



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
6:15 P.M., DECEMBER 20, 2016**

AGENDA

- I) Call to Order**
- II) Roll Call**
- III) Minutes** – Committee of the Whole Meeting – December 6, 2016
- IV) Regular Business**
 - 1) Discussion Concerning Any Questions on Village Board Meeting Agenda Items (6:15 – 6:20 p.m.)
 - 2) Discussion Concerning the Village Board’s 2017-19 Strategic Plan (6:20 – 6:50 p.m.)
 - 3) Discussion Concerning Video Cameras on Public Property (6:50 – 7:30 p.m.)
- V) Public Comment**
- VI) Adjournment**

DATE POSTED: December 16, 2016

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
DECEMBER 6, 2016**

DRAFT

Call to Order

President Turry called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:30 P.M., Tuesday, December 6, 2016 in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:

PRESENT: President Turry, Trustees Klatzco, Spino, Patel, Elster, Cope Bass

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager; Douglas Petroschius, Assistant Village Manager Charles Greenstein, Village Treasurer; Charles Meyer, Assistant to the Village Manager; Ashley Engelmann, Public Works Director; Andrew Letson, Assistant Public Works Director; Robert Merkel, Finance Director; Steven McNellis, Director of Community Development

Approval of Minutes

Minutes of the November 15, 2016 Committee of the Whole meetings were distributed in advance of the meeting and were examined. Trustee Klatzco moved to approve the minutes. Trustee Cope seconded the motion. The motion passed with a Voice Vote.

Trustee Elster abstained

Regular Business

1. Discussion Concerning Any Questions on Village Board Meeting Agenda Items

Trustee Patel had a question regarding Item 8 on the Village Board meeting. Mr. McNellis opined that this item would be better addressed by the Village Attorney.

2. Status Report from the Police Department

Chief LaMantia and Deputy Chief Walsh introduced this item.

Chief LaMantia presented the following areas:

- *Calls for Service – Five year comparison.
- *Part 1 Index Crimes – Five Year Comparison – 97% of the 2015 Total Part 1 Offences are property crimes. On average 62% of the Theft Offenses occur at the Lincolnwood Town Center
- *Burglary – Five Year Comparison
- *Burglary to Motor Vehicle – Five Year Comparison – 95% of all Burglary to Motor Vehicles in Lincolnwood involve unlocked cars

Crime Prevention Initiatives

- | | |
|--|---|
| *Neighborhood canvasses | *Coordinating and participation in neighborhood meetings |
| *Home security surveys | *Distribution of timely and informative News releases |
| *Cable television newsletter and village website public Safety announcements | *Distribution of information through Social media |
| *Citizen contacts | *Participation in the Burglary Task Force |
| *Field interviews | *Participation in the Cook County Retail Theft Organized Crime Unit |
| *Walk and talks (foot patrol) | *Responsible enforcement and prosecution of offenders |
| *Police visibility and traffic enforcement in targeted areas | |

Crime Prevention – Residential Burglary

- | | |
|--|--|
| *Report all suspicious persons | *Consider a dog |
| *Call 9-1-1 | *Keep a radio on when not home |
| *Home video surveillance | *Get to know your neighbors and let them know when you're away |
| *Always keep your doors secured with a deadlock bolt | *Stop your newspaper and/or mail when you are away |
| *Always keep your windows Locked | *Do not leave newspapers in front of your home all day suggesting no one is home |
| *Make it appear that someone is home | *Common points of entry – sliding glass and French doors |

*Consider an alarm system

Crime Prevention – Burglary to Motor Vehicle

*Call 9-1-1 immediately if you see anyone or anything suspicious

*Do not park next to a large vehicle that may be used to conceal an offender

*Always lock your car doors

*Do not leave valuables or anything in the passenger compartment of your car

*Never leave keys/key fobs in your car

*lock all possessions in the trunk of your car

*Never leave your garage door opener in your car while parked in front of your home

*Always be observant of your surroundings

*Always park your cars in a well-lit area

Mr. Wiberg spoke of an uptick in the numbers of burglaries in Lincolnwood and surrounding municipalities.

Historical information is available to Trustees. Crime data information is difficult to obtain because different municipalities use different factors. It should be noted that Lincolnwood has virtually no crimes against people.

Trustee Bass thanked the chief for the presentation. He proposed the use of modern technology (police can't be everywhere). He stated that there is grant money available for adding technology. He stated that he knows a resident who is involved in technology and might be available to assist the Village.

Chief LaMantia stated that he is currently looking into this.

Discussion and questions came from Trustees Cope, Klatzco, Elster and Patel, with clarification from Attorney Elrod, Mr. Wiberg, Chief LaMantia and Deputy Chief Walsh.

Resident Howard Cohan addressed the Board regarding surveillance on residences.

He also stated that Brickyard Bank has no handicapped parking spaces.

Adjournment

At 7:28P.M. Trustee Klatzco moved to adjourn Committee of the Whole, seconded by Trustee Patel.
The motion passed with a Voice Vote

Respectfully Submitted,

Beryl Herman
Village Clerk

MEMORANDUM

TO: President Turry and Members of the Village Board

FROM: Timothy C. Wiberg, Village Manager

DATE: December 16, 2016

SUBJECT: **December 20 Committee of the Whole Meeting**

As a reminder, the Committee of the Whole (COTW) meeting is scheduled for **6:15 p.m.** on Tuesday evening. Dinner will be available beginning at 5:30 p.m. in the Village Hall Board Conference Room. Please find below a summary of the items for discussion:

1) **Discussion Concerning Any Questions on Village Board Meeting Agenda Items (6:15 – 6:20 p.m.)**

The Mayor has requested that time be devoted at each COTW meeting for staff to address any questions the Board may have concerning any item on the Village Board meeting agenda.

2) **Discussion Concerning the Village Board's 2017-19 Strategic Plan (6:20 – 6:50 p.m.)**

Every two years the Village Board meets and, with the help of a facilitator, establishes the broad goals they would like the Village to pursue over the next few years. On June 28 the Board met with Robert Oberwise, Executive Partners, and went through a series of discussions which resulted in the [attached](#) Strategic Plan. Subsequent to this meeting, the Village Manager and department heads met with Mr. Oberwise to establish objectives required to obtain each goal and these have been added to the plan. The Board may wish to review the Vision Statement which is included on the plan. This statement was established approximately 10 years ago, and staff feels it may be time to update it. On the slide following the current Vision Statement is a proposed revised statement the Board may wish to consider. Mr. Oberwise will be present on Tuesday evening to present the plan to the Board and formal approval of the plan is included on the Village Board's agenda.

3) **Discussion Concerning Video Cameras on Public Property (6:50 – 7:30 p.m.)**

Trustees Cope and Bass requested that staff look into the possibility of installing video cameras throughout the Village as an aide to fight crime. [Attached](#) is a memorandum from the Police Chief concerning this matter.

If you should have any questions concerning these matters, please feel free to contact me.



LINCOLNWOOD POLICE DEPARTMENT

INTER-OFFICE MEMO

Robert LaMantia
Chief of Police

To: Timothy C. Wiberg, Village Manager
From: Robert LaMantia, Chief of Police
Date: December 20, 2016
Subject: Review of Video Cameras in Public Places

Overview of Video Cameras in Public Places

In law enforcement, cameras serve two basic purposes. Cameras have the potential to serve as a deterrent to crime when strategically placed in densely populated high crime locations. Cameras may also serve as an aid in the investigation of crime. Cameras may assist the police in identifying when a suspect arrived or departed from the scene of a crime; or potentially provide a description of a suspect vehicle or license plate. The effectiveness of the camera is affected by the quality of equipment, the available staff time, and the placement of the camera in a targeted area.

Overall Benefits of Cameras in Public Places as Outlined by a Neighboring Community

Recently, The Village of Skokie outlined the following justification for cameras in public places:

- an additional layer of safety and security to any area of deployment during both daytime and night time conditions
- an additional method to investigate incidents that occur in which the suspect's activity and/or travel path is in an area under camera surveillance
- a means to collect additional actionable information when only a partial description of a person or vehicle has been provided by a witness or victim
- a positive response to the community's highly favorable (76%) support of Village investment in cameras in public places (much like the Village of Skokie's investment in additional lighting)

The following paragraphs summarize the value of video cameras.

Video Cameras in Residential Homes

The use of cameras in and around residential homes has the potential to be highly effective in preventing residential burglary. The supplemental protection of a home with a camera is relatively straight forward. Cameras may be strategically placed at the entrances to a home where there is potential for an unlawful entry.

The relative straight forward decision making process regarding the placement of the cameras in residential housing generally make it a cost effective tool to prevent an unlawful entry and may serve as an aid for the police. An additional benefit of using cameras around the exterior perimeter of a residential home is the possibility of identifying offenders involved in other neighborhood crimes.

An additional benefit of using cameras around the exterior perimeter of a residential home is the possibility of identifying offenders involved in other neighborhood crimes.

Video Cameras in Commercial Businesses

The use of cameras in and around commercial businesses has the potential to be highly effective in preventing commercial burglary, and theft from the business. The supplemental protection of a commercial business is also straight forward. Cameras may be strategically placed at the entrances and exits to a business where there is potential for an unlawful entry.

The relatively straight forward decision making process regarding the placement of cameras in commercial business generally make it a cost effective tool to prevent an unlawful entry and/or theft and may serve as an aid for the police. An additional benefit of using cameras around the exterior perimeter of a commercial business is the possibility of identifying offenders involved in other neighboring businesses.

Video Cameras in Public Places

There are several factors that should be considered in determining the need for cameras in public places. The factors include the costs, benefits, community need, and community acceptance.

Video Camera Location

The factor of location is vitally important. Will the community be able to identify a highly populated area with sufficient crimes against a person to justify the expenses associated with a camera system? Cameras in public places have been very successful in the downtown areas of large cities such as Baltimore, Chicago and Washing DC. Densely populated areas are a good fit for cameras in public places. It allows communities the opportunity to choose a location which will likely yield the greatest impact on crime.

Active Monitoring versus Passive Monitoring

Cameras are resource intensive. This includes staff time, equipment, training, and the on-going transmission, collection and storage of data.

The Village currently has over 70 cameras in public places. The 70 cameras do not include the Police Department's in-car cameras. The cameras are passively monitored by the communications operators in the communications center. Passive monitoring means that live video is available for viewing, but observed only when the employee is aware that there is an incident in progress. During the first or second quarter of 2016, emergency police and fire communications will be outsourced to the Village of Skokie. The live video feed will be passively monitored by the Skokie Police Department's on-duty dispatchers.

The Village does not have the staff to actively monitor cameras in public places. Active monitoring is when there are employees assigned 24/7 to watch the video cameras, even if there are no incidents in progress. That means that while cameras do have a deterrent effect by their mere visible presence, and may aid in the investigation of a crime after the fact, they are limited in their benefit value in proactive policing and addressing crimes in progress.

Investigative Aid

Cameras are a useful tool for law enforcement. However since the Village does not have the staff to actively monitor cameras, staff time must be dedicated after-the-fact, when a crime occurs. If cameras are not strategically placed in high crime, densely populated areas, staff may spend many hours reviewing video that may not contain evidentiary information. Camera placement is critical to success. A camera in the wrong place may lead to a false sense of community security, excessive cost, and staff time fishing for evidence which may not exist.

When properly placed, cameras may provide evidentiary value to aid in an investigation, but expectations should be managed. The quality of video will be impacted by the quality of the equipment, the direction of the camera, darkness, inclement weather (clouds, ice, fog, rain, and snow), and dirt on the dome or lens.

Cameras in public places do not include audio recordings, thereby limiting their usefulness in court.

Community Acceptance

Twenty-five years ago, many people thought cameras were an invasion of privacy. Today, cameras are an accepted way of life. Everyone expects to be on camera when entering any retail or commercial establishment. Many Villages and Cities have cameras in public places including train stations, municipal buildings (police, fire, public works, and water, etc.) and parks, etc. The Village of Skokie recently conducted a survey and found that 76% of the population would accept video cameras in public places. It is likely that, if administered properly, the community would accept the use of cameras in public places. Privacy does not appear to be the concern it once was.

Neighboring Communities

North Shore communities were surveyed regarding their use of cameras in public places. Eight communities use cameras in public places in a manner similar to the Village of Lincolnwood. Of the eight communities deploying cameras in public places, seven use them in densely populated or specifically targeted areas such as train

stations, water plants, Public Works facilities, Police Stations.

The Village of Winnetka has invested \$450,000 in cameras and also uses them to monitor public facilities and public walkways.

The City of Prospect Heights has deployed cameras in a densely populated low income subdivision and found them to be effective in investigating a number of violent crimes including shootings, domestic disturbances, criminal sexual assaults, and the illegal distribution of narcotics.

Staff surveyed neighboring communities and the use of video cameras in public places. The following are the results of the survey:

Bannockburn	None
Deerfield	Train Station
Glencoe	None
Golf	None
Highland Park	Train Station, Water Plant, Police Station
Lake Bluff	None
Lincolnwood	Police Station, Water Plant, Public Works (70 Cameras)
Morton Grove	None
Northbrook	Train Station
Northfield	None
Prospect Heights	Train Station, City Hall, Police Station, Low Income, High Crime Rate Residential Subdivision and a Local McDonalds
Riverwoods	None
Skokie	In the Process of Purchasing a Covert Portable Observation Device Camera System (described below)
Wheeling	In the Process of Researching a Camera System in a Low Income, High Crime Rate Area
Winnetka	Cameras in Parks, Train Station, Bike Paths, Water Plant

Most of the video cameras in communities along the North Shore are in public parks, municipal buildings and densely populated areas.

Portable Observation Device Camera System

The Village of Skokie is planning to implement a Portable Observation Device (POD). These video cameras are mobile, allowing for law enforcement to change the camera's location as crime or resources dictate. POD cameras come in both overt and covert types. Overt cameras are large and visible and intended to act as a deterrent to crime.

Covert cameras are small and may be hidden. The Lincolnwood Police Department currently has one covert surveillance camera equipped in a vehicle.

Camera Costs

One nearby neighboring community spent approximately \$450,000 on video cameras in public places. The crime rate was relatively low prior to the installation of the cameras. The primary benefit of the cameras is the perception of safety within the community.

A second nearby neighboring community has had success reducing violent crime in a low income, high crime neighborhood. The cost of the cameras was paid in part through the use of grant funding. Grant funding is available in high crime neighborhoods in communities without the means to pay for the cameras.

A third neighboring community is conducting a pilot study with one POD camera. POD cameras may have as many as four views, providing from 180 up to a 360 degree view. The cost of the pilot study is approximately \$16,500.00. The benefit and/or value to the community will be determined after an evaluation in 2017.

Summary

There are several important factors which should be considered prior to implementing a camera program. The cost of the program is consideration. The Village of Winnetka has spent approximately \$450,000 for video cameras for many public areas, and the Village of Skokie is planning to spend an additional \$16,500 for a portable system to supplement the current system. Staff time managing the system, responding to court subpoenas and Freedom of Information Act requests is a second consideration. The third and most important consideration is the identification of a densely populated high crime against person area to be surveilled. The information contained in this memorandum was gathered from a Using Public Surveillance Systems for Crime Control and Prevention: A Practical Guide for Law Enforcement and Their Municipal Partners.

The Village's most serious crime problem is residential burglary and they are dispersed throughout the Village. Attached are two GIS Maps showing the location of Burglaries and Burglaries to Motor Vehicle by location for January through November 2016.

The Village of Lincolnwood currently has 70 cameras, many in public places. The Police Department has one covert surveillance vehicle to aid in the investigation of crime.

Staff recommends waiting one year and evaluating the effectiveness of the pilot program referenced above. Staff further recommends the Parks Department evaluate the community interest and need for cameras in public parks, specifically Proesel Park and/or Centennial Park, to serve as a crime deterrent.

Documents Attached

1. GIS Map Showing Overall Burglaries for the first 11 Months of 2016
2. GIS Map Showing Burglary to Motor Vehicles for the first 11 Months of 2016
3. Using Surveillance Systems for Crime Control and Prevention: A Practical Guide for Law Enforcement and Their Municipal Partners

Burglaries by Type

 Residential Burglaries

 Commercial / Other





Using Public Surveillance Systems for Crime Control and Prevention:

**A Practical Guide for
Law Enforcement and
Their Municipal Partners**

Nancy G. La Vigne
Samantha S. Lowry
Allison M. Dwyer
Joshua A. Markman

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The Internet references cited in this publication were valid as of the date of this publication. Given that URLs and websites are in constant flux, neither the author nor the COPS Office can vouch for their current validity.

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COPS
COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

145 N Street, N.E.
Washington, DC 20530
(800) 421-6770
E-mail: askCopsRC@usdoj.gov
<http://www.cops.usdoj.gov/>

 **URBAN INSTITUTE**
Justice Policy Center

2100 M Street, N.W.
Washington, DC 20037
(202) 833-7200
<http://www.urban.org>

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The Office of Community Oriented Policing Services (the COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, and tribal law enforcement agencies through information and grant resources. The community policing philosophy promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. In its simplest form, community policing is about building relationships and solving problems.

The COPS Office awards grants to state, local, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies, and develop and test innovative policing strategies. The COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement.

Since 1994, the COPS Office has invested more than \$16 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. More than 500,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.

The COPS Office has produced more than 1,000 information products—and distributed more than 2 million publications—including Problem Oriented Policing Guides, Grant Owners Manuals, fact sheets, best practices, and curricula. And in 2010, the COPS Office participated in 45 law enforcement and public-safety conferences in 25 states in order to maximize the exposure and distribution of these knowledge products. More than 500 of those products, along with other products covering a wide area of community policing topics—from school and campus safety to gang violence—are currently available, at no cost, through its online Resource Information Center at www.cops.usdoj.gov. More than 2 million copies have been downloaded in FY2010 alone. The easy to navigate and up to date website is also the grant application portal, providing access to online application forms.



COPS
COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

Dear Colleagues,

Today's technology-driven world is constantly changing, requiring the public safety community to quickly evolve, and endeavor to be ahead of the game. Public surveillance systems—once referred to as closed-circuit televisions—which have previously been utilized only by private businesses, are now expanding to encompass both private and public sector agencies, giving law enforcement agencies a new tool in their public safety toolbox.

In partnership with the Urban Institute, I am pleased to present *Using Public Surveillance Systems for Crime Control and Prevention: A Practical Guide for Law Enforcement and Their Municipal Partners*—a guidebook based on an in-depth look into public surveillance systems.

This guidebook summarizes lessons learned from an in-depth data collection effort in regards to the use and benefits of public surveillance systems, as well as providing answers to implementing or expanding your own system. The companion technical report, *Evaluating the Use of Public Surveillance Cameras for Crime Control and Prevention*, provides an extensive qualitative study of three urban cities, Chicago, Illinois, Baltimore, Maryland, and Washington, D.C. These case studies illustrate the pros and cons of utilizing this technology while highlighting the most prominent lessons learned from each of these jurisdictions.

I hope you will find this publication helpful in your local efforts, and we encourage you to share your experiences—both positive and negative—with our office and other law enforcement practitioners.

Sincerely,

A handwritten signature in cursive script, reading "Bernard K. Melekian".

Bernard K. Melekian, Director
Office of Community Oriented Policing Services
U.S. Department of Justice

Acknowledgments

We would like to thank the law enforcement agencies and criminal justice system personnel for providing us with their experiences, advice, and candid thoughts about public surveillance in public places. More specifically, we greatly appreciate the significant contributions from the Metropolitan Police Department, the District of Columbia State’s Attorney’s Office, the District of Columbia Office of General Counsel, HMS Technologies, Raymond Wickline, Captain Eldridge, and Assistant Chief Burke; the Chicago Police Department, Chicago’s Office of Emergency Management and Communications, the Cook County State’s Attorney’s Office, Chicago’s Department of Transportation, Chicago’s Aldermen, RMS Technology Solutions, Jim Argiropoulos, Commander Jonathan Lewin, Sergeant Gregory Hoffman, Sergeant Gina Dwyer, Rachel Johnston and Megan Alderden; and the Baltimore Police Department, the Office of the Mayor, the Mayor’s Office of Information Technology, the Baltimore City State’s Attorney’s Office, the Baltimore District Court, the Downtown Partnership of Baltimore, Deputy Commissioner Deborah Owens, Lieutenant Matthew Johnson, Sheryl Goldstein, and Stefan Waters. We greatly appreciate all the support and advice each department has given us throughout this study.

We would also like to thank colleagues of ours from the Urban Institute who assisted with expert advice and editing, Dr. Terence Dunworth and Pamela Lachman. Special thanks go to Keith Atterberry who served as an intern during this project and assisted with data collection. We are particularly appreciative of the input and assistance offered by Chief Tom Nestel, consultant to the Urban Institute on this project. We also thank Sharon Bradford Franklin, Senior Counsel at The Constitution Project, for her thoughtful comments on an earlier draft of this guidebook.

This project would not have been possible without the generous funding from the U.S. Department of Justice Office of Community Oriented Policing Services (the COPS Office) and the Target Corporation as well as suggestions from Deborah Spence, Mora Fiedler, and Nazmia Alqadi of the COPS Office.

Introduction

Municipalities across the country are in a constant search for effective public safety interventions that will curb crime and improve the livability and economic well-being of their communities. This is particularly true among law enforcement agencies that embrace a community policing philosophy, which has become a key component of policing efforts in most mid- and large-sized law enforcement agencies across the United States.¹ While many believe that the adoption of community policing has led to more efficient and effective policing strategies,^{2, 3} law enforcement agencies continue to grapple with limited resources and are therefore interested in employing new, cost-effective tools that can enhance their community policing efforts. Among the latest wave of public safety tools is the use of public surveillance systems, often referred to as Closed-Circuit Television (CCTV).⁴ While public surveillance systems are widely employed in the business sector to improve security,^{5, 6} until recently the use of cameras to monitor public spaces has been much less common in the United States, in part due to concerns about privacy and civil liberties.^{7, 8} Community policing, which embodies a combination of proactive crime prevention and community engagement with more traditional policing functions, may benefit from this technology because public surveillance can enhance problem solving strategies, aid in arrests and investigations, and ultimately increase offenders' perceptions that they will be both caught and prosecuted. Public surveillance systems might also yield a secondary impact, serving to increase legitimate users' perceptions of safety and thus their presence in public areas, which in turn may increase guardianship, improve police-community partnerships, and reduce crime.

The potential contributions to policing and public safety of public surveillance systems perhaps explain why their use has expanded in recent years.⁹ Unfortunately, these investments of scarce public safety resources are being made in the absence of research documenting the decisions

1 Skogan, Wesley. 2004. "Community Policing: Common Impediments to Success." In *Community Policing: The Past, Present, and Future*, ed. Lorie Fridell and Mary Ann Wycoff, 159–168. Washington, D.C.: Annie E. Casey Foundation and Police Executive Research Forum.

2 Fridell, Lorie and Mary Ann Wycoff (eds.). 2004. *Community Policing: The Past, Present, and Future*, Washington, D.C.: Annie E. Casey Foundation and Police Executive Research Forum.

3 Skogan, Wesley. 2006. "The Promise of Community Policing." In *Police Innovation: Contrasting Perspectives*, ed. David Weisburd and Anthony Braga, 27–44. New York and Cambridge: Cambridge University Press.

4 While CCTV is the most commonly used term for public surveillance systems, it has become antiquated given the introduction of new video recording technologies that are not closed-circuit.

5 Nieto, Marcus. 1997. "Public Video Surveillance: Is it an Effective Crime Prevention Tool?" CRB-97-005. Sacramento, CA: California Research Bureau.

6 National Institute of Justice (NIJ). 2003. "CCTV: Constant Cameras Track Violators." *NIJ Journal* 249(July): 16–23.

7 Gill, Martin. 2006. "CCTV: Is it Effective?" In *The Handbook of Security*, ed. Martin Gill, 438-461. New York: Palgrave Macmillan.

