



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 CITY COUNCIL WORKSHOP HYBRID MEETING
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, MARCH 14, 2022 AT 6:00 P.M.**

**IN PERSON IN THE COUNCIL CHAMBERS, PROSPECT HEIGHTS CITY HALL
8 NORTH ELMHURST ROAD, PROSPECT HEIGHTS, ILLINOIS
AND SIMULCAST ON ZOOM
ACTING MAYOR MATTHEW DOLICK PRESIDING**

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

**ATTENDEES WHO WISH TO SPEAK ON AGENDA OR NON-AGENDA ITEMS WILL BE PROVIDED AN OPPORTUNITY DURING THE MEETING.
THERE IS A FIVE MINUTE TIME LIMIT FOR SPEAKERS.**

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

A. February 28, 2022 City Council Regular Meeting Minutes

Action Requested: (Motion, Second, Roll Call Vote)

4. PRESENTATION

A. FY2022-2023 City of Prospect Heights Budget Presentation (*Overview, Revenues, Council, Administration, Finance and Legal, Building, Public Works, and Police*)

5. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

6. PUBLIC COMMENT ON AGENDA MATTERS (*Five Minute Time Limit*)

(Citizens are asked to identify the agenda item they would like to address and will be provided the opportunity to speak to the issue after its presentation and before City Council action)

7. **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. **O-22-03** Staff Memo and Ordinance Amending Title 2, Chapter 3, Section 9A: Fees for Video Gaming Terminals of the Prospect Heights City Code (**2nd Reading**)

Action Requested: (Motion, Second, Roll Call Vote)

B. **R-22-14** Staff Memo and Resolution Establishing an On-Call List of Qualified Planning Consultants and Authorizing an Agreement with Selected Planning Consultants

Action Requested: (Motion, Second, Roll Call Vote)

C. **R-22-15** Staff Memo and Resolution Approving Contract for Hillcrest Lake Treatment Services with Clarke Aquatics Services

Action Requested: (Motion, Second, Roll Call Vote)

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **Requested Waiver of 1st Reading** **O-22-04** Staff memo and Ordinance Granting Certain Variations for the Property at 14 Kenneth Avenue (**1st Reading**)

Action Requested: (Motion, Second, Roll Call Vote)

B. **O-22-04** Staff memo and Ordinance Granting Certain Variations for the Property at 14 Kenneth Avenue (**2nd Reading**)

Action Requested: (Motion, Second, Roll Call Vote)

C. **O-22-05** Staff Memo and Ordinance Approving a Special Use Permit and Certain Variations at 6 N. Elmhurst Road, Prospect Heights, IL (**1st Reading**)

Action Requested: (Informational/Discussion)

D. **Requested Waiver of 1st Reading** **O-22-06** Staff Memo and Ordinance Amending Title 10 Chapter 8, Section 1: No Parking Places of the Municipal Code of the City of Prospect Heights, Illinois (**1st Reading**) (**School No Parking Signs**)

Action Requested: (Motion, Second, Roll Call Vote)

E. **O-22-06** Staff Memo and Ordinance Amending Title 10 Chapter 8, Section 1: No Parking Places of the Municipal Code of the City of Prospect Heights, Illinois (**2nd Reading**) (**School No Parking Signs**)

Action Requested: (Motion, Second, Roll Call Vote)

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

11. **DISCUSSION TOPIC IDEAS FOR APRIL WORKSHOP MEETING:**

A. Discussion of City Water Study and New Water Survey

This meeting will be recorded and made available on your local Cable Channel, Prospect Heights Television, and our PHTV YouTube Channel via a link on the City website

B. Discussion of Elected Officials Stipends

C. City of Prospect Heights Quarterly Newsletter (Overall Design and Contents)

D. Discussion of Agenda Items and Structure

12. APPROVAL OF WARRANTS

A. Approval of Expenditures

Action Requested: (Motion, Second, Roll Call Vote)

General Fund	\$138,594.28
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$572.10
Tourism District	\$943.68
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$0.00
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	\$194.41
Special Service Area #8 – Levee Wall #37	\$0.00
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$0.00
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$9,297.49

This meeting will be recorded and made available on your local Cable Channel, Prospect Heights Television, and our PHTV YouTube Channel via a link on the City website

Parking Fund	\$920.63
Sanitary Sewer Fund	\$8,614.63
Road/Building Bond Escrow	\$18,781.60
TOTAL	\$177,918.82
<u>Wire Payments</u>	
2/25/2022 PAYROLL	\$159,724.70
FEBRUARY ILLINOIS MUNICIPAL RETIREMENT FUND	\$20,012.20
TOTAL WARRANT	\$357,655.72

13. PUBLIC COMMENT ON NON-AGENDA MATTERS (*Five Minute Time Limit*)

14. EXECUTIVE SESSION (No Items)

15. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

16. ADJOURNMENT

Action Requested: (Motion, Second, Voice Vote)

Posted by 5:00 PM, March 10, 2022

INSTRUCTIONS TO VIEW THE ZOOM SIMULCAST

FOR ZOOM VIDEO

Join by Cell Phone, Tablet, or Computer: <https://us02web.zoom.us/j/84129581979>

Meeting ID: **841 2958 1979**

FOR ZOOM AUDIO ONLY

Join by Phone: 1-312-626-6799

Meeting ID: **841 2958 1979**

Items for Public Comment may be emailed to kschultheis@prospect-heights.org by 4:30pm on the day of the meeting to be read at the meeting.

This meeting will be recorded and made available on your local Cable Channel, Prospect Heights Television, and our PHTV YouTube Channel via a link on the City website

March 8, 2022

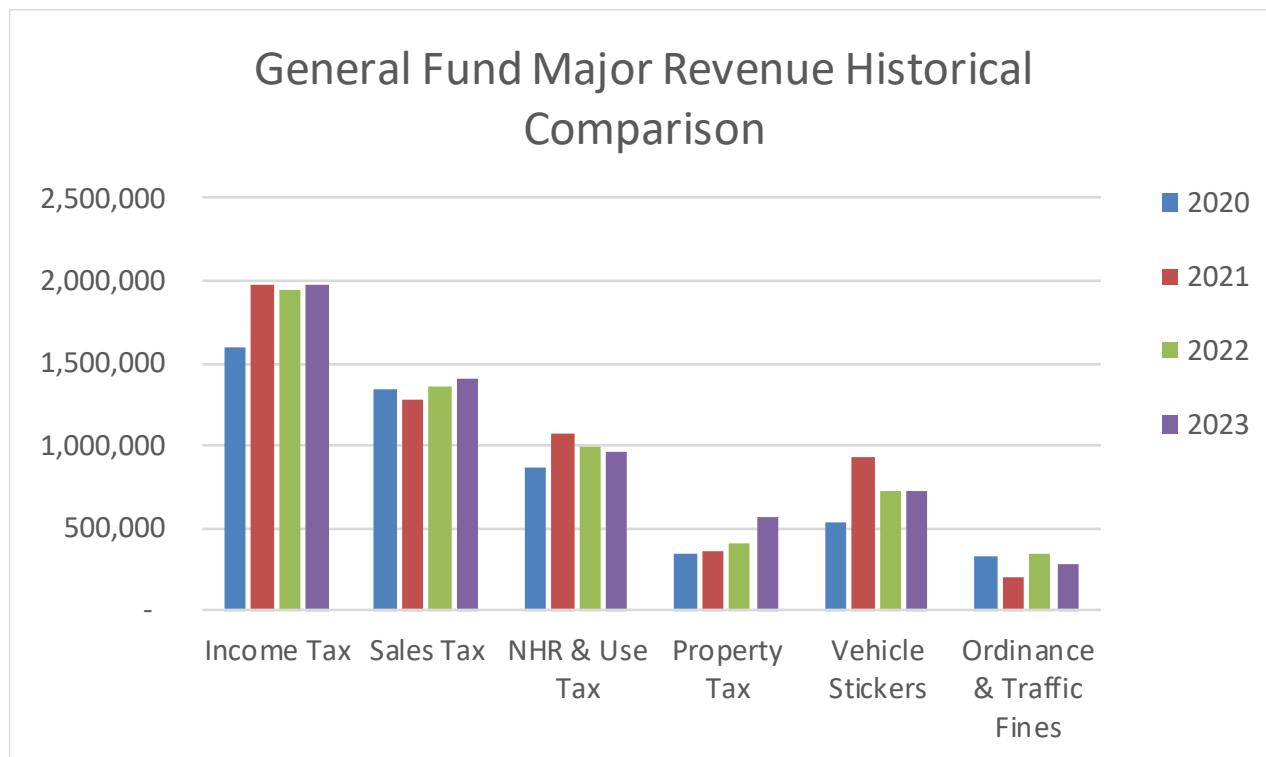
TO: Acting Mayor Matt Dolick, Members of City Council, Administration and Staff

FROM: Cheri Graefen, Finance Director

RE: **FY2022-2023 City of Prospect Heights Proposed Budget Draft**

The Fiscal Year 2022-2023 budget cycle is now underway with the planned presentations to City Council on March 14th & 28th. This year's cycle began with an in-depth review of the proposed budget for all City funds by all department Directors and Managers. Staff reviewed all revenue and expenditure items giving consideration to the current status and estimated impacts related to the COVID-19 pandemic, economic recovery resulting from lifting restrictions and other economic factors.

The following analysis provides a brief overview of the significant changes from last year for the City's General Fund:



General Fund – Major Revenue Items:

Income Tax – The City experienced strong collections during FY22 which exceeded budget by approximately \$450k. After a conservative budget, FY22 which reflected the State's proposed reduction of 5% (that ultimately did not pass the State legislature), the FY23 budget reflects a return to pre-pandemic level of \$1.9MM.

Sales Tax – For FY22, revenue is projected to come in just over budget and we anticipate a slight increase for the coming year.

NHR and Use Tax – For FY22, our revenue is projected to come in slightly under the previous year despite the lifting of pandemic restrictions. Despite the requirement for online out of state retailers assessing use tax on purchases within the State and the significant increase in online shopping, the Illinois Municipal League predicts a decrease of 6% in Use tax. As such, the proposed FY23 budget of \$953k reflects that decrease.

Property Tax – There was no significant fluctuation in the revenue received in FY22 vs. that of FY21. However, the 2021 tax levy to support the Police Pension Fund has increased due to a reduction in the City's debt service requirement for FY23. As such, we have proposed a budget, based on the 2021 tax levy, of \$556k.

Places of Eating Tax – With seating restrictions at our local restaurants now lifted, we anticipate a return to full capacity seating. FY23 proposed budget of \$320k reflects the gradual increase in seating capacity compared to FY22 budget of \$210k.

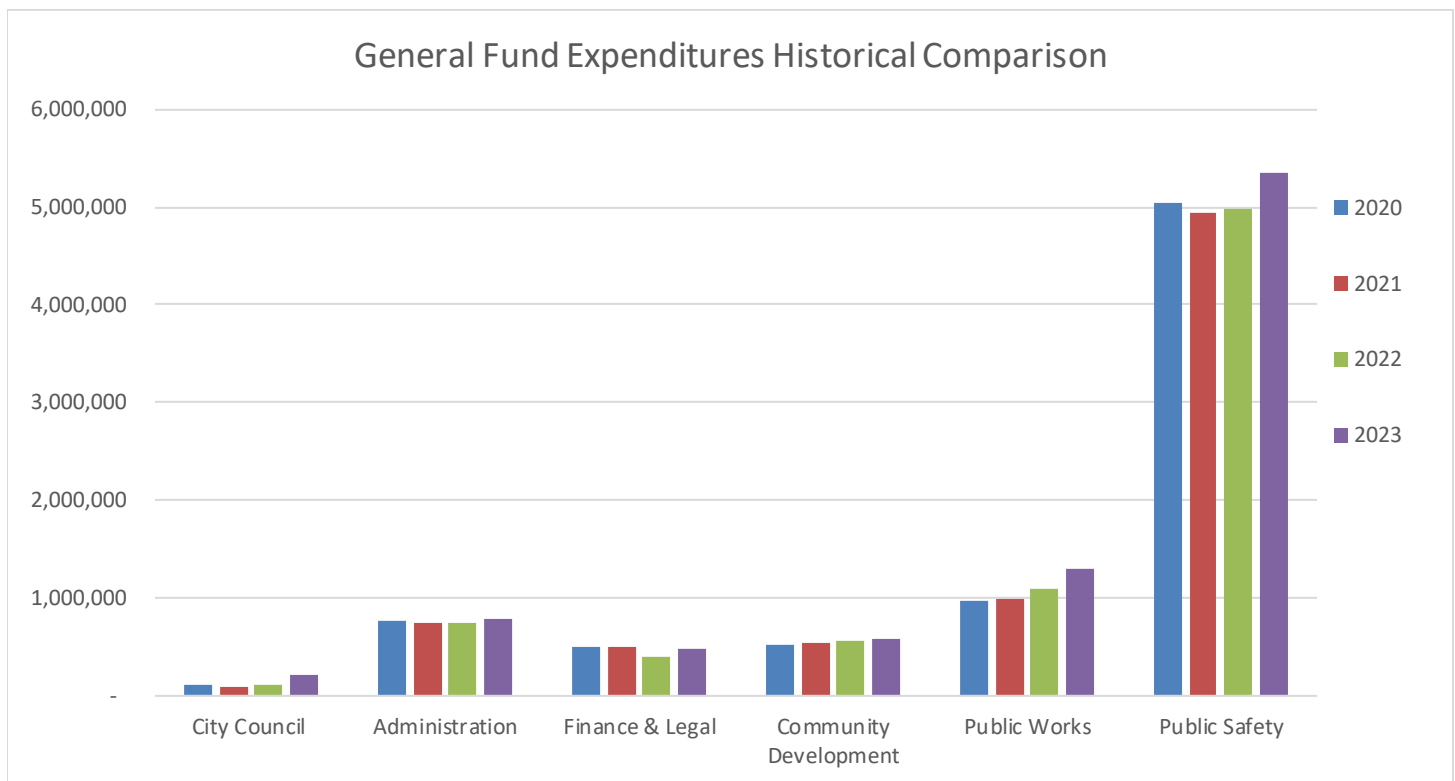
Video Gaming Tax – Actual receipts for FY22 are estimated to be \$275k with FY23 proposed budget of \$280k. Collections in this category had increased throughout FY22 having returned to pre-pandemic levels.

Utility Taxes – Receipts have decreased since FY20 by approximately \$100k. This reduction is reflected in the proposed budget of \$645k vs. FY20 revenue of \$740k.

Vehicle Stickers – Resident compliance with the City's requirement to purchase vehicle stickers has increased significantly over the past several years due to increased monitoring and collection efforts. The FY23 proposed budget of \$675k is consistent with prior year.

Ordinance/Traffic Fines – Revenue in this category has decreased in the past two years due to reduction in tickets issued for No City Sticker and Redlight Camera tickets. The camera was fully operational in FY22 which is reflected in the FY22 projected revenue of \$250k, \$150k over FY21. The budget for FY23 has been reduced slightly due to increased compliance noted.

Building/Zoning Fees – FY23 Budget of \$440k is slightly lower than FY22 due to the timing of various projects.



General Fund – Major Expenditure Items:

City Council – Expenditures proposed for FY23 have increased by \$97k. This increase is mainly due to a move from PT to FT for AV Technician including wages, IMRF and Health Insurance. In addition, special events budget increased by \$8k from FY22 with the anticipation of the July 4th event to be held in the summer of 2023 and other events returning in FY23.

Administration – FY23 proposed budget includes a decrease of \$38k in Professional Services resulting from allocation of costs to other City departments/funds benefitting from those services.

Finance & Legal – Legal fees budgeted for FY23 are \$225k which represents a decrease over FY22 of \$75k. This amount reflects an overall decrease in services provided this past year.

Building & Zoning – Overall department expenses have remained steady with a slight increase of \$18k related to the allocation of Computer Consulting costs in FY23.

Public Works – Departmental expenses were significantly curtailed in FY22 in order to monitor cash flow impact from COVID 19 restrictions. FY23 budget reflects an increase of \$100k over prior year 75k for patching/sealing projects on hold this past year as well as overtime for City events that were cancelled last year.

Public Safety – The major increase in costs for this department over FY22 projected costs is for increases in wages and benefit costs. In addition, in FY23, the budgeted pension contribution has decreased by \$338k due to an overall reduction in revenue in the City’s General Fund. Further discussion on this topic is included later in this memo.

Other Fund Highlights:

MFT Fund – In FY22, revenue of \$891 fell slightly short of budget by \$80k with minimal expenditures for the year. In FY23, we do not anticipate any MFT funded projects. Per the City’s Capital Plan, funds will continue to accrue and be used in future years.

Tourism Fund – We have had a significant increase in revenue from the Tourism District in FY22 as a result of COVID restrictions being lifted. Based on the calculation requirements in the original ordinance, the City’s reimbursement for Police Services for FY23 has decreased from \$3k to \$115k. Operating expenditures are kept to a minimum and grant distributions will resume at \$115k.

DEA Fund – The FY23 budget includes \$150k in equipment costs which include 2 new squad as well as in-car dashboard cameras.

Capital Improvements – The FY23-76 Capital Improvement plan includes expenditures of \$6.3MM mainly for Stormwater improvements. The most significant project is for Arlington Countryside construction and construction engineering. The City has secured grant funding from both State and local government totaling approximately \$2.7MM including funds from ARPA. We will continue to seek out additional awards as available.

Police Pension Fund – FY23 Pension Contribution

The City has budgeted each year an amount recommended by the actuary in an effort to support current and future obligations resulting in a funding percentage in FY22 of 72%. Per the table below, this funding level is strong compared to other local Police Pension Funds. The unfunded liabilities noted below are relative based on size of the individual funds.

Fund Name	FY2017	FY2018	FY2019	FY 2020	FY 2021	FY 2022	PER Audit: Unfunded Accrued Liability Dec 2020 or Apr 2021
Arlington Heights PD	73.42%	80.12%	73.77%	84.73%	89.53%	0.00%	\$ 19,076,868
Glenview PD	72.00%	75.86%	67.40%	74.26%	76.18%	0.00%	\$ 29,136,834
Buffalo Grove PD	63.57%	71.28%	64.99%	72.20%	76.04%	0.00%	\$ 26,620,107
Prospect Heights PD	57.68%	62.82%	63.96%	65.43%	59.78%	72.03%	\$ 8,629,273
Park Ridge PD	60.89%	62.44%	63.87%	65.88%	60.73%	76.19%	\$ 21,495,966
Wheeling PD	67.48%	71.29%	62.92%	69.64%	72.79%	0.00%	\$ 24,572,901
Palatine PD	57.95%	62.62%	55.34%	61.94%	66.76%	0.00%	\$ 49,917,773
Rolling Meadows PD	50.30%	57.69%	53.22%	59.95%	64.08%	0.00%	\$ 31,143,458
MT Prospect PD	56.18%	62.25%	55.48%	63.52%	69.86%	0.00%	\$ 37,487,635
Northbrook PD	48.05%	49.97%	53.39%	52.81%	51.50%	65.19%	\$ 37,523,266
Des Plaines PD	45.13%	48.49%	42.19%	46.07%	48.39%	0.00%	\$ 90,270,229

**FY2022 data is not yet available for 12/31/21 yearends.

Each year, the City's contribution to the Police Pension Fund is made up of two components – the annual tax levy and a contribution from the General Fund. Historically, given the cap on the annual tax levy and the increasing pension costs, the General Fund portion of the total contribution continues to increase.

In addition to the recommended contribution provided by the City's private actuary, the State calculates the required contribution necessary to comply with State law. For FY23, the recommended contribution is \$1.4MM and the required contribution is \$747k. Per the table below, both contribution amounts continue to increase. A contribution within the range between the required and recommended is determined by City Council during the budget process. As you can see from the table below, we have contributed near 100% of the recommended contribution for the past several years. In FY23, though, we are proposing a contribution of \$900k which represents 60% of the recommended contribution and 117% of the required contribution. This amount provides for a near breakeven in the overall results in the General Fund without need to utilize emergency reserves.

PROSPECT HEIGHTS

	State	Actuary		
	Required contribution	Recommended contribution	% of Recommended	% of Required
5.1.21 (FY23)	747,299	1,453,064	60%	117%
5.1.20 (FY22)	773,727	1,238,854	91%	146%
5.1.19 (FY21)	731,001	1,055,208	94%	136%
5.1.18 (FY20)	694,201	1,002,709	98%	142%

There are some uncertainties in the coming year that we have considered that could affect the City's contribution. As the outcome of these uncertainties is unknown at this time, we have taken a conservative approach in the budgeted number. Should the outcomes be favorable for the City, we can revisit the budget and amend the FY23 budget at any time in the coming year.

- Legislation at the State level to extend the time frame for achieving 90% funding level – the recommended contribution is calculated to fund the liability at a 90% level by the year 2040. Current proposal is to extend that date until 2050. This extension would reduce the annual recommended contribution by pushing the contribution out another 10 years.
- Tax Levy extension and collection – the 2021 Police Pension tax levy is \$556k and supports a portion of the FY23 contribution. Should this levy be further capped by the County or receipts not at the anticipated levels, the City may need to contribute additional funds to cover any shortfalls up to the required contribution level.

FY23 Proposed Budget Summary and Impact on Fund Balance:

CITY OF PROSPECT HEIGHTS							
FUND BALANCE PROJECTION							
FY2022-2023	Final Fund Balance	Projected FY 21- 22 Results	Projected Fund Balance	Preliminary Budget FY 22-23			Projected Fund Balance
Fund name	04/30/21	Net Revenue (Expense)	04/30/22	Budgeted Revenue	Budgeted Expenditures	Net Revenue (Expense)	04/30/23
General Fund							
General Fund	13,372,641	517,305	13,889,946	9,274,901	9,308,403	(33,502)	13,856,444
Special Revenue Funds							
Motor Fuel Tax	3,535,711	860,000	4,395,711	846,500	-	846,500	5,242,211
Tourism District	(73,381)	275,912	202,531	415,000	399,200	15,800	218,331
DEA Seizure	439,462	(109,711)	329,751	100	228,000	(227,900)	101,851
Solid Waste	205,027	(80,000)	125,027	468,000	535,000	(67,000)	58,027
Palatine Road TIF	720,954	72,487	793,441	40,000	14,600	25,400	818,841
SSA #1	(108,061)	2	(108,059)	-	-	-	(108,059)
SSA #2	29,637	-	29,637	-	29,000	(29,000)	637
SSA #3	326,604	-	326,604	-	320,000	(320,000)	6,604
SSA #4	29,509	6	29,515	-	29,000	(29,000)	515
SSA #5	141,569	16,447	158,016	28,500	17,675	10,825	168,841
SSA #8	572,017	106,625	678,642	145,300	22,675	122,625	801,267
Capital Project Fund							
Capital Improvements	5,722,741	835,988	6,558,729	1,165,988	2,377,605	(1,211,617)	5,347,112
Debt Service Funds							
Road Construction	861,750	58,043	919,793	1,254,482	1,258,482	(4,000)	915,793
SSA #6 Construction	199,882	(345)	199,537	218,895	218,895	-	199,537
Enterprise Funds							
Water	5,372,121	78,900	5,451,021	840,500	1,023,130	(182,630)	5,268,391
Sanitary Sewer	2,493,555	281,185	2,774,740	818,300	807,655	10,645	2,785,385
Parking	99,200	14,300	113,500	116,800	116,050	750	114,250
Fiduciary Fund							
Police Pension	22,217,847	1,240,591	23,458,438	1,462,000	1,366,000	96,000	23,554,438
Total	56,158,785	4,167,735	60,326,520	17,095,266	18,071,370	(976,104)	59,350,416

Fund Balance Summary

Projected total ending fund balances noted below have decreased from FY22 to FY23 due mainly to the expenditures in the Capital Improvements Fund (\$1.2MM). It is important to note, however, that the General Fund ending balance remains strong and includes sufficient funds for the City's emergency fund. Despite the reduced revenue in FY22 due to COVID pandemic, the emergency fund (\$3.2MM) was untouched. Further details/discussion will take place during the March 14th Council workshop.

Budget Workshop Presentations –

March 14, 2022 – Revenues and all General Fund Departments including Public Safety, Community Development, Public Works, Administration and Finance/Legal and the FY23-27 Capital Improvement Plan.

March 28, 2022 – Other Funds including Tourism, MFT, Water, Sewer, Special Service Areas, Solid Waste, Debt Service and Police Pension Funds.

CITY OF PROSPECT HEIGHTS

BUDGET SUMMARY FY22-23

Fund #	Fund Name	FY19-20 Actual	FY20-21 Actual	Current Year FY21-22 12 mos	Current Year FY21-22 Projected	Current Year FY21-22 Budget	FY22-23 Proposed Budget	Variance to to Prior Year Budget	Budget % Inc/(Dec)
01	General Fund								
	Local Taxes	2,716,680	2,870,908	2,467,755	3,076,555	3,116,500	3,306,750	190,250	
	Intergovernmental Revenues	2,976,963	3,388,809	2,896,157	3,337,000	2,807,000	3,411,000	604,000	
	Grant Revenues	28,918	387,181	61,414	62,600	43,000	50,376	7,376	
	Vehicle Stickers	536,782	921,280	254,947	715,250	715,200	715,200	-	
	Licenses	216,862	209,973	102,987	179,000	169,150	174,150	5,000	
	Franchise Fees	351,781	331,979	249,142	293,500	309,000	308,500	(500)	
	Building & Zoning Fees	735,914	579,206	341,463	471,820	434,550	440,725	6,175	
	Public Safety	495,500	280,392	369,578	426,000	330,000	368,000	38,000	
	Interfund Service Charges	185,000	160,000	119,997	160,000	160,000	160,000	-	
	Reimbursable/Other Income	719,107	758,030	200,231	231,940	233,600	224,950	(8,650)	
	Interfund Transfer In	267,000	168,700	3,400	3,400	3,400	115,250	111,850	
	TOTAL REVENUE	9,230,506	10,056,459	7,067,070	8,957,065	8,321,400	9,274,901	953,501	11.5%
	City Council & Boards	104,189	90,255	102,269	115,700	110,120	207,790	97,670	
	Administration	768,002	747,996	584,502	738,245	808,890	776,938	(31,952)	
	Finance	193,447	186,460	128,711	147,375	144,920	157,500	12,580	
	Legal	310,015	305,351	211,576	244,000	387,000	320,000	(67,000)	
	Community Development	519,830	541,220	421,864	568,900	570,560	588,575	18,015	
	Public Works	965,343	984,359	773,260	1,089,300	1,189,540	1,289,125	99,585	
	Public Safety	5,047,545	4,943,190	3,735,149	4,989,206	5,560,159	5,372,430	(187,729)	
	Reimbursable/Other Expense	260,640	287,665	206,372	255,000	236,000	298,900	62,900	
	Grant Expense	225	(105)	-	-	-	-	-	
	Debt Service	185,785	188,973	187,034	187,034	187,284	185,145	(2,139)	
	Transfers Out	318,000	55,000	78,750	105,000	105,000	112,000	7,000	
	TOTAL EXPENSES	8,673,020	8,330,363	6,429,487	8,439,760	9,299,473	9,308,403	8,930	0.1%
	NET (INCOME) LOSS	557,486	1,726,096	637,583	517,305	(978,073)	(33,502)	944,571	

CITY OF PROSPECT HEIGHTS			FY19-20 Actual	FY20-21 Actual	Current Year FY21-22 10 mos	Current Year FY21-22 Projected	Current Year FY21-22 Budget	FY22-23 Proposed Budget	Variance to to Prior Year Budget	
FY22-23 Budget Detail										
Fund	GL Acct #	Description								Comments
GENERAL	01-105-3000	REAL ESTATE TAXES	349,518	359,543	217,315	411,497	350,000	\$ 556,750	206,750	Per approved 2021 Police Pension tax levy
GENERAL	01-105-3005	USE TAX	562,074	728,665	442,416	525,000	700,000	493,500	(206,500)	Based on IML's projections for FY22/23 6% decrease
GENERAL	01-105-3006	NON-HOME RULE SALES TAX	295,752	338,920	382,950	460,000	285,000	460,000	175,000	Based on historical trends - adjusted for COVID-19 projected impact and recovery
GENERAL	01-105-3010	UTILITY - ELECTRIC	375,645	383,308	281,108	340,000	360,000	340,000	(20,000)	Based on historical trends - adjusted for COVID-19 projected impact and recovery
GENERAL	01-105-3011	UTILITY - NATURAL GAS	168,535	185,220	145,263	175,000	150,000	175,000	25,000	Based on historical trends - adjusted for COVID-19 projected impact and recovery
GENERAL	01-105-3012	UTILITY- TELEPHONE	196,915	166,340	109,796	130,000	180,000	130,000	(50,000)	Based on historical trends - adjusted for COVID-19 projected impact and recovery
GENERAL	01-105-3030	ROAD & BRIDGE TAXES	33,831	25,696	11,657	15,000	25,000	25,000	-	Based on historical trends - adjusted for COVID-19 projected impact and recovery
GENERAL	01-105-3040	RENTAL CAR TAXES	14,808	16,358	18,075	20,000	15,000	20,000	5,000	Based on historical trends - adjusted for COVID-19 projected impact and recovery
GENERAL	01-105-3050	PLACES FOR EATING TAX	296,949	215,459	270,267	310,000	210,000	320,000	110,000	Based on historical trends - adjusted for COVID-19 projected impact and recovery
GENERAL	01-105-3060	HANDLE TAX - OTB	143,565	127,434	94,477	110,000	135,000	125,000	(10,000)	Based on historical trends - adjusted for COVID-19 projected impact and recovery
GENERAL	01-105-3064	CANNABIS TAX	-	109,079	253,652	300,000	500,000	375,000	(125,000)	Based on retailer projections and IML's projections for FY22/23
GENERAL	01-105-3065	VIDEO GAMING TAX	271,535	214,499	235,722	275,000	200,000	280,000	80,000	Based on historical trends
GENERAL	01-105-3066	PULL TAB AND CHARITABLE GAMING TAX	7,228	-	5,058	5,058	6,000	6,000	-	Annual distribution for gaming and pull tab tax
GENERAL	01-105-3070	AMUSEMENT TAX	324	388	-	-	500	500	-	
GENERAL	01-110-3100	INCOME TAXES	1,602,006	1,973,191	1,684,121	1,950,000	1,500,000	1,975,000	475,000	Based on IML's projections for FY22/23
GENERAL	01-110-3101	PERSONAL PROPERTY REPLACE TAX	6,162	7,507	8,101	7,000	4,000	6,000	2,000	Based on IML's projections for FY22/23
GENERAL	01-110-3110	SALES TAXES	1,348,178	1,275,604	1,177,670	1,350,000	1,250,000	1,400,000	150,000	Based on IML's projections for FY22/23
GENERAL	01-110-3111	GLENVIEW SHARED REVENUE	20,616	98,866	26,265	30,000	50,000	30,000	(20,000)	Adjusted based on last years collections and anticipated increases
GENERAL	01-110-3113	AIRPORT SHARING REVENUE (DNU)	-	33,640	-	-	3,000	-	(3,000)	
GENERAL	01-115-3200	GRANT REVENUE	-	356,571	-	-	-	-	-	
GENERAL	01-115-3201	GRANT - COOK COUNTY CENSUS	10,900	10,900	-	-	-	-	-	
GENERAL	01-115-3202	GRANT - COPS (FEDERAL)	-	-	55,600	55,600	32,000	32,000	-	COPS grant for new officer salary reimbursement \$125k (\$63k FY22, \$32k FY23, \$30k in FY24)
GENERAL	01-115-3208	GRANT - ARPA	-	-	-	-	-	-	-	
GENERAL	01-115-3213	GRANT - STEP	8,371	4,882	1,313	1,500	5,000	-	(5,000)	
GENERAL	01-115-3215	GRANT-IPFR SAFETY GRANT	-	5,786	4,093	5,000	-	15,376	15,376	IL Public Risk Fund for Public Safety equipment, received notice for increased FY23 funding
GENERAL	01-115-3244	GRANT - JAG NON-STIMULUS	5,749	9,939	-	-	-	-	-	
GENERAL	01-115-3246	GRANT-POLICE EQUIPMENT	2,028	-	408	500	3,000	3,000	-	Grant from Dept of Justice - Bullet Proof Vest Program
GENERAL	01-115-3247	GRANT - POLICE TOBACCO	1,870	(896)	-	-	3,000	-	(3,000)	
GENERAL	01-120-3300	VEHICLE STICKERS	490,754	842,834	228,209	675,000	675,000	675,000	-	
GENERAL	01-120-3310	VEH. STICKERS SENIORS	30,969	41,588	21,522	25,000	25,000	25,000	-	Based on historical declining trend due to increased compliance
GENERAL	01-120-3320	VEH. STICKERS LATE FEES	14,129	36,654	4,994	15,000	15,000	15,000	-	Based on historical declining trend due to increased compliance
GENERAL	01-120-3321	VEH. STICKERS TRANSFERS	930	204	222	250	200	200	-	Based on historical data/trend
GENERAL	01-120-3342	LICENSES - ANIMALS	9,272	13,515	4,008	9,000	9,000	9,000	-	Based on historical data/trend
GENERAL	01-120-3343	LICENSES - LIQUOR	97,320	86,675	25,900	65,000	65,000	65,000	-	
GENERAL	01-120-3344	LICENSES - BUSINESS	58,878	50,938	20,440	40,000	40,000	40,000	-	
GENERAL	01-120-3345	LICENSES - COIN OPERATED	-	715	-	-	150	150	-	Based on prior year experience with minimal growth
GENERAL	01-120-3346	LICENSES - CONTRACTORS	35,432	37,900	27,400	35,000	35,000	35,000	-	Based on prior year experience with minimal growth
GENERAL	01-120-3348	LICENSE - AGREEMENTS	15,960	20,230	25,239	30,000	20,000	25,000	5,000	Includes \$1k per month from Life Storage and \$600/month from Everclean

CITY OF PROSPECT HEIGHTS			FY19-20 Actual	FY20-21 Actual	Current Year FY21-22 10 mos	Current Year FY21-22 Projected	Current Year FY21-22 Budget	FY22-23 Proposed Budget	Variance to to Prior Year Budget	
FY22-23 Budget Detail										
Fund	GL Acct #	Description								Comments
GENERAL	01-125-3350	CABLE FRANCHISE FEES	214,231	195,740	148,813	165,000	180,000	180,000	-	Based on historical data/trend
GENERAL	01-125-3351	CABLE FRANCHISE FEES-PEG FEES	15,332	10,234	7,175	7,500	12,000	7,500	(4,500)	Based on historical data/trend
GENERAL	01-125-3355	SOLID WASTE FRANCHISE FEES	101,060	106,472	70,128	96,000	96,000	96,000	-	Includes franchise and commercial fees from current vendor of approx \$8k per month
GENERAL	01-125-3360	NATURAL GAS FRANCHISE FEES	21,158	19,534	23,025	25,000	21,000	25,000	4,000	Consistent with historical data, received in 4Q of fiscal year
GENERAL - B	01-130-3400	BUILDING PERMITS	451,749	298,917	175,567	205,100	175,000	175,000	-	Proposed flat permit revenue due to material shortages, cost increases and rising interest rates
GENERAL - B	01-130-3402	PUBLIC HEARING FEES	5,518	5,250	3,600	4,000	2,500	5,000	2,500	Increase consistant with historical data (pre-COVID)
GENERAL - B	01-130-3403	ELEVATOR INSPECTION FEE	6,000	7,900	2,500	6,000	5,000	5,000	-	50 elevators x \$100 each annual inspection
GENERAL - B	01-130-3404	CERT. OF OCC. INSPECTION FEES	11,150	1,325	825	1,200	1,200	1,200	-	Flat based upon current economic conditions
GENERAL - B	01-130-3405	HEALTH INSPECTION FEE	40	80	2,710	1,500	300	1,000	700	10 Reinspections @ \$100.00
GENERAL - B	01-130-3406	COMMERCIAL INSPECTION FEE	8,882	9,645	4,216	9,545	9,150	9,150	-	Annual Business safety inspection fee
GENERAL - B	01-130-3407	ENGINEERING PERMIT FEES	30,729	9,739	8,645	10,000	8,000	10,000	2,000	Misc engineering permit/review/insp, fees to remain flat. If Lexington proceeds revenue will increase.
GENERAL - B	01-130-3408	VACANT FORECLOSURE REGISTRATIONS	8,420	8,000	5,400	6,300	7,900	6,500	(1,400)	Fee will be stagnant due to prohibitions on foreclosures by Federal Govt due COVID
GENERAL - B	01-130-3410	BUILDING RE-INSP. FEE	-	1,350	1,000	1,300	500	1,000	500	Consistant with historical data
GENERAL - B	01-130-3411	RENTAL INSPECTION FEE	213,425	237,000	137,000	226,875	225,000	226,875	1,875	1,815 units licensed in FY22
GENERAL - P	01-140-3500	TRAFFIC FINES	131,778	96,048	210,032	250,000	125,000	175,000	50,000	Redlight camera active full year in FY22, proposed cancellation determination unknown
GENERAL - P	01-140-3505	ORDINANCE & PARKING FINES	192,519	105,994	88,112	95,000	110,000	100,000	(10,000)	Fewer vehicle sticker tickets due to increased compliance and change in cell phone tickets to moving viola
GENERAL - P	01-140-3510	LIQUOR FINES	-	-	-	-	-	-	-	One time fines for local business
GENERAL - P	01-140-3515	ADMINISTRATIVE TOW FEE	49,500	27,500	26,000	28,000	30,000	30,000	-	Less arrests due to reduced traffic, fewer DUI tows with post-COVID restrictions
GENERAL - P	01-140-3520	DUI ASSESSMENTS	9,093	770	2,844	3,000	5,000	3,000	(2,000)	Less traffic due to COVID restrictions
GENERAL - P	01-140-3525	POLICE ALARM LICENSES & FEES	12,320	16,040	8,068	9,500	11,000	10,000	(1,000)	Estimated revenue to be flat based on historical performance
GENERAL - P	01-145-3550	POLICE REVENUE-NARCOTICS	-	-	-	-	2,000	-	(2,000)	Estimated reimbursement from State for DUI enforcement
GENERAL - P	01-145-3551	POLICE REVENUE-TASK FORCE	25,951	14,457	4,846	5,000	18,000	19,500	1,500	Reimbursement from State for Task Force Overtime
GENERAL - P	01-145-3553	POLICE REVENUE-SPECIAL DETAILS	46,663	17,940	25,121	30,000	25,000	28,000	3,000	Includes reimbursements from various local businesses (PABCOR, Home Bar, Rocky V, Bridge Church, Olive
GENERAL - P	01-145-3555	POLICE REVENUE - SEIZED ASSETS	27,677	1,392	4,305	5,000	2,500	2,500	-	Consistent with prior year
GENERAL - P	01-145-3560	POLICE REVENUE - PROPERTY	-	-	250	500	-	-	-	
GENERAL - P	01-145-3745	PUBLIC SAFETY REIMBURSABLE FEE	-	250	-	-	1,500	-	(1,500)	Do not use
GENERAL	01-150-3613	CVB/TOURISM SERVICE CHARGE	85,000	60,000	45,000	60,000	60,000	60,000	-	Consistent with prior year
GENERAL	01-150-3617	SOLID WASTE SERVICE CHARGE	100,000	100,000	74,997	100,000	100,000	100,000	-	Consistent with prior year
GENERAL	01-155-3700	EMPLOYEE SALARY REIMBURSEMENT	65,004	30,108	22,034	30,000	30,000	32,000	2,000	Per detailed analysis - 6 crossing guards at 20 hrs/wk for portion of year
GENERAL	01-155-3702	EMPLOYEE INS. REIMBURSEMENT	54,866	54,379	45,213	62,000	62,000	63,200	1,200	Employee copays are based on 10% based on current health insurance rates
GENERAL	01-155-3703	RETIREE HEALTH INS REIMBURSE	40,854	43,330	38,992	42,000	42,000	57,000	15,000	Retiree reimbursements are based on 100% of current health insurance premiums
GENERAL	01-155-3720	FIRE DISTRICT GAS REIMB.	5,148	6,123	3,730	6,600	6,600	7,200	600	Consistent with last year based on actual usage and increasing costs

CITY OF PROSPECT HEIGHTS			FY19-20 Actual	FY20-21 Actual	Current Year FY21-22 10 mos	Current Year FY21-22 Projected	Current Year FY21-22 Budget	FY22-23 Proposed Budget	Variance to to Prior Year Budget	
FY22-23 Budget Detail										
Fund	GL Acct #	Description								Comments
GENERAL	01-155-3730	INSURANCE REIMBURSEMENTS	45,972	21,901	42,625	42,625	10,000	20,000	10,000	Conservative estimate based on potential claims reported
GENERAL	01-155-3741	BUILDING & ENG DEPT REIMB FEES	1,440	1,624	614	650	1,500	750	(750)	Consistent with prior year
GENERAL	01-160-3800	INTEREST INCOME	41,563	492,445	556	600	10,000	1,000	(9,000)	Conservative estimate based on current market fluctuations
GENERAL	01-160-3801	INTEREST INCOME - IL FUNDS	113,517	11,877	2,125	2,500	15,000	2,500	(12,500)	Conservative estimate based on current market fluctuatoins
GENERAL	01-160-3802	INTEREST INCOME - PMA	20,000	4,080	908	1,000	6,000	1,000	(5,000)	Conservative estimate based on current market fluctuations
GENERAL	01-160-3803	REALIZED/UNREALIZED G/L-PMA	40,519	68,813	-	-	25,000	-	(25,000)	
GENERAL	01-160-3810	NEWSLETTER ADVERTISING	1,850	5,045	5,400	5,500	3,500	5,500	2,000	Estimate based on FY22 and current market for consumer discretionary spending
GENERAL	01-160-3811	BUS SHELTERS AD REVENUE	3,305	2,517	-	-	-	-	-	
GENERAL	01-160-3815	SPONSORSHIP & CONTRIBUTIONS	8,052	7,220	13,350	13,350	8,000	15,000	7,000	Unrestricted donations and contributions to the City
GENERAL	01-160-3820	SALE OF CITY PROPERTY	178,261	-	2,000	2,000	-	-	-	No anticipated sales in FY23
GENERAL	01-160-3830	GASOLINE REBATE	2,689	-	1,615	1,615	1,000	1,800	800	Consistent with prior year
GENERAL	01-160-3840	AIRPORT MEETING FEES	3,010	5	3,045	3,000	3,000	3,000	-	Annual reimbursement for meetings per agreement
GENERAL	01-160-3899	MISCELLANEOUS INCOME	93,059	8,562	18,024	18,500	10,000	15,000	5,000	Based on historical data
GENERAL	01-200-3990	INTERFUND TRANSFERS	267,000	168,700	3,400	3,400	3,400	115,250	111,850	Police reimbursement from Tourism District, increase due to higher FY22 receipts
	General	FUND 01 REVENUE	9,230,506	10,056,459	7,067,070	8,957,065	8,321,400	9,274,901	953,501	
		DEPT 310 - CITY COUNCIL EXPENDITURES								
GENERAL - C	01-310-4000	WAGES	29,335	30,435	26,580	32,200	32,200	95,990	63,790	City Council, FT AV technician and PT NRC intern (\$6k)
	01-310-4100	HEALTH INSURANCE						10,115	10,115	
GENERAL - C	01-310-4200	SOCIAL SECURITY	1,690	1,659	1,256	2,000	2,000	6,400	4,400	Based on budgeted wages at 6.2%
GENERAL - C	01-310-4210	MEDICARE	395	388	294	500	500	500	-	Based on budgeted wages at 1.45%
	01-310-4220	IMRF						1,800	1,800	
GENERAL - C	01-310-5100	PROFESSIONAL SERVICES	-	76	177	-	-	-	-	
GENERAL - C	01-310-5300	ALDERMANIC EXPENSES	5,351	2,667	695	1,000	3,500	3,500	-	Reimbursement for Council expenses (Mayor's breakfast, etc...)
GENERAL - C	01-310-5310	MEMBERSHIPS	9,541	10,791	11,752	12,000	12,000	12,000	-	NWMC, Metropolitan Mayors Caucus, IML, Chgo Metro Agency for planning, Pension Fairness coalition
GENERAL - C	01-310-5330	TRAINING	-	15	-	-	500	500	-	Consistent with prior year, prior year events cancelled due to COVID restrictions
GENERAL - C	01-310-5950	SPECIAL EVENTS	35,980	21,508	37,053	38,000	35,000	43,000	8,000	Rock the Runway July 4 (28 K), Block Party 10K , Other City Events 5K
GENERAL - C	01-310-5960	NRC OPERATIONS	24	3,150	9,808	10,000	4,120	6,485	2,365	NRC 2022/2023 including soil and supplies
										AV Server, Payout system upgrades, Transfer VHS video to Digital, AV repairs/supplies and City Hall internet upgrade to fiber optic
GENERAL - C	01-310-7020	EQUIPMENT	19,282	19,567	14,654	20,000	20,300	27,500	7,200	
GENERAL - C	01-310-7025	SOFTWARE	2,592	-	-		-		-	
	DEPT 310	TOTAL CITY COUNCIL	104,189	90,255	102,269	115,700	110,120	207,790	97,670	

