



PUBLIC NOTICE

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

**THE REGULAR WORKSHOP MEETING
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, JANUARY 08, 2018 AT 6:30 P.M.**

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

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

- 1. CALL TO ORDER**
- 2. ROLL CALL FOR QUORUM**
- 3. PLEDGE OF ALLEGIANCE** – Led by Assistant to the Administrator Falcone
- 4. APPROVAL OF MINUTES**
 - A.** December 11, 2017 Workshop Meeting Minutes
 - B.** Review of Executive Session Minutes (*Not for public viewing*)
- 5. PRESENTATION**
- 6. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS**
- 7. CITIZEN CONCERNS AND COMMENTS** (agenda matters)
- 8. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS**
 - A.** Staff Update on the Status of the Vacant Building Program
- 9. CONSENT AGENDA** - All items listed on the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of

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Comcast and WOW Channel 17 and AT&T U-verse Channel 99**

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.

10. OLD BUSINESS

A. O-17-34 Staff Memo and Ordinance Re: Adjustment of Daily Permit City of Prospect Heights Liquor License Fees (*2nd Reading*)

11. NEW BUSINESS

A. R-18-01 Staff Memo and Resolution Approving and Authorizing the City Administrator to Enter Into an Agreement with the Illinois Police Pension Fund Association to Create a Retirement Health Savings Plan for Sworn Patrol Officers

B. R-18-02 Resolution Establishing the Downtown Redevelopment Commission

C. O-18-01 Ordinance Implementing Vehicle Sticker Increase (\$2 increase for 2018, \$1 for 2019, \$1 for 2020, \$1 for 2021) (*1st Reading*)

D. Requested Wavler of 1st Reading O-18-02 Staff Memo and Ordinance Re: Harassment Discrimination Prevention Policy (*1st Reading*)

E. O-18-02 Staff Memo and Ordinance Re: Harassment Discrimination Prevention Policy (*2nd Reading*)

12. DISCUSSION/SELECTION OF TOPICS FOR UPCOMING WORKSHOP MEETING, ITEMS LISTED PREVIOUSLY:

A. Discussion of Commercial Truck Parking Regulations

B. Review of City Liquor Code

13. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$317,914.23
MFT Fund	\$450.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$0.00
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$595.00
Solid Waste Fund	\$26,487.70

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Special Service Area #1	\$93.72
Special Service Area #2	\$61.60
Special Service Area #3	\$250.80
Special Service Area #4	35.16
Special Service Area #5	\$0.00
Special Service Area #8 – Levee Wall #37	\$78.12
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$5,878.73
Parking Fund	\$79.16
Sanitary Sewer Fund	\$2,905.96
Road/Building Bond Escrow	\$0.00
Police Pension	<u>\$0.00</u>
TOTAL	\$354,830.18

Wire Payments

1/5/2018 PAYROLL POSTING	\$147,443.68
DECEMBER ILLINOIS MUNICIPAL RETIREMENT FUND	\$17,443.730
POLICE PENSION PAYMENTS	\$0.00
TOTAL WARRANT	<u>\$519,717.59</u>

- 15. RESIDENT COMMENTS (Non-agenda matters)**
- 16. EXECUTIVE SESSION**
- 17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED**
- 18. ADJOURNMENT**

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Posted: by Karen Schultheis by 5:00PM, January 4th, 2018

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

To: Mayor Helmer and Members of the City Council
From: Joe Wade, City Administrator
Subject: Ordinance Amending the City Liquor Control Code-Special Permits
Date: December 6, 2017

Background

At the November 27 City Council Meeting, Mayor and Council discussed the special event liquor license fees, with direction to City Attorney Kevin Kearney to draft an ordinance amending the fee for special event liquor licenses, from the present \$100 to \$1,000. Attached is the City Attorney's ordinance.

Special event liquor licenses are available to holders of Class A and Class C licenses and provide for additional hours for specific events. Class A and Class C liquor license holders are limited to three special events per year, and must be applied for by the licensee. This fee is separate from the license holder's annual license fee.

Analysis

Special events might include additional hours for such holidays as New Year's Eve, Saint Patrick's Day and others, or to provide additional hours for specific shows/events as may be held at local establishments.

ORDINANCE NO. O-17-34
An Ordinance Amending Title 2
of the Prospect Heights City Code
(Chapter 3 – Liquor Control)

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

Section 1. That Title 2, Business & License Regulation, Chapter 3, Liquor Control, Section 2-3-8, Classification of Licenses, Paragraph J of the Prospect Heights City Code, as amended, is hereby further amended with deletions in strikethrough and additions in bold, underlined text so that the same shall be read as follows:

2-3-8: CLASSIFICATION OF LICENSES:

* * *

- J. Special Permits: The local liquor control commissioner ~~may~~ grant modified hours for special events with no more than three (3) such permits to be approved per applicant per year. Such special permits shall be restricted to holders of class A and class C licenses. Requests for the permit for modified hours shall be made to the local liquor control commissioner in writing, signed by the applicant, including name of responsible supervisor to the special event, client for whom the special event will be held and any other information deemed necessary by the local liquor control commissioner. Each application for a permit for modified hours shall include a nonrefundable fee of one ~~hundred~~ **thousand** dollars (\$100**0**.00) which shall be separate and distinct from the annual license fee.

* * *

SECTION TWO: That the City Clerk of the City of Prospect Heights be and is directed hereby to publish this Ordinance in pamphlet form, pursuant to the Statutes of the State of Illinois, made and provided.

SECTION THREE: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED and APPROVED this ____ day of _____, 2017.

Nicholas J. Helmer, Mayor

ATTEST:

City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form: _____, 2017



To: Mayor Helmer
Members of the City Council
City Administrator Joe Wade

From: Peter P. Falcone, Assistant to the City Administrator

Subject: R-18-01 A RESOLUTION OF THE CORPORATE AUTHORITY RELATING TO A RETIREMENT HEALTHCARE FUNDING PLAN

Date: January 3, 2018

Background:

The Prospect Heights Patrol Officer's Union membership requested the City create a new Retirement Health Savings Plan managed by the Illinois Public Pension Fund Association.

Analysis:

The Retirement Health Saving plan only affects the Sworn Patrol Officers and coincides with their new collective bargaining agreement.

Recommendation: Approve Resolution R-18-01 for the adoption of a retirement health savings plan with the Illinois Public Pension Fund Association for Sworn Patrol Officers.

CITY OF PROSPECT HEIGHTS

Resolution No. R-18-01

A RESOLUTION OF THE CORPORATE AUTHORITY RELATING TO A RETIREMENT HEALTHCARE FUNDING PLAN

WHEREAS, The CITY OF PROSPECT HEIGHTS is an Illinois Municipal Corporation, organized as a government and is a member of the Illinois Public Pension Fund Association ("IPPFA");

WHEREAS, IPPFA has created a Retirement Healthcare Funding Plan (the "Plan") for the use of its member jurisdictions and offers the Plan for adoption by Governmental Employers for the benefit of their respective employees and beneficiaries;

WHEREAS, IPPFA has created for execution a Health and Welfare Document, and the corresponding Specifications;

WHEREAS, IPPFA, on behalf of sponsoring entities that adopt and maintain the Plan, has provided for coordinated investment management and administrative services for the accumulation phase of the Plan through an Administrative Services Agreement, hereto (the "Services Agreement"), pursuant to which Transamerica Retirement Solutions (the "Service Agent") has been appointed to provide certain record keeping and administrative services with respect to the Plan, as more specified in the Services Agreement and to provide investment management under a Group Mutual Fund Agreement ;

WHEREAS, the CITY OF PROSPECT HEIGHTS has employees rendering valuable services to the CITY OF PROSPECT HEIGHTS and has, upon due deliberation, concluded that it would be prudent and appropriate to adopt and administer the Plan on behalf of such employees of the CITY OF PROSPECT HEIGHTS who are subject to a Collective Bargaining Agreement with the CITY OF PROSPECT HEIGHTS (as specified in schedule A of the Adoption Agreement) that requires inclusion in the Plan or have been designated as a covered class by the employer (as specified in schedule A of the Adoption Agreement) in order to allow such employees to provide for their retirement security and to serve the interest of the CITY OF PROSPECT HEIGHTS in attracting and retaining competent personnel;

WHEREAS, the Corporate Authority has reviewed the Plan documents including, and the investment media via prospectus, and has found the IPPFA's arrangements to be reasonable

and beneficial to the Plan and will serve the objectives of the CITY OF PROSPECT HEIGHTS and its employees who participate in the Plan and;

WHEREAS, the CITY OF PROSPECT HEIGHTS is empowered by the laws, rules and regulations of State of Illinois to take on its behalf the actions contemplated by this Resolution;

THEREFORE, BE IT RESOLVED, that the CITY OF PROSPECT HEIGHTS hereby adopts the Health and Welfare Document, and the corresponding Trust Agreement, and corresponding Specifications and as may be amended from time to time to comply with any changes in applicable laws, rules and regulations or as otherwise necessary or appropriate;

FURTHER RESOLVED, that the CITY OF PROSPECT HEIGHTS hereby authorizes the program coordinator to execute the BMI DIA Administrative Service Agreement, including without limitation which may be amended from time to time to comply with any changes in applicable laws, rules and regulations or as otherwise necessary or appropriate;

FURTHER RESOLVED, that the CITY OF PROSPECT HEIGHTS hereby appoints State Street Bank and Trust as passive trustee of the plan pursuant to its master trustee agreement with Transamerica Retirement Solutions.

BE IT FURTHER RESOLVED that the CITY OF PROSPECT HEIGHTS Board direct the CITY ADMINISTRATOR or his/her designee shall be the coordinator for this program; shall receive necessary reports, notices, etc. from BMI and Transamerica Retirement Solutions may assign administrative duties to carry out the Plan to the appropriate departments, and is authorized to execute all necessary agreements incidental to the administration of the Plan.

Whereas, the City of Prospect Heights and Metropolitan Alliance of Police have agreed to enter into a joint successor agreement;

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, STATE OF ILLINOIS as follows:

Section 1. The City Council hereby approves the ; and hereby authorizes the City Administrator to execute associated purchasing documents

Section 2. This Resolution shall be in full force and effect upon its passage and approval by the Mayor and City Clerk as provided by law.

PASSED AND APPROVED this 11th day of December 2017.