8 National Institute of Justice, "CCTV: Constant Cameras Track Violators" (see note 6).

9 Gill, "CCTV: Is it Effective?" (see note 7);

Nestel, Thomas J. III. 2006. "Using Surveillance Camera Systems to Monitor Public Domains: Can Abuse be Prevented?" Monterey, CA: Master's thesis, Naval Postgraduate School.

behind camera investment and use and the lessons learned by cities that have employed this technology.

This guidebook aims to fill that gap, detailing the results of an in-depth qualitative data collection effort to examine and synthesize the experiences of three large urban cities that have invested in public surveillance systems in recent years. It serves as a companion document to an evaluation of the impact of public surveillance cameras in three cities that found that cameras can have a significant and cost-effective impact on crime.¹⁰ While cameras hold promise as an effective crime prevention tool, however, it is important to note that their impact is not a given, and varies considerably based on where cameras are located and the degree to which they are monitored and integrated into other law enforcement activities. This report is therefore designed to guide city administrators, law enforcement agencies, and their municipal partners in making decisions regarding their public surveillance systems in a manner that will yield the greatest intended impact. The guidebook answers many of the important questions that arise when implementing or expanding a public surveillance system. It details the various aspects of a system that are integral in realizing a cost-beneficial impact on crime, including budgetary considerations, camera types and locations, how best to monitor cameras, and the role that video footage plays in investigations and prosecutions. This publication also highlights the most prominent lessons learned in an effort to guide both city administrators and jurisdictions that are currently investing in cameras for public safety purposes, as well as inform those that are contemplating doing so.

FOR MORE INFORMATION ON VIDEO SURVEILLANCE'S IMPACT ON CRIME REDUCTION:

A companion publication to this guidebook, entitled *Evaluating the Use of Public Surveillance Cameras for Crime Control and Prevention*, presents three case studies of public surveillance camera implementation and use. It details the decisions behind camera investment, implementation, and use and highlights the role that public surveillance systems play in supporting arrests, investigations, and prosecutions. It also presents the results of a quantitative analysis of the impact of public surveillance on crime, possible displacement or diffusion of effects in surrounding areas, and a cost-benefit analysis of camera investment and impact in two jurisdictions.

¹⁰ La Vigne, Nancy G., Samantha S. Lowry, Joshua A. Markman, and Allison M. Dwyer. 2011. "Evaluating the Use of Public Surveillance Cameras for Crime Control and Prevention" Washington, D.C.: U.S. Department of Justice Office of Community Oriented Policing Services.

Purpose of this Guidebook

The purpose of this guidebook is to aid municipalities and law enforcement agencies in making informed decisions on the implementation or expansion of a public surveillance system. It is intended to equip city administrators with details regarding the cost considerations behind camera use and the potential benefits of such a system, and provide guidance on how to yield the greatest possible crime prevention and investigative impact.

Drawing from the wisdom and experiences of city administrators, law enforcement agencies, and criminal justice system representatives from the Baltimore Police Department, the Chicago Police Department, the District of Columbia Metropolitan Police Department, and other experts in the field, our research set out to answer the following questions:

- Why do cities choose to invest in public surveillance technology?
- What do they hope to gain from their investment?
- What factors go into decisions about the types of cameras that are purchased and how they are deployed and monitored?
- How is the public involved in decisions to invest in and use public surveillance systems?
- How are cameras used to support real-time arrests, and how are they used for investigative purposes?
- What are the advantages and limitations to using video footage from public surveillance cameras for prosecution and defense purposes?

This guidebook answers these important questions and raises additional questions that are integral in understanding both the mechanics of and critical issues related to how public surveillance is best used for crime prevention and investigation. The guidebook begins by highlighting ten takeaway lessons that are integral in developing a public surveillance system. It then guides readers through the key aspects of planning, emphasizing legal restrictions, and the importance of addressing privacy concerns. Specific attention is paid to explaining the importance of choosing camera locations that will yield the greatest impact on crime. Insight on how best to use public surveillance is provided, with examples of how some law enforcement agencies use it primarily as an investigative tool, while others use it to employ more proactive, real-time monitoring of high crime areas. It then discusses the types of public surveillance systems and what other technologies could be used in conjunction with cameras. In addition, throughout the guidebook the potential costs and benefits associated with a public surveillance system are provided, along with what implementers have found to be the advantages and disadvantages of cameras. Although private video surveillance plays an important role, with footage serving as complementary evidence in investigations by many law enforcement agencies, this guide focuses specifically on public camera use. The guide concludes with a brief technical appendix that features additional sources of information on public surveillance systems for municipalities and law enforcement agencies.

Defining Public Surveillance

In order to understand the mechanisms by which public surveillance may impact crime and disorder, as well as to examine the relevant information that can help inform future camera investments, it is first necessary to define the various terms that are used to refer to a public surveillance system and the components of such a system. Over the years, surveillance technology has been referred to by a number of names. While closed-circuit television is the most commonly used term for public surveillance systems, it has become antiquated because of the introduction of new video recording technologies that are not closed-circuit. Thus “public surveillance” is the term employed throughout this report.

“Closed-circuit” refers to a network of several cameras that were originally linked through a closed-circuit, with the camera footage leading to a single, centralized television monitor equipped to record the images that were captured. This system was similar to public television, with a camera to receiver-television design, but without the public broadcasting aspect. Advancement in technology has changed many aspects of the original version of a CCTV. The camera footage has remained somewhat “closed” in that it is protected or secured footage, viewable by only those people who have permission to access the feed. The concept of a “circuit” still remains, with a loop of several cameras being used in most jurisdictions and tied to a central location. However, the technology available today now allows for cameras to be fully operated remotely. Many types of cameras can now be implemented into a wireless system, with multiple operators watching the same feed from several locations. Camera systems today are more interactive and computer-based, allowing an operator to pan, tilt, and zoom ¹¹ the camera and change what is being recorded in real-time. Other terms employed to describe these types of public surveillance systems include: Police Observation Device (POD) and Portable Overt Digital Surveillance System (PODS).

The various types of cameras that are employed for public surveillance purposes include overt, semi-covert, and covert cameras, each having its own purpose. Overt cameras are intentionally designed to be visible to the public and for the most part, one can easily detect what is being recorded by the direction of the camera (see example to the right).

Semi-covert cameras have become increasingly more common. These cameras have a dome-shaped covering that prevents the public from identifying the direction the camera is facing. For crime prevention efforts, this type of camera is more effective for deterrence purposes because



Example of Overt Camera

¹¹ Pan, tilt, and zoom (PTZ) refers to the ability of a camera to move along two axes, side-to-side and up and down, to record the areas that are within the cameras turning radius. This mechanism can be controlled by an operator or be programmed to follow a specific pattern of movement, without human interaction and on a regular basis.



***Example of
Semi-Covert Camera***

would-be offenders are unable to determine whether they are being recorded and may therefore refrain from criminal activity due to fear of apprehension.

Covert cameras are typically employed for homeland security purposes. These cameras are hidden for security reasons and used primarily for observation rather than to achieve a deterrent effect. The focus of this guidebook is on overt and semi-covert cameras, although covert cameras are discussed in brief.

The following technologies may complement these camera types: bullet-proof casing that protects the camera itself from being disabled; signage notifying the public that they are under surveillance; audio equipment that enables gunshot detection; motion detectors that sense activity and reorient the camera in the direction of movement; and higher-quality images with capabilities such as color recording and night vision.

As discussed in more detail later in this guide, there are a number of elements to take into consideration when planning and implementing a public surveillance system. The type of camera is key for achieving the desired impact, whether it is strictly for investigative purposes or intended for more proactive prevention purposes.¹² The capabilities of the camera also play a prominent role in camera investment decisions. Cameras that are expected to be actively monitored should have the ability to pan, tilt, and zoom, and the image will need to be of high quality in order for a monitor to discern what is happening. The placement of the camera is another important consideration, with some agencies utilizing a single camera in low crime areas or private spaces and others employing multiple cameras that span an entire neighborhood or crime hot spot. Jurisdictions anticipating the need to employ several departments or operators for surveillance in multiple neighborhoods will likely want to invest in a system of cameras that can be accessed from several locations or via the Internet.

A related placement decision pertains to where cameras are mounted and how footage is recorded, stored, and downloaded. Typically cameras are mounted onto poles or buildings. These mounting surfaces require the proper infrastructure to store video footage and, if desired, transmit footage back to an operator. In some cases, the footage is recorded locally in a box connected to the pole and requires either a technician to periodically download it or hard-wires that connect to a central location for recording. Other designs include wireless devices that send the information via an Internet Protocol (IP)-based platform.

12 There are two basic monitoring approaches cities employ in their camera systems. Some "passively monitor" their cameras, meaning they review historical footage from one or more cameras in the area of a recent incident to determine whether the footage offers any investigatory leads. Alternatively, cities may choose to "actively monitor" their cameras. In this case individuals, usually current or former officers, proactively view what cameras are recording in real-time, and are able to manipulate the camera's movements.

In summary, when determining whether and how to implement a public surveillance system, a number of factors merit consideration. Cameras have been installed for the stated purposes of crime prevention and deterrence, as an investigative tool, in emergency response situations, as an eyewitness in investigations and prosecutions, and as a virtual guard or security system. This guide is designed to walk readers through each type of camera system use, detailing the decision-making processes underlying these uses and answering many of the questions that typically arise along the way.

TOP 10 LESSONS FOR PUBLIC SURVEILLANCE USE

1. Assess your needs and budget before investing
2. Plan ahead for maintenance, infrastructure, and other ongoing costs
3. Plan camera locations to maximize the view-shed
4. Consider integration with other technology
5. Balance privacy protection with system utility
6. Weigh the costs and benefits to using active monitoring
7. Integrate camera systems with existing practices and procedures
8. Set and manage realistic expectations for video footage quality
9. Use surveillance systems to complement, not replace, routine policing, investigations, and legal proceedings
10. Incorporate video evidence with witness testimony in court

Chapter 1.

What are the “Top 10” takeaway lessons for public surveillance?

When considering installing a public surveillance system, stakeholders must keep many issues in mind. Implementing a new system is a significant undertaking, and requires city administrators and jurisdictions to confront both financial and political challenges. Careful planning, integration, and innovation can help both law enforcement agencies and their municipal partners successfully navigate these challenges in order to implement and employ a public surveillance system. Several cities with existing surveillance systems have generated lessons that can pave the way for jurisdictions contemplating such an investment, providing constructive guidance on both best practices and potential pitfalls. This chapter details the top 10 takeaway points from the cities of Baltimore, Chicago, and Washington, D.C. In each lesson below, the text box indicates which guidebook chapter the reader can refer to in order to learn more about the topic addressed.

LESSON 1. **ASSESS YOUR NEEDS AND BUDGET BEFORE INVESTING.**

For more information, refer to the following chapters:

- Chapter 2, Planning
- Chapter 4, Camera Systems
- Chapter 8, Investigations
- Chapter 9, Use in Trials

Installing a public surveillance system is a resource-intensive endeavor, requiring a substantial time and labor investment in addition to equipment costs. Stakeholders in cities that have

installed such systems caution that jurisdictions should invest from the start in the highest quality cameras and networks. While it may be tempting to purchase less expensive equipment, keep in mind that the usefulness of the system for investigations and trials depends on the quality of the images captured. A lower quality camera, for example, may be unable to produce images with identifiable faces during darkness or inclement weather.

Carefully assessing the needs of your jurisdiction and the budget available for camera installation can inform the decision on the proper level of technology. Many options for surveillance systems are available, and determining the option that is most appropriate for a given jurisdiction will depend on the location of cameras, their intended purpose, and the available budget. As detailed in chapter 4, cameras can be stationary or moving, networked or stand-alone, and have varying levels of visibility, signage, and protection. Typically, jurisdictions are able to blend technology, enabling it to be tailored to specific locations within the system. While most jurisdictions opt for a wireless network with PTZ cameras that are hardened (physically protected, i.e., using a bullet-resistant casing that encloses the camera), have lights and signs, and are more overt, a system of this type will be less helpful for undercover operations. Jurisdictions should clarify the purpose and intended use of a proposed system and their available budget in order to determine the best system to fulfill their needs.

LESSON 2.

PLAN AHEAD FOR MAINTENANCE, INFRASTRUCTURE, AND OTHER ONGOING COSTS.

For more information, refer to the following chapters:

- Chapter 2, Planning
- Chapter 7, Monitoring

Initial equipment costs are only a small part of the budget required for a fully functional surveillance system. It is important for jurisdictions to plan ahead for ongoing costs associated with using and maintaining an effective system. The value of a surveillance system depends on the continued functionality of its cameras and network. Cameras themselves will wear out, be vandalized, or require maintenance for other reasons. Camera technicians in one jurisdiction noted that cameras must be replaced every few years. If a jurisdiction wants to implement a wireless network, antennae will have to be readjusted regularly as weather or accidents cause misalignment and lines of sight must be maintained. Similarly, camera viewsheds must be regularly cleared of plant growth or other local obstructions. The infrastructure of a camera system, as well as the hardware involved, will likely need replacing on a somewhat regular basis. One city's camera technician estimated a five-year life cycle for equipment involved in regular surveillance.

In addition to maintenance expenses are the ongoing costs associated with staffing and operating the surveillance system. Staff, either uniformed or civilian, must be assigned to monitor cameras or retrieve footage from internal hard drives for non-networked cameras. The use of existing sworn officers for monitoring may necessitate the hiring of additional patrol officers to maintain the current police presence, though effective use of active monitoring may nullify

the need for such action. Cameras may also require additional technical staff to manage the demands of the new system.

LESSON 3.

PLAN CAMERA LOCATIONS TO MAXIMIZE THE VIEWSHED.

For more information, refer to the following chapters:

- Chapter 2, Planning
- Chapter 3, Policies
- Chapter 6, Locations

Camera placement is an important but potentially controversial component of public surveillance implementation. Several strategies may guide where to install cameras, including mapping crime in the community to identify hot spots; consulting local-level police heads or representatives; soliciting feedback from the public; or blanketing

distribution throughout an area. Crime mapping determines locations with the highest number of incidents, and may enable police to get the most use out of a system. Political and public concerns, however, may make relying solely on crime data unfeasible. Similarly, environmental factors, such as inadequate lighting, the location of buildings, vegetation or other obstructions, may preclude camera placement at the site. While considering the public’s perspectives is important for enlisting support for cameras, jurisdictions must take care not to undermine the usefulness of a surveillance system through poor placement decisions.

Even with the best placement plan, some individuals or groups will likely be unhappy with the final decisions regarding installation. Jurisdictions have worked with discontented neighborhoods in several ways. In one city, for example, council members used their own budgets to purchase and install cameras in neighborhoods in which their constituents live to then link to the police network for monitoring purposes. In other cities, citizen groups have purchased their own cameras and monitored them independently of the police. It is also likely that camera implementers will encounter resistance to camera installation, as citizens may perceive them as decreasing property values by labeling their neighborhood as crime-prone. Others may object on civil liberties grounds, voicing concerns that cameras are an invasion of privacy and free speech. Involving the public in planning and educating them about regulations and intended uses may alleviate some of these concerns.

LESSON 4.

CONSIDER INTEGRATION WITH OTHER TECHNOLOGY.

For more information, refer to the following chapters:

- Chapter 2, Planning
- Chapter 5, Meshing Technology

Public surveillance systems can work in concert with other technology to enhance the amount or quality of information available to police, investigators, and attorneys. Several jurisdictions have been able to successfully integrate new surveillance systems with technologies already in regular use within the police department, such as gunshot detection

systems or incident mapping software. License plate recognition software, which enables automatic analysis of video, is currently in use around the country and already relies on cameras to operate. Other technologies, including facial recognition and video analytics, are not yet sophisticated enough for routine use in the field without ideal conditions and are quite costly. However, jurisdictions may want to stay attuned to developments in complementary technology and build systems with an eye toward integration as advancements are made.

LESSON 5.

BALANCE PRIVACY PROTECTION WITH SYSTEM UTILITY CAREFULLY.

For more information, refer to the following chapters:

- Chapter 3, Policies
- Chapter 7, Monitoring

When writing policies regulating public surveillance systems, jurisdictions must strike a careful balance between protecting citizens' privacy rights and enabling police to utilize camera technology in an effective manner. The rules governing operation of a public surveillance system should

be carefully designed to ensure that both safety and individual rights are protected. The First, Fourth, Fifth, and Fourteenth Amendments address citizens' rights to privacy, anonymity, and equal protection of the law. Where camera viewsheds overlap with private property, anything that would not ordinarily be in plain sight is legally protected. While no courts have ruled that public surveillance on public property is a violation of constitutional rights, individuals have expressed legitimate concerns regarding how footage may be used.

These concerns, however, should be balanced with the interests of using public surveillance to its fullest potential crime prevention and investigative capacity. Monitors, police officers, investigators, and attorneys must be able to access video feeds in order to put them to good use. For monitors, it is important to allow for the manual manipulation of cameras to provide the clearest and most useful footage. In cities with more restrictive regulations, active monitoring can be challenging and may, as a result, fall by the wayside. Given the significant investment required to install and maintain a surveillance system, jurisdictions should draft policies that allow them to maximize utility within legal boundaries. Cities with extant surveillance systems have dealt with this issue in different ways and with varying degrees of success. In addition to learning from the experiences of other jurisdictions, consulting with legal counsel early in the planning process may guide decision-makers in striking an appropriate balance.

LESSON 6.

WEIGH THE COSTS AND BENEFITS OF USING ACTIVE MONITORING.

For more information, refer to the following chapters:

- Chapter 4, Camera Systems
- Chapter 7, Monitoring

While active monitoring is a more expensive option than passive monitoring due to additional staffing and equipment costs, it can provide law enforcement with opportunities to respond to crime that they would not have otherwise

had. Active monitoring affords law enforcement the same investigative benefits as passive monitoring, but it also may enable law enforcement to engage in real-time identification of witnesses and respond to crimes in progress. Employing monitors to watch cameras in real-time enables law enforcement to prevent or disrupt crimes and dispatch officers quickly, sometimes even before a call for assistance has been placed. In addition, having trained staff monitor a live feed can provide first responders with information about potential dangers, people of interest, and other circumstances at the scene. Such information can enhance both officer and civilian safety.

LESSON 7. **INTEGRATE CAMERA SYSTEMS WITH EXISTING PRACTICES AND PROCEDURES.**

For more information, refer to the following chapters:

- Chapter 3, Policies
- Chapter 4, Camera Systems
- Chapter 7, Monitoring
- Chapter 8, Investigations
- Chapter 9, Trials

Jurisdictions have employed many different techniques to use cameras in concert with existing policing strategies and practices. For example, one jurisdiction reported focusing patrol efforts in the areas just beyond the view of the camera, enabling officers to anticipate displacement by strategically deploying patrols to areas where criminals are likely to migrate, in order to prevent crime and apprehend perpetrators. Integrating cameras with community policing

strategies may also help cities tailor systems to the particular needs of local neighborhoods. In other situations, police may find it useful to incorporate new tasks into usual routines. In one jurisdiction, police began photographing suspects upon arrest to document their clothing for later comparison to footage of the incident in question. Cities may also find it beneficial to integrate camera systems into their CompStat programs, which use crime statistics to strategically deploy officers and target neighborhood crime. Using portable cameras may be especially useful in this context for following crime hotspots as they emerge and responding to evolving crime patterns.

LESSON 8. **SET AND MANAGE REALISTIC EXPECTATIONS FOR VIDEO FOOTAGE QUALITY.**

For more information, refer to the following chapters:

- Chapter 4, Camera Systems
- Chapter 7, Monitoring
- Chapter 8, Investigations
- Chapter 9, Trials

Even the best public surveillance technology has limitations, and jurisdictions installing systems should take care to manage the expectations of the public, police, attorneys, and other stakeholders. Footage quality may be adversely impacted by darkness, inclement weather, equipment damage, or dirt collecting on the dome or lens of the camera itself. As a result, images can be grainy, cloudy, or otherwise unclear. Furthermore, it is unrealistic to expect that all cameras will be actively monitored at all times, resulting

in cameras operating on preset tours instead. With pre-programmed tours,¹³ cameras may be diverted to another viewable area when an incident occurs and catch little or nothing of the incident itself.

The realities of camera footage contrast sharply with how this technology is portrayed in the popular media. Due to the prevalence of crime and forensics related television shows, practitioners must contend with the unrealistically high expectations jurors and attorneys may have of surveillance systems and other technology. To combat these expectations, practitioners should be educated in how to use and present footage effectively. While the cameras may not capture the incident in full or fine detail, useful information can still be gleaned from the surrounding circumstances and individuals that are captured on camera. That said, cameras should be viewed as a supplement to an investigation rather than as a replacement for other investigative tools.

LESSON 9.

USE SURVEILLANCE SYSTEMS TO COMPLEMENT, BUT NOT REPLACE, ROUTINE POLICING, INVESTIGATIONS, AND LEGAL PRACTICES.

For more information, refer to the following chapters:

- Chapter 7, Monitoring
- Chapter 8, Investigations
- Chapter 9, Trials

Public surveillance systems are useful “eyes on the street,” but they cannot replace patrol officers or investigators. As with other technologies, camera systems are best viewed as tools to support and enhance traditional policing. Cameras typically produce color images, when there is sufficient lighting, and black and white images at night without audio

and often with varying image quality. Alone, these images may mean little. In the hands of trained officers and investigators, however, these images can provide information on people, circumstances, and incidents leading to arrests and prosecutions.

Video offers both officers and investigators the unique ability to see incidents, circumstances, and people of interest with their own eyes. Investigators can use footage to assist them in interviewing witnesses and corroborating stories. Patrol officers, familiar with individuals residing in neighborhoods, may be especially helpful in identifying witnesses, suspects, or victims. The cameras allow police officers to identify the people that were present at the scene of the crime and then use their personal ties with the neighborhood to gain cooperation of those eyewitnesses.

¹³ A camera “tour” is a pre-programmed instruction to the camera indicating which direction, using its pan, tilt, and zoom capabilities, and at what interval, it should record. This pre-determined pattern of movement is used when operators are not viewing the footage in real-time. Though leaving a camera in a fixed position may capture more details if a crime were to be committed in that exact location, a touring camera increases the area being recorded, thereby increasing the probability of capturing a crime committed in its vicinity.

LESSON 10.

INCORPORATE VIDEO EVIDENCE WITH WITNESS TESTIMONY IN COURT.

For more information, refer to the following chapters:

- Chapter 8, Investigations
- Chapter 9, Trials

Video footage can be powerful evidence in court, but it cannot take the place of witness testimony. Attorneys who have used video in courts report that jurors view footage as an unbiased account of the events in question. This perceived reliability can be an asset or a hurdle for attorneys. Footage alone typically does not include audio and could have a poor image quality and presents a completely objective view of what transpired. Nonetheless, most attorneys recommend using any available footage, as the lack of expected footage can be more of a handicap than poor footage. In cities where citizens are aware of the existence of cameras, jurors may expect footage to be presented in a case and mistakenly attribute the lack of it as a lack of evidence overall. Attorneys should learn to manage juror expectations and use the available video footage with traditional witness testimony.

Indeed, witness testimony provides the context that footage alone often lacks. When presenting video footage, a police officer is often required to authenticate and explain events as they unfold. Video footage can also be used to confirm or refute the testimony of individuals at the scene of the incident. Even small details about the scene, timeline, or actions surrounding the incident can be used to create reasonable doubt or bolster witness credibility.

Chapter 2.

What type of planning is needed before implementing a public surveillance system?

Detailed planning is crucial to successfully implementing a useful public surveillance system. Prior to investing in public surveillance technology, jurisdictions should carefully examine their goals, assess their budget, consult relevant stakeholders, anticipate possible public reaction, and review policies and legal implications. Proceeding without first considering these issues impairs the ability of stakeholders to determine the best possible camera system for the jurisdiction and may diminish the utility and functionality of that system in the long term.

