

# For City Hall Use Only

## Do Not Remove

### **(5 ILCS 140/4) (from Ch. 116, par. 204)**

Sec. 4. Each public body shall prominently display at each of its administrative or regional offices, **make available for inspection and copying**, and send through the mail if requested, each of the following:

- 1) A brief description of the City
- 2) A block diagram of the City's functional subdivisions
- 3) The total amount of the City's operating budget
- 4) The number and location of all the City's separate offices
- 5) The approximate number of full and part-time City employees
- 6) The membership of the Mayor and City Council
- 7) A brief description of the Freedom of Information process and fees

A public body that maintains a website shall also post this information on its website.

(Source: P.A. 96-542, eff. 1-1-10; 96-1000, eff. 7-2-10.)

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## History of Prospect Heights

**Community History** – In 1935, two young developers, Carlton Smith and Allen Dawson, built their first homes on farmland along Elmhurst Road as the start of a well-planned community to meet the dreams of depression-weary families. The first family moved in during January 1936, and by the end of the year, there were six affordable homes in the pleasant rural area to be called Prospect Heights.

The development firm worked with the resilient, caring families to create and maintain a responsible community in which they could raise their children with pride. In 1938, they formed the Prospect Heights Improvement Association (PHIA). It served as a virtual government of the community for 38 years, albeit without legal authority because Prospect Heights was an unincorporated area in Cook County. By 1955, there were almost 600 homes in unincorporated Prospect Heights.

During the 1960s, the boom in development began to cause real problems. Residents had no control over this growth, and the PHIA decided that incorporation was the only solution. Over 50% of the residents voted in favor of incorporation. Thus, on January 31, 1976, exactly 40 years after the first family moved in, the City of Prospect Heights was born.

**Incorporation & the Future** – With incorporation, Prospect Heights continues to grow and assume a new character. In addition to the single-family half-acre homes, the city now proudly includes a multifamily area, as well as an increasing number of businesses and centers of economic development. As the city continues to evolve and grow, it does so with a commitment to character and to the residents and businesses who reside within its borders. The City of Prospect Heights is managed by approximately 40 full-time employees and 12 part-time employees.