Nicholas J. Helmer, Mayor

Attest:

City Clerk

Ayes:

Nays:

Absent:

Voluntary Employee Benefit Association Plans

Diversified Investment Advisors

Services Agreement

For: Illinois Public Pension Fund Association

**Diversified Investment Advisors
Services Agreement
Voluntary Employee Benefit Association Plans**

This Agreement is made among Diversified Investment Advisors, Inc. ("Diversified"), Babbitt Municipalities, Inc. ("BMP") and Illinois Public Pension Fund Association (the "Plan Sponsor"). Under this Agreement Diversified will provide administrative services for the entities who adopt the Retiree Healthcare Funding Plan (the "Plan") sponsored by the Plan Sponsor. This Agreement is effective July 1, 2008.

All services listed in Section I are standard features for which there are no separate additional charges (see attached Fee Schedule). For all services listed in Section II see the attached Fee Schedule.

I. Basic Recordkeeping and General Administrative Services

- Transition from Prior Recordkeeper *(including Implementation Schedule)*
- Installation and Maintenance of Participant and Plan Level Records
- Assistance in preparation of contributions via electronic file
- Daily Transaction Processing
 - Remittances
 - Telephone/Internet Transfers*
 - Withdrawals
 - Telephone/Internet Investment Allocation
 - Changes
- Language Line *(140+ languages)*
- Payments (to BMP)
- Transaction Confirmations
- Quarterly Statements
 - Mailed to Participant homes
 - Plan level
- Wide variety of Diversified's investment options
- Communications
 - Plan Sponsor:
 - Investment performance updates
 - Toll-free telephone/Internet access
 - Participant:
 - Toll-free line/Internet access
 - Account information
 - Investment share/unit values
 - Investment fund information

II Additional Recordkeeping and General Administrative Services

- Recordkeeping and general administrative services as elected in writing by the Plan Sponsor, and agreed to by Diversified. (Please see Fee Schedule attached.)

III. GENERAL PROVISIONS

1. Diversified's Responsibilities. Diversified will provide such documents, reports and other materials, as elected by the Plan Sponsor, on a timely and accurate basis. Diversified will provide to the Plan Sponsor all forms and procedures that may be necessary for the Plan Sponsor to provide data and other information to Diversified in accordance with the services specified herein. Diversified is not responsible for the services provided by BMI, including those provided in item 3 below, and for the performance of such services Diversified is providing until and unless such information as requested is provided in good order. The Plan Sponsor agrees that Diversified may identify the Plan Sponsor's name and logo in Diversified's current client list and that such list may be circulated in marketing materials used with third parties. Nothing in this Agreement shall intend that Diversified shall be or become the Plan Administrator or other fiduciary to the Plan or a party to the Plan or trust by virtue of this Agreement. Diversified reserves the right to enter into sub-contracts or other agreements for the Services to be performed hereunder. Services provided are for clients of BMI and BMI has disclosed to those entities any applicable fees for services provided by BMI, and has disclosed that Diversified is providing certain services under this Agreement.

2. Plan Sponsor's Authority and Responsibilities. The Plan Sponsor represents that it is authorized to act for the Plan and to engage agents in this capacity to assist in the performance of administrative duties. All work performed by Diversified pursuant to this Agreement is for review and execution by the Plan Sponsor or, where appropriate, the Plan Trustee, BMI or legal counsel for such persons. The Plan Sponsor understands that under this Agreement Diversified does not provide tax, investment or legal advice and does not exercise any discretionary authority or control with respect to the management of the Plan or its assets. The Plan Sponsor or BMI will provide to Diversified, in writing, such information as Diversified may require to provide the services elected herein on an accurate and timely basis. The Plan Sponsor shall retain administrative and fiduciary responsibility for the Plan Sponsor

3. BMI's responsibilities. BMI will be responsible for receiving all benefit withdrawal requests from the Plan participants. BMI will review all such requests and approve or deny them. BMI will be responsible for providing Diversified with specific directions for each approved withdrawal request, and will provide such directions to Diversified via an approved form on a weekly basis. Such form will include all the information Diversified requires to process the withdrawals. In addition, on a quarterly basis, BMI will provide to Diversified a listing of participants who terminated during the prior quarter. As soon as administratively feasible following receipt of the listing, Diversified will perform the necessary functions to separate such terminated participants from active participants, for billing purposes only.

4. Diversified's Right to Rely Upon Data Submitted. Diversified shall rely conclusively upon the accuracy and completeness of all data and other information supplied by the Plan Sponsor or on behalf of the Plan Sponsor by BMI or other designated Party, the Plan Trustee or the Plan Administrator. Diversified shall have no duty to verify such information. Should such data or other information prove to be inaccurate resulting in Diversified's devoting additional time to provide the services elected, Diversified reserves the right to adjust the fee for such service accordingly.

5. Diversified's Right to Decline to Provide Certain Services. Diversified reserves the right, for any reason, to decline to provide services elected by the Plan Sponsor if a provision in the Plan documents or if other circumstances renders providing of such a service by Diversified not feasible in the sole opinion of Diversified. Diversified will advise the Plan Sponsor in writing of any such declination.

6. Fee Schedule. The Fee Schedule is attached to and hereby is made a part of this Agreement. Notwithstanding any other provision in this Agreement, Diversified reserves the right to change the Fee Schedule from time to time after the first three Years. Such a change shall occur only upon at least 90 days advance written notice to the Plan Sponsor.

The Plan Sponsor hereby elects and authorizes Diversified to perform the Basic Services (Section I) and the additional services (Section II) elected above and if applicable, agrees to pay the corresponding fees in accordance with the Fee Schedule in effect at the time the service is rendered.

7. Billing Period. After the end of each Year, Diversified will provide the Plan Sponsor with a written notice of the charges under the Fee Schedule applicable for that period, if applicable. All charges are due and payable to Diversified 30 days after the receipt of such notice by the Plan Sponsor. Such charges are payable in addition to Plan contributions. To the extent that charges under the Fee Schedule are due and unpaid, the Plan Sponsor hereby authorizes Diversified to withdraw the amount of such charges from the Plan participants' accounts and to retain such withdrawals as payment under this Agreement. Notwithstanding anything in this agreement to the contrary, the Plan Sponsor hereby authorizes Diversified to withdraw any unpaid charges from Plan participants' accounts, without any waiting period being required, if the Plan Sponsor files for bankruptcy, Diversified may change the duration of the Billing Period at any time by giving the Plan Sponsor at least 90 days advance written notice before such change is to become effective.

8. Investment Options

(a) The Investment Options Schedule is attached to and hereby is made a part of this Agreement. New contributions that cannot be allocated will be held in an account with State Street Bank and Trust Company. Other unallocated Plan assets (e.g., forfeiture credits) will be transferred from the Investment Options and held in the Suspense Account in the TFLIC Group Annuity Contract. When a TFLIC Group Annuity Contract is not selected as an Investment Option, the unallocated Plan assets will be transferred from the Investment Options and held in a State Street Bank and Trust Cash Reserve Fund. Diversified reserves the right to change from time to time the Investment Options Schedule and the accounts holding unallocated plan assets. Such a change to the Investment Options Schedule shall occur only upon at least 90 days advance written notice and such change to the accounts holding unallocated Plan assets shall occur only upon at least 30 days advance written notice to the Plan Sponsor.

Please be aware that Diversified will make reasonable efforts to place orders for the purchase and sale of fund units/shares as soon as practicable after such order is received. However, a fund/investment company (or its broker/dealer, transfer agent or other authorized representative) may accept or reject any purchase order in its discretion and Diversified cannot be held accountable for any decision by a fund company to reject an order for any reason unrelated to actions or inactions by Diversified.

(b) Diversified and the Plan Sponsor have discussed and negotiated the handling of float income, and the Plan Sponsor, a signatory to this Agreement, has agreed that any such income will be retained by Diversified or its affiliates as compensation for services in accordance with guidelines established by the Department of Labor. To minimize float income, Diversified encourages the Plan Sponsor to use good order processing for incoming funds. Under good order processing, the Plan Sponsor sends a contribution file to Diversified for processing prior to remitting contributions. Within 24 hours of receipt of the contribution file, Diversified reviews the contribution file and reconciles any differences between the participant records on its recordkeeping system and the Plan Sponsor's contribution file and notifies the Plan Sponsor of the amount to remit to Diversified. Upon receipt of the funds, Diversified processes the contribution file and invests the funds. Money received by Diversified for investment will be processed on the day of receipt assuming that such day is a business day, i.e., the New York Stock Exchange is open for trading, and that the funds are received in good order and before the closing of the New York Stock Exchange. Incoming funds which do not meet all of these criteria will be held in an overnight investment rate account and invested on the next following business day assuming that all good order deficiencies, if any, have been remedied by that time.

Diversified will benefit from any float income generated by the incoming funds until they are determined to be in good order and fully invested. Funds disbursed by Diversified will generate float income for Diversified's benefit at the prevailing overnight investment rate from the date the disbursement check is cut until it is presented for payment, the timing of which is beyond Diversified's control. Ten business days is the usual time frame between check disbursement and presentment. Upon written request, Diversified will provide an annual report indicating the status of checks issued during the year.

In either case of float income referenced above, note that Diversified invests in a variety of overnight instruments from time to time, and rate differences among them are de minimis.

9. Hold Harmless and Indemnification. The Plan Sponsor and BMI and any entity or person controlling, controlled by or under common control with the Plan Sponsor ("Plan Sponsor's Affiliate") hereby agree to hold Diversified and any entity or person controlling, controlled by or under common control with Diversified ("Affiliate") harmless from and indemnify Diversified and its Affiliates against any and all claims, expenses, liabilities, damages and losses resulting from any action taken by Diversified in accordance with directions from the Plan Sponsor and/or BMI or any of their agents and any failure by Diversified in the absence of such direction or from the actions or omissions of the Plan Sponsor and/or BMI or any of their agents or inaccurate or insufficient data provided to Diversified by the Plan Sponsor and/or BMI or their agents or from the failure of the Plan Sponsor and/or BMI or their agents to submit requested information to Diversified on a timely basis or from Diversified processing any transaction after, or 90 days before, the Plan Sponsor files for bankruptcy or operational defects or plan document deficiencies or any existing or future litigation or other claims that are related to actions or inaction by the Plan Sponsor or any other party that occurred prior to the effective date of this Agreement. Diversified must notify the Plan Sponsor and BMI of any litigation or other legal proceeding that may give rise to an indemnification obligation hereunder ("legal action") brought against Diversified no later than 10 business days after receiving notice of the commencement of such legal action and Diversified must notify the Plan Sponsor and BMI of any other claim no later than 15 business days after receiving notice of such claim. If the applicable condition in the immediately preceding sentence is not met, the Plan Sponsor's and BMI's hold harmless obligations will be null and void with respect to such legal action or other claim if the failure to provide timely notice of the legal action or other claim materially prejudices the interest of the indemnifying party.