Purpose

Clarifying the purpose of the proposed public surveillance system enables stakeholders both to evaluate benefits and to select the best possible complement of technology. Generally, the goal of any camera system is to reduce crime. Placing cameras and reducing local crime increases citizen perceptions of safety within neighborhoods. Furthermore, averting crime precludes resource and psychological costs associated with victimization. Preventing crime saves the jurisdiction the cost of investigating crime, as well as the costs associated with arrest, prosecution, and incarceration. Jurisdictions with clear goals will make more informed decisions about camera type and placement. Different camera technologies are more appropriate for different situations, as discussed in chapter 5 of this guidebook. For example, a covert camera may have less of an impact on street-level crime than a large-sized overt or semi-covert camera with the police emblem and flashing blue lights. The latter will be unhelpful in the course of police sting operations, however. Clarifying the specific goal of each camera allows for a more informed and effective technology investment.

Budgeting

When implementing a public surveillance system, planners should distinguish between two types of anticipated costs: initial startup costs and ongoing costs. Costs will vary by the system selected and the conditions of the existing city infrastructure. Initial costs include expenses such as cameras, software, site preparation, and the installation of either a wired or wireless network to connect the cameras. The ongoing costs of maintenance, utilities, upgrading systems, and monitoring are often overlooked or underestimated by cities implementing surveillance systems.

Initial Costs

The cost of the cameras themselves varies by the quality and features included. A trade-off exists between camera quality and price; public surveillance veterans advise adopting jurisdictions to invest in the highest quality system possible, as poor quality images have limited utility in investigations and court proceedings. When installing cameras, thought should also be given to vandalism prevention techniques, such as bulletproof casings, locked electrical boxes, or enclosing exposed wires with metal casing. While such camera protections will add to the cost of cameras, they are also likely to extend the life of cameras placed in high-crime neighborhoods.

While cameras may each cost several thousand dollars, these costs can be dwarfed by the expenses associated with developing the necessary infrastructure to support a surveillance system. The most significant costs are those associated with creating a network and connecting cameras to a reliable power source. Camera mounting sites, poles, or buildings must have the necessary electrical wiring to power the cameras. If installing cameras on a light pole, for example, the pole will need to be reconfigured to draw power throughout the day rather than only at night. Other infrastructure considerations include the lighting at the site and objects that may block the camera's line of sight, such as plant overgrowth. Depending on the location, the installation of additional street lighting and significant tree pruning may be necessary. For more information on strategic camera placement, refer to chapter 6 of this guidebook.

Another initial cost involves the expense of additional infrastructure expenditures to network the cameras, which enables footage to be seen from a local or central station without physically retrieving the camera hard drive. For a wired network, fiber optic cable must be laid throughout the city to connect cameras to a monitoring site. If using a wireless network, the city must install cameras with a clear line of sight to each other, using the camera's antennae to relay information across the network. These are not concerns for free-standing cameras, though such

INITIAL COSTS

- Camera Purchase and Installation
- Software
- Vandalism Protection
- Connecting to Power Supply
- Wireless/Wired Network Creation
- Site Preparation (lighting, pruning, etc.)
- Labor Costs

cameras have another set of costs associated with retrieving the hard drive from the camera each time an incident occurs. Whether selecting network or freestanding cameras, the jurisdiction must also budget for the appropriate software to monitor or view footage.

Ongoing Costs

Though the initial costs of camera system implementation are high, jurisdictions should not consider a surveillance system a one-time investment. Rather, the system requires constant maintenance, repair, and resources in order to continue operation and yield the greatest benefits. Many costs are routine and easily anticipated, while others require some budgetary flexibility to address. Electricity, data servers, rent and utilities for monitoring facilities and computer equipment fall into the routine category. Similarly, the cameras themselves must periodically be serviced and cleaned. Depending on the type of system implemented, other costs may include personnel for active monitoring, technicians with bucket trucks to retrieve hard drives from stand-alone cameras, wireless antennae realignment, or cable replacement. Ongoing costs are also incurred to cover the salary and benefits of camera monitors.

ONGOING COSTS

- Camera Cleaning, Repair, and Replacement
- Upgrading Systems
- Regular Site Maintenance
- Accident Repair
- Monitoring Personnel
- Technical Personnel
- Utility Fees

In addition to these routine and ongoing costs, all camera systems are subject to periodic challenges posed by adverse weather, traffic accidents, vandalism, and foliage overgrowth. Public surveillance cameras have been subject to assaults including spray paint, cut wires, gunshots, and other forms of vandalism. Wireless networks may be especially sensitive to weather conditions and changing site conditions, as they are dependent on a line of sight to connect to the network.¹⁴ Even if not vandalized or damaged in an accident, cameras running on a constant tour may require replacement every 1–5 years as their motors wear out.

Key Stakeholders

Another aspect of public surveillance system planning involves engaging those who have a vested stake in both the use of cameras and the well being of the community in which they are located. These key stakeholders include public officials, members of the law enforcement community, and local residents. With regard to fundraising and implementation decisions, cities that have implemented surveillance systems have typically relied on a combination of city officials and law enforcement representatives as the primary champions and decision-makers

¹⁴ Several cities use camera systems that require an unobstructed, wireless path between each camera or node. Cameras in these cases not only serve as video recording devices, but are also equipped to be both receivers and transmitters of other cameras' recorded video feeds. Each camera assists in transmitting all recorded data or camera footage between nodes until it reaches a viewing terminal.

for the project. Law enforcement actors likely include the chief of police, district commanders, and information or technical officers; they have made logistical arrangements of camera placement and monitoring, interfaced public surveillance systems with existing law enforcement technology, and established policies and procedures to prevent misuse. Public officials and city representatives who have been involved in other public surveillance implementations include mayors, city administrators, and city council members. These representatives can take responsibility for any necessary legal changes, public relations, and provide an important link to the community.

Community Involvement

Community representatives are equally important stakeholders in the planning and implementation of camera systems. Cities have solicited community involvement by convening public meetings, sending representatives to community meetings, and posting rules to city registers. Members of the community often have mixed reactions to the introduction of a public surveillance system. On the positive side, cities that have implemented surveillance systems have been lobbied by residents in high-crime areas requesting cameras. In one jurisdiction, city council members used their own budgets to purchase cameras demanded by their constituents, since the demand for cameras far exceeded the funds initially allocated by the city. In contrast, citizens and community groups have also raised concerns about civil liberties, racial profiling, and visibility of private homes and property (see **Evaluating Privacy and Civil Liberties** in the next chapter). Jurisdictions must consider the potential negative impact of public surveillance on residents' privacy rights and civil liberties and should design systems to minimize those potential harms. These measures should be fully communicated to citizens through open dialogue that discusses the explicit regulations that will govern camera use. Community education about camera use and efficacy can also raise awareness of the potential public safety benefits of cameras. Such education can take the form of media awareness campaigns, open hearings, and sending representatives such as uniformed officers to discuss cameras at neighborhood meetings. Signage can also play a role in informing the community of the presence and purpose of cameras in their neighborhoods.

They [CCTV cameras] show the community that we will use every available resource to stop crime.

*Public Official, Camera
Implementation Site*

Legal Consultation

Legal counsel should be involved early in the planning stages of surveillance system implementation to review existing surveillance laws, address legal issues as they arise, and work with stakeholders to draft new regulations as necessary. Some legal issues to consider include legal viewing areas, the rights of people in public and private areas, and any existing state or local laws regarding surveillance. Special consideration should also be paid to the First and Fourth Amendment rights to freedom of speech, freedom of press, freedom of assembly, freedom of religion, freedom to petition the government, and protection from unreasonable searches and seizures. These concerns are addressed more fully in chapter 3 of this guidebook.

Sound and prudent plans for surveillance systems require the anticipation and valuation of both one-time and ongoing costs and the involvement of both city decision-makers and those most likely to be affected by camera implementation. Considering and planning for these factors will make a city well positioned to yield the greatest possible impact from its camera investment.

Chapter 3.

What policies and procedures should be considered prior to implementation?

Policies that bear consideration prior to camera installation fall into two categories: protecting civil rights and ensuring the credibility of footage collected. Surveillance, even in public areas, raises several constitutional concerns, including privacy, anonymity, and equal protection under the law. Jurisdictions have addressed these concerns through a variety of policies aimed at narrowing camera viewsheds, establishing monitoring procedures, and regulating footage use. In order to ensure that footage collected is valuable for prosecutions and investigations alike, policies to prevent tampering should also be established before implementing the surveillance system. This chapter of the guidebook is not designed to replace legal counsel, which is highly recommended when addressing such policies. Rather, it is designed to provide an overview of the legal and civil rights issues camera system implementers should consider.

Legal and Civil Rights

When planning the installation of a camera monitoring system, it is important to consider the constitutional implications of surveillance, most notably those arising from the First, Fourth, Fifth, and Fourteenth Amendments. Within the context of a surveillance camera system, these Amendments require camera implementers to consider issues of privacy, anonymity, and equal protection under the law.

The First and Fourth Amendments, taken together, provide individuals with the right to privacy; this right needs to be considered in developing monitoring and storage policies. The First Amendment protects the right of individuals to freely associate and express ideas either verbally or in written form. The Fourth Amendment protects individuals from unreasonable searches and seizures. Locations and contexts for which there can be a reasonable expectation of privacy are often disputed. While no courts have ruled that public surveillance on public

property constitutes an unreasonable search, the Supreme Court has made two relevant rulings about privacy.¹⁵ First, individuals have the right to act anonymously when exercising their first Amendment rights to free association and expression. Second, policies that discourage people from exercising these rights may be struck down.¹⁶

A comprehensive public surveillance system has the potential to infringe upon these rights in several ways. Footage establishes an extensive record of the associations, speech, and reading material of individuals within the camera's sight. If footage is not properly regulated and securely stored, this information could be used to infringe on an individual's ability to act anonymously, a right that dovetails with consumer protections against publishing places of patronage.¹⁷

Concerns surrounding private property stem primarily from Fourth Amendment rights. Due to the typical height and location of camera placements, viewsheds can easily overlap with private property. This can become a problem if cameras are able to view things not normally in plain sight, and thus protected from warrantless search. For example, a camera may be able to view into a second story window, an area normally out of view to police or other observers.

The Fifth and Fourteenth Amendments establish the right to due process, or fundamental fairness and equal application of law. To prevent conflict with these Amendments, monitors and stakeholders should ensure that surveillance is not conducted in an unequal or discriminatory manner. Protections should be put in place to ensure that monitoring efforts do not focus unduly on certain groups or individuals on the basis of race, gender, religion, or sexual orientation.

Protecting Civil Liberties

Given the importance of safeguarding these constitutional rights, jurisdictions should establish guidelines, policies, and procedures prior to the implementation of a camera system to ensure that the constitutional concerns are addressed and individual rights are adequately protected. Such protections should be considered for three aspects of the surveillance system: camera installation, monitoring, and footage use.

When installing cameras, steps can be taken to protect privacy by masking inappropriate views

POLICY ISSUES TO CONSIDER

- Protecting Anonymity and Personal Privacy
- Respecting Private Property
- Preventing Discrimination
- Providing Training and Supervision to Monitors
- Ensuring Evidence Quality and Integrity

15 The Constitution Project. 2007. Guidelines for Public Video Surveillance: A Guide to Protecting Communities and Preserving Civil Liberties.

16 Ibid.

17 Ibid

such as yards or second story windows. This can be achieved manually by situating the camera so that it cannot physically pan in the direction that should be prohibited. With the right software, camera tours can also be programmed to avoid panning toward private areas or digitally blur selected areas. In the absence of these measures, which may be constrained by financial or logistical limitations, most jurisdictions rely upon stringent monitoring policies.

Regulating monitoring practices through training and supervision is a critical component of protecting civil liberties. Training serves to raise monitors' awareness of civil liberties while also instructing them on prohibited behavior. Both the type and degree of training required may depend on the background of monitors, as a sworn officer is likely to have a background in civil liberties while a civilian may not. Jurisdictions may also include training on identifying suspicious behavior in order to prevent monitors from relying on profiling as a proxy for suspicion. A second strategy to ensure that monitors adhere to standards of privacy, anonymity, and equal protection is to require supervision in the form of a ranking officer, formal supervisor, or the presence of other monitors. The notable tradeoff is that more supervision requires additional resources in the form of labor costs.

In addition to monitoring practices, written, publically accessible policies should be developed to address how and under what circumstances footage obtained from surveillance cameras can be used, and what the disciplinary consequences are for misuse. Establishing clear guidelines may alleviate public concern and establish a clear role for camera footage in investigations. Questions to address include whether and in what form the footage can be released to the public or the media, and whether the footage can be distributed internally for informational or training purposes. Such guidelines should also address the data retention policies associated with historical video footage in order to limit the potential for abuse through fishing expeditions of footage databases and the development of digital dossiers on individuals that are not based on probable cause or reasonable suspicion.

Ensuring Evidentiary Integrity

Equally important to the civil liberty considerations that public surveillance systems present are those pertaining to the integrity of the video footage that such systems produce. The value of a camera system is limited if footage cannot be shown to be accurate, reliable, and admissible in court. Some jurisdictions have found it helpful to develop specific procedures to augment the effectiveness and credibility of camera evidence. Such practices include noting camera presence when police first arrive at a crime scene and photographing arrestees to record the clothing they are wearing to increase the ability to identify them in video footage. Ensuring a reliable chain of custody protects footage from both actual tampering and unfounded accusations of tampering. Attention should also be paid to electronic trails such as encryptions, authenticity certificates, and time stamping, which provide additional assurance that footage has not been altered.

Taking civil liberty and evidentiary concerns into account prior to camera installation can preempt or minimize legal challenges. By establishing clear guidelines for footage storage and use, such as those discussed in chapters 8 and 9 of this guidebook, jurisdictions can ensure that any evidence collected is admissible in court. Discussing civil liberties early may have the additional benefit of bolstering public support for a surveillance system and alleviating community concerns of misuse. When drafting regulations, jurisdictions should keep in mind that restrictions on how footage is used may also limit its utility for police, investigators, defense attorneys, and prosecutors. Each jurisdiction that uses public surveillance must determine its own balance of regulation and utility, based on its local context.

For all of these privacy and civil liberties safeguards, it is important for jurisdictions to document policies and practices in written form and make them publically accessible. Doing so will hold camera users accountable, while assuring the public that the policies exist and will be followed. Such written policies should also include information regarding the consequences associated with misuse of cameras by both sworn and civilian personnel. For guidance in designing written guidelines for public surveillance systems, see The Constitution Project's Guidelines for Public Video Surveillance at <http://www.constitutionproject.org/manage/file/54.pdf>. Readers may also wish to review the well-documented policies developed by the Metropolitan Police Department at <http://www.dcregs.dc.gov/Gateway/ChapterHome.aspx?ChapterNumber=24-25> .

Chapter 4.

Which camera system is the best for public spaces?

When deciding to implement a camera system, one of the many questions facing city stakeholders is what type of camera to employ. While technology is constantly changing, an array of options already exists. For example, one study site that had used public surveillance cameras for several years had already matured through a number of phases of camera models. During initial discussions and implementation plans, stakeholders should assess their current needs and where this camera program fits in their overall crime-fighting strategy; certain models may be more applicable to serving these needs than others.

Fixed-View, Stand-Alone Cameras

The most basic camera type is one designed to be fixed to a pole or other structure, with no ability to pan, tilt, or zoom (PTZ). These cameras record a single view and the most rudimentary among them has a stand-alone hard drive that can be set to over-write its contents when it becomes full. If an investigator needs to review a camera's footage, however, a technician would be required to manually switch out the hard drive for the camera location and download its contents before the investigator could view it. As police are using this model less frequently for crime control purposes, it is quickly losing ground to its successors, for which pan, tilt, zoom possibilities are standard and the ability to transfer video wirelessly across an encrypted network is commonplace.

PTZ Cameras

The stand-alone, fixed-view camera is deficient in a number of ways, the first being its inability to move. A camera needs to be able to move left, right, up, and down in order to record crimes as they are being committed. Urban centers are known for constant locomotion; a camera lacking any ability for motion reduces law enforcement's ability to capture wrong-doers; pan, tilt, zoom (PTZ) cameras were developed to address this mobility problem. Depending on

how they are mounted, these cameras can rotate nearly 360 degrees in any direction; in some cases, multiple lenses within a single camera provide images from more than one direction at once. PTZ cameras are programmed with a touring sequence that pans the camera and periodically zooms in and out as it is recording. When compared to the recording abilities of fixed-sight cameras, PTZ cameras afford a much higher likelihood of capturing a crime, provided it transpires near the camera location. Though clearly an upgrade, PTZ cameras may prove even more valuable when multiple cameras are linked through a network. In addition, when teamed with 911 communications centers, PTZ cameras can be switched from passive to active when a crime in progress call is received. This enables communications personnel to view where police have been dispatched to respond.

Network Cameras

Networking cameras can accomplish multiple goals. They solve the problem of the stand-alone hard drive in that networking allows cameras to send footage to an external terminal where it can be viewed both in previously-recorded video and live footage. In the network, not only do the cameras record, they also serve as a relay, transmitting video from one camera to another until it reaches a camera that is connected to a terminal in the network web. Cameras are linked in one of two ways: wired or wireless transmissions. When cameras are connected to each other via wires, high-speed fiber optic cables are used. The information from one camera is sent to another camera or to the terminal if the camera is directly wired to it. The benefit to wired-cameras is that there is a dedicated line between the two units. However, if this line is severed and no other lines exist, the cameras will not be able to transmit. Wireless technology helps to solve this problem by removing the need for wires in order to transmit information. Instead, cameras contain antennae that send the information via radio waves to each other or the main terminal station. Their benefit manifests itself in lower costs because a fiber optic network doesn't need to be built.



Source: Urban Institute. Representation of camera network.

In a wired system, when one fails, it incapacitates any other cameras with which it is linked. By removing wires, wireless cameras can transmit to any other cameras that are within its range; creating a redundant network that provides several avenues for information to arrive at its destination, and improving a camera system's ability to successfully transmit video to a terminal. Networking cameras provides a jurisdiction with the opportunity to view previously-recorded footage, within a specific timeframe, or real-time footage of any camera at any moment. Stand-alone cameras, on the other hand, do not allow for the real-time viewing of multiple cameras, and require a technician to retrieve the hard drive. The ability to view what the camera is seeing

as it is happening is essential to implementing active monitoring into a city's public surveillance system. A significant downside to wireless networking is the fragility of the transmission bridge; absent ongoing maintenance, transmission can become inoperable due to age, weather, or vandalism.

POD Cameras

Another camera available to most cities implementing a public surveillance system is the Portable Observation Device (POD). As the name implies, these cameras are designed to be mobile, allowing for law enforcement to change the camera's location as crime or resources dictate. Within the POD category of cameras, there are sub-categories, each of which has varying levels of ease in portability. One type of POD is large and highly overt as it can display the police department's emblem as well as flashing lights. These cameras are wireless and contain their electronics within a bullet- and tamper-resistant casing, which adds to the overt nature of the POD. This particular type of camera, while portable, is more cumbersome to move than most other PODs. Other, smaller versions of POD cameras have separate electronics units. These models offer increased flexibility in camera placement, as the smaller stand-alone camera can be mounted in areas that would not be possible if it was connected to the larger unit, such as on a police squad car or dashboard. Similar to the aforementioned POD, the camera and/or unit can display the department's emblem and flashing lights. There are additional POD models significantly smaller in size and designed primarily for covert surveillance. Even if their use is not covert in nature, the smaller size of the camera and electronics unit is more versatile in placement when compared to the other two POD models described above.

Camera Hardening

Regardless of camera type, physical protection—often referred to as “hardening”—can shield cameras and electronic equipment from vandalism and the elements, which is critical to a camera's continued operation. Camera hardening involves protecting all aspects of the camera, including the lenses and electronic conduits. Indeed, there are several different ways to incapacitate a camera's ability to record unless proper steps are taken. In one city, for example, the initial camera installation involved enclosing the camera in a bullet-resistant casing, yet foregoing protection of the electronics conduit, which brings electricity to the camera. Instead of using a metal covering and lock to secure the wires, they were merely wrapped with electrical tape. Vandals soon exploited this vulnerability by cutting the wires, rendering the camera inoperable. While this was a relatively simple fix, it underscores the importance of protecting all components of the camera system. For example, many jurisdictions reported that vandals have spray-painted the domes covering the cameras, thus obstructing anything the cameras may be able to record. To combat this, several camera manufactures have produced domes made of materials that prevent spray-paint from drying. While the paint will still cover the dome and

affect its ability to view and record, the maintenance time and costs are significantly reduced to reinstate the camera into full use.

Signage and Lights

The key purpose of camera signage and lights is to advertise the camera's presence, enhancing its prevention and deterrence value. Prominent signs and flashing lights remind would-be criminals that there is a camera in the area that could potentially record any illegal activities they might attempt. Regardless of whether or not a monitor is actually viewing the cameras, the mere potential that someone might be watching should serve as a deterrent.

In addition to crime prevention, lights and signs help advertise the presence of cameras to law-abiding citizens as well. One of the major concerns the public has with the implementation of a public surveillance system is the potential for the technology to infringe upon their right to privacy. While the cameras are placed in public settings and thus no legal protections to privacy exist, many citizens remain uncomfortable with the idea of being video recorded. In the absence of knowledge about where cameras are located, they may perceive that they are always being recorded. By affixing signs and flashing lights to cameras, the municipality is identifying that cameras are in the area and that a person's actions could potentially be recorded. Additionally, the signs and lights remind both law abiding citizens and potential criminals that the police have a presence and are engaged in ensuring their safety.¹⁸

Visibility

In terms of camera visibility, law enforcement may choose among overt, semi-overt, and covert camera options, depending upon need and intended impact. Police typically employ highly visible cameras for their deterrent effect and the fact that they symbolize the city's commitment to the safety and security of the public. These cameras are the ones most likely to have signs, police emblems, and flashing lights.

Semi-overt cameras are often smaller and may have some but not typically all of the features of an overt camera, such as signs but no lights. For example, a camera lacking signs and lights may be used in lieu of its more overt counterpart because of its proximity to residences. Neighborhood cameras have become commonplace as part of one city's surveillance system, but residents have complained at times that the cameras are too visible; they may drive down property values by advertising the area as "crime-ridden" and the lights in particular may disturb people in their homes. Reducing the size and removing the lights from these cameras allows them to reflect a law enforcement presence without affecting the quality of life of residents.

¹⁸ Alternatively, well-advertised cameras may increase citizens' expectations that law enforcement is available to intervene on the spot.

The security context and environment in which a camera is located may dictate whether an overt or semi-overt camera is more desirable. Much of the size of a surveillance camera is associated with the hardened, bullet-resistant casing that encloses the camera. If a camera is not easily accessible to vandals due to its height or other safety measures, then such precautions may not be warranted and a smaller, more compact camera is appropriate. In these instances, the camera may be less overt, but the inclusion of a flashing light or police emblem could easily add to its visibility.

Covert cameras can be roughly the same size as semi-covert cameras; however, they are generally black and lack signs, emblems, or flashing lights. While they can be seen were someone to know their location and be looking closely for them, their size and ability to blend into the surrounding makes them much less visible than their overt and semi-overt alternatives. Additionally, covert cameras can be disguised as a different, less obstructive item such as a light or smoke detector. The covert cameras are typically employed in homeland security activities, specifically to monitor and guard against terrorist activities.

Which camera system package is best?

Camera system packages can be configured to accommodate a variety of camera models and options. Decisions guiding the choice of camera systems are typically guided by the intended use of the system and are often restricted by budgetary limits. Nevertheless, most agencies opt for hardened cameras that have lights and signs. A wireless network, in comparison to one that is wired, provides redundancy and often costs less to install; wired networks require a commitment to building an entire infrastructure of wires if one does not exist already. Finally, cameras that have lights and signs provide for the possibility of deterrence that covert cameras, by design, will not deliver.