CITY OF PROSPECT HEIGHTS			Current Year			Current Year	Current Year	FY22-23	Variance to	
FY22-23 Budget Detail			FY19-20	FY20-21	FY21-22	FY21-22	FY21-22	Proposed	to Prior Year	
Fund	GL Acct #	Description	Actual	Actual	10 mos	Projected	Budget	Budget	Budget	Comments
DEPT 320 - ADMINISTRATION DEPARTMENT EXPENDITURES										
GENERAL - A	01-320-4000	WAGES	333,224	367,988	285,601	345,000	345,000	390,000	45,000	Per analysis of salaries and benefits projected for FY22-23
GENERAL - A	01-320-4003	WAGES - PART-TIME	34,618	7,883	8,184	12,000	40,500	-	(40,500)	FT wages for AV technician moved to Council department
GENERAL - A	01-320-4010	OVERTIME	-	-	-	-	-	-	-	
GENERAL - A	01-320-4100	HEALTH INSURANCE	20,457	21,552	19,820	22,000	22,000	28,500	6,500	Based on current premiums for adminstration staff
GENERAL - A	01-320-4110	LIFE INSURANCE	272	492	309	400	400	350	(50)	
GENERAL - A	01-320-4200	SOCIAL SECURITY	20,960	20,246	16,487	25,200	25,200	22,514	(2,686)	Based on budgeted wages at 6.2%
GENERAL - A	01-320-4210	MEDICARE	5,290	5,415	4,225	6,200	6,200	5,419	(781)	Based on budgeted wages at 1.45%
GENERAL - A	01-320-4220	IMRF	37,925	43,140	37,776	40,000	55,000	52,235	(2,765)	Represents decrease in employer IMRF rate of approximately 2%
GENERAL - A	01-320-5100	PROF SERVICES	8,234	17,448	8,070	15,500	15,500	11,500	(4,000)	FSA/HRA (2.5k), Newsletter Design (\$2k) , Sterling Codifiers (\$2k), Marquee maint (\$3k), Misc (\$2k)
GENERAL - A	01-320-5105	PROF SERVICES-ENGR	71,162	36,417	33,653	45,000	60,000	60,000	-	Estimate for City engineer - office hrs (6 hrs/wk)
GENERAL - A	01-320-5106	PROF SERVICES - GIS	22,639	28,395	13,656	18,000	20,000	20,000	-	Estimate per City engineer - 16 hrs/month
GENERAL - A	01-320-5107	PROF SERVICES - REIMBURSEABLE (DNU)	1,503	-	173	-	5,000	-	(5,000)	Do not use
GENERAL - A	01-320-5130	COMPUTER CONSULTANT	44,788	59,973	43,023	48,000	48,000	10,095	(37,905)	Allocation of City's costs to various departments in CY, Admin = 15%
GENERAL - A	01-320-5200	POSTAGE	12,673	15,621	6,645	10,000	12,000	12,000	-	Postage meter \$1k/yr, vehicle sticker mailing, \$4.4k newsletter mailing, \$2k unplanned mailing
GENERAL - A	01-320-5220	PHOTOCOPY	(202)	8,833	1,626	12,000	12,000	12,000	-	DeLage lower fees due to recent contract
GENERAL - A	01-320-5221	PRINTING	12,151	14,834	10,478	13,500	17,000	18,700	1,700	Advantage (\$8k), \$5K Sticker Renewals, Rydin (\$2.4K vehicle decals), Tags/business decals (\$1.3K) , Miscellaneous printing (\$2K)
GENERAL - A	01-320-5222	LEGAL NOTICES	1,304	1,508	1,456	2,000	2,000	2,000	-	Daily Herald, Paddock publications and Journal & Topics
GENERAL - A	01-320-5230	WEBSITE	7,096	7,450	7,823	8,500	7,200	8,500	1,300	Annual Civic website maintenance fee (8k), eNews fee (0.5k)
GENERAL - A	01-320-5310	MEMBERSHIPS	2,870	1,986	2,948	3,000	2,500	3,000	500	Cititech, Municipal Clerks of Illinois, ICMA IL City county Management, GFOA
GENERAL - A	01-320-5330	TRAINING	13	-	-	-	3,500	3,500	-	ICMA conference and other
GENERAL - A	01-320-5410	UTILITIES	54,111	49,169	38,769	55,000	60,000	60,000	-	Includes AT&T/Verizon, NICOR, Xtivity, IL American Water and ComEd
GENERAL - A	01-320-5430	CREDIT CARD & BANK CHARGES	16,178	20,059	12,551	14,000	11,000	15,000	4,000	Fees for online payment system
GENERAL - A	01-320-5500	LIABILITY INSURANCE	36,878	6,125	10,773	18,000	18,490	23,625	5,135	Reallocation of City's premiums plus stand alone Crime premium (\$2k)
GENERAL - A	01-320-5501	INSURANCE DEDUCTIBLES	3,165	-	290	500	2,500	2,500	-	1 claim at \$2500 ea
GENERAL - A	01-320-5530	WORKERS COMP INSURANCE	3,323	3,535	2,548	3,100	3,100	3,100	-	Allocation of City's premiums
GENERAL - A	01-320-5700	OFFICE SUPPLIES	9,512	9,444	4,568	6,000	8,000	8,000	-	Estimate based on CY actuals
GENERAL - A	01-320-5710	OPERATING SUPPLIES	878	60	-	-	500	-	(500)	
GENERAL - A	01-320-5751	GASOLINE (DNU)	13	-	-	-	300	-	(300)	
GENERAL - A	01-320-5820	PUBLICATIONS (DNU)	-	267	-	-	-	-	-	
GENERAL - A	01-320-5951	EMPLOYEE RECOGNITION	-	-	345	345	-	400	400	
GENERAL - A	01-320-5990	COVID-19 EXPENSES (DNU)	42	158	-	-	-	-	-	
GENERAL - A	01-320-7020	EQUIPMENT	3,483	-	12,704	15,000	6,000	4,000	(2,000)	Miscellaneous equipment and upgrades
GENERAL - A	01-320-7025	SOFTWARE	3,442	-	-	-	-	-	-	
	DEPT 320	TOTAL ADMINISTRATION	768,002	747,996	584,502	738,245	808,890	776,938	(31,952)	

CITY OF PROSPECT HEIGHTS					Current Year	Current Year	Current Year	FY22-23	Variance to	
FY22-23 Budget Detail					FY21-22	FY21-22	FY21-22	Proposed	to Prior Year	
Fund	GL Acct #	Description	FY19-20 Actual	FY20-21 Actual	FY21-22 10 mos	FY21-22 Projected	FY21-22 Budget	Budget	Budget	Comments
	DEPT 322 - FINANCE DEPARTMENT EXPENDITURES									
GENERAL - F	01-322-5101	AUDIT	16,200	16,220	14,875	14,875	12,920	16,500	3,580	Annual Audit - Eder Casella
GENERAL - F	01-322-5102	FINANCIAL SERVICES	171,569	160,193	98,973	120,000	123,000	130,000	7,000	Based on allocation of Financial Services costs
GENERAL - F	01-322-5310	MEMBERSHIPS	190	190	190	500	1,000	1,000	-	GFOA dues, Certificate of Excellence program
GENERAL - F	01-322-5541	ACCTING SERVICE FEES	5,488	9,856	14,673	12,000	8,000	10,000	2,000	Annual support and enhancements for existing software and vehicle sticker support
	DEPT 322	TOTAL FINANCE	193,447	186,460	128,711	147,375	144,920	157,500	12,580	
	DEPT 324 - LEGAL DEPARTMENT EXPENDITURES									
GENERAL - L	01-324-5120	CITY ATTORNEY (TRESSLER)	236,203	270,840	129,259	150,000	300,000	225,000	(75,000)	General support, contract language, agreements and Prospect Pointe/Muir Park TIF, Allstate property cor
GENERAL - L	01-324-5122	CITY PROSECUTOR (KARM&LA MANTIA)	37,515	23,750	35,000	42,000	42,000	42,000	-	\$2750k per month (Attorney & court reporter), plus for adjudication for tickets
GENERAL - L	01-324-5123	LABOR ATTORNEY (ACKERMAN)	35,160	10,761	47,317	50,000	40,000	50,000	10,000	Police officer and sergeant contract negotiations, grievances, personnel issues etc....
GENERAL - L	01-324-5125	OUTSIDE COUNSEL (OTHER)	1,137	-	-	2,000	5,000	3,000	(2,000)	Liquor hearings, outside counsel financial opinions
	DEPT 324	TOTAL LEGAL	310,015	305,351	211,576	244,000	387,000	320,000	(67,000)	
	DEPT 340 - COMMUNITY DEVELOPMENT DEPARTMENT EXPENDITURES									
GENERAL - B	01-340-4000	WAGES	320,744	330,383	258,771	335,000	335,000	343,000	8,000	Per analysis of salaries and benefits projected for FY22-23
GENERAL - B	01-340-4100	HEALTH INSURANCE	57,813	62,033	48,646	60,000	60,000	45,000	(15,000)	Based on current premiums for Community Development staff
GENERAL - B	01-340-4110	LIFE INSURANCE	394	361	372	400	400	400	-	Based on current premiums for Community Development staff
GENERAL - B	01-340-4200	SOCIAL SECURITY	19,185	19,643	15,619	21,000	21,000	21,500	500	Based on budgeted wages at 6.2%
GENERAL - B	01-340-4210	MEDICARE	4,521	4,651	3,653	5,000	5,000	5,000	-	Based on budgeted wages at 1.45%
GENERAL - B	01-340-4220	IMRF	32,009	45,901	41,961	48,000	48,000	50,000	2,000	Current year IMRF rate of 14.51% with projected rate for 2022 of 15.24%
										Third party inspection and planning services including Comprehensive Plan & Zoning Code Review (last
GENERAL - B	01-340-5100	PROFESSIONAL SERVICES	57,302	52,287	32,544	58,000	61,800	80,000	18,200	one in 2014)
GENERAL - B	01-340-5111	BILLABLE ENGINEERING	9,529	11,123	4,251	12,000	10,000	10,000	-	Consistent with historical data/trends, does not include consideration of new development
GENERAL - B	01-340-5221	PRINTING	688	22	488	1,500	1,500	1,500	-	Inspection forms, zoning maps, business cards, placards and document scanning
GENERAL - B	01-340-5222	LEGAL NOTICES	3,461	3,884	1,690	3,500	2,000	3,000	1,000	Legal notices for building & zoning cases. Part of this expense is recaptured by hearing fees.
GENERAL - B	01-340-5310	MEMBERSHIPS	759	630	700	1,000	920	1,200	280	ICC \$175; NWBOCA \$50, IACE \$120, AACE \$100, IEDC \$420, ICSC \$100, Ec. Dev services \$200
										NWBOCA Fall School,New Code Training for ISO Requirements, Code Institute, ICC Certification, IACE ,
GENERAL - B	01-340-5330	TRAINING	2,038	340	2,236	4,000	4,000	4,000	-	ICSC Deal Making
GENERAL - B	01-340-5500	LIABILITY INSURANCE	593	875	1,077	1,500	1,840	2,375	535	Allocation of City's premiums
GENERAL - B	01-340-5530	WORKERS COMPENSATION INSURANCE	3,845	3,463	3,185	3,500	3,900	3,900	-	Allocation of City's premiums
GENERAL - B	01-340-5700	OFFICE SUPPLIES	1,371	1,024	241	3,000	3,500	3,500	-	Miscellaneous Supplies - consistent with historical data
GENERAL - B	01-340-5751	GASOLINE	2,303	1,258	1,618	1,800	2,000	2,000	-	Gasoline for 3 department vehicles - 8 fillups/mo x 15 gals x \$3

CITY OF PROSPECT HEIGHTS			FY19-20 Actual	FY20-21 Actual	Current Year FY21-22 10 mos	Current Year FY21-22 Projected	Current Year FY21-22 Budget	FY22-23 Proposed Budget	Variance to to Prior Year Budget	
FY22-23 Budget Detail										
Fund	GL Acct #	Description								Comments
GENERAL - B	01-340-5820	PUBLICATIONS	1,015	-	-	2,500	2,500	5,000	2,500	3 sets 2018 ICC Code Books \$3,560, (ISO Upgrade)Code reference books, planning journals, Real Estate journal. (Heartland Real Estate/Loopnet)
GENERAL - B	01-340-7020	EQUIPMENT	2,259	3,343	4,811	7,200	7,200	7,200	-	Large Format Copier/Scanner/Printer lease and service package; safety equipment (\$4k) plus license renewals/phone system upgrade (\$3.2k)
	DEPT 340	TOTAL COMMUNITY DEVEL	519,830	541,220	421,864	568,900	570,560	588,575	18,015	
		DEPT 350 - PUBLIC WORKS DEPARTMENT EXPENDITURES								
GENERAL - P	01-350-4000	WAGES	373,192	397,987	285,286	370,000	395,000	414,900	19,900	Includes 2.75% increase union wages per current contract (currently one open position)
GENERAL - P	01-350-4001	ALLOCATED WAGES & BENEFITS	(45,000)	(45,000)	(33,750)	(45,000)	(45,000)	(45,000)	-	Allocated wages to Parking Fund (\$45k)
GENERAL - P	01-350-4003	WAGES - PART-TIME	13,223	12,964	9,360	11,000	14,000	16,500	2,500	Summer help 2 part timers at \$15-16.50/hr; 40 hrs/wk for 12 wks , + Winter 1,500
GENERAL - P	01-350-4010	OVERTIME	11,214	30,703	15,208	30,000	30,000	45,000	15,000	30 events at \$1500/event- was 40k 19/20 lowered due covid cancel -City events to be restored
GENERAL - P	01-350-4100	HEALTH INSURANCE	130,439	122,811	112,981	145,000	145,000	142,000	(3,000)	Based on current premiums for Public Works staff
GENERAL - P	01-350-4110	LIFE INSURANCE	537	447	498	500	500	500	-	Based on current premiums for Public Works staff
GENERAL - P	01-350-4200	SOCIAL SECURITY	24,625	26,388	19,638	24,000	26,000	27,000	1,000	Based on budgeted wages at 6.2%
GENERAL - P	01-350-4210	MEDICARE	5,759	6,227	4,593	5,000	6,000	6,500	500	Based on budgeted wages at 1.45%
GENERAL - P	01-350-4220	IMRF	38,727	58,208	40,289	55,000	61,000	63,200	2,200	Represents decrease in employer IMRF rate of approximately 2%
GENERAL - P	01-350-5000	BUILDING MAINTENANCE (DNU)	-	-	-		-		-	
GENERAL - P	01-350-5020	VEHICLE MAINTENANCE	39,210	33,184	28,537	35,000	50,000	50,000	-	Regular maintenance and replacement parts on 45-50 fleet vehicles.
GENERAL - P	01-350-5031	SIGNAL MAINTENANCE	11,760	31,067	9,526	25,000	25,000	28,000	3,000	Traffic signal maintenance contract and repair including \$3,500 per quarter(\$14k)- increased cost
GENERAL - P	01-350-5100	PROFESSIONAL SERVICES	7,487	8,343	7,826	11,000	19,000	19,000	-	Outside professional services including Medical qualification testing, Julie Services 3k, employment postings, Hillcrest Lake maintenance (\$7k) and other miscellaneous evaluations/services plus DeKind and Caselle computer support
GENERAL - P	01-350-5103	PROF SERVICES - FORESTRY	17,175	12,794	9,294	20,000	20,000	25,000	5,000	Tree trimming, removal, placement, contract storm response, debris removal, tree placement, & miscellaneous forestry related expense. (was 52k 19/20- will keep at minimum level FY 21/22)
GENERAL - P	01-350-5104	PROF SERVICES - BUILDING MAIN	34,353	41,375	50,778	61,000	72,000	72,000	-	repairs, carpet cleaning/replacement, plumbing, back-flow system, locks, carpet/uniform rental. Building inspections and repairs. Non-capital expense. Parking lot repairs 25K+ HVAC upgrade 2021+PD new carpet \$15k
GENERAL - P	01-350-5106	PROF SERVICES - STREETS/DRAIN	17,627	561	42,445	46,000	25,000	60,000	35,000	Patching/Sealing (\$20k), Spot paving repairs (\$40k) and regular ongoing street maintenance projects
GENERAL - P	01-350-5310	MEMBERSHIPS	2,296	1,734	1,456	2,500	3,500	3,000	(500)	Illinois Arborist, Tree City USA, Morton Arboretum, APWA, Des Plaines River Watershed Group, IPWMAN
GENERAL - P	01-350-5330	TRAINING	3,110	120	2,496	3,500	6,000	5,000	(1,000)	Forester continuing education, ASE mechanical update training, APWA Training, Fuel Tank Certification, Illinois Public Service institute program, FEMA-ISO, Snow and Ice Salt/Liquids training- increase due to two new crew members. Most canceled this FY
GENERAL - P	01-350-5410	UTILITIES/CELL PHONE/CABLE	5,866	7,641	5,725	7,000	7,000	7,000	-	PW Cell phones \$300/m, PW Data/Comcast PW \$250/m
GENERAL - P	01-350-5411	WATER AND ELECTRIC PURCHASES	12,900	12,178	9,204	12,000	12,000	13,000	1,000	Payments to Constellation Energy (4 accounts)
GENERAL - P	01-350-5421	DUMP CHARGES	2,436	241	-	500	2,000	2,000	-	Disposal of contaminated soil / sewage / spoil
GENERAL - P	01-350-5441	LICENSES (DNU)	-	-	-	-	-	-	-	Do not use
GENERAL - P	01-350-5500	LIABILITY INSURANCE PREMIUM	45,983	39,094	27,906	30,000	27,740	35,425	7,685	Allocation of City's premiums plus Underground Storage Tank premium
GENERAL - P	01-350-5510	RENTAL EQUIPMENT	-	372	336	500	2,000	500	(1,500)	Extra chipper, emergency equipment, sidewalk grinder, trencher, generators

CITY OF PROSPECT HEIGHTS			FY19-20 Actual	FY20-21 Actual	Current Year FY21-22 10 mos	Current Year FY21-22 Projected	Current Year FY21-22 Budget	FY22-23 Proposed Budget	Variance to to Prior Year Budget	
FY22-23 Budget Detail										
Fund	GL Acct #	Description								Comments
GENERAL - P	01-350-5530	WORKERS COMPENSATION INSURANCE	16,246	17,279	15,288	16,000	18,600	18,500	(100)	Allocation of City's premiums
GENERAL - P	01-350-5610	EQUIPMENT MAINTENANCE	4,778	3,045	2,031	5,000	5,000	5,000	-	Tools and lawnmower maintenance, aging equipment, replacement snowblower wear parts, stump grinder parts.
GENERAL - P	01-350-5620	VEHICLE PARTS	-	-	-	-	-	-	-	
GENERAL - P	01-350-5631	PATCH MATERIAL	-	-	-	-	-	-	-	
GENERAL - P	01-350-5632	ICE CONTROL MAINTENANCE	66,037	73,374	42,744	70,000	80,000	80,000	-	Ice Control equipment \$10k, rock salt costs \$65k, Plow blades \$5k
GENERAL - P	01-350-5633	TRAFFIC CONTROL MATERIAL	-	-	-		-		-	
GENERAL - P	01-350-5634	STONE & CONCRETE	4,605	2,368	578	24,000	5,000	18,000	13,000	Sidewalk repair and replacement, curb failure, storm structure replacements, street culvert pipe, concrete, material, backfill gravel
GENERAL - P	01-350-5635	STORM SEWER & PIPE	1,464	1,243	3,700	4,500	4,000	4,500	500	Storm sewer pipe and infrastructure maintenance
GENERAL - P	01-350-5650	LANDSCAPE SUPPLIES	23,792	6,669	16,173	19,000	25,000	25,000	-	Continue Tree City USA, landscaping materials (trees-bushes-mulch-etc.)-includes FY21-22 replacement PD building landscaping
GENERAL - P	01-350-5651	LANDSCAPING SUPPLIES - NRC	-	-	-	-	-	-	-	Do not use
GENERAL - P	01-350-5700	OFFICE SUPPLIES	199	708	1,055	1,500	1,500	1,500	-	General paper, files, supplies, coffee, based upon current trends
GENERAL - P	01-350-5710	OPERATING SUPPLIES	19,843	20,580	19,623	21,000	24,000	24,000	-	All maintenance work required at City owned buildings except Metra-PW furniture replacement 5k
GENERAL - P	01-350-5721	SIGNS	10,749	10,965	5,704	14,000	25,000	20,000	(5,000)	Delayed sign program in FY21, includes work area protection, signage upgrades to MUTCD standards as needed
GENERAL - P	01-350-5730	TOOLS	992	2,804	474	3,000	4,000	4,000	-	Miscellaneous rakes, shovels, power tools
GENERAL - P	01-350-5751	GASOLINE	14,453	16,065	13,952	18,000	18,000	18,000	-	Fuel expense for all PW Vehicles and equipment
GENERAL - P	01-350-5990	COVID-19 EXPENSES	891	2,271	-	-	-		-	Do not use
GENERAL - P	01-350-7011	IMPROVEMENTS - PW	26,425	21,725	-	38,000	40,000	45,000	5,000	Salt Shed flat roof rebuild/replacement
GENERAL - P	01-350-7020	EQUIPMENT	17,730	57	-	-	25,000	25,000	-	Update vehicle programmer, plate tamper, snow blowers, concrete mixer and brine tank and wireless controller upgrade
GENERAL - P	01-350-7023	SAFETY EQUIPMENT	4,070	4,842	2,177	5,000	5,000	5,000	-	Consistent with prior year
GENERAL - P	01-350-7025	HARDWARE/SOFTWARE	150	925	128	800	5,700	5,100	(600)	Upgrade 2 computers; Deferred - PW management program for vehicle maintenance, material, and crew Time management software. Equipment set up, software, and contract for 8 GPS units for PW trucks for continuous improvement in our winter maintenance plowing plan. Live mapping of plowed roadways. \$1,800 per year (total \$2.5k) plus new server, license renewals and phone system upgrade (\$3.2k)
	DEPT 350	TOTAL PUBLIC WORKS	965,343	984,359	773,260	1,089,300	1,189,540	1,289,125	99,585	

CITY OF PROSPECT HEIGHTS			FY19-20 Actual	FY20-21 Actual	Current Year FY21-22 10 mos	Current Year FY21-22 Projected	Current Year FY21-22 Budget	FY22-23 Proposed Budget	Variance to to Prior Year Budget	
FY22-23 Budget Detail										
Fund	GL Acct #	Description								Comments
	DEPT 360 - PUBLIC SAFETY DEPARTMENT EXPENDITURES									
GENERAL - P	01-360-4000	WAGES	626,356	646,225	319,581	500,000	596,000	611,000	15,000	(1) Chief (1) Deputy Chief (1) Records Supervisor (2) Records Clerks (1) Admin Assistant (5) PT Desk Officers, 1 PT Tech services @25000, Longevity Pay , Crossing Guards 70 hours @22-27/hour x 19 pay periods reimbursed by the School District approx \$38,000
GENERAL - P	01-360-4001	WAGES - SWORN OFFICERS	1,866,437	1,829,825	1,480,227	1,900,000	2,004,000	2,072,000	68,000	Reflects 2.25% salary increases for Police Officers and 2.25% increase for Sergeants
GENERAL - P	01-360-4002	WAGES - EXTRA STRAIGHT PAY	17,075	7,679	7,333	10,000	52,145	57,500	5,355	Holiday Compensation sell back per contract
GENERAL - P	01-360-4004	WAGES - PART-TIME SWORN OFFCRS	92,532	67,777	44,292	60,000	120,000	120,000	-	(5) @ 36 hours per pay period scheduled additional hours as needed
GENERAL - P	01-360-4010	OVERTIME	1,408	2,499	1,495	2,000	3,000	3,000	-	
GENERAL - P	01-360-4011	OVERTIME - SWORN OFFICERS	128,524	115,573	97,746	120,000	153,000	153,000	-	Reflects 2.25% salary increases plus Private details
GENERAL - P	01-360-4100	HEALTH INSURANCE	474,139	482,304	371,685	450,000	480,000	508,000	28,000	24 covered in PY, 27 in CY plus coverage changes
GENERAL - P	01-360-4110	LIFE INSURANCE	2,460	2,367	2,318	3,000	3,000	2,700	(300)	Based on current premiums for Public Safety staff
GENERAL - P	01-360-4120	UNEMPLOYMENT INSURANCE	-	251	-	-	-	-	-	No claims anticipated in the coming year
GENERAL - P	01-360-4200	SOCIAL SECURITY	26,954	21,758	13,685	20,000	24,000	27,000	3,000	Based on budgeted wages at 6.2%
GENERAL - P	01-360-4210	MEDICARE	38,908	38,040	27,994	37,000	37,000	43,000	6,000	Based on budgeted wages at 1.45%
GENERAL - P	01-360-4220	IMRF	22,935	45,642	34,255	40,000	31,000	33,000	2,000	Represents decrease in employer IMRF rate of approximately 2%
GENERAL - P	01-360-4230	PENSION CONTRIBUTION - R/E TAX	350,889	338,132	217,315	411,497	522,500	556,750	34,250	Per approved 2021 Police Pension tax levy
GENERAL - P	01-360-4231	PENSION CONTRIBUTION-CITY GF	634,496	658,882	522,898	716,354	716,354	343,250	(373,104)	City contribution (\$900,000) less 2021 Police Pension Tax Levy
GENERAL - P	01-360-5100	PROFESSIONAL SERVICES	14,284	24,192	19,596	20,000	20,000	46,920	26,920	Emergency Siren Maintenance \$750, Duty related physcials, entry level physcials, psychological, polygraph and fitness for duty \$9000, deceased body removal to the ME office \$3750, Recruit testing and F and PCommission \$2000, Lexis Nexis \$2300, and \$2500 contingency, Never Walk Alone Peer Support membership \$700,DACRA Tickets Software \$3,000
GENERAL - P	01-360-5101	PROFESSIONAL SERVICES - VOCA	80,084	80,084	54,714	75,000	83,000	84,660	1,660	Includes annual increase of 2%
GENERAL - P	01-360-5140	PRISONERS CARE	124	234	225	500	1,500	1,000	(500)	Includes food and other care items
GENERAL - P	01-360-5141	KENNEL FEES	3,664	3,723	95	500	1,500	1,000	(500)	
GENERAL - P	01-360-5200	POSTAGE	1,211	43	105	500	2,000	2,000	-	Represents usage thru postage meter
GENERAL - P	01-360-5220	PHOTOCOPY	13,757	12,188	11,477	15,600	15,600	15,600	-	Includes cost for copier lease
GENERAL - P	01-360-5221	PRINTING	3,606	2,938	2,248	3,000	3,000	3,000	-	Consistent with prior year
GENERAL - P	01-360-5240	NORTHWEST CENTRAL DISPATCH	253,967	195,696	199,073	215,000	225,000	215,000	(10,000)	Per agreement based on number of calls, per formula based on 911 calls and CFS
GENERAL - P	01-360-5310	MEMBERSHIPS	47,095	43,574	43,950	51,000	51,000	51,000	-	Increase in Lexipol rate-\$7200, FBINA-\$200, NIPAS \$400, NIPAS EST \$4,800,NIPAS MFF \$1,005,MCAT \$3000, MCAT STAR \$1000, Illinois Arson Investigators Assoc. \$40, Fire and Police Commission Assoc. \$375, ILACP \$400, Critical Reach \$285, International IACP \$440, North Suburban Chiefs \$400, Cook County Captains \$150, LERMI \$40, Rotary \$340, ILEAS \$120, Social workers Assoc. \$120,Northern Illinois Regional Crime Laboratory \$1.35 per resident + \$3000 totaling \$26,000,NMERT \$1900
GENERAL - P	01-360-5321	AUTO EXPENSE	3,179	2,242	1,990	2,500	2,500	3,000	500	Car wash, detailing, professional bio-hazard cleaning
GENERAL - PUBLIC SAFETY	01-360-5330	TRAINING	18,319	14,546	10,333	15,000	28,000	28,000	-	Mileage reimbursement \$1000, ET and other specialty training \$4600, NEMRT Membership \$2790, NEMRT Training \$1700, reimburse meals \$400, Management and Supervisor Courses\$1250, NWPA \$1000, Captains \$480, North Sub Chiefs \$480, \$3000 ISP academy x 2 recruits, refreshments for in service training \$240, Rotary Meetings \$960, NWCDS training liaison meetings \$450, ILEAS Conference \$650, Law Institute \$2700. Staff and Command \$4,000
GENERAL - P	01-360-5340	TUITION REIMBURSEMENT	7,997	10,480	-	-	8,000	8,000	-	Reimbursement for staff education
GENERAL - P	01-360-5410	UTILITIES	7,945	3,502	3,340	6,000	7,000	6,000	(1,000)	Consistent with prior year
GENERAL - P	01-360-5500	LIABILITY INSURANCE PREMIUM	48,494	43,747	32,315	55,000	55,460	70,550	15,090	Reduction in premium across all City departments

CITY OF PROSPECT HEIGHTS										
FY22-23 Budget Detail										
Fund	GL Acct #	Description	FY19-20 Actual	FY20-21 Actual	Current Year FY21-22 10 mos	Current Year FY21-22 Projected	Current Year FY21-22 Budget	FY22-23 Proposed Budget	Variance to to Prior Year Budget	
										Comments
GENERAL - P	01-360-5510	RENTAL EQUIPMENT	416	416	208	500	500	500	-	Postage Meter and Scale
GENERAL - P	01-360-5520	ID NETWORKS	13,247	5,559	8,752	10,000	5,000	-	(5,000)	Transitioned to new system at NWCD
GENERAL - P	01-360-5530	WORKERS COMPENSATION INSURANCE	110,085	117,083	101,920	120,000	124,100	123,000	(1,100)	
GENERAL - P	01-360-5610	EQUIPMENT MAINTENANCE	12,001	18,478	13,468	16,000	16,000	16,000	-	Radar repair and certification \$1000, Evidence Room BEAST software \$850, Pentegra Maint. Contract \$2600, Range Maint. \$1000, Routine misc. upgrades \$1800, UCC update \$449 Verizon Air Cards 12,250
GENERAL - P	01-360-5611	RADIO MAINTENANCE	-	638	63	-	1,000	1,000	-	Maintenance for hand held radios and in car communications
GENERAL - P	01-360-5700	OFFICE SUPPLIES	5,207	5,016	3,194	5,000	6,000	6,000	-	General office supplies and copier paper
GENERAL - P	01-360-5710	OPERATING SUPPLIES	6,495	3,153	4,970	6,500	9,000	9,000	-	Based on prior experience
GENERAL - P	01-360-5740	RANGE SUPPLIES	7,516	8,982	6,962	10,000	10,000	10,000	-	Ammunition: Duty and Training, \$6000, targets and training supplies \$900, misc. weapons parts \$750
GENERAL - P	01-360-5741	CLOTHING	24,835	19,028	11,879	26,000	26,000	26,000	-	28 officers at \$600, \$2000 misc (replacement and patches) \$2400 per new officer and \$500 for volunteers
GENERAL - P	01-360-5751	GASOLINE	46,546	36,323	37,346	40,000	50,000	50,000	-	Based on historical data
GENERAL - P	01-360-5820	PUBLICATIONS	1,208	401	-	-	1,000	1,000	-	Daily Herald \$640, Journal \$160 and Updated ICS and Complaint books
GENERAL - P	01-360-5990	COVID-19 EXPENSES	1,209	3,284	255	255	2,000	-	(2,000)	PPE supplies
										Road flares \$900, OC spray replacement \$250, ET supplies \$4,750, Fingerprint station supplies \$200, Misc. vehicle replacment parts \$3000, ballistic vests \$850 each X 4 (half of vest reimbursed through grant), NIPAS Vest \$3500/Police Center replacement/upgrade \$2500, TASER Replacement and Cartridges, AED replacements/parts/Narcan and server upgrades (\$6k) and wireless controller upgrade
GENERAL - P	01-360-7022	POLICE - SMALL EQUIPMENT	16,830	19,285	19,448	21,000	21,000	21,000	-	
GENERAL - P	01-365-5981	DUI EXPENSE	13,641	6,193	357	500	20,000	20,000	-	Costs for squad upgrades to camera equipment
GENERAL - P	01-365-5982	NARCOTICS EXPENSE	-	-	3,675	4,000	1,000	3,000	2,000	
GENERAL - P	01-365-5983	SEIZED ASSET - EXPENSE	319	5,207	-	-	5,000	5,000	-	
	DEPT 360/65	TOTAL PUBLIC SAFETY	5,046,395	4,943,190	3,732,779	4,989,206	5,543,159	5,357,430	(185,729)	
GENERAL - R	01-370-4101	RETIREE HEALTH INSURANCE	37,013	51,133	70,479	72,000	48,000	56,500	8,500	Based on current health insurance premiums for retirees -100% reimbursed by retiree
GENERAL - R	01-370-5102	GRANT WRITER	18,000	21,000	18,000	18,000	18,000	18,900	900	In accordance with 3-year agreement, \$18k per year
GENERAL - R	01-370-5751	GASOLINE	7,202	6,123	6,143	5,000	7,500	6,000	(1,500)	Fire dept reimbursement is approximately \$1500 per qtr
GENERAL - N	01-380-5970	REFUNDS	(212)	(2,543)	-	-	1,000	1,000	-	
GENERAL - N	01-380-5975	SALES TAX REBATE	198,637	211,951	111,751	160,000	160,000	215,000	55,000	Estimate based on active incentive agreements
GENERAL - N	01-380-5999	MISCELLANEOUS EXPENSE	-	-	-	-	1,500	1,500	-	
GENERAL - G	01-390-5947	GRANT-POLICE TOBACCO EXPENSE	225	(105)	-		-		-	
GENERAL - D	01-400-6000	PRINCIPAL	150,000	160,000	165,000	165,000	165,000	170,000	5,000	Debt service requirement per repayment schedule
GENERAL - D	01-400-6010	INTEREST	35,785	28,973	22,034	22,034	22,284	15,145	(7,139)	Debt service requirement per repayment schedule
GENERAL - C	01-560-7020	EQUIPMENT - POLICE	1,150	-	2,370	-	17,000	15,000	(2,000)	New server (\$12k) plus annual license renewals, battery backup and phone system upgrade
GENERAL O-	01-600-8090	INTERFUND TRANSFER OUT	318,000	55,000	78,750	105,000	105,000	112,000	7,000	General Fund transfer for Parking Fund operations
	GENERAL	TOTAL OTHER	765,799	531,533	474,526	547,034	545,284	611,045	65,761	
	GENERAL	FUND 01 EXPENSES	8,673,020	8,330,363	6,429,487	8,439,760	9,299,473	9,308,403	8,930	
	GENERAL	FUND 01 NET	557,486	1,726,096	637,583	517,305	(978,073)	(33,502)	944,571	

To: Acting Mayor Dolick and City Council
Joe Wade, City Administrator

From: Peter P. Falcone, Assistant City Administrator

Subject: Video Gaming Terminal Fees

Date: February 24, 2022

Background:

The City of Prospect Heights has 15 establishments which offer video gaming to their patrons. Since the legalization of video gaming in Illinois, State law has restricted non-home rule communities, like Prospect Heights, to a maximum of an annual \$25.00 registration fee per video gaming terminal. This fee is to help municipalities recover expenses they experience related to video gaming. Our surrounding home rule neighboring communities are not bound by this fee restriction and charge considerably higher fees. Below is a summary of what our neighboring communities charge for video gaming registration fees:

City of Rolling Meadows	\$1,000.00 per gaming terminal
Village of Lake Zurich	\$ 500.00 per gaming terminal
Village of Mount Prospect	\$1,000.00 per gaming terminal
Village of Mundelein	\$1,000.00 per gaming terminal
Village of Niles	\$ 500.00 per gaming terminal
Village of Wheeling	\$1,000.00 per gaming terminal

Fiscal Impact:

With recent legislation passed in Springfield, non-home rule communities are now able to charge up to \$250.00 per video gaming terminal to recover expenses. The City's 15 establishments currently have 81 video gaming terminals which would equate to \$20,250 a year to the City.

Recommendation to Council:

Staff recommends Council approves Resolution R-22-03 increasing the annual fee for Video Gaming Terminals to \$250.00.

ORDINANCE NO. O-22-03
AN ORDINANCE AMENDING TITLE 2, CHAPTER 3, SECTION 9A: FEES FOR
VIDEO GAMING TERMINALS OF THE PROSPECT HEIGHTS CITY CODE

WHEREAS, the State of Illinois passed the Video Gaming Act, 230 ILCS 40/1, et seq., P.A. 96-34, effective July 13, 2009, permitting limited use of video gaming machines at particular premises within the State; and

WHEREAS, the City Council of the City of Prospect Heights finds that the City should amend the Code of the City of Prospect Heights to clarify that activity allowed under the Video Gaming Act is legal in the City of Prospect Heights.

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

Section 1. That Title 2: Business and License Regulations, Chapter 3, Liquor Control, Section 9A Fees for Video Gaming Terminals (2-3-9A), of the Prospect Heights City Code, as amended, is hereby further amended so that the following section shall be added and read as follows:

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

An annual fee for each video gaming terminal shall be \$250 per terminal which shall be paid to the City Clerk at the same time the fee for an application or renewal of the establishment's liquor license is due.

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED and APPROVED this ____ day of _____, 2022.

ATTEST:

Matthew Dolick, Acting Mayor

City Clerk

AYES: _____

NAYS: _____

ABSENT: _____

Published in pamphlet form: March 14, 2022

Resolution R-22-14

**A RESOLUTION ESTABLISHING AN ON-CALL LIST OF QUALIFIED PLANNING
CONSULTANTS AND AUTHORIZING AN AGREEMENT WITH
SELECTED PLANNING CONSULTANTS**

WHEREAS, the Building & Development Department for the City of Prospect Heights is responsible for administering the City's current and long range planning activities; and

WHEREAS, from time to time, the CITY requires additional professional planning services and technical expertise either acting as an extension of City staff, or as an independent technical consultant.

WHEREAS, in order to promptly and efficiently address planning needs of the CITY, an ON-Call Planning List of Qualified Planning Consultants is hereby established; and

WHEREAS, the CITY desires to enter into Agreements with Rolf Campbell Associates, SB Friedman Development Advisors, LLC and Teska & Associates as On-Call Planning Consultants; and

WHEREAS, the On-Call Planning List Agreement will be for a term of three years from date of passage.

Now Therefore, Be It Resolved by the City Council of the City of Prospect Heights, Illinois as follows:

Section 1: The City Council finds the above recitals are true and correct and incorporates the same as part of this resolution.

Section 2: The City Council hereby approves the agreements with Rolf Campbell Associates, SB Friedman Development Advisors, LLC, and Teska & Associates and hereby authorizes the City Administrator to execute associated documents.

Passed and Approved this ____ day of _____, 2022.

Matthew Dolick, Acting Mayor

Attest:

City Clerk

Ayes:

Nays:

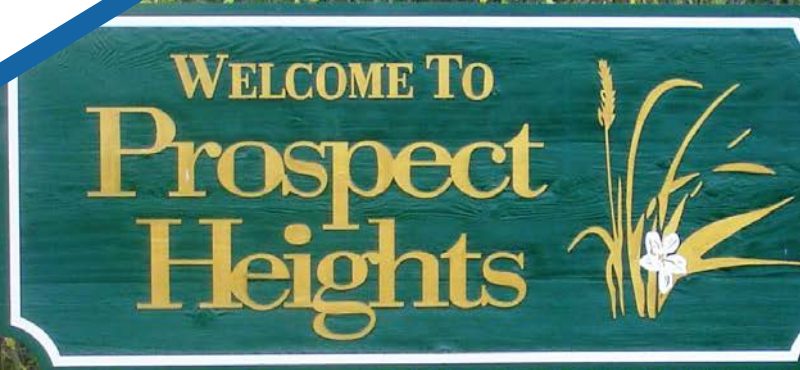
Absent:

CITY OF PROSPECT HEIGHTS, IL

REQUEST FOR PROPOSAL

On-Call Planning Services Consultant

January 21, 2022



SUBMITTED BY:





January 21, 2022

City of Prospect Heights
Attn: Daniel A. Peterson
Director of Building & Development Department
8 N. Elmhurst Road
Prospect Heights, Illinois 60070
dpeterson@prospect-heights.org

RE: PROFESSIONAL CONSULTING SERVICES FOR ON-CALL PLANNING SERVICES

Dear Mr. Peterson:

Rolf Campbell Associates (RCA) is pleased to submit this summary of qualifications and experience in response to Prospect Heights' Request for Qualifications for On-Call Planning Services. RCA is an established urban planning and landscape architecture firm in the Chicago metropolitan area with more than fifty (50) years of experience providing services to both public and private clients such as municipalities, school districts, park districts, and private clients such as developers, property owners, and land trusts.

With our longstanding commitment to our clients and the diverse communities they represent, Rolf Campbell Associates recognizes each community has a unique identity and requires an individualized approach. We understand how to interact seamlessly with Agency staff to meet requirements and deadlines. We understand the challenges and decisions that local agencies face on a daily basis, and we pride ourselves on developing innovative solutions to help accomplish planning goals. We believe our technical expertise, our agility, and our professionalism are well suited to provide service as a Prospect Heights consultant.

Rolf Campbell Associates look forward to the prospect of providing support for Prospect Heights planning activities. Please do not hesitate to contact me at kportillo@rolfcampbell.com or call me at (847) 325-7224 if you have any questions.

Sincerely,

Kate Portillo, AICP

A handwritten signature in black ink that reads "Kate Portillo".

Staff Planner



Table of Contents

Section I	Firm Background
Section II	Team Resumes
Section III	Relevant Project Experience
Section IV	References
Section V	Cost Proposal



Section I

FIRM BACKGROUND



Firm Overview

A Division of Manhard Consulting

Employees: 230

Clients: 6,000+

Chicagoland Locations

Lincolnshire, Illinois

Corporate Headquarters

Chicago, Illinois

Lombard, Illinois

All Offices Offer

Civil Engineering

Surveying

Community Planning

Environmental Studies

Landscape Architecture

Land Planning

Governmental Management

Primary Contact

Kate Portillo, Staff Planner

w: (847) 325-7224

C: (630) 605-6394

kportillo@rolfcampbell.com

Corporate Headquarters

One Overlook Point, Suite 290
Lincolnshire, Illinois 60069

(847) 634-0095

rolfcampbell.com

Company Profile

Established in 1970, Rolf C. Campbell & Associates (RCA) is a diversified consulting firm that unites the disciplines of community planning, site design, landscape architecture, geography/cartography, environmental studies, graphic design, and governmental management to address development, sustainability, and land use issues. RCA became a division of Manhard Consulting in 2010.

RCA presently represents seven municipalities in the Chicagoland area as planning and zoning consultants. This representation includes providing routine zoning and development reviews which frequently include specific reviews and recommendations with respect to Comprehensive Plans and Subarea Plans.

The experienced team at RCA in conjunction with Manhard Consulting offer planning, engineering and surveying solutions for a wide variety of projects ranging from land use planning and conceptual design to final engineering design and construction/program management. More than 100 land planners, professional engineers, professional land surveyors, landscape architects, and LEED-accredited professionals contribute to RCA and Manhard Consulting's success. RCA is able to provide local project teams that are backed by a nationwide network of resources. These teams are familiar with local codes, requirements, and procedures. Having a strong knowledge of each project area's conditions will help prevent bottlenecks, reduce costs, and accelerate project timelines. This knowledge, along with rigorous, internal QA/QC procedures, will help guarantee that your projects will receive the highest quality work in the most efficient and cost-effective way.

Our belief is that the planning process should consider the wide range of possibilities that are available to a municipality in developing its future. It is through our technical knowledge and experience that we are able to assist a municipality and its decision makers on focusing on those probable future outcomes that can feasibly occur within the short and long term time horizons.

