

# 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.

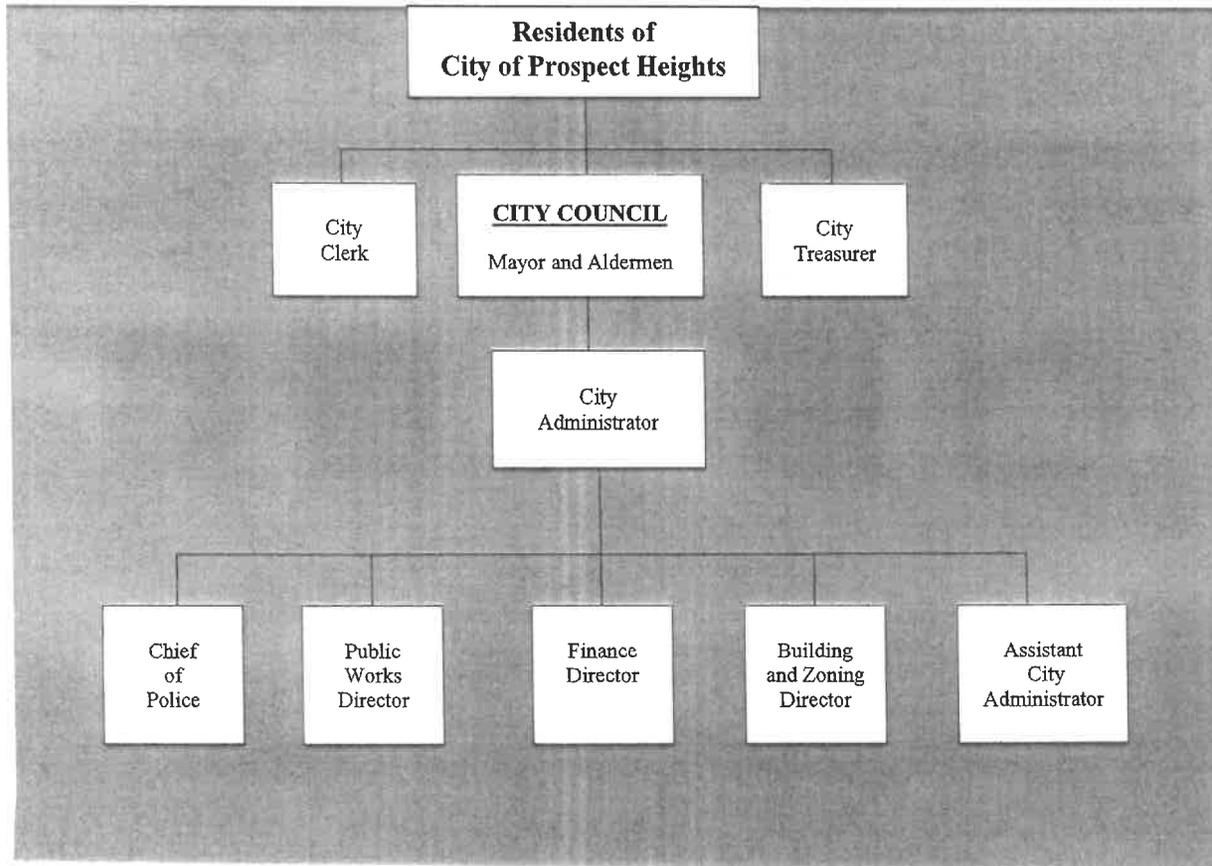
The development firm worked with the resilient, caring families to create and maintain a responsible community in which they could raise their children with pride. In 1938, they formed the Prospect Heights Improvement Association (PHIA). It served as a virtual government of the community for 38 years, 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. Local 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, 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 increasing numbers 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 business who reside within its borders. The City of prospect Heights is managed by approximately 40 full-time employees and 12 part-time employees.

**CITY OF PROSPECT HEIGHTS, ILLINOIS**  
**Organizational Chart**  
**April 30, 2023**



**Total General Fund Revenues, Expenditures and Net Income**

The City of Prospect Heights General Fund Net Income (Loss) for FY2023-2024 is anticipated to be an estimated gain of \$466,646.

<b>GL Acct #</b>	<b>Description</b>	<b>FY22-23 Actual</b>	<b>FY22-23 Budget</b>	<b>FY23-24 Approved Budget</b>
<b>GENERAL</b>	<b>FUND 01 REVENUE</b>	<b>12,116,546</b>	<b>9,306,901</b>	<b>10,526,448</b>
<b>GENERAL</b>	<b>FUND 01 EXPENSES</b>	<b>9,202,134</b>	<b>9,344,188</b>	<b>10,059,802</b>
<b>GENERAL</b>	<b>FUND 01 NET</b>	<b>2,914,412</b>	<b>(37,287)</b>	<b>466,646</b>

# City Facilities

## Prospect Heights City Hall

8 N. Elmhurst Road

Prospect Heights, IL 60070

Joe Wade, City Administrator

847-398-6070

## Prospect Heights Police Station

14 E. Camp McDonald Road

Prospect Heights, IL 60070

William Caponigro, 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

## (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

***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 or at City Hall. Police FOIA requests can be made through completing the Police Department FOIA form.

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

**Response to Commercial Request** - A requester 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.