When making a purchasing decision, a city does not have to commit itself to a single type of camera model with a standard set of options. It is possible to network a variety of camera models, each having different options. However, this approach creates challenges, in that different camera models employ different encryption methods for securing data transmitted along the network, because the receiving terminal must be able to decrypt the information in order to see the footage. Employing a variety of camera models requires a system capable of decrypting the information in each of these various forms to ensure that all footage can be easily monitored. Cities intending to purchase a mixture of PTZ and fixed-site, overt and covert cameras, should therefore be prepared to ask additional questions of the camera provider and gain assurances that the cameras and network components are fully interoperable.

Chapter 5.

What technology might integrate well with a public surveillance system?

After a city decides to implement a camera system as part of its crime-control strategy, jurisdictions also have the opportunity to integrate this technology with other extant devices. Doing so may enhance crime prevention and investigation abilities in areas where they are implemented. This chapter discusses gunshot detection, license plate recognition, facial recognition, and video analytics technologies, describing each technology, illustrating how it can be integrated with a public surveillance system, and discussing its potential to improve crime prevention and response capabilities.

Gunshot Detection Systems

Gunshot detection systems (GDS) employ acoustic sensors, which are installed throughout a given geographic location in order to provide real-time alerts to law enforcement about the time and location of fired weapons. Each acoustic sensor is connected to a larger system which serves to network all of them together. These sensors scan sounds in the surrounding area, discerning whether a sound is a gunshot by comparing incoming sounds to a set threshold. If a sound is flagged as a possible gunshot, the sensor triggers the software to compare the wavelength and other factors, which help determine whether it is likely that it was a fired gun producing the sound instead of something with a similar sound, such as an engine backfire. If an incident passes this next level of review, the system analyzes other area sensors to confirm whether they too encountered wavelengths of that type near the time the initial sensor reports it occurred. If, upon accessing other sensors, they too report the same wavelength and deem it likely to be a fired gun, the system begins analyzing the times each sensor reports the sound and the strength of the wavelength, among other factors. These elements allow the system to triangulate the location of the gunshot within seconds of it taking place.

Each type and model of gun produces different sounds and wavelengths, and gunshot detection systems are better able to identify some over others. For example, Watkins et al. (2002) found in their evaluation that the system was best able to identify a fired shotgun, followed by a pistol, and was least effective in identifying gunfire from an automatic rifle. Gunshot detection systems, however, have made several advances since the release of that report, and they are designed to be adaptive. Because the sensors are continuously recording, technicians can analyze what sounds and wavelengths a given sensor documented when law enforcement confirms a gun was fired. If the sensors did not identify the incident as such, the system can be updated to correctly classify future wavelengths as gunfire.

GDS can be paired with other complementary technologies, such as crime-mapping software. By integrating GDS technology with crime mapping, officers are able to know the specific neighborhood and even the specific block where the gun was fired. Several jurisdictions and municipalities have taken a next step and incorporated gunshot detection systems as part of their Computer-Aided Dispatch (CAD) systems. This enables law enforcement dispatchers to see both where a gun was fired and what units are best able to respond to the scene; this often includes not only officers but emergency medical services as well.

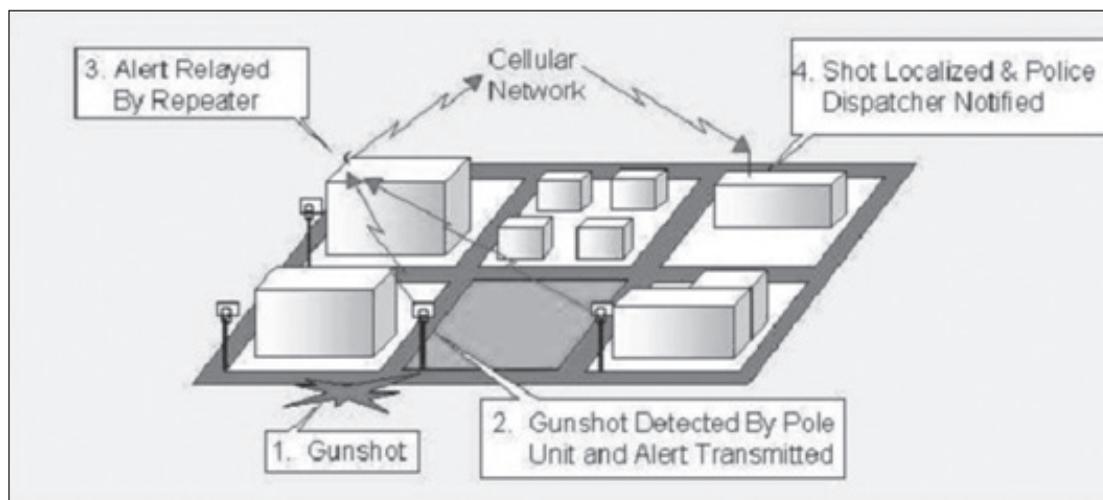


Figure 1. Model of Gunshot Detection Process¹⁹

Camera surveillance offers many advantages as a stand-alone tool, but incorporating the power of gunshot detection with it is a logical next step. For example, by incorporating GDS with surveillance cameras, when a gunshot is detected, it may trigger a passive camera to point in the direction of the shot or send a signal to an active monitor to “zero in” on the source or location

¹⁹ Litch, M., M. Calhoon, P. Scharf, et al. 2006. “Operational Outcomes of the SECURES® Urban Gunshot Detection Technology for Law Enforcement Crime Intervention Strategies and Force Protection.” Proceedings of SPIE 6201(62011R): 1–11.

of the detected gunfire. For the purposes of integration with camera surveillance specifically, GDS technology would act as an alert mechanism, assisting both passive and active monitoring approaches in identifying and capturing crimes that may have otherwise gone unnoticed.

License Plate Recognition

A License Plate Recognition (LPR) system does exactly what the name suggests: it is able to scan license plates on vehicles—even those moving at high speeds—and check the plates against state and federal databases to determine if the car was reported stolen or if the driver has any tickets or outstanding warrants. Though there are a variety of vendors selling various models, most LPR systems employ one or more cameras mounted on or in a police vehicle. For those models utilizing multiple cameras, the preferred placement is on the light bar across the roof of the car. These cameras link to the police cruiser's computer and display images on the computer's screen. If more than one camera is being utilized, a split-screen display is used to show two vehicles at a time. The cameras often have more than one mode, such as regular color capture as well as infrared (for use at night); some have other settings such as multiple pictures using varying shutter speeds and anti-glare features to combat the weather and other elements that may inhibit the system's ability to read and process the license plate. These systems have the ability to scan in excess of 3,000 plates in a given patrol shift, whereas the average officer checking manually may only be able to process 100–200 license plates per shift.²⁰

While the license plate images are being displayed on the screen, they are simultaneously being compared against databases to which the system has access. For example, the images could be run through a database containing all locally stolen vehicles, vehicles wanted because of their use in the commission of a crime, vehicles with warrants issued for the owner of the vehicle, and any other state or federal databases that the system has access to as well. During the course of its scanning, if a license plate image generates a match, the system can inform the officer visually on the screen and audibly as well. The in-car system also provides the user with the ability to manually key-in observations about the vehicle in question. These notes, as well as the information usually maintained after a license plate scan, are kept in the computer's database for a predetermined number of days (approximately 10 days on average), and are also transmitted to a larger database housed in police departments for indefinite storage. Similar technology is implemented at highway tolls and pay-to-park lots to identify motorists who try to proceed without paying the designated fee. The success of a system such as this, however, is largely based on the database against which the image is being compared. Without a robust collection of license plate numbers, the ability to scan a license plate in real-time does not add much value; being able to access information about that license plate number, the vehicle, and its owner by comparing it to a database is what truly provides the value to this system.

²⁰ City of Chicago, 2007. "Staying Ahead of the Curve." Technology Update. Information Services Division, Bureau of Administrative Services, Department of Police, City of Chicago, Summer.

This type of technology offers many opportunities to law enforcement. First, it allows officers to learn in real-time whether there are outstanding tickets or warrants associated with the vehicle or the vehicle's owner, or if it has been reported stolen or used in the commission of a crime. The ability to access all of the other previous scans of the license plate enables officers to discern if the plates had been switched from a previous vehicle. This may indicate that the plates were stolen or that some other illegal activity has taken place, thus necessitating further inquiry. In terms of investigating or prosecuting a crime, LPR technology can aid in verifying or refuting a suspect's alibi, or in confirming the location of a suspect's vehicle at the time an incident took place.

Integrating LPR technology with a public surveillance system can yield additional benefits. Personnel engaged in active monitoring have reported that one of the first things they look for when viewing a camera, besides the faces of suspects or suspicious individuals, is the license plates of the vehicles that suspects are operating. By focusing the camera on the license plate, investigators reviewing the footage later will be able to access information about the vehicle and its owner. Joining public surveillance with LPR technology provides for a more automated approach. Just like officers driving a patrol cruiser equipped with cameras to automatically identify, focus on, and capture an image of a vehicle license plate, surveillance cameras that are being actively or passively monitored could be programmed to execute a similar process. During the course of a monitor's active surveillance or an automated camera's pre-programmed tour, a subsystem could be in place that captures images of any license plates it encounters and then compares them against specified databases as described above. In its current form, because license plate recognition systems are usually attached to police cruisers, suspects may attempt to elude detection. Incorporating this technology into a surveillance camera system, which is less noticeable than police cruisers, may increase its effectiveness compared to its use as a stand-alone technology.

Facial Recognition

As with license plate recognition systems, the power of facial recognition systems rests with an underlying database from which a unit scanning an image in real-time can compare it to in order to relay important information to law enforcement. Facial recognition technology²¹ captures images continuously, and transmits those images to a computer using a pre-programmed algorithm that matches the image to a face in the database. The camera's software is programmed to identify eyes, nose, mouth, and/or ears, due to their relatively stable distance away from each other, and these combined data points are flagged as an image of a face. After this process, the face—a set of landmarks at given distances away from each other—is scanned into a database containing facial images of known criminals. When scanning the database, the computer is

21 Woodward, J., C. Horn, J. Gatune, and A. Thomas. 2003. "Biometrics: A Look at Facial Recognition." Documented Briefing prepared for the Virginia State Crime Commission.

attempting to match the suspect landmarks to the known. If the computer declares a match, officers in the area can be dispatched to confirm the match as well as question the suspect further. If, upon detaining the suspect, it is determined that the match was made incorrectly, the program is adaptable. Thus, each incorrect match helps refine the system for its next use with the purpose of reducing the instances of incorrect identification in the future.

While such technology is compelling in theory, it is not currently refined enough for use in mainstream police departments. However, the National Institute of Science and Technology has been conducting yearly evaluations of algorithms and systems working on face recognition technology as well as iris scanning and recognition to assess the current state of the science in this area. As of 2006, facial recognition systems outperformed humans conducting the evaluation manually under a variety of illumination settings and facial positions, given an error rate of 0.05.²² Currently, however, facial recognition could only be instituted if all images were taken in a controlled setting, with ideal lighting and a full facial image of the subject. This limitation, combined with the challenges of developing a robust database of facial images of known suspects, may render the technology inappropriate for adoption at this time.

In the future, however, partnering facial recognition systems with a city's public surveillance cameras seems logical. The cameras could be integrated with software enabling facial scanning while the camera is recording in both active and passive modes. By using an automated algorithm for facial recognition, human interaction with this process could be limited, enabling a monitor to focus on real-time activity while faces were being compared to a database to look for warrants or other flags which would suggest an officer should be dispatched to investigate further. Given the potential for merging these technologies within a single unit, facial recognition technology holds promise for providing added value to both proactive and reactive crime surveillance. Such a system could alert police to the location of a person of interest, provide monitors with information that may compel them to view one camera in favor of another, and assist investigators and prosecutors in confirming or disproving alibis. Though this technology does have potential, advancements in both image capture and processing, in addition to the creation of a robust, searchable database, must be made before this is a viable system for cities to consider integrating into its camera system.

Video Analytics

Video analytic technology,²³ unlike the technologies discussed above, is not its own stand-alone system; instead, it is software that reviews and processes information, and is able to flag events or alert users when it encounters an item that it was previously programmed to identify.

22 Phillips, P. J., W. T. Scruggs, A. J. O'Toole, P. J. Flynn et al., 2007. FRVT 2006 and ICE 2006 Large-Scale Results. U.S. Department of Commerce, National Institute of Science and Technology.

23 Hampapur, Arun, Lisa Brown, Jonathan Connell, et al. 2005. "Smart Video Surveillance, Exploring the concept of multiscale spatiotemporal tracking." *IEEE Signal Processing Magazine* 22(2): 38–51.

For example, the automated component in license plate recognition utilizes a type of video analytics. The software is programmed to scan images, searching for license plates. The system identifies what a license plate “is” through front-end programming of spatial references and other factors. This is similar to the discussion above regarding facial recognition; the distance between the ears, nose, mouth, and eyes are used as data points in an algorithm to determine the “face.” These coordinates can then be compared against coordinates in a database to find a match. Video analytics software would automatically extract these data points and by design scan them in the database.

Video analytics, especially when coupled with surveillance cameras, can potentially support a variety of law enforcement activities. Among them are tracking of movement in areas restricted by police; detecting moved objects, which may indicate a theft has taken place, or the converse; detecting the addition of an object, which could be an abandoned object containing an explosive or other device; and identifying a shooting based on the muzzle-flash emitted by a firearm.

Such a technology may enhance both passive and active monitoring activities. Even among jurisdictions that engage in active monitoring, there are countless hours of activity that go unmonitored, and in passive monitoring jurisdictions, even more footage goes unwatched. Unless there is a crime reported in the area, it is unlikely that anyone would spend precious resources reviewing this footage. By using video analytics, however, the review process could be automated and would require human intervention for only those items in which the user-defined parameters resulted in an incident being flagged. In this manner, crimes that may have gone unreported as well as other activity of interest to law enforcement --would become known to police whereas without video analytics, that information would not be culled.

With the exception of license plate recognition systems, very few jurisdictions in the United States currently have video analytic systems integrated with other law enforcement technologies that they might use. And while some cities in the UK have incorporated video analytics with surveillance cameras, there are no rigorous evaluations in the published literature.

A wide array of current and emerging technologies are available to agencies interested in enhancing the capabilities of their public surveillance systems. While many of these tools can be used in a stand-alone fashion, it appears evident that packaging them into one unit can yield benefits beyond increasing the efficiency of any one product. The promise of such integrated technology may benefit jurisdictions interested primarily in one component but attracted by the benefits of complementary technologies as well. Additional efforts to research and develop these systems have the potential to add vastly to the crime control and prevention measures already at the disposal of law enforcement.

Chapter 6.

Where should the cameras be located?

Before deciding where cameras should be installed, several steps should have already been completed. First, city stakeholders should assess their city's needs, deciding how surveillance cameras will be introduced into the police department's overall crime-control strategy. Reviewing existing policing strategies, such as CompStat, and visiting cities that have already adopted the technology may assist with informing this decision. The second critical consideration is the type of camera that the city will employ. As discussed in chapters 4 and 5, a variety of camera types exist, each with unique configurations, which when used alone or in concert with other crime-fighting technologies, can help support law enforcement. Given the type of camera and the supporting technologies, if any, that will be utilized with the cameras, stakeholders can then turn to the question of where the cameras will be installed. Several factors will influence this decision, including assessing what areas would benefit most from cameras and determining whether the physical locations of proposed camera sites have the properties necessary to support the cameras. It is important to weigh many criteria—including the mounting location, maximizing the camera viewshed while minimizing overlap, privacy considerations, and weather issues—when determining a camera's installation location.

Camera Placement Considerations

In order to make an educated decision about where to install cameras, one must first determine how many cameras the city would need in order to serve its law enforcement purpose, and how many it can afford to purchase, install, and maintain. The availability of resources may affect a city's ability to enact a strategy in the way in which it initially intends. Adding enough cameras to survey every area of a city, for example, would be highly resource-intensive and difficult for most cities to implement. This does not, however, preclude a city with limited resources from using a select number of cameras to reduce crime. What these limitations do is force critical thinking of the city's problems, various strategies that would help combat them, and creative ways in which surveillance cameras can enhance these strategies. These considerations should be deliberated in the context of alternative options to cameras, such as adding more officers on

the street. Many city stakeholders choose to install cameras because they feel that they have an identified high-crime area and their main goal is to reduce victimizations in a specific location. Effective deployment of surveillance cameras requires additional information. Is the crime concentrated in a few select areas of the city? Are some crime types more prevalent than others? Do some crime concentrations affect citizen's perceptions of safety more than others? Are there other critical or vulnerable areas of the city that are not necessarily affected by crime, but nonetheless may be important enough to dispatch additional surveillance for security reasons (e.g., downtown or entertainment districts, or areas bordering college campuses)?

In mostly every city, crime is not equally distributed across the jurisdictions, so it is not typically necessary to completely saturate the entire city. It may be sufficient to install cameras only in neighborhood(s) or district(s) experiencing specific crime problems. By mapping historical crime data in the city, stakeholders may find that the purchase and strategic installation of a small number of cameras can provide added value without incurring the enormous expense of purchasing cameras city-wide. Placing cameras in these crime hotspots, and integrating them with the patrol tactics and other law enforcement strategies, yield benefits while minimizing camera expenses.

In some cases placement is not dictated by overall crime concentrations, but rather by specific crime problems. These problems, such as motor vehicle theft, can still be identified by mapping specific crime types and identifying their location. In a city where drug crimes—particularly dealing and use in public areas—are rampant, cameras could play a crucial role. For example, installing cameras in locations with known narcotics activities enables police to record activity and dispatch officers as an incident in progress is recorded, as well as use the camera in pre-planned drug busts and other such uses.

While the actual risks to citizens' safety are of top concern to city administrators, they must also be cognizant of the citizens' perceptions of safety. One common concern of installing crime cameras or changing patrol beats is that it will displace or shift the crime elsewhere. Residents in an area without cameras that is adjacent to an area with cameras may fear that the technology will push crime into their neighborhood. The potential for crime displacement due to cameras is real, and should be considered by law enforcement prior to camera installation in order to modify patrol practices to minimize the possibility. Stakeholders should be cognizant of these concerns and proactively engage with residents about the steps law enforcement are

QUESTIONS TO CONSIDER BEFORE DEPLOYING A SURVEILLANCE SYSTEM

- Is crime concentrated in a few select areas of the city?
- Are some crimes more prevalent than others?
- Do some crime concentrations affect citizens' perceptions of safety more than others?
- Are there other critical or vulnerable areas of the city that are not necessarily affected by crime, but nonetheless are important enough to dispatch additional surveillance for security reasons (e.g. downtown or entertainment districts, or areas bordering college campuses)?

taking to prevent such an occurrence. Public reaction can push the other way as well; there may be instances where crime is high enough to warrant placement in an area but the community is opposed to installation. Some residents fear that cameras, and their associated signs and/or lights, mark the community as a high-crime area and would thus lower property values. Others find them unattractive and thus oppose their installation due to aesthetic reasons (See “Community Involvement” in chapter 2).

Within cities, there may be areas of such critical importance or areas that have particular vulnerabilities such that implementing camera surveillance may be an attractive strategy—even if there is not a demonstrated crime problem in that area, but that increases in crime are anticipated in the absence of proactive law enforcement strategies. For example, the erection of a new retail area may merit installation of cameras in an effort to prevent crimes that are likely to occur in their absence. Additionally, locations that present homeland security risks are also important to consider when developing a city’s camera placement strategy. Cameras have been installed in and around likely targets for terrorism, such as subways and notable landmarks or monuments, which can aid law enforcement in identifying suspicious behavior. The potential utility of cameras for this purpose has led many metropolitan areas to include cameras in their terrorism preparedness strategies.

Physical Location Attributes

After determining the number of cameras needed and their general locations, there are a variety of factors to consider regarding the exact physical location of where each camera will be placed. Each location should be surveyed to discern:

- Whether there are any pre-existing objects to which the camera may be mounted;
- How electricity will be routed to power the camera;
- Whether there is anything that might obstruct the camera’s view and how that can be removed;
- What the final viewshed of each camera would be; and
- How natural elements might affect the performance of a camera.

Each of these criteria should be considered carefully prior to camera installation.

PHYSICAL ATTRIBUTES TO CONSIDER

- Is there a pre-existing object to which the camera can be mounted?
- Are there objects obstructing the camera’s view that will need to be removed?
- How will electricity be run to this location?
- If the camera is able to view private areas, how will individuals’ privacy rights be ensured?
- If the camera is exposed to the elements, how might that affect its operation and longevity?

Mounting Location

While installing a camera may appear straightforward, several considerations need to be addressed at the outset. To install a camera, it must be mounted to an object that is both sturdy enough to support the weight of the object and high enough to provide the camera with the proper viewshed needed to observe and record activity. In an ideal situation, there is a pre-existing, city-owned pole (such as a traffic light pole) on which the camera can be mounted. When such a pole is not available, a utility pole is often an alternative option. This is less appealing, however, because it requires the city to negotiate a leasing agreement to use the pole for that purpose. This approach does help prevent a larger construction effort to install such an object were it not already in place, however. Before installing the pole, workers may need to survey the ground where the pole would be placed to ensure it would not disrupt power, phone, or internet lines as well as piping and other public works items that could potentially be beneath the ground. Due to the costs of this option, it is typically the least desirable course of action.

When considering existing poles or the installation of a new one, it is important to determine whether the existing pole already has electricity running to it and if not, if it is feasible to install an electrical conduit to it. While many camera models do have batteries, they are reserved for use in the event of a power outage only. To power the camera and maintain its ability to send and receive information to the network on a continual basis necessitates a dedicated line of electricity. This electrical source must be adequately protected from vandals, who may attempt to cut the wiring or deface the camera in some way; protective boxes and locks may be a suitable option for cities attempting to restrict such access. In addition, to facilitate standard maintenance and repairs as needed, electrical conduits should be installed in an accessible location for technicians to use. Indeed, considering how to power and protect the complementary camera items can be just as important to ensuring the proper and continued functioning of the cameras themselves, and thus should not be overlooked when surveying potential camera installation locations.

Ensuring Maximal Viewshed

Another important consideration regarding camera placement is to position the camera so that it has an unobstructed view. This is particularly important with cameras equipped with the ability to pan 360 degrees, in that the camera's vast viewshed is more likely to encounter obstructions, such as tree branches, utility poles, and buildings. In some cases the obstruction could be removed easily by trimming tree branches or removing trees altogether. Other obstructions, such as buildings or other telephone or utility poles, cannot be moved. In these cases, stakeholders must assess whether the location meets all of the other selection criteria so that it remains a suitable location despite its inability to utilize the camera's entire viewing ability.

Overlap

Another viewshed problem could manifest itself if two cameras are located in close enough proximity that their viewsheds overlap, thus reducing each camera's potential area-coverage. On the one hand, having cameras in close proximity may be appealing to law enforcement, as it affords monitors the ability to track activities from one camera to another. This is particularly useful when monitoring crimes in progress, as monitors can follow a suspect as he attempts to evade police. If the city adopts a saturation approach, some degree of camera overlap is unavoidable. While camera saturation may be appealing, the cost of this approach—in terms of financing the installation of cameras, their maintenance, and monitors to watch them—is its limiting factor. If saturation is not an objective, proximity to other cameras and the potential camera viewshed should be considered before any installation.

Privacy Considerations

The camera's viewshed itself is an important consideration even if there are no physical impediments to its view. Because of its expansive reach, privacy issues should also be evaluated before selecting a location. When examining potential viewsheds, surveyors need to determine whether any of the space within the camera's view includes areas for which there is a reasonable expectation of privacy. This is particularly the case for cameras that can see inside a home or office building. In these instances, some cities have incorporated a technology that “blacks-out” private spaces so that no images are recorded of activities in those areas. If similar steps cannot be instituted, an alternate location that does not pose privacy problems may become more attractive.