Creating Memorable Places

Rolf Campbell Associates is an experienced consulting firm that unites the disciplines of community planning, zoning, site design, landscape architecture, economic development and governmental management to address growth, sustainability and land use issues. Whether aiding a village in creating its comprehensive plan, assisting in the development of commercial design concepts and guidelines or revitalizing downtowns, our team recognizes that each community has a unique identity and strives to create a “sense of place” with each project.

With its diverse experience, Rolf Campbell Associates has developed a reputation as a representative that meets the needs of the community while working with other stakeholders to achieve a successful outcome.



Services

- On-Site Staff Services, Including
 - Municipal Staff Support
 - On-Call Planning and Consulting
- Comprehensive , Corridor and Neighborhood Plans
- Park Design Plans
- Zoning and Development Code Regulations
- TIF District Studies
- Design and Development Guidelines
- Economic Development Studies
- School Enrollment Studies
- GIS Mapping
- Landscape Architecture Design and Installation Reviews
- Landscape Bidding and Supervision
- Native Landscape Design
- Sustainable Design and Green Infrastructure
- LEED Design
- Public Outreach and Education

Our team makes it their priority to provide creative solutions to the challenges and concerns of municipalities, townships, regional agencies, councils of governments, transportation authorities and special taxing districts such as school, park and fire protection districts.



Section II

TEAM RESUMES



Certification

AICP

Years of Experience

5 years

Education

Masters of Urban Planning & Policy,
University of Illinois at Chicago

B.S., Recreation, Park and Tourism
Administration, Western Illinois
University

Areas of Expertise

Municipal Planning

Site Assessment and Plan Review

Planning Design and Visualization

Comprehensive Planning

Professional Affiliations

American Planning Association (APA)

Women in Planning and Development

Kate Portillo, AICP

STAFF PLANNER

Ms. Portillo has recent professional planning experience in community development and planning research. With over 15 years of professional background in community-based programming and retail management, her commitment to positive community outcomes drives thoughtful, collaborative planning and design work. Her topical research has included residential infill development, downtown revitalization, transfer of development rights, short-term rentals, and adult-use cannabis business regulation. Her primary responsibilities have included: land use application review, code amendments, land use and zoning administration and approvals, geospatial visualization and design work, and plan document production.

Relevant Experience

Provided Municipal Planning and Development Consulting Services to:

- City of Aurora, IL
- Village of Round Lake Beach, IL
- Village of Green Oaks, IL
- Village of Wadsworth, IL
- Village of Hawthorn Woods, IL
- Village of Vernon Hills, IL
- Village of Lindenhurst, IL

Provided Planning Support for the following projects:

- Green Oaks Comprehensive Plan (2021) | Green Oaks, IL
- Round Lake Beach Comprehensive Plan (2020) | Round Lake Beach, IL



Certification

American Institute of Certified Planners (AICP)

Years of Experience

20 years

Education

Master of Urban Planning,
University of Illinois, Urbana-
Champaign

BA in Archaeology, Florida State
University

Network of European and United
States Urban and Regional Studies
Fellowship, Rijksuniversiteit
Groningen, Groningen, The
Netherlands

Areas of Expertise

Statistics and Data Science

Comprehensive Planning

Corridor Planning

Neighborhood Planning

Zoning Administration

TIF District Review Studies

Economic Impact Statements

Expert Testimony

GIS Analysis

Professional Affiliations

American Planning Association

Jeremiah Yaksavich, AICP

SENIOR PLANNER

Mr. Yeksavich has 20 years of community planning experience. His primary activities and responsibilities have included: working with numerous communities in the completion of Comprehensive, Corridor and Neighborhood Plans; economic development planning and TIF District reviews and administration; economic, statistical, and data science analysis of developments and demographics; zoning administration and research; planning and zoning reviews for residential, commercial, industrial and mixed-use developments; expert testimony before zoning boards, plan commissions, city councils/village boards, and trial courts; and management and creation of GIS databases and mapping products. The range of his past projects have included developing real estate fiscal impact statements for projects valued at nearly \$750 million; developing demographic school enrollment forecasts to support \$60 million facilities bond referendums; acting as the principal planner on over 20 adopted Comprehensive, Corridor, and Neighborhood Plans; and being admitted as an expert witness before the Cook County and Lake County circuit courts on planning, zoning, and TIF district matters.

Relevant Experience

TIF Districts Approvals and Administration:

- Village of Green Oaks Redevelopment Project Area 1: Rondout Area
With over \$2 million in annual incremental revenues.
- Village of Wauconda Redevelopment Project Area 1: Triangle Area
With over \$200,000 in annual incremental revenues.

Current and Past Municipal Planning and Zoning Consulting Services Clients:

- Village of Beach Park, IL
- Village of Fox River Grove, IL
- Village of Green Oaks, IL
- Village of Hainesville, IL
- Village of Hawthorn Woods, IL
- Village of Lake Zurich
- Village of Lisle, IL
- Village of Niles, IL
- Village of Olympia Fields, IL
- Village of Pingree Grove, IL
- Village of Round Lake, IL
- Village of Round Lake Beach, IL
- Village of Vernon Hills, IL
- Village of Wauconda, IL
- Village of Volo, IL

Current and Past School District Planning and Demographic Consulting Services Clients:

- Community Consolidated School District 46 (Grayslake/Hainesville Area)
- Mundelein High School District 120
- Northbrook School District 28
- Grant High School District 124
- Kildeer Countryside School District 96



Years of Experience

13 years

Registration

Illinois RLA #157-001632

Education

Bachelor of Landscape
Architecture, Specialization in
Design, Oklahoma State University

Professional Affiliations

American Society of Landscape
Architects

J. Bradley Dethloff

LANDSCAPE ARCHITECT

Mr. Dethloff has over 13 years of professional experience in landscape designing and planning. His primary responsibilities have included: assisting public and private clients in a variety of medium including AutoCAD, PhotoShop, PowerPoint, GIS, and hand-drawn graphics; landscape design of suburban and urban projects; review of landscape plans submitted to municipalities for approval; reviewing site inventory of installed landscape material; assist in Comprehensive and Streetscape Plans for municipalities; inspecting sites for stormwater and erosion control management; attending ASLA Annual Meetings and seminars related to Landscape Architecture.

Relevant Experience

Civic Center Landscape Plan

ROUND LAKE BEACH, ILLINOIS

Water Reclamation Facility Landscape Plan

WAUCONDA, ILLINOIS

Volo Village Hall and Park Site Landscape Plan

VOLO, ILLINOIS

Hawthorn Woods Comprehensive Plan

HAWTHORN WOODS, ILLINOIS

Mastercard International Landscape Plan and Site Inventory Inspection

VOLO, ILLINOIS

Mill Street Landscape Plan

WAUCONDA, ILLINOIS

Wauconda Comprehensive Plan

WAUCONDA, ILLINOIS

Grande Reserve North Landscape Plan

YORKVILLE, ILLINOIS

Stormwater and Erosion Control Inspector

LAKE BLUFF, ILLINOIS

Aspen Drive North and South Site Concept Plans

VERNON HILLS, ILLINOIS

Walmart Landscape Plans

VARIOUS MUNICIPALITIES ILLINOIS AND INDIANA

AMLI River North Landscape Plan

CHICAGO, ILLINOIS

Walgreens Landscape Plan

SKOKIE, ILLINOIS



Section III

RELEVANT PROJECT EXPERIENCE



RELEVANT PROJECT EXPERIENCE

Village of Round Lake Beach, IL

Staff Augmentation Services: 2001 to present

Cost Estimate: Staff Augmentation provided according to approved hourly rate schedule. Most individual activities have been billed in the range of \$2,000 to \$5,000, with project cost being based on the scope and length of services.

Working for the Village of Round Lake Beach, Rolf Campbell Associates has provided in-house planning services that have included; site plan review, staff reports, creation of Village Maps, zoning administration including special use permits and variances, PUD review, zoning amendment updates, grant proposal assistance, Lake Overlay District (2007), Sidewalk Plan (2013), Cedar Lake Corridor Study (2017), Orchard Road TIF Plan (2017), Comprehensive Plan Updates (2008, 2013, 2020), Solar Zoning Regulations (2018), and Blight Reduction Program assistance.

Village of Wadsworth, IL

Staff Augmentation Services: 2006 to present

Cost Estimate: Most individual activities have been billed in the range of \$2,000 to \$5,000, with project cost being based on the scope and length of services.

Working for the Village of Wadsworth, Rolf Campbell Associates has provided in-house planning services that have included; site development review, PUD review, zoning amendment updates, a 2010 Wind Energy Ordinance, and the 2014 Comprehensive Plan update.

Village of Pingree Grove, IL

Staff Augmentation Services: 2006 to 2020

Cost Estimate: Have ranged from \$500 for such activities as producing a zoning map or simple site plan review to \$5,000 for such activities such as a Planned Unit Development, annexation process/ agreement, or Renewable Energy ordinance.

Working for the Village of Pingree Grove, Rolf Campbell Associates has provided in-house planning services that have included: site plan review, creation of Village maps, zoning administration and variances, composing multiple ordinances and guiding the process of adoption including a subdivision ordinance, a traffic ordinance, a mailbox ordinance, and a renewable energy ordinance, TIF establishment and implementation, property annexations, review and adoption of multiple PUD reviews (Elgin Die Mold, Mas Supply), technical assistance with the Affordable Housing Plan, variances, and park planning.

RCA Provided Municipal Planning and Development Consulting Services to:

- Cook County
- DuPage County
- Village of Beach Park
- Village of Fox River Grove
- Village of Gurnee
- Village of Hainesville
- Village of Hawthorn Woods
- Village of Hinsdale
- Village of Lake Zurich
- City of North Chicago
- Village of Old Mill Creek
- Village of Olympia Fields
- Village of Port Barrington
- Village of Pingree Grove
- Village of Round Lake
- Village of Round Lake Beach
- Village of Round Lake Park
- Village of Lindenhurst
- Village of Vernon Hills
- Village of Volo
- Village of Wauconda
- Village of Deerfield
- Village of Mount Prospect
- Village of Arlington Heights
- City of Crest Hill
- City of Des Plaines



Section IV

REFERENCES



References

Village of Green Oaks, Illinois

Denise Kafkis, Village Administrator

(847) 362-5363

Denise.kafkis@greenoaks.org

Village of Round Lake Beach, Illinois

Scott Nickles, Mayor

(847) 546-2351

mayornickles@roundlakebeachil.gov

Village of Hawthorn Woods, Illinois

Donna Lobaito, Village Administrator

(847) 438-5500

dlobaito@vhw.org



Section V

PROPOSED FEE



Fee Proposal

Schedule of Hourly Rates - On-Call Planning Services For the City of Prospect Heights

STAFF PLANNER III	\$128
LANDSCAPE ARCHITECT	\$125
SENIOR PLANNER III	\$165





VISION
ECONOMICS
STRATEGY
FINANCE
IMPLEMENTATION



THE CITY OF PROSPECT HEIGHTS REQUEST FOR PROPOSALS: ON-CALL PLANNING SERVICES

DEADLINE: JANUARY 21, 2022, 4:00 PM CT

TABLE OF CONTENTS

The City of Prospect Heights **RFP: ON-CALL PLANNING SERVICES**

- COVER LETTER**
- 1 FIRM PROFILE**
- 2 QUALIFICATIONS OF KEY PERSONNEL**
- 3 RELEVANT PROJECT EXPERIENCE**
- 4 REFERENCES**
- 5 COST PROPOSAL**

SB FRIEDMAN DEVELOPMENT ADVISORS

221 North LaSalle Street, Suite 820
Chicago, IL 60601-1317
T: (312) 424-4250
E: gdickinson@sbfriedman.com
sbfriedman.com

COVER LETTER

January 21, 2022

Daniel A. Peterson
Director
City of Prospect Heights
Building & Development Department
8 N. Elmhurst Rd.
Prospect Heights, IL 60070
dpeterson@prospect-heights.org

Re: RFP: On-Call Planning Services

Dear Mr. Peterson:

SB Friedman Development Advisors, LLC (SB Friedman) is pleased to present our qualifications to provide on-call planning services for the City of Prospect Heights (the "City").

Our firm is in its 32nd year of operation, and has assisted hundreds of public, private and non-profit clients nationally in their current and long-range planning activities. We are noted for:

- » Our expertise in market and economic analysis related to a wide variety of development types; we have completed hundreds of such analyses, either as part of planning processes or standalone, throughout the country.
- » Our experience in formulating plans for diverse geographic scales from site redevelopment to comprehensive plans.
- » Researching and analyzing various urban economic issues to inform public policy and decision-making.
- » Leveraging our expertise in development finance and public-private partnerships to develop strategies, policies and programs that are grounded in economic realities.

Our extensive experience in working on development projects from the vision to the deal allows us to guide "fact-based visioning" processes that lead to successful market-informed plans.

We appreciate the opportunity to present our qualifications and are eager to work with the City to help reach your goals. Please do not hesitate to contact me with any questions.

Sincerely,



Geoff Dickinson, AICP
Senior Vice President
(312) 384-2404, gdickinson@sbfriedman.com

1 FIRM PROFILE

SB Friedman Development Advisors, LLC (SB Friedman) is a Chicago-based firm specializing in planning, real estate, community development, and public-private finance. Founded in 1990, we work closely with our clients to:

- » Evaluate development potential;
- » Project market and financial feasibility;
- » Identify innovative public-private development solutions; and
- » Prepare implementable development strategies and policies.

Our firm is in its 32nd year of operation, and has assisted hundreds of public, private and non-profit clients in various planning and economic development efforts. We provide both strategic and technical services in such areas as:

- | | |
|--|--|
| » Market analysis | » Tax increment financing (TIF) and special taxing districts |
| » Development strategy and planning | » New Markets Tax Credits (NMTC) |
| » Housing needs analysis and affordability strategies | » Value capture and infrastructure finance |
| » Real estate financial feasibility | » Fiscal and economic impact analysis |
| » Gap financing and “but for” underwriting | » Economic development and policy studies |
| » Public-private partnership structuring and negotiation support | » Developer recruitment and selection |

We collaborate with planning and design firms to identify economically feasible uses for a development program and provide guidance on pre-development actions, development partnerships, financing sources, special districts, and other tools to implement the plan. Our unique expertise has been applied to comprehensive and subarea/downtown plans, transit-oriented development, site redevelopment, walkable mixed-use projects, and broad implementation strategies.

THOUGHT LEADERS IN ECONOMIC DEVELOPMENT

Our firm’s senior leadership are thought leaders in the field and have assisted in advancing the practice of real estate consulting, strategic development and public-private partnerships through numerous publications and speaking engagements, as well as their work as consultants.

SB Friedman is actively involved in the American Planning Association (APA) at the local, state and national levels. Firm president Steve Friedman is in the College of Fellows of the American Institute of Certified Planners (FAICP), and several of our professional staff are certified as AICP (American Institute of Certified Planners). Senior Vice President Geoff Dickinson has been a member of the Illinois Tax Increment Association (ITIA) for over eight years and is currently on the board. SB Friedman has also long been a proponent of best practices in public-private development finance. We are an active national member of the Council of Development Finance Agencies (CDFA) and the Urban Land Institute (ULI) Public-Private Partnership Council.

Our involvement in these and other organizations builds upon Steve Friedman’s authorship of articles on these topics dating as far back as 1995. Steve served as the primary editor of “Successful Public-Private Partnerships: From Principles to Practice”, a publication from ULI, and authored sections along with other Council members. Additionally, Geoff Dickinson and Vice President Lance Dorn authored “Constructing Effective Public-Private Partnerships” for the APA.

OUR MISSION IS TO HELP OUR CLIENTS CREATE EQUITABLE, RESILIENT AND WELL-DESIGNED COMMUNITIES THROUGH THE PRACTICE OF REAL ESTATE ECONOMICS, DEVELOPMENT FINANCE AND URBAN PLANNING.

As a mission-driven firm, SB Friedman believes in:

- » Rigorous, objective analysis that allows our clients to make informed decisions and achieve ambitious goals;
- » Fair and judicious use of public resources to support publicly beneficial development outcomes; and
- » Inclusive development that supports social equity, economic mobility, sustainability, economic revitalization, multi-modal transportation, and quality urban design.

For more information about our firm’s qualifications, please visit: sbfriedman.com.

FIRM EXPERTISE

RIGOROUS APPROACH TO MARKET ANALYSIS

SB Friedman brings a unique approach to market analysis due to our extensive experience in working on the entire predevelopment process from the vision to the deal. This experience allows us to function as a “proxy developer,” guiding a planning process that results in projects that get built. The end product of our analysis is a market-informed development program that identifies what a developer can realistically build on a site. Our forecast of market potential is based on a rigorous analysis that includes:

- » Detailed assessment of fundamental study area attributes in terms of multi-modal transportation access, visibility and unique local market context;
- » Data-driven assessment of both the supply and demand sides of the market for each land use;
- » Interviews with the real estate development community, stakeholders and local industry experts;
- » Tracking of evolving market trends, including changing demographics, the rise of e-commerce, increasing preferences for more experiential retail and services, and growth of entrepreneurship, and the implications of these forces on real estate markets; and
- » Developing market recommendations and strategies that draw on over 40 years of experience in real estate financial analysis and public-private deal structuring.

Our firm is recognized for truly understanding both the public and private perspectives on development issues. We have expertise in market and economic analysis related to a wide variety of development types, including residential (both market rate and affordable), retail, office, entertainment, senior housing, mixed-use facilities, industrial, and research and development facilities. We analyze real estate market trends, competitive position, market niche and concept, absorption and pricing, development conditions, physical requirements, configuration and integration of uses and users, and tenant mix and leasing parameters. Particular attention is paid to the demographic and economic changes underlying market demand.

EXTENSIVE EXPERIENCE STRUCTURING PUBLIC-PRIVATE PARTNERSHIPS & PROVIDING TRANSACTION SUPPORT

SB Friedman has served as analyst and advisor for \$4.9 billion of public funds that were part of over \$27.5 billion in development projects over the past 12 years. We have extensive experience with a wide range of public finance tools including NMTC, Tax Increment Financing, special district financing, Low Income Housing Tax Credits, Historic Tax Credits, Property Assessed Clean Energy financing, value capture revenues, state and federal housing funding sources, philanthropic grants, and other elements of the layered capital stack typical of many projects. Reflecting our role, SB Friedman is registered with the Municipal Securities Rulemaking Board as a Municipal Advisor. The breadth of our experience allows us to understand the key aspects of feasibility for comprehensive plans and individual projects, providing the basis for an evaluation of the reality and readiness of proposed projects, and identifying key project components or assumptions that may impact financial feasibility.

2 QUALIFICATIONS OF KEY PERSONNEL

QUALIFICATIONS OF KEY PERSONNEL

SB Friedman maintains a highly-trained professional team of 29, including two marketing and two administrative personnel. All of our professional planning staff regularly perform a range of economic development analysis and advisory services, providing the firm substantial capacity to respond to tight deadlines and challenging assignments. Below are summary bios of the key individuals who are anticipated to work on projects under this contract. Detailed resumes follow.

GEOFF DICKINSON, AICP – Senior Vice President

Geoff is a real estate and economic development advisor with expertise in market and financial feasibility, economic development strategy, public-private finance partnerships, special taxing district establishment, and project implementation advisory services. He has provided strategic development advisory and TIF consulting services to the Village of Mount Prospect, Illinois, as it seeks to facilitate redevelopment downtown, in an industrial district, and on a major commercial corridor. He has also led market analyses for multiple land uses in support of comprehensive plan updates in Roselle, Illinois, and Sarpy County, Nebraska. Geoff is registered with the MSRB as a Series-50 Qualified Municipal Advisor Representative.

RANADIP BOSE, AICP – Senior Vice President

Ranadip is a real estate development advisor dedicated to the creation of inclusive, high-quality urban environments. He brings expertise in market analysis and redevelopment strategies, as well as the analysis of impacts of transportation improvements on land use. His experience includes leading numerous market analyses as part of comprehensive, corridor and area plans throughout Illinois, including a market analysis and land use strategy for CMAP that focused on the proposed IL-53/Route 120 corridor. Additionally, he has led several market analyses and played a key role in crafting affordability strategies as part of FTA TOD projects nationwide.

FRAN LEFOR ROOD, AICP – Senior Vice President

Fran offers customized development advisory services grounded in her understanding of real estate markets and extensive experience in guiding clients to reach their development and community goals. Her experience includes leading numerous market analyses to evaluate residential mix and future potential, as well as potential for other land uses as part of comprehensive plan updates for multiple communities, including Libertyville and Winnetka, Illinois. She has also led citywide housing needs analyses in Naperville, Illinois, and Wauwatosa, Wisconsin. Fran is a Series-50 Qualified Municipal Advisor Representative.

LANCE DORN – Vice President

Lance specializes in market and financial feasibility analysis, redevelopment strategy, and public-private partnership finance. He regularly advises public and private sector clients regarding highest and best use, the location of catalytic projects, and implementation strategies to achieve development goals. His experience includes preparing a downtown redevelopment strategy and providing development advisory and developer solicitation services in Midland, MI, and evaluating the market potential for commercial and industrial uses adjacent to three interchanges in Northern Illinois on behalf of the Region 1 Planning Council.

CAITLIN JOHNSON, AICP – Project Manager

Caitlin has a background in community and economic development, public-private development finance, and urban planning. She is a market analysis specialist with experience in providing market analysis and development forecasts for comprehensive and master plans in communities throughout the Midwest, including Libertyville, Mundelein, Roselle and New Lenox, Illinois. She has also prepared a retail market analysis for the 106-acre Old Lake County Fairgrounds site in Grayslake, Illinois, and conducted a market analysis to help create a visionary and implementable plan that included a transit-supportive and walkable environment in Schaumburg, Illinois.

CAREN KAY, AICP – Project Manager

Caren specializes in urban economics, land use planning and real estate development. Her experience at SB Friedman includes conducting several residential and retail market analyses as part of comprehensive plans for municipalities in Illinois. She has also conducted market assessments for three Urban Renewal Areas in Boise, Idaho, analyzed market conditions along a BRT corridor as part of a TOD plan in the Charleston region, and managed an analysis of socioeconomic characteristics and a housing study for the City of Sun Prairie, Wisconsin.



GEOFF DICKINSON, AICP

SENIOR VICE PRESIDENT

Geoff is a real estate and economic development advisor with expertise in market and financial feasibility, economic development strategy, public-private finance partnerships, special taxing district establishment, and project implementation advisory services. He has provided strategic development advisory and TIF consulting services to the Village of Mount Prospect, Illinois, as it seeks to facilitate redevelopment downtown, in an industrial district, and on a major commercial corridor. He has also led market analyses for multiple land uses in support of comprehensive plan updates in Roselle, Illinois, and Sarpy County, Nebraska. Geoff is registered with the MSRB as a Series-50 Qualified Municipal Advisor Representative.

EDUCATION

Master of Urban Planning, University of Michigan

Bachelor of Arts Degree in History, Northwestern University

PROFESSIONAL/CIVIC ORGANIZATIONS

American Planning Association (APA) / American Institute of Certified Planners (AICP) (Florida & Illinois Chapters)

Florida City and County Management Association (FCCMA)

Illinois City / County Management Association (ILCMA)

Illinois Tax Increment Association (ITIA) (Board Member)

Lambda Alpha International- Ely Chapter

SELECT PUBLICATIONS

2017, "Constructing Effective Public-Private Partnerships" (with L. Dorn), American Planning Association PAS Memo

2016, "Reviewing a Deal: Finding the Right Size and Structure" (with L. Dorn), ILCMA Newsletter

SELECT PRESENTATIONS

"TIF Legal & Procedural Nuts & Bolts" (CDFA TIF Webcourse, 2019)

"Public-Private Partnerships and Economic Development Tools" (Chicago Bar Association, 2018)

"Beyond TIF: Economic Development Tools and Strategies" (ILCMA Metro Luncheon, 2017)

"Reinventing Resource-Rich Midwestern Cities" (APA National Conference, 2016)

PROJECT EXPERIENCE

Downtown and Corridor Development Advisory Services • Mount Prospect, IL
Provided strategic development advisory and TIF consulting services to the Village of Mount Prospect as it seeks to facilitate redevelopment downtown, in an industrial district, and in a commercial corridor

Updated Comprehensive Plan • Roselle, IL
Conducted a market analysis for multiple real estate products as part of an updated comprehensive plan for the Village of Roselle, Illinois

Economic Development and Land Use Master Plan • Matteson, IL
Prepared an economic development and land use master plan for a commercial corridor in Matteson

Updated Comprehensive Plan • Sarpy County, NE
Directed a market analysis for office and industrial uses as part of a comprehensive plan update for Sarpy County, Nebraska

Downtown and Riverfront Destination Strategy • Rock Falls, IL
Conducted a strategic assessment of downtown and riverfront destination development opportunities, including office, retail and residential uses, as part of a master plan update

Corridor Transportation Study & Economic Development Strategy • Rockford, IL
Led a study to assess the retail, medical office and industrial markets within the 11th Street Corridor in Rockford to support the City in developing a transportation study and economic development strategy

Comprehensive Plan Update • Clearwater, FL
Leading a residential market analysis to inform affordable housing policies and strategies, as part of the Housing Element of the city's Comprehensive Plan update

Downtown Master Plan • Manitowoc, WI
Led market assessments to inform a master plan's apartment, office and retail development potential in downtown Manitowoc

West Broadway Corridor Plan • Council Bluffs, IA
Assisted in creating a development plan in Council Bluffs, Iowa that took advantage of the West Broadway Corridor's strategic assets; assessed market conditions and identified redevelopment opportunity sites

Market District Master Plan • Des Moines, IA
Led a market assessment and financial feasibility analyses to inform the development program and plan for the Market District neighborhood

Urban Renewal District Designation & Development Advisory Services • Boise, ID
Directed market assessments for various uses and economic feasibility studies as part of the Urban Renewal District designation process for multiple study areas in Boise, Idaho



RANADIP BOSE, AICP

SENIOR VICE PRESIDENT

Ranadip is a real estate development advisor dedicated to the creation of inclusive, high-quality urban environments. He brings expertise in market analysis and redevelopment strategies, as well as the analysis of impacts of transportation improvements on land use. His experience includes leading numerous market analyses as part of comprehensive, corridor and area plans throughout Illinois, including a market analysis and land use strategy for CMAP that focused on the proposed IL-53/Route 120 corridor. Additionally, he has led several market analyses and played a key role in crafting affordability strategies as part of FTA TOD projects nationwide.

EDUCATION

Master's in Urban and Regional Planning,
University of Illinois at Urbana-Champaign

Bachelor's degree in Architecture with
honors, Jadavpur University, India

PROFESSIONAL/CIVIC ORGANIZATIONS

American Planning Association (APA) /
American Institute of Certified Planners
(AICP)

Lambda Alpha International- Ely Chapter

Urban Land Institute (ULI)-Public-Private
Partnerships Product Council

SELECT PUBLICATIONS

2019, "The Nexus Between Land Use and
Fiscal Balance" (with F. Rood), American
Planning Association (APA) Zoning Practice

2012, "Emerging Suburban Development
Issues" (with S. Friedman & G. Dickinson),
ILCMA Newsletter

2009, Section on "Market Analysis,"
Advanced Tax Increment Reference Guide
for the Council of Development Finance
Agencies (CDFA)

SELECT PRESENTATIONS

"Benefiting from a Changing Economy"
(Chicago Metropolitan Agency for Planning
Forum, 2019)

"Chicago's Next Hot Neighborhood –
Lessons from the Morgan Green Line Stop"
(ULI, 2017)

"Making the Case for Mixed-Use Sub-
Urbanism" (APA National Conference, 2017)

"The 'Buildable' Comp Plan: A New
Paradigm for the 21st Century" (APA IL
Conference, 2016)

PROJECT EXPERIENCE

Comprehensive Plan Update • Mundelein, IL

Analyzed demographic trends and conducted a market analysis for retail, residential and industrial products as part of an updated comprehensive plan

Comprehensive Plan Update • New Lenox, IL

Led market and fiscal analyses as part of a comprehensive plan update

Comprehensive Plan Update • Waukegan, IL

Led a market analysis for residential, retail, office and industrial uses as part of a comprehensive plan update; also identified key redevelopment areas and implementation strategies

Comprehensive Plan Update • Monee, IL

Led the analysis of the spatial distribution of transportation and logistics superclusters in Will County and evaluation of market area housing stock to support a Village comprehensive plan update

Comprehensive Plan Update • Oswego, IL

Led a residential and retail market analysis as part of a comprehensive plan update for the Village of Oswego

90 District North East Development Advisory Services • Schaumburg, IL

Provided market-driven insight and analysis to help the Village of Schaumburg create a visionary and implementable plan that included a transit-supportive and walkable environment on a former Motorola headquarters site

Bronzeville Lakefront Developer Review and Deal Structuring • Chicago, IL

Leading the analysis of redevelopment scenarios for the former Michael Reese Hospital site in Chicago; assisted in structuring a public-private partnership to support redevelopment

Des Plaines Downtown Market Analysis • Des Plaines, IL

Conducted a market assessment focusing on downtown retail and housing in Des Plaines; analyzed the existing downtown housing stock and projected future demand based on changing demographics

South Holland Market Analysis • South Holland, IL

Managed a market analysis to help guide the work of Chicago Metropolitan Agency for Planning (CMAP) with the Village of South Holland to create a comprehensive plan

CMAP Illinois 53/Route 120 Corridor Land Use Strategy • Chicago region, IL

Led a market analysis and development forecasts for all major land uses for CMAP that focused on the proposed IL-53/Route 120 corridor, which overlaps 18 Lake County communities

Village of Volo Market Assessment • Volo, IL

Led a market assessment of retail, office, industrial and residential land uses for the Village of Volo for undeveloped land and in potential annexation areas identified in the Village's comprehensive plan



FRAN LEFOR ROOD, AICP

SENIOR VICE PRESIDENT

Fran offers customized development advisory services grounded in her understanding of real estate markets and extensive experience in guiding clients to reach their development and community goals. Her experience includes leading numerous market analyses to evaluate residential mix and future potential, as well as potential for other land uses as part of comprehensive plan updates for multiple communities, including Libertyville and Winnetka, Illinois. She has also led citywide housing needs analyses in Naperville, Illinois, and Wauwatosa, Wisconsin. Fran is a Series-50 Qualified Municipal Advisor Representative.

EDUCATION

Master in Urban Planning and Policy,
University of Illinois at Chicago

Bachelor of Arts in Public Policy, University
of Chicago

PROFESSIONAL/CIVIC ORGANIZATIONS

American Planning Association/American
Institute of Certified Planners (AICP)

Council of Development Finance Agencies

Illinois Housing Council

Illinois Tax Increment Association

Lambda Alpha International-Ely Chapter

SELECT PUBLICATIONS

2019, "The Nexus Between Land Use and
Fiscal Balance" (with R. Bose), American
Planning Association (APA) Zoning Practice

2015, "Will There Be a Resurgence of
Development in 2015," ILCMA Newsletter

2014, "(Re-) Development Strategy: The
Bridge from Goals to Implementation"
(with S. Friedman & G. Dickinson), ILCMA
Newsletter

SELECT PRESENTATIONS

"Future of Housing Trends and the Housing
Market: Housing Affordability and Mixed
Housing Strategies" (IL Financial Forecast
Forum, 2021)

"Financial Feasibility Analysis & Deal
Structuring" (CDFA Summer School, 2019)

"Undertaking Transformative Projects" (ITIA
Conference, 2017)

"Making a Good Deal: Financial Gap
Analysis and Deal Terms" (APA IL
Conference, 2017)

PROJECT EXPERIENCE

Comprehensive Plan Update • Libertyville, IL

Led a market analysis for Libertyville as part of a comprehensive plan update

Comprehensive Plan Update • Winnetka, IL

Currently leading a market analysis and housing strategy for the Village of Winnetka as part of a comprehensive plan update

Strategic Downtown Master Plan • Davenport, IA

Led market and economic assessment for riverfront downtown master plan, including identifying policies and strategies for implementation; worked with team to prepare redevelopment concepts and public realm improvements to support vision

Market Studies • Round Lake Beach, IL

Led a detailed supply analysis of existing housing stock in the Village of Round Lake Beach and Lake County and projected future demand for residential, office, and retail to aid in identifying market-supportable uses for two important vacant sites

Triangle Area Market Assessment • Wauconda, IL

Led a market analysis for potential retail, senior-oriented multifamily residential and flexible employment uses on underutilized land within the Village

CMAP IL 53/Route 120 Corridor Land Use Strategy • Lake County, IL

Conducted the market analysis component of the land use planning effort that focused on the proposed IL-53/Route 120 corridor, which overlaps 18 Lake County communities

Citywide Housing Needs Assessment and Implementation Toolkit • Naperville, IL

Conducted data-driven assessment to determine if existing housing stock met current and projected needs; identified programs and policies to address housing issues

Housing Policy & Action Plan • Wauwatosa, WI

Led preparation of citywide housing plan and policy to leverage opportunities and address identified housing challenges

Chastain Road Livable Centers Initiative Market Study • Cobb County, GA

Conducted a market assessment and opportunity sites analysis to assist in the creation of a redevelopment strategy for a commercial corridor in Cobb County, Georgia

Waterfront Holland Implementation • Holland, MI

Led the development of an implementation strategy for the Waterfront Holland Vision Plan; carrying out the City's preferred strategy by conducting a developer solicitation to support the redevelopment of key City-owned waterfront parcels

Michigan Baseball Foundation (MBF) Development Advisory Services • Midland, MI

Led an ongoing downtown revitalization project for MBF/Momentum Midland - services include market analysis (residential, office, retail, hotel), development strategy, financial feasibility and funding analyses, and developer solicitation



LANCE DORN

VICE PRESIDENT

Lance specializes in market and financial feasibility analysis, redevelopment strategy, and public-private partnership finance. He regularly advises public and private sector clients regarding highest and best use, the location of catalytic projects, and implementation strategies to achieve development goals. His experience includes preparing a downtown redevelopment strategy and providing development advisory and developer solicitation services in Midland, MI, and evaluating the market potential for commercial and industrial uses adjacent to three interchanges in Northern Illinois on behalf of the Region 1 Planning Council.

EDUCATION

Master of Real Estate Development,
University of Maryland

Graduate Certificate, Urban Geographic
Information Systems, University of
Wisconsin-Milwaukee

Bachelor of Arts, with an emphasis
in Urban Development, Urban Planning
and Real Estate, University of Wisconsin-
Milwaukee

PROFESSIONAL/CIVIC ORGANIZATIONS

Chicago Central Area Committee

Urban Land Institute (ULI), ULI Chicago
Product Councils

Urban Land Institute, Building a More
Equitable and Resilient Chicago Region,
Steering Committee

SELECT PUBLICATIONS

2019, "My Community Has
Adopted a Development Plan – What's
Next?" ILCMA Newsletter

2017, "Constructing Effective Public-Private
Partnerships" (with G. Dickinson) American
Planning Association PAS Memo

2016, "Reviewing a Deal: Finding the Right
Size and Structure" (with G. Dickinson),
ILCMA Newsletter

SELECT PRESENTATIONS

"Return on Investment," (Illinois Tax
Increment Association, Fall Conference,
2021)

"Financial Gap Analysis and Deal Making"
(UIC CUPPA Deal Making and Negotiation
Analysis Course, Spring 2019)

"Public-Private Partnerships for Development
– Best Practices" with S. Friedman, (Lorman
Education Services, April 2018)

PROJECT EXPERIENCE

Kinzie Avenue & Broadway Corridors Redevelopment Plan • Bradley, IL

Led a community planning effort to identify market and financially feasible redevelopment opportunities along two corridors in Bradley, Illinois; also assisting with the redevelopment of two Village-owned retail properties at an underutilized regional mall

Hospital Site Redevelopment Plan • Bloomington, IN

Worked as part of a larger master planning team to evaluate the market potential for residential and retail uses on this catalytic site near Indiana University; following adoption of the plan, led a financial analysis to inform the City's redevelopment strategy

Region 1 Interchange Development Feasibility Study • Northern Illinois

Evaluated the market potential for commercial and industrial uses adjacent to specific interchanges, and undertook a cost-benefit analysis to evaluate whether tax revenues from development could offset the cost of new infrastructure

Village Center Development Advisory Services • Hanover Park, IL

Leading an effort to define a market-supportable development program and solicit developers for a key site that will anchor the TOD area

Momentum Midland Downtown Redevelopment Advisory Services • Midland, MI

Prepared a downtown redevelopment strategy and provided development advisory and developer solicitation services in Midland, Michigan

Redevelopment Strategy • Sanford, MI

Currently assisting the Village of Sanford by preparing a market-driven strategy to redevelop the rural community following a devastating flood in 2020

North Central Crossing Market Study • Clarksburg, WV

Evaluated the market potential for retail and industrial uses, and associated employment impacts, on a catalytic development site in Clarksburg, West Virginia

S. Division Corridor Plan Market Analysis & Anti-Displacement Strategy • Grand Rapids, MI

Evaluated the market potential for commercial uses and assisted in preparing equitable retail and residential redevelopment strategies for the corridor

Citywide Housing Needs Assessment and Implementation Toolkit • Naperville, IL

Evaluated whether the City of Naperville's existing housing stock meets current and projected needs, identified housing related issues and unmet needs, and identified programs and policies to address housing issues

Citywide Comprehensive Housing Study & Needs Analysis • Wauwatosa, WI

Prepared a citywide residential market assessment to identify key housing issues facing the City of Wauwatosa, Wisconsin

Equitable Growth through TOD Study • Milwaukee, WI

Analyzed the financial feasibility of redeveloping sites along a proposed extension of the Milwaukee Streetcar and evaluated programs and policies to facilitate equitable redevelopment



CAITLIN JOHNSON, AICP

PROJECT MANAGER

Caitlin has a background in community and economic development, public-private development finance, and urban planning. She is a market analysis specialist with experience in providing market analysis and development forecasts for comprehensive and master plans in communities throughout the Midwest, including Libertyville, Mundelein, Roselle and New Lenox, Illinois. She has also prepared a retail market analysis for the 106-acre Old Lake County Fairgrounds site in Grayslake, Illinois, and conducted a market analysis to help create a visionary and implementable plan that included a transit-supportive and walkable environment in Schaumburg, Illinois.

EDUCATION

Master of Science in City Design and Social Science, London School of Economics

Master of Business and Master of Arts in Community Development and Planning, Clark University

Bachelor of Arts in Economics, Wheaton College (MA)

PROFESSIONAL/CIVIC ORGANIZATIONS

American Planning Association (APA) / American Institute of Certified Planners (AICP)

SELECT PUBLICATIONS

"Retail Metamorphosis: Planning for Retail Space in a Post Pandemic Era" (ILCMA Newsletter, 2020)

SELECT PRESENTATIONS

"The Changing Retail Real Estate Landscape" (ITIA Fall Conference, 2018)

"E-Commerce and Vibrant Communities: Planning for Retail and Industrial Development" (Chicago Metro Section, APA IL, June 2018)

"The Red Zone: Right-Sizing Retail for Comprehensive Planning" (Speed Planning Session, APA IL Conference, 2017)

PROJECT EXPERIENCE

Comprehensive Plan Update and Implementation Strategy • Libertyville, IL

Conducted a market analysis as part of a comprehensive plan update; analysis used to guide future development in Libertyville, particularly in understanding land use and development potential of several key sites; currently developing an implementation strategy for the South Milwaukee corridor

Comprehensive Plan Update • Waukegan, IL

Conducted a market analysis for residential, retail, office and industrial uses as part of a comprehensive plan update; also identified key redevelopment areas and implementation strategies

Comprehensive Plan Update • New Lenox, IL

Conducted a market analysis for retail and residential products and analyzed the fiscal impacts of various land uses as part of a comprehensive plan update

Comprehensive Plan Update • Roselle, IL

Conducted a market analysis for multiple real estate products as part of an updated comprehensive plan

Comprehensive Plan Update • Mundelein, IL

Analyzed demographic trends and conducted a market analysis for retail, residential and industrial products as part of an updated comprehensive plan

Comprehensive Plan Update • Clearwater, FL

Leading a residential market analysis to inform affordable housing policies and strategies, as part of the Housing Element of the city's Comprehensive Plan update

Interchange Development Feasibility Study • Northern Illinois

Conducted a feasibility study and implementation plan for industrial development adjacent to three recently constructed or improved interchanges on behalf of Region 1 Planning Council

Corridor Transportation Study & Development Strategy • Rockford, IL

Conducted a study to assess the retail, medical office and industrial markets within the 11th Street Corridor in Rockford to support the City in developing a transportation study and economic development strategy

Land Use Plan for Motorola Campus • Schaumburg, IL

Conducted a market analysis to help create a visionary and implementable plan that included a transit-supportive and walkable environment

Retail Market Analysis • Grayslake, IL

Conducted a retail market analysis for the 106-acre Old Lake County Fairgrounds site to understand the amount of feasible development, given current market conditions, anticipated population growth in the area, and recent trends in retail development

CMAP Illinois 53/Route 120 Corridor Land Use Strategy • Chicago region, IL

Prepared a market analysis and development forecasts for all major land uses for CMAP that focuses on the proposed IL-53/Route 120 corridor, which overlaps 18 Lake County communities



CAREN KAY, AICP

PROJECT MANAGER

Caren specializes in urban economics, land use planning and real estate development. Her experience at SB Friedman includes conducting several residential and retail market analyses as part of comprehensive plans for municipalities in Illinois. She has also conducted market assessments for three Urban Renewal Areas in Boise, Idaho, analyzed market conditions along a BRT corridor as part of a TOD plan in the Charleston region, and managed an analysis of socioeconomic characteristics and a housing study for the City of Sun Prairie, Wisconsin.

EDUCATION

Master of City and Regional Planning,
Cornell University

Bachelor of Arts in Urban & Regional
Planning and Public Administration, Miami
University

PROFESSIONAL/CIVIC ORGANIZATIONS

American Planning Association (APA) /
American Institute of Certified Planners
(AICP)

Illinois Housing Council

Urban Land Institute

SELECT PRESENTATIONS

"Development Finance and Incentives Best
Practices" (APA Illinois, 2021)

"Express Route to Development? BRT and
Market Multipliers" (APA National Confer-
ence, 2021)

"Charleston's Lowcountry Rapid Transit" (ULI
South Carolina Workshop, 2020)

"Intro to Housing Finance (Using Targeted
Tools to Facilitate Housing Development)"
(CDFA Webinar, 2021 & 2019)

"Mind the (Financing) Gap" (APA Illinois,
2019)

PROJECT EXPERIENCE

Comprehensive Plan Update • Monee, IL

Analyzed the spatial distribution of transportation and logistics superclusters in Will County and identified the competitive position of Monee, Illinois; evaluated market area housing stock and identified future housing opportunities in the Village

Comprehensive Plan Update • Winnetka, IL

Analyzed the residential and retail market position of the Village of Winnetka relative to North Shore communities; conducted stakeholder and focus group interviews as part of the comprehensive planning process

Housing Study & Strategy • Sun Prairie, WI

Managing an analysis of socioeconomic characteristics and trends and assessment of current housing conditions and inventory; projected the residential demand for housing and providing potential solutions for housing challenges

CCDC Urban Renewal Area Feasibility Studies • Boise, ID

Conducted a market assessment for three Urban Renewal Areas in Boise to inform TIF projections over a 20-year period; modeled the cost of planned public improvements within the district(s) against proposed revenue streams to determine project feasibility

Boundary Agreement Land Use Study • Council Bluffs, IA

Provided market support for a joint land use study that included analysis of historic land development patterns, infrastructure funding options, and incremental property tax estimates

Lowcountry Rapid Transit TOD Plan • Charleston region, SC

Conducted a regional market analysis for a proposed bus rapid transit line in the Charleston region; project included evaluation of transit-oriented development opportunities, equitable growth strategy, and value capture strategies to fund transit improvements

Economic Strategic Plan • Mount Pleasant, SC

Analyzed data on the existing land use, demographics and economic composition within the town; conducted interviews with town councilmembers, public works representatives, regional economic entities, and other stakeholders to better understand assets, weaknesses, opportunities and potential economic development strategies

Equitable Growth Through TOD Study • Milwaukee, WI

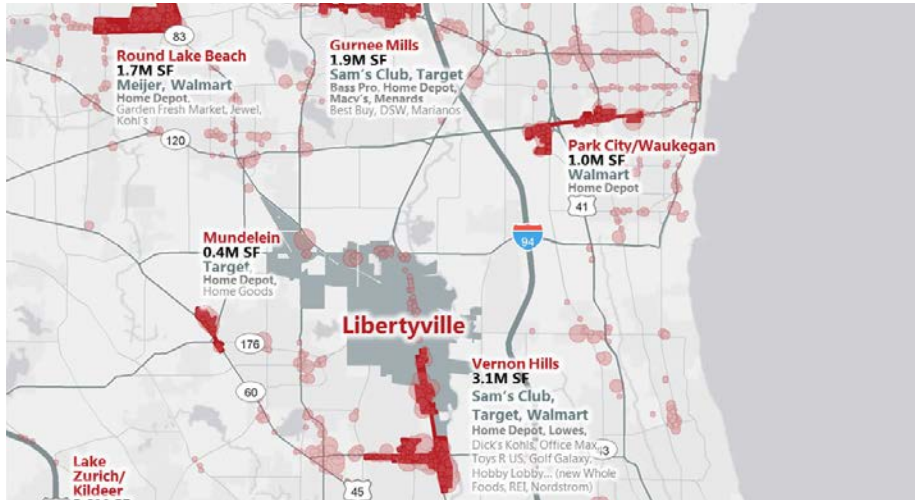
Assisted in evaluating programs and policies to facilitate equitable redevelopment along a proposed extension of the Milwaukee Streetcar and analyzed the financial feasibility of redeveloping nine key catalytic sites in the Bronzeville and Walker's Point neighborhoods

The Yards Campaign: Joint Development Deal Structuring • Champaign, IL

Assisted CORE Spaces in structuring a public-private partnership and prepare an economic impact study of the Yards, a mixed-use transit-oriented development in Champaign, Illinois

3 RELEVANT PROJECT EXPERIENCE

MARKET ANALYSIS FOR COMPREHENSIVE PLAN UPDATE VILLAGE OF LIBERTYVILLE, ILLINOIS



LOCATION

Libertyville, IL

SB Friedman conducted a market analysis as part of a comprehensive plan update for the Village of Libertyville. Our analysis will be used to guide future development in Libertyville, particularly in understanding land use and development potential of several key sites.