The Plan Sponsor and BMI may elect to compromise or defend at their own expense and by their own counsel any legal action or other claim that may be brought against Diversified with respect to those matters from which the Plan Sponsor and BMI have agreed to hold Diversified harmless hereunder, and shall satisfy any judgment that may be rendered against Diversified pursuant and subject to Diversified's Hold Harmless Agreement with the Plan Sponsor and BMI.

Diversified hereby agrees to hold Plan Sponsor and BMI and any entity or person controlling, controlled by, or under common control with the Plan Sponsor ("Plan Sponsor's Affiliate") and BMI harmless from and indemnify the Plan Sponsor and BMI against any and all claims, expenses, liabilities, damages and losses which directly result from Diversified's negligence or intentional misconduct in providing any service which it is obligated to perform under the provisions of this Agreement. Plan Sponsor and BMI must notify Diversified of any litigation or other legal proceeding that may give rise to an indemnification obligation hereunder ("legal action") brought against Plan Sponsor and/or BMI no later than 10 business days after receiving notice of the commencement of such legal action and Plan Sponsor and/or BMI must notify Diversified of any other claim no later than 15 business days after receiving notice of such claim. If the applicable condition in the immediately preceding sentence is not met, Diversified's hold harmless obligation will be null and void with respect to such legal action or other claim if the failure to provide timely notice of the legal action or other claim materially prejudices the interest of the indemnifying party.

Diversified may elect to compromise or defend at its own expense and by its own counsel any legal action or other claim that may be brought against the Plan Sponsor and/or BMI with respect to those matters from which Diversified has agreed to hold the Plan Sponsor harmless hereunder, and shall satisfy any judgment that may be rendered against the Plan Sponsor pursuant and subject to the Plan Sponsor's and BMI's Hold Harmless Agreement with Diversified.

10. Modification. Unless otherwise provided for under this Agreement, this Agreement may only be modified in writing signed by the Plan Sponsor, BMI and a duly authorized Vice President in the Corporate Plans Group of Diversified. The Plan Sponsor may unilaterally change its Plan Sponsor Elections for Services under this Agreement by giving at least 30 days advance written notice to Diversified. Notwithstanding anything in this Agreement to the contrary, Investment Options may be added or deleted from the Investment Options Schedule in accordance with the Plan Sponsor's written or electronic directions, subject to Diversified's consent.

11. Additional Services. The Plan Sponsor may request that Diversified provide a service that is in addition to the services set forth herein. Diversified may then, in its sole discretion, agree to provide such a service to the Plan Sponsor. The Fee for such a service shall be agreed to in writing between the Plan Sponsor and Diversified.

12. Year. A Year under this Agreement shall be the Plan Year of the Plan, except as provided below: This Agreement shall begin on July 1, 2008. Subsequent Years shall begin on the first day of each Plan Year of the Plan. A Year ends on the earlier of the last day of the Plan Year or on the termination date of this Agreement.

13. Basic Services Guarantee. If the Plan Sponsor is not completely satisfied for any reason with the Basic Services (Section I) provided by Diversified in the first Year, Diversified will waive the dollar amount specified as the Basic Services Guarantee under the Fee Schedule, upon written request from the Plan Sponsor.

14. Notice of Plan Termination. The Plan Sponsor shall provide Diversified with written notice of the termination of the Plan, no less than 60 days in advance of such Plan termination.

15. Termination of the Agreement. The Plan Sponsor or Diversified may at any time terminate this Agreement upon written notice to the other party, which notice shall be effective no less than 90 days after receipt by the party to whom such notice is sent. Diversified may terminate the Agreement or withhold any services under the Agreement without advance notice to the Plan Sponsor if the Plan Sponsor files for bankruptcy. Diversified reserves the right to assess a fee for any service elected by the Plan Sponsor which may be fully or partially completed at termination. Such a fee will be in accordance with the Fee Schedule. No services will be performed by Diversified under this Agreement after the date this Agreement is terminated, except as Diversified may otherwise agree to in writing. Any applicable Termination Charge, as defined in the Fee Schedule under Basic Services, shall be withdrawn upon the termination of this Agreement.

This Agreement may be restored to full force and effect only by written agreement between the Plan Sponsor and Diversified.

16. Binding Effect. This Agreement shall be binding on and inure to the benefit of each of the parties hereto, their heirs, successors and assigns.

17. Notices and Payments. Any notice, other communication or payment required or permitted under this Agreement shall be addressed and delivered as follows:

If to Diversified: Diversified Investment Advisors
4 Manhattanville Road
Purchase, New York 10577
Attn: Corporate Plans Group

If to the Plan Sponsor: Illinois Public Pension Fund Association
40 DuPage Court, Suite 304
Elgin, IL 60120
Attn: Mr. James McNamee

Fee Schedule

This Fee Schedule, effective July 1, 2008, is attached to and a part of the Services Agreement between Diversified Investment Advisors, BMI and the Plan Sponsor. The fees below are assessed each Year, or portion thereof, in which this Agreement is in effect. This Fee Schedule is guaranteed during the first three Years.

SERVICE

Basic Services (Section I)- N/A

Additional Fees

Annual Charge of \$30 for certain participants. This will be deducted from Participants' account balances+ on a calendar quarterly basis at a rate of \$7.50 each quarter.

Basic Services Guarantee: \$2,500 (See General Provisions Item 14)

Additional Recordkeeping and
General Administrative Services

\$200 per hour

Investment Options Schedule

This Investment Options Schedule, effective July 1, 2008, is attached to and part of the Services Agreement between Diversified Investment Advisors and the Plan Sponsor. Diversified reserves the right to change the names of the Investment Options at any time and such change will not necessitate an amendment to this Investment Schedule.

The fees and expenses for the funds below are in the TFLIC Group Annuity Contract and in Transamerica's mutual fund prospectus, respectively. Withdrawals for Payments will be processed from the Investment Options on a pro-rata basis.

Withdrawals for Payments will be processed from the Investment Options on a prorata basis.

Money Market Fund (TMF)
 High Quality Bond Fund (TMF)
 Inflation-Protected Securities Fund (TMF)
 Asset Allocation - Short Horizon Fund (TMF)
 Core Bond Fund (TMF)
 Total Return Bond Fund (TMF)
 Asset Allocation - Short/Intermediate Horizon Fund (TMF)
 High Yield Bond Fund (TMF)
 Asset Allocation - Intermediate Horizon Fund (TMF)
 Asset Allocation - Intermediate/Long Horizon Fund (TMF)
 PathMaster Domestic Equity Fund A (MF) (25bps)
 Large Value Fund (TMF)
 Value Fund (TMF)
 Stock Index Fund (TMF)
 Large Core Fund (TMF)
 Large Growth Fund (TMF)
 Growth Fund (TMF)
 Asset Allocation - Long Horizon Fund (TMF)
 Mid Value Fund (TMF)
 Mid Growth Fund (TMF)
 Small Value Fund (TMF)
 Small Core Fund (TMF)
 Small Growth Fund (TMF)
 International Equity Fund (TMF)

Until a Participant makes an investment election, Diversified is instructed to invest all contributions made on his/her behalf in the Asset Allocation-Intermediate Horizon Fund.

Plan Sponsor acknowledges that Diversified has made no representation regarding whether any fund or service to be used as a default fund hereunder is a qualified default investment alternative under the Pension Protection Act of 2006 or any regulation thereunder.

Explanation of Abbreviations

TMF = Transamerica's mutual funds – Investors Class

MF = Other Mutual Funds. The fees and expenses for such Investment Options should be in their corresponding investment documents (e.g., prospectus). Diversified receives revenue for services from such Investment Options as indicated above.

Any deposit, allocation instructions, withdrawal or transfer request, or other communication received by Diversified at its Purchase headquarters or Cedar Rapids office after the close of regular trading on the New York Stock Exchange, normally 4:00 pm Eastern Time, will be considered received as of the beginning of the next business day Diversified is open. Diversified reserves the right to change the time stated above by providing written notice to the Plan Sponsor.

If to BMI:

Babbitt Municipalities, Inc.4403 West Lawrence, Suite 205Chicago, IL 60630Attn: Joel Babbitt

Any party may, by written notice to the other party, designate another address or person for receipt of notices hereunder, or designate another address, another person or other payment instructions for receipt of payments hereunder.

18. **Governing Law.** The parties agree that this Agreement shall be governed by the laws of the State of New York.

19. **The USA PATRIOT Act** requires all financial institutions to obtain, verify, and record information that identifies each customer that opens an account. Therefore, in accordance with the USA PATRIOT Act the Plan Sponsor agrees to provide to Diversified certain information it requests in order for Diversified to identify the Plan Sponsor. The Plan Sponsor also gives its approval to the use of third party sources to verify the information provided or to obtain additional other identifying documents.

Illinois Public Pension Fund AssociationName of Plan Sponsor

By:

Signature of Authorized OfficerTitleDate

BMI

By:

Signature of Authorized OfficerTitleDateDiversified Investment Advisors, Inc.

By:

Signature of Authorized Vice PresidentTitleDate

SPECIFICATIONS OF YOUR RETIREE HEALTHCARE FUNDING PLAN

City of Prospect Heights

CITY OF PROSPECT HEIGHTS
RETIREE HEALTH CARE FUNDING PLAN
SPECIFICATIONS

TABLE OF CONTENTS

1.	SPONSORING ENTITY IDENTIFICATION	1
2.	PLAN AND TRUST IDENTIFICATION	1
3.	DEFINITIONS.....	1
4.	ELIGIBILITY REQUIREMENTS	2
5.	CONTRIBUTIONS AND ACCOUNTS	2
6.	MEDICAL BENEFITS	2
7.	EARNED BENEFITS AND FORFEITURES	3
8.	ADMINISTRATION FEES.....	3

CITY OF PROSPECT HEIGHTS

RETIREE HEALTH CARE FUNDING PLAN

SPECIFICATIONS

The undersigned hereby adopts the City of Prospect Heights Retiree Healthcare Funding Plan ("Plan") and the City of Prospect Heights Retiree Healthcare Funding Trust ("Trust") for the benefit of Eligible Employees, their Dependents and Beneficiaries under the provisions of these specifications. The definitions set forth in the Plan and Trust shall apply herein unless the context requires otherwise.