Weather Issues

Weather considerations also play an important role in determining camera location. While rain, snow, and wind do not typically choose one city block over another, it is possible for the elements to impact camera functioning depending on where they are positioned. When tall buildings flank each other, for example, they tend to funnel wind. Not only could this pick up debris that may affect camera visibility and its effectiveness, but it has the potential to physically damage the camera or its mounting apparatus when exposed for extended periods of time. Rain and snow require the protection of cameras so that the precipitation does not short-circuit them. Even the sun can cause problems for cameras; sun glare can at times “blind” cameras similarly to the way looking directly into the sun affects the vision of drivers. Though manufacturers are producing cameras with anti-glare lenses and other features to mitigate this risk, stakeholders should be aware that installing cameras in areas with abundant direct sunlight or reflective surfaces may present a glare issue.

Together, these criteria outlined above are critical to consider before choosing camera installation locations. While using one criterion alone may make an area appear more suitable than others, reviewing other criteria may reveal a critical deficiency. Using these elements to compare them against each other may reveal that due to an important deficiency, such as the inability to run electricity to a pre-existing pole, the initial location is less desirable. By evaluating several possible places to mount a camera and determining how functional it would be in each location, stakeholders can determine the best possible camera site. Camera placement decisions require considering the most appropriate and feasible mounting pole and determining whether that would provide an ideal viewshed, whether electricity could power that spot, whether the proximity of another camera makes the space less ideal, and whether private areas are within the camera's view. In the event that the answers to these questions are satisfactory, stakeholders should encounter few unanticipated problems to overcome post-installation.

Chapter 7.

Do the cameras need to be actively monitored?

Active versus Passive Monitoring

ACTIVE MONITORING

Pros:

- Has potential to disrupt crimes in-progress
- Assists in coordinating police and emergency response

Cons:

- May not catch every crime in its viewshed
- Cost

PASSIVE MONITORING

Pros:

- Less-expensive alternative
- Enables would-be monitors to be assigned to other roles

Cons:

- Reactive, not proactive
- More likely to miss crimes and related investigative information

During the course of deciding to implement a public surveillance system, city stakeholders should also decide whether the cameras should be monitored and to what extent. When cameras are monitored in real-time, it is referred to as “active monitoring,” which involves an employee viewing camera footage and manipulating the camera’s panning and zooming features to look for crime or suspicious activity. “Passive monitoring” refers to the reviewing of camera footage after a crime has taken place in an effort to identify a suspect, victim, witnesses, and any other information that might help assist investigators in closing the case. When not being actively monitored, cameras are typically set on automatic programming, which pans and zooms the camera on a preset sequence.

While reviewing footage is possible with active monitoring, viewing cameras in real-time offers an additional benefit in the ability to control the camera’s viewshed, following events as they unfold. In the case of a crime in progress, a camera on passive monitoring could conceivably miss critical elements of the event simply because it was panning in a different direction from where the activity was taking place, rendering the camera footage of little or no use to investigators. If the same camera were being actively monitored, however, the person controlling the camera’s movement could manipulate it to focus on the encounter between victim and offender, to follow the suspect after committing the crime, and to record other useful information, such as license plate numbers (See chapter 5) or potential witnesses. While it is conceivable that a camera being actively monitored still might nonetheless miss a crime taking place,

passive monitoring significantly increases those odds of doing so.

When considering active versus passive monitoring, a combination of both may be the best option for many agencies. By linking PTZ cameras to computer aided dispatch systems, passive cameras can be identified for active monitoring whenever a crime in progress call is received in that camera's viewshed. This minimizes the number of monitors necessary and flags specific areas at specific times for active viewing.

Value-Added through Active Monitoring

Public surveillance system administrators may choose among several types of camera monitors, including retired police officers, light-duty officers, officers on assignment, and civilian employees (at least one jurisdiction had interest in using citizen volunteers to monitor cameras for a time; however, this approach has since been discarded due to lack of interest by citizens in that community). Retired and light-duty officers are people most commonly employed as monitors. Several police departments believe the patrol experience translates into being a more effective camera monitor; patrol experience enables monitors to anticipate and detect crime events based on firsthand knowledge of situations and contexts that are conducive to crime. Indeed, the goal of active monitoring is to be aware of the situation before a crime takes place. If a situation is suspicious, an on-duty officer on patrol might be dispatched in order to disrupt a would-be crime before it happens. Even if an officer is not dispatched, a monitor watching a camera as the crime unfolds is able to focus on specific details that might prove fruitful in investigating and prosecuting the crime, such as the perpetrator's face, the license plate of the car the perpetrator used, or the escape route taken following the crime.

In the absence of actively monitored cameras, response personnel responding to a call arrive with little to no information about the incident or potential dangers that may be present. If cameras are in the area, monitors can survey the scene while officers are in route, telling them the number of suspects, whether any of them are armed, their current location, and whether there is a need for medical personnel or additional back-up. This increases officer safety and allows for a more effective and directed response.

Public surveillance can provide critical information at a crucial time to first responders who do not know what dangers they may encounter.

In addition, active camera monitoring can provide support for officers making an arrest until additional units arrive. When arresting a suspect, an officer remains in a potentially dangerous position. The suspect may try to resist arrest, possibly violently; other individuals may try to assault the officer as well. Active camera monitoring affords the ability to view the officer, the suspect, and the surrounding area continuously, providing real-time information to responding officers as needed.

While active monitoring has tangible benefits over passive monitoring, it is not always possible, particularly in areas that may have more cameras than monitors able to view them. In such cases, camera administrators program cameras to operate passively until a monitor brings the camera(s) into active mode. For example, in one study site, monitors are able to view up to four cameras simultaneously. When the operator moves on to another camera, that camera changes to active monitoring while the other ones revert back to a passive panning and zooming sequence.

Another limit to the appeal of active monitoring is the price tag. Active monitoring involves personnel and equipment that would otherwise not be required for passive monitoring, adding potentially hundreds of thousands of dollars to a police department's camera system expenditures each year. In addition, because many monitors are sworn personnel, a police department must determine its best allocation of resources, weighing whether it is more effective to have an officer monitoring a camera rather than out on patrol. Civilian personnel, retired officers, or light duty officers may be useful alternatives in this regard as they would not be eligible for other policing duties beyond monitoring.

Monitor Training

Training for monitors should entail both guidance on how to use cameras and interact with dispatch and patrol as well as cover the policies and procedures in place to safeguard privacy. Most agencies employ on-the-job learning to train monitors on actual camera use, with current monitors overseeing the training of new monitors. Because monitors tend to be sworn officers already, they typically need less instruction on what to look for or what constitutes a crime and more on how to use the technology itself to better assist officers in making an arrest and providing prosecutors with evidence that is used to secure a conviction. Active monitoring affords officers the ability to zoom in on facial features, other distinguishing marks, and movements that one would not otherwise be able to observe. One site reported, for example, that its monitors are trained to focus first on “faces and tags,” as these elements are likely to prove the most useful when investigators review the footage later to generate suspect and witness lists. One monitor found that suspects apprehended after being caught via active monitoring were later claiming that there was a misidentification made and this individual was not the person who committed the crime. The monitor began requesting officers to bring the suspect to her in order to have a Polaroid picture taken. The monitor wanted to establish that the features and clothing of the person caught on video matched that of the suspect arrested so future claims of misiden-

tification could be proven to be unfounded. This is merely one of the lessons learned while on-the-job that do not fit neatly into a training manual, leading monitors to express a preference for the apprentice style of training over a more structured, classroom setting.

While experience may trump teaching for the most part in monitor training, it is nevertheless important for agencies to train all monitors in privacy and civil liberty rights before they begin working with the surveillance cameras. Although cameras are in public space, minimizing privacy expectations to some degree, their viewsheds at times can potentially see activities that are protected under First and Fourth Amendment rights. As such, monitors should be trained in what they can and cannot monitor, and must often sign pledges acknowledging disciplinary sanctions, including termination, for the violation of protected rights when monitoring.

Monitors are prohibited from viewing activity inside the windows of buildings. One city reported that residents can contact the police department and have particular windows appear “blacked-out” even during active monitoring, while another has strict monitoring guidelines that prohibit the focusing on literature being distributed or placed in public space in order to maintain citizens’ rights to free speech (See chapter 3 for further information on this topic).

Variations in the Degree of Active Monitoring

Beyond deciding whether to actively monitor, several gradients within active monitoring are available to law enforcement. One city, for example, commits to active monitoring 24 hours per day, 7 days per week. Camera administrators there believe that unless a police department is utilizing active monitoring, it is not using the technology to its fullest potential. By contrast, another study site uses active monitoring to a much lesser degree, and was originally restricted to events with large crowds, such as concerts and protests. The site has since increased its use of active monitoring, but not nearly to the extent that the other sites do. Though these examples are at the poles of active monitoring, there is also an opportunity to incorporate active use somewhere in between. A city that is interested in active monitoring but is unable to afford paying one or more salaries for around-the-clock monitoring may choose to monitor actively during certain times of the day and to monitor passively during the remaining hours. For example, a city experiencing elevated crime activity during the hours of 8 PM – 3 AM could choose to actively monitor the cameras during those times, yet have the cameras passively recording during times of lower activity. This process would still enable officers and investigators to review footage if a crime occurred near a passive camera.

Typically, city stakeholders who decide to implement a surveillance system envision that the cameras will not only solve crimes, but will prevent them as well. If the objective of a criminal is to commit a crime without being caught, police cameras potentially monitoring and recording criminal activity should theoretically deter the criminals from offending. This theory is valid, however, only to the extent that cameras are used to catch perpetrators in the act or shortly thereafter. Without the ability to monitor cameras in real-time, the cameras may become

nothing more than an idle threat, losing their power with every crime committed in front of them without a prompt police response.

Camera administrators are confronted with many factors to weigh when deciding to monitor actively, passively, or to institute some combination of the two into a city's camera program. Costs, including time and resources, are certainly a critical consideration for many jurisdictions. These costs must be weighed against the enhanced ability to view and react to crimes in order to help solve and prevent criminal activity.

Chapter 8.

How is video footage used in investigations?

As described above, surveillance cameras can be useful in viewing crimes in progress, allowing monitors to dispatch officers to the scene of the event, and even holding potential for preventing a crime before it occurs. Yet cameras also have a purpose after a crime has occurred: aiding investigators in solving the case. Understanding the sequence of events that transpired when a crime occurred can be critical information for an investigator trying to locate evidence or develop a list of potential witnesses and suspects. Camera footage has the ability to assist this investigative process. Even if a camera does not capture an incident in its entirety, historical camera footage can still provide leads as to who witnessed the crime, how the series of events came about, and where evidence that may have been missed during the initial evidence collection process might be located. Video retrieval involves the extraction and review of footage while paying careful attention to chain-of-custody procedures, which are critical to the prosecutorial stage (See chapter 9). While cases are rarely solved solely by video evidence, investigators have found it an immensely useful and powerful tool when used in conjunction with other investigatory processes. This chapter discusses the process behind video retrieval and chain-of-custody safeguards. It then describes how investigators employ video footage to solve crimes and discusses investigators' perceptions of the advantages and limitations of video footage for investigations.

Video Retrieval

Investigators employ a variety of methods to learn whether a camera was located near the scene of a crime being investigated. In some cities, incident reporting forms include a box that the responding officer can check to indicate that a camera was in the general vicinity of the crime scene. In other jurisdictions, police departments maintain a centralized list of all camera locations, whereby an investigator needs only to reference the list to determine whether a camera could be potentially helpful; in some cases, computerized mapping is employed for this purpose. Many investigators, however, indicate that they know where most of the cameras are in their jurisdictions from previous experience, based on an intimate knowledge of the neigh-

borhoods in their area.

The locations of existing cameras in a city can be invaluable because investigators must often request video footage quickly after receiving the facts of the case. Camera hard drives typically have enough memory to record on a continuous loop for 24 to 72 hours—depending on the model of the camera and size of the hard drive—before overwriting the previously-recorded footage. Thus, an investigator may lose critical investigative information if he or she is not able to act quickly. For several cities, however, the process is streamlined so that an investigator can either access images directly, allowing for immediate review, or submit requests to a technician and receive the recording from one or more cameras in as little as one hour.

While investigators are always hopeful that a camera recorded the crime of interest in its entirety with perfect clarity, useful information can often be obtained from surveillance footage even when the recording captured only parts of the event or the resolution is poor. As mentioned in chapter 4, there are two general types of cameras, fixed-site and those cameras with panning capabilities. With a stationary camera, if it happens to be pointed in the direction of a crime, it may be able to capture it more fully. With these cameras, however, events not within its immediate viewshed are not captured. Panning cameras, on the other hand, are able to survey larger areas, but their drawback is that during passive (non-monitored) surveillance, they may pan away from a crime in-progress. Even with seemingly incomplete video recordings, investigators can piece together information to identify the perpetrators, victims, and witnesses to a crime. This has been particularly useful for investigators combating a culture of “no snitching.” Armed with proof that a particular person was in fact present at a crime scene, investigators have found it easier to persuade a witness to speak with them. In addition, cameras enable investigators to recreate the sequence of events leading to, during, and following the incident. In some cases, camera footage has revealed that an individual who appears to be the obvious victim was actually the aggressor. Recorded video has also been useful in identifying evidence that might not otherwise have been recovered through traditional investigations, such as license plate numbers of vehicles used by individuals at the scene of the crime or the location of weapons discarded by perpetrators after commission of the crime.

Evidence Recovery Using Video Footage in One Study Site:

Investigators found a man unconscious, having been struck in the back of the head with an object. Once revived, the victim reported that he did not see his attacker or the weapon. Checking nearby camera footage revealed not only that the attacker used a large tree branch to assault the man, but also where the perpetrator discarded it. Police found DNA on the branch, which assisted them in identifying the attacker.

Training, Storage, and Chain-of-Custody

Many of the skills and strategies that are typically employed in investigating cases are applicable when using cameras to assist investigations. For instance, paying close attention to subtle details and connecting them to other known facts about the event are strategies regularly

employed by investigators regardless of the presence or absence of camera footage. As such, investigators do not usually participate in any formal training designed to enhance use of public surveillance as an investigative tool. When they do receive training, it is typically technical in nature, instructing detectives on how best to use the software rather than how best to incorporate video into their overall investigative approach. These technical issues tend to focus on chain-of-custody procedures.

Once video is retrieved, it becomes evidence in a case and is subject to all of the reporting and chain-of-custody requirements that are applicable to other pieces of evidence. In order to protect the rights of those who are documented on camera and the admissibility of the footage in court, proper storage policies surrounding where and for how long the recorded video should be kept becomes an important legal concern. There is no set standard for the period of time that video footage should be retained once it is downloaded from cameras. However, the CCTV Code of Practice, which is guided by the United Kingdom's Data Protection Act, advises that "images should not be retained for longer than is necessary" (Information Commissioner's Office 2008: 14) and should be guided by the purposes for which the footage was recorded. This advice is echoed by The Constitution Project, which prescribes that "recorded footage lacking evidentiary or other documented value should be destroyed as a matter of course after a specified time. Any decision to retain footage past the time period allotted in the policy should be specifically documented for subsequent review and audit" (Constitution Project: 26). For example, if footage was explicitly captured in the course of developing a case against a known group of organized criminals, prudence suggests that the footage is retained throughout the period of prosecution and case disposition, if not beyond that period. However, retaining footage of everyday activities with no explicit law enforcement or criminal justice purpose increases the risk that the footage will be misused and that individual privacy rights will be violated. This underscores the importance of ensuring that footage is both stored and destroyed securely.²⁴

Maintaining strict chain-of-custody is important to investigators and prosecutors alike. For investigators, it ensures the quality and integrity of the case. For prosecutors, as discussed in chapter 9, when presenting video evidence, they need to prove the footage is authentic, detailing the steps that were taken to prevent alteration of any kind. One way to prove this is referencing chain-of-custody documents, which hold the person or persons in possession of the evidence accountable were the court or any agency to determine that tampering had occurred.

In early stages of public surveillance system adoption and use by law enforcement, investigators were able to obtain a computer disk of the video, and were they to deem it useless in assisting the investigation they would often simply throw it away. However, authenticity claims in court have led several jurisdictions to enhance chain-of-custody procedures, requiring that each disk be inventoried in the department's evidence room. Some jurisdictions allow for a

24 For further guidance, refer to The CCTV Code of Practice http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/ico_cctvfinal_2301.pdf (Information Commissioner's Office 2008) and the Guidelines for Public Video Surveillance http://www.constitutionproject.org/pdf/Video_Surveillance_Guidelines_Report_w_Model_Legislation4.pdf (Constitution Project 2009).

second copy to be placed in the case file for ease of reference. However, the copy used in trial would come from the evidence room, where records of who accessed it and for how long can be submitted at trial.

How Footage Supports Investigations



Source: Image from Baltimore Police Department

License plate of vehicle used after offense may lead investigators to the person responsible for the crime.

Video footage can assist detectives in investigating a case in a variety of ways: through both the identification of suspects, victims, or witnesses, and the recovering of evidence that was not collected initially. Cameras have an obvious ability to assist in identifications. Because they provide a visual record, given sufficient clarity, investigators may be able to identify persons who had left the scene of the incident before first responders could arrive. Take for example a perpetrator who attacks a victim and flees on foot. Were a camera to record a clear image of the perpetrator, this would be an

extremely helpful piece of evidence in advancing the investigation. It is unlikely however, that camera evidence alone would be sufficient to close a case. Investigators will still need to talk to other officers or neighborhood residents or consult booking photos to put a name to the face. In addition, without additional investigative work to understand the full context of the crime event, cameras may erroneously lead to false conclusions. For example, a camera could falsely identify a person as a perpetrator who may well have actually been acting in self-defense. It is therefore important to emphasize that, while video can be a potentially powerful tool, detectives should not replace traditional investigative techniques with video footage in order to solve crimes. Rather, video should be viewed as augmenting investigative strategies, serving as an additional resource with the potential to increase the efficiency and effectiveness of an investigation.

In addition to identifying suspects and victims, surveillance cameras can assist in identifying witnesses, who can be critically important to investigators and prosecutors alike. Cameras assist in the witness identification process in two ways. First, as previously mentioned, they can identify witnesses who can provide a better account of what transpired during the incident, es-

pecially if the camera was not able to record the entire crime. Second, because cameras provide an objective account of the events, they can serve to corroborate or dispute witness statements. Cameras thus enable detectives to sift through statements to determine, for example, which individuals or components of their statements are truthful. On occasion, detectives have found individuals reporting what happened at the crime recant their statements or request to drop a filed complaint when the detective informs them that surveillance cameras will be consulted to verify their account.

Sound and thorough investigative work requires the collection of all possible evidence. Even if witnesses are identified and are forthcoming with information and the victim or victims are able to recount many of the details from the incident, surveillance footage has the potential to provide further information that is not available from any other source. Imagine a hypothetical case in which a perpetrator shoots a victim and then flees the scene. Though witnesses attempt to relay all possible information to detectives, the perpetrator remains unidentified. However, in reviewing video evidence from multiple cameras, detectives track the perpetrator along his escape route, identifying where he discarded his weapon. Detectives are then able to retrieve the firearm and lift fingerprints, which are then used to identify the perpetrator. In an example such as this, camera technology is invaluable.

Investigators also note that cameras are adept at creating leads through motor vehicle license plates. License plate numbers, retrieved from video footage, have been employed to identify suspects or witnesses. Using Department of Motor Vehicle records to obtain names and addresses, investigators have been able to generate and follow-up on additional investigative leads.

While outside the scope of this particular evaluation, investigators have also reported success in using private business camera footage to solve crimes. Implemented and utilized in a similar fashion to police cameras, detectives have found private cameras are often newer and therefore have better picture quality. When attempting to identify a suspect, this additional clarity increases the odds of a positive identification of suspects and witnesses. There are, however, drawbacks to using private cameras. First, because they are privately owned, businesses are not required to provide detectives with camera footage unless they are issued a subpoena to do so. By the time a subpoena is issued, however, the footage may have been overwritten. Investigators may have to invest extra time in speaking to the owners of these cameras and developing relationships in order to obtain the video. Further, these cameras are not police department property and the owners are not officers or contracted police department personnel. This factor may threaten chain-of-custody protocols and authenticity claims, because safeguards to prevent tampering are not employed until after the investigator receives the footage from the business owner. It is also important for jurisdictions to emphasize that investigators and prosecutors should not rely on private camera footage as an end-run around the rules and regulations governing public cameras. Moreover, if jurisdictions do acquire private footage, once that footage comes into government hands it should be governed by the same rules and regulations that apply to any government footage, whether the source is public or private. In summary, private

cameras can assist investigations, but detectives should understand the possible complications that are associated with this source of video evidence.

Investigator Perception of Video Utility

For detectives in jurisdictions aspiring to expand an existing camera program or to adopt a new one altogether, one of their concerns may be whether their workloads will increase due to the effort involved in incorporating video footage into the investigatory process. Detectives who have experience with video technology have observed that, although it is an additional step added to the process, the workload increase is negligible. Requesting the footage, reviewing it, and following-up on leads do take time. On the other hand, cameras can expedite investigations by identifying witnesses or evidence that may have otherwise taken longer to obtain. Detectives also report that they can typically determine, within an hour's time, whether camera evidence will assist the investigation.

The advantages of video evidence, however, are not without their complications. Investigators have found that cameras that could have recorded useful information for a case failed to capture critical images due to the fact that their hard drives had already overwritten the footage from that incident. It is not uncommon for a detective to find, after successfully obtaining the video, that the camera was not pointed in the right direction to capture pertinent details for the case, or that the footage it did record was too blurry to be useful to the investigation. Detectives caution against expecting too much from the technology due to these limits on its capabilities. Investigators also make a strong argument for active monitoring, as a camera is more likely to capture key events in a crime when operated by a person rather than a pre-programmed touring pattern. They also note that integrating other technology (elaborated further in chapter 5 of this guidebook) may further assist investigations. In fact, conventional wisdom suggests that any video footage recorded of a crime in progress should be retained regardless of image value. Regardless of their past experiences with the technology, detectives who have incorporated cameras into their standard investigative procedures stress that while video footage has the potential to substantially contribute to an investigation it is not a tool that replaces other practices. Rather, it must be an integrated component along with other investigatory processes that are all necessary to successfully solve a case.

Chapter 9.

How can video footage be used in trials?

Prosecutors and defense attorneys primarily use video footage from public surveillance systems as an investigatory tool, employing similar strategies as those discussed in the preceding chapter addressing use in investigations.²⁵ In the ideal scenario, video footage can clearly identify a suspect, victim, or witness. While video footage often falls short of this ideal, attorneys have developed strategies to employ footage to build or cast doubt upon cases. Camera footage has the potential to influence four key points in a legal case: the decision to prosecute, plea negotiations, witness deposition, and testimony in court. Typically, attorneys use footage to confirm or refute the accuracy of witness testimony or provide useful context for the incident in question. While public surveillance video is not universally helpful in trials, its potential benefits may outweigh the additional administrative costs associated with its use.

Use in Cases

Video footage can assist both prosecutors and defense attorneys at each stage in a case by providing a means of corroborating or discrediting witness statements or events. When deciding whether to prosecute a case, attorneys use footage to examine the incident itself and the activity surrounding the scene, as well as activities occurring shortly before and immediately after the criminal event. Attorneys can dismiss unfounded complaints or charges if footage refutes or casts doubt upon an alleged incident. Conversely, a case that may have been dismissed can be bolstered through video confirmation. This type of confirmation can be particularly helpful when either the victim or witness lacks credibility, such as a case in which the victim was the initial aggressor in a conflict.