We performed the following steps to provide a thorough assessment of the market potential for residential, retail, industrial and office land uses:

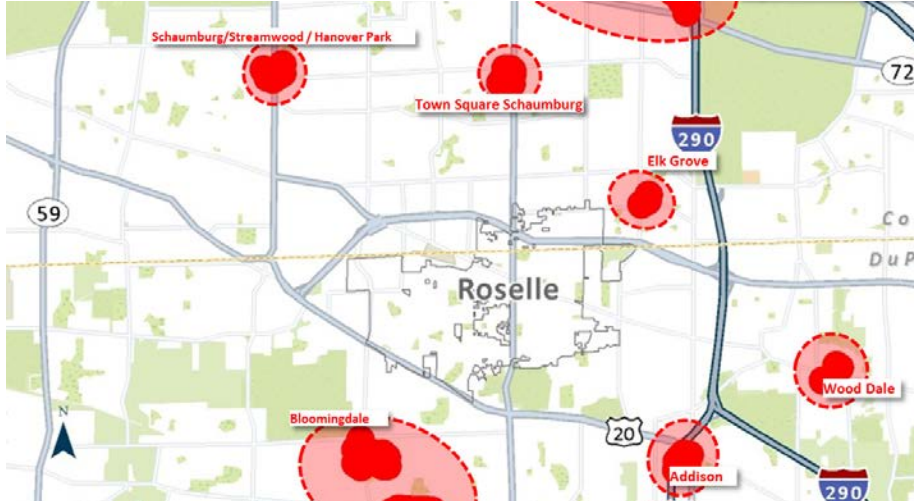
- » Reviewed historic and projected demographic changes;
- » Analyzed housing market trends for all housing types, including senior and affordable housing;
- » Assessed the Village's position in the competitive market for each analyzed land use;
- » Reviewed retail, office and industrial competitive supply and market data;
- » Researched overall trends in retail, office and industrial typologies; and
- » Projected development potential for each analyzed land use.

We also identified implementation strategies for key redevelopment areas related to strengthening the mix of commercial and entertainment uses downtown to support restaurants, strategic redevelopment of key sites, and diversification of housing product downtown and on remaining development sites in the Village.

Results: SB Friedman presented our market findings to the Village and Steering Committee in September 2018. The Comprehensive Plan update was completed in 2020. The Village moved forward with implementation based on strategy recommendations and has successfully attracted several new headquarter tenants to its multi-tenant tech-campus, Innovation Park, the re-envisioned former Motorola campus. The Libertyville Comprehensive Plan was awarded the 2021 Daniel H. Burnham Award for Outstanding Comprehensive Plan.

MARKET ANALYSIS FOR COMPREHENSIVE PLAN UPDATE

VILLAGE OF ROSELLE, ILLINOIS



LOCATION
Roselle, IL

SB Friedman was engaged by the Village of Roselle as part of a team to conduct a market analysis for an updated Comprehensive Plan, including the North Roselle Road Corridor.

The goal of our work was to evaluate market potentials for multiple real estate products in the downtown and Metra station area; and to provide strategic advice regarding redevelopment feasibility for key sites identified and evaluated by the rest of the team.

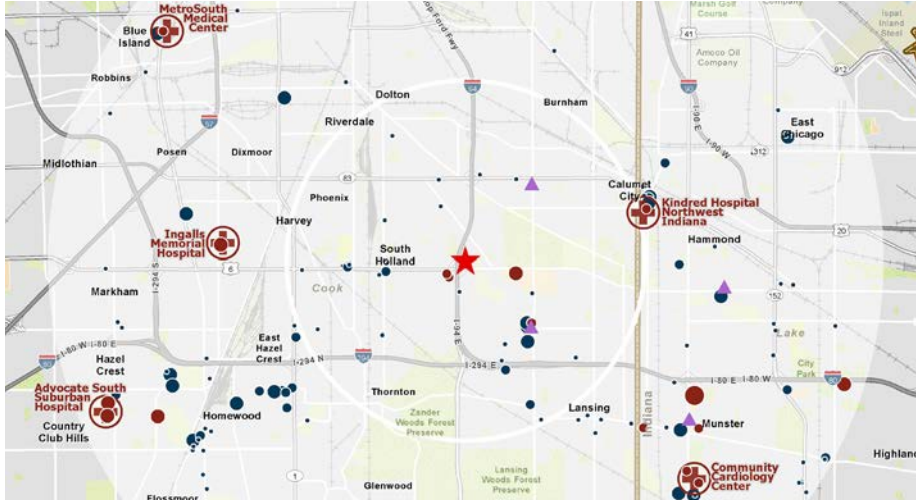
We completed the following analyses and presented our findings at a community workshop:

- » Analyzed current demographics and projected demographic growth in the Village over the next five years;
- » Conducted a high-level market assessment and analyzed the competitive supply of rental apartments, retail, office, hotels and senior housing in and around the Village;
- » Researched case studies of newer rental apartment options in comparable Chicago suburban communities;
- » Reviewed the impact of commercial property tax considerations on development potential within portions of Roselle located in Cook County and DuPage County.

These analyses informed the development of the overall plan.

Results: The updated comprehensive plan was approved by the Village Board in August of 2016.

MARKET ANALYSIS & DEVELOPMENT ADVISORY SERVICES: LTA PROJECTS CHICAGO METROPOLITAN AGENCY FOR PLANNING (CMAP)



LOCATION

Chicago region, IL

SB Friedman assisted CMAP in evaluating the market and fiscal conditions of communities that were selected for planning projects under CMAP's Local Technical Assistance (LTA) program. As part of a two-year engagement, we provided the following range of services:

- » High-level market analysis of a community or subarea;
- » Market analysis to inform a specific recommendation;
- » Propose implementation steps; and
- » Assist with plan implementation activities.

Representative examples of the projects we have worked on include:

Richton Park. We conducted a high-level retail market assessment to inform CMAP's ongoing work to assist the Village of Richton Park in balancing economic development goals with transportation infrastructure needs and stormwater management near the I-57 Corridor. We also estimated the level of commercial development that the market could support in this area within a typical planning time horizon of 10 years. **Results:** We produced a briefing book to improve CMAP's understanding of commercial development potential in the area.

South Holland. SB Friedman conducted a market analysis to help guide CMAP's work with the Village of South Holland to create a comprehensive plan. We examined the market potential for hotel, corporate office and medical office uses to determine possible uses for "Zone A," based on its location, site characteristics, transportation access, and other features. **Results:** SB Friedman produced a briefing book that examines the redevelopment potential for the area and provides guidance in developing recommendations for the comprehensive plan, including improvements to the transportation system.

Wilmington. SB Friedman conducted a downtown asset and comparative analysis study for Wilmington, Illinois. We analyzed the downtown business mixes and institutional activity generators of four communities that are similar to Wilmington in size, demographics and other characteristics. **Results:** We produced a briefing book

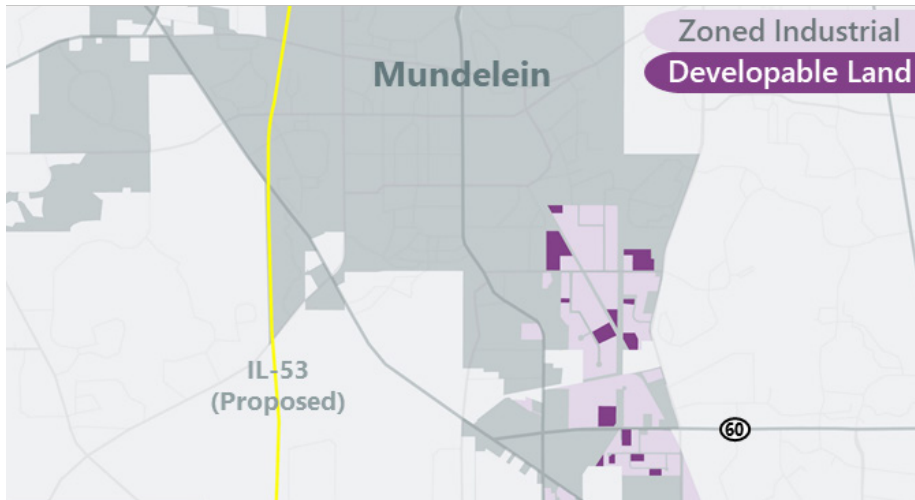
that describes the existing conditions in Wilmington's downtown business district and identifies four place-making strategies that would catalyze downtown activity. SB Friedman provided implementation steps for each strategy.

Des Plaines. We conducted a market assessment focusing on downtown retail and housing in Des Plaines, Illinois. Our team analyzed the existing downtown housing stock and projected future demand based on changing demographics. Additionally, SB Friedman reviewed the downtown business mix and compared downtown Des Plaines against similar restaurant clusters in nearby downtowns located along the UP-NW Metra Line. **Results:** We produced a briefing book that describes the existing conditions in Des Plaines' downtown business district and identifies gaps in residential stock and restaurants. We also provided implementation strategies to guide future redevelopment efforts.

Cook County Unincorporated Land Fiscal Impact Study. SB Friedman analyzed the municipal fiscal impacts of multiple annexation scenarios for unincorporated areas adjacent to four communities in the northwest suburbs of Chicago. Our role in the broader analysis included: defining the subareas to be analyzed and the associated data metrics to be collected; collecting and estimating cost and revenue parameters for operations, maintenance and infrastructure associated with each annexation scenario; and estimating the economic and fiscal impacts of each annexation scenario. **Results:** We produced a technical report summarizing the methodology and results of our analysis. We also outlined an implementation strategy to lead to a win-win-win scenario for Cook County, municipalities and unincorporated land owners. The results of our benefit-cost analysis were incorporated into CMAP's Maine-Northfield Township Unincorporated Land Comprehensive Plan.

MARKET ANALYSIS FOR COMPREHENSIVE PLAN UPDATE

VILLAGE OF MUNDELEIN, ILLINOIS



LOCATION

Mundelein, IL

SB Friedman conducted a market analysis as part of an updated comprehensive planning process for the Village of Mundelein. The analysis focused on the potential for residential, retail and industrial development throughout the Village.

SB Friedman performed the following steps to conduct our market assessment and provide input on development opportunities for residential, retail and industrial land uses:

- » Reviewed historic and projected demographic changes;
- » Analyzed market-rate housing market for both for-sale and rental housing properties;
- » Assessed potential demand for senior housing in the Village;
- » Evaluated retail demand for several typologies, including downtown-focused and big-box, and developed high-level retail strategies for several Village sites; and
- » Analyzed industrial demand and the Village's developable land inventory for industrial use.

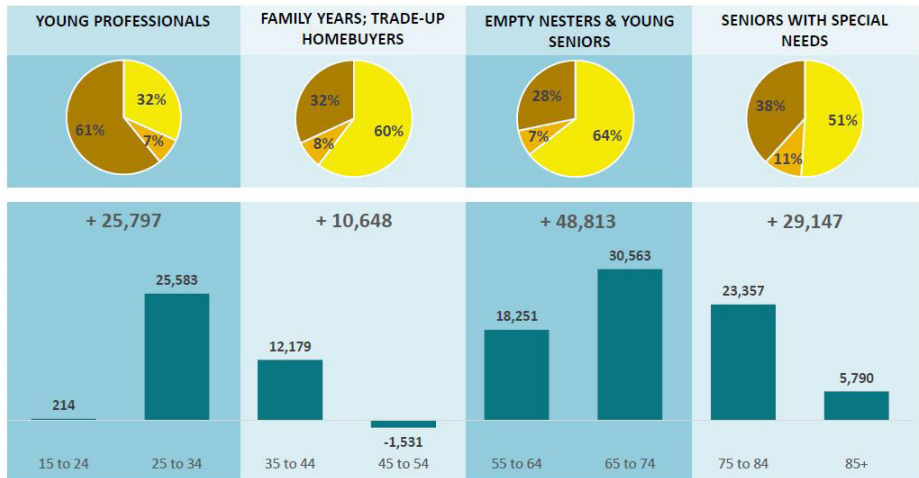
Our market assessment found the potential for townhome and senior housing development within the Village, downtown experience-focused retail development, and up to 10 industrial buildings in the existing industrial areas.

Results: SB Friedman presented findings from our market assessment to the Village and Steering Committee in September 2018.

MARKET ANALYSIS FOR COMPREHENSIVE PLAN UPDATE

VILLAGE OF NEW LENOX, ILLINOIS

LOCATION
New Lenox, IL



SB Friedman was engaged as part of a team to prepare the market analysis for the Comprehensive Plan update for the Village of New Lenox, Illinois. This Plan will incorporate public feedback and our updated market analysis to guide the location, scale and form of future development in New Lenox.

To inform the Plan's future land use recommendations, SB Friedman reviewed historic demographic and market data and projected likely future housing and retail demand. We completed the following analyses by land use:

Residential

- » Reviewed historic housing market trends and analyzed demographic changes;
- » Prepared briefing materials on various housing types being considered within the Village, including single-family, multifamily rental and senior housing;
- » Reviewed historical housing preferences by householder age; and
- » Forecasted the amount and mix of housing types likely to be demanded in the future.

Retail

- » Analyzed the competitive supply and existing base of retail in the Village;
- » Researched the Village's retail position relative to regional competitors and analyzed market trends that may impact retail development in the future;
- » Prepared briefing materials on different retail typologies, namely hybrid retail center and town center formats; and
- » Estimated the future supportable square feet of retail and appropriate land area needs through 2030.

Results: SB Friedman presented its findings to the Village's Comprehensive Plan Steering Committee and to the public in 2017. The Comprehensive Plan was adopted in 2018.

MARKET ANALYSIS FOR COMPREHENSIVE PLAN

VILLAGE OF MONEE, ILLINOIS & CHICAGO METROPOLITAN AGENCY FOR PLANNING



LOCATION

Monee, IL

SB Friedman conducted a market assessment for the rapidly growing industrial market in Monee and examined the resulting impact on other land uses to support comprehensive planning efforts in the Village.

SB Friedman conducted a market assessment for industrial, residential, and retail uses within the Village of Monee for inclusion in the 2020-21 Monee Comprehensive Plan. The market assessment was essential to understanding the extent to which industrial growth will continue to occur in the market, and how to leverage that growth to spur development across other land uses. The Village was also particularly interested in identifying the highest and best use for a centrally located Village-owned property that could serve as a future town-center.

Monee has multiple industrial parks that are attracting some of the fastest growth in Will County. We examined regional and local industrial trends to identify the historic and projected Village capture of industrial development. SB Friedman responded to the Village's desire for a town center by conducting a retail leakage analysis alongside a presence/absence analysis to identify plausible retail opportunities on the site. SB Friedman provided insight into the Village's ability to attract new residential construction by examining performance of recent construction and household trends specific to the transportation and logistics (TDL) industry. We examined the historic TDL job growth relative to household growth in the surrounding trade area to identify where Village employees were choosing to live and to identify target residential product types moving forward.

Results: SB Friedman's market analysis was incorporated into the 2020-2021 Comprehensive Plan. The plan combines SB Friedman's research and analysis with additional planning and transportation analysis from our partners, input from community visioning meetings, and recommendations for strategy and policy that collectively will guide the next 20 years of development within the Village of Monee.

4 REFERENCES

John Spoden

Director of Community Development
Village of Libertyville
200 E. Cook Avenue
Libertyville, IL 60048
(847) 918-2020
jspoden@libertyville.com

Patrick Watkins

Former Community Development Director
Village of Roselle, IL
(224) 415-2743 (cell)
watkinsnine@msn.com

Stephen Ostrander

Senior Planner
CMAP
233 South Wacker Drive
Sears Tower, Suite 800
Chicago, IL 60606
(312) 386-8696
sostrander@cmmap.illinois.gov

Amanda Orenchuk

Director
Community Development
Village of Mundelein
300 Plaza Circle
Mundelein, IL 60060
(847) 949-3282
aorenychuk@mundelein.org

Kurt T. Carroll

Village Administrator
Village of New Lenox, IL
1 Veterans Parkway
New Lenox, IL 60451
(815) 462-6410
kcarroll@newlenox.net

Katie Piotrowska

President
Chicago Metropolitan Agency for Planning
233 S Wacker Dr, Suite 800
Chicago, IL 60606
(312) 386-8712
kpiotrowska@cmmap.illinois.gov

5 COST PROPOSAL

2022 HOURLY RATES

Senior Vice President	\$300
Vice President	\$255
Project Manager	\$245
Associate Project Manager	\$215
Associate	\$180
Research Associate	\$165



January 19, 2022

City of Prospect Heights
RE: Teska Associates, Inc.
Request for Proposals – On-call Planning Services

Attn: Daniel A. Peterson, Director
Building & Engineering Department
8 N. Elmhurst Rd.
Prospect Heights, IL 60070
dpeterson@prospect-heights.org

Dear Mr. Peterson,

The challenge to Prospect Heights in bringing on consultants in support of On-call Planning Services and additional planning services is how to integrate that firm into the City staff and the community as a whole. The tasks outlined by your request for proposals are not just backroom work to be done away from the City Hall, having no contact with residents, City officials, businesspersons and staff. Just the opposite, the consultant must become an extension of the City staff, representing the community in providing planning services, zoning reviews, customer service, and helping to provide insights and recommendations to elected and appointed officials. That effort will require teamwork, understanding of customer expectations, and the capability to serve the community.

Teska Associate's experience as municipal planners and consultants make sure we meet those expectations and responsibilities for ongoing services and planning projects. Teska Associates, Inc. has been in business for over 45 years, working primarily in the Chicago metropolitan region. We know the area, we know the communities, we know how to provide effective and efficient services. The firm provides all manner of services related comprehensive and business district planning, zoning code drafting, urban design, landscape architecture, economic development (including TIF studies), and development review. We also serve private sector clients with zoning entitlement services, so we understand the development review process well from both sides of the counter. We find this insight is valuable in reviewing development plans submitted to our client communities.

Our clients include smaller local communities with limited staff for whom we provide on-call planning services; a lot of these relationships have been in place for many years. We enjoy and value our long-term municipal client relationships, and currently provide continuing planning services to communities that include the Villages of Bedford Park, Broadview, Deer Park, Glencoe, Lake Forest, Lake Bluff, Riverwoods, and the Cities of Crystal Lake and Kankakee.

We tailor our services to our client's needs. Most often, our services are provided on an assignment by-assignment basis. Development review assignments– assessment of a property-owner/developer's request

for a land use/zoning approval – are typically conducted and invoiced on an hourly “time and materials” basis that the City requires the applicant to reimburse through fees or escrow deposits.

When we perform long range planning related tasks, such as those described in the City’s RFP, we provide a detailed scope of services and not to exceed cost for the project. In this way the City can manage funds and budget ahead for larger projects.

Should we be selected to support your ongoing and planning project services, Michael Blue will be Teska’s project manager and main contact for Prosect Heights. Michael has been with Teska for almost nine years. However, his most pertinent work experience includes working for municipalities as Highland Park’s Community Development Director for more than ten years and five years as the Deputy Community Development Director in Mount Prospect. As Deputy Director in Mount Prospect, he oversaw day to day operations of the Planning, Building, and Code Enforcement Divisions. While Mount Prospect and Prosect Heights are clearly different communities with different needs, Michael’s familiarity with the area and its development trends will help the Teska team hit the ground running should we be selected as your consultant.

The attached materials highlight examples of our on-call and projects related to communities where we function as an extension of local staff. We trust you will find the information useful. We welcome the opportunity to meet with you discuss the village’s needs.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Lee Brown', with a stylized flourish extending to the right.

Lee Brown, FAICP
President

Teska Associates, Inc. | Company Profile



TESKA LEAD CONSULTANT

- Zoning
- Planning
- Engagement
- Design
- Economics
- Placemaking
- Project Management

EVANSTON OFFICE
627 Grove St.
Evanston, IL 60621
847.869.2015

PLAINFIELD OFFICE
24103 Lockport St. #107
Plainfield, IL 60544



TESKA ASSOCIATES, INC., founded in 1975, is a planning and landscape architecture firm with a twenty-one person professional staff based in Evanston and Plainfield, Illinois. The firm specializes in community planning, creative engagement, economic development, landscape architecture, and site design. Teska has completed hundreds of zoning updates, comprehensive plans, corridor/sub-corridor plans, special area, neighborhood and downtown plans, and transit-oriented/urban redevelopment projects - all of which incorporate cutting edge designs, new media, outreach tools, and visualization graphics to enhance the clarity and usability of plans.

BUILDING RELATIONSHIPS

We cherish long-term client-consultant relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.

CREATING LIVABLE COMMUNITIES

We are passionate about creating livable communities; places with a strong economy, walkable and safe streets, and great venues to play and interact with neighbors.

GOING THE EXTRA MILE

We know that our success is based on the quality of our service. At Teska, quality service is based on responsiveness, anticipation of needs, maintaining flexibility, and creative and efficient problem solving.

HONEST ANSWERS TO TOUGH QUESTIONS

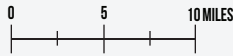
We provide solutions that are creative and realistic. Based on our experience and analysis, we sometimes have to tell a client that in our opinion an idea won't work - but that rejection is quickly followed by a solution that works.

TESKA

CHICAGO AREA CLIENT MAP

● MUNICIPAL CLIENTS

📍 TESKA OFFICES



DATE UPDATED: 3/20/2020

CLIENT COMMUNITIES

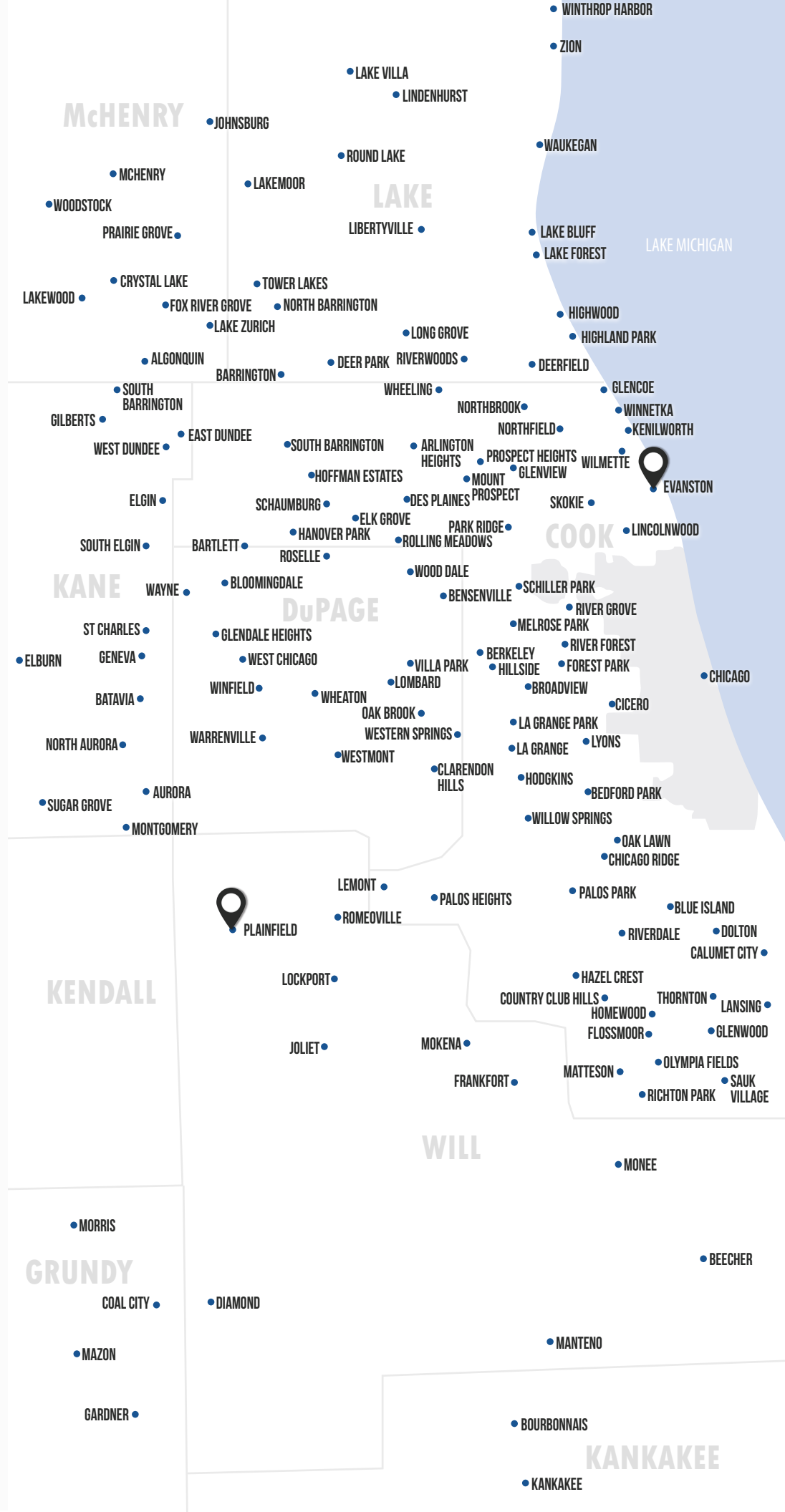
ALGONQUIN, IL
ARLINGTON HEIGHTS, IL
AURORA, IL
BARRINGTON, IL
BARRINGTON HILLS, IL
BARTLETT, IL
BATAVIA, IL
BEECHER, IL
BEDFORD PARK, IL
BENSENVILLE, IL
BERKELEY, IL
BLOOMINGDALE, IL
BLUE ISLAND, IL
BOURBONNAIS, IL
BROADVIEW, IL
CALUMET CITY, IL
CHICAGO, IL
CHICAGO RIDGE, IL
CICERO, IL
CLARENDON HILLS, IL
COAL CITY, IL
COUNTRY CLUB HILLS, IL
CRYSTAL LAKE, IL
DEER PARK, IL
DEERFIELD, IL
DES PLAINES, IL
DIAMOND, IL
DOLTON, IL
EAST DUNDEE, IL
ELBURN, IL
ELGIN, IL
ELK GROVE, IL
EVANSTON, IL
FLOSSMOOR, IL
FOREST PARK, IL
FOX RIVE GROVE, IL
FRANKFORT, IL
GARDNER, IL
GENEVA, IL
GENOA, IL
GILBERTS, IL
GLENCOE, IL
GLENDALE HEIGHTS, IL
GLENVIEW, IL
GLENWOOD, IL
HAMPSHIRE, IL
HANOVER PARK, IL
HAZEL CREST, IL
HIGHLAND PARK, IL
HIGHWOOD, IL
HILLSIDE, IL
HODGKINS, IL
HOFFMAN ESTATES, IL
HOMWOOD, IL
JOHNSBURG, IL
JOLIET, IL
KANKAKEE, IL

KENILWORTH, IL
LA GRANGE, IL
LA GRANGE PARK, IL
LAKE BLUFF, IL
LAKE FOREST, IL
LAKE VILLA, IL
LAKE ZURICH, IL
LAKEMOOR, IL
LAKEWOOD, IL
LANSING, IL
LEMON, IL
LIBERTYVILLE, IL
LINCOLNWOOD, IL
LINDENHURST, IL
LOMBARD, IL
LONG GROVE, IL
LYONS, IL
MANTENO, IL
MAPLE PARK, IL
MARENGO, IL
MATTESON, IL
MAZON, IL
MCHENRY, IL
MELROSE PARK, IL
MOKENA, IL
MONEE, IL
MONTGOMERY, IL
MORRIS, IL
MOUNT PROSPECT, IL
NORTH AURORA, IL
NORTH BARRINGTON, IL
NORTHBROOK, IL
NORTHFIELD, IL
OAK BROOK, IL
OAK LAWN, IL
OLYMPIA FIELDS, IL
OTTAWA, IL
PALOS HEIGHTS, IL
PALOS PARK, IL
PARK RIDGE, IL
PLAINFIELD, IL
PLANO, IL
PRAIRIE GROVE, IL
PROSPECT HEIGHTS, IL
ROCHELLE, IL
RICHTON PARK, IL
RIVER FOREST, IL
RIVER GROVE, IL
RIVERDALE, IL
RIVERWOODS, IL
ROCKTON, IL
ROLLING MEADOWS, IL
ROMEOVILLE, IL
ROSELLE, IL
ROUND LAKE, IL
SAUK VILLAGE, IL

SCHAUMBURG, IL
SCHILLER PARK, IL
SENECA, IL
SKOKIE, IL
SOUTH BARRINGTON, IL
SOUTH ELGIN, IL
ST. CHARLES, IL
SUGAR GROVE, IL
THORNTON, IL
TOWER LAKES, IL
VILLA PARK, IL
WARRENVILLE, IL
WAUKEGAN, IL
WAYNE, IL
WEST CHICAGO, IL
WEST DUNDEE, IL
WESTMONT, IL
WHEATON, IL
WHEELING, IL
WILLOW SPRINGS, IL
WILMETTE, IL
WINFIELD, IL
WINNETKA, IL
WINTHROP HARBOR, IL
WOOD DALE, IL
WOODSTOCK, IL
ZION, IL

CHICAGO CLIENTS

AUBURN GRESHAM
AUSTIN
ARCHER AVENUE
BELMONT CRAGIN
BUCKTOWN
CHATHAM
CHICAGO LAWN
ENGLEWOOD
FAR SOUTH
HERMOSA
JEFFERSON PARK
LAKEVIEW
LAWNDALE
LINCOLN SQUARE
LOGAN SQUARE
NEAR NORTH
NORTH PARK
PULLMAN
RIVERDALE
ROGERS PARK
SOUTHWEST CORRIDOR
WEST PULLMAN
WICKER PARK



Approach to Planning Services

Teska Associates has, since its inception in 1975, provided planning and design services to municipal clients, in some cases as its sole planning staff, in others as its on-call expert in complex or controversial projects. Our approach to working with communities is summarized in this section.

Work with Staff and Boards

Working jointly with local staff and officials is an approach we support and enjoy. This ensures that best practices applied and recommendations developed are specifically suited for Prospect Heights. This is done by combining the staff's and commissions' unique insights about the City with the consultant's outside perspective and experience. This thoughtful working relationship also facilitates sound development and implementation plans and codes. We understand well the power and value of this working relationship.

Staying on Budget + Schedule

Teska has a proven record of completing work on time and on budget. Our client communities range from small to large, and our projects range from straightforward to complex. We tailor our staff and approach to the specific needs of the assignment. The firm's breadth of experience and personnel helps to ensure thoughtful and effective use of City resources. Many of our clients are repeat customers, some dating back decades. These relationships are built on providing quality work and a commitment to meet clients' needs. This approach would be foremost in our work for Prospect Heights.

Long Range Planning

Teska has extensive experience with Comprehensive and subarea planning for municipalities. In every instance, the project is customized to meet community needs. For example, this will sometimes be a broad based, policy oriented update to a comprehensive plan. Such planning has land use foundation, but also considers specific themes or general objectives facing the client. The idea is not so much to address a specific issue or site, but to development the community vision and context in which future decisions will be made. At the other end of the spectrum, our planning work includes long and near term planning for specific districts or even sites within a community. Again, the work considers larger community goals, and then projects those aims to more specific development, redevelopment or place making solutions. Beyond land use, this work often includes preparing a TIF or SSA for funding needs or detailed urban design and streetscape planning to address aesthetics and design. In terms of a regional context, Teska has completed a number of these projects under contracts from CMAP and RTA.

Community Engagement

Teska's long range planning assignments all include a public engagement component. We find that successful community engagement includes a wide range of activities. Sound public input is done to ensure that residents, business and property owners, and anyone who is interested has a comfortable forum in which to participate. Truth is, not everyone is comfortable speaking from a podium at a public meeting, some prefer to draw on a map, craft a letter, or send an email from home. These are all accommodated in our work. An additional consideration is that today's planning projects must embrace and take advantage of modern communications tools. Plans certainly include meetings with stakeholders, public officials, and the community. However, 21st century public engagement is much more. We commonly use input techniques that include a website, social media, and even a mobile phone plan app. We call this "Total Engagement" and have used it successfully in many communities. As needed, we have modified these approaches to function in the virtual world required by Covid protocols.

Proposed Staffing

Teska Associates principals have worked in a range of capacities with across the Chicago area. We have provided planning services in many northwest Cook County communities. We know the area well and respect the unique characteristics of each community. Our team for this proposal has been built around that understanding to best serve Prospect Heights in plan review and planning project services.

Our proposed Project Manager, Michael Blue brings 35 years of professional planning experience to this project, more than ten of them as Director of Community Development for Highland Park. Michael has long experience managing plan review processes and policy planning efforts that are results oriented. His work with the two municipalities involved in depth work with boards, commissions, and councils. In those roles he administered the communities' plans and zoning codes, processes all manner of zoning entitlements, and prepared subarea plans. Further, as Chair of the Plan Commissioner Training Committee of the American Planning Association IL Chapter, Michael has worked with dozens of planning officials to help them develop sound procedures and hearing practices. Carol Brobeck will serve as Project Planner. Carol and Michael last year provided interim planning and plan review services together for the Village of Kenilworth during a staffing transition. In addition, Carol recently provided current planning support to the City of Warrenville to help them manage peak summer workloads. Lee Brown will serve as Project Principal, providing insight and experience to our services based on his many years planning on the Chicago area. Lee currently leads Teska's ongoing services to the Village of Glencoe and development specific services to long time clients Bloomingdale and Crystal Lake.

SELECT CONTINUING CONSULTING EXPERIENCE.....

Ongoing plan review and planning services are a staple of Teska's practice. A select group of those services is described below:

For the Village of Deer Park

Teska has served as the Village Planner for Deer Park for over ten years, providing ongoing development review services. Teska's landscape architecture team also assists by providing in-house review of landscape plans and site plans, as well as post-construction landscape checks. Our detailed plan reviews thoughtfully consider all users and share recommendations that address the standards for approval, Village code, Comprehensive Plan, and Strategic Plan. A few projects that were reviewed by Teska and have been approved / built are listed below.

- [Deer Park Crossing](#), 11-acre, 236-unit luxury, multifamily development
- [Deer Park Town Center](#) (ongoing landscape reviews and site checks)
- [Solana Deer Park](#) – Senior living for independent, assisted and memory care. Pet friendly, includes range of amenities, rooftop terrace, dog run, bocce ball courts, putting green, memory gardens, and art studio / woodworking space.
- True North Gas Station + Car Wash (see note below)



Additional Projects + Services Provided by Teska:

Annual Village Board Workshops + Visioning Facilitation
2021 Preparation and adoption of the Rand Road TIF District and SSA
2020 Strategic Plan Board workshop (photo to right) and 2021 update
2014 Comprehensive Plan

Deer Park True North Gas Station + Car Wash: Leveling-Up Service Station Standards

The True North Gas Station is situated on Rand Road, and while this is an arterial truck route the site is also a stone's throw from the bustling Deer Park Town Center and one block from beautiful single-family neighborhoods, bike trails, and lush open space. Rand Road is also a gateway into the Village of Deer Park. Teska's review ensured the True North development matched the character of its surroundings and created a quality development.

FROM THIS...
JANUARY 2018



TO THIS...
MARCH 2019



For the Village of Lake Villa

Teska has worked with the community to spark the revival of downtown Lake Villa. From a TOD plan completed in 2013, we have worked on a number of activities with Lake Villa including project review, creation of a downtown TIF and Business District, an additional TIF for a business park close to the downtown and downtown signage. The opening of Timothy O'Toole's was the first new downtown restaurant in 30 years. It was the result of careful marketing of the downtown, recruitment of a successful business, fiscal analysis assistance for renovation and a new parking lot and a new streetscape and signage along Cedar Avenue. We are recently worked with the Village on opening a new microbrewery and a new Advocate Aurora Health Clinic that will bring people to the downtown area.



For the City of Kankakee

When staffing vacancies left a hole in the City's planning functions, Teska stepped in to become the City's Planning Board Staff. In that role, Teska has provided a range of plan review services and conducted several planning projects, as well as serving as the day to day planning staff. Services to the City include:

- Conducted training session for Planning Board.
- New gateway signs (pictured on right)
- Developed an approach to addressing the mismatch between existing use and zoning throughout the community.
- Provided staff reports.
- Worked with many first-time zoning applicants to guide them through the process, explain the why, and provide suggestions to address concerns.
- Prepared code sections to address alternative energy, revamp parking regulations, and others.



References:

DEER PARK, IL

Comprehensive Plan, Strategic Plan, Development Review Services

Teska Staff: Erin Cigliano, Michael Blue, Lee Brown

Beth McAndrews

Village Administrator

Village of Deer Park

23680 Cuba Road

Deer Park, IL 60010-2490

(847) 726-1648

bmcandrews@vodp.net

KENILWORTH, IL

Plan / Permit Review, Development Code Preparation

Teska Staff: Michael Blue, Carol Brobeck

Patrick Brennan Village Manager

Village of Kenilworth

419 Richmond Road

Kenilworth, IL 60043

Phone: 847-251-1666

pbrennan@vok.org

GLENCOE, IL

Downtown Plan, Ongoing Planning Services

Teska Staff: Lee Brown

Philip A. Kiraly

Village Manager

675 Village Court

Glencoe, IL 60022

(847) 461-1101

pkiraly@villageofglencoe.org

Project Costing

Based on work outlined in the Request for Proposals (RFP) and our similar services to other communities, we propose project costing as follows:

On-Call Planning Services: We proposed to conduct *development plan review services* on a time and materials bases. This will include initial meetings with staff and applicants, coordinating with applicants to secure required submittal materials, procedure tasks as required, preparation of staff reports, and attending commission meetings to present cases and support City Staff and Commission deliberations. Our approach will be to conduct tasks with staff suitable to the level of the task so as to be as cost effective as possible. Associates will conduct work as appropriate with senior level staff stepping in as support or when the complexity of the task requires more experience. Hourly rates for primary staff proposed for the project are Carol Brobeck at \$115/hour and Michael Blue at \$165/hour. Other staff are available as needed with rates based on the following:

Principals: \$155 to \$195/hour

Sr. Associates: \$115 to \$135/hour

Associates: \$105 to \$115/hour

These hourly rates also would be applied to additional planning services.

Additional Planning Services: We understand that additional planning services would be provided by Teska as requested by the Prospect Heights. In those cases, a project scope and not to exceed cost for each would be prepared and approved by the City prior to work being initiated. The project costs would be based on anticipated staff time to complete the work and direct costs. As a continuing services client, hourly rates applied to additional planning services for the City would be discounted.

SELECTED EXPERIENCE

Mr. Blue has a unique background working in both the public and private sectors of planning. He started his career as a consultant working in the areas of comprehensive and commercial area plans, development land use and economic impacts, and public engagement. After more than a decade, he moved to the public sector and spent 15 years working as a community development department manager, where his focus shifted to the day to day operations of development approval, economic development, managing public commission processes, personnel, and municipal governance. Having returned to consulting, these experiences afford Mr. Blue a wide-ranging perspective when conducting planning assignments, helping him to appreciate the viewpoints of multiple stakeholders and understanding their expectations regarding different situations and issues.

Prior to joining Teska Associates in 2013, for eleven years Mr. Blue was the Director of Community Development in Highland Park, IL. There he managed a department of 30 staff and focused on long range planning, review and approval of proposed development projects, building permit approval, and support of City Council and Commission activities. The Department served nine City Commissions addressing issues of development, housing, historic preservation, cultural arts, and the natural environment. While in Highland Park, Mr. Blue managed passage and implementation of the City's affordable housing ordinance. Before his position in Highland Park, Mr. Blue served as Deputy Community Development Director in the Village of Mount Prospect, IL for five years, managing staff in day to day operations related to planning, building permits and code enforcement.

Mr. Blue is actively involved in local and national leadership of the American Planning Association, and is currently the Planning Officials Development Officer for the IL - APA. In this role he aided in developing a curriculum for training plan commissioners throughout the State; a program for which he and others received the organization's 2013 Distinguished Service Award. In 2008 Michael was selected to the College of Fellows of the American Institute of Certified Planners. He regularly speaks at local, state, and national conferences on a range of planning themes, most recently on topics related to the development approval process, economic development, and local government organizational management. He also has been a guest lecturer at a number of university classes on topics like the development approval process and affordable housing.

PROFESSIONAL AFFILIATIONS

College of Fellows of the American Institute of Certified Planners (FAICP)
American Planning Association (APA)
Lambda Alpha Economics Society
Planning Officials Development Officer for the Illinois Chapter of the APA



MICHAEL BLUE, FAICP
PRINCIPAL

EDUCATION

B.A. Urban Planning

University of Illinois (Urbana)

M.U.P. Urban Planning

University of Illinois (Urbana)

REPRESENTATIVE PROJECTS

Development Ordinances

Drafted zoning ordinance updates for Bourbonnais, Elk Grove Village, and Des Plaines, IL, and Elkhorn WI. Prepared zoning ordinance evaluations to identify code strengths and needs for Edwardsville, Rolling Meadows, and Wood Dale, IL, leading to working with Edwardsville staff to update deficient code elements and a full update in Rolling Meadows. Worked with Champaign, IL to revise select commercial and residential zoning districts to facilitate desired development forms; and with Glenview, IL to make regulations easier to understand for the public and staff (included scripts for informational videos and zoning review checklists). Drafted a zoning district adopted jointly by Mattoon and Charleston, IL to facilitate development in the corridor between the communities (district won an award from the IL-APA). While working for the City of Highland Park, oversaw numerous amendments to zoning and subdivision ordinances related to planned developments, signs, permitted uses, bulk regulations, and development approval procedures.

Economic Development / Strategic Planning

Worked with Warrenville, IL to prepare a Strategic Plan that focused on economic development and addressed community character, natural resources, and public services. As follow-up, prepared the Southwest District Plan for the City, which along with a TIF has supported new development in the area. Prepared the first Strategic Plan for Round Lake, IL. Prepared market studies for Winfield, and Urbandale, IA. Developed land use guidelines for Metra Commuter Rail for optimal land use configurations that encourage economic development around commuter stations. Prepared CMAP Homes for a Changing Region Plan for NW DuPage cluster. Developed unique “market studies” to determine growth opportunities for the Salvation Army and the Rosenwald religious school in Chicago. As Deputy Community Development Director for Mount Prospect, worked with Village’s Economic Development Commission and conducted business retention / attraction assignments.

Comprehensive Plans

Conducted comprehensive plans for Illinois communities including Wood Dale, Round Lake, Rolling Meadows, Des Plaines, Manteno, Mokena, New Lenox, Glencoe, Carbondale, and Darien (village and park district). Also prepared comprehensive plans for Brownsberg, IN, Dublin, OH, Urbandale and West Des Moines, IA, and Elkhorn, WI.

Current Planning and Development Review

Managed all aspects of development zoning approval and building permit application review while working in Mount Prospect and Highland Park. Conducts plan development review services for Salem Lakes, WI and served as outside planning consultant to Villages of Round Lake, Mokena and River Forest. Have also provided development support services / zoning testimony for private sector clients.