1. SPONSORING ENTITY IDENTIFICATION

Name and Address: City of Prospect Heights
8 N Elmhurst Road
Prospect Heights, IL 60070

(a) Contact Person: Joe Wade

Phone No.: 847-398-6070 x.202

Fax No.: 847-392-4244

(b) Form of Business: Section 115 Plan

(c) Tax Identification No.: 36-2893978

Predecessor Sponsoring Entity: None

2. PLAN AND TRUST IDENTIFICATION

(a) Name of Plan: **CITY OF PROSPECT HEIGHTS RETIREE HEALTHCARE FUNDING PLAN**

(b) Name of Trust: **CITY OF PROSPECT HEIGHTS RETIREE HEALTHCARE FUNDING TRUST**

(c) Collectively Bargained Plan:

3. DEFINITIONS

- (a) **Plan Administrator.** The Plan Administrator of the Plan shall be **Babbitt Municipalities Inc/ Joel J. Babbitt**.
- (b) **Effective Date.** The Effective Date of the Plan is January 1, 2018.
- (c) **Compensation.** Compensation (as defined in the Plan) shall be determined on the basis of the calendar year.
- (d) **Normal Retirement Date.** Per 40 ILCS 5 and IMRF
- (e) **Plan Year.** The Plan Year shall be the 12-month period commencing on January 1 and ending on December 31.
- (f) **Coverage Period.** The period for which Participant elections, if applicable, are valid under this Plan shall be the calendar year.

4. **ELIGIBILITY REQUIREMENTS**

- (a) **Covered Group Requirement. Entry Date.** An Employee's Entry Date shall be the following date an Employee meets the eligibility requirements.

5. **CONTRIBUTIONS**

Contributions. Contributions shall be made pursuant to the collective bargaining and/or agreements covering Employees. (As shown on Exhibit A.)

6. **MEDICAL BENEFITS**

A Participant may be eligible to be reimbursed for the payment of medical benefits (as specified in the Plan) or for the purchase of insurance made available under the Plan.

- (a) Following retirement, a Participant may, as specified in writing by the Trustee, be eligible to be reimbursed for the following benefits as permitted by applicable law:

Premiums

- Medicare Part B coverage (or other Medicare premiums)
- Medicare-supplement ("Medigap") insurance
- COBRA continuation coverage
- Other health insurance approved by the Administrator, including any post-retirement medical plan sponsored by the Sponsoring Entity
- Dental coverage
- Vision care coverage
- Prescription drug coverage
- Qualified long-term care insurance

As permitted by the Plan and applicable law, reimbursement of out-of-pocket medical expenses such as deductibles, co-pays, prescription drugs, eyeglasses, dental work, hearing aids, etc.

7. EARNED BENEFITS AND FORFEITURES

- (a) **Earning of Benefit Rights.** Benefits shall be earned pursuant to written rules established by the Trustee.

SPONSORING ENTITY

These Specifications and the corresponding provisions of the Plan and Trust documents are approved and adopted by the Sponsoring Entity on _____, 20__.

Signature: _____

Title: _____

EXHIBIT A

SCHEDULE OF SPONSORING ENTITY CONTRIBUTIONS

Effective January 1, 2018 and based on a calendar year, all will sell back 24 hours of sick leave annually which shall be deposited in a retiree health savings account pursuant to the following schedule:

<u>Sick Leave Taken</u>	<u>Sell Back Rate</u>
0 hours of sick leave taken	24 hours at 75% sell back
1 – 12 hours of sick leave taken	24 hours at 60% sell back
13 – 24 hours of sick leave taken	24 hours at 40 % sell back
25 or more hours of sick leave taken	24 hours at 35% sell back

Employees who do not have 24 hours of accumulated sick leave at the end of the calendar year will have those hours deducted from the next year's sick leave hours. If an employee separates employment from the City for any reason prior to accruing 24 hours of sick leave, any outstanding hours will be deducted from the employee's final paycheck. In such case, the employee agrees to execute any necessary paperwork in order for the City to make such deduction. (Example: At the end of calendar year 2018, employee does not have any accumulated sick leave. The City shall deduct 24 hours from the employee's 2019 sick leave hours and deposit those hours in the retiree health savings account. Employee separates from the City on January 30, 2019 having only accrued 8 sick leave hours for 2019. The City shall deduct 16 hours from the employee's final paycheck.)

RESOLUTION No. R-18-02

**A RESOLUTION ESTABLISHING
AN AD HOC DOWNTOWN REDEVELOPMENT COMMISSION**

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

SECTION ONE: The City Council desires to establish a commission to evaluate and support the redevelopment of the City's downtown area.

SECTION TWO: There is hereby established an ad hoc DOWNTOWN REDEVELOPMENT COMMISSION ("Commission"). The Commission shall be made up of seven members.

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

SECTION FOUR: The Commission shall comply with the Open Meetings Act and the Freedom of Information Act. The Commission shall set its own meeting schedule and may adopt its own rules of procedure. From time to time the Commission shall report and make recommendations to the City Council as it sees fit or as directed by the City Council. The Commission shall have no authority to make expenditures, hire employees or supervise city staff.

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

PASSED AND APPROVED this ____ day of _____, 2018.

Nicholas J. Helmer, Mayor

ATTEST:

City Clerk

AYES:

NAYS:

ABSENT:

ORDINANCE NO. O-18-01
An Ordinance Amending Title 10
of the Prospect Heights City Code
(Vehicle Sticker Fees)

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

Section 1. That Title 10, Motor Vehicles and Traffic, Chapter 1, Vehicle Licenses, Section 10-1-7, License Fees, of the Prospect Heights City Code, as amended, is hereby further amended with deletions in strikethrough and additions in bold, underline text so that the same shall be read as follows:

10-1-7 LICENSE FEES

- A. Effective January 1, 2018, ~~October 1, 2012~~, the annual fees for vehicle licenses shall be determined by the following schedule:

License Fee					
		Base Fee if purchased Jan. 1 thru March 31*	Late Fee if purchased after April 1	Late Fee if purchased after June 1	Partial Year Prorated Fee October 1 thru December 31
Classification					
Passenger vehicles	(Including, but not limited to, motor cars)	\$ 70 <u>\$ 72.00</u>	\$105.00	\$140.00	\$ 35.00
Other motorized vehicles	(Including, but not limited to motorcycles and motor scooters)	\$ 35 <u>\$ 37.00</u>	\$45.00	\$70.00	\$17.50
Antique Vehicles and Recreational Vehicles	(Must have State issued antique or recreational vehicle license plate)	\$ 25 <u>\$ 27.00</u>	\$35.00	\$50.00	\$12.50
Senior Citizens	Must be 65 years of age or older (Only one vehicle license issued at lower rate to same household)	\$ 30 <u>\$ 32.00</u>	\$45.00	\$60.00	\$15.00
Disabled	Only one vehicle license issued at lower rate to same household (Must have State issued disability license plate)	\$ 30 <u>\$ 32.00</u>	\$45.00	\$60.00	\$15.00

Commercial vehicles	Gross weight in pounds including vehicle and maximum load				
Class					
B	8,000 pounds or less	\$90 <u>92.00</u>	\$135.00	\$180.00	\$45.00
D	8,001 to 12,000 pounds	\$130 <u>132.00</u>	\$195.00	\$260.00	\$65.00
F	12,001 to 16,000 pounds	\$170 <u>172.00</u>	\$255.00	\$340.00	\$85.00
H	16,001 pounds and over	\$210 <u>212.00</u>	\$315.00	\$420.00	\$105.00
Transfer fees		\$10 <u>12.00</u>	\$10 <u>12.00</u>	\$10 <u>12.00</u>	\$10 <u>12.00</u>
Duplicate fees		\$10 <u>12.00</u>	\$10 <u>12.00</u>	\$10 <u>12.00</u>	\$10 <u>12.00</u>
* Base Fees shall increase \$1.00 annually in 2019, 2020, and 2021.					

B. Base Fee. The Base Fee shall be due:

1. For all licenses obtained during the period of January 1 thru March 31 prior to a given license year.
2. For all vehicles newly titled to residents during a license year until September 30 of the license year.
3. For all vehicles of new residents during a license year until September 30 of the license year.

C. Late Fees: The above Late Fees shall be due for licenses for vehicles owned prior to the start of the license year but for which the license was not timely purchased.

D. Partial Year Prorated Fee. The Prorated Fee shall apply to:

1. Newly titled vehicles obtained on or after October 1 thru December 31 for the current license year;
2. New individual or business residents who become residents on or after October 1 thru December 31 of the current license year.

E. New Vehicle/ New Resident Applications. For all vehicles newly titled to residents during a license year or operated by residents new to the city, the resident must apply for a license within thirty (30) days after the applicant has acquired title to such vehicle or has become a resident of the city. For businesses, the application for a license shall be made within thirty (30) days after the applicant establishes its principal offices in the city.

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 ____ day of _____, 2018.

ATTEST:

Nicholas J. Helmer, Mayor

City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form:



To: Mayor Helmer
Members of the City Council
City Administrator Joe Wade

From: Peter P. Falcone, Assistant to the City Administrator

Subject: O-18-02 An Ordinance Amending CHAPTER XIII SECTION 13.1-13.3 OF THE POLICY OF THE CITY OF PROSPECT HEIGHTS (Policy Against Discrimination, Harassment and Sexual Misconduct)

Date: January 3, 2018

Background:

Public Act 100-0554 (the Act) amended the State Officials and Employees Ethics Act, including Section 70-5, which pertains to government entities. **The Act mandates all governmental units adopt, within 60 days after the effective date of November 16, 2017, which is January 15, 2018, an ordinance or resolution establishing a policy prohibiting sexual harassment.**

Analysis:

To remain in compliance with the State, the City will need to pass this ordinance prior to January 15, 2018. As a result, a waiver of the 1st reading is requested.

Recommendation: Approve the waiver of the 1st reading of Ordinance O-18-02 and then approve the second reading of said ordinance.

