX FREE NINGA GLOVES	01/22/2020	57.41	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PUBLIC SAFETY:					1,803.43	.00	
Total GENERAL FUND:					79,666.88	360.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PALATINE/MILWAUKEE TIF FUND EXPENSES							
12-300-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	549.90	.00	
Total EXPENSES:					549.90	.00	
Total PALATINE/MILWAUKEE TIF FUND:					549.90	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
TOURISM DISTRICT EXPENSES							
13-300-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	549.90	.00	
Total EXPENSES:					549.90	.00	
Total TOURISM DISTRICT:					549.90	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
DEA SEIZURE FUND							
EXPENSES							
16-300-5710 OPERATING SUPPLIES	KOLBI PIPE MARKER CO	21851	BANNER FOR HOMEWORK HEL	01/22/2020	211.20	.00	
16-300-5710 OPERATING SUPPLIES	KOLBI PIPE MARKER CO	22340	SIGNS FOR GIFT CARD SCAMS	01/31/2020	66.30	.00	
Total EXPENSES:					277.50	.00	
Total DEA SEIZURE FUND:					277.50	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SOLID WASTE DISPOSAL FUND							
EXPENSES							
17-300-5420 SWANCC CHARGES	SOLID WASTE AGENCY	6386	MAR 20 O&M COSTS AND TRUE	02/01/2020	32,411.77	.00	
Total EXPENSES:					32,411.77	.00	
Total SOLID WASTE DISPOSAL FUND:					32,411.77	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PALATINE ROAD TIF FUND							
EXPENSES							
18-300-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	549.90	.00	
Total EXPENSES:					549.90	.00	
Total PALATINE ROAD TIF FUND:					549.90	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #5							
EXPENSES							
25-300-5050 SYSTEM MAINTENANCE	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	64.24	.00	
25-300-5050 SYSTEM MAINTENANCE	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	434.21	.00	
25-300-5050 SYSTEM MAINTENANCE	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	263.85	.00	
Total EXPENSES:					762.30	.00	
Total SSA #5:					762.30	.00	

GL Account and Title		Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #8								
EXPENSES								
28-300-5100	PROFESSIONAL SERVIC	OWS ENT INC.	5588C	LEVEE 37 PUMP INSPECTION D	02/03/2020	1,200.00	.00	
28-300-5100	PROFESSIONAL SERVIC	OWS ENT INC.	5589C	LEVEE 37 PUMO INSTALL	02/03/2020	1,200.00	.00	
28-300-5100	PROFESSIONAL SERVIC	OWS ENT INC.	5590C	LEVEE 37 PUMP INSTALL	02/03/2020	1,200.00	.00	
Total EXPENSES:						3,600.00	.00	
Total SSA #8:						3,600.00	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
CAPITAL IMPROVEMENTS							
30-550-7050 STREET RESURFACING	GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	5,798.91	.00	
30-550-7064 DRAINAGE IMPR - WILLO	GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	234.00	.00	
Total :					6,032.91	.00	
Total CAPITAL IMPROVEMENTS:					6,032.91	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
WATER FUND							
EXPENSES							
51-300-4100 HEALTH INSURANCE	MOE FUNDS	03/2020	PW MAR PREMIUMS	02/03/2020	2,235.00	.00	
51-300-5050 SYSTEM MAINTENANCE	MENARDS	50728	WATER TOOLS	01/24/2020	49.91	.00	
51-300-5100 PROFESSIONAL SERVIC	METROPOLITAN INDUSTRIES I	INV013452	WATER SYSTEM DATA SERVIC	01/15/2020	313.00	.00	
51-300-5100 PROFESSIONAL SERVIC	MVP PLUMBING CORP.	13011	corp stop replacement watermain	01/23/2020	2,450.35	.00	
51-300-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	3,024.45	.00	
51-300-5410 UTILITIES	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	520.16-	.00	
51-300-5410 UTILITIES	NICOR GAS	01/23/20-0000	water building 12/23/19-01/22/20	01/22/2020	174.09	.00	
51-300-5410 UTILITIES	VERIZON WIRELESS	9846937028	DEC 24-JAN 23 SCADA	01/23/2020	40.01	.00	
51-300-5634 STONE AND CONCRETE	DES PLAINES MATERIAL & SUP	351943	WATER BREAK FILL	01/28/2020	642.50	.00	
Total EXPENSES:					8,409.15	.00	
Total WATER FUND:					8,409.15	.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	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	195.58	.00	
52-300-5410 UTILITIES	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	330.50	.00	
52-300-5410 UTILITIES	CONSTELLATION NEWENERGY	16469034201	JAN 20 ELECTRICITY	01/28/2020	463.30	.00	
52-300-5410 UTILITIES	NICOR GAS	01/23/20-0000	METRA 12/23/19-01/22/20	01/23/2020	174.09	.00	
Total EXPENSES:					1,163.47	.00	
Total PARKING FUND:					1,163.47	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SANITARY SEWER FUND EXPENSES							
53-300-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	42772	DEC 19 FINANCIAL SERVICES	01/20/2020	3,024.45	.00	
Total EXPENSES:					3,024.45	.00	
CAPITAL OUTLAY GENERAL							
53-500-7051 SYSTEM IMPROVEMENT	AMERICAN UNDERGROUND	9084	SEWER TELEVISIONING	12/31/2019	13,685.83	.00	
53-500-7051 SYSTEM IMPROVEMENT	GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	320.00	.00	
53-500-7051 SYSTEM IMPROVEMENT	GEWALT HAMILTON ASSOCIAT	012320	DEC 19 ENGINEERING	01/23/2020	7,508.70	.00	
Total CAPITAL OUTLAY GENERAL:					21,514.53	.00	
Total SANITARY SEWER FUND:					24,538.98	.00	
Grand Totals:					158,512.66	360.00	

GL Account and Title	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND			
Total GENERAL FUND:	79,666.88	360.00	
PALATINE/MILWAUKEE TIF FUND			
Total PALATINE/MILWAUKEE TIF FUND:	549.90	.00	
TOURISM DISTRICT			
Total TOURISM DISTRICT:	549.90	.00	
DEA SEIZURE FUND			
Total DEA SEIZURE FUND:	277.50	.00	
SOLID WASTE DISPOSAL FUND			
Total SOLID WASTE DISPOSAL FUND:	32,411.77	.00	
PALATINE ROAD TIF FUND			
Total PALATINE ROAD TIF FUND:	549.90	.00	
SSA #5			
Total SSA #5:	762.30	.00	
SSA #8			
Total SSA #8:	3,600.00	.00	
CAPITAL IMPROVEMENTS			
Total CAPITAL IMPROVEMENTS:	6,032.91	.00	
WATER FUND			
Total WATER FUND:	8,409.15	.00	
PARKING FUND			
Total PARKING FUND:	1,163.47	.00	
SANITARY SEWER FUND			
Total SANITARY SEWER FUND:	24,538.98	.00	
Grand Totals:	158,512.66	360.00	