Downtown & Commercial Area Planning

Prepared downtown, business district and corridor plans, including in Winnetka, Libertyville, Northfield, Des Plaines, Kenilworth, River Forest, and Melrose Park, IL and Toledo, OH. Led downtown planning projects while working for Mount Prospect and Highland Park. In Mount Prospect, plan was geared toward implementing the Tax Increment Finance (TIF) District and highlighted redevelopment opportunities. For Highland Park, downtown plan involved extensive public input and a large working committee structure. The work created a new vision of the downtown and considered potential for redevelopment. In Highland Park, also led establishment of TIF District and development plan for the Ravinia Business District.

Development Review Process Evaluation

Prepared audit of new Development Services function for Greensboro, NC to identify system enhancements and opportunities to use new technologies. Also worked with the Greensboro Planning Department to develop a Strategic Plan, Work Program, and revised job designations. In Lake Forest, IL, conducted an assessment of Community Development plan review functions, including, building permits, design review, and zoning entitlements. While working for Mount Prospect, prepared assessment of development review functions conducted over multiple departments. In Highland Park, oversaw evaluation of permitting functions and review of commission operations, with intent of consolidating those functions where appropriate.

SELECTED EXPERIENCE

Lee Brown has more than 40 years of experience as an urban planner, working for municipalities in the Chicago metro area and a variety of communities throughout the country. As President of Teska Associates, Inc., Mr. Brown leads a diverse team of skilled professionals to identify and solve the complex problems that accompany community growth and change. In the Midwest, he has led planning efforts in small towns, mature suburbs, and urban neighborhoods building partnerships and forging consensus for change. With support from Teska's team of urban designers, Mr. Brown has been innovative in his application of technology to community participation in the planning, design, and implementation processes.

In addition to strategic, long range, comprehensive planning for neighborhoods and communities, Mr. Brown's primary focus has been on business district revitalization, including the preparation and implementation of target economic development strategies, site specific private developer recruitment, tax increment financing, and public-private partnerships.

Mr. Brown has been a leader in developing strategies for community development in small, mid-sized, and large cities and regions. His work in Greensboro, North Carolina has led to award-winning community development projects, including the conversion of a former brownfield site in a disinvested area near downtown into a vibrant, mixed use neighborhood now known as Southside. He has led sustainable and strategic planning efforts which include the reuse of aging shopping centers, has crafted a strategy that addresses development and planning issues for community-based organizations, and has prepared corridor plans that have sparked redevelopment and reinvestment around the University of North Carolina Greensboro campus.

He is a certified planner and a Fellow of the American Institute of Certified Planners (FAICP). He served on the Board of Directors of the American Planning Association, and as President of the American Institute of Certified Planners from 2013-2015. He previously served as the APA Illinois Chapter president, and helped establish APA's Planning Officials Development Officers program. Mr. Brown is a member of the Board of Director of Landmarks Illinois, the nonprofit organization dedicated to protecting the great architectural heritage of the State of Illinois.



LEE M. BROWN, FAICP
PRESIDENT

EDUCATION

B.U.P. Urban Planning

University of Illinois (Urbana)

M.S. Urban Planning

University of Wisconsin

PROFESSIONAL AWARDS + AFFILIATIONS

- 2016 AICP President's Award for Achievements in Advancing the Art and Science of Planning
- Member, Board of Directors of Landmarks Illinois
- Former President, American Institute of Certified Planners (2013-2015)
- College of Fellows of the American Institute of Certified Planners
- American Planning Association
- Former President of the Illinois Chapter of the American Planning Association
- Lambda Alpha International, Honorary Land Economics Society
- Co-recipient of the 1999 Distinguished Contribution Award of the American Planning Association
- Co-recipient of the 2003 Outstanding Planning Award for Implementation of the American Planning Association
- 2 time recipient of the Distinguished Service Recognition from the Illinois Chapter of the American Planning Association

REPRESENTATIVE PROJECTS

Comprehensive Plans

Algonquin, Barrington Hills, Bartlett, Cicero, Mettawa, Park Ridge, Pontiac, Richton Park, River Forest, Wheaton, Will County, DeKalb County IL., and Elkhorn WI; City of Brooklyn Park MN; City of Chesapeake VA. Comprehensive Park and Recreation plans in Monona WI and Batavia IL.

Strategic Plans and Master Plans

Elgin City Center, City of Jacksonville Urban Enterprise Zone, Highland Park Hospital, City of West Chicago, and Downtown Waukegan IL; Madison IN; DeForest WI; South Bend, IN., Greensboro, NC.

Zoning and Land Use Testimony

Arlington Heights, Bloomingdale, Bensenville, Evanston, Glendale, Highland Park, Hoffman Estates, Joliet, Lake Forest, Lincolnshire, Niles, Oak Brook Terrace, Park Ridge, Riverwoods, Rockford, Roselle and Schaumburg IL.

Market and Fiscal Impact Analysis

Two-million square feet of office for Homart Development Company; 3.7 million square foot corporate office center for Ameritech Services, Inc.; village-wide fiscal impact models for Bartlett and Hoffman Estates IL, and Elkhorn and Mequon WI.; 6 square mile mixed use development area for the Village of Lake Bluff IL; 900 acre mixed use development near Aurora IL; 40 acre mixed use redevelopment in Glenview, IL., hotel and conference center feasibilities for Brookfield Zoo, Brookfield IL; public and private development projects throughout metropolitan Chicago.

Tax Increment Finance District Development

Arlington Heights, Aurora, Bartlett, Bedford Park, Bensenville, Bridgeview, Chicago, Crystal Lake, Galena, Hoffman Estates, La Grange, Lake Forest, Lansing, Libertyville, North Aurora, Quincy, River Forest, Rockford, Waukegan, Wheaton and Wheeling; Woodstock, IL; Monona, WI.

Residential Development Design

900 acre Waterfront Development in Portage IN; 140 acre Villa Olivia golf course/residential PUD.

Site Planning

Melvin Simon and Associates; Pathway Financial Corporation; McDonald's Corporation; North Shore Gas Company; The Goldman Companies; The Taubman Company; Illinois Department of Transportation.

Computer Modeling

Financial/Econometric Tax Increment Finance models; shared parking optimization; real estate and project feasibility studies; capital improvement scheduling; life cycle costing; debt and fiscal impact forecasting; FAR and density models, 3D interactive business district models; and geographic data base systems.

Development Regulation

Traditional Neighborhood Design District Regulations and Pedestrian Overlay District Regulations in Greensboro, NC, City of Kenosha WI, Unified Appearance and Design Ordinance; City of Monona WI Performance Zoning Ordinance; City of DeForest, WI, Zoning and Subdivision Codes; City of Braidwood IL Zoning Ordinance; City of Chesapeake VA Zoning Ordinance; Loudoun County VA Zoning Ordinance; City of Elkhorn, WI Zoning Update; City of Evanston IL Signs and Graphic Control Ordinance; City of Brooklyn Park MN Building Maintenance Code; River Forest IL Zoning and Subdivision Ordinances; Park Ridge IL Urban Design Guidelines; Bartlett IL Landscape Standards and Tree Preservation Ordinance; Traverse City MI, Master Planned Unit Development Ordinance.

Continuing and Current Planning

Review of private development projects including annexations, site plans, subdivisions, rezonings, variations, special use permits, fiscal impacts, and signs for the municipalities of Algonquin, Bloomingdale, Barrington, Bartlett, Barrington Hills, Bensenville, Galena, Gilberts, Glencoe, Highland Park, Kenilworth, Mettawa, Park Ridge, River Forest, Riverwoods, and Winfield IL.

Neighborhood and Community Planning

Strategic plans for neighborhood revitalization in Aurora, IL, Chicago, IL, South Bend, IN, Greensboro, NC, and Rockford, IL.

SELECTED EXPERIENCE

Ms. Brobeck has worked on a range of community planning and economic development projects. With a lifelong passion for languages and promoting cross-cultural understanding, Carol's experience with zoning and data analysis, economic development tools, and engagement + outreach provide a broad framework for community planning for advancing quality of life. Carol is skilled in demographic, economic, and land use analysis and visual representation. She is proficient with a variety of tools, including Adobe Design Suite, ArcGIS + Web Applications, and ESRI Business Analyst.

Since joining Teska in 2018, Carol has worked on a variety of planning projects, including zoning updates, comprehensive and corridor plans, feasibility analyses, tax increment financing and special service area districts. She has provided on-site auxiliary planning support for Warrenville, IL, has created zoning graphics for the City of Edwardsville, and helped reconstitute SSA districts in Rogers Park. Carol began dabbling in graphic design as a teenager and loves the challenge of creating effective graphics to make planning concepts more accessible.

Before coming to Teska, she compiled economic development research for the University of Illinois Extension to assist small and rural communities in Illinois. She also served as a Community Development Intern for the Village of Mount Prospect, acting as a first point of contact for Business Licensing applicants, coordinating intake, processing, and tracking approval with multiple governmental departments.

PROFESSIONAL AFFILIATIONS

AICP | American Institute of Certified Planners
 ULI | Urban Land Institute
 Project Manager, APA-IL Pro Bono Program

REPRESENTATIVE PROJECTS

Village of Matteson Comprehensive Plan Update

Completed all aspects of the planning process, including existing conditions research, data analysis, outreach and engagement. Plan components include future land use, transit access, parks access, sidewalk gap priorities, and trails plans.

Rogers Park SSA Reconstitutions

Prepared cost projections for property owners, assisted with outreach, and prepared final application for the reconstitutions of SSA #19 and #54.

DuPage County Route 83 Corridor Plan

Update to the County's land use plan in coordination with future land use visions of five municipalities adjacent to Route 83. (CMAP LTA project)

City of Edwardsville Zoning Ordinance Update

Partnering with City staff to revise zoning for future development areas and streamlined zoning graphics to illustrate design concepts in the downtown.

City of Kankakee Parking Requirements Reform

Provided research and guidance for the relaxation of parking requirements in the City's Downtown.

Central Street Evanston SSA Establishment

Prepared cost projections for property owners, assisted with outreach, and prepared final application for the establishment of Central Street SSAs #7 and #8.

Stratford Square TIF Eligibility + Redevelopment Plan

Bloomington's Stratford Square Mall was once the preeminent regional mall, but retailing competition has decimated the value of the hub. The TIF will assist the Village with incentivizing redevelopment.

Translation of Rolling Meadows Comprehensive Plan

Prepared a standalone Spanish version of the 2019 adopted Plan, with a glossary and links to translated resources highlighted in Plan.



CAROL BROBECK, AICP
 ASSOCIATE

EDUCATION

M.U.P. University of Illinois
 Urbana-Champaign (UIUC)
 Community Economic
 Development

B.A. Berea College
 Spanish and Sociology

LANGUAGES

Spanish	● ● ● ● ● ● ○
French	● ○ ○ ○ ○ ○ ○
Hindi	● ○ ○ ○ ○ ○ ○



SELECTED EXPERIENCE

A registered landscape architect with a design addiction and passion for people places, Jodi has led Teska's urban design practice for 15+ years. The practice is comprised of creatives in the fields of landscape architecture, community planning and public outreach. Jodi's work focuses on community engagement designed to guide the planning and development of public spaces, such as streetscapes, parks and plazas.

Jodi has directed public processes which have resulted in useful master plans, successful funding applications and dynamic implementation projects. Her professional responsibilities range from concept planning through design, construction phase services, development approval and project installation.

Her proficiency with a wide range of graphic techniques, including hand drawings and computer generated graphics, allow her to craft effective and efficient communication techniques. Her technical experience enables her to produce dependable high quality construction documents.

Prior to joining Teska Associates, Jodi worked for a Chicago engineering firm on high profile infrastructural projects, developing her interest in blending vibrant community based design with functional infrastructure needs.

Jodi is an instructor at the Joseph Regenstein, Jr. School at the Chicago



JODI MARIANO, PLA
PRINCIPAL

EDUCATION

B.A. Landscape Architecture
University of Illinois (Urbana)

M.A. Architecture
University of Illinois (Chicago)

PROFESSIONAL AFFILIATIONS

State of Illinois, Registered Landscape Architect, License No. 157-001062
CLARB, Certified Landscape Architect, No. 4570
Member, American Society of Landscape Architects
Instructor, Joseph Regenstein, Jr. School, Chicago Botanic Gardens
Member, Women's Transportation Seminar

REPRESENTATIVE PROJECTS

Public Places

Fountain Square Plaza (Evanston, IL); Ainslie Arts Plaza (Lincoln Square, Chicago, IL); Wilmette Library (Wilmette, IL); Gibbs Morrison Cultural Center (Evanston, IL); Englewood Trail (Chicago, IL)

Downtown Streetscapes

Cities of Evanston, Kankakee + Lockport; Villages of Wilmette, Glencoe, Winnetka, Lake Bluff + Lemont

Parks + Urban Agriculture

Garden Park, Harbert Park (Evanston, IL); Apache Park (Des Plaines, IL); Talking Farm (Skokie, IL); Growing Home (Englewood, Chicago, IL)

Schools + Campuses

Northwestern University (multiple assignments at the Evanston + Chicago Campuses); Seth Paine School, May Whitney School (Lake Zurich, IL); Glenbrook South High School Outdoor Classroom (Glenview, IL)

Gateway + Wayfinding Signage

Villages of Wilmette, Winnetka, Glencoe, Glendale Heights, Orland Park; Cities of Kankakee, Lockport



Ongoing Development Review Clients Development Permit Approval Experience

Broadview, IL – Teska has been the Village’s planning consultant since 2002, reviewing all zoning cases, updating the zoning ordinance, preparing the Village’s Comprehensive Plan, and assisting in the creation of several TIF Districts. The firm has also assisted in economic review of proposed projects requesting financial incentives.

Beecher, IL – Teska was selected as the Village’s planning consultant in 2013. To date, the firm has completed several development reviews, conducted training sessions for Plan Commissioners and the Village Board, and conducted a seminar on Tax Increment Financing for a consortium of local taxing bodies. The Village recently received a grant to allow Teska to assist the Village in updating the Comprehensive Plan.

North Aurora, IL – Teska has provided a wide-range of services to North Aurora, including review of all new developments since 2000, preparing many zoning ordinance amendments, and preparing the Comprehensive Plan, a corridor study along Route 31, and three TIF Districts.

Glencoe, IL – Teska has served as Glencoe’s Village Planner since 2002. The firm prepared amendments to the Village Zoning Ordinance, subdivision ordinance, prepared updates to the Village’s comprehensive plan (with an emphasis on the downtown), designed and oversaw streetscape improvements, has conducted Plan Commission training, and has conducted development review for petitions before the Plan Commission and Zoning Board.

Olympia Fields, IL – Teska serves as the Village Planner for Olympia Fields, a small upscale Chicago suburb. These efforts have included development of several sector plans, review of all new proposed developments, creation of a TIF District, and a joint corridor study with property owners and neighboring Chicago Heights. Teska also designed marketing postcards for the Village to highlight available properties at conferences and applicable events.

Kankakee, IL – Since 2018, Teska has provided all planning and development review/zoning staffing for the City of Kankakee. Teska has prepared and shepherded approval of zoning ordinance amendments, staff reports for all cases before the Planning Board, established a Tax Increment District, designed and oversaw the installation of new streetscape improvements in downtown, and designed wayfinding and gateway signs for the Court Street Corridor.

Deer Park, IL -- For more than 15 years, Teska has provided complete planning services to the Village of Deer Park, including the preparation of a comprehensive plan, zoning ordinance amendments, development review, landscape and site plan inspection, commission training, and most recently, strategic planning services.

Lake Villa, IL -- Beginning with the preparation of a plan for revitalization of the central business district in 2009, Teska Associates has provided both long term planning services and development review services. Projects have included the establishment of a TIF district, developer recruitment, grant applications, branding, and the establishment of design guidelines.

You are here: [Home](#) > [News & Events](#) > [Village Vision News](#)

Village Vision News

[Printer-Friendly Version](#)

Comprehensive plan, unified ordinance underway

Thursday, January 26, 2012

A fix is in the works for signage problems and other associated issues that have plagued Village administration and drawn complaints from business owners, developers and residents.

"I have every confidence that one year from now we will have a comprehensive plan and unified development ordinance which will combine the zoning ordinance and subdivision ordinance," said Village Administrator Heather Kimmons. She reminded residents to complete the online survey that can now be found through a link on the Village's website at www.forsythvillage.us.

Teska is the consulting company that has partnered with the Village to help

[Subscribe to RSS Feed](#) ([what's this?](#))

Recent Posts

- [Come celebrate our amazing community at Forsyth Family Fest](#)
- [Citizens board discuss landfill's possible toxic waste dump next quarter](#)
- [Library News](#)
- [Upcoming Park Events](#)
- [News in Brief](#)
- [Forsyth Fast Facts](#)
- [Board weighs requests for hotel/motel tax general fund](#)
- [Dioxin threatens well-traveled North](#)

Development Review Process Assessments and Ongoing Consultant Services

Development Review Process Assessments

Galesburg, IL Teska created a Unified Development Ordinance for Galesburg to assist in implementation of their new Comprehensive Plan, (also prepared by Teska). Among many changes, the UDO created a combined Planning and Zoning Commission, established clear site plan review procedures, and created a new conditional use permit process with clear standards that would allow staff to approve certain uses if criteria outlined in the ordinance are met.

Forsyth, IL Teska developed both a Comprehensive Plan and a new Zoning Ordinance for the Village of Forsyth, a thriving suburb near Decatur, IL. As a part of the zoning update, procedures and application requirements were clarified, diagrams were prepared that illustrate the review process and anticipated timelines. The ordinance also was clarified to allow administrative review on simple zoning issues, contingent upon clearly defined criteria added to the ordinance.

Glenview Zoning Review Checklist The Village's zoning review process requires coordination between multiple sections of the Zoning Code and can be complex to new users. Teska developed a step by step checklist process to support complete and accurate zoning reviews. The booklet presents information in a more easily understood format and is designed to be useful to residents, land planners, and Village staff members.

Greensboro Development Review Process Assessment Greensboro, NC adopted a new Land Development Ordinance and established a new development review approach (the Development Services Division) a year later. Once those systems were well established, Teska led an evaluation of the overall review process to consider the extent to which the City was meeting its goals for an efficient plan review process and a positive customer service experience. The assessment, which included interviews with staff and applicants, review of application materials, and time observing office operations, resulted in recommendations to further enhance the development approval process.

Ongoing Consultant Services

Plainfield, IL Teska has assisted the Village in a wide variety of assignments over the past 10 years, including updating the Comprehensive Plan, conducting a downtown parking study, a Transit Oriented Development Plan, a Transportation Plan, design guidelines for residential development, and a complete re-write of the zoning ordinance. We are currently assisting the Village in the development of a Complete Streets Policy.

Kendall County, IL Teska has been providing Kendall County with on-going planning services since 1994, including a period in the mid 2000's when the County was the fastest growing County in the United States. The firm assisted in developing the County's Land Resource Management Plan (and updates), completed a Fox River Corridor Plan, assisted in the complete revision of the Zoning Ordinance, developed an Economic Development Strategy, and provided temporary staffing of the planning department during periods of transition.

Diamond, IL Teska has served Diamond for the past 10 years in a variety of capacities and recently assisting the Village in updating their zoning regulations. Additional past assignments include a Comprehensive Plan, review of a major intermodal facility, and creation of a TIF District.



Plainfield Zoning Ordinance re-write (Signage)



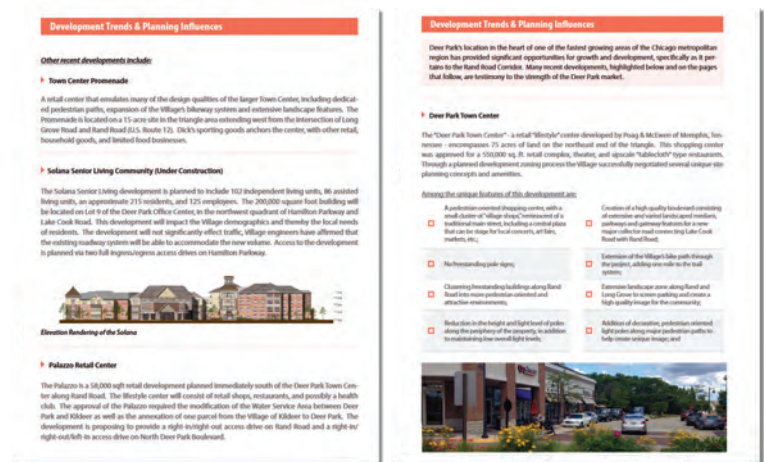
DEVELOPMENT REVIEW SERVICES

Deer Park, Illinois

Built on a rural, picturesque foundation with ample open space and lush forest preserves, the Village of Deer Park has thoughtfully developed over the years into a vibrant living and shopping destination.

Teska has enjoyed a 20 year relationship with the Village, having first updated the Sign Code to improve image of signs along Rand Road, and creating the vision and zoning for the Deer Park Center that has resulted in the premier retail and office center in the Chicago Area. From these early efforts Teska has remained involved in all aspects of the development review process for each subsequent residential, retail and office project as advisor to the Plan Commission. Teska also provides landscape review and inspection services for numerous developments within the Village, including the Deer Park Town Center, to ensure compliance post-installation and on-going health, maintenance in the years following.

Recent development reviews include The Solana Deer Park, a 180-unit Senior Living Community, The Palazzo, a 58,000sf retail/restaurant project off Rand Road just south of the Town Center, and Deer Park Crossing, a 236-unit luxury, multifamily development with construction expected to begin in summer 2016. We believe our track record is well reflected in the many high quality projects developed over the past 20 years. We very much value our relationship with the Village staff and officials over the years. In an effort to maintain these standards and advance economic development, Teska was recruited by the Village to update their 2001 Comprehensive Plan, which included chapters focused on past, current and future development and design guidelines. Teska also completed a thorough review of the Village's Planned Development standards and review procedures, providing the Village with detailed strategies to make these tools easier to understand and streamline the approval process.



Approved developments, reviewed by Teska, were cited in the Village's 2014 Comprehensive Plan that Teska completed to showcase development trends and planning influences.



Deer Park Crossing | Photo Credit: The Lakota Group



The Solana Senior Living Community | Photo Credit: Moseley Architects/Beeryrio



Development Review and Continuing Services

GLENCOE, IL

Providing planning services and being the Village's planner

PROJECT HIGHLIGHTS

- As Village Planner, Teska attends Plan Commission meetings regarding various plans, projects, and developments.
- Teska's review services include landscape design review and inspections, and zoning entitlement review for major projects.
- Capital improvement projects designed by Teska include Tudor Court Streetscape, Downtown Streetscape Enhancements, Gateway Median Landscapes, Green Bay Trail Native Plantings and Neighbor Screening Enhancements and South Avenue Landscape Improvements.

A Chicago North Shore community with rich cultural and historic heritage, a quaint downtown, lush parks and mature neighborhoods, Teska has enjoyed working with the Village of Glencoe for more than 20 years. In addition to multiple planning assignments including Comprehensive Plan Updates, Downtown Tune Up, and amendments to the Village Zoning Ordinance, Teska's landscape architects assist the Village with capital improvement projects and landscape development review.



The median installed on Green Bay Road enhances downtown's character and main gateway.



Maintaining downtown as a community gathering place is important to Glencoe and a large part of Teska's work with the Village.



TESKA ASSOCIATES, INC.
www.TeskaAssociates.com



Kenilworth Site Development Regulations

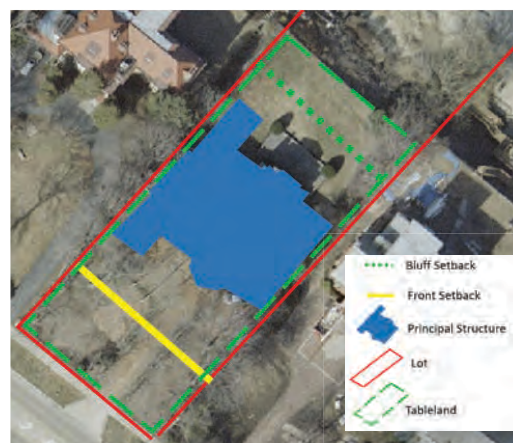
VILLAGE OF KENILWORTH, IL

A solid process leads to solid development regulations

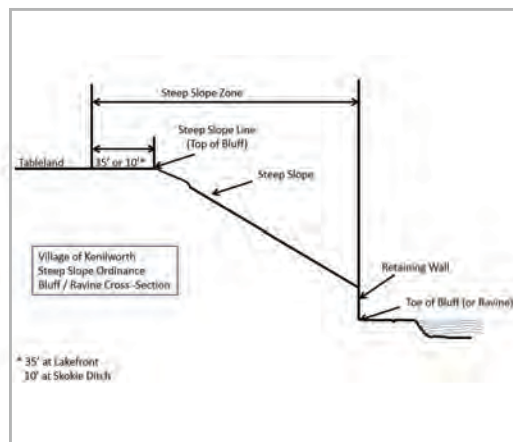
PROJECT HIGHLIGHTS

- White Papers helped the community understand the regulatory issues.
- Standards balanced local benefit and impacts on individual property owners.
- Village Board committee workshops considered benefits of new regulations and set policy for the codes.
- A user manual for the new codes helped residents and contractors understand and apply the codes.

The Village of Kenilworth had gone many years without specific regulations related to lakefront steep slope development or on-site drainage and grading. When these items became matters of concern, Teska (supported by engineering firm Baxter & Woodman) developed these regulations for the Village. The project addressed the technical nature of the code standards and ordinance drafting, as well as the policy implications of adding new rules. The ordinances were drafted by Teska – working with the Village attorney – and adopted by the Village.



Graphics showed how the regulations applied to a typical property located on the lakefront, highlighting unique considerations. | Image Credit: Teska



Defining the point at which the "slope" starts and stops is required in the code, accompanied by graphics to increase quick comprehension. | Image Credit: Teska



TESKA ASSOCIATES, INC.
www.TeskaAssociates.com

GLENVIEW

APPEARANCE COMMISSION

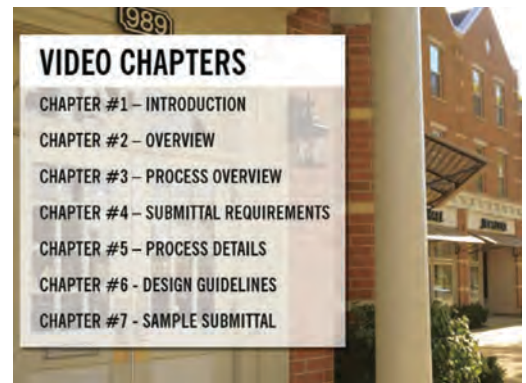
Glenview Zoning Video + Checklist GLENVIEW, IL

Preparing zoning guides to explain complex development standards

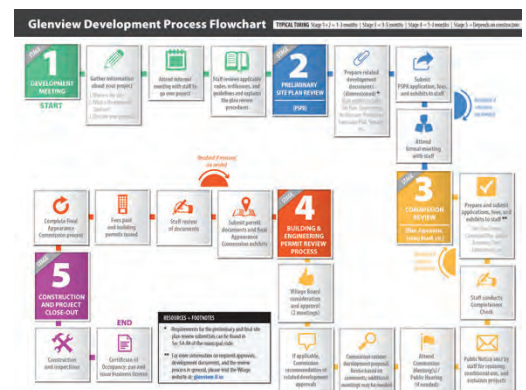
PROJECT HIGHLIGHTS

- The Village sought to convey Architectural Review guidelines and processes through a website video. Teska prepared a video script with accompanying photos and graphics.
- The Architectural Review script was divided into brief chapters that were easy to view and understand, and when viewed together spelled out the full process.
- A Zoning Review Workbook for single family zoning review (prepared by Teska) allowed applicants and Village staff to confirm requirements across multiple code sections.
- The Zoning Review Workbook broke the process into management steps and was color coded to help ensure that one step was completed before the next was started.

Teska Associates worked with the Village of Glenview to create tools that more effectively conveyed the intent and standards of certain code requirements. While complex, Glenview's code standards for Architectural Review and Single-Family zoning were effective. It was the Village's desire to keep the current codes and create tools to clearly explain them. Teska's role was to present the standards for use by customers, and staff, in an easily understandable form.



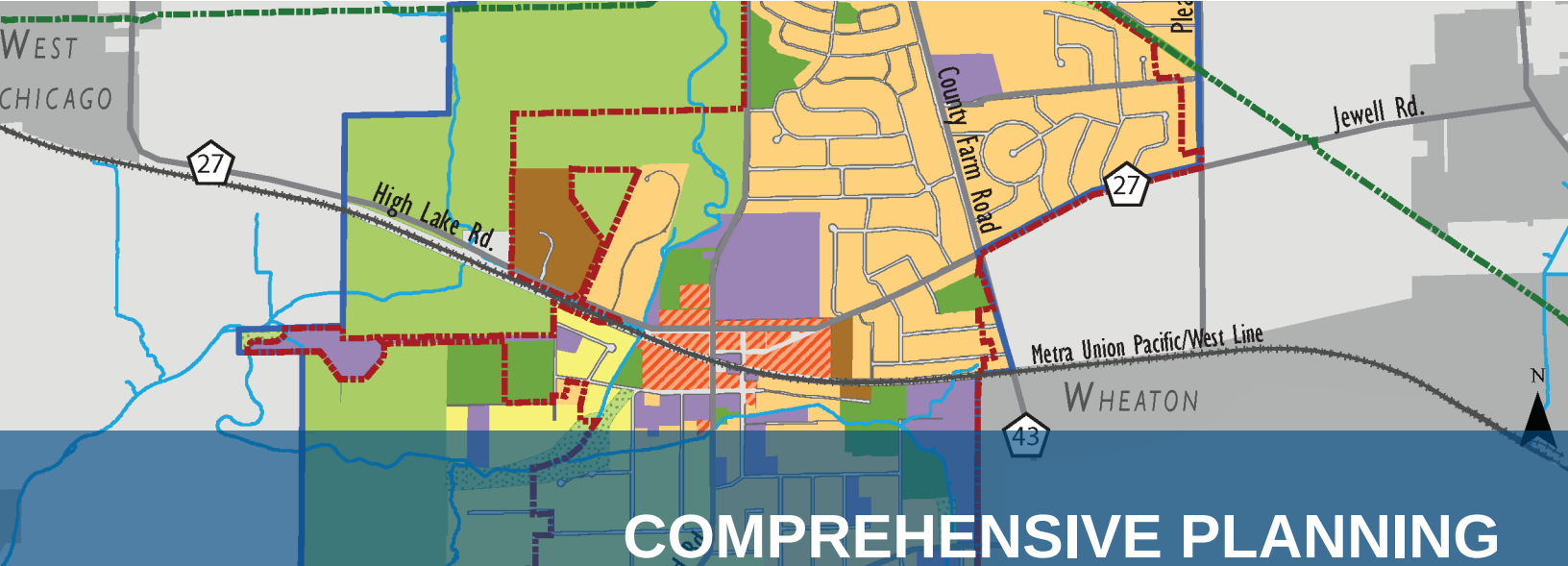
Graphics prepared by Teska for the Appearance Commission Process video were merged into the video prepared by Village staff.



To explain the process overview, a flow chart of the process was created.



TESKA ASSOCIATES, INC.
www.TeskaAssociates.com



EXPERIENCE

Teska Associates' multi-disciplinary team of planners, landscape architects, and engagement specialists and the firm's vast range of experience in planning, economic development, zoning, and community outreach allows for the creation of great plans with comprehensive, multi-faceted and focused results. Teska has completed dozens of comprehensive plans for communities, both small and large. Our implementation-focused plans are award-winning, and many stem from the success of long-term, on-going client relationships. Below is a partial list of Teska's completed comprehensive plans - listed alphabetically by community. Follow-up projects noted in italics.

Completed Comprehensive Plans

- Algonquin, IL
Park Master Plan, Business Park, Development Review
- Barrington Hills, IL
Downtown Plan, TIF
- Bartlett, IL
Downtown Plan, TIF
- Braceville, IL
Zoning Ordinance, TIF Districts, Development Review
- Calumet City, IL
- Coal City, IL
- Canton, IL
Master Streetscape + Facade Enhancement Plan, Parking Murals
- Deer Park, IL
Village Center Plan, PD District, Development Review, Sign Ordinance, Continuing Service
- DeWitt, IL
- Diamond, IL
TIF District, Zoning Ordinance
- Dolton, IL
Parks and Recreation Plan
- Dubuque, IA
- East Dundee, IL
TIF District, PUD Ordinance
- Elkhorn, WI
Corridor Design Plan, Downtown Plan, Continuing Service
- Forsyth, IL
Unified Development Ordinance
- Frankfort, IL
Zoning Ordinance
- Galesburg, IL
Unified Development Ordinance, Park Master Plan
- Gardner, IL
- Geneseo, IL
- Genoa City, WI
- Glenco, IL
Downtown Tuneup, Landscape Plan, Parking, Continuing Service
- Glenwood, IL
- Hanover Park, IL
Village Center, TOD Plan, Unified Development Ordinance
- Johnsburg, IL
- Kendall County, IL
- Knox County, IL
- Macomb, IL
Corridor Plan
- Marengo, IL
- Markham, IL
- Mazon, IL
- Mettawa, IL
Open Space and Park Plan
- Mokena, IL
- Morris, IL
Development Review, Ordinance Amendments
- North Utica, IL
- Oregon, IL
- Park Ridge, IL
- Plainfield, IL
TOD Plan, Transportation Plan, Zoning Ordinance, Complete Streets
- Pontiac, IL
Zoning Ordinance
- Plano, IL
Downtown Plan
- Rochelle, IL
Rt 251 Corridor Plan, TIF Study
- Rolling Meadows
Zoning Ordinance
- Savoy, IL
- Savuk Village, IL
- Seneca, IL
Park Master Plan, OSLAD Grant Application
- South Elgin IL
Downtown and Riverfront Master Plan, 2 TIFs, Downtown PD District
- University Park, IL
- Villa Park, IL
- Wayne, IL
- Wheaton, Illinois
Central Business District TIFs, Northeast Neighborhood Plan
- Winfield, IL
Village Center Plan, Development Sites Marketing Brochure, Design Guidelines, PD Districts
- Wood Dale, IL
- Zion, IL
Downtown Design Guidelines

Plans Currently Underway

- Beecher, IL
- Cape Girardeau, MO
- Frankfort, IL
- Palo Heights, IL



Public Planning Workshop



Deer Park Comprehensive Plan



Winfield Comprehensive Plan



COMMUNITY PARTICIPATION

COMMUNITY PARTICIPATION

People are comfortable contributing in different ways. Some prefer to attend meetings and workshops to share ideas whereas others may opt to interact using web tools, social media and mobile apps. Whether it's at a community event, local festival or online via our project websites and comment tools – we reach out to the community rather than hoping they find us. Our outreach strategy is simple and effective – we provide a variety of interactive tools and in-person events so that residents, businesses, and community leaders can choose how they want to engage. While our methods may vary (because all communities are different) we are consistent in making participation interesting, fun, relevant and engaging.



Ferris Bueller said it first, “Life moves pretty fast...,” and we get that. That’s why all of our project websites and tools are mobile optimized, to ensure we’re able to reach residents whether they’re at home or on-the-go using their desktop, tablet or phone.



Zion Comprehensive Plan | Nostalgia Days Event Booth



Oak Lawn Corridor Plan | Oak Lawn High School Workshop



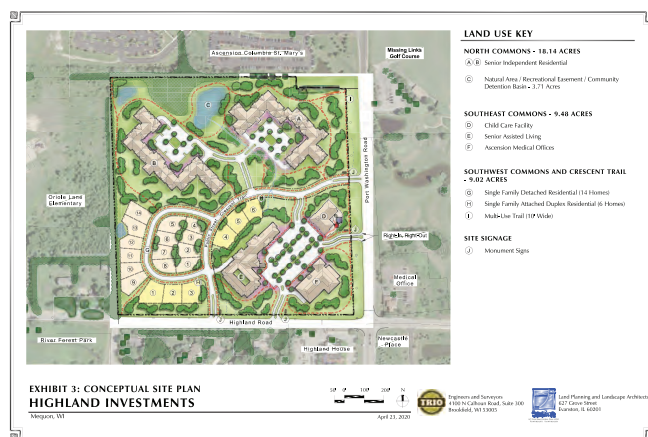
PRIVATE SECTOR DEVELOPMENT PLANNING

When working with private sector development clients, Teska's land planners know well there are multiple layers of design and zoning challenges to be tackled. First is making effective and proper use of the land. Our approach is to work with the property, not push back against it. Every site is unique in its history, topography, planting, and character. We work to understand those factors and incorporate them into unique places that are enjoyed by residents or visitors. Second is being attentive to the business side of the equation. The project must "pencil out" in the pro forma or it just won't get built. Our decades of experience with development lets us help clients make project happen. The final layer is zoning entitlement – community approval. While there is no one answer for this part of process, we have been successful by striving to understand and incorporate community goals and expectations into our land planning work.

Images at right:

(Top) This resort marina plan in Delvan, WI required incorporating a range of recreational and housing objectives in an environmentally sensitive development.

(Bottom) This mixed-use development in Mequon, WI shows how various land uses can be integrated into a single site without creating adverse impacts within the project.





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: March 9, 2022

To: Acting Mayor Dolick and City Council

Cc: Joe Wade, City Administrator

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

Subject: Resolution #R-22-14 Establishing On-Call List of Qualified Provider Planning Consultants

ISSUE:

City staff is proposing to establish an On-Call list of qualified planning firms to assist in administering the City's current and long range planning activities.

BACKGROUND:

The Building & Development Department for the City of Prospect Heights is responsible for administering the City's current and long range planning activities. These activities include the administration of the Comprehensive Plan, the City of Prospect Heights Zoning and Subdivision Code, and other local codes and ordinances related to the City's growth and development. Current planning activities include the review and processing of land use applications, including site plans, special uses, amendments, subdivisions, planned unit developments, variances, etc. Long-range planning activities vary, but may include Comprehensive Plan amendment, subarea concept plans, code development and other efforts based on the Council's priorities.

From time to time, the City requires additional professional planning services and technical expertise either acting as an extension of City staff, or as an independent technical consultant. Establishing an On-Call list of qualified consultants provides a number of benefits.

- Provides technical support, expertise and efficiencies during high demand periods.
- Reduces time necessary in selecting a consultant when there is a time sensitive project.
- Allows staff to evaluate firms for proposed projects and choose the consultant that best meets the City's goals and needs.
- Will allow staff to work on Comprehensive Plan and Zoning Ordinance updates.

The City issued an RFP to ten (10) consulting firms who have extensive experience working in a local government environment to provide planning services and to streamline the development process for the City. Four of the ten firms responded to the RFP. Staff reviewed the responses and selected three firms for the On-Call list.

- Rolf Campbell Associates
- SB Friedman Development Advisors
- Teska & Associates

Each of the selected firms is highly qualified and have the capacity to serve the City when necessary.

RECOMMENDATION:

Staff recommends that City Council adopt the following:

A Resolution #R-22-14 Establishing an On-Call List of Qualified Planning Service Consultants and Authorizing the City Administrator to execute three year service agreements Rolf Campbell Associates, SB Friedman Development Advisors, LLC and Teska & Associates.

ATTACHMENT:

1. Resolution #R-22-14
2. Service Agreement for Selected Consultants
3. Request for Proposal
4. RFP Responses

DRAFT
12/17/21

REQUEST FOR PROPOSAL (RFP)

For On-call Planning Services

You are invited to submit your proposal and qualifications to be considered for a contract appointment as an “on-call” planning consultant for the City of Prospect Heights.

All Responses are to be addressed to:

City of Prospect Heights
RE: (vendor name)
Request for Proposal – On-call Planning Services

Attn: Daniel A. Peterson, Director
Building & Development Department
8 N. Elmhurst Rd.
Prospect Heights, IL 60070
dpeterson@prospect-heights.org

RFP's must be received not later than 4:00 pm on January 21, 2022.

For further information, contact Daniel Peterson at (847) 398-6070 ext. 208 or by email at dpeterson@prospect-heights.org.

The City reserves the right to reject any or all statements, or to withhold selections of short-listed firms for any reason it may determine, or to waive or decline irregularities in any submittal.

I. Introduction

The Building & Development Department for the City of Prospect Heights is responsible for administering the City's current and long range planning activities. These activities include the administration of the Comprehensive Plan, the City of Prospect Heights Zoning and Subdivision Code, and other local codes and ordinances related to the City's growth and development. Current planning activities include the review and processing of land use applications, including site plans, special uses, amendments, subdivisions, planned unit developments, variances, etc. Long-range planning activities vary, but may include Comprehensive Plan amendment, subarea concept plans, code development and other efforts based on the Council's priorities.

From time to time, the City requires additional professional planning services and technical expertise either acting as an extension of City staff, or as an independent technical consultant. The City is issuing this RFP to select consultants who have extensive experience working in a local government environment to provide planning services and to streamline the development process for the City.

II. Scope of Work

Selected consultant shall have demonstrated expertise in processing application for various types of project (residential, commercial, industrial) and preparing notices, staff reports, and other related documents as required by the Prospect Heights Zoning and Subdivision Code. In addition, the City seeks firms with recent experience in the preparation of long-range planning documents to include white papers on specific topics, staff reports for Comprehensive Plan Amendments, area specific plans and feasibility reports. Consultant shall also have experience in a community that is subject to meeting the objective of the regional planning agency, public outreach and the presentation of materials to the public and the City Council or Planning/Zoning Board of Appeals if called upon to do so in the performance of the work.

IV. Submission Format

The responses to the RFP must include, at a minimum, the following information:

- a) A brief description of the consultant's firm, including a statement of the firm or individual's qualification for performing the subject consulting services.
- b) A summary of the qualifications and experience of each member proposed to provide planning or development review services.
- c) A project summary list with descriptions of the proposed team's experience relative to the provision of long-range and current planning activities. Emphasis should be given to work competed for local government entities.

- d) A list of references of relevant clients, including a contact person with their current telephone number, email address and title.
- e) Provide a cost proposal for services related to providing on-call planning services. Please include a schedule of hourly rates for additional planning services
- f) Other information that will assist the City in selecting the most qualified consultant(s)

V. Submittal Requirements

In order to have your SOQ considered, it must be emailed in .pdf format to the City of Prospect Heights, attention Daniel A. Peterson, Director of Building & Development, dpeterson@prospect-heights.org. The City will acknowledge receipt of the SOQ but will not open until after 11:00 AM on September 2, 2021. The email subject line should read "On-Call Planning Services – Statement of Qualifications"

SOQs not received by the City by **no later than 4:00 pm on January 21, 2022.**, will be returned, unopened to the firm.

The RFP does not obligate the City to pay for any costs, of any kind whatsoever that may be incurred by a vendor or any third parties, in connection with the RFP response. All RFP responses and supporting documentation shall become the property of the City, subject to claims of confidentiality in respect of the RFP response and supporting documentation.

VI. Selection Process

Staff will evaluate all responses to the RFP for completeness and content. Each response will be evaluated upon the relevant qualification, experience of the consultant, cost and other factors. Staff may conduct interviews if necessary. References will also be verified.

Based on the Staff's evaluation and recommendation, the Prospect Heights City Council will consider the approval of the on-call provider for planning services for a three (3) year period. The Council may select more than one consultant/firm. Upon selection by the City Council, the consultant may or may not be called upon by the City to provide on-call planning services. During the three years, the City will have the discretion to negotiate with a consultant on the total cost for the consultant services based upon its fixed hourly fee schedule and the scope of work of the project.

Upon review of proposals received in response to this RFP, the City will enter into a contract with the vendor that is best qualified based on the criteria set forth in this RFP, is responsible and responsive to requested criteria, and which provides the best overall value to the City. The bid cost is not the only criteria for selection.

The City reserves the right to reject any and all proposals, or to accept any portion of the proposal, to waive any formality, technicality or irregularity in any proposal,

and to be the sole judge of the value and merit of the proposals offered. Such decisions by the City shall be final.

In responding to this RFP, the vendor accepts full responsibility to review and understand the RFP in its entirety, and in detail, including making any inquiries to the City as necessary for clarification and information. Failure to make such review or inquiry shall not excuse the vendor from performance of the duties and obligations imposed under the terms of the contract. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or to request additional compensation.

Further, the City reserves the right, at its sole discretion, to eliminate from further consideration any proposal the City deems to be substantially or materially unresponsive to the requests for information contained herein. Such elimination shall be at no fault, cost, or liability whatsoever to the City.