ORDINANCE NO. O-18-02
An Ordinance Amending CHAPTER XIII
SECTION 13.1-13.3 OF THE POLICY OF THE CITY OF PROSPECT HEIGHTS
(Policy Against Discrimination, Harassment and Sexual Misconduct)

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

WHEREAS, effective November 16, 2017, the Illinois General Assembly enacted a Public Act 100-0554, an Act concerning government; and

WHEREAS, pursuant to the Act, each governmental unit shall adopt an ordinance establishing a policy to prohibit sexual harassment; and

WHEREAS, all prior existing sexual harassment policies of the City of Prospect Heights shall be superseded by the Amended City Policy adopted by this ordinance; and

WHEREAS, should any section or provision of this Ordinance or the adopted Amended Policy be declared invalid, that decision shall not affect the validity of this Ordinance or adopted Policy as a whole or any part thereof, other than the part so declared to be invalid; and

WHEREAS, the City of Prospect Heights believes, and hereby declares, that it is in the best interests of the City to approve the Amended Policy.

Section 1. That Chapter XIII, Section 13.1 through 13.3, of the Prospect Heights Policy, as amended, is hereby further amended with deletions in strikethrough and additions in bold, underline text so that the same shall be read as follows:

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

13.1 STATEMENT OF POLICY

It is the City of Prospect Height's policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, sex, gender, sexual orientation, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, or any other classification prohibited under federal or state law. Sexual misconduct is also prohibited. The City of Prospect Heights will neither tolerate nor condone discrimination, harassment, or sexual misconduct by employees, managers, supervisors, elected officials, coworkers, or non-employees with whom the City of Prospect Height has a business, service, or professional relationship. Retaliation against an employee who complains about or reports any

act of discrimination, harassment, or misconduct in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. The City of Prospect Heights is committed to ensuring and providing a work place free of discrimination, harassment, sexual misconduct, and retaliation. City of Prospect Heights will take disciplinary action, up to and including termination, against an employee who violates this policy.

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

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

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

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

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

1. ~~Unwanted sexual advances.~~
2. ~~Offering employment benefits in exchange for sexual favors.~~
3. ~~Making or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment complaint.~~
4. ~~Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters.~~

5. ~~Verbal conduct such as making or using derogatory comment, epithets, slurs, sexually explicit jokes, derogatory or suggestive comments about a person's body or dress.~~
6. ~~Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes regarding disabled individuals.~~
7. ~~Physical conduct such as unwanted touching, assaulting, impeding, or blocking movements.~~

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

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

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

13.2 RESPONSIBILITIES

A. Supervisors

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

1. Monitoring the workplace environment for signs of discrimination, harassment, or sexual misconduct;
2. Promptly notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois;
3. Promptly notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor;
4. Stopping any observed acts of discrimination, harassment, or sexual misconduct and taking the appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
5. Reporting any complaint of harassment, discrimination, or sexual misconduct to the City Administrator or City Attorney; and
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment, or sexual misconduct, pending investigation.

B. Employees

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

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

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

There is a clear line most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions by a coworker is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited. If you are advised by another employee that your behavior is offensive, you must immediately stop the behavior,

regardless of whether you agree with the person's perceptions of your intentions. The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the City will not be presumed to have knowledge of the harassment.

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

13.3 APPLICABLE PROCEDURES

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

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

A. Bringing a Complaint

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

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

unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

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

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

B. Prohibition on Retaliation for Reporting Sexual Harassment Allegations.
No City official, City agency, City employee or City office shall take any retaliatory action against any City employee due to a City employee's:

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

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

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

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

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or

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

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

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

C. Resolution of a Complaint

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

1. A meeting between the employee making the complaint and an individual designated by the City of Prospect Heights to investigate such complaints. Important data to be provided by the complaining employee includes the following:
 - a. A description of the specific offensive conduct;
 - b. Identification of all person(s) who engaged in the conduct;
 - c. The location where the conduct occurred;
 - d. The time when the conduct occurred;
 - e. Whether there were any witnesses to the conduct;
 - f. Whether conduct of a similar nature has occurred on all prior occasions;
 - g. Whether there are any documents which would support the complaint employee's allegations;
 - h. What impact the conduct had on the complaining employee.

2. While not required, City of Prospect Heights encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.
3. After a written statement of complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of the City of Prospect Heights. The alleged offending individual should be advised of the charged brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee. The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.
4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately.
5. Once this investigation is complete, the City of Prospect Heights will take such action as is appropriate based upon the information obtained in the investigation. In the event that the City of Prospect Heights finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:
 - a. Verbal or written reprimand;
 - b. Placing the offending employee on a corrective action plan for period of time to be identified;
 - c. Delay in pay increases or promotions;
 - d. Suspending the offending employee from work without pay
 - e. Demotion;
 - f. Immediate termination.
6. **In addition to any and all other discipline that may be applicable pursuant to City policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the City and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the City**

shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

7. Upon completion of the investigation, the City of Prospect Heights will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

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

D. Consequences for Knowingly Making a False Report

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

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

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 _____, 2018.

Nicholas J. Helmer, Mayor

ATTEST:

City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form:

1/8/18 WARRANT LIST**Checks**

General Fund	\$ 317,914.23
Motor Fuel Tax Fund	450.00
Palatine/Milwaukee Tax Increment Financing District	-
Tourism District	-
Development Fund	-
Drug Enforcement Agency Fund	595.00
Solid Waste Fund	26,487.70
Special Service Area #1	93.72
Special Service Area #2	61.60
Special Service Area #3	250.80
Special Service Area #4	35.16
Special Service Area #5	-
Special Service Area #8 - Levee Wall #37	78.12
Special Service Area-Constr#6(Water Main)	-
Special Service Area-Debt#6	-
Road Construction	-
Road Construction Debt	-
Water Fund	5,878.73
Parking Fund	79.16
Sanitary Sewer Fund	2,905.96
Road/Building Bond Escrow	-
Police Pension	-
TOTAL	\$ 354,830.18

Wire Payments

1/5/18 PAYROLL POSTING	147,443.68
DECEMBER ILLINOIS MUNICIPAL RETIREMENT FUND	17,443.73
BANK OF AMERICA DEBT SERVICE PAYMENT	-
POLICE PENSION PAYMENTS	-
	\$ 519,717.59