²⁵ Information on video evidence used in trial derives from interviews conducted with attorneys in each of the study sites. Information on defense attorney usage is drawn primarily from two studies with similar methodologies conducted on the Los Angeles and San Francisco camera systems (see Cameron, Aundrea, Elke Kolodinski, Heather May, and Nicholas Williams. 2008. *Measuring the Effects of Video Surveillance on Crime in Los Angeles*. CRB-08-007. Sacramento, CA: California Research Bureau; King, Jennifer, Deirdre Mulligan, and Steven Raphael. 2008. *CITRIS Report: The San Francisco Community Safety Camera Program*. Berkeley, California: University of California Center for Information Technology Research in the Interest of Society.).

Following the decision to prosecute, the existence of video footage can influence both the willingness of defense attorneys to seek a plea agreement, as well as the terms negotiated. A clear image of the defendant committing the crime provides the prosecutor with significant leverage in a plea negotiation, while ambiguous or ameliorating footage assists the defense.

Should a case move to trial, video footage is typically used to validate or refute witness testimony, providing a visual statement for jurors. Footage plays a role in determining witness quality and informing decisions on who to subpoena to testify. If a witness' testimony is confirmed by video evidence, his or her story gains credibility in the eyes of the jurors or judge deciding the case. Attorneys also rely on footage to cast doubt on witnesses by showing discrepancies or inconsistencies between the testimony and details included on the film, showing limitations in the vantage point of the witness, or questioning alibis or presence at the scene. Additionally, video footage may depict subtleties such as body language, interactions between witnesses or key actors, and the presence of a weapon that could add context to testimony.

Advantages and Disadvantages of Video Evidence

Attorneys report that for many jurors, video evidence can be more credible than an eyewitness. Attorneys tout video footage as an unbiased account of an event since a tape, unlike a witness, cannot lie or forget details. Those who have used footage in trials therefore report it to be a very powerful and effective piece of evidence. The prevalence of public surveillance technology in popular culture, however, also presents a challenge for attorneys in jury trials. Jurors have come to expect advanced forensic and technological evidence and hold unrealistic expectations about the quality of such evidence like camera footage, a phenomenon known as the “CSI Effect” by many criminal justice professionals. As a result, jurors may falsely conclude that the lack of such evidence means that the defendant is not guilty. To compensate for this perception, attorneys may wish to present footage even if quality is poor, and offset jurors' assumptions by addressing technological limitations at the outset.

Indeed, issues with camera tours and image quality can seriously limit the usefulness of video footage in a trial. When an unmonitored camera captures a crime in progress, for example, it does not typically record the entire event due to its automatic panning tour. In this situation, attorneys must resort to circumstantial evidence or the surrounding events captured by the camera to piece together a story for the court. Limited visibility at night or in inclement weather also restricts the utility of camera footage, as images may not be clear enough to provide an accounting of events.

Procedural Considerations

Video footage is subject to the same standards as other evidence submitted during a trial. Specifically, attorneys must establish a foundation for the video evidence and demonstrate its authenticity. Footage cannot be introduced independently or in lieu of testimony, and requires one or more witnesses to establish the appropriate context. Typically, a police officer or IT professional is called upon to testify about authenticity by explaining encryption protections, the chain-of-custody for footage, and any relevant security certificates. This testimony should also include location, time, whether the footage could have been tampered with, and who had access to the footage. Once a video is demonstrated to be authentic, the attorney must then provide a witness who can explain who is captured on the video and describe the events shown. This witness could be a civilian witness or a police officer, and may be the same individual used to establish authenticity.

Preparing and using video footage in trials clearly involves additional effort. However, while time estimates vary widely, the general consensus among prosecutors is that video footage adds nominal time to case preparation, and is no more labor intensive than other forms of evidence. In some jurisdictions, however, the technology associated with presenting video footage in court can involve additional preparation time. In one study site, for example, footage can only be viewed from specific security-enhanced laptops available for use in the courtroom. Attorneys must therefore go through the extra step of procuring the appropriate technology or technicians to view the footage. In some circumstances, the availability of footage has actually reduced case preparation time by filtering out unfounded charges or reducing the time required for identifying witnesses and convincing them to testify.

While few jurisdictions offer formal guidance on the uses and procedures for video use in trials, training could aid prosecutors and defense attorneys in presenting video evidence in the most effective way. Attorneys may benefit from formal introductions to topics such as software use for presenting footage in court; the capabilities and limitations of the public surveillance system generally; strategies for presenting evidence in a convincing way during trials; and evidentiary integrity procedures.

For trials, video footage can be an extremely compelling piece of evidence that requires little, if any, additional time. Indeed, video footage can limit the number of officers necessary to prosecute a criminal case. By having video evidence available for court proceedings, officers may be relieved from their responsibility to attend and present testimony.

Though quality and content may fall short of juror's expectations, video footage can be useful in providing an unbiased depiction of details or context surrounding witness testimony even if the crime itself is not captured. As with other forms of evidence, video evidence cannot stand alone and requires witness testimony to establish relevance to the court case. For most attorneys who have used video evidence, the potential benefits outweigh the procedural and technological costs of the system.

Chapter 10.

Conclusion

As this guidebook has outlined in detail, those charged with implementing or expanding public surveillance systems must consider many factors in their decision-making processes. While each factor on its own may have a marginal effect on the utility and cost-effectiveness of a public surveillance system, together they are critical to ensuring that public funds are used soundly and that investments yield the greatest possible crime control benefits. Doing so requires detailed planning, collaborative decision-making, strategic investments, and the full integration of public surveillance into the operations of a law enforcement agency.

Perhaps the single greatest investment of staff resources associated with a public surveillance system should occur during the planning and implementation phase, particularly in setting the groundwork for system implementation. Soliciting community input through the convening of open public meetings, the invitation of public comment, and the clear explication of the rationale behind camera placement decisions are important undertakings. In addition, developing and disseminating written policies on the proscribed use and dissemination of footage, including planned restrictions and security measures, can go a long way toward building public support for a camera system. Doing so sets in stone what is permitted and what is not. Written policy educates but it also serves as a basis for implementing discipline when a member uses the technology in a manner for which it is not intended. That said, jurisdictions should carefully consider the advantages of implementing relatively restrictive guidelines on camera use versus the disadvantages of overly restrictive guidelines that may limit the ability to use cameras to their greatest capacity.

While the groundwork for camera investment is being laid, jurisdictions should give careful consideration to planning and procurement activities. As revealed by the experiences of evaluation sites, the cost of the cameras themselves is minimal compared to the costs of installation, maintenance, and monitoring. Toward this end, jurisdictions investing in public surveillance systems should be prepared to do their own homework rather than relying on the advice of vendors, as it is not in a vendor's interest to highlight in detail all the hidden costs associated with surveillance systems. Those planning an investment in public surveillance should also be aware of the fact that camera technology is constantly evolving: each subsequent generation of cameras offers greater resolution and potentially more useful features. Thus, a thoughtful investment strategy will involve the procurement of the best affordable technology while building in plans

for camera upgrades. One caveat to that advice, however, is for jurisdictions to weigh the pros and cons of cameras that produce superior image quality, because the greater the image quality, the greater the strain on video storage capacity.

With regard to camera placement, jurisdictions should understand at the outset that regardless of identification of hot spots of criminal activity, the ultimate locations of cameras will be guided by infrastructure (including proximity to power sources) and the camera technology employed, as well as characteristics of the natural and man-made environment. Wireless camera systems, for example, require consideration of the location of cameras and antennas in relation to trees, physical obstructions, and other cameras.

Public surveillance system decision-makers will also need to carefully weigh the costs and benefits of active monitoring. Active monitoring can aid in the disruption of crimes in progress and is also useful for later investigative and prosecution purposes because monitors can zoom into a scene to record important details that may not be captured through a pre-programmed camera tour. However, active monitoring requires significant resources and may also raise concerns among the public about whether cameras are being used in accordance with constitution rights.

Regardless of whether cameras are actively or passively monitored, this guidebook highlights the importance of training. All those engaged in camera monitoring and video footage use must be trained in constitutional law, privacy policies, and chain-of-custody practices. Moreover, while on-the-job training for camera monitors is typically sufficient, training is often necessary for detectives and prosecutors on how best to employ camera footage in their investigations and cases. This training should include information on how to retrieve and use footage and its potential value to their cases, as well as the limitations associated with video evidence and the fact that it typically enhances rather than serves as a substitute for witness testimony. Training is also critical in ensuring that policies are clearly defined with regard to how, when, and to whom video images may be released, which individuals and agencies possess the authority to release them, and what restrictions and safeguards apply in doing so.

Finally, inasmuch as the promise of public surveillance as a crime prevention and control tool is a powerful motivator for those investing in the technology, it is important to view it in the context of a larger community policing framework. Public surveillance alone is not a silver bullet, but simply another crime control and investigative tool. That tool should be employed along with other policing strategies, such as CompStat and community-oriented problem-solving strategies. Further, it is important for jurisdictions to understand that surveillance technology is only as good as the manner in which it is employed. If it is employed minimally or is not well integrated into other policing functions, it is unlikely to yield a significant impact on crime.

Appendix A.

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Appendix B.

Additional Resources

The following guidebooks from the Office of Community Oriented Policing Services (the COPS Office) offer practitioner oriented advice. Guidebooks such as *Sting Operations and Dealing with Crime and Disorder in Urban Parks* discuss how public surveillance systems can be employed to support other law enforcement activities. Others cover how to best implement public surveillance as a strategic problem solving tool.

Guidelines for Public Video Surveillance: A Guide to Protecting Communities and Preserving Civil Liberties, by The Constitution Project (Washington, D.C.: 2007). This publication offers comprehensive and detailed guidance for state and local officials investing in or already using public surveillance systems, enabling them to use the technology in a manner that protects residents' privacy rights and civil liberties. http://www.constitution-project.org/pdf/Video_Surveillance_Guidelines_Report_w_Model_Legislation4.pdf

Video Surveillance of Public Places, by Jerry Ratcliffe (U.S. Department of Justice, Office of Community Oriented Policing Services 2006). Part of the Problem-Oriented Guides for Police, Response Guides series, this guidebook provides an overview of public surveillance systems for a law enforcement audience. Specifically, it addresses logistical considerations, implementation and use questions, and offers background on managing the concerns of the public. The document is available at <http://www.cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=226>.

Analyzing Crime Displacement and Diffusion, by Rob T. Guerette (U.S. Department of Justice, Office of Community Oriented Policing Services 2009). Discusses concerns about diffusion and displacement surrounding the implementation of problem-oriented policing efforts. This study, part of the Problem-Oriented Guides for Police, Problem-Solving Tools series, also offers strategies for measuring and managing crime prevention impact at the local level. The document is available at: <http://www.cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=531>.

Dealing with Crime and Disorder in Urban Parks, by Jim Hilborn (U.S. Department of Justice, Office of Community Oriented Policing Services 2009). This guidebook for managing crime in park settings, one in the Problem-Oriented Guides for Police, Problem-Specific Guides series, addresses how surveillance cameras have been used as part

of a policing strategy to prevent crime in parks and recreational areas. The guidebook is available at <http://www.cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=527>.

Improving Street Lighting to Reduce Crime in Residential Areas, by Ronald V. Clarke (U.S. Department of Justice, Office of Community Oriented Policing Services 2009). This guide evaluates the public safety outcomes associated with improving street lighting and discusses lighting enhancements as a potential alternative to surveillance cameras. This report is in the Problem-Oriented Guides for Police, Problem-Specific Guides series. The guide is available at <http://www.cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=510>.

Sting Operations, by Graeme R. Newman (U.S. Department of Justice, Office of Community Oriented Policing Services 2007). This guidebook, part of the Problem-Oriented Guides for Police, Response Guides series, provides information on how public surveillance can be employed for sting operations. The guidebook is available at <http://www.cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=443>.

Implementing Responses to Problems, by Rick Brown and Michael S. Scott (U.S. Department of Justice, Office of Community Oriented Policing Services 2007). As a part of the Problem-Oriented Guides for Police, Problem-Solving Tools series, this guidebook offers assistance in implementing problem-oriented solutions to crime problems. The guidebook is available at <http://www.cops.usdoj.gov/RIC/ResourceDetail.aspx?RID=432>.

The following four studies describe evaluations of public surveillance use in other jurisdictions, detailing the challenges and strategies cities and key stakeholders have faced in public surveillance implementation:

CITRIS Report: The San Francisco Community Safety Camera Program, by Jennifer King, Deirdre K. Mulligan, and Steven Raphael (University of California, Berkeley, Center for Information Technology Research in the Interest of Society, 2008). This report evaluates the effectiveness of the Community Safety Camera program in San Francisco, California. This detailed report examines program goals; measures crime impact; and evaluates management, use, and perceptions of the system. For more information, refer to the following website: <http://www.citris-uc.org/news/SFcamerastudy>.

Measuring the Effects of Video Surveillance on Crime in Los Angeles, by Aundrea Cameron, Elke Kolodinski, Heather May and Nicholas Williams (California Research Bureau, 2008). This report includes an overview of public surveillance use in the state of California, a meta-analysis of 44 public surveillance evaluations, and a more specific evaluation of the impact of public surveillance cameras on crime rates in the city of Los Angeles. The report is available at <http://www.library.ca.gov/crb/08/08-007.pdf>.

CCTV Camera Evaluation, by Jerry Ratcliffe and Travis Taniguchi (Temple University, 2008). Authors measured crime in the vicinity of CCTV cameras within the city of Philadelphia, Pennsylvania, using weighted displacement quotient (WDQ) and hierarchical

linear model (HLM) analyses. The report is available at <http://www.temple.edu/cj/misc/PhilaCCTV.pdf>.

Effects of Closed Circuit Television Surveillance on Crime, reviewed by Brandon C. Welsh and David P. Farrington (Home Office Research, Development, and Statistics Directorate, 2008). This is the most comprehensive meta-analysis of evaluations of CCTV effectiveness, containing 44 studies spanning various settings and countries, though most evaluations included were conducted in the UK. For more information, refer to the following website:

<http://www.campbellcollaboration.org/library.php>.

The resources cited below describe how mapping can be employed with public surveillance. For example, mapping crime “hot spots” can guide camera placement decisions, and mapping crime following camera installation can help identify crime reduction, displacement, and diffusion. If your jurisdiction does not currently employ mapping, partnering with local experts such as universities or nonprofit data centers can be an effective strategy in acquiring mapping expertise and support.

The National Institute of Justice (NIJ) Mapping and Analysis for Public Safety (MAPS) program. Provides resources and publishes reports on the use of mapping in criminal justice research and practice. More information is available at their website: <http://www.ojp.usdoj.gov/nij/maps/welcome.htm>.

Crime Mapping and Analysis Program (CMAP). Funded by the National Institute of Justice, this program provides no-cost mapping training courses for law enforcement personnel. For more information, refer to the following website: <http://www.justnet.org/Pages/cmap.aspx>.

Police Foundation Crime Mapping and Problem Analysis Laboratory (CMPAL). This COPS-supported project offers practical assistance on mapping software, use, and current applications in the field. For more information, refer to the following website: http://www.policefoundation.org/docs/crime_mapping.html.

Using Public Surveillance Systems for Crime Control and Prevention is designed to guide city administrators, law enforcement agencies, and their municipal partners in implementing and employing public surveillance systems in a manner that will have the greatest impact on public safety. It details the various aspects of a system that are integral in yielding a cost-beneficial impact on crime, including budgetary considerations, camera types and locations, how best to monitor cameras, and the role that video footage plays in investigations and prosecutions. This publication also highlights the most prominent lessons learned, in an effort to guide both city administrators and jurisdictions that are currently investing in cameras for public safety purposes, as well as inform those that are contemplating adopting their own public surveillance systems.



U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street, N.E.
Washington, DC 20530

To obtain details on COPS Office programs,
call the COPS Office Response Center at 800.421.6770

Visit COPS Online at www.cops.usdoj.gov



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
7:30 P.M., DECEMBER 20, 2016**

AGENDA

- I. Call to Order**
- II. Pledge to the Flag**
- III. Roll Call**
- IV. Approval of Minutes**
 - 1. Village Board Minutes – December 6, 2016
- V. Warrant Approval**
- VI. Village President’s Report**
 - 1. Appointment of an Ad-Hoc Pension Committee
 - 2. Earth Hour Presentation by Students Priyanka Patel and Kate Karaman
- VII. Consent Agenda** (If any one wishes to speak to any matter on the Consent Agenda, a Speaker’s Request Form must be completed, presented to the Village Clerk, and the matter will be removed from the Consent Agenda and added to Regular Business.)
 - 1. Approval of a Resolution Accepting the Village Board’s Strategic Plan for 2017 –2019 (Appears on Consent Agenda Because it is a Routine Function of Government)
 - 2. Approval of a Resolution Regarding the Release of Certain Written Minutes and the Destruction of Verbatim Records of Certain Closed Meetings of the Village Board (Appears on Consent Agenda Because it is a Routine Function of Government)
 - 3. Approval of a Recommendation by the Park and Recreation Board to Adopt a Resolution to Award a Bid for the Purchase and Installation of Playground Equipment and Implementation of Alternate #2 at G.G. Rowell Park in the Amount of \$100,500 to Hacienda Landscaping Inc. of Plainfield, Illinois (Appears on Consent Agenda Because it was Approved Unanimously by a Recommending Body)
 - 4. Approval of a Recommendation by the Parks and Recreation Board to Approve an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village (Appears on Consent Agenda Because it was Approved Unanimously by a Recommending Body)
 - 5. Approval of a Resolution Approving a Supplemental Statement of Work Under an Agreement with Municipal GIS Partners, Inc. for GIS Support Services (Appears on Consent Agenda Because it is a Routine Function of Government)

VIII. Regular Business

6. Consideration of a Recommendation by the Plan Commission in Case #PC-18-16 to Approve a Final Plat, Consolidating Multiple Lots on the School District No. 74 Campus into One Lot
7. Consideration of a Recommendation by the Plan Commission in Case #PC-19-16 to Approve a Special Use and Parking Variation to Permit a Liquor Distribution Facility at 6428 North Ridgeway Avenue
8. Consideration of an Ordinance Amending Chapter 10, Article 2, Section 3 (Class B Local Liquor Licenses) of the Village Code

IX. Manager's Report

X. Board, Commission, and Committee Reports

XI. Village Clerk's Report

XII. Trustee Reports

XIII. Public Forum

XIV. Closed Session

A Closed Session is Requested to Discuss Probable or Imminent Litigation 2(c)(11)

XV. Adjournment

DATE POSTED: December 16, 2016

All Village Board meetings are broadcast live to residents on Comcast Cable Channel 6, AT&T U-VERSE Channel 99, RCN Channel 49, and online at Lincolnwood.tv at 7:30 p.m. Rebroadcasts of Village Board meetings can be viewed one week following the live broadcast at 1:00 p.m. and 7:30 p.m. on cable television or online at lwdtv.org or on the Lincolnwood Mobile App.

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
DECEMBER 6, 2016**

DRAFT

Call to Order

President Turry called the regular meeting of the Lincolnwood Board of Trustees to order at 7:30 P.M. at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Pledge to the Flag

The Corporate Authorities and all persons in attendance recited the Pledge of Allegiance to the flag of our country.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:

PRESENT: President Turry, Trustees Elster, Patel, Spino, Cope, Bass, Klatzco

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager; Charles Meyer, Assistant to the Village Manager; Steven Elrod, Village Attorney; Ashley Engelmann, Director of Public Works; Robert Merkel, Finance Director, Steven Mc Nellis, Director of Community Development

Approval of Minutes

The minutes of the November 15, 2016 Village Board meeting were distributed and examined in advance. Trustee Spino moved to approve the minutes as presented. The motion was seconded by Trustee Klatzco.

The motion passed by voice vote.

Trustee Elster abstained.

Warrant Approval

Trustee Klatzco moved to approve warrants in the amount of \$777,959.53. The motion was seconded by Trustee Patel.

Upon a Roll Call by the Village Clerk the results were:

AYES: Trustees Klatzco, Patel, Elster, Bass, Cope, Spino

NAYS: None

The motion passed.

Village President's Report

1. Proclamation Regarding Toys for Tots

President Turry congratulated the Marine 2nd Battalion 24th Marine Regiment, U.S. Marine Corps Reserve headquartered in Chicago and John and Dee Barbino on their work for 23 years for Toys for Tots. The Barbino's and Marines have participated in this for 23 years.

He proclaimed December as Toys for Tots month in Lincolnwood.

2. Reappointment of Joel Perzov for a Two Year Term to the Board of Trustees of Police Pension Fund

Trustee Cope moved to approve this reappointment, seconded by Trustee Klatzco.
The motion passed by Voice Vote.

3. Upcoming Meetings

President Turry announced upcoming meetings. These meeting dates may be found on the Village Website.

Consent Agenda

1. **Approval of a Resolution Designating the Village’s Authorized Agent to the Illinois Municipal Retirement Fund**
2. **Approval of an Ordinance Levying Property Taxes in the Amount of \$5,469,755 for All Corporate Purposes for the Village of Lincolnwood, Cook County, Illinois for the Real Estate Tax Year 2016, Payable to the Village in the Calendar Year 2017**
3. **Approval of an Ordinance to Abate the 2016 Real Estate Taxes Levied for the 2011A and 2011B General Obligation Debt Bonds**
4. **Approval of a Resolution Appointing an Alternate Delegate to the Intergovernmental Risk Management Agency**
5. **Approval of a Contract Renewal with KGI Landscaping Company of Skokie, Illinois for Landscaping Maintenance Services within the Village in the Amount of \$36,216**
6. **Approval of a Resolution Authorizing the Village Manager to Execute Easement Agreements with Various Properties on Touhy Avenue for the Village’s Streetlight Replacement Project**

Trustee Klatzco moved to approve the Consent Agenda as presented, seconded by Trustee Patel
Upon Roll Call the Results were:

AYES: Trustees Bass, Klatzco, Spino, Cope, Elster, Patel

NAYS: None

The motion passed

Regular Business

7. **Consideration of a Recommendation by the Economic Development Commission to Adopt a Resolution Approving a Property Enhancement Program (PEP) Grant in an Amount Not to Exceed \$25,000 for Property Leased by Brickyard Bank at 6676 North Lincoln Avenue**

This item was presented by Mr. McNellis using Power Point.
Photos of the Grant request location were presented.

Pep Grant Program

PEP = Property Enhancement Program

- *Intent – encourage comprehensive exterior (visible) improvements to business properties
- *Grants generally provided at 50% of Cost
- *Not intended to fund deferred maintenance
- *Maximum Grant: \$25,000 per project
- *Operates on Rebate Basis
- *Type of eligible work: façade & parking lot improvements; landscaping, awnings, signs, lighting, etc.

Brickyard Bank PEP Request:

Façade/ Landscaping Improvements

- *Installation of ten (10) new 30” by 48” windows along the south façade of the building (Currently a blank wall)
- *Foundation landscape planting, consisting of: Arborvitae, and Boxwood
- *Planting of eight (8) Male Trees throughout vacant grass area

EDC Recommendation

*By a 5-0 Vote, the EDC recommends approval of PEP Grant Request for Brickyard Bank, up to \$25,000 subject to:

- Replacement of construction grade rock on Lincoln Avenue frontage with river rock.
- Addition of six planters in rock-covered area.
- Amount awarded be no greater than 50% of project costs

Requested Action

*Resolution approving a Property Enhancement Program Grant, not to exceed \$25,000, for Brickyard Bank at 6676 N. Lincoln Avenue, subject to:

- Replacement of construction grade rock on Lincoln Avenue frontage with river rock.
- Addition of six planters in rock-covered area

Discussion ensued. Douglas Bertana of Brickyard Bank responded to questions. He stated that he was sure that there would be adequate handicapped parking in the plan.

Trustee Cope moved to adopt the Resolution as proposed, seconded by Trustee Patel. It was noted that this is a resolution protective of the Village.