The City reserves the right to cancel this request for proposal at any time, to elect not to award the work listed, to reject any or all of the responses, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received. While the City intends to award all tasks included in this request for proposal to one vendor, the City also reserves the right to contract any task or portion of this work separately.

VII. Evaluation Criteria

The evaluation of each RFP response will be based on its demonstrated competence, compliance, technical experience, organization, cost and other factors including, but not limited to, the following:

- 1) Does the firm or individual offer the services required for the types of planning services listed in the Scope of Work?
- 2) Does the firm or individual show sufficient capacity to provide the services?
- 3) Do key personnel possess the qualifications to be assigned the anticipated projects.
- 4) Do key personnel have the requisite education, experience, and professional qualifications
- 5) Has the firm or individual demonstrated the ability to successfully provide the services for the anticipated projects?
- 6) Is the firm familiar with the City of Prospect Heights local review procedures and processes, Cook County Planning, CMAP and Illinois Law?
- 7) Are all the requested materials in the RFP Format provided in the response?

VIII. Timeline

The following is a tentative schedule for this RFP but may change in accordance with the City's needs or unforeseen circumstances. Changes will be communicated by email to all vendors who have received this RFP.

- | | |
|--|-------------------------------|
| 1) Request For Proposal Issued | January 7, 2022 |
| 2) Responses Due | January 21, 2022 |
| 3) Interviews (if required) | January 28 – February 4, 2022 |
| 4) City Council Approval of On-call list | February 28, 2022 |

IX. Payment

Payment shall be made by the City to the vendor upon the City's receipt of an invoice itemizing the services performed for the period covered by the invoice. The vendor will invoice the City on a monthly basis. Payments of all invoices, and any late payment penalties, shall be governed by the Local Government Prompt Payment Act (5 ILCS 505/1 *et seq.*).

X. Intellectual Property

The RFP vendor should not use any intellectual property of the City including, but not limited to, all logos, registered trademarks, or trade names of the City, at any time without the prior written approval of the City, as appropriate.

XI. Insurance.

Contractor shall obtain and maintain insurance of the types and in the amounts listed below.

- a. Commercial General and Umbrella Liability Insurance. Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 for each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured Agreement (including the tort liability of another assumed in a business Agreement). The City shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the City. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

- b. Business Auto and Umbrella Liability Insurance. Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent similar liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.
- c. Workers Compensation Insurance. If Contractor has employees, then Contractor shall maintain workers compensation as required by statute and employer's liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 for each accident for bodily injury by accident or for each employee for bodily injury by disease. If the City has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required herein, the Contractor waives all rights against the City and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.
- d. General Insurance Provisions.
 - i. Evidence of Insurance. Prior to providing services under this Agreement, Contractor shall furnish the City with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days' written notice to the City prior to the cancellation or material change of any insurance referred to therein. Written notice to the City shall be by certified mail, return receipt requested. Failure of the City to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. The City shall have the right, but not the obligation, of prohibiting Contractor from commencing the services until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the City. Failure to maintain the required insurance may result in termination of this Agreement at the City's option. Contractor shall provide certified copies of all insurance policies required above within 10 days of the City's written request for said copies.
 - ii. Acceptability of Insurers. For insurance companies which obtain a rating

from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the City has the right to reject insurance written by an insurer it deems unacceptable.

- iii. *Cross-Liability Coverage.* If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
- iv. *Deductibles and Self-Insured Retentions.* Any deductibles or self-insured retentions must be declared to the City. At the option of the City, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

XII. Indemnification.

To the fullest extent permitted by law, Contractor, its Representatives, volunteers and agents shall indemnify and hold harmless the City and its elected and appointed officials, officers, employees, volunteers and agents from and against claims, suits, damages, causes of action, judgment, losses, costs and expenses, including reasonable legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from Contractor's and Contractor's Representatives' performance of the services and obligations under this Agreement, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom and (ii) to the extent caused by any wrongful or negligent act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in whole or in part by the City. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Section. Contractor shall similarly protect, indemnify and hold and save harmless the City, its officers, officials, employees, volunteers and agents against and from claims, costs, causes, actions and expenses including but not limited to reasonable legal fees, incurred by reason of the Contractor's breach of its obligations under, or the Contractor's default of, the provisions of this Agreement.

XIII. Independent Contractor.

The relationship between Contractor and the City is that of an independent contractor. Contractor shall not be deemed to be, nor shall it represent itself as, employees, partners, or joint ventures of the City. Contractor is not entitled to workers' compensation benefits or other employee benefits from the City and is obligated to directly pay federal and state income tax on money earned under this Agreement.

XIV. Conflict of Interest

Contractor represents and will certify that, to the best of its knowledge, (1) no City employee or agent is interested in the business of Contractor or this proposed work; (2) as of the date of this RFP neither Contractor nor any person employed or associated with Contractor has any interest that would conflict in any manner or degree with the performance of the obligations herein; and (3) neither Contractor nor any person employed by or associated with Contractor shall at any time during the term of this proposed work obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations herein.

XV. No Collusion. Contractor represents and will certify that (1) Contractor is not barred from contracting with a unit of state or local government as a result of (a) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax; or (b) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*; (2) only persons, firms, or corporations interested in this Agreement as principals have been those disclosed to the City prior to the execution of this Agreement; and (3) this proposal is made by Contractor without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has, in procuring this proposed work, colluded with any other person, firm, or corporation, then Contractor shall be liable to the City for all loss or damage that the City may suffer, and the proposed work Agreement shall, at the City's option, be null and void.

XVI. Sexual Harassment Policy. Contractor will certify that it has a written Sexual Harassment Policy in full compliance with 775 ILCS 5/2-105(A)(4).

XVII. Non-Discrimination. In all hiring or employment by Contractor pursuant to this proposed work, there shall be no discrimination against any employee or applicant for employment because of age, race, gender, creed, national origin, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. Contractor agrees that no person shall be denied, or subjected to discrimination in receipt of the benefit of any services or activities made possible by, or resulting from, this proposed work.

XVIII. Inquiries

All questions regarding this RFP must be emailed to Daniel A. Peterson at dpeterson@prospect-heights.org.

The City will make a good-faith effort to provide an email response to each question or request for clarification, interpretation or changes within three (3) business days. All questions, answers, and addenda will be shared with all recipients of this RFP.

DRAFT
12/17/21

Agency	Contact	Address		City	State	Zip	Phone	Email
Teska & Associates	Lee Brown President	627 Grove St.	#2	Evanston	IL	60201	847-869-2015	https://www.teskaassociates.com
Rolf Campbell & Assoc	Katie Portillo	One Overlook Point	Suite 290	Lincolnshire	IL	60069	847-735-1000	kportillo@rolfcampbell.com
Lakota Group	Kevin Clark	116 W. Illinois St.	Floor 7	Chicago	IL	60654	312-467-5445 wx. 213	kclark@thelakotagroup.com
Soloman Cordwell Buenz	Christine Carlyle	625 N. Michigan Ave.	Suite 800	Chicago	IL	60611	312-896-1100	Christine.Carlyle@scb.com
SB Friedman Development Advisors	Geoffry Dickinson Senior VP	221 N LaSalle St.	#820	Chicago	IL	60601	312-384-2404	gdickinson@sbfriedman.com
Camiros, Ltd.	Pam Thompson	411 S. Wells St.	Suite 400	Chicago	IL	60607	312-922-9211	pthompson@camiros.com
Kretchmer & Associates	Valerie Kretchmer President	807 Davis St.	#3004	Evanston	IL	60602	847-864-8895	vsk@kretchmerassociates.com
SAFEbuilt Illinois, LLC	Avner Alkhas Chief Financial Officer	No Address provided in electronic response					224-250-4010	agreene@safebuilt.com Alan Greene



To: Acting Mayor Dolick and Members of the City Council

From: Joe Wade, City Administrator

Subject: Recommended Contract Award for Hillcrest Lake Treatment Services

Date: March 8, 2022

Background

In recent years, Hillcrest Lake has experienced aquatic plant growth which has caused an unsightly appearance to the Lake. The City has systematically treated the Lake by contracting with Clarke Aquatic Services. While treating elodea and pondweed plants, the Company has stressed sensitivity to oxygen levels and the impact to fish in this shallow lake. In prior years, upon examination, Clarke recommended against treatment of Hillcrest Lake. As the company has noted, plant growth within the Lake responds to the particular conditions of the seasons. 2021 was an interesting year for lake management primarily due to low water levels and drought-like conditions later in the summer. These conditions made surveying lakes challenging, especially Hillcrest Lake, because of its shallow depth. Clarke was not able to collect data through the BioBase system due to the shallow water depth. Alternatively, the technician performed a rake study in late May, 2021 for the spring survey and identified only 4 curly leaf pondweed plants (invasive species), which were removed by hand rather than applying herbicide.

The technician also noted a small amount of slender pondweed which were left in the water because this is a native aquatic plant species. The Lake was turbid and muddy most of the summer, making it difficult for sunlight to get through the water, which also mitigated much of the plant growth.

Clarke is recommending the continuance of an approach which has evolved for the analysis/treatment of Hillcrest Lake. Rather than plan for herbicide applications, the Company surveys first and takes the path that will create the least amount of negative impact on native plant species.

Analysis

As noted, the Lake Survey determines the types of weeds and scope of treatment. Some years have required treatment of different types of aquatic plants, while other years' treatment has not been necessary. With survey information, Clarke will know what types of weeds require treatment and the type of response (pre-emergent or emergent).

Recommendation

It is recommended the City execute the contract with Clarke Aquatic Services, for 2022 Lake Survey and seasonal treatment and monitoring of Hillcrest Lake.

RESOLUTION - R-22-15

**A RESOLUTION APPROVING CONTRACT FOR HILLCREST LAKE TREATMENT SERVICES WITH
CLARKE AQUATICS SERVICES**

WHEREAS, the City of Prospect Heights has utilized the services of Clarke Aquatic Services for treatment and maintenance of Hillcrest Lake; and

WHEREAS, the City Council of the City of Prospect Heights finds that continuing to have Clarke Aquatic Services treat Hillcrest Lake for the 2022 season is a logical and sensible decision; 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) with Clarke Aquatic Services 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 14th day of March, 2022.

Matthew Dolick, Acting Mayor

ATTEST:

Deputy City Clerk Schultheis

AYES: _____

NAYS: _____

ABSENT: _____

Exhibit A

Contract with Clarke Aquatic Services

Proposal Date: **March 7, 2022**

Hillcrest Lake
c/o City of Prospect Heights
Attn: Joe Wade
jwade@prospect-heights.org

Dear Joe:

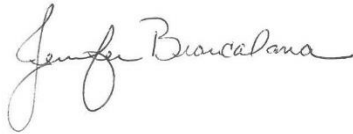
On behalf of the entire Clarke team, I would like to thank you for your continued business.
Attached is the quote for your **2022 Lake Management Services**.

For 2022, we will closely monitor the lake for early signs of curly leaf pondweed growth. Additionally, we will schedule the first survey when water levels are at their highest to ensure we can capture mapping data. Once we have information on plant growth, we will share the data with you and suggest treatments as needed. If algae growth becomes an issue after the herbicide application(s), and requires treatment, we can offer solutions based on the species and quantity at that time. I have only included the treatment of curly leaf along with elodea in the proposal at this time.

If you have questions regarding any aspect of your contract or services, please contact me at 630-417-2332 or jbiancalana@clarke.com.

Thank you for the confidence you have placed in Clarke Aquatic Services. We sincerely appreciate the continuous opportunity to be of service in meeting your aquatic needs.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Biancalana".

Jennifer Biancalana
Control Consultant
Clarke
630-417-2332

CLARKE AQUATIC SERVICES, INC.

Aquatic Professional Services Contract (the "Agreement")

Proposal Date: **March 7, 2022**

Hillcrest Lake
c/o City of Prospect Heights #089030

Thank you for choosing Clarke Aquatic Services, Inc. ("Clarke") for your aquatic management needs. City of Prospect Heights Hillcrest Lake's customized water solutions management program will include customized, targeted services and solutions provided by Clarke. The term of this contract is for the fiscal year **January 1, 2022 thru December 31, 2022**. The following professional aquatic management program is recommended for Hillcrest Lake.

LAKE MANAGEMENT SERVICES; LAKE SURVEY
--

☐ **Core Treatment Program Lake Survey: \$1,700.00 annual**

Core Treatment Program Scope of Services:

- Inspections and treatments will begin **April** and run through **September**. Clarke will determine the proper treatment program at the time of inspection based on environmental conditions. Reports will be available to Hillcrest Lakes representatives through the Clarke service portal.
- Clarke will monitor water quality including dissolved oxygen levels, pH, and temperature.
- Any aquatic plants beneficial to an ecologically balanced aquatic system will be preserved. In the event of uniquely problematic vegetation requiring specialized services to control, additional fees may be requested.
- Standard program does not include removal of plant material. Clarke is also not responsible for lawn or bank maintenance including cutting, treating, or removing grasses or other vegetation above the existing waterline.
- All weed and algae control products used are EPA registered, labeled for aquatic use and applied per label requirements. Weed & algae control products exclude bacteria, phosphorous binders and dyes. All applicators are licensed, state certified aquatic applicators.
- Timely notice will be provided to City of Prospect Heights prior to survey.
- Survey, mapping and plant data will be provided to City of Prospect Heights
- Clarke will monitor continue to visually monitor lake from April-September

☐ ****IMPORTANT** Please check box if any water bodies are used for irrigation.**

☐ ****IMPORTANT** Please check box if site is located within a managed conservation area.**

☐ ****IMPORTANT** Please check box if site is subject to permitting requirements of any other party or conservation/lake management protocols directed by any government agency**

HERBICIDE TREATMENT TO CONTROL VARIOUS SUBMERGED PONDWEEDS

□ **Clarke Aquatic Weed Control Maintenance Program: \$3,410.00** per treatment

Scope of Services:

- Inspections and treatments will begin **April** and run through **May**.
- If elodea, curly leaf pondweed or other submerged pondweed growth is identified during lake-wide survey; herbicide treatment will be scheduled following survey and with approval from City of Prospect Heights.
- A maximum of 7 acres or 50% of lake will be treated per visit in accordance with product labels to prevent adverse effects to fish and other beneficial organisms. If water temperatures exceed 70 degrees, treatment area may be reduced to 30% of lake.
- Treatments will be performed with Conserve® Precision Sub-Surface Application System when water depth permits; injection applications may be applied from shoreline if depths don't allow for boat application
- An algae bloom may appear following herbicide application

Payment Plan Schedule

- **Lake Survey:** **\$1,700.00 due May 1st, 2022**
- **Herbicide Applications:** **\$3,410.00 will be invoiced after each completed application.**
Payments due 30 days from invoice date

Clarke Standard Terms

TERM AND TERMINATION: The term of the Agreement shall commence on the date when both parties have executed this Agreement and shall continue for a period ending on 12/31/2022 (the "Initial Term"). Notwithstanding anything set forth herein to the contrary, either party may terminate this Agreement upon 30 days written notice to the other party; provided that in the event the Customer terminates this Agreement, the Customer must provide payment to Clarke for all services rendered prior to the effective date of termination.

PRICE INCREASE: The first day of the month following the initial term (a "Price Increase Date"), the prices listed above can be increased by a percentage which shall not exceed the greater of the percentage increase of the consumer price index during the year which immediately precedes the Price Increase Date or five percent (5%). Within thirty (30) days of the Price Increase Date, Clarke shall publish and deliver to the Customer revised pricing for the current renewal term. Clarke may petition Customer at any time for an additional rate adjustment on the basis of extraordinary and unusual changes in the cost of operations that could not be reasonably foreseen by a prudent operator. New areas to be covered will be pro-rated to the program cost at the rates in effect at the time.

PROPERTY DAMAGE/LIMITATION ON CLAIMS: Allegations of property damage resulting from the services rendered by Clarke must be submitted in a written report with pictures included, filed directly with respective Account Manager within fifteen (15) days. Clarke will review the report, determine a fair and equitable resolution, and respond within a timely manner. Customer agrees that any claims Customer has against Clarke must be filed within one (1) year from the date of termination of this Agreement.

NPDES PERMIT: A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for aquatic control services effective October 31, 2011. Clarke will maintain all required licenses and permits and fulfill reporting requirements, including those under the new NPDES permit, for the duration of the term of the Agreement. Any additional/unforeseen costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.

LIMITATION OF LIABILITY: Neither party will be liable to the other party for any special, indirect, consequential, or incidental damages of any kind, including, without limitation, any loss of profit, loss of use, or business interruption, based on any claim under this agreement, even if such party has been advised of the possibility of such damages.

Customer hereby agrees to indemnify, defend and hold harmless the Clarke from and against any and all liabilities, obligations, damages, penalties, fines, loss, awards, judgments, costs, and expenses (including, without limitation, reasonable attorneys' fees and costs), relating to any claim, action or proceeding initiated or threatened by a third party (collectively "Losses") incurred by or imposed upon Clarke as a result of Customer's negligence or intentional misconduct.

Clarke hereby agrees to indemnify, defend and hold harmless the Customer from and against any and all Losses incurred by or imposed upon the Customer as a result of Clarke's negligence or intentional misconduct provided however that Clarke shall not be responsible for any Losses due in whole or in part to Customer's negligent acts or omissions.

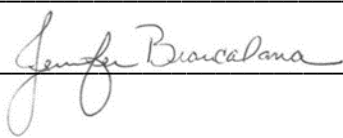
INSURANCE: Clarke shall carry Worker's Compensation and Employer Liability, Commercial General Liability, Professional Liability, and Property Damage Insurance which shall remain in full effect throughout this Agreement. Customer will be an insurance certificate holder and also named as an additional insured. Certificates of insurance shall be delivered to Customer a minimum of two weeks prior to the initiation of the treatment program. If coverages confirmed by these certificates will expire prior to the termination of this Agreement, the certificates for renewals must be delivered not less than ten days prior to the expiration date.

ENTIRE AGREEMENT: This Agreement constitutes the complete understanding between the parties hereto and supersedes any prior understandings whether written or oral between the parties relating to the subject matter hereof.

SIGNING AND RETURNING this document authorizes Clarke to perform the services stipulated within this Agreement. By signing this document, I acknowledge I have the authority to authorize Clarke to perform the services for **City of Prospect Heights**.

PRINT CUSTOMER NAME: _____ TITLE: _____

CUSTOMER SIGNATURE: _____ DATE: _____

CLARKE SIGNATURE:  _____ DATE: March 7, 2022

CLIENT INFORMATION
CITY OF PROSPECT HEIGHTS HILLCREST LAKE

PLEASE ASSIST US IN MAINTAINING OUR RECORDS BY COMPLETING THE FOLLOWING:

BILLING ADDRESS:

Name: _____

Property Management Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Office Phone: _____ Cell: _____ Fax: _____

Accounts Payable E-Mail: _____ Accounts Payable Contact _____

****To be more sustainable, we ask you provide an Email address the invoices should be sent to****

***TREATMENT ADDRESS (if different from above):**

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

CONTACT PERSON FOR CITY OF PROSPECT HEIGHTS HILLCREST LAKE:

Name: _____ Title: _____

Office Phone: _____ Cell: _____ Fax: _____

E-Mail: _____

ALTERNATE CONTACT PERSON FOR CITY OF PROSPECT HEIGHTS HILLCREST LAKE:

Name: _____ Title: _____

Office Phone: _____ Cell: _____ Fax: _____

E-Mail: _____

WATER BODIES USED FOR IRRIGATION:

Numbers/Names: _____

Please sign and return a copy of all pages of this completed Agreement to:

Clarke Aquatic Services, Inc.
Attention: Jennifer Biancalana
675 Sidwell Court

Saint Charles, IL 60174

Phone: 630-417-2332 Fax: 630-443-3070

jbiancalana@clarke.com



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: August 28, 2020

To: Acting Mayor Dollick and City Council

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

Subject: ZBA Case No. 22-05 V – Variation to Reduce Front and Side Yard Setback to construct an addition to the garage at 14 Kenneth Ave., Prospect Heights, IL

Issue: Dorota Kraczevska, owner of the subject property is seeking a variation to Section 5-6-1 (E) 1&2 of the City of Prospect Heights Zoning Code to allow the reduction of the required front setback from 40' to 30' and the required side yard setback from 15' to 10' for the construction of an addition to the existing attached garage. The existing property has a 30' setback established prior to the City incorporating and is legal nonconforming.

Background: The PZBA held a public hearing on February 24, 2022. Ms. Kraczevska testified that she is requesting the smallest variation necessary to complete the addition. The PZBA voted unanimously (7-0) to recommend approval of the variation.

Mr. Ladvislad Smoldas, 16 Kenneth Avenue, testified that is happy with the project and placement of the new garage.

RECOMMENDATION: That the City Council approve Ordinance #O-22-04 granting certain variations to reduce the required front yard setback from 40' to 30', and the side yard setback from 15' to 10' allowing the applicant to construct of an addition to her primary structure.

.

ORDINANCE NO. O-22-04

**AN ORDINANCE GRANTING CERTAIN VARIATIONS FOR
THE PROPERTY AT
14 KENNETH AVE., 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 14 Kenneth Ave. prescribe that the principal structure maintain a 40' front yard setback and a 15' side yard setback from the property line, and

WHEREAS, the owner of the Property has submitted for consideration of a variation to allow a 10' reduction from 40' to 30' in the front yard setback and a 5' reduction from 15' to 10' in side yard setback for a garage addition to a single family residence Section 5-6-1E2 of the City of Prospect Heights Zoning Code on the property commonly known as 213 Shannon Dr., Prospect Heights, Illinois, in the City's R-1 Single Family Residential District; and

WHEREAS, the Plan/Zoning Board of Appeals held a public hearing on February 24, 2022 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 Variations are hereby granted.

Section 3. That this variation is conditioned upon applicants construction of the addition substantially in accordance with the approved site plans, Exhibit B, and documents submitted at the public hearing on this matter and with applicable codes.

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

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

PASSED AND APPROVED this ____ day of March 2022.

Matthew Dolick, Acting Mayor

ATTEST:

Joanna Prisiajniouk, City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form: March ____, 2022.

LOT 53 IN THE BLUETTS COUNTRYSIDE SUBDIVISION IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, ILLINOIS.

[illegible]

Proposed Site Plan

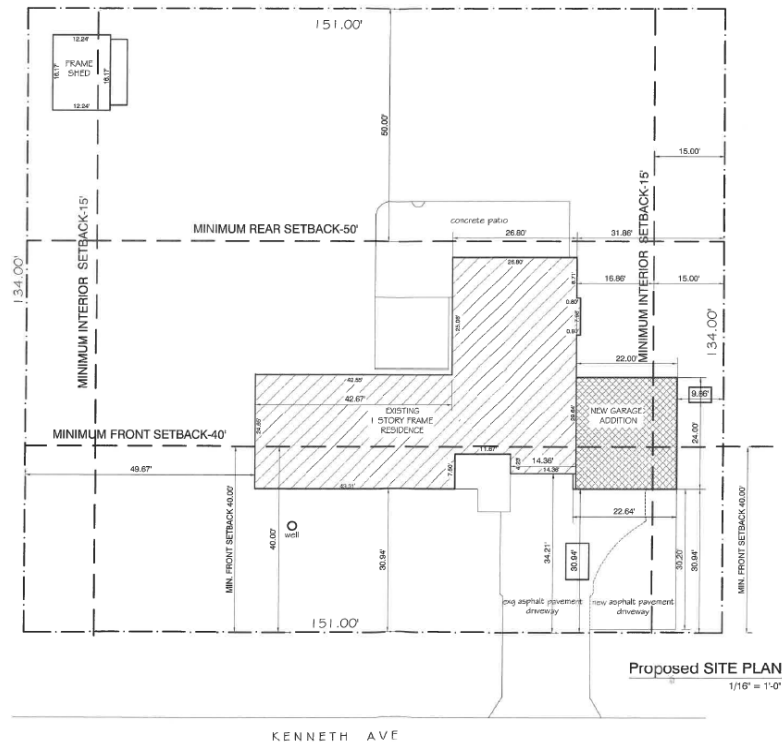


EXHIBIT
4

Memorandum

To: Prospect Heights Mayor and City Council

From: Bruce Mellen – Chairman
Plan / Zoning Board of Appeals

Date: February 25, 2022

Subject: Recommendation
Case No. ZBA -22-05 Variation
Applicant: Dorota Karczewska
Property Address: 14 Kenneth Ave.
Hearing Date: February 24, 2022

I. Purpose

Conduct a public hearing regarding and application for a Variation to Section 5-6-1(E) 1&2 of the City of Prospect Heights Zoning Code to allow a reduction in the required front yard setback from 40' to 30' and the required side yard setback from 15' to 10'. To construct an attached 2- car garage onto the existing legal nonconforming primary structure the R-1 Single Family Residential District at 14 Kenneth Avenue.

II. Comments and Testimonies

Director Peterson provided a brief description of the request and the legal nonconforming conditions of the existing property. The existing front yard setback is 30' and the property was established prior to the City's incorporation.

Ms. Dorota Karczewska, property owner, testified that agreed with the description and did not provide any additional testimony.

Mr. Ladvislad Smoldas, 16 Kenneth Avenue, testified in favor of the project. He stated. "He is happy with the project and happy with the location of the new garage." He resides next door to the proposed addition.

III. Board and Staff Comments

No additional staff or board comments were provided.

IV. Decisions and Findings

Commissioner DeGraf made a motion, seconded by Commissioner Saewart to recommend approval of variations to reduce the front yard from 40' to 30' and reduce the side yard setback from 15' – 10' for the construction a two car garage addition to the primary residence in the required front and side yard for the applicant at 106 Alton Lane, Prospect Heights, IL

The motion was 7-0 to recommend approval of the variation request and forward to the City Council.

Respectfully Submitted



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: February 17, 2022

To: Planning/Zoning Board Commissioners

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

Subject: ZBA Case No. 22-05 V – Variation to encroach 9’ into the required front and 5’ into the side yard setback to construct a garage addition within the required setbacks at 14 Kenneth Ave.

Please be advised that Dorota Karczewska, owner of the subject property, is seeking variations to Section 5-6-1 E1 & 2 of the City of Prospect Heights Zoning Code to allow an encroachment into the required front yard from 40’ to 31’ and side yard setback from 15’ to 10’ for the construction of a garage addition to the primary structure. The property is legal non-conforming as it was platted and constructed prior to 1976 and the establishment of the current setbacks.

The meeting will be by Zoom format. Participation instructions will be listed on the agenda.

Please contact me should you have any questions regarding this application.

Thank you.

. PZBA Meeting

Case #22-05 V – Variation
14 Kenneth Ave., Prospect Heights. IL

EXHIBITS LIST			
No.	Date	Description	Prepared
1	01/24/22	Completed Application	Applicant
2	01/24/22	Hardship Letter	Applicant
3	08/18/20	Plat of Survey	Applicant
4	01/24/22	Proposed Site Plan	Applicant
5	01/25/22	Aerial Image of Subject Property	City of Prospect Heights
6	08/14/20	Notices, Abutter's List, White cards	Staff -Applicant
7	01/25/22	Proof of Ownership	In File
8	01/25/22	Zoning Review	Director Peterson
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			



FOR OFFICE USE ONLY:

FEE PAID _____
RECEIPT # _____
DATE _____
RECV'D BY _____
CASE # _____
MEETING DATE _____

4500

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: Dorota Karcewska
ADDRESS: 14 Kenneth Ave

Prospect Hts. IL 60070
847-280-1619

PHONE: _____
E-MAIL: dkarcewska@yahoo.com

ADDRESS OF SUBJECT PROPERTY: 14 Kenneth Ave Prospect Hts. IL 60070

PROPERTY IS LOCATED IN THE R1 ZONING DISTRICT.

APPLICABLE SECTION OF ORDINANCE: 5-6-1 E2

DESCRIPTION OF REQUEST: I would like to ask for a request, to build a garage. We currently don't have one.

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 filling:

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 _____

Letter of Indicating Hardship



I am writing to request a grant for the construction of a garage. Currently, the house located on 14 Kenneth Ave does not have a garage. My dream is to build a two-car garage, which would be attached to the house. Not having a garage has been very difficult and has made everyday life inefficient and uncomfortable. The worst time of the year is during winter, due to the time it takes to remove snow and ice off of the vehicles. Additionally, it would be a benefit to have the vehicles protected by the everyday inclement weather, so the exteriors can remain in great condition.

Possession of a garage would bring a more comfortable way of life. It would bring additional needed storage for bikes and other outdoor equipment. It is the only thing that is missing from having my dream home in this beautiful community. Please grant me the permission for this construction as it would mean a lot to me.

Thank you for your time and consideration.

Sincerely,

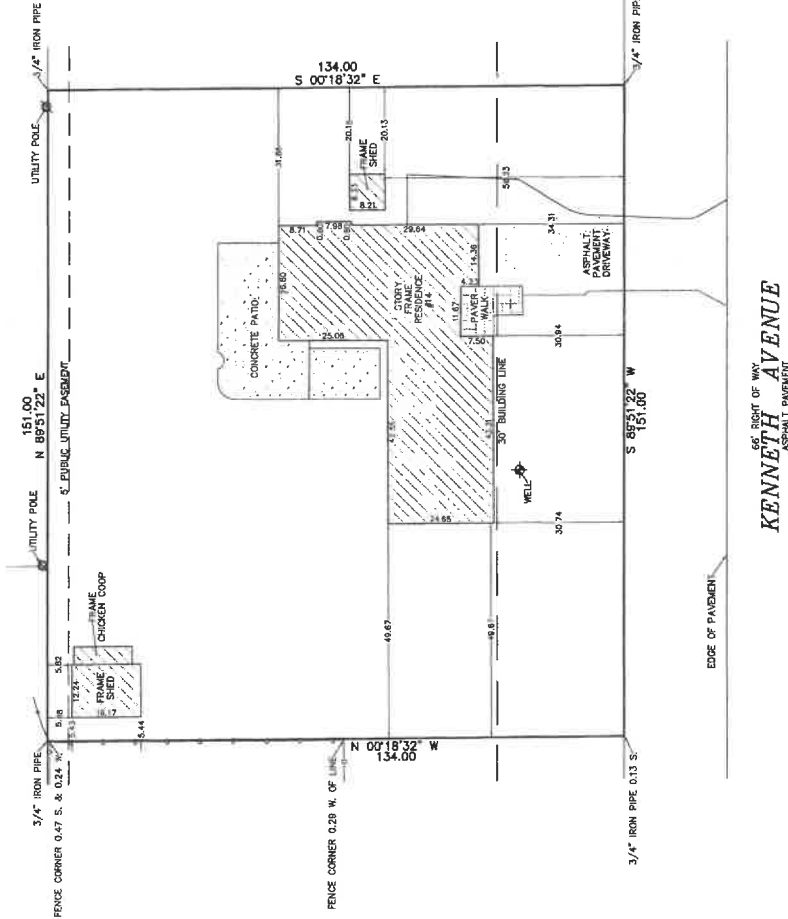
Dorota Karczewska

PLAT OF SURVEY

LOT 53 IN BLUEBERRY COUNTRY SUBDIVISION IN THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



BASE OF BEARING
(ASSUMED)



LEGEND
CHAIN LINK FENCE
PLASTIC FENCE

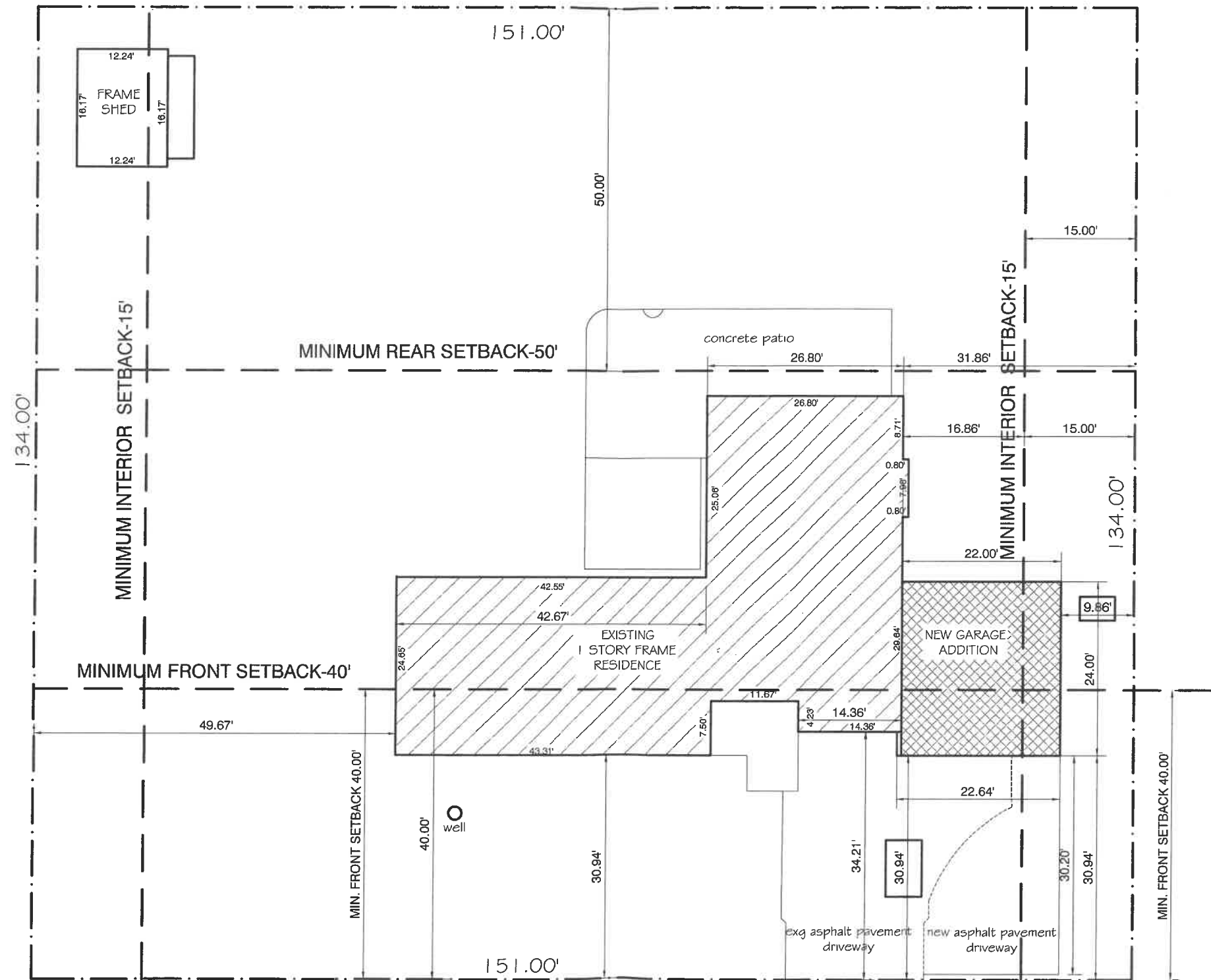
MEASURED LOT AREA = 20.234 SQ. FT. (0.465 ACRES)

- * All dimensions shown are given in feet & decimal parts thereof
- * No angles or distances are to be assumed by scaling
- * The survey was conducted in accordance with the rules and regulations of the Illinois Professional Land Surveyor Act, Chapter 120, Illinois Compiled Statutes (625 ILCS 120/1-120/10)
- * Refer to title policy, deed or local jurisdiction for building setbacks and easements not shown hereon and report any discrepancies.

Scale: 1" = 100'
Order # 20-105
Address: 15 Kennebunk Ave.
PLN: 03-0000000-0000-0000-0000-0000-0000
Ordered by: Gary F. Finner



STATE OF ILLINOIS) ss.
COUNTY OF KANE)
I, Keith E. Delaney, an Illinois Professional Land Surveyor, do hereby certify that I have surveyed the above described lot and that the above plat is a correct representation of said survey.
Keith E. Delaney, Illinois P.L.S. #003385
Dated: August 19, 2020
Filed: August 19, 2020
Professional Design Firm Lic. No. 18A-002504
This survey is valid only with embossed seal.



Proposed SITE PLAN

1/16" = 1'-0"

KENNETH AVE

**Prospect Heights GIS Web Application**

Developed by Gewalt Hamilton Associates, Inc.

enneth Ave

Show search results for 14

EXHIBIT
5



03-15-405-018-0000**PROPERTY ADDRESS**

14 KENNETH AVE
PROSPECT HEIGHTS
60070
Township: WHEELING

MAILING ADDRESS

DOROTA KARCZWSKA & DAR
14 KENNETH AVE
PROSPECT HTS, IL 60070

PROPERTY CH**CURRENT INFORMATION****Assessed Value:**

(2021 Assessor First Pass)

Assessment Information: 18,918

Estimated Property Value: \$189,180

Lot Size (SqFt): 20,234

Building (SqFt): 1,205

Property Class: 2-03

Tax Rate : 0.000

Tax Code : 38009

**TAX BILLED AMOUNTS
& TAX HISTORY**

2021: \$3,303.76 Pay Online: \$3,303.76

2020: \$6,006.84 Paid in Full

2019: \$5,950.97 Paid in Full

2018: \$7,401.40 Payment History

2017: \$7,318.16 Payment History

*=(1st Install Only)

EXEMPTIONS

2021: Not Available

2020: 0 Exemptions Received

2019: 0 Exemptions Received

2018: 0 Exemptions Received

2017: 0 Exemptions Received

APPEALS

2021: Not Available

2020: Not Available

2019: Not Available

2018: Appeal Information

2017: Appeal Information

REFUNDS AVAILABLE

No Refund Available

TAX SALE (DELINQUENCIES)

2021: Tax Sale Has Not Occurred

2020: Tax Sale Has Not Occurred

2019: Tax Sale Has Not Occurred

2018: No Tax Sale

2017: No Tax Sale

DOCUMENTS, DEEDS & LIENS

1905649000 - LIEN - 02/25/2019

1324957047 - RELEASE - 09/06/2013

1322550048 - MORTGAGE - 08/13/2013

1322550047 - WARRANTY DEED - 08/13/2013

1322457405 - RELEASE - 08/12/2013

All years referenced herein denote the applicable tax year (i.e., the year for which taxes were assessed). Parcels may from time to time be consolidated or subdivided. If information regarding a particular PIN appears to be missing for one or more tax years, it is possible that the PIN has changed due to a consolidation or subdivision. Users may contact the Cook County Clerk's Office for information regarding PIN lineage. Users should also note that the information displayed on this site does not include special assessments (which are billed and collected by municipalities) or omitted taxes (which are assessed on an ad hoc basis by the Cook County Assessor's Office). Please direct inquiries regarding the status of special assessments to your municipality. Questions regarding omitted taxes should be directed to the Assessor's Office.

Note: This printout cannot be used as a tax bill.

EXHIBIT

7



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: March 7, 2022

To: Acting Mayor Dolick and City Council

Cc: Joe Wade, City Administrator

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

Subject: ZBA Case No. #22-06 SU V - Special Use and Certain Variations
6 N. Elmhurst Rd., Prospect Heights, IL – Pizza Pavia

ISSUE: Consideration of an Ordinance #O-22-05 approving a Special Use Permit for a Sit Down Restaurant with outdoor seating, Front yard variation to construct a patio and parking variation at 6 N. Elmhurst Rd., Prospect Heights, IL

BACKGROUND:

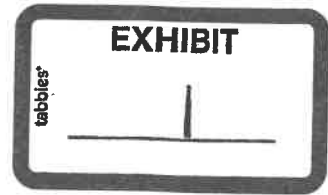
The PZBA held a public hearing on February 24, 2022 to hear ZBA Case #22-06 SU V, an application for a Special Use Permit and certain Variations at the subject property. The request includes a special use for a sit down restaurant with a with outdoor seating; reduction in the required front yard from 30' to 20' to construct an outdoor dining patio; and parking variation to reduce the number of required parking spaces by 5 in the B1 Retail Zoning District. Henry Rafidia, Applicant, Pizza Pavia, presented the application and provided testimony as to the nature of the business and plans for use of the vacant retail space. The applicant and the contract purchaser of the property provided testimony that they chose this location as there is not a destination restaurant in this part of Prospect Heights. The proposed restaurant will be family oriented wood-fired pizza concept with a patio for outdoor dining. The restaurant would occupy the vacant existing 2,725 sq. ft. retail space.

The applicant will be seeking a full service liquor license. The applicant does propose video gaming, but as an ancillary use. The proposed video gaming area is separated from the dining area. The restaurant will not have age restrictions for dining. Illinois Gaming Board issues video gaming approvals.

The PZBA voted to recommend to the City Council approval of the Special Use Permit for a sit down restaurant with outdoor dining and requested variation in the B1 Retail District for Park Local, without conditions.

The Plan Zoning Board of Appeals voted 6-1 to recommend approval of the Special Use Permit and variations. Staff concurs with the recommendation.

RECOMMENDATION: First Reading of Ordinance #O-22-05 granting a Special Use Permit and Certain Variations for 6 N. Elmhurst Rd., Prospect Heights, IL.



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: Rafidia Investments, LLC

ADDRESS: PO Box 338
Itasca, IL 60143

PHONE: 847-921-9200

ADDRESS OF SUBJECT PROPERTY: 6 N. Elmhurst Rd.

PROPERTY IS LOCATED IN THE B-1 ZONING DISTRICT.

APPLICABLE SECTION OF ORDINANCE: 5-7-2 C, 5-7-2 F Variation TBD 5-8-6A

DESCRIPTION OF REQUEST: Special use request to open a sit-down
restaurant with outdoor seating.

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:

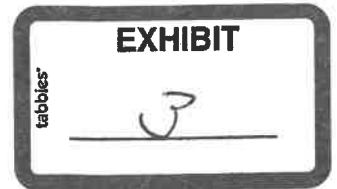
1. Application (12 copies)
2. Plat of Survey (12 copies) - must be drawn to scale and indicate the location of the proposed addition or construction and must contain the legal description of the property, along with additional information to support the application. (12 copies) *Note - please include 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)

1/24/2022

Date:

Signature of Applicant

Rafidia Investments, LLC
PO Box 338
Itasca, IL 60143
(847) 921-9200
Email: crmadison@gmail.com
Email: tscrmadison@gmail.com



January 24, 2022

City of Prospect Heights
8 N. Elmhurst Road
Prospect Heights, IL 60070

Re: Letter of Hardship
Subject Property: 6 N. Elmhurst Road

Please allow this correspondence to serve as the Letter of Hardship for the Planning and Zoning Board of Appeals Application being submitted for the above referenced subject property.

Due to the building being tucked between the City Hall on the East and the existing strip mall to the west, this prevents the public to notice the building. The proposed patio will serve as a showcase for traffic on Elmhurst Road in both directions so the public will be able to notice the building and restaurant.

We respectfully request the Village to allow for this variation for a patio, which will help the visibility and success of the restaurant.

Sincerely,

Rafidia Investments, LLC
Manny Rafidia

A handwritten signature in black ink, appearing to read "Manny Rafidia". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

EXHIBIT

4

PLAT OF SURVEY

LOT 19 IN SMITH AND DAWSON COUNTRY CLUB ACRES BEING A OWNER'S DIVISION OF THE
SOUTHWEST 1/4 OF SECTION 22, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD
PRINCIPAL MERIDIAN, RECORDED MAY 28, 1937 AS DOCUMENT 12004693 IN COOK COUNTY, ILLINOIS.

TOTAL NET AREA: 20,492 SQ.FT. = 0.470 ACRE

COMMONLY KNOWN AS: 6 N. ELMHURST ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

PIN: 03-22-307-014-0000

LEGEND

- ELECTRIC METER
- POWER POLE
- WELL PUMP
- CATCH BASIN
- SATITARY MANHOLE
- TEL SPLICE BOX
- A OVER HEAD CABLE LINE
- GAS BUFFALO BOX
- ATT MANHOLE
- UTIL HANDHOLE

NOTES:

- a.) Utility data other than physical evidence visible on the ground is shown as per records obtained from private and public sources as indicated and should be assumed to be approximate.
- b.) Compare all points before building by same and at once report any difference. For building and easement lines and other restrictions not shown hereon, refer to your abstract, deed contract or zoning ordinance.

Ordered By: Elia Galam

Field work done: 01/23/2022

STATE OF ILLINOIS)
COUNTY OF COOK) s.s.