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
AFLAC	764161	P/R WITHHOLDING	12/29/2017	01-000-2031	201.02	.00	
Total AFLAC:					201.02	.00	
AMERICAN ASSOCIATION OF C	01-02-18	MEMBERSHIP RENEWAL	01/02/2018	01-340-5310	75.00	.00	
AMERICAN ASSOCIATION OF C	01-03-18	MEMBERSHIP RENEWAL	01/03/2018	01-340-5310	75.00	.00	
Total AMERICAN ASSOCIATION OF CODE ENFORCEMENT:					150.00	.00	
ARLINGTON HEIGHTS FORD, IN	817970	VEHICLE MAINTENANCE PART	12/19/2017	01-350-5020	22.32	.00	
Total ARLINGTON HEIGHTS FORD, INC.:					22.32	.00	
BROOKS-ALLAN	0041912	PD CLOTHING	09/05/2017	01-360-5741	54.00	.00	
Total BROOKS-ALLAN:					54.00	.00	
BROWNELLS INC	14796147	PD RANGE SUPPLIES	11/15/2017	01-360-5740	23.36	.00	
Total BROWNELLS INC:					23.36	.00	
BRUCE MELLON	12-5-17	PZBA ATTENDANCE	12/05/2017	01-310-4000	50.00	.00	
Total BRUCE MELLON:					50.00	.00	
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-350-5700	71.55	.00	
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-340-5700	49.88	.00	
CARDMEMBER SERVICE	12/20/17	OFFICE HOLIDAY EVENT	12/20/2017	01-320-5951	278.00	.00	
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-360-5700	14.99	.00	
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-360-5330	16.90	.00	
CARDMEMBER SERVICE	12/20/17	CREDIT	12/20/2017	01-350-7023	59.94	.00	
CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	01-320-5410	246.43	.00	
CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	01-320-5410	115.65	.00	
CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	01-320-5410	281.15	.00	
CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	01-320-5410	239.85	.00	
CARDMEMBER SERVICE	12/20/17	USPS	12/20/2017	01-320-5200	26.45	.00	
CARDMEMBER SERVICE	12/20/17	USPS	12/20/2017	01-320-5200	26.45	.00	
CARDMEMBER SERVICE	12/20/17	SAFETY SHOES	12/20/2017	01-350-7023	59.94	.00	
CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	51-300-5410	149.85	.00	
CARDMEMBER SERVICE	12/20/17	MEMBERSHIP RENEWAL	12/20/2017	51-300-5310	330.00	.00	
CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	01-320-5410	101.23	.00	
CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	01-320-5410	314.67	.00	
CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	01-320-5410	101.23	.00	
CARDMEMBER SERVICE	12/20/17	PW MAINTENANCE PARTS	12/20/2017	01-350-5020	55.80	.00	
CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	01-320-5410	4.20	.00	
CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	01-320-5410	254.85	.00	
CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	51-300-5410	157.90	.00	
CARDMEMBER SERVICE	12/20/17	CONSTELLATION	12/20/2017	28-300-5100	78.12	.00	
CARDMEMBER SERVICE	12/20/17	LANDSCAPE TRADESHOW	12/20/2017	01-350-5650	25.00	.00	
CARDMEMBER SERVICE	12/20/17	TRAINING LODGING	12/20/2017	01-350-5330	895.00	.00	
CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	01-320-5410	105.05	.00	
CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	01-320-5410	225.16	.00	
CARDMEMBER SERVICE	12/20/17	TRAINING	12/20/2017	18-300-5330	595.00	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-360-5100	17.99	.00	
CARDMEMBER SERVICE	12/20/17	TRAINING	12/20/2017	01-360-5330	200.00	.00	
CARDMEMBER SERVICE	12/20/17	TRAINING	12/20/2017	01-360-5330	595.00	.00	
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-360-5100	17.10	.00	
CARDMEMBER SERVICE	12/20/17	FLEET TRUCK PARTS	12/20/2017	01-350-5020	92.94	.00	
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-360-5100	8.75	.00	
CARDMEMBER SERVICE	12/20/17	CREDIT CARD FEES	12/20/2017	01-320-5430	102.55	.00	
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-360-5100	131.96	.00	
CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	01-360-5100	22.80	.00	
CARDMEMBER SERVICE	12/20/17	CREDIT FOR UHAUL	12/20/2017	01-360-5200	17.50	.00	
CARDMEMBER SERVICE	12/20/17	RANGE SUPPLIES	12/20/2017	01-360-5740	525.01	.00	
Total CARDMEMBER SERVICE:					6,455.06	.00	
CIVIC SYSTEMS LLC	CVC16222	SOFTWARE	12/27/2017	01-320-5541	1,391.10	.00	
CIVIC SYSTEMS LLC	CVC16222	SOFTWARE	12/27/2017	01-350-5100	788.29	.00	
CIVIC SYSTEMS LLC	CVC16222	SOFTWARE	12/27/2017	51-300-5100	2,225.76	.00	
CIVIC SYSTEMS LLC	CVC16222	SOFTWARE	12/27/2017	53-300-5100	231.85	.00	
Total CIVIC SYSTEMS LLC:					4,637.00	.00	
CORINNE FRANK-WATSON	12-5-17	PZBA ATTENDANCE	12/05/2017	01-310-4000	75.00	.00	
Total CORINNE FRANK-WATSON:					75.00	.00	
CYNTHIA LA MANTIA	12/19/17	COURT REPORTER SRVCS	12/19/2017	01-320-5122	280.00	.00	
Total CYNTHIA LA MANTIA:					280.00	.00	
DANIELLE DASH	12-5-17	PZBA ATTENDANCE	12/05/2017	01-310-4000	240.00	.00	
Total DANIELLE DASH:					240.00	.00	
DURON, JESUS	12/15/17	PD TRAINING REIMBURSEMENT	12/15/2017	01-360-5330	26.81	.00	
Total DURON, JESUS:					26.81	.00	
EVARISTO MENDEZ JR.	12/21/17	MEDICAL REIMBURSEMENT	12/21/2017	01-000-2061	70.40	.00	
EVARISTO MENDEZ JR.	12/27/17	MEDICAL REIMBURSEMENT	12/27/2017	01-000-2061	129.54	.00	
Total EVARISTO MENDEZ JR.:					199.94	.00	
FAST MRO SUPPLIES, INC.	3316	SUPPLIES	12/15/2017	01-350-5710	693.75	.00	
Total FAST MRO SUPPLIES, INC.:					693.75	.00	
GEWALT HAMILTON ASSOCIAT	12/18/17	ENGINEERING SERVICES	12/18/2017	01-340-5110	23,980.37	.00	
Total GEWALT HAMILTON ASSOCIATES INC.:					23,980.37	.00	
IL ASSOCIATION OF CODE ENF	01-03-18	MEMBERSHIP RENEWAL	01/03/2018	01-340-5310	25.00	.00	
Total IL ASSOCIATION OF CODE ENFORCEMENT:					25.00	.00	
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	01-320-5530	201.32	.00	
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	01-340-5530	558.78	.00	
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	01-350-5530	1,375.31	.00	
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	01-360-5530	8,537.36	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	21-300-5530	46.86	.00	
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	22-300-5530	30.80	.00	
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	23-300-5530	125.40	.00	
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	24-300-5530	17.58	.00	
ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	51-300-5530	304.59	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	01-320-5530	201.32	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	01-340-5530	558.78	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	01-350-5530	1,375.31	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	01-360-5530	8,537.36	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	21-300-5530	46.86	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	22-300-5530	30.80	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	23-300-5530	125.40	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	24-300-5530	17.53	.00	
ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	51-300-5530	304.59	.00	
Total ILLINOIS PUBLIC RISK FUND:					22,396.00	.00	
IMPACT NETWORKING LLC	996633	KONICA/KYOCERA USAGE	12/27/2017	01-320-5700	103.37	.00	
Total IMPACT NETWORKING LLC:					103.37	.00	
IUOE LOCAL 150 ADMIN	#150 A 1/5/18	LOCAL 150 ADMIN DUES	01/05/2018	01-000-2050	303.91	.00	
Total IUOE LOCAL 150 ADMIN:					303.91	.00	
IUOE LOCAL 150 MEMBERSHIP	#150 M 1/5/18	LOCAL 150 MEMBERSHIP DUE	01/05/2018	01-000-2050	58.85	.00	
Total IUOE LOCAL 150 MEMBERSHIP:					58.85	.00	
JEFFREY L BAUREIS	25	ELECTRICAL INSPECTIONS	12/31/2017	01-340-5100	3,913.00	.00	
Total JEFFREY L BAUREIS:					3,913.00	.00	
JG UNIFORMS INC	29932	PD UNIFORM	12/14/2017	01-360-5741	94.00	.00	
JG UNIFORMS INC	30241	PD UNIFORM	12/22/2017	01-360-5741	36.00	.00	
Total JG UNIFORMS INC:					130.00	.00	
JOHN YANKE	12/22/17	FLEX SPENDING REIMBURSEM	12/22/2017	01-000-2061	1,834.00	.00	
Total JOHN YANKE:					1,834.00	.00	
JON C. TAMMEN	12-5-17	PZBA ATTENDANCE	12/05/2017	01-310-4000	175.00	.00	
Total JON C. TAMMEN:					175.00	.00	
LAUTERBACH & AMEN, LLP	25940	ACCOUNTING SERVICES	12/19/2017	01-320-5101	18,750.00	.00	
Total LAUTERBACH & AMEN, LLP:					18,750.00	.00	
LIFCO CONSTRUCTION INC	1004	DRAINAGE IMPROVEMENTS	12/18/2017	01-550-7053	213,099.61	.00	
Total LIFCO CONSTRUCTION INC:					213,099.61	.00	
LOGSDON OFFICE SUPPLY	1014404-001	OFFICE SUPPLIES	12/20/2017	01-320-5700	64.90	.00	
Total LOGSDON OFFICE SUPPLY:					64.90	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
MACIEJ KEMPA	12-5-17	PZBA ATTENDANCE	12/05/2017	01-310-4000	150.00	.00	
Total MACIEJ KEMPA:					150.00	.00	
MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	01-320-4110	22.49	.00	
MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	01-340-4110	32.42	.00	
MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	01-350-4110	41.25	.00	
MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	01-360-4110	220.19	.00	
MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	51-300-4110	10.25	.00	
MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	01-000-2030	162.52	.00	
Total MADISON NATIONAL LIFE:					489.12	.00	
MARK ROSCOE	12-5-17	PZBA ATTENDANCE	12/05/2017	01-310-4000	90.00	.00	
Total MARK ROSCOE:					90.00	.00	
METROPOLITAN ALLIANCE OF	#252 1/2018	MAP #253 DUES	01/05/2018	01-000-2052	544.00	.00	
METROPOLITAN ALLIANCE OF	#253 1/2018	MAP #253 DUES	01/05/2018	01-000-2052	170.00	.00	
Total METROPOLITAN ALLIANCE OF POLICE:					714.00	.00	
METROPOLITAN INDUSTRIES I	0000329940	PUMP STATION SERVICE	12/20/2017	51-300-5100	213.00	.00	
Total METROPOLITAN INDUSTRIES INC:					213.00	.00	
MIKE SMITH	12/26/17	EQUIPMENT REIMBURSEMENT	12/26/2017	01-360-5741	207.44	.00	
Total MIKE SMITH:					207.44	.00	
MOE FUNDS	2/2018	HEALTH/DENTAL INS PREMIUM	01/04/2018	51-300-4100	1,925.00	.00	
MOE FUNDS	2/2018	HEALTH/DENTAL INS PREMIUM	01/04/2018	01-350-4100	7,700.00	.00	
Total MOE FUNDS:					9,625.00	.00	
NCPERS GROUP LIFE INS	77870118	PD PREMIUM	12/21/2017	01-000-2030	16.00	.00	
Total NCPERS GROUP LIFE INS:					16.00	.00	
NEIL PATEL	12-5-17	PZBA ATTENDANCE	12/05/2017	01-310-4000	125.00	.00	
Total NEIL PATEL:					125.00	.00	
NICOR GAS	12/21/17	WTR 70-08-34-0000 9	12/21/2017	51-300-5410	126.53	.00	
NICOR GAS	12/21/2017	METRA 20-24-74-0000 3	12/21/2017	52-300-5410	79.16	.00	
NICOR GAS	12-20-17	CH 20-83-79-2787 7	12/20/2017	01-320-5410	387.25	.00	
NICOR GAS	12-21-17	PD SRVC 98-65-54-0000 4	12/21/2017	01-320-5410	339.24	.00	
NICOR GAS	12-21-2017	PW 94-82-27-0000 4	12/21/2017	01-320-5410	492.08	.00	
Total NICOR GAS:					1,424.26	.00	
NORTHWEST ELECTRICAL SUP	17357378	PW OPERATING SUPPLIES	12/13/2017	01-350-5710	366.29	.00	
Total NORTHWEST ELECTRICAL SUPPLY CO:					366.29	.00	
PAUL MILLER	12/28/17	2017 SAFETY SHOES REIMBUR	12/28/2017	01-350-7023	164.73	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total PAUL MILLER:					164.73	.00	
PDC LABORATORIES INC	884080	WATER TESTING	12/15/2017	51-300-5100	91.25	.00	
Total PDC LABORATORIES INC:					91.25	.00	
PREISER ANIMAL HOSPITAL	119694	VET VISIT FOR K9	12/18/2017	01-360-5141	74.19	.00	
Total PREISER ANIMAL HOSPITAL:					74.19	.00	
PRO DATA PAYROLL SERVICE	393440	PAYROLL PROCESSING	01/02/2018	01-320-5540	191.15	.00	
Total PRO DATA PAYROLL SERVICES INC.:					191.15	.00	
RONDOUT SERVICE CENTER	10927	SAFETY TESTS	12/01/2017	01-350-5020	188.00	.00	
Total RONDOUT SERVICE CENTER:					188.00	.00	
SCOTT DEGRAF	12-5-17	PZBA ATTENDANCE	12/05/2017	01-310-4000	150.00	.00	
Total SCOTT DEGRAF:					150.00	.00	
SHERWIN INDUSTRIES INC	SS073353	SIGNAGE	12/14/2017	01-350-5721	401.46	.00	
Total SHERWIN INDUSTRIES INC:					401.46	.00	
SOLID WASTE AGENCY	5811	O&M COSTS	01/01/2018	17-300-5420	26,487.70	.00	
Total SOLID WASTE AGENCY:					26,487.70	.00	
STERLING CODIFIERS INC	19692	SUPPLEMENT #8	09/16/2017	01-320-5100	3,339.00	.00	
Total STERLING CODIFIERS INC:					3,339.00	.00	
TRUGREEN PROCESSING CEN	77362223	ICE MELT PALLETS	12/13/2017	11-300-5632	450.00	.00	
Total TRUGREEN PROCESSING CENTER:					450.00	.00	
UNIFIRST CORPORATION	0811252940	PW CLOTHING	12/22/2017	01-350-5104	88.01	.00	
UNIFIRST CORPORATION	0811254700	PW CLOTHING	12/29/2017	01-350-5104	88.01	.00	
Total UNIFIRST CORPORATION:					176.02	.00	
VERIZON WIRELESS	9797871465	DECEMBER STATEMENT	12/10/2017	01-360-5610	570.19	.00	
VERIZON WIRELESS	9798635560	DECEMBER STATEMENT	12/23/2017	51-300-5410	40.01	.00	
Total VERIZON WIRELESS:					610.20	.00	
VILLAGE OF WHEELING	MISC000267	ROCK N RUN THE RUNWAY	12/27/2017	01-310-5950	7,726.28	.00	
Total VILLAGE OF WHEELING:					7,726.28	.00	
WAREHOUSE DIRECT OFFICE	3732437-0	OFFICE SUPPLIES	12/19/2017	01-320-5700	12.19	.00	
WAREHOUSE DIRECT OFFICE	3735066-0	BUILDING OFFICE SUPPLIES	12/20/2017	01-340-5700	387.10	.00	
WAREHOUSE DIRECT OFFICE	3743644-0	OFFICE SUPPLIES	12/29/2017	01-320-5700	94.42	.00	