Upon Roll Call the Results were:

AYES: Trustees Patel, Klatzco, Bass, Cope, Klatzco, Spino

NAYS: None

The motion passed

8. Consideration of a Recommendation by the Plan Commission Concerning Case #PC-15-16 Regarding an Ordinance Approving Text Amendments to the M-B and O-1 Zoning Districts to Establish New Regulations and Modify Existing Regulations Relative to Businesses that are Primarily Warehouse or Self-Storage Uses on Certain Commercial Arterial Roadways

This item was presented by Mr. McNellis using Power Point.

It was noted that Self Storage Units are not defined in Village Zoning Code.

Background

- *Warehouses and Self-Storage permitted in M-B (by right) and O-1 (by Special Use)
- *VB and PC past discussion on such uses on arterial roadways included: lack of sales tax, aesthetic issues, and inappropriate locations
- *Village Board approved One-Year Moratorium on such uses on Commercial Arterial Roadways on July 19, 2016
- *Staff directed to research uses and other communities regulations to assist in PC consideration of Text Amendments

Research of Neighboring Communities

- *Staff reviewed regulations of eight nearby communities
 - *Warehouse & Self-Storage generally permitted on industrially zoned property
 - *Typically permitted in “Industrial Hubs”, disconnected from commercial areas
- Lincolnwood M-B and O-1 Zoning Districts immediately adjacent to, or surrounded by Commercial Zoning and Uses
- Renderings were presented, identifying Potential Impacted M-B Zoned Property for: West Touhy Avenue, West Devon and North Lincoln Avenue and North Cicero and North Lincoln Avenue

Potential Impacted Properties

- *Impacts if limitations placed on properties fronting Commercial Arterial Roadways
 - 29 properties in M-B and O-1 have frontage on four Commercial Arterial Roadways
 - Including: two Self Storage Facilities, two currently-vacant properties, and up to three properties that may be majority-Warehouse
 - Current Warehouse/Self-Storage Uses become “Legal, Non-Conforming” if amendment is approved

Staff Recommended Text Amendments

To eliminate permissibility of Self-Storage and Warehouse uses on major commercial arterial roadways:

- * Revise Section 2.02, Definitions of Zoning Code, to insure targeted uses clearly identified (Self-Storage Facility, Warehouse)
- * Add permissibility of Self-Storage Facility to Section 4.04, Use District Table of Zoning Code
- * Prohibit Warehouse and Self-Storage Facility Uses in M-B and O-1 Zoning Districts on lots with frontage on Cicero, Devon, Lincoln or Touhy Avenues, by amending Sections 4.07/4.08. Additional Use Standards for Business and Office Districts & Manufacturing and Business Districts

Staff Recommended Text Amendments

1. Create a new definition for Self-Storage Facility:
 - Self-Storage Facility – A building or group of buildings with controlled access, housing independent, fully enclosed modules, bays or compartments that are leased to individuals or businesses exclusively for the temporary storage needs of small businesses and residential households.

2. Revise definition for Warehouse:

- Warehouse – A building or structure used principally for the storage of goods, merchandise, material and/or equipment

Plan Commission Deliberation

*Plan Commission Public Hearing on September 7, October 6, and November 19

- Commission generally concurred with intent of recommended text to prohibit non-commercial, non-sales tax generating uses on commercial arterial roadways
- Two property owners attended meetings, no opposition registered
- PC concern – greater clarification necessary to define difference between Warehouse Use and Retail Sales and Service Use (ex: A warehouse-heavy electronics store such as ABT). Staff directed to revise both definitions

PC-Recommended Revised Definition

1. Revise definition for Retail Sales and Services:

- Retail Sales and Services – A commercial enterprise that provides goods and/or services directly to the consumer, where such goods and/or services are available for immediate purchase which enterprise may (but is not required to) incorporate warehouse space as an accessory use, subordinate to the primary use of the business or commercial enterprise.

2. Further revise definition for Warehouse:

- Warehouse – A building or structure used principally for the storage of goods, material and/or equipment . A Warehouse is not to be deemed Retail Sales and Services, as defined elsewhere in this Section 2.02

Commission Recommendation

By 7-0 Vote Plan Commission recommends the following Text Amendments to regulate Warehouses and Self-Storage Facilities:

- Define Self-Storage Facility and add permissibility to O-1. Zoning District as Special Use, and M-B Zoning District as a Permitted Use (Amend Section 2.02 and revise Section 4.04, Use District Table)
- Re-define Warehouse (Amend Section 2.02)
- Redefine Retail Sales and Services
- Prohibit Warehouse and Self-/Storage Facility uses in M-B and O-1 Zoning Districts on lots with frontage on the following commercial arterial roadways: North Cicero Avenue, West Devon Avenue, North Lincoln Avenue or West Touhy Avenue (Amend Additional Use Standards Sections 4.07, Business and Office Districts, and 4.08, M-B Manufacturing and Business)

Trustee Patel had questions regarding commercial streets, which was answered by the presentation, the attorney and further clarification by Mr. McNellis.

Attorney Elrod further clarified by stating that the reason all four streets were named was for future planning. Mr. McNellis stated that McCormick was not named was because it has no M-B or O-1 properties.

Trustee Patel moved to approve the creation of an Ordinance, seconded by Trustee Bass.

Upon Roll Call the Results were:

AYES: Trustees Patel, Bass, Klatzco, Cope, Spino, Elster

NAYS: None

The motion passed

President Turry thanked the Plan Commission and Mr. McNellis for a job well done.

President Turry announced that Assistant Village Manager Doug Petroschius will be leaving for the position in the Village of Lake of the Hills where he will become the Village Manager. Board Members and Mr. Wiberg spoke of the fine job he has done for this community and wished him well.

Mr. Petroschius thanked the Village and Mr. Wiberg.

President Turry announced that the Village has secured a sound monitor until March 6.

Manager's Report

Mr. Wiberg expanded on the sound monitor information.

Board and Commissions Report

None

Village Clerk's Report

None

Trustees Reports

Trustee Patel commented that the next Plan Commission meeting will discuss a Starbucks plan regarding 4300 Touhy.

Public Forum

None

Adjournment To Closed Session

At 8:30 P.M., Trustee Elster moved to adjourn the Village Board meeting to Closed Session for the purpose of discussing probable or imminent litigation 2(c)(11) and closed session minutes 2(c) (21) seconded by Trustee Patel.

Upon Roll Call the Results were

AYES: Trustees Elster, Patel, Bass, Klatzco, Spino, Cope

NAYS: None

The motion passed

Reconvention

At 9:31 P.M. President Turry reconvened the Village Board meeting.

Adjournment

At 9:31 P.M. Trustee Patel moved to adjourn the Meeting, seconded by Trustee Elster.
The motion passed with a Voice Vote

Respectfully Submitted,

Beryl Herman
Village Clerk

TO: President and the Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

SUBJECT: Warrant Approval

DATE: December 16, 2016

The following are the totals for the List of Bills being presented at the December 20th Village Board meeting.

12/20/2016	68,291.59
12/20/2016	369,792.86
12/20/2016	35,189.05
12/20/2016	257,428.56
12/20/2016	57,073.22
Total	<hr/> \$ 787,775.28

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 12/12/2016 - 12:26PM
Batch: 00200.12.2016



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Active Electrical Supply Co. Inc. & Fox Lighting					
ACTIVELE					
10492560-00	11/23/2016	403.32	0.00	12/20/2016	
660-620-519-5730					Program supplies Gloves, Testers for Pump House
	10492560-00 Total:	403.32			
10492938-00	12/1/2016	-16.77	0.00	12/20/2016	
660-620-519-5730					Program supplies Return
	10492938-00 Total:	-16.77			
	Active Electrical Supply C	386.55			
Cassidy Tire					
CASSIDYT					
5184994	11/22/2016	318.48	0.00	12/20/2016	
101-300-512-5480					R&M - vehicles Tires for Squad #211
	5184994 Total:	318.48			
	Cassidy Tire Total:	318.48			
Chicago Tribune					
CHGOTRIB					
4300534	12/6/2016	20.29	0.00	12/20/2016	
101-400-511-5620					Books & publications Bid for Fiber Optic

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
4300534 Total:		20.29			
PC-19-16	11/17/2016	53.09	0.00	12/20/2016	Legal notice - 6428 Ridgeway
101-240-517-5510 Advertising					
PC-19-16 Total:		53.09			
Chicago Tribune Total:		73.38			
Custom Electrical Systems, Inc. CUSTOMEL					
66748	11/30/2016	810.00	0.00	12/20/2016	Coil for Police Dept and Village Hall
101-420-511-5405 R&M - buildings					
66748 Total:		810.00			
Custom Electrical Systems		810.00			
Holland & Knight LLP HOLLAND					
11302016	11/30/2016	12,885.00	0.00	12/20/2016	Retainer - November
101-230-511-5350 Legal - retainer					
11302016	11/30/2016	12,885.00	0.00	12/20/2016	Retainer - December
101-230-511-5350 Legal - retainer					
11302016 Total:		25,770.00			
5435773	12/5/2016	132.00	0.00	12/20/2016	Trim-Tex Mutual
101-230-511-5370 Legal - review					
5435773 Total:		132.00			
5435779	12/5/2016	82.00	0.00	12/20/2016	Centerpoint Properties
101-230-511-5370 Legal - review					
5435779 Total:		82.00			
5435780	12/5/2016	82.00	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-230-511-5370 Legal - review					6649 N. Lincoln
5435780 Total:		82.00			
5435781	12/5/2016	82.00	0.00	12/20/2016	
101-230-511-5370 Legal - review					6733-35 Lincoln Zoning
5435781 Total:		82.00			
5435785	12/5/2016	1,190.00	0.00	12/20/2016	
101-230-511-5370 Legal - review					Telecommunications Ord.
5435785 Total:		1,190.00			
5435789	12/5/2016	156.00	0.00	12/20/2016	
101-230-511-5370 Legal - review					E-911
5435789 Total:		156.00			
5435790	12/5/2016	792.00	0.00	12/20/2016	
101-230-511-5360 Legal - litigation					Litigation
5435790 Total:		792.00			
5436557	12/6/2016	487.50	0.00	12/20/2016	
101-230-511-5370 Legal - review					Airoom Keystone ROW Vacation
5436557 Total:		487.50			
Holland & Knight LLP Tot		28,773.50			
Home Depot Credit Services HOMEDEPO					
003335/2024314	10/3/2016	95.38	0.00	12/20/2016	
101-400-511-5730 Program supplies					Shelving, brackets for PW
003335/2024314 Total:		95.38			
010948/4032453	11/10/2016	11.60	0.00	12/20/2016	
205-509-515-5730 Program supplies					Stickers for Turkey Trot

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
010948/4032453 Total:		11.60			
011637/4110671	10/11/2016	60.48	0.00	12/20/2016	Paver edging, paver spike for Proesel Park
205-430-515-5730 Program supplies					
011637/4110671 Total:		60.48			
028666/7024032	10/28/2016	11.47	0.00	12/20/2016	Degreaser for Fire Dept
101-350-512-5480 R&M - vehicles					
028666/7024032 Total:		11.47			
030069/5225775	9/30/2016	131.00	0.00	12/20/2016	Machine rental
101-420-511-5530 Equipment Rental					
030069/5225775 Total:		131.00			
Home Depot Credit Servic		309.93			
IRMA					
IRMA					
IVC00009829	10/31/2016	76.50	0.00	12/20/2016	Training - Police
101-300-512-5590 Training					
IVC00009829 Total:		76.50			
SALES0015679	11/30/2016	583.29	0.00	12/20/2016	November Deductible
101-210-511-5260 Liability insurance					
SALES0015679 Total:		583.29			
SALES0015716	11/30/2016	3,824.00	0.00	12/20/2016	November Optional Deductible
101-210-511-5260 Liability insurance					
SALES0015716 Total:		3,824.00			
IRMA Total:		4,483.79			

Kandu, James

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
KANDUJAM					
005502-000	12/8/2016	491.66	0.00	12/20/2016	Refund/Water account/Resident moved
660-000-110-1230 Water customer receivables					
	005502-000 Total:	491.66			
	Kandu, James Total:	491.66			
Lowe's Business Acc/GEFCF					
LOWES					
02548	11/21/2016	22.98	0.00	12/20/2016	
101-410-511-5730 Program supplies					
	02548 Total:	22.98			
20267	11/22/2016	331.45	0.00	12/20/2016	
205-430-515-5730 Program supplies					Peat moss for Proesel Park
	20267 Total:	331.45			
2407	12/1/2016	178.55	0.00	12/20/2016	
205-430-515-5745 Small tools					Shelter Floor Tools
	2407 Total:	178.55			
2408	12/1/2016	47.43	0.00	12/20/2016	
205-430-515-5730 Program supplies					Holiday decorations
	2408 Total:	47.43			
2650	11/22/2016	2.22	0.00	12/20/2016	
660-620-519-5730 Program supplies					Nuts, flat washer, bolts for Water
	2650 Total:	2.22			
2680	11/22/2016	10.46	0.00	12/20/2016	
101-410-511-5730 Program supplies					PVC Pipe, elbows, tees, couplings for Streets
	2680 Total:	10.46			
2681	11/22/2016	6.64	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-410-511-5730 Program supplies					Cement & Primer for Streets
	2681 Total:	6.64			
6439	12/2/2016	24.60	0.00	12/20/2016	Lights for Holiday Lighting
205-430-515-5730 Program supplies					
	6439 Total:	24.60			
S1748CH1	11/21/2016	17.96	0.00	12/20/2016	Tire pressure gauge
101-300-512-5480 R&M - vehicles					
	S1748CH1 Total:	17.96			
	Lowe's Business Acc/GEC	642.29			
Madalon, Debra MADALON R-OMXBXVVF	11/20/2016	32.00	0.00	12/20/2016	Refund - Turkey Trot
205-509-410-4416 Pre-registration entry fees					
	R-OMXBXVVF Total:	32.00			
	Madalon, Debra Total:	32.00			
Marc Printing MARCP Cyc1&4	12/8/2016	946.58	0.00	12/20/2016	Mailing of water bills - Cycle 1&4
660-610-519-5720 Postage					
	Cyc1&4 Total:	946.58			
	Marc Printing Total:	946.58			
Pitney Bowes PITNEYBO 3100793988	11/30/2016	262.26	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-210-511-5440 R&M - office equipment					Rental fees Nov 30 thru Dec 29
		262.26			
3100793988 Total:		262.26			
		262.26			
Pitney Bowes Total:		262.26			
Play Soccer PALYSOCC 12616	12/6/2016	350.00	0.00	12/20/2016	
205-505-515-5270 Purchased program services					Fall Soccer uniforms
		350.00			
12616 Total:		350.00			
		350.00			
Play Soccer Total:		350.00			
Sam's Club SAMSCCL 113016	11/30/2016	136.18	0.00	12/20/2016	
205-520-515-5645 Concessions & food					Club Kid snack
113016	11/30/2016	25.96	0.00	12/20/2016	
205-504-515-5645 Concessions & food					Lincolnwood Lights refreshments
		162.14			
113016 Total:		162.14			
		162.14			
Sam's Club Total:		162.14			
Suburban Tree Consortium SUBURBAN 0006423-IN	11/29/2016	22,870.00	0.00	12/20/2016	
101-440-513-5250 Landscaping services					2016 Fall planting per resolution
0006423-IN	11/29/2016	3,520.00	0.00	12/20/2016	
217-000-561-6100 Land acquisition & improveme					2016 Fall planting per resolution
		26,390.00			
0006423-IN Total:		26,390.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
	Suburban Tree Consortium	26,390.00		
TKE Corporation TKECORP 3002907234	12/1/2016	539.27	0.00	12/20/2016
101-420-511-5405 R&M - buildings				Contract Elevator maintenance
	3002907234 Total:	539.27		
	TKE Corporation Total:	539.27		
United States Postal Service USPOSTAL				
PB113016	11/30/2016	11.82	0.00	12/20/2016
101-210-511-5720 Postage				Pitney Bowest postage
PB113016	11/30/2016	129.65	0.00	12/20/2016
101-210-511-5720 Postage				Pitney Bowest postage
PB113016	11/30/2016	76.26	0.00	12/20/2016
101-210-511-5720 Postage				Pitney Bowest postage
PB113016	11/30/2016	11.47	0.00	12/20/2016
101-210-511-5720 Postage				Pitney Bowest postage
PB113016	11/30/2016	105.09	0.00	12/20/2016
205-500-515-5720 Postage				Pitney Bowest postage
PB113016	11/30/2016	2.66	0.00	12/20/2016
205-500-515-5720 Postage				Pitney Bowest postage
PB113016	11/30/2016	35.47	0.00	12/20/2016
101-210-511-5720 Postage				Pitney Bowest postage
PB113016	11/30/2016	12.01	0.00	12/20/2016
101-210-511-5720 Postage				Pitney Bowest postage
PB113016	11/30/2016	313.64	0.00	12/20/2016
660-610-519-5720 Postage				Pitney Bowest postage
	PB113016 Total:	698.07		
	United States Postal Servic	698.07		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
Verizon Wireless				
VERIZON				
9775727371	11/21/2016	31.38	0.00	12/20/2016
101-000-210-2650 Contractor Permits Payable				Cell phones
9775727371	11/21/2016	1,421.67	0.00	12/20/2016
101-250-511-5580 Telephone				Cell phones
9775727371	11/21/2016	10.68	0.00	12/20/2016
101-400-511-5410 R&M - communications equipm				Cell phones
9775727371	11/21/2016	73.85	0.00	12/20/2016
660-610-519-5580 Telephone				Cell phones
9775727371 Total:		1,537.58		
9775727372	11/21/2016	157.85	0.00	12/20/2016
101-000-210-2650 Contractor Permits Payable				Cell phones
9775727372	11/21/2016	193.16	0.00	12/20/2016
101-210-511-5580 Telephone				Cell phones
9775727372	11/21/2016	115.19	0.00	12/20/2016
101-400-511-5410 R&M - communications equipm				Cell phones
9775727372	11/21/2016	3.39	0.00	12/20/2016
205-508-515-5580 Telephone				Cell phones
9775727372	11/21/2016	18.84	0.00	12/20/2016
205-520-515-5580 Telephone				Cell phones
9775727372	11/21/2016	46.07	0.00	12/20/2016
205-530-515-5580 Telephone				Cell phones
9775727372	11/21/2016	1.13	0.00	12/20/2016
205-550-515-5270 Purchased program services				Cell phones
9775727372	11/21/2016	39.57	0.00	12/20/2016
205-560-515-5580 Telephone				Cell phones
9775727372	11/21/2016	109.86	0.00	12/20/2016
660-610-519-5580 Telephone				Cell phones
9775727372 Total:		685.06		
9776172152	12/1/2016	90.10	0.00	12/20/2016
101-000-210-2650 Contractor Permits Payable				Cell Phones
9776172152 Total:		90.10		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

	Verizon Wireless Total:	2,312.74		
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Work' N Gear, LLC				
WRKNGEAR				
HA71505	11/28/2016	308.95	0.00	12/20/2016
660-620-519-5070 Uniform allowance				Clothing Allowance

	HA71505 Total:	308.95		
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	Work' N Gear, LLC Total:	308.95		
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	Report Total:	68,291.59		
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Accounts Payable

To Be Paid Proof List

User: jmazzeffi
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Batch: 00201.12.2016



Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

Air One Equipment
AIRONE

17855	11/23/2016	358.10	0.00	12/20/2016
101-350-512-5665				Firefighting supplies SCBA mask

17855 Total: 358.10

Air One Equipment Total: 358.10

Airgas USA LLC
AIRGAS

9057484156	11/15/2016	282.67	0.00	12/20/2016
101-350-512-5660				EMS supplies Oxygen for ambulances

9057484156 Total: 282.67

Airgas USA LLC Total: 282.67

Aseptic Control Products
ASEPTIC

92910	11/23/2016	161.13	0.00	12/20/2016
101-350-512-5660				EMS supplies Opti-cide wipes