I, MANUEL E. PALMA

, a Illinois Professional Land Surveyor,
hereby certify that a survey has been made, at and under my direction,
of the property described above, and that the survey hereon drawn
is a correct representation of said survey and conforms to the current
Illinois minimum standards for a boundary survey.
Elk Grove Village, Illinois, January 23, A.D. 2022

Illinois Professional Land Surveyor

Certificate No. 2135

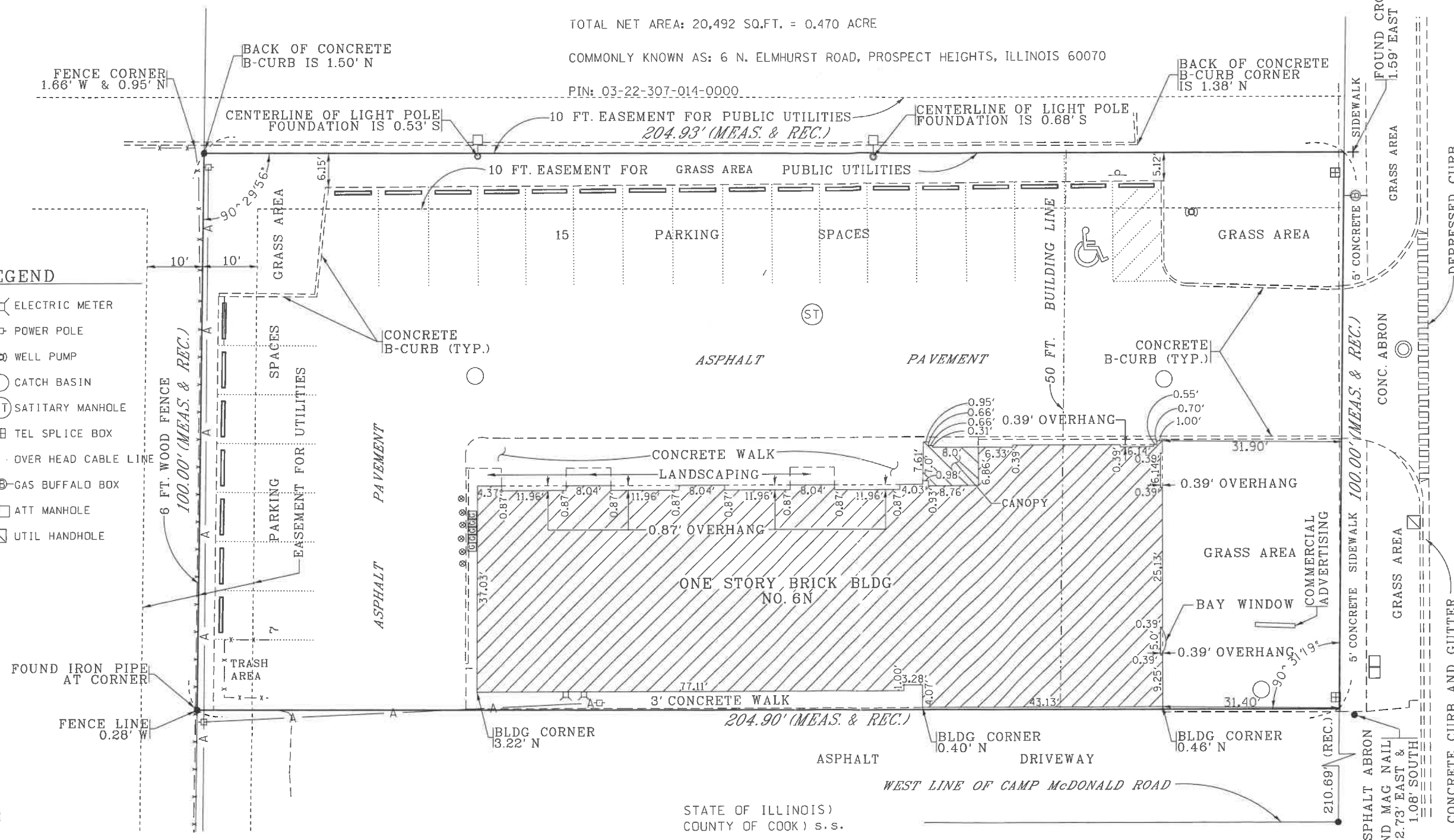
Expiration date: 11-30-2022

Scale: 1 inch = 20' Feet
Distances are marked in feet and decimals.

MANUEL E. PALMA, PE, PLS
234 BROOKHAVEN DRIVE
ELK GROVE VILLAGE, IL. 60007

(773) 294-8758 OFFICE
(630) 541-2382 FAX

6 N ELMHURST ROAD
(100' R.O.W.)
PAVEMENT (BIT.)





6 N. ELMHURST RD.
PROPOSED PIZZA PAVIA

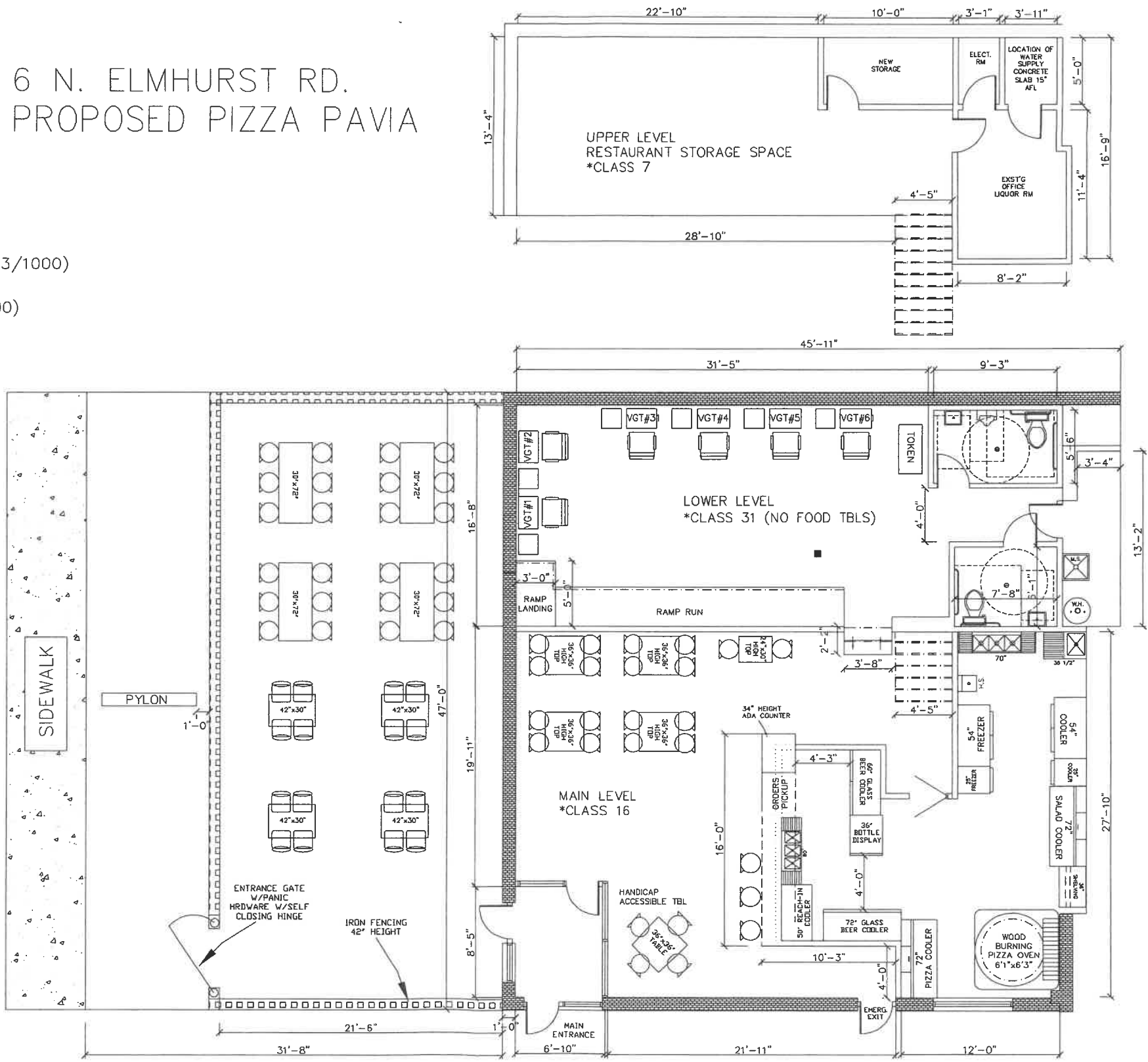
SEATING: 62
(14.90) Patio: 1,010.5 Sq. Ft. (CLASS 16 10/1000)
(21.2) Lower Level: 829/RSF (CLASS 31 Amusement 3/1000)
(21.2) Main Level: 1,292/RSF (CLASS 16 10/1000)
(2) Upper Level: 604/RSF (CLASS 7 OFFICE 3/1000)
Total: 2,725/RSF

CLASS 16 = 2,302/SF = 23 PKG SPACES
CLASS 31 = 829/SF = 3 PKG SPACES
CLASS 7 = 604/SF = 2 PKG SPACES
TOTAL PARKING = 28

PARKING VARIATION FOR 5 SPACES

VARIATION: REQUIRED FRONT YARD REDUCTION FR 30' TO 0' TO
CONSTRUCT A PATIO AND FENCE FOR OUTDOOR SEATING

CURRENT PKG:
TAILOR SHOP—CLASS 8 4/100 2,725 (11)
CIGARETTE—CLASS 10 6/1000 525 (3)
INSURANCE—CLASS 10 6/1000 740 (5)
EDWARD JONES—CLASS 10 6/1000 740 (5)
ZIGZAG—CLASS 8 4/1000 740 (3)
ONSITE: TOTAL (23) 1 HANDICAP ACCESSIBLE & 22 STANDARD





Pizza Pavia

Proposed Location at 6 N. Elmhurst Rd.

Business Plan

Henry Rafidia has over 9 years of restaurant experience. Henry first started working in restaurants in college where he worked for large restaurant groups such as Lettuce Entertain You and Dineamic Group. Upon graduating law school Henry clerked for multiple agencies including Cook County, where he investigated political discrimination; the IL Attorney General's office, where he assisted in litigation defense claims against the state; and finally for a large consulting firm, where he consulted on import and export control regulations for the military and defense sector. Henry left the legal industry to join the family restaurant business. Henry currently manages One Taco Dos tequilas in Palatine, IL. One Taco Dos Tequilas Palatine is currently ranked as one of Palatine's top Mexican Restaurants according to Google and is Palatine's first and only Tequila Tasting bar.

Henry's intentions for Pizza Pavia are to create Prospect Height's first wood burning oven focused exclusively on gourmet pizzas. The menu will consist of gourmet brick oven pizza, specialty salads, and appetizers. The projected sales for Pizza Pavia are approximately \$1,000,000.00 annually. Pizza Pavia will attract new customers to the downtown area in Prospect Heights and will provide a place for families to enjoy one-of-a-kind pizza. The expansion of the patio (which we are requesting in the proposed variation) will expose the visibility of the restaurant and enhance the look of the building, which is currently hidden between Village Hall and the neighboring center.

The location would employee three full time and three part-time employees. Pizza Pavia will have dine-in, carryout, and delivery services. The hours of operation would be from 11:30am – 9pm, seven days a week.

Pizza Pavia

EXHIBIT

tabbies

6

ANTI PASTI

CAPRESE	9
Fresh tomato, fresh mozzarella, basil, extra virgin olive oil	
SALUMI MIX	14
Italian cured meats, cheeses, olives	
BURRATA	15
Pizza bread, arugula, prosciutto Parma, burrata	

BRUSCHETTA

TRADIZIONALE	6
Fresh tomato, oregano, garlic, extra virgin olive oil	
CARCIOFI	8
Marinated artichoke hearts	
TONNATA	8
Tuna, capers, cherry tomato, mayo	
PESTO	9
Pesto, fresh mozzarella, cherry tomato, parmigiano flakes, extra virgin olive oil	
SALMONE	10
Marinated salmon over radicchio, flavored herb cheese	
BRUSCHETTA MIX	12
Choose any 3 bruschetta from the above selection	

SALADS

CAESAR SALAD	9
Romain lettuce, fresh croutons, parmigiano flakes, homemade Caesar dressing * Add chicken \$3	
MEDITERRANEA SALAD	9
Fresh mixed greens, fresh tomato, red onion, pickles, Kalamata Olives, sun-dried tomato, balsamic vinaigrette * Add chicken \$3	
SUPER SALAD	10
Grilled chicken breast, fresh mixed greens, fresh tomato, special house dressing	
MONDELLO SALAD	11
Arugula and fresh mixed greens, Buffalo mozzarella, fire roasted red pepper, balsamic lemon glaze dressing * Add chicken \$3	
PERE e NOCI SALAD	12
Fresh mixed greens, caramelized pear, walnuts, parmigiano flakes, orange balsamic vinaigrette * Add chicken \$3	

PIZZA ROSSA

14" Pizza

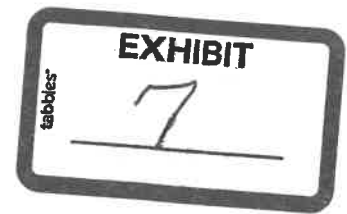
CHEESE	12
Fresh plum tomato, mozzarella	
MARGHERITA	12
Fresh plum tomato, fresh basil, fresh mozzarella, extra virgin olive oil	
FUNGI	12
Fresh plum tomato, fresh mushrooms, mozzarella	
MARINARA	12
Fresh plum tomato, garlic, oregano, fresh basil, Parmigiano flakes, extra virgin olive oil	
BUFALINA	17
Fresh plum tomato, fresh basil, buffalo mozzarella, extra virgin olive oil	
QUATTRO GUSTI	14
Fresh plum tomato, ham, artichoke, mozzarella, extra virgin olive oil	
DOLCEZZA	14
Fresh plum tomato, prosciutto parma, gorgonzola, grana cheese flakes, fresh mozzarella, extra virgin olive oil	
ORTOLANA	14
Fresh plum tomato, grilled eggplant, zucchini, roasted red pepper, mozzarella	
PEPPERONI	13
Fresh plum tomato, pepperoni, mozzarella	
SAUSAGE	13
Fresh plum tomato, sausage, mozzarella	
HAWAIIAN	13
Fresh plum tomato, ham, pineapple, mozzarella	
SFIZIOSA	13
Fresh plum tomato, salami, grilled eggplant, fresh mozzarella	
BOSCAIOLA	13
Fresh plum tomato, sausage, portobello mushroom, mozzarella	

INGREDIENTS (ADDITIONAL COST)

Sausage, pepperoni, ham, salami, anchovies, prosciutto, mushrooms, red onion, sun-dried tomatoes

DESSERTS

HOMEMADE TIRAMISU	6
CANNOLI	4



Zoning Review

Date: February 16, 2022
Reviewer: Daniel A. Peterson, Director of Building & Development
Applicant: City of Prospect Heights
Subject Property: 6 N. Elmhurst Rd. Unit A, Prospect Heights, IL 60070
Application: ZBA 22-06 SU & V
Special Use Permit for Sit Down Restaurant with outdoor seating, and
Variation to reduce the required Front yard from 20' to 10' in the B-1
Retail District District
Project: Henry Rafidia, Rafidia Investments, LLC

Documents Reviewed:

- A. Application prepared by Henry Rafidia, Rafidia Investments, LLC
- B. Plat of Survey prepared by Manuel E. Palma, PE, PLS, Inc. dated January 23, 2022
- C. Site and Floor Plan prepared by Applicant, received 1/24/2022
- D. Hardship letter for Variation, prepared by Applicant dated 1/24/22
- E. Pizza Pavia menu prepared by applicant

Applicable Zoning Code Sections: Special Uses: 5-10-9, 5-7-2 C and.
Variations: 5-10-8, 5-7-2 F and 5-8-6 A

Current Zoning: B-1
Proposed: B-1

Current Use: Vacant Retail Space
Proposed: Sit Down Restaurant with Outdoor Dining
Unit Area ±: 2,725 sq. ft. + Patio 1,010 sf. ft.

Parking: Class 16 = 2,302.5 sq. ft. = 23 spaces (Dining Level + Patio)
Class 31 = 829 sq. ft. = 3 spaces (Amusement/Gaming Area)
Class 7 = 604 sq. ft. = 2 spaces (Office)
Required for Applicant = 28 spaces

Required for Existing Uses = 16 spaces required
Total Required for Property = 44 spaces (42 regular and 2 accessible)
On-site Parking = 23 (22 regular and 1 accessible)
Shared Parking = 16 (14 regular and 2 accessible)
Deficit = 5 spaces (5 Regular)
*Existing shared parking agreement with the City.

5-10-9: SPECIAL USES:

A. Authorization: The locations, construction, extension, or structural alteration of any use for which a special use permit is required pursuant to the provisions of this title may be authorized by a permit issued by the corporate authorities, subject to the standards set forth herein, and such conditions as may be imposed pursuant to this chapter. Prior to such authorization, a public hearing shall be held and a published notice shall be given, in the manner prescribed for amendments by this title.

B. Application For Special Use: Any person owning or having interest in the subject property may file an application to use such land for one or more of the special uses provided for in this title in the zoning district in which the land is situated.

Response: **The applicant, Rafidia Investments LLC, represented by Heenry Rafidia, is the contract purchaser of the property and has the right to apply for the Special Use Permit for a sit down restaurant.**

C. Notice Of Hearing: The same procedure for notice of hearing as required for variations (subsection [5-10-8D](#) of this chapter) shall be followed for special use. (Ord. 0-77-27, 7-18-1977)

Response: **Notice was published and has met the notice requirements.**

D. Notice To Property Owners: The petitioner for a special use permit shall notify all property owners within three hundred fifty feet (350'), excluding public land and rights of way, but in no event more than four hundred fifty feet (450'), in each direction of the petitioner's property lines, by certified mail or individual notice executed by said property owners, of the date, hour and location of the public hearing and the special use requested. Such notice shall be in the same form as the published public notice and shall be mailed or delivered and executed not less than fifteen (15) and not more than thirty (30) days prior to the date of the public hearing. The owners to be notified are such persons or entities which appear in the authentic tax records of Cook County. Proof of notification shall be submitted by the petitioner to the plan/zoning board of appeals no later than the day of the public hearing. (Ord. 0-06-35, 8-21-2006)

Response: **Notice has been mailed to the property owners with three hundred fifty (350') of the subject property as required.**

E. Standards: No special use shall be recommended by the plan/zoning board of appeals unless said board shall find: (Ord. 0-77-27, 7-18-1977; amd. Ord. 0-03-35, 9-15-2003)

1. That the establishment, maintenance or operation of the special use will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Response: **Standard has been met. Restaurants are a permitted use in the B-1 Retail Business District and will not be unreasonably detrimental to or endanger the public health safety, morals, comfort or general welfare.**

2. That the special use will not be injurious to the use and enjoyment of other property in the community for the purposes already permitted, nor diminish and impair property values within the community.

Response: The special use for a sit down restaurant with outdoor dining is consistent with similar restaurants in the B-1 District and City and will not diminish or impair property values with the community.

3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Response: The proposed special use is consistent with previous special uses for restaurants and will not impede the orderly development and improvement of surrounding property. The proposed restaurant will occupy a vacant retail space and is the only restaurant in this location. The use is in conformance with the City's Comprehensive Plan.

4. That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.

Response: The special use is for an existing vacant space and all improvements are currently provided.

5. That adequate measures have been or will be taken to provide ingress or egress so designed to minimize traffic congestion in the public streets. (Ord. 0-77-27, 7-18-1977)

Response: Will require variation for reduction of five (5) parking spaces. The existing access to the parking lot will remain unchanged. Parking stalls shall be clearly striped and handicap stall clearly labeled. There are a combination of uses on the property. The proposed use is Class 16, Class 31 and Class 7 and requires 28 parking spaces, existing uses require 16 spaces for a total for the site 44 parking spaces, 23 spaces are shown. There is an existing shared parking agreement with the City that should adequately accommodate the parking needs. Applicant shall provide testimony to address the parking conditions and requirements for proposed use.

6. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the city council pursuant to the recommendations of the plan/zoning board of appeals. (Ord. 0-77-27, 7-18-1977; amd. Ord. 0-03-35, 9-15-2003)

Response: The special use application will require a front yard variation to the B-1 Retail District to accommodate the proposed patio for outdoor seating.

7. That the area described in the petition does not lie wholly or partly in floodplain, as defined by the flood control ordinances of the city; or, if it does lie wholly or partly within the floodplain, that adequate provisions for storage, runoff control and floodwater retention, as appropriate, have been made.

Response: The property does not lie within a floodplain.

F. Conditions And Standards: Prior to granting any special use, the board may recommend, and the city council shall stipulate, such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special use as deemed necessary for the protection of the public interest

and to secure compliance with the standards and requirements specified herein, or as may be from time to time required. (Ord. 0-77-27, 7-18-1977)

Response: **1. Parking spaces shall be striped.**
 2. All signage shall comply with the City of Prospect Heights Sign Code Title 5 Chapter 9.

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)

Requested Variations:

- A. Reduction of the required front yard from 30' to 8' 6" to construct a patio for outdoor seating.; and**
B. Reduction of five (5) parking spaces.

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: See applicant's hardship letter for the front yard encroachment. The proposed variations is to encroach 20' into the required front yard for the purpose to construct a patio for outdoor seating. The proposed use will required a variation for a reduction of 5 parking spaces even with the existing shared parking agreement with the City. The applicant will need to provide testimony and justification to support parking needs. Due to the existing conditions of the property, the front yard is the only location for a patio and there is no additional space for parking.

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: Applicant will need to provide testimony. The configuration of the property does limit visibility as expressed in the hardship letter.

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 original and current uses are existing. The alleged hardship is based upon the proposed use and addition of the patio.

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

Response: Standard met. Proposed variation will not materially be detrimental.

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 other uses on the property are Monday – Friday daytime operations that will not be impacted by the use.

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

Response: The variations will not alter the character of the area. This is an existing retail and business location.

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: The variation will not confer any special privilege. Each case is based upon the merits of the application.

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)

Response: Each case is evaluated on its own merit.

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)

Response: The variations are the minimum possible to provide the requested outdoor dining and to accommodate the necessary parking.

Conclusion:

The project sit down restaurant is a desired use in the B-1 District at this location. The use will have minimal impact to the existing uses both on the property and adjacent to the property. These existing uses are primarily Monday through Friday 8:00 am – 5:00 pm business.

The parking variation is primarily the result of the parking required for the additional needs of the patio area. However, due to current conditions, seasonal usage of the patio and the parking agreement with the City parking impact should be minimal.

The City Council will consider all applications for liquor licenses. The Illinois Gaming Board has jurisdictional authority over any future video gaming approvals.

Staff concurs with the requested special use and variations.

Parking Evaluation for Proposed Restaurant at 6 N. Elmhurst Unit A

Unit #	Occupant	Unit Size Sq. Ft.	Parking Class	Required Parking
6 – A	Proposed Restaurant/Office	1,292 sf. Rest. 604 sf. Office 829 Gaming 1010 sf. Patio	#16 = 10/1,000 #3 = 3/1,000 #31 = 3/1,000 #16 = 10/1,000	13 2 <u>3</u> <u>10</u> 28 Spaces Req.
6 - B	Cigarette - Retail	525 sf. Retail	#10 = 6/1,000	3
6 - C	Argus Ins.	740 sf. Financial	#10 = 6/1,000	5
6 – D	Ed Jones	740 sf. Financial	#10 = 6/1,000	5
6 – E	Zig Zag	740 sf. Tailor	#8 = 4/1,000	3
			Total Parking Req.	44 (42 + 2 Access.)

Total parking required for all uses: 44 (42 Reg., 2 Accessible)

Total parking on property: 23 (22 Reg., 1 Accessible)

Parking deficiency 21 (20 Reg., 1 Accessible)

Available shared parking* 16 (14 Reg., 2 Accessible)

Total Deficiency 5 (5 Reg.)

Variance Required.

*City reserves the balance of parking spaces for its uses.

ORDINANCE NO. O-22-05

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT AND CERTAIN
VARIATIONS AT 6 N. ELMHURST ROAD, PROSPECT HEIGHTS, IL**

WHEREAS, Henry Rafidia, (Petitioner), has filed an application for a sit down restaurant with outdoor seating and a variation for a 20’ reduction in the required front yard and a variation to reduce the required parking by 5 spaces from 28 to 23 for a sitdown restaurant at 6 N. Elmhurst Rd., Prospect Heights, Illinois (the “Property”); and

W HEREAS, the City of Prospect Heights Zoning Ordinance requires a Special Use Permit to permit a sit down restaurant with outdoor seating in the B-1 Retail Business District; and

WHEREAS, the City of Prospect Heights Zoning Ordinance requires a 30’ Front Yard setback in the B-1 Retail Business District; and

WHEREAS, the City of Prospect Heights Zoning Ordinance requires 28 parking spaces for the restaurant use; and

WHEREAS, the Plan Zoning Board of Appeals (PZBA) held a public hearing on July 23, 2020, regarding said application; and

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

WHEREAS, the Mayor and City Council has reviewed the documents pertinent to the application and the recommendations of the PZBA, concurs with the findings of the PZBA and finds that the standards for the special use have been met;

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

SECTION ONE. The City Council hereby finds and determines that the facts and conditions set forth in the preamble hereto are true, correct and appropriate and hereby adopts same as part of this Ordinance.

SECTION TWO. That a Special Use Permit is hereby granted for a sit down restaurant with outdoor seating on the Property, legally described in (Exhibit A), and shall run with the use and not with the land.

SECTION THREE. That the requested variations are hereby granted to:

- a) Reduce the required front yard from 30' to 10' to construct an enclosed patio for outdoor Dining as shown in (**Exhibit B**); and
- b) Reduce the required number of parking spaces by five (5) for the sitdown restaurant.

SECTION FOUR. That the variations are conditioned upon applicant's construction of the patio substantially in accordance with the approved site plans and documents submitted at the public hearing on this matter and with applicable codes.

SECTION 5. 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 6. 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.

SECTION 7. That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED and **APPROVED** this _____ day of March 2022.

Matthew Dolick, Acting Mayor

ATTEST:

Joanna Prisiajniouk, City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form: March _____, 2022

EXHIBIT A

LOT 19 IN SMITH AND DAWSON COUNTRY CLUB ACRES BEING A OWNER'S
SUBDIVISION THE SOUTHWEST ¼ OF SECTION 22, TOWNSHIP 42 NORTH, RANGE 11
EAST OF THE THIRD PRINCIPAL MERIDIAN, RECORDED MAY 28, 1937 AS
DOCUMENT 12004693 IN COOK COUNTY, ILLINOIS,

PIN #03-22-307-014-0000

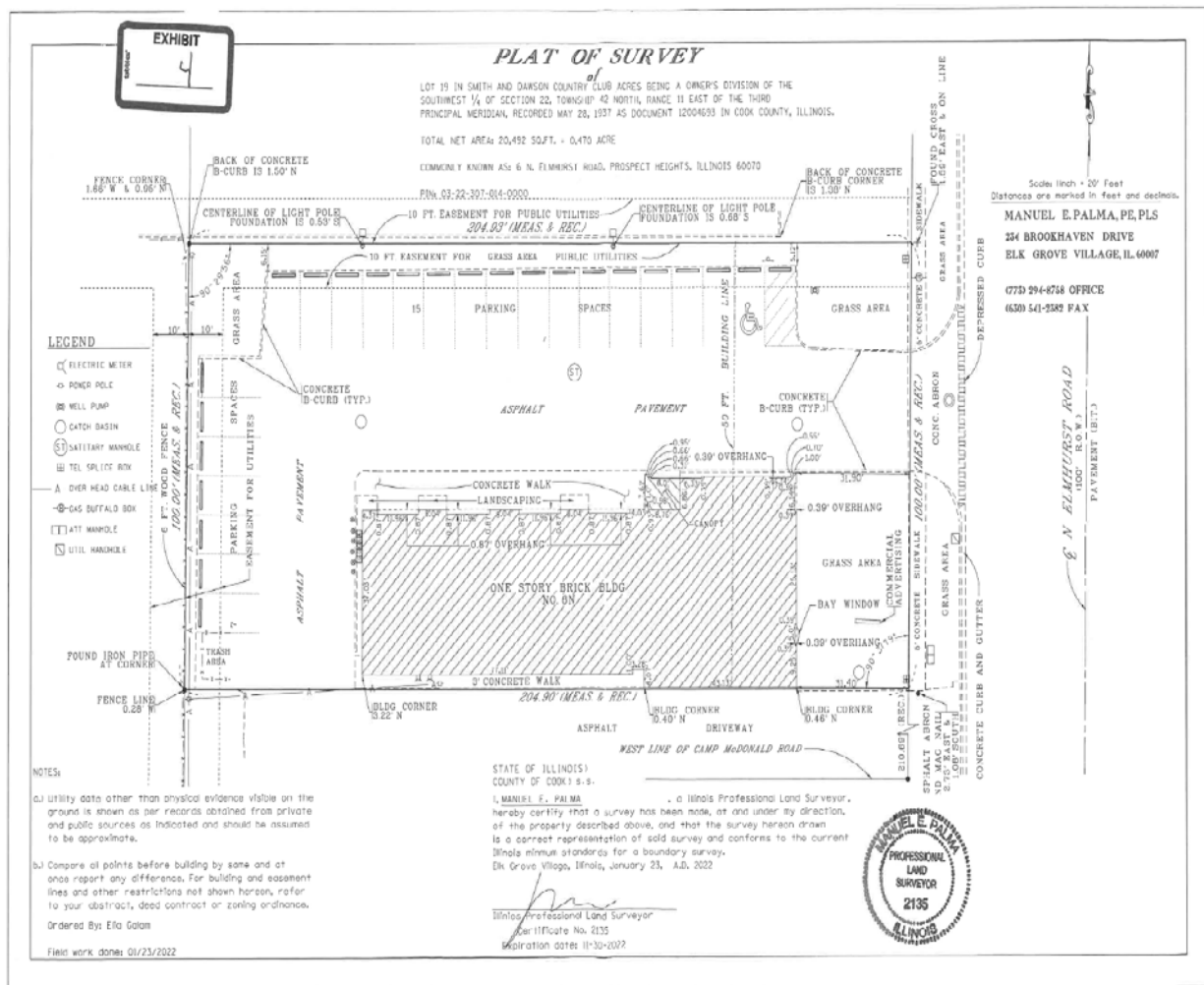
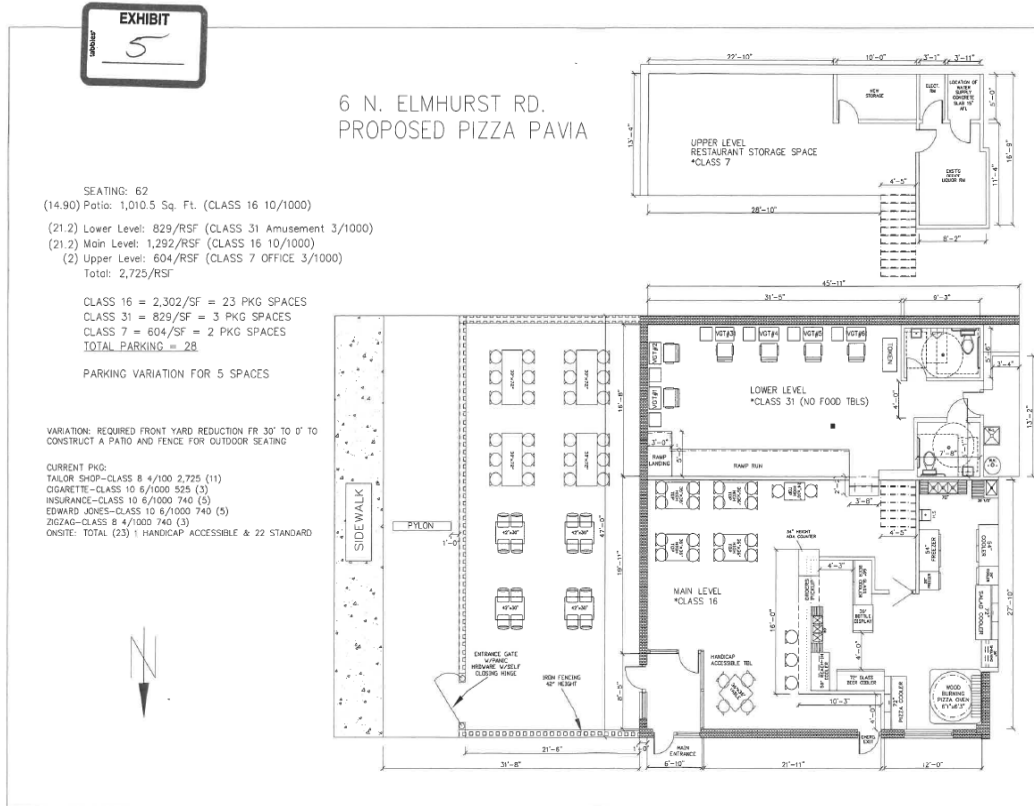


EXHIBIT B





9D/E

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 23, 2022

To: Joe Wade

From: Jim Zawlocki, Chief of Police

Subject: Ordinance for No Parking, Stopping, Standing Signs

Purpose:

To seek approval to install "No Parking, Stopping, Standing on School Days from 7-9 am and 2-4 pm" signs on Viola Ln., West Ridge Ave. and W Kenilworth Ave east of Schoenbeck Rd. The signs would be posted on the Northside of each street to eliminate traffic congestion. Also, to install "No Parking Corner to Here" signs to keep cars from parking too close to Schoenbeck Rd.

Background:

During school day drop off and pick up hours at Anne Sullivan and Betsy Ross school, drivers park on both sides of the streets on W. Kenilworth, W. Ridge and Viola Ln. which presents multiple safety hazards. With parking on both sides of the street, cars are unable to proceed down the street causing backups. Emergency vehicles also are unable to access these roads. We've also received several resident complaints for the traffic congestion.

Recommendation:

Council approval of an ordinance to install signs.

Ordinance No. O-22-06

**AN ORDINANCE AMENDING TITLE 10 CHAPTER 8, SECTION 1 OF THE
MUNICIPAL CODE OF THE CITY OF PROSPECT HEIGHTS, ILLINOIS**

WHEREAS, complaints have been received by the City of Prospect Heights about dangerous traffic conditions around Anne Sullivan and Betsy Ross Schools during school day drop off and pick up hours and;

WHEREAS, the Police have investigated the request and have recommended that time specific no parking restrictions on the north side of Viola lane, West Ridge Avenue, and West Kenilworth Avenue are warranted in order to protect the safety of motorists and pedestrians. Signs will read "No Parking, Stopping, Standing on School Days from 7-9 am and 2-4 pm".

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 adopts same as part of this Ordinance.

Section 2 That Section 10-8-1, subparagraph N, of the Prospect Heights City Code, as amended, is further amended with additions shown in bold, underline text and deletions shown in strikethrough text so that the same shall be read as follows:

10-8-1: NO PARKING PLACES:

N. In any of the following places:

Apple Drive, from Milwaukee Avenue westerly to Burning Bush Drive at any time except on the south side between eight o'clock (8:00) A.M. and five o'clock (5:00) P.M. on Saturdays and Sundays during the months of April through October.

Country Club Drive, east side of street from Euclid Avenue to Greenbridge Lane including east side of center island.

Country Club Drive, west side, between Thistle Lane and Rob Roy Drive.

Country Club Drive, west side of street from Greenbridge Lane to Euclid Avenue including west side of center island.

Cove Drive between the hours of ten o'clock (10:00) A.M. and four o'clock (4:00) P.M. on Thursdays.

Elm Street, both sides, from Olive Avenue north to end north of Viola Lane.

Elm Street, east side, northerly two hundred feet (200') and southerly seventy feet (70') from the northern service drive of the Gary Morava Recreation Center.

Elmhurst Road, both sides, from Euclid Road to Hintz Road.

Gail Court North, no parking on school days between the hours of seven o'clock (7:00) A.M. to four o'clock (4:00) P.M.

Highland Drive, no parking on school days between the hours of seven o'clock (7:00) A.M. to four o'clock (4:00) P.M.

Hill Court, east and west side from Hillcrest Drive to cul-de-sac (Hillcrest Lake).

Hillcrest Drive, east side (lake side) from Willow Road to Owen Court.

Hillcrest Drive, north and south side from Willow Road to Owen Street (Hillcrest Lake).

Hillside Avenue, east and west side from Willow Road to Marion Avenue (Hillside Slough).

Lancaster Drive, both sides, south of Willow Road to the dead end as no parking on school days between seven o'clock (7:00) A.M. and four o'clock (4:00) P.M.

Linden Road North, no parking on school days between the hours of seven o'clock (7:00) A.M. to four o'clock (4:00) P.M.

Maple Avenue, east side, south of Camp McDonald Road, no parking from here to corner.

Milwaukee Avenue, from Palatine Road to Winkelman Road.

Oak Avenue, east and west side, from Drake Terrace to a point one hundred eighty two feet (182') south of the intersection of Drake Terrace and Oak Avenue.

Old Willow Road between the hours of two o'clock (2:00) A.M. and six o'clock (6:00) A.M.

Olive Street, north side, between Dale Avenue and Waterman Avenue.

Owen Court, north and south side from Owen Street to cul-de-sac (Hillcrest Lake).

Owen Street, west and east side from Hillcrest Drive to Owen Court (Hillcrest Lake).

Palatine Road, including the express and local (a.k.a. frontage) lanes, from Sanders Road to Schoenbeck Road.

Pinecrest Drive, east side, from Piper Lane to Palatine Frontage Road except between six o'clock (6:00) A.M. and six o'clock (6:00) P.M.

Piper Lane, both sides, and Pinecrest Drive, west side, from Piper Lane to Palatine Frontage Road.

Prospect Court from Olive Street southerly to end of street.

Quaker Lane between the hours of ten o'clock (10:00) A.M. and four o'clock (4:00) P.M. on Thursdays.

Quaker Lane, outside of curve, from Cove Drive to Willow Road.

Riley Avenue, both sides, from Grego to the end of the street.

Sherwood Drive, no parking on school days between the hours of seven o'clock (7:00) A.M. to four o'clock (4:00) P.M.

Tomah Avenue cul-de-sac from the intersection of Minnaqua Drive and Tomah Avenue north to the city limits.

U.S. 45 within the city.

Viola Lane, no parking north side from Schoenbeck to Elm, on school days between the hours of seven o'clock (7:00) A.M. to nine o'clock (9:00) A.M. and between the hours of two o'clock (2:00) P.M. to four (4:00) P.M.

Viola Lane, south side at Schoenbeck Road "No Parking Corner to Here" all the time.

Waterman Avenue, no parking on school days between the hours of seven o'clock (7:00) A.M. to four o'clock (4:00) P.M.

West Kenilworth Avenue, no parking north side from Schoenbeck to Elm, on school days between the hours of seven o'clock (7:00) A.M. to nine o'clock (9:00) A.M. and between the hours of two o'clock (2:00) P.M. to four (4:00) P.M.

West Kenilworth Avenue, south side at Schoenbeck Road "No Parking Corner to Here" all the time.

West Ridge Avenue, no parking north side from Schoenbeck to Elm, on school days between the hours of seven o'clock (7:00) A.M. to nine o'clock (9:00) A.M. and between the hours of two o'clock (2:00) P.M. to four (4:00) P.M.

West Ridge Avenue, south side at Schoenbeck Road "No Parking Corner to Here" all the time.

Willow Road, both sides, from one hundred feet (100') west of its intersection with Elmhurst Road to one hundred feet (100') east of its intersection with Elmhurst Road.

Willow Road, both sides, from Wolf Road east to city limits.

Willow Road, north and south side from Maple Street to Owen Street between the hours of seven o'clock (7:00) P.M. to six o'clock (6:00) A.M.