Vendor Name	Invoice Number	Description	Invoice Date	GL Account Number	Net Invoice Amt	Amount Paid	Date Paid
Total WAREHOUSE DIRECT OFFICE PROD INC.:					493.71	.00	
WHEELING/PROSPECT HEIGHT	5051	CHAMBER MEMBERSHIP	12/15/2017	01-310-5310	250.00	.00	
Total WHEELING/PROSPECT HEIGHTS CC & INDUSTRY:					250.00	.00	
XPRESS BILL PAY	31181	PAY SYSTEM	01/01/2018	53-300-5100	2,674.11	.00	
Total XPRESS BILL PAY:					2,674.11	.00	
Grand Totals:					354,830.18	.00	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018

Page: 1
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
01-000-2030 WITHHOLDING INSURAN	MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	162.52	.00	
01-000-2030 WITHHOLDING INSURAN	NCBERS GROUP LIFE INS	77870118	PD PREMIUM	12/21/2017	16.00	.00	
01-000-2031 WITHHOLDING - Q AFLA	AFLAC	764161	P/R WITHHOLDING	12/29/2017	201.02	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 ADMIN	#150 A 1/5/18	LOCAL 150 ADMIN DUES	01/05/2018	303.91	.00	
01-000-2050 W/H LOCAL 150 UNION	IUOE LOCAL 150 MEMBERSHIP	#150 M 1/5/18	LOCAL 150 MEMBERSHIP DUE	01/05/2018	58.85	.00	
01-000-2052 WITHHOLDING POLICE U	METROPOLITAN ALLIANCE OF	#252 1/2018	MAP #253 DUES	01/05/2018	544.00	.00	
01-000-2052 WITHHOLDING POLICE U	METROPOLITAN ALLIANCE OF	#253 1/2018	MAP #253 DUES	01/05/2018	170.00	.00	
01-000-2061 WITHHOLDING FLEX ME	EVARISTO MENDEZ JR.	12/21/17	MEDICAL REIMBURSEMENT	12/21/2017	70.40	.00	
01-000-2061 WITHHOLDING FLEX ME	EVARISTO MENDEZ JR.	12/27/17	MEDICAL REIMBURSEMENT	12/27/2017	129.54	.00	
01-000-2061 WITHHOLDING FLEX ME	JOHN YANKE	12/22/17	FLEX SPENDING REIMBURSEM	12/22/2017	1,834.00	.00	
Total :					3,490.24	.00	
CITY COUNCIL & BOARDS							
01-310-4000 WAGES	BRUCE MELLON	12-5-17	PZBA ATTENDANCE	12/05/2017	50.00	.00	
01-310-4000 WAGES	CORINNE FRANK-WATSON	12-5-17	PZBA ATTENDANCE	12/05/2017	75.00	.00	
01-310-4000 WAGES	DANIELLE DASH	12-5-17	PZBA ATTENDANCE	12/05/2017	240.00	.00	
01-310-4000 WAGES	JON C. TAMMEN	12-5-17	PZBA ATTENDANCE	12/05/2017	175.00	.00	
01-310-4000 WAGES	MACIEJ KEMPA	12-5-17	PZBA ATTENDANCE	12/05/2017	150.00	.00	
01-310-4000 WAGES	MARK ROSCOE	12-5-17	PZBA ATTENDANCE	12/05/2017	90.00	.00	
01-310-4000 WAGES	NEIL PATEL	12-5-17	PZBA ATTENDANCE	12/05/2017	125.00	.00	
01-310-4000 WAGES	SCOTT DEGRAF	12-5-17	PZBA ATTENDANCE	12/05/2017	150.00	.00	
01-310-5310 MEMBERSHIPS	WHEELING/PROSPECT HEIGHT	5051	CHAMBER MEMBERSHIP	12/05/2017	250.00	.00	
01-310-5950 SPECIAL EVENTS	VILLAGE OF WHEELING	MISC000267	ROCK N RUN THE RUNWAY	12/15/2017	7,726.28	.00	
Total CITY COUNCIL & BOARDS:					9,031.28	.00	
ADMINISTRATION							
01-320-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	22.49	.00	
01-320-5100 PROFESSIONAL SERVIC	STERLING CODIFIERS INC	19992	SUPPLEMENT #8	09/16/2017	3,339.00	.00	
01-320-5101 AUDIT	LAUTERBACH & AMEN, LLP	25940	ACCOUNTING SERVICES	12/19/2017	18,750.00	.00	
01-320-5122 CITY PROSECUTOR	CYNTHIA LA MANTIA	12/19/17	COURT REPORTER SRVCS	12/19/2017	280.00	.00	
01-320-5200 POSTAGE	CARDMEMBER SERVICE	12/20/17	USPS	12/20/2017	26.45	.00	
01-320-5200 POSTAGE	CARDMEMBER SERVICE	12/20/17	USPS	12/20/2017	26.45	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	246.43	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	115.65	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	281.15	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	239.85	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	101.23	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting

Page: 2
Jan 04, 2018 04:21PM

Report dates: 12/28/2017-1/9/2018

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	314.67	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	101.23	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	4.20	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	254.85	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	105.05	.00	
01-320-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	AT&T	12/20/2017	225.16	.00	
01-320-5410 UTILITIES	NICOR GAS	12-20-17	CH 20-93-79-2787 7	12/20/2017	387.25	.00	
01-320-5410 UTILITIES	NICOR GAS	12-21-17	PD SRVC 98-55-54-0000 4	12/21/2017	339.24	.00	
01-320-5410 UTILITIES	NICOR GAS	12-21-2017	PW 94-82-27-0000 4	12/21/2017	492.08	.00	
01-320-5430 CREDIT CARD & BANK C	CARDMEMBER SERVICE	12/20/17	CREDIT CARD FEES	12/20/2017	102.55	.00	
01-320-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	201.32	.00	
01-320-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	201.32	.00	
01-320-5540 PAYROLL SERVICE FEE	PRO DATA PAYROLL SERVICE	393440	PAYROLL PROCESSING	01/02/2018	191.15	.00	
01-320-5541 ACCTING SERVICE FEES	CIVIC SYSTEMS LLC	CVC16222	SOFTWARE	12/27/2017	1,391.10	.00	
01-320-5700 OFFICE SUPPLIES	IMPACT NETWORKING LLC	996633	KONICA/RYOCERA USAGE	12/27/2017	103.37	.00	
01-320-5700 OFFICE SUPPLIES	LOGSDON OFFICE SUPPLY	1014404-001	OFFICE SUPPLIES	12/20/2017	64.90	.00	
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	3732437-0	OFFICE SUPPLIES	12/19/2017	12.19	.00	
01-320-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	3743644-0	OFFICE SUPPLIES	12/29/2017	94.42	.00	
01-320-5951 EMPLOYEE RECOGNITI	CARDMEMBER SERVICE	12/20/17	OFFICE HOLIDAY EVENT	12/20/2017	276.00	.00	
Total Administration:					28,290.75	.00	
BUILDING DEPARTMENT							
01-340-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	32.42	.00	
01-340-5100 PROFESSIONAL SERVIC	JEFFREY L BAUREIS	25	ELECTRICAL INSPECTIONS	12/31/2017	3,913.00	.00	
01-340-5110 ENGINEERING	GEWALT HAMILTON ASSOCIAT	12/18/17	ENGINEERING SERVICES	12/18/2017	23,980.37	.00	
01-340-5310 MEMBERSHIPS	AMERICAN ASSOCIATION OF C	01-02-18	MEMBERSHIP RENEWAL	01/02/2018	75.00	.00	
01-340-5310 MEMBERSHIPS	AMERICAN ASSOCIATION OF C	01-03-18	MEMBERSHIP RENEWAL	01/03/2018	75.00	.00	
01-340-5310 MEMBERSHIPS	IL ASSOCIATION OF CODE ENF	01-03-18	MEMBERSHIP RENEWAL	01/03/2018	25.00	.00	
01-340-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	558.78	.00	
01-340-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	558.78	.00	
01-340-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	49.98	.00	
01-340-5700 OFFICE SUPPLIES	WAREHOUSE DIRECT OFFICE	3735066-0	BUILDING OFFICE SUPPLIES	12/20/2017	387.10	.00	
Total BUILDING DEPARTMENT:					29,655.43	.00	
PUBLIC WORKS							
01-350-4100 HEALTH INSURANCE	MOE FUNDS	2/2018	HEALTH/DENTAL INS PREMIUM	01/04/2018	7,700.00	.00	
01-350-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	41.25	.00	
01-350-5020 VEHICLE MAINTENANCE	ARLINGTON HEIGHTS FORD, IN	817970	VEHICLE MAINTENANCE PART	12/19/2017	22.32	.00	
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	12/20/17	PW MAINTENANCE PARTS	12/20/2017	55.80	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018