## City Facilities

### Prospect Heights City Hall

8 N. Elmhurst Road  
Prospect Heights, IL 60070  
Peter Falcone, City Administrator  
847-398-6070

### Prospect Heights Police Department

14 E. Camp McDonald Road  
Prospect Heights, IL 60070  
Milorad Derman, Chief of Police  
847-398-5511

### Prospect Heights Public Works

401 Piper Lane  
Prospect Heights, IL 60070  
Mark Roscoe, Director of Public Works  
847-398-6070

## Corporate Authorities

Patrick Ludvigsen - City Mayor

Michelle Cameron - Ward 1 Council Member

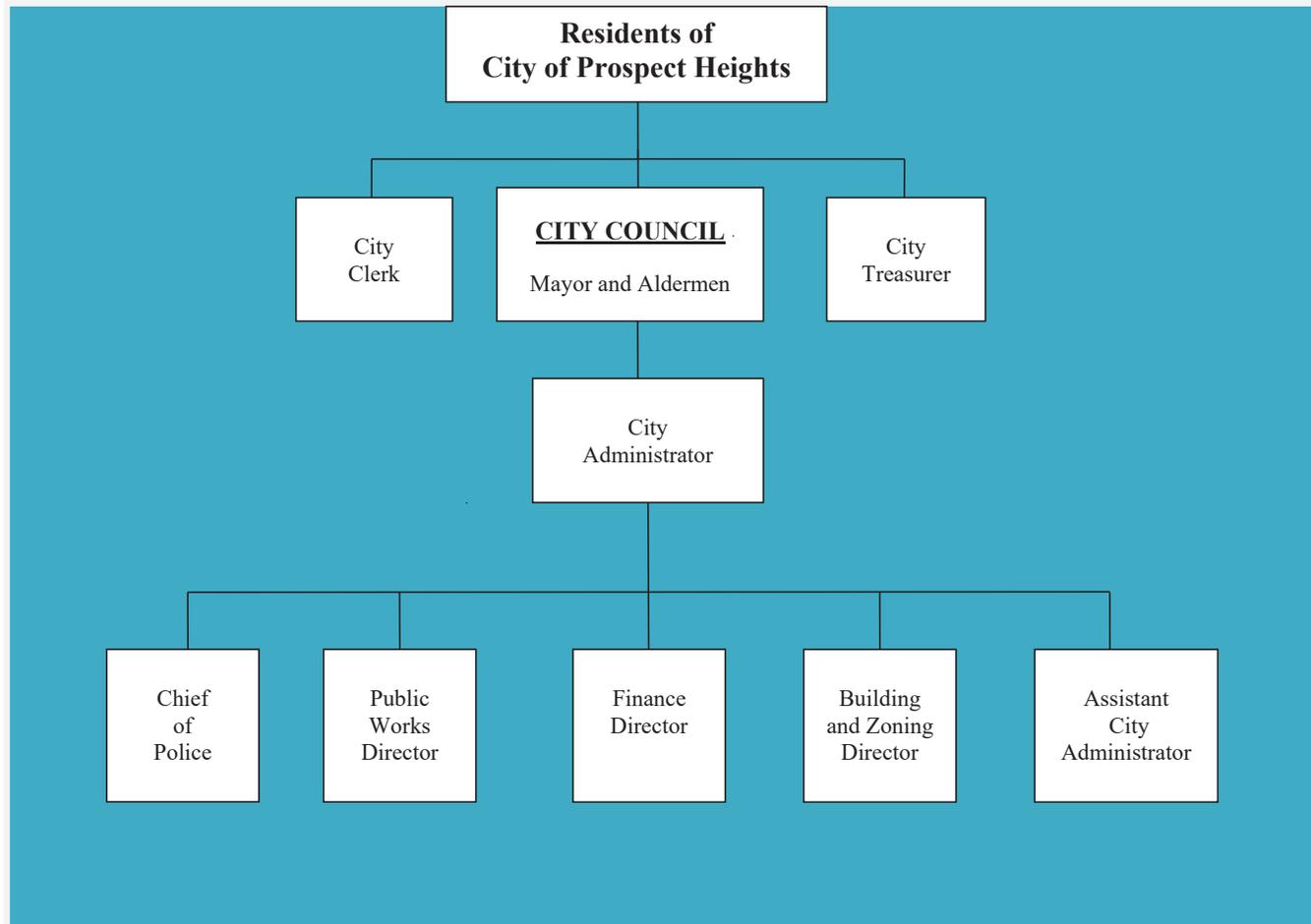
Terry Anderson - Ward 2 Council Member

Wendy Morgan-Adams - Ward 3 Council Member

Danielle Dash - Ward 4 Council Member

Matthew Dolick - Ward 5 Council Member

**CITY OF PROSPECT HEIGHTS, ILLINOIS**  
**Organizational Chart**  
**April 30, 2025**



# Total General Fund Revenues, Expenditures and Net Income

The City of Prospect Heights General Fund Net Income (Loss) for FY2025-2026 is anticipated to be an estimated gain of \$767,057.

CITY OF PROSPECT HEIGHTS		5/1/24	5/1/24	5/1/25	
FY25-26 Budget		4/30/25	4/30/25	4/30/26	
GL ACCT #	Description	FY25 Actual	FY25 budget	FY26 Final	
GENERAL	FUND 01 REVENUE	13,342,565	11,544,716	12,031,892	
GENERAL	FUND 01 EXPENSES	10,996,065	11,099,475	11,264,835	
GENERAL	FUND 01 NET	2,346,500	445,241	767,057	

# *(FOIA) Freedom of Information Request Information*

The following is the City of Prospect Heights' procedure for obtaining information through the Freedom of Information Act. The City of Prospect Heights processes Freedom of Information Act (FOIA) requests in accordance to the Illinois Freedom of Information Act 5 ILCS 140. By following these steps, requests for information can be expedited in an effective and efficient manner.

## **Fees**

In accordance to City of Prospect Heights City Code and the Illinois Freedom of Information Act, the copying fees for FOIA requests are as follows:

**First 50 pages:** No charge

**Letter / legal, black and white copies for each page after the first 50 pages:** \$0.15 per page

**Certified copies:** \$1.00 per document in addition to copy charges

**Large format, audiotapes, digital copies or color copies:** Actual cost to the city, excluding any personnel costs.

## **Step 1: Complete & Submit a Freedom of Information Act Request Form**

All requests for information must be made in written form. Forms are available online by [CLICKING HERE](#) or at City Hall. Police FOIA requests can be made through the [Police Department FOIA form available via this link](#).

Any type of request for information should be accompanied by the request form. Forms should be completed even when there are concerns that the information may be exempt under the Act. It is important to be as direct/specific as possible when making a request. A request may be made in a letter format if it contains all the necessary information required on the forms.

Completed forms can be dropped off in person at City Hall, 8 N. Elmhurst road, placed in a sealed envelope and dropped in the City's green after hours drop box at City Hall, or emailed to [foia@prospect-heights.org](mailto:foia@prospect-heights.org).

FOIA request may also be submitted by mail to:

City Hall  
8 N. Elmhurst Road  
Prospect Heights, IL 60070  
FOIA Officers: Lloyd Austin, Peter Falcone

Police Department  
14 E Camp McDonald Road  
Prospect Heights, IL 60070  
FOIA Officers: Rachelle Gentry

## **Step 2: City Response**

The Freedom of Information Officer shall determine whether the information is exempt or nonexempt under the provisions of the Freedom of Information Act. The City shall respond to a written request within five working days from the receipt of the request. It is possible that the City will request an additional five working days to fulfill the request. However, a written response informing the requestor of an extension will be made by the fifth working day.

The City shall respond to the request in the following manner:

- Approve the request
- Approve in part and deny in part
- Deny the request
- Give notice of an extension

## **Approval**

Upon approval of a request for public records, the City may either provide the materials immediately or up to five days after a request, give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records. Generally, public records will be made available for inspection during regular City business hours. When inspecting records, a City employee may be present throughout the inspection.

## **Denial/Partial Denial/Appeal**

A denial of a request for public records shall be made in writing. It shall state a detailed reason for the denial in accordance with either Section 3(f) or Section 7 of the Freedom of Information Act, and the names and titles of the individual responsible for the decision.

## **Unduly Burdensome**

Categorical requests creating an undue burden upon the City shall be denied only after extending to the requestor an opportunity to reduce the request to manageable proportions.

## Response to Commercial Request

A requestor must inform the City if a FOIA request is going to be used for a commercial purpose. It is a violation of the Act to attempt to procure a public record without disclosing that the use is for a commercial purpose. For requests for commercial purposes, the City has 21 days to respond with an estimate when the request will be completed and the fees associated with it. However, these records must be provided within a reasonable time. The City may require the requestor to pay in full before copying any documents.

Requests from the news media or non-profit scientific or academic organizations are not classified as a request for commercial purpose if the purpose of the information is to:

- Access and disseminate information concerning news and current or past events
- Write articles of opinion or features of interest to the public.
- Use for the purpose of academic, scientific or public research/education.