Section 3 This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED and APPROVED this 14th day of March 2022

Matthew Dolick, Acting Mayor

Attest:

City Clerk

AYES: _____

NAYS: _____

ABSENT: _____

3/14/2022

Checks

General Fund	\$	138,594.28
Motor Fuel Tax Fund		-
Palatine/Milwaukee Tax Increment Financing District		572.10
Tourism District		943.68
Development Fund		-
Drug Enforcement Agency Fund		-
Solid Waste Fund		-
Special Service Area #1		-
Special Service Area #2		-
Special Service Area #3		-
Special Service Area #4		-
Special Service Area #5		194.41
Special Service Area #8 - Levee Wall #37		-
Special Service Area-Constr#6(Water Main)		-
Special Service Area-Debt#6		-
Capital Improvements		-
Palatine Road Tax Increment Financing		-
Road Construction		-
Road Construction Debt		-
Water Fund		9,297.49
Parking Fund		920.63
Sanitary Sewer Fund		8,614.63
Road/Building Bond Escrow		18,781.60
TOTAL	\$	177,918.82

Wire Payments

2/25/22 PAYROLL		159,724.70
FEB ILLINIOS MUNICIPAL RETIREMENT FUND		20,012.20
	\$	357,655.72

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
5533 OFFICE CENTER	03/05/21	AV CONSULTING	03/05/2022	01-310-7020	397.70	.00	
Total 5533 OFFICE CENTER:					397.70	.00	
AFLAC	312979	apr 22 aflac withholding	02/15/2022	01-000-2031	401.66	.00	
Total AFLAC:					401.66	.00	
APPLIED CONCEPTS INC	397868	REMOTE CONTROL WITH SCR	02/18/2022	01-360-5610	148.00	.00	
Total APPLIED CONCEPTS INC:					148.00	.00	
CANON FINANCIAL SERVICES	28203965	MAR 22 BUILDING COPIER	03/02/2022	01-340-7020	181.09	.00	
Total CANON FINANCIAL SERVICES:					181.09	.00	
CONSERV FS INC.	102021651	DIESAL FUEL	02/16/2022	01-350-5751	1,081.22	.00	
CONSERV FS INC.	102021652	GASLINE	02/16/2022	01-350-5751	3,087.33	.00	
Total CONSERV FS INC.:					4,168.55	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRIC	02/28/2022	01-350-5411	456.68	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	52-300-5410	100.70	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	51-300-5410	1,221.81	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	01-350-5411	266.77-	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	25-300-5050	37.20	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	52-300-5410	370.51	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	01-350-5411	185.55	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	25-300-5050	28.82	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	52-300-5410	127.07	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	25-300-5050	128.39	.00	
CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	01-350-5411	87.73	.00	
Total CONSTELLATION NEWENERGY INC.:					2,477.69	.00	
CRITICAL REACH INC	2151	2022 ANNUAL SUPPORT FEE	12/13/2021	01-360-5310	385.00	.00	
Total CRITICAL REACH INC:					385.00	.00	
DACRA TECH LLC	DT 2022-02-03	feb 22 software service	02/28/2022	01-360-5100	250.00	.00	
Total DACRA TECH LLC:					250.00	.00	
DAILY HERALD	03/12/22	NEWSPRINT SURCHARGE 2/13-	03/12/2022	01-320-5222	38.80	.00	
Total DAILY HERALD:					38.80	.00	
DEKIND COMPUTER CONSULT	32521	APR 22 COMP CONSULTANT	03/01/2022	01-320-5130	3,510.00	.00	
DEKIND COMPUTER CONSULT	32575	BUILDING DESK SCANNER	02/21/2022	01-340-7020	412.68	.00	
DEKIND COMPUTER CONSULT	32641	FEB 22 TRIP AVERAGE CHARG	03/01/2022	01-320-5130	595.00	.00	
Total DEKIND COMPUTER CONSULTANTS:					4,517.68	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
EAGLE POINT GUN T J MORRIS	188554	amo	03/02/2022	01-360-5740	2,057.00	.00	
Total EAGLE POINT GUN T J MORRIS & SONS:					2,057.00	.00	
EL-COR INDUSTRIES INC	118577	SHOP SUPPLY AUTO	02/15/2022	01-350-5020	131.92	.00	
EL-COR INDUSTRIES INC	118719	SHOP AUTO PARTS	02/28/2022	01-350-5020	24.65	.00	
Total EL-COR INDUSTRIES INC:					156.57	.00	
FLEXSOURCE, LLC	23075	FEB 22 FSA/HRA FEES	02/25/2022	01-320-5100	150.00	.00	
Total FLEXSOURCE, LLC:					150.00	.00	
FOOD & ALCOHOL SERVICE TR	2022-3	HEALTH INSPECTION FEB 22	02/28/2022	01-340-5100	910.00	.00	
Total FOOD & ALCOHOL SERVICE TRAINING INC:					910.00	.00	
GUY WELCH	02/28/22	OVERPMT CITY VEHICLE STICK	02/28/2022	01-120-3300	5.00	.00	
Total GUY WELCH:					5.00	.00	
HALO BRANDED SOLUTIONS IN	202100010755	OFFICE SUPPLIES	12/16/2021	01-360-5710	760.00	.00	
Total HALO BRANDED SOLUTIONS INC:					760.00	.00	
HMO ILLINOIS	02/14/22	MAR 22 HEALTH INSURANCE	02/14/2022	01-360-4100	4,606.55	.00	
HMO ILLINOIS	02/14/22	MAR 22 HEALTH INSURANCE	02/14/2022	01-370-4101	1,561.54	.00	
Total HMO ILLINOIS:					6,168.09	.00	
HOME DEPOT CREDIT SERVIC	01/28/22	POLICE HEATER	01/28/2022	01-350-5710	24.97	.00	
HOME DEPOT CREDIT SERVIC	01/28/22	METRA VACUUM	01/28/2022	52-300-5710	169.00	.00	
HOME DEPOT CREDIT SERVIC	01/28/22	POWER OUTLET	01/28/2022	51-300-5050	16.97	.00	
Total HOME DEPOT CREDIT SERVICES:					210.94	.00	
HYMAN RIEBMAN	2021	POLIC COMMISSION 2021	02/28/2022	01-310-4000	500.00	500.00	02/28/2022
Total HYMAN RIEBMAN:					500.00	500.00	
ILLINOIS SECRETARY OF STAT	02/25/22	title for 1fm5k8ab9mgc31499	02/25/2022	01-360-5321	150.00	150.00	02/28/2022
Total ILLINOIS SECRETARY OF STATE:					150.00	150.00	
ILLINOIS-AMERICAN WATER C	03/01/22-5309	700 MIL 2/1-2/28/22	02/28/2021	13-300-5108	185.79	.00	
ILLINOIS-AMERICAN WATER C	03/01/22-5316	1250 RIVER 2/1-2/28/22	02/28/2022	13-300-5108	185.79	.00	
ILLINOIS-AMERICAN WATER C	03/01/22-5629	401 PIPER LN 2/1-2/28/22	02/28/2022	01-350-5410	307.27	.00	
ILLINOIS-AMERICAN WATER C	03/01/22-5667	401 PIPER LN 3/1-3/31/22	03/07/2022	01-350-5411	45.65	.00	
Total ILLINOIS-AMERICAN WATER CO.:					724.50	.00	
IUOE LOCAL 150 ADMIN	#150 A 2/11/22	LOCAL 150 ADMIN DUES 2/11/22	02/11/2022	01-000-2050	284.94	.00	
IUOE LOCAL 150 ADMIN	#150 A 2/25/22	LOCAL 150 ADMIN DUES 2/25/22	02/25/2022	01-000-2050	284.94	.00	
Total IUOE LOCAL 150 ADMIN:					569.88	.00	
IUOE LOCAL 150 MEMBERSHIP	#150 M 2/11/22	LOCAL 150 MEMBERSHIP DUES	02/11/2022	01-000-2050	60.00	.00	
IUOE LOCAL 150 MEMBERSHIP	#150 M 2/25/22	LOCAL 150 MEMBERSHIP DUES	02/25/2022	01-000-2050	60.00	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total IUOE LOCAL 150 MEMBERSHIP:					120.00	.00	
JEROME J MEYER	2021	FIRE POLICE COMMISSION	02/23/2022	01-310-4000	460.00	460.00	02/28/2022
Total JEROME J MEYER:					460.00	460.00	
JG UNIFORMS INC	95026	PD CLOTHING	02/18/2022	01-360-5741	60.25	.00	
JG UNIFORMS INC	95300	PD CLOTHING	02/24/2022	01-360-5741	5.00	.00	
JG UNIFORMS INC	95402	PD CLOTHING	02/28/2022	01-360-5741	104.75	.00	
JG UNIFORMS INC	95515	BELT	03/03/2022	01-360-5741	146.05	.00	
JG UNIFORMS INC	95516	PD CLOTHING	03/03/2022	01-360-5741	168.00	.00	
Total JG UNIFORMS INC:					484.05	.00	
JOE FIORITO	2021	FIRE POLICE COMMISSION	02/23/2022	01-310-4000	900.00	900.00	02/28/2022
Total JOE FIORITO:					900.00	900.00	
JOURNAL & TOPICS NEWSPAP	187196	LEGAL NOTICE	01/12/2022	01-340-5222	180.45	.00	
JOURNAL & TOPICS NEWSPAP	187326	LEGAL NOTICE	02/09/2022	01-340-5222	144.36	.00	
JOURNAL & TOPICS NEWSPAP	187327	LEGAL NOTICE	02/09/2022	01-340-5222	180.45	.00	
Total JOURNAL & TOPICS NEWSPAPERS INC.:					505.26	.00	
JUDY'S LETTER & SECRETARIA	0077-22	VEHICLE STICKER PRINTING A	02/07/2022	01-320-5221	2,576.67	.00	
JUDY'S LETTER & SECRETARIA	0077-22	VEHICLE STICKER PRINTING A	02/07/2022	01-320-5200	3,298.19	.00	
Total JUDY'S LETTER & SECRETARIAL:					5,874.86	.00	
JUST TIRES MP INC.	0000004145	SQUAD TIRES 616	02/24/2022	01-350-5020	630.60	.00	
Total JUST TIRES MP INC.:					630.60	.00	
KAYLA FLAM	31	RECRUITMENT VIDEO	01/05/2022	01-360-5100	600.00	.00	
Total KAYLA FLAM:					600.00	.00	
LAUTERBACH & AMEN LLP	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	01-322-5102	10,869.90	.00	
LAUTERBACH & AMEN LLP	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	13-300-5102	572.10	.00	
LAUTERBACH & AMEN LLP	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	18-300-5102	572.10	.00	
LAUTERBACH & AMEN LLP	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	51-300-5102	4,004.70	.00	
LAUTERBACH & AMEN LLP	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	53-300-5102	6,865.20	.00	
Total LAUTERBACH & AMEN LLP:					22,884.00	.00	
LEXISNEXIS RISK SOLUTIONS	1290571-2022	FEB 22 INVESTIGATION SERVIC	02/28/2022	01-360-5100	209.94	.00	
Total LEXISNEXIS RISK SOLUTIONS:					209.94	.00	
MAJOR CASE ASSISTANCE TEA	03/02/22	MCAT 2022 AWARD BANQUET	03/02/2022	01-360-5310	90.00	.00	
Total MAJOR CASE ASSISTANCE TEAM:					90.00	.00	
McSHANE CONSTRUCTION	21-611B	BOND REFUND 21-611	03/09/2022	72-000-2310	18,281.60	.00	
Total McSHANE CONSTRUCTION:					18,281.60	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
METROPOLITAN ALLIANCE OF	#252 2/2022	MAP # 252 DUES 2/11/22	02/11/2022	01-000-2052	608.00	.00	
METROPOLITAN ALLIANCE OF	#253 2/2022	MAP # 252 DUES 2/11/22	02/11/2022	01-000-2052	152.00	.00	
Total METROPOLITAN ALLIANCE OF POLICE:					760.00	.00	
MOE FUNDS	04/2022	PW PAR PREMIUMS	03/07/2022	51-300-5100	2,436.00	.00	
MOE FUNDS	04/2022	PW PAR PREMIUMS	03/07/2022	01-350-4100	7,308.00	.00	
Total MOE FUNDS:					9,744.00	.00	
MPC COMMUNICATIONS & LIG	22-1060	SERVICE 608	02/22/2022	01-365-5981	680.00	.00	
Total MPC COMMUNICATIONS & LIGHTING INC:					680.00	.00	
NAPA-HEIGHTS AUTOMOTIVE	448577	TRUCK PARTS	03/01/2022	01-350-5020	75.45	.00	
NAPA-HEIGHTS AUTOMOTIVE	448580	TRUCK PARTS	03/01/2022	01-350-5020	75.45	.00	
Total NAPA-HEIGHTS AUTOMOTIVE:					150.90	.00	
NATURAL COMMUNITIES LLC	3691	PLUM TREES (HYNDMAN DONA	02/25/2022	01-310-5960	2,000.00	.00	
Total NATURAL COMMUNITIES LLC:					2,000.00	.00	
NICOR GAS	02/21/22-2093	CH 1/21-2/21/22	02/21/2022	01-320-5410	760.34	.00	
NICOR GAS	02/22/22-2024	METRA 1/24-2/22/22	02/22/2022	01-320-5410	278.77	.00	
NICOR GAS	02/22/22-4506	WELLHOUSE 1/24-2/22/22	02/22/2022	51-300-5410	391.83	.00	
NICOR GAS	02/22/22-9482	PW 1/24-2/22/22	02/22/2022	01-320-5410	1,521.57	.00	
NICOR GAS	02/22/22-9865	PD 1/24-2/22/22	02/22/2022	01-320-5410	747.98	.00	
Total NICOR GAS:					3,700.49	.00	
NORTH SHORE SIGN	122203	MAR 22 SIGN MAINTENANCE	03/01/2022	01-320-5100	243.00	.00	
Total NORTH SHORE SIGN:					243.00	.00	
NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	01-320-4100	196.00	.00	
NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	01-340-4100	288.00	.00	
NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	01-360-4100	2,186.00	.00	
NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	01-350-4100	164.00	.00	
NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	51-300-4100	82.00	.00	
NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	01-370-4101	500.00	.00	
Total NORTH SUBURBAN EMPLOYEE BENEFIT COOPERAT:					3,416.00	.00	
NW CENTRAL DISPATCH SYST	9204	APR 22 MEMBER ASSESSMENT	03/01/2022	01-360-5240	17,114.61	.00	
Total NW CENTRAL DISPATCH SYSTEM:					17,114.61	.00	
OFFICE DEPOT INC.	21298821	OFFICE SUPPLIES	02/28/2022	01-360-5700	405.26	.00	
Total OFFICE DEPOT INC.:					405.26	.00	
OMNI YOUTH SERVICES INC.	03COPH22-2	MAR 22 SOCIAL WORKER	03/03/2022	01-360-5101	6,851.81	.00	
Total OMNI YOUTH SERVICES INC.:					6,851.81	.00	
PACE ANALYTICAL SERVICES	I9502069	WATER TESTING	02/28/2022	51-300-5050	73.50	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total PACE ANALYTICAL SERVICES:					73.50	.00	
PITNEY BOWES	3105346897	PD POSTAGE RENTAL 12/30-3/2	02/23/2022	01-360-5510	163.53	.00	
Total PITNEY BOWES:					163.53	.00	
QUINCY PARK CONDOMINIUM	20-222PB	BOND REFUND	03/09/2022	72-000-2310	500.00	.00	
Total QUINCY PARK CONDOMINIUM ASSOC.:					500.00	.00	
RAY O'HERRON CO INC	2165155	PD CLOTHING	12/28/2021	01-360-5741	92.58	.00	
RAY O'HERRON CO INC	2176849	PD CLOTHING	02/24/2022	01-360-5741	53.98	.00	
RAY O'HERRON CO INC	2176850	PD CLOTHING	02/24/2022	01-360-5741	39.99	.00	
RAY O'HERRON CO INC	2176851	PD CLOTHING	02/24/2022	01-360-5741	39.99	.00	
RAY O'HERRON CO INC	2176852	PD CLOTHING	02/24/2022	01-360-5741	44.99	.00	
RAY O'HERRON CO INC	2177273	PD CLOTHING	02/25/2022	01-360-5741	138.97	.00	
RAY O'HERRON CO INC	2178029	PD CLOTHING	03/01/2022	01-360-5741	191.89	.00	
RAY O'HERRON CO INC	2178030	SHOES PD	03/01/2022	01-360-5741	119.95	.00	
RAY O'HERRON CO INC	2178032	PD CLOTHING	03/01/2022	01-360-5741	200.49	.00	
Total RAY O'HERRON CO INC:					922.83	.00	
SHARON HOFFMAN	2021	FIRE POLICE COMMISSION	02/23/2022	01-310-4000	1,400.00	1,400.00	02/28/2022
Total SHARON HOFFMAN:					1,400.00	1,400.00	
THOMPSON ELEVATOR INSPEC	22-0291	JAN ELEVATOR INSPECTION	01/31/2022	01-340-5100	301.00	.00	
Total THOMPSON ELEVATOR INSPECT SVC INC:					301.00	.00	
TONYS FINER FOODS ENTERP	03/07/22	4TH QTR SALES TAX INCENTIV	03/07/2022	01-380-5975	44,859.97	.00	
Total TONYS FINER FOODS ENTERPRISES INC:					44,859.97	.00	
TRADE MARK PRODUCTS INC	110945	STREET SIGNS	03/02/2022	01-350-5721	584.10	.00	
Total TRADE MARK PRODUCTS INC:					584.10	.00	
ULINE	145238877	POLYTUBING	02/17/2022	01-360-5140	137.45	.00	
Total ULINE:					137.45	.00	
UNIFIRST CORPORATION	061 1439212	PD CARPETS	03/03/2022	01-350-5104	45.00	.00	
UNIFIRST CORPORATION	081 1654508	UNIFORMS AND CARPETS	02/25/2022	01-350-5104	100.04	.00	
UNIFIRST CORPORATION	081 1656488	UNIFROMS AND CARPET	03/04/2022	01-350-5104	28.75	.00	
Total UNIFIRST CORPORATION:					173.79	.00	
VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	01-320-5410	194.63	.00	
VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	01-350-5410	197.72	.00	
VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	01-360-5410	392.51	.00	
VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	51-300-5410	49.43	.00	
VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	53-300-5100	49.43	.00	
VERIZON WIRELESS	9900234298	SCADA 1/24-2/23/22	02/23/2022	51-300-5410	40.01	.00	
Total VERIZON WIRELESS:					923.73	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
VILLAGE OF MOUNT PROSPEC	02/15/22-3287-	JAN 22 3287-001	02/15/2022	51-300-5412	567.04	567.04	03/01/2022
Total VILLAGE OF MOUNT PROSPECT:					567.04	567.04	
WAREHOUSE DIRECT OFFICE	5167338-0	OFFICE SUPPLIES	02/10/2022	01-320-5700	27.02	.00	
WAREHOUSE DIRECT OFFICE	5182056-0	OFFICE SUPPLIES	03/02/2022	01-320-5700	36.26	.00	
Total WAREHOUSE DIRECT OFFICE PROD INC.:					63.28	.00	
WCS PHOTOGRAPHY	PRPD2022	PHOTOS	03/05/2022	01-360-5710	329.00	.00	
Total WCS PHOTOGRAPHY:					329.00	.00	
Grand Totals:					172,433.75	3,977.04	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].Vendor Number = 114

[Report].Vendor Number = {OR} {IS NULL}

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
CARDMEMBER SERVICE	01/20/22	permanant marker pens	01/20/2022	01-360-5700	15.91	15.91	03/04/2022
CARDMEMBER SERVICE	01/20/22	frame amazon	01/20/2022	01-360-5700	31.96	31.96	03/04/2022
CARDMEMBER SERVICE	01/20/22	home depot	01/20/2022	01-360-5710	46.44	46.44	03/04/2022
CARDMEMBER SERVICE	01/20/22	dunkin	01/20/2022	01-360-5710	45.46	45.46	03/04/2022
CARDMEMBER SERVICE	01/20/22	audio cable amazon	01/20/2022	01-360-5700	15.99	15.99	03/04/2022
CARDMEMBER SERVICE	01/20/22	IACP MEMBERSHIP	01/20/2022	01-360-5310	190.00	190.00	03/04/2022
CARDMEMBER SERVICE	01/20/22	NOV 21 PHONE AND FAXES AT	01/20/2022	01-320-5410	409.48	409.48	03/04/2022
CARDMEMBER SERVICE	01/20/22	NOV 21 PHONE AND FAXES AT	01/20/2022	01-320-5410	41.04	41.04	03/04/2022
CARDMEMBER SERVICE	01/20/22	NOV 21 PHONE AND FAXES AT	01/20/2022	51-300-5410	256.30	256.30	03/04/2022
CARDMEMBER SERVICE	01/20/22	ZOOM	01/20/2022	01-310-5300	50.00	50.00	03/04/2022
CARDMEMBER SERVICE	01/20/22	PD COMCAST 12/7-1/6	01/20/2022	01-320-5410	321.35	321.35	03/04/2022
CARDMEMBER SERVICE	01/20/22	PW COMCAST 12/13-1/12	01/20/2022	01-350-5410	243.35	243.35	03/04/2022
CARDMEMBER SERVICE	01/20/22	METRA COMCAST 12/16-1/15	01/20/2022	52-300-5410	153.35	153.35	03/04/2022
CARDMEMBER SERVICE	01/20/22	COSTCO COFFEE	01/20/2022	01-320-5700	70.25	70.25	03/04/2022
CARDMEMBER SERVICE	01/20/22	COSTCO COFFEE	01/20/2022	01-360-5700	65.98	65.98	03/04/2022
CARDMEMBER SERVICE	01/20/22	COSTCO COFFEE	01/20/2022	01-350-5700	57.98	57.98	03/04/2022
CARDMEMBER SERVICE	01/20/22	CH COMCAST 12-22-1/21	01/20/2022	01-320-5410	258.35	258.35	03/04/2022
CARDMEMBER SERVICE	01/20/22	USPS STAMPS FOR UTIL BILLS	01/20/2022	53-300-5200	100.00	100.00	03/04/2022
CARDMEMBER SERVICE	01/20/22	SCADA COMCAST 12/28-1/27	01/20/2022	51-300-5410	157.90	157.90	03/04/2022
CARDMEMBER SERVICE	01/20/22	STAMPS FOR UTIL BILLS	01/20/2022	53-300-5200	1,600.00	1,600.00	03/04/2022
CARDMEMBER SERVICE	01/20/22	BOUNCIE VEHICLE TRACKING	01/20/2022	01-350-7025	16.00	16.00	03/04/2022
CARDMEMBER SERVICE	01/20/22	SAFETY MASKS AMAZON	01/20/2022	01-350-7023	119.98	119.98	03/04/2022
CARDMEMBER SERVICE	01/20/22	PLW PIN AMAZON	01/20/2022	01-350-5020	9.99	9.99	03/04/2022
CARDMEMBER SERVICE	01/20/22	SAFETY SUPPLIES AMAZON	01/20/2022	01-350-7023	94.49	94.49	03/04/2022
CARDMEMBER SERVICE	01/20/22	AUTOMOTIVE TOLLS IPASS	01/20/2022	01-350-5020	30.00	30.00	03/04/2022
CARDMEMBER SERVICE	01/20/22	SAFETY SIGN	01/20/2022	01-350-5721	43.04	43.04	03/04/2022
CARDMEMBER SERVICE	01/20/22	SHOP METAL TOOL NORTHERN	01/20/2022	01-350-5730	82.48	82.48	03/04/2022
CARDMEMBER SERVICE	01/20/22	SNOW BLOWR TUBE AMAZON	01/20/2022	01-350-5610	15.14	15.14	03/04/2022
CARDMEMBER SERVICE	01/20/22	GATE REMOTE OPENERS AMA	01/20/2022	01-350-5020	78.00	78.00	03/04/2022
CARDMEMBER SERVICE	01/20/22	SHOP SUPPLY DRILL AMAZON	01/20/2022	01-350-5020	136.90	136.90	03/04/2022
CARDMEMBER SERVICE	01/20/22	CITY RADIO BATTERIES AMAZ	01/20/2022	01-350-5710	137.98	137.98	03/04/2022
CARDMEMBER SERVICE	01/20/22	SQUAD 617 WINDSHEILD SALIT	01/20/2022	01-350-5020	719.97	719.97	03/04/2022
CARDMEMBER SERVICE	01/20/22	SMARTLINER AMAZON CREDIT	01/20/2022	01-350-5020	129.99-	129.99-	03/04/2022
Total CARDMEMBER SERVICE:					5,485.07	5,485.07	
Grand Totals:					5,485.07	5,485.07	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
-------------	----------------	-------------	--------------	-------------------	-----------------	-------------	-----------

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].Vendor Number = 114

[Report].Vendor Number = {OR} {IS NULL}

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
CITY COUNCIL & BOARDS							
01-310-5300 ALDERMANIC EXPENSE	CARDMEMBER SERVICE	01/20/22	ZOOM	01/20/2022	50.00	50.00	03/04/2022
Total CITY COUNCIL & BOARDS:					50.00	50.00	
ADMINISTRATION							
01-320-5410 UTILITIES	CARDMEMBER SERVICE	01/20/22	NOV 21 PHONE AND FAXES AT	01/20/2022	409.48	409.48	03/04/2022
01-320-5410 UTILITIES	CARDMEMBER SERVICE	01/20/22	NOV 21 PHONE AND FAXES AT	01/20/2022	41.04	41.04	03/04/2022
01-320-5410 UTILITIES	CARDMEMBER SERVICE	01/20/22	PD COMCAST 12/7-1/6	01/20/2022	321.35	321.35	03/04/2022
01-320-5410 UTILITIES	CARDMEMBER SERVICE	01/20/22	CH COMCAST 12-22-1/21	01/20/2022	258.35	258.35	03/04/2022
01-320-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	01/20/22	COSTCO COFFEE	01/20/2022	70.25	70.25	03/04/2022
Total ADMINISTRATION:					1,100.47	1,100.47	
PUBLIC WORKS							
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	01/20/22	PLW PIN AMAZON	01/20/2022	9.99	9.99	03/04/2022
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	01/20/22	AUTOMOTIVE TOLLS IPASS	01/20/2022	30.00	30.00	03/04/2022
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	01/20/22	GATE REMOTE OPENERS AMA	01/20/2022	78.00	78.00	03/04/2022
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	01/20/22	SHOP SUPPLY DRILL AMAZON	01/20/2022	136.90	136.90	03/04/2022
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	01/20/22	SQUAD 617 WINDSHEILD SALIT	01/20/2022	719.97	719.97	03/04/2022
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	01/20/22	SMARTLINER AMAZON CREDIT	01/20/2022	129.99-	129.99-	03/04/2022
01-350-5410 UTILITIES	CARDMEMBER SERVICE	01/20/22	PW COMCAST 12/13-1/12	01/20/2022	243.35	243.35	03/04/2022
01-350-5610 EQUIPMENT MAINTENAN	CARDMEMBER SERVICE	01/20/22	SNOW BLOWR TUBE AMAZON	01/20/2022	15.14	15.14	03/04/2022
01-350-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	01/20/22	COSTCO COFFEE	01/20/2022	57.98	57.98	03/04/2022
01-350-5710 OPERATING SUPPLIES	CARDMEMBER SERVICE	01/20/22	CITY RADIO BATTERIES AMAZ	01/20/2022	137.98	137.98	03/04/2022
01-350-5721 SIGNS	CARDMEMBER SERVICE	01/20/22	SAFETY SIGN	01/20/2022	43.04	43.04	03/04/2022
01-350-5730 TOOLS	CARDMEMBER SERVICE	01/20/22	SHOP METAL TOOL NORTHERN	01/20/2022	82.48	82.48	03/04/2022
01-350-7023 SAFETY EQUIPMENT	CARDMEMBER SERVICE	01/20/22	SAFETY MASKS AMAZON	01/20/2022	119.98	119.98	03/04/2022
01-350-7023 SAFETY EQUIPMENT	CARDMEMBER SERVICE	01/20/22	SAFETY SUPPLIES AMAZON	01/20/2022	94.49	94.49	03/04/2022
01-350-7025 SOFTWARE	CARDMEMBER SERVICE	01/20/22	BOUNCIE VEHICLE TRACKING	01/20/2022	16.00	16.00	03/04/2022
Total PUBLIC WORKS:					1,655.31	1,655.31	
PUBLIC SAFETY							
01-360-5310 MEMBERSHIPS	CARDMEMBER SERVICE	01/20/22	IACP MEMBERSHIP	01/20/2022	190.00	190.00	03/04/2022
01-360-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	01/20/22	permanant marker pens	01/20/2022	15.91	15.91	03/04/2022
01-360-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	01/20/22	frame amazon	01/20/2022	31.96	31.96	03/04/2022
01-360-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	01/20/22	audio cable amazon	01/20/2022	15.99	15.99	03/04/2022
01-360-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	01/20/22	COSTCO COFFEE	01/20/2022	65.98	65.98	03/04/2022
01-360-5710 OPERATING SUPPLIES	CARDMEMBER SERVICE	01/20/22	home depot	01/20/2022	46.44	46.44	03/04/2022

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-360-5710 OPERATING SUPPLIES	CARDMEMBER SERVICE	01/20/22	dunkin	01/20/2022	45.46	45.46	03/04/2022
Total PUBLIC SAFETY:					411.74	411.74	
Total GENERAL FUND:					3,217.52	3,217.52	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
WATER FUND							
EXPENSES							
51-300-5410 UTILITIES	CARDMEMBER SERVICE	01/20/22	NOV 21 PHONE AND FAXES AT	01/20/2022	256.30	256.30	03/04/2022
51-300-5410 UTILITIES	CARDMEMBER SERVICE	01/20/22	SCADA COMCAST 12/28-1/27	01/20/2022	157.90	157.90	03/04/2022
Total EXPENSES:					414.20	414.20	
Total WATER FUND:					414.20	414.20	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PARKING FUND							
EXPENSES							
52-300-5410 UTILITIES	CARDMEMBER SERVICE	01/20/22	METRA COMCAST 12/16-1/15	01/20/2022	153.35	153.35	03/04/2022
Total EXPENSES:					153.35	153.35	
Total PARKING FUND:					153.35	153.35	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SANITARY SEWER FUND EXPENSES							
53-300-5200 POSTAGE	CARDMEMBER SERVICE	01/20/22	USPS STAMPS FOR UTIL BILLS	01/20/2022	100.00	100.00	03/04/2022
53-300-5200 POSTAGE	CARDMEMBER SERVICE	01/20/22	STAMPS FOR UTIL BILLS	01/20/2022	1,600.00	1,600.00	03/04/2022
Total EXPENSES:					1,700.00	1,700.00	
Total SANITARY SEWER FUND:					1,700.00	1,700.00	
Grand Totals:					5,485.07	5,485.07	

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	312979	apr 22 aflac withholding	02/15/2022	401.66	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 ADMIN	#150 A 2/11/22	LOCAL 150 ADMIN DUES 2/11/22	02/11/2022	284.94	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 ADMIN	#150 A 2/25/22	LOCAL 150 ADMIN DUES 2/25/2	02/25/2022	284.94	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 MEMBERSHIP	#150 M 2/11/22	LOCAL 150 MEMBERSHIP DUES	02/11/2022	60.00	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 MEMBERSHIP	#150 M 2/25/22	LOCAL 150 MEMBERSHIP DUES	02/25/2022	60.00	.00	
01-000-2052 WITHHOLDING POLICE U	METROPOLITAN ALLIANCE OF	#252 2/2022	MAP # 252 DUES 2/11/22	02/11/2022	608.00	.00	
01-000-2052 WITHHOLDING POLICE U	METROPOLITAN ALLIANCE OF	#253 2/2022	MAP # 252 DUES 2/11/22	02/11/2022	152.00	.00	
Total :					1,851.54	.00	
LICENSES & FEES							
01-120-3300 VEHICLE STICKERS	GUY WELCH	02/28/22	OVERPMT CITY VEHICLE STICK	02/28/2022	5.00	.00	
Total LICENSES & FEES:					5.00	.00	
CITY COUNCIL & BOARDS							
01-310-4000 WAGES	HYMAN RIEBMAN	2021	POLIC COMMISSION 2021	02/28/2022	500.00	500.00	02/28/2022
01-310-4000 WAGES	JEROME J MEYER	2021	FIRE POLICE COMMISSION	02/23/2022	460.00	460.00	02/28/2022
01-310-4000 WAGES	JOE FIORITO	2021	FIRE POLICE COMMISSION	02/23/2022	900.00	900.00	02/28/2022
01-310-4000 WAGES	SHARON HOFFMAN	2021	FIRE POLICE COMMISSION	02/23/2022	1,400.00	1,400.00	02/28/2022
01-310-5960 NRC OPERATIONS	NATURAL COMMUNITIES LLC	3691	PLUM TREES (HYNDMAN DONA	02/25/2022	2,000.00	.00	
01-310-7020 EQUIPMENT	5533 OFFICE CENTER	03/05/21	AV CONSULTING	03/05/2022	397.70	.00	
Total CITY COUNCIL & BOARDS:					5,657.70	3,260.00	
ADMINISTRATION							
01-320-4100 HEALTH INSURANCE	NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	196.00	.00	
01-320-5100 PROFESSIONAL SERVIC	FLEXSOURCE, LLC	23075	FEB 22 FSA/HRA FEES	02/25/2022	150.00	.00	
01-320-5100 PROFESSIONAL SERVIC	NORTH SHORE SIGN	122203	MAR 22 SIGN MAINTENANCE	03/01/2022	243.00	.00	
01-320-5130 COMPUTER CONSULTAN	DEKIND COMPUTER CONSULT	32521	APR 22 COMP CONSULTANT	03/01/2022	3,510.00	.00	
01-320-5130 COMPUTER CONSULTAN	DEKIND COMPUTER CONSULT	32641	FEB 22 TRIP AVERAGE CHARG	03/01/2022	595.00	.00	
01-320-5200 POSTAGE	JUDY'S LETTER & SECRETARIA	0077-22	VEHICLE STICKER PRINTING A	02/07/2022	3,298.19	.00	
01-320-5221 PRINTING	JUDY'S LETTER & SECRETARIA	0077-22	VEHICLE STICKER PRINTING A	02/07/2022	2,576.67	.00	
01-320-5222 LEGAL NOTICES	DAILY HERALD	03/12/22	NEWSPRINT SURCHARGE 2/13-	03/12/2022	38.80	.00	
01-320-5410 UTILITIES	NICOR GAS	02/21/22-2093	CH 1/21-2/21/22	02/21/2022	760.34	.00	
01-320-5410 UTILITIES	NICOR GAS	02/22/22-2024	METRA 1/24-2/22/22	02/22/2022	278.77	.00	
01-320-5410 UTILITIES	NICOR GAS	02/22/22-9482	PW 1/24-2/22/22	02/22/2022	1,521.57	.00	
01-320-5410 UTILITIES	NICOR GAS	02/22/22-9865	PD 1/24-2/22/22	02/22/2022	747.98	.00	
01-320-5410 UTILITIES	VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	194.63	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	5167338-0	OFFICE SUPPLIES	02/10/2022	27.02	.00	
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	5182056-0	OFFICE SUPPLIES	03/02/2022	36.26	.00	
Total ADMINISTRATION:					14,174.23	.00	
FINANCE							
01-322-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	10,869.90	.00	
Total FINANCE:					10,869.90	.00	
BUILDING DEPARTMENT							
01-340-4100 HEALTH INSURANCE	NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	288.00	.00	
01-340-5100 PROFESSIONAL SERVIC	FOOD & ALCOHOL SERVICE TR	2022-3	HEALTH INSPECTION FEB 22	02/28/2022	910.00	.00	
01-340-5100 PROFESSIONAL SERVIC	THOMPSON ELEVATOR INSPEC	22-0291	JAN ELEVATOR INSPECTION	01/31/2022	301.00	.00	
01-340-5222 LEGAL NOTICES	JOURNAL & TOPICS NEWSPAP	187196	LEGAL NOTICE	01/12/2022	180.45	.00	
01-340-5222 LEGAL NOTICES	JOURNAL & TOPICS NEWSPAP	187326	LEGAL NOTICE	02/09/2022	144.36	.00	
01-340-5222 LEGAL NOTICES	JOURNAL & TOPICS NEWSPAP	187327	LEGAL NOTICE	02/09/2022	180.45	.00	
01-340-7020 EQUIPMENT	CANON FINANCIAL SERVICES	28203965	MAR 22 BUILDING COPIER	03/02/2022	181.09	.00	
01-340-7020 EQUIPMENT	DEKIND COMPUTER CONSULT	32575	BUILDING DESK SCANNER	02/21/2022	412.68	.00	
Total BUILDING DEPARTMENT:					2,598.03	.00	
PUBLIC WORKS							
01-350-4100 HEALTH INSURANCE	MOE FUNDS	04/2022	PW PAR PREMIUMS	03/07/2022	7,308.00	.00	
01-350-4100 HEALTH INSURANCE	NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	164.00	.00	
01-350-5020 VEHICLE MAINTENANCE	EL-COR INDUSTRIES INC	118577	SHOP SUPPLY AUTO	02/15/2022	131.92	.00	
01-350-5020 VEHICLE MAINTENANCE	EL-COR INDUSTRIES INC	118719	SHOP AUTO PARTS	02/28/2022	24.65	.00	
01-350-5020 VEHICLE MAINTENANCE	JUST TIRES MP INC.	0000004145	SQUAD TIRES 616	02/24/2022	630.60	.00	
01-350-5020 VEHICLE MAINTENANCE	NAPA-HEIGHTS AUTOMOTIVE	448577	TRUCK PARTS	03/01/2022	75.45	.00	
01-350-5020 VEHICLE MAINTENANCE	NAPA-HEIGHTS AUTOMOTIVE	448580	TRUCK PARTS	03/01/2022	75.45	.00	
01-350-5104 PROF SERVICES - BUILD	UNIFIRST CORPORATION	061 1439212	PD CARPETS	03/03/2022	45.00	.00	
01-350-5104 PROF SERVICES - BUILD	UNIFIRST CORPORATION	081 1654508	UNIFORMS AND CARPETS	02/25/2022	100.04	.00	
01-350-5104 PROF SERVICES - BUILD	UNIFIRST CORPORATION	081 1656488	UNIFROMS AND CARPET	03/04/2022	28.75	.00	
01-350-5410 UTILITIES	ILLINOIS-AMERICAN WATER C	03/01/22-5629	401 PIPER LN 2/1-2/28/22	02/28/2022	307.27	.00	
01-350-5410 UTILITIES	VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	197.72	.00	
01-350-5411 WATER AND ELECTRIC P	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRIC	02/28/2022	456.68	.00	
01-350-5411 WATER AND ELECTRIC P	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	266.77-	.00	
01-350-5411 WATER AND ELECTRIC P	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	185.55	.00	
01-350-5411 WATER AND ELECTRIC P	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	87.73	.00	
01-350-5411 WATER AND ELECTRIC P	ILLINOIS-AMERICAN WATER C	03/01/22-5667	401 PIPER LN 3/1-3/31/22	03/07/2022	45.65	.00	
01-350-5710 OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	01/28/22	POLICE HEATER	01/28/2022	24.97	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-350-5721 SIGNS	TRADE MARK PRODUCTS INC	110945	STREET SIGNS	03/02/2022	584.10	.00	
01-350-5751 GASOLINE	CONSERV FS INC.	102021651	DIESAL FUEL	02/16/2022	1,081.22	.00	
01-350-5751 GASOLINE	CONSERV FS INC.	102021652	GASLINE	02/16/2022	3,087.33	.00	
Total PUBLIC WORKS:					14,375.31	.00	
PUBLIC SAFETY							
01-360-4100 HEALTH INSURANCE	HMO ILLINOIS	02/14/22	MAR 22 HEALTH INSURANCE	02/14/2022	4,606.55	.00	
01-360-4100 HEALTH INSURANCE	NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	2,186.00	.00	
01-360-5100 PROFESSIONAL SERVIC	DACRA TECH LLC	DT 2022-02-03	feb 22 software service	02/28/2022	250.00	.00	
01-360-5100 PROFESSIONAL SERVIC	KAYLA FLAM	31	RECRUITMENT VIDEO	01/05/2022	600.00	.00	
01-360-5100 PROFESSIONAL SERVIC	LEXISNEXIS RISK SOLUTIONS	1290571-2022	FEB 22 INVESTIGATION SERVIC	02/28/2022	209.94	.00	
01-360-5101 PROFESSIONAL FEES -	OMNI YOUTH SERVICES INC.	03COPH22-2	MAR 22 SOCIAL WORKER	03/03/2022	6,851.81	.00	
01-360-5140 PRISONERS CARE	ULINE	145238877	POLYTUBING	02/17/2022	137.45	.00	
01-360-5240 NORTHWEST CENTRAL	NW CENTRAL DISPATCH SYST	9204	APR 22 MEMBER ASSESSMENT	03/01/2022	17,114.61	.00	
01-360-5310 MEMBERSHIPS	CRITICAL REACH INC	2151	2022 ANNUAL SUPPORT FEE	12/13/2021	385.00	.00	
01-360-5310 MEMBERSHIPS	MAJOR CASE ASSISTANCE TEA	03/02/22	MCAT 2022 AWARD BANQUET	03/02/2022	90.00	.00	
01-360-5321 AUTO EXPENSE	ILLINOIS SECRETARY OF STAT	02/25/22	title for 1fm5k8ab9mgc31499	02/25/2022	150.00	150.00	02/28/2022
01-360-5410 UTILITIES	VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	392.51	.00	
01-360-5510 RENTAL EQUIPMENT	PITNEY BOWES	3105346897	PD POSTAGE RENTAL 12/30-3/2	02/23/2022	163.53	.00	
01-360-5610 EQUIPMENT MAINTENAN	APPLIED CONCEPTS INC	397868	REMOTE CONTROL WITH SCR	02/18/2022	148.00	.00	
01-360-5700 OFFICE SUPPLIES	OFFICE DEPOT INC.	21298821	OFFICE SUPPLIES	02/28/2022	405.26	.00	
01-360-5710 OPERATING SUPPLIES	HALO BRANDED SOLUTIONS IN	202100010755	OFFICE SUPPLIES	12/16/2021	760.00	.00	
01-360-5710 OPERATING SUPPLIES	WCS PHOTOGRAPHY	PRPD2022	PHOTOS	03/05/2022	329.00	.00	
01-360-5740 RANGE SUPPLIES	EAGLE POINT GUN T J MORRIS	188554	amo	03/02/2022	2,057.00	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	95026	PD CLOTHING	02/18/2022	60.25	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	95300	PD CLOTHING	02/24/2022	5.00	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	95402	PD CLOTHING	02/28/2022	104.75	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	95515	BELT	03/03/2022	146.05	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	95516	PD CLOTHING	03/03/2022	168.00	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2165155	PD CLOTHING	12/28/2021	92.58	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2176849	PD CLOTHING	02/24/2022	53.98	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2176850	PD CLOTHING	02/24/2022	39.99	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2176851	PD CLOTHING	02/24/2022	39.99	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2176852	PD CLOTHING	02/24/2022	44.99	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2177273	PD CLOTHING	02/25/2022	138.97	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2178029	PD CLOTHING	03/01/2022	191.89	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2178030	SHOES PD	03/01/2022	119.95	.00	
01-360-5741 CLOTHING	RAY O'HERRON CO INC	2178032	PD CLOTHING	03/01/2022	200.49	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PUBLIC SAFETY:					38,243.54	150.00	
PUBLIC SAFETY-SPECIAL ACCT EXP							
01-365-5981 DUI EXPENSE	MPC COMMUNICATIONS & LIG	22-1060	SERVICE 608	02/22/2022	680.00	.00	
Total PUBLIC SAFETY-SPECIAL ACCT EXP:					680.00	.00	
REIMBURSABLE EXP							
01-370-4101 RETIREE HEALTH INSUR	HMO ILLINOIS	02/14/22	MAR 22 HEALTH INSURANCE	02/14/2022	1,561.54	.00	
01-370-4101 RETIREE HEALTH INSUR	NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	500.00	.00	
Total REIMBURSABLE EXP:					2,061.54	.00	
OTHER EXPENSES							
01-380-5975 SALES TAX REBATE	TONYS FINER FOODS ENTERP	03/07/22	4TH QTR SALES TAX INCENTIV	03/07/2022	44,859.97	.00	
Total OTHER EXPENSES:					44,859.97	.00	
Total GENERAL FUND:					135,376.76	3,410.00	

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	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	572.10	.00	
13-300-5108 BEAUTIFICATION	ILLINOIS-AMERICAN WATER C	03/01/22-5309	700 MIL 2/1-2/28/22	02/28/2021	185.79	.00	
13-300-5108 BEAUTIFICATION	ILLINOIS-AMERICAN WATER C	03/01/22-5316	1250 RIVER 2/1-2/28/22	02/28/2022	185.79	.00	
Total EXPENSES:					943.68	.00	
Total TOURISM DISTRICT:					943.68	.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	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	572.10	.00	
Total EXPENSES:					572.10	.00	
Total PALATINE ROAD TIF FUND:					572.10	.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	61670524101	FEB 22 ELECTRICITY	02/28/2022	37.20	.00	
25-300-5050 SYSTEM MAINTENANCE	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	28.82	.00	
25-300-5050 SYSTEM MAINTENANCE	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	128.39	.00	
Total EXPENSES:					194.41	.00	
Total SSA #5:					194.41	.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	NORTH SUBURBAN EMPLOYEE	#0222D	FEB 22 PPO DENTAL	03/09/2022	82.00	.00	
51-300-5050 SYSTEM MAINTENANCE	HOME DEPOT CREDIT SERVIC	01/28/22	POWER OUTLET	01/28/2022	16.97	.00	
51-300-5050 SYSTEM MAINTENANCE	PACE ANALYTICAL SERVICES	I9502069	WATER TESTING	02/28/2022	73.50	.00	
51-300-5100 PROFESSIONAL SERVIC	MOE FUNDS	04/2022	PW PAR PREMIUMS	03/07/2022	2,436.00	.00	
51-300-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	4,004.70	.00	
51-300-5410 UTILITIES	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	1,221.81	.00	
51-300-5410 UTILITIES	NICOR GAS	02/22/22-4506	WELLHOUSE 1/24-2/22/22	02/22/2022	391.83	.00	
51-300-5410 UTILITIES	VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	49.43	.00	
51-300-5410 UTILITIES	VERIZON WIRELESS	9900234298	SCADA 1/24-2/23/22	02/23/2022	40.01	.00	
51-300-5412 WATER	VILLAGE OF MOUNT PROSPEC	02/15/22-3287-	JAN 22 3287-001	02/15/2022	567.04	567.04	03/01/2022
Total EXPENSES:					8,883.29	567.04	
Total WATER FUND:					8,883.29	567.04	

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	61670524101	FEB 22 ELECTRICITY	02/28/2022	100.70	.00	
52-300-5410 UTILITIES	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	370.51	.00	
52-300-5410 UTILITIES	CONSTELLATION NEWENERGY	61670524101	FEB 22 ELECTRICITY	02/28/2022	127.07	.00	
52-300-5710 OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	01/28/22	METRA VACUUM	01/28/2022	169.00	.00	
Total EXPENSES:					767.28	.00	
Total PARKING FUND:					767.28	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SANITARY SEWER FUND							
EXPENSES							
53-300-5100 PROFESSIONAL SERVIC	VERIZON WIRELESS	9898509011	CELL PHONES 1/2-2/1/22	02/01/2022	49.43	.00	
53-300-5102 FINANCIAL SERVICES	LAUTERBACH & AMEN LLP	64655	FEB 22 FINANCIAL SERVICES	03/01/2022	6,865.20	.00	
Total EXPENSES:					6,914.63	.00	
Total SANITARY SEWER FUND:					6,914.63	.00	

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ROAD & BUILDING BOND ESCROW							
72-000-2310 DEPOSIT ROAD/BUILDE	McSHANE CONSTRUCTION	21-611B	BOND REFUND 21-611	03/09/2022	18,281.60	.00	
72-000-2310 DEPOSIT ROAD/BUILDE	QUINCY PARK CONDOMINIUM	20-222PB	BOND REFUND	03/09/2022	500.00	.00	
Total :					18,781.60	.00	
Total ROAD & BUILDING BOND ESCROW:					18,781.60	.00	
Grand Totals:					172,433.75	3,977.04	

GL Account and Title	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND			
Total GENERAL FUND:	135,376.76	3,410.00	
TOURISM DISTRICT			
Total TOURISM DISTRICT:	943.68	.00	
PALATINE ROAD TIF FUND			
Total PALATINE ROAD TIF FUND:	572.10	.00	
SSA #5			
Total SSA #5:	194.41	.00	
WATER FUND			
Total WATER FUND:	8,883.29	567.04	
PARKING FUND			
Total PARKING FUND:	767.28	.00	
SANITARY SEWER FUND			
Total SANITARY SEWER FUND:	6,914.63	.00	
ROAD & BUILDING BOND ESCROW			
Total ROAD & BUILDING BOND ESCROW:	18,781.60	.00	
Grand Totals:	172,433.75	3,977.04	

GL Account and Title	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND			
Total GENERAL FUND:	3,217.52	3,217.52	
WATER FUND			
Total WATER FUND:	414.20	414.20	
PARKING FUND			
Total PARKING FUND:	153.35	153.35	
SANITARY SEWER FUND			
Total SANITARY SEWER FUND:	1,700.00	1,700.00	
Grand Totals:	5,485.07	5,485.07	