Page: 3
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-350-5020 VEHICLE MAINTENANCE	CARDMEMBER SERVICE	12/20/17	FLEET TRUCK PARTS	12/20/2017	92.94	.00	
01-350-5020 VEHICLE MAINTENANCE	ROUNDOUT SERVICE CENTER	10927	SAFETY TESTS	12/01/2017	188.00	.00	
01-350-5100 PROFESSIONAL SERVICE	CIVIC SYSTEMS LLC	CVC16222	SOFTWARE	12/27/2017	788.29	.00	
01-350-5104 PROF SERVICES - BUILD	UNIFIRST CORPORATION	0811252940	PW CLOTHING	12/22/2017	88.01	.00	
01-350-5104 PROF SERVICES - BUILD	UNIFIRST CORPORATION	0811254700	PW CLOTHING	12/28/2017	88.01	.00	
01-350-5330 TRAINING	CARDMEMBER SERVICE	12/20/17	TRAINING LODGING	12/20/2017	895.00	.00	
01-350-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	1,375.31	.00	
01-350-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	1,375.31	.00	
01-350-5650 LANDSCAPE SUPPLIES	CARDMEMBER SERVICE	12/20/17	LANDSCAPE TRADESHOW	12/20/2017	25.00	.00	
01-350-5700 OFFICE SUPPLIES	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	71.55	.00	
01-350-5710 OPERATING SUPPLIES	FAST MRO SUPPLIES, INC.	3316	SUPPLIES	12/15/2017	693.75	.00	
01-350-5710 OPERATING SUPPLIES	NORTHWEST ELECTRICAL SUP	17357378	PW OPERATING SUPPLIES	12/13/2017	366.29	.00	
01-350-6721 SIGNS	SHERWIN INDUSTRIES INC	SS073353	SIGNAGE	12/14/2017	401.46	.00	
01-350-7023 SAFETY EQUIPMENT	CARDMEMBER SERVICE	12/20/17	CREDIT	12/20/2017	59.94-	.00	
01-350-7023 SAFETY EQUIPMENT	CARDMEMBER SERVICE	12/20/17	SAFETY SHOES	12/20/2017	59.94	.00	
01-350-7023 SAFETY EQUIPMENT	PAUL MILLER	12/28/17	2017 SAFETY SHOES REIMBUR	12/28/2017	164.73	.00	
Total PUBLIC WORKS:					14,433.02	.00	
PUBLIC SAFETY							
01-360-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	220.19	.00	
01-360-5100 PROFESSIONAL SERVICE	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	17.99	.00	
01-360-5100 PROFESSIONAL SERVICE	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	17.10	.00	
01-360-5100 PROFESSIONAL SERVICE	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	8.75	.00	
01-360-5100 PROFESSIONAL SERVICE	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	131.96	.00	
01-360-5100 PROFESSIONAL SERVICE	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	22.80	.00	
01-360-5141 KENNEL FEES	PREISER ANIMAL HOSPITAL	119694	VET VISIT FOR K9	12/18/2017	74.19	.00	
01-360-5200 POSTAGE	CARDMEMBER SERVICE	12/20/17	CREDIT FOR UHAUL	12/20/2017	17.50-	.00	
01-360-5330 TRAINING	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	16.90	.00	
01-360-5330 TRAINING	CARDMEMBER SERVICE	12/20/17	TRAINING	12/20/2017	200.00	.00	
01-360-5330 TRAINING	CARDMEMBER SERVICE	12/20/17	TRAINING	12/20/2017	595.00	.00	
01-360-5530 WORKERS COMPENSATI	DURON, JESUS	12/15/17	PD TRAINING REIMBURSEMENT	12/15/2017	26.81	.00	
01-360-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	8,537.36	.00	
01-360-5610 EQUIPMENT MAINTENA	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	8,537.36	.00	
01-360-5700 OFFICE SUPPLIES	VERIZON WIRELESS	9797871465	DECEMBER STATEMENT	12/10/2017	570.19	.00	
01-360-5740 RANGE SUPPLIES	CARDMEMBER SERVICE	12/20/17	SUPPLIES	12/20/2017	14.99	.00	
01-360-5740 RANGE SUPPLIES	BROWNELLS INC	14796147	PD RANGE SUPPLIES	11/15/2017	23.36	.00	
01-360-5741 CLOTHING	CARDMEMBER SERVICE	12/20/17	RANGE SUPPLIES	12/20/2017	525.01	.00	
01-360-5741 CLOTHING	BROOKS-ALLAN	0041912	PD CLOTHING	09/05/2017	54.00	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	29932	PD UNIFORM	12/14/2017	94.00	.00	
01-360-5741 CLOTHING	JG UNIFORMS INC	30241	PD UNIFORM	12/22/2017	36.00	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 4
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
01-363-5741 CLOTHING	MIKE SMITH	12/26/17	EQUIPMENT REIMBURSEMENT	12/26/2017	207.44	.00	
Total PUBLIC SAFETY:					19,913.90	.00	
01-550-7053 DRAINAGE IMPROVEME	LIFCO CONSTRUCTION INC	1004	DRAINAGE IMPROVEMENTS	12/18/2017	213,099.61	.00	
Total :					213,099.61	.00	
Total GENERAL FUND:					317,914.23	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 5
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
MOTOR FUEL TAX FUND EXPENSES							
11-300-5632 ICE CONTROL MAINTEN	TRUGREEN PROCESSING CEN	77362223	ICE MELT PALLETS	12/13/2017	450.00	.00	
Total EXPENSES:					450.00	.00	
Total MOTOR FUEL TAX FUND:					450.00	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 6
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
DEA SEIZURE FUND EXPENSES							
16-300-5330 TRAINING	CARDMEMBER SERVICE	12/20/17	TRAINING	12/20/2017	595.00	.00	
Total EXPENSES:					595.00	.00	
Total DEA SEIZURE FUND:					595.00	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 7
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SOLID WASTE DISPOSAL FUND							
EXPENSES							
17-300-5420 SWANCC CHARGES	SOLID WASTE AGENCY	5811	O&M COSTS	01/01/2018	26,487.70	.00	
Total EXPENSES:					26,487.70	.00	
Total SOLID WASTE DISPOSAL FUND:					26,487.70	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 8
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #1							
EXPENSES							
21-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	46.86	.00	
21-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	46.86	.00	
Total EXPENSES:					93.72	.00	
Total SSA #1:					93.72	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 9
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #2							
EXPENSES							
22-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	30.80	.00	
22-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	30.80	.00	
Total EXPENSES:					61.60	.00	
Total SSA #2:					61.60	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 10
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #3							
EXPENSES							
23-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	125.40	.00	
23-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	125.40	.00	
Total EXPENSES:					250.80	.00	
Total SSA #3:					250.80	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 11
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #4							
EXPENSES							
24-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	17.58	.00	
24-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	17.58	.00	
Total EXPENSES:					35.16	.00	
Total SSA #4:					35.16	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 12
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
SSA #8							
EXPENSES							
28-300-5100 PROFESSIONAL SERVIC	CARDMEMBER SERVICE	12/20/17	CONSTELLATION	12/20/2017	78.12	.00	
Total EXPENSES:					78.12	.00	
Total SSA #8:					78.12	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 13
Jan 04, 2018 04:21PM

GL Account and Title	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
WATER FUND							
EXPENSES							
51-300-4100 HEALTH INSURANCE	MOE FJNDS	2/2018	HEALTH/DENTAL INS PREMIUM	01/04/2018	1,925.00	.00	
51-300-4110 LIFE INSURANCE	MADISON NATIONAL LIFE	1279225	LIFE INSURANCE	01/01/2018	10.25	.00	
51-300-5100 PROFESSIONAL SERVIC	CIVIC SYSTEMS LLC	CVC16222	SOFTWARE	12/27/2017	2,225.76	.00	
51-300-5100 PROFESSIONAL SERVIC	METROPOLITAN INDUSTRIES I	0000329940	PUMP STATION SERVICE	12/20/2017	213.00	.00	
51-300-5100 PROFESSIONAL SERVIC	PDC LABORATORIES INC	884080	WATER TESTING	12/15/2017	91.25	.00	
51-300-5310 MEMBERSHIPS	CARDMEMBER SERVICE	12/20/17	MEMBERSHIP RENEWAL	12/20/2017	330.00	.00	
51-300-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	149.85	.00	
51-300-5410 UTILITIES	CARDMEMBER SERVICE	12/20/17	COMCAST	12/20/2017	157.90	.00	
51-300-5410 UTILITIES	NICOR GAS	12/21/17	WTR 70-06-34-0000 9	12/21/2017	126.53	.00	
51-300-5530 WORKERS COMPENSATI	VERIZON WIRELESS	9786635560	DECEMBER STATEMENT	12/23/2017	40.01	.00	
51-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50189	WORKERS COMPENSATION	01/01/2018	304.59	.00	
51-300-5530 WORKERS COMPENSATI	ILLINOIS PUBLIC RISK FUND	50190	WORKERS COMPENSATION	12/19/2017	304.59	.00	
Total EXPENSES:					5,878.73	.00	
Total WATER FUND:					5,878.73	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 14
Jan 04, 2018 04:21PM

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	NICOR GAS	12/21/2017	METRA 20-24-74-0000 3	12/21/2017	79.16	.00	
Total EXPENSES:					79.16	.00	
Total PARKING FUND:					79.16	.00	

CITY OF PROSPECT HEIGHTS

City of Prospect Heights Council Meeting
Report dates: 12/28/2017-1/9/2018Page: 15
Jan 04, 2018 04:21PM

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	CIVIC SYSTEMS LLC	CVC16222	SOFTWARE	12/27/2017	231.85	.00	
53-300-5100 PROFESSIONAL SERVIC	XPRESS BILL PAY	31181	PAY SYSTEM	01/01/2018	2,674.11	.00	
Total EXPENSES:					2,905.96	.00	
Total SANITARY SEWER FUND:					2,905.96	.00	
Grand Totals:					354,830.18	.00	

GL Account and Title	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND			
Total GENERAL FUND:	317,914.23	.00	
MOTOR FUEL TAX FUND			
Total MOTOR FUEL TAX FUND:	450.00	.00	
DEA SEIZURE FUND			
Total DEA SEIZURE FUND:	595.00	.00	
SOLID WASTE DISPOSAL FUND			
Total SOLID WASTE DISPOSAL FUND:	26,487.70	.00	
SSA #1			
Total SSA #1:	93.72	.00	
SSA #2			
Total SSA #2:	61.60	.00	
SSA #3			
Total SSA #3:	250.80	.00	
SSA #4			
Total SSA #4:	35.16	.00	
SSA #8			
Total SSA #8:	78.12	.00	
WATER FUND			
Total WATER FUND:	5,878.73	.00	
PARKING FUND			
Total PARKING FUND:	79.16	.00	
SANITARY SEWER FUND			
Total SANITARY SEWER FUND:	2,905.96	.00	
Grand Totals:	354,830.18	.00	