92910 Total: 161.13

Aseptic Control Products T 161.13

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Binder Lift LLC					
BINDERLI					
16242	10/21/2016	1,367.90	0.00	12/20/2016	Patient lift assist straps
101-350-512-5660 EMS supplies					
16242 Total:		1,367.90			
Binder Lift LLC Total:		1,367.90			
Builders Asphalt					
BUILDERS					
20862	11/9/2016	211.64	0.00	12/20/2016	Recycled surface
213-000-561-5490 R&M Road Repairs					
20862 Total:		211.64			
Builders Asphalt Total:		211.64			
Cassidy Tire					
CASSIDYT					
4185921	11/3/2016	598.88	0.00	12/20/2016	2 tires for A15
101-350-512-5480 R&M - vehicles					
4185921 Total:		598.88			
Cassidy Tire Total:		598.88			
Douglas Truck Parts					
DOUGTK					
21407	10/19/2016	149.00	0.00	12/20/2016	Brake clean, gloves for Auction vehicles
101-300-512-5480 R&M - vehicles					
21407 Total:		149.00			
21408	10/19/2016	38.08	0.00	12/20/2016	Decal remover for Auction vehicles
101-300-512-5480 R&M - vehicles					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	21408 Total:	38.08			
21501	10/21/2016	79.99	0.00	12/20/2016	
101-300-512-5480 R&M - vehicles					Step platform for Auction vehicles
	21501 Total:	79.99			
	Douglas Truck Parts Total:	267.07			
Emcor Services Team Mechanical Inc					
EMCOR					
3054664	11/18/2016	1,037.93	0.00	12/20/2016	
101-420-511-5405 R&M - buildings					Replacement of heating valve
	3054664 Total:	1,037.93			
	Emcor Services Team Mec	1,037.93			
Gen Ki Karate					
GENKI					
112816	11/28/2016	504.00	0.00	12/20/2016	
205-502-515-5270 Purchased program services					Karate Fall Session 2
	112816 Total:	504.00			
	Gen Ki Karate Total:	504.00			
Golf Mill Ford					
GOLFMILL					
408252P	11/15/2016	38.40	0.00	12/20/2016	
101-350-512-5480 R&M - vehicles					Abs Sensor wire for Ambulance #5
	408252P Total:	38.40			
	Golf Mill Ford Total:	38.40			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
Great Lakes Coca Cola Distribution					
GREATLAC					
1495203706	11/23/2016	302.40	0.00	12/20/2016	Pop for Public Works pop machine
101-210-511-5700 Office supplies					
	1495203706 Total:	302.40			
	Great Lakes Coca Cola Dis	302.40			
Hansen, Michael					
HANSENM					
112916	11/29/2016	171.00	0.00	12/20/2016	Reimbursement for Amkus tool repair
101-350-512-5430 R&M - Fire & EMS equipmen					
	112916 Total:	171.00			
	Hansen, Michael Total:	171.00			
Harris, Steven					
HARRISST					
112916	11/29/2016	250.00	0.00	12/20/2016	Reimbursement overpayment of ambulance bill
101-000-410-4315 Ambulance & EMS fees					
	112916 Total:	250.00			
	Harris, Steven Total:	250.00			
IL Municipal Retirement Fund					
ZZIMRF					
112916	11/29/2016	33,216.14	0.00	12/20/2016	Monthly - Employer
102-000-210-2023 Employee IMRF withholding					
112916	11/29/2016	14,009.83	0.00	12/20/2016	Monthly - Employee
102-000-210-2023 Employee IMRF withholding					
	112916 Total:	47,225.97			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	IL Municipal Retirement F	47,225.97			
Lincolnwood Chamber of Commerce & Industry					
LWDCHAMB					
CH12132016	12/13/2016	64.00	0.00	12/20/2016	
101-200-511-5840 Meals					Toys for Tots Luncheon
CH12132016	12/13/2016	96.00	0.00	12/20/2016	
101-100-511-5840 Meals					Toys for Tots Luncheon
CH12132016	12/13/2016	64.00	0.00	12/20/2016	
101-300-512-5730 Program supplies					Toys for Tots Luncheon
CH12132016	12/13/2016	32.00	0.00	12/20/2016	
101-240-517-5840 Meals					Toys for Tots Luncheon
CH12132016	12/13/2016	32.00	0.00	12/20/2016	
101-210-511-5840 Meals					Toys for Tots Luncheon
	CH12132016 Total:	288.00			
	Lincolnwood Chamber of C	288.00			
Lionheart Critical Power Specialists, Inc.					
LIONHEAR					
2076059	11/21/2016	720.94	0.00	12/20/2016	
101-350-512-5405 R&M - buildings					Generator repairs
	2076059 Total:	720.94			
	Lionheart Critical Power S	720.94			
M.A.T.I.S Parts					
MATIS					
2153	11/18/2016	490.07	0.00	12/20/2016	
101-350-512-5740 Repair parts					Bulbs, pump, fuses, sea foam, power service
	2153 Total:	490.07			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
M.A.T.I.S Parts Total:		490.07			
McKenna Automotive					
MCKENNA					
14602	11/14/2016	98.00	0.00	12/20/2016	Hydraulic hose for Tractor #6
660-620-519-5480 R&M - vehicles					
14602 Total:		98.00			
McKenna Automotive Tota		98.00			
Metro Tank and Pump Company					
METROENV					
13835	11/17/2016	2,380.00	0.00	12/20/2016	Tank tightness test
101-420-511-5405 R&M - buildings					
13835 Total:		2,380.00			
Metro Tank and Pump Com		2,380.00			
Midwest Meter Inc					
MIDWESTM					
0083928-IN	11/17/2016	2,457.00	0.00	12/20/2016	Meter valve
660-620-519-5796 Water system repair parts					
0083928-IN Total:		2,457.00			
Midwest Meter Inc Total:		2,457.00			
Paramedic Services of Illinois					
PARAMEDI					
4947	12/1/2016	231,048.30	0.00	12/20/2016	Services rendered month ended 12/31/2016
101-350-512-5220 Fire protection					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	4947 Total:	231,048.30			
	Paramedic Services of Illin	231,048.30			
Stryker Sales Corp.					
STRYKER					
2056648M	11/22/2016	364.02	0.00	12/20/2016	
101-350-512-5660 EMS supplies					Power cot battery
	2056648M Total:	364.02			
	Stryker Sales Corp. Total:	364.02			
Sunburst Sportswear Inc					
SUNBURST					
116147	12/1/2016	767.00	0.00	12/20/2016	
205-509-515-5730 Program supplies					Turkey Trot Tech Shirt re-order
	116147 Total:	767.00			
	Sunburst Sportswear Inc To	767.00			
Traffic Control & Protection					
TRAFFICC					
88369	11/21/2016	514.70	0.00	12/20/2016	
101-440-513-5768 Street materials - signs & bar					Signs
	88369 Total:	514.70			
	Traffic Control & Protectio	514.70			
Vermeer-Illinois Inc					
VRMERIL					
PA3428	11/9/2016	28.11	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-440-513-5480 R&M - vehicles					Latch-slam
PA3428 Total:		28.11			
PA3615	11/14/2016	105.93	0.00	12/20/2016	Decals for chipper
101-440-513-5480 R&M - vehicles					
PA3615 Total:		105.93			
Vermeer-Illinois Inc Total:		134.04			
Village of Lincolnwood, Police Pension Fund VOLPPF					
2nd qtr 2016-17	11/30/2016	74,115.30	0.00	12/20/2016	Motor Fuel Tax/Police Pension Fund contribution
101-300-512-5140 Employer police pension					
2nd qtr 2016-17 Total:		74,115.30			
Village of Lincolnwood, Po		74,115.30			
We Got Game WEGOT					
391	11/28/2016	1,176.00	0.00	12/20/2016	Basketball skills
205-502-515-5270 Purchased program services					
391 Total:		1,176.00			
We Got Game Total:		1,176.00			
Welding Supply Inc. WELDINGS					
899201	11/30/2016	6.36	0.00	12/20/2016	Helium Tank - December
205-571-515-5730 Program supplies					
899201	11/30/2016	6.36	0.00	12/20/2016	Argon Tank - December
101-350-512-5730 Program supplies					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	899201 Total:	12.72			
	Welding Supply Inc. Total:	12.72			
Wells Fargo Vendor Fin Serv					
GECAPITA					
65971611	11/23/2016	232.43	0.00	12/20/2016	
660-610-519-5340 Maintenance Agreement Expen					Copier - PW
65971611	11/23/2016	269.95	0.00	12/20/2016	
205-500-515-5440 R&M - office equipment					Copier - Parks
65971611	11/23/2016	232.44	0.00	12/20/2016	
101-000-210-2650 Contractor Permits Payable					Copier - Fire
65971611	11/23/2016	697.36	0.00	12/20/2016	
101-210-511-5440 R&M - office equipment					Copier - PD & Finance
	65971611 Total:	1,432.18			
	Wells Fargo Vendor Fin Se	1,432.18			
Zoll Data System					
ZOLLDATA					
9031886	11/15/2016	1,017.50	0.00	12/20/2016	
101-350-512-5330 Data processing					Rescue net maintenance for ambulance billing
	9031886 Total:	1,017.50			
	Zoll Data System Total:	1,017.50			
	Report Total:	369,792.86			

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
ALICE Training Institute					
ALICE					
14744	10/10/2016	595.00	0.00	12/20/2016	
101-300-512-5590 Training					Instructor Training
		<hr/>			
14744 Total:		595.00			
		<hr/>			
ALICE Training Institute T		595.00			
		<hr/>			
American First Aid Services					
AFAS INC					
44611	12/7/2016	22.60	0.00	12/20/2016	
205-500-515-5700 Office supplies					Parks first aid supplies
		<hr/>			
44611 Total:		22.60			
		<hr/>			
44612	12/7/2016	97.60	0.00	12/20/2016	
101-300-512-5730 Program supplies					Police first aid supplies
		<hr/>			
44612 Total:		97.60			
		<hr/>			
American First Aid Service		120.20			
		<hr/>			
Avalon Petroleum					
AVALON					
17756	11/22/2016	322.39	0.00	12/20/2016	
660-620-519-5670 Fuel					Fuel usage
17756	11/22/2016	416.51	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
101-350-512-5670 Fuel 17756	11/22/2016	635.30	0.00	12/20/2016 Fuel usage
101-440-513-5670 Fuel 17756	11/22/2016	171.72	0.00	12/20/2016 Fuel usage
205-430-515-5670 Fuel 17756	11/22/2016	133.80	0.00	12/20/2016 Fuel usage
660-620-519-5670 Fuel				Fuel usage
17756 Total:		1,679.72		
557025 101-420-511-5670 Fuel	11/22/2016	65.09	0.00	12/20/2016 Fuel usage
557025 101-300-512-5670 Fuel	11/22/2016	1,221.11	0.00	12/20/2016 Fuel usage
557025 101-350-512-5670 Fuel	11/22/2016	107.21	0.00	12/20/2016 Fuel usage
557025 101-420-511-5670 Fuel	11/22/2016	20.37	0.00	12/20/2016 Fuel usage
557025 101-440-513-5670 Fuel	11/22/2016	99.86	0.00	12/20/2016 Fuel usage
557025 205-430-515-5670 Fuel	11/22/2016	158.98	0.00	12/20/2016 Fuel usage
557025 Total:		1,672.62		
Avalon Petroleum Total:		3,352.34		
Chicago Tribune CHGOTRIB 4436505	9/8/2016	43.49	0.00	12/20/2016
101-210-511-5510 Advertising				Legal Ad - Alley vacation
4436505 Total:		43.49		
Chicago Tribune Total:		43.49		

Christensen Animal Hospital
CHRISTAH

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
195828	6/7/2016	413.44	0.00	12/20/2016	Animal impound fees
101-300-512-5210	Animal control				
	195828 Total:	413.44			
	Christensen Animal Hospit	413.44			
Classic Design Awards					
CLASSICD					
162183	12/6/2016	80.50	0.00	12/20/2016	Name plates for Employees
101-100-511-5799	Other materials & supplies				
	162183 Total:	80.50			
	Classic Design Awards Tot	80.50			
Galls Incorporated					
GALLS					
006476491	11/23/2016	42.95	0.00	12/20/2016	Misc uniform items
101-300-512-5070	Uniform allowance				
	006476491 Total:	42.95			
	Galls Incorporated Total:	42.95			
Hoving Pit Stop					
HOVING					
149013	11/24/2016	93.00	0.00	12/20/2016	Weekly Service - Centennial Park/10/28-11/24
205-430-515-5730	Program supplies				
	149013 Total:	93.00			
	Hoving Pit Stop Total:	93.00			

Illinois Association of Code Enforcement

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
ILLINO					
IACE201712716	12/7/2016	25.00	0.00	12/20/2016	
101-300-512-5570	Professional associations				Membership Dues/Training
IACE201712716	12/7/2016	35.00	0.00	12/20/2016	
101-300-512-5590	Training				Membership Dues/Training
	IACE201712716 Total:	60.00			
	Illinois Association of Cod	60.00			
Impact Networking, LLC					
IMPACT					
750787	12/7/2016	166.50	0.00	12/20/2016	
660-610-519-5340	Maintenance Agreement Expen				Copier - Public Works
750787	12/7/2016	166.50	0.00	12/20/2016	
205-500-515-5440	R&M - office equipment				Copier - Parks
750787	12/7/2016	166.50	0.00	12/20/2016	
101-000-210-2650	Contractor Permits Payable				Copier - Fire
750787	12/7/2016	499.50	0.00	12/20/2016	
101-210-511-5440	R&M - office equipment				Copier - Finance
	750787 Total:	999.00			
	Impact Networking, LLC T	999.00			
Kieca, Michael					
KIECA					
REIM101716MKM	10/17/2016	75.00	0.00	12/20/2016	
101-300-512-5840	Meals				Reimburse - Meals/Training Course
	REIM101716MKM Total:	75.00			
	Kieca, Michael Total:	75.00			
Kim, Patricia					
KIMP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
MTR120716	12/7/2016	31.67	0.00	12/20/2016	
101-000-410-4050					Utility tax - electric
					2015 Utility tax rebate
MTR120716	12/7/2016	38.96	0.00	12/20/2016	
101-000-410-4055					Utility tax - natural gas
					2015 Utility tax rebate
MTR120716	12/7/2016	2.64	0.00	12/20/2016	
101-000-410-4060					Telecommunications tax
					2015 Utility tax rebate
	MTR120716 Total:	73.27			
	Kim, Patricia Total:	73.27			
Lund Industries					
LUNDIND					
86905	12/2/2016	8,034.92	0.00	12/20/2016	
101-300-561-6580					Equipment - vehicles
					Remove/install equipment in Squad
	86905 Total:	8,034.92			
	Lund Industries Total:	8,034.92			
Malnati Organization					
MALNATI					
108	11/29/2016	48.95	0.00	12/20/2016	
101-300-512-5730					Program supplies
					Dinner for NORTAF Burglary
	108 Total:	48.95			
	Malnati Organization Total	48.95			
Marc Printing					
MARCP					
110716	10/19/2016	394.40	0.00	12/20/2016	
660-610-519-5720					Postage
					Mailing of Water Bills Nov. 16
	110716 Total:	394.40			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
	Marc Printing Total:	394.40		
MGP, Inc.				
MGPINC				
3360	11/30/2016	883.09	0.00	12/20/2016
101-250-511-5599 Other contractual				GISC Staffing - Nov
3360	11/30/2016	883.09	0.00	12/20/2016
101-000-210-2650 Contractor Permits Payable				GISC Staffing - Nov
3360	11/30/2016	1,766.19	0.00	12/20/2016
660-620-519-5599 Other contractual				GISC Staffing - Nov
3360	11/30/2016	275.00	0.00	12/20/2016
101-250-511-5599 Other contractual				GISC Staffing - Nov
	3360 Total:	3,807.37		
	MGP, Inc. Total:	3,807.37		
Municipal Electronics				
MUNI				
064124	11/18/2016	315.00	0.00	12/20/2016
101-300-512-5410 R&M - communications equipm				Service on radar units
	064124 Total:	315.00		
	Municipal Electronics Tota	315.00		
Nianick, Lon				
NIANICK				
112816	11/28/2016	1,946.12	0.00	12/20/2016
101-000-210-2620 Contractor bonds payable				Refund - Public Hearing
	112816 Total:	1,946.12		
	Nianick, Lon Total:	1,946.12		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Northern Illinois Police Alarm System NTILPALS					
11250	12/2/2016	9.60	0.00	12/20/2016	
101-300-512-5580 Telephone					Language line usage - October
	11250 Total:	9.60			
	Northern Illinois Police Al	9.60			
Northwest Police Academy NWPDACAD					
NWPA111016	11/18/2016	100.00	0.00	12/20/2016	
101-300-512-5590 Training					Training Seminar
	NWPA111016 Total:	100.00			
	Northwest Police Academy	100.00			
Nunez, Luis NUNEZL					
REIM121216LNM	12/12/2016	75.00	0.00	12/20/2016	
101-300-512-5840 Meals					Reimbursement - Meals/Training
	REIM121216LNM Total:	75.00			
	Nunez, Luis Total:	75.00			
Quinlan Security Systems QUINLANS					
12052016	12/5/2016	2,984.96	0.00	12/20/2016	
660-620-519-5490 R&M - water system equipmen					Access control
12052016	12/5/2016	2,984.97	0.00	12/20/2016	
101-250-511-6530 Equipment - data processing					Access control
	12052016 Total:	5,969.93			
19240	10/5/2016	6,093.77	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
660-620-519-5320 Consulting					Alarm integration
	19240 Total:	6,093.77			
	Quinlan Security Systems T	12,063.70			
Sam's Club SAMSCL 8989	11/30/2016	84.10	0.00	12/20/2016	Department supplies
101-300-512-5730 Program supplies					
	8989 Total:	84.10			
	Sam's Club Total:	84.10			
SHI International Corp SHI B05781561	11/21/2016	1,206.00	0.00	12/20/2016	Switches for Pump House & Standpipe
217-000-561-6100 Land acquisition & improveme					
	B05781561 Total:	1,206.00			
	SHI International Corp Tot	1,206.00			
State Industrial Products STATE 98046224	11/30/2016	133.95	0.00	12/20/2016	Sanitizer for Cells/dispatch
101-300-512-5730 Program supplies					
	98046224 Total:	133.95			
	State Industrial Products To	133.95			
Trans Union Corp TRANSU					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number	Description			
11600534	11/25/2016	60.00	0.00	12/20/2016
101-300-512-5399	Other professional services Monthly subscription fee			
11600534 Total:		60.00		
Trans Union Corp Total:		60.00		
TransUnion Risk and Alternative				
TRANSUN				
556811113016	12/1/2016	51.75	0.00	12/20/2016
101-300-512-5399	Other professional services Online Investigative database			
556811113016 Total:		51.75		
TransUnion Risk and Alter		51.75		
Tyler Technologies				
TYLERTE				
030-5705	11/15/2016	910.00	0.00	12/20/2016
215-000-512-5599	Other contractual New World Third Party maintenance agreement			
030-5705 Total:		910.00		
Tyler Technologies Total:		910.00		
Report Total:		35,189.05		

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Account Number	Description
303					Taxi	
303						
35801	11/1/2016	30.00	0.00	12/20/2016		
					205-570-515-5280 Subsidized taxi program	Taxi Coupons - October
		<u>30.00</u>			35801 Total:	
		<u>30.00</u>			303 Taxi Total:	
					American Charge Service	
					AMERCHAR	
99292	10/27/2016	18.00	0.00	12/20/2016		
					205-570-515-5280 Subsidized taxi program	Taxi Coupons - October
		<u>18.00</u>			99292 Total:	
99462	11/30/2016	21.00	0.00	12/20/2016		
					205-570-515-5280 Subsidized taxi program	Taxi Coupons - November
		<u>21.00</u>			99462 Total:	
		<u>39.00</u>			American Charge Service T	
					American First Aid Services	
					AFAS INC	
44346	12/7/2016	82.15	0.00	12/20/2016		
					101-400-511-5730 Program supplies	First Aid refills

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	44346 Total:	82.15			
	American First Aid Service	82.15			
Anderson Pest Solutions ANDERP 4057094	12/1/2016	265.00	0.00	12/20/2016	
	101-420-511-5405 R&M - buildings				Pest control for Village buildings
	4057094 Total:	265.00			
	Anderson Pest Solutions To	265.00			
Arrow Road Construction Co ARROWROA 61943MB	11/25/2016	1,096.47	0.00	12/20/2016	
	213-000-561-5490 R&M Road Repairs				UPM cold patch material for potholes
	61943MB Total:	1,096.47			
	Arrow Road Construction C	1,096.47			
ARRP Trucking & Hauling Inc ARRP 21201	11/28/2016	3,341.00	0.00	12/20/2016	
	660-620-519-5599 Other contractual				13 loads of hauling different material
	21201 Total:	3,341.00			
	ARRP Trucking & Hauling	3,341.00			
Attachments Direct ATTACHME AAAQ0310627	11/29/2016	4,900.00	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-440-513-5730 Program supplies					Claw grapple for Streets
	AAAQ0310627 Total:	4,900.00			
	Attachments Direct Total:	4,900.00			
Back Flow Solutions Inc BFSINC 1713-B	12/1/2016	688.60	0.00	12/20/2016	
660-620-519-5399 Other professional services					Program management fee for backlow program
	1713-B Total:	688.60			
	Back Flow Solutions Inc T	688.60			
Berman, Florence BERMANF 16-11045	11/14/2016	45.00	0.00	12/20/2016	
101-400-511-5210 Animal control					Animal control services
	16-11045 Total:	45.00			
16-5230	5/31/2016	72.50	0.00	12/20/2016	
101-400-511-5210 Animal control					Animal control services
	16-5230 Total:	72.50			
	Berman, Florence Total:	117.50			
Case Lots, Inc. CASELOTS 17179	11/16/2016	1,929.75	0.00	12/20/2016	
101-420-511-5730 Program supplies					Multi fold towels, Pine sol and garbage bags
	17179 Total:	1,929.75			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Case Lots, Inc. Total:		1,929.75			
Cassidy Tire					
CASSIDYT					
5184583	10/25/2016	90.00	0.00	12/20/2016	Tire for Trailer
101-440-513-5480 R&M - vehicles					
5184583 Total:		90.00			
Cassidy Tire Total:		90.00			
Dallas, Thomas					
DALLASTH					
151066	5/1/2016	3,000.00	0.00	12/20/2016	Site Maint deposit refund
101-000-210-2620 Contractor bonds payable					
151066 Total:		3,000.00			
Dallas, Thomas Total:		3,000.00			
D'Original Juzz Dance Group					
DORIGINA					
12072016	12/7/2016	1,491.00	0.00	12/20/2016	November 2016 Collected Drop In
205-503-515-5270 Purchased program services					
12072016 Total:		1,491.00			
D'Original Juzz Dance Gro		1,491.00			
Douglas Truck Parts					
DOUGTK					
22691	11/22/2016	69.27	0.00	12/20/2016	Fuel line hose
101-410-511-5730 Program supplies					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	22691 Total:	69.27			
22873	11/30/2016	64.14	0.00	12/20/2016	
101-410-511-5730	Program supplies				Penetrating catalyst, windshield wash for Shop
	22873 Total:	64.14			
	Douglas Truck Parts Total:	133.41			
Dunleavy Construction Co.					
DUNLEAVY					
160830	10/18/2016	2,000.00	0.00	12/20/2016	
101-000-210-2620	Contractor bonds payable				Sewer permit deposit refund
160830	10/18/2016	500.00	0.00	12/20/2016	
101-000-210-2620	Contractor bonds payable				ROW - Deposit refund
	160830 Total:	2,500.00			
	Dunleavy Construction Co	2,500.00			
Emcor Services Team Mechanical Inc					
EMCOR					
3054770	11/29/2016	1,341.45	0.00	12/20/2016	
660-620-519-5405	R&M - buildings				Pump House leaking pipe
	3054770 Total:	1,341.45			
3054771	11/29/2016	502.00	0.00	12/20/2016	
101-420-511-5405	R&M - buildings				Fire Dept compressor making noise
	3054771 Total:	502.00			
3054869	12/2/2016	907.50	0.00	12/20/2016	
101-420-511-5405	R&M - buildings				Contract maintenance -Dec
	3054869 Total:	907.50			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	Emcor Services Team Mec	2,750.95			
FSCI Corporate Office					
FSCI					
2016-1761	11/9/2016	225.00	0.00	12/20/2016	
101-240-517-5399	Other professional services				6837 Kilbourn - Sprinkler
	2016-1761 Total:	225.00			
2016-1789	11/9/2016	190.00	0.00	12/20/2016	
101-240-517-5399	Other professional services				4525 North Shore - Sprinkler
	2016-1789 Total:	190.00			
2016-1817	11/10/2016	225.00	0.00	12/20/2016	
101-240-517-5399	Other professional services				3930 Estes - Sprinkler
	2016-1817 Total:	225.00			
2016-1818	11/16/2016	190.00	0.00	12/20/2016	
101-240-517-5399	Other professional services				6756 Keating - Sprinkler
	2016-1818 Total:	190.00			
2016-1831	11/16/2016	2,113.70	0.00	12/20/2016	
101-240-517-5399	Other professional services				7366 N. Lincoln - Fire Alarm
	2016-1831 Total:	2,113.70			
	FSCI Corporate Office Tot	2,943.70			
Golf Mill Ford					
GOLFMILL					
408600P	11/19/2016	853.92	0.00	12/20/2016	
101-350-512-5480	R&M - vehicles				Abs Control Module for Ambulance
	408600P Total:	853.92			
408692P	11/23/2016	106.34	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-350-512-5480 R&M - vehicles					Connection
		408692P Total:			106.34
		Golf Mill Ford Total:			960.26
Haiduc, George HAIDUCGE 160066	12/9/2016	2,000.00	0.00	12/20/2016	Street opening - refund
101-000-210-2620 Contractor bonds payable					
		160066 Total:			2,000.00
		Haiduc, George Total:			2,000.00
HMO Healthcare Service Corporation HMO December2016	11/16/2016	11,144.24	0.00	12/20/2016	Employee Health Insurance - December 2016
102-000-210-2027 Health insurance premium with					
		December2016 Total:			11,144.24
		HMO Healthcare Service C			11,144.24
Illinois Public Works Mutual Aid Network IPWMAN 2063	5/31/2016	100.00	0.00	12/20/2016	2016 Membership Dues
101-400-511-5570 Professional associations					
		2063 Total:			100.00
		Illinois Public Works Mutu			100.00
International Code Council, Inc. ICCDUES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
3112752	11/21/2016	135.00	0.00	12/20/2016
101-220-512-5570	Professional associations			Membership fee - 2017
	3112752 Total:	135.00		
	International Code Council	135.00		
J.C. Licht / Epco Painting & Decorating Centers				
JCLICHT				
52030323	11/22/2016	177.12	0.00	12/20/2016
205-430-515-5730	Program supplies			Paint for Shelter House Floor
	52030323 Total:	177.12		
52031137	11/28/2016	267.75	0.00	12/20/2016
205-430-515-5730	Program supplies			Paint for Shelter House Floor
	52031137 Total:	267.75		
	J.C. Licht / Epco Painting &	444.87		
KGI Landscaping Co				
KGILANDS				
222916	11/30/2016	1,125.00	0.00	12/20/2016
205-560-515-5270	Purchased program services			Landscaping for Medians, pool and Village Hall
222916	11/30/2016	1,250.00	0.00	12/20/2016
205-430-515-5250	Contract Maintenance			Landscaping for Medians, pool and Village Hall
222916	11/30/2016	2,125.00	0.00	12/20/2016
101-440-513-5250	Landscaping services			Landscaping for Medians, pool and Village Hall
	222916 Total:	4,500.00		
	KGI Landscaping Co Total	4,500.00		
Lauria, Justin				
LAURIAJ				
120916	12/9/2016	1,647.54	0.00	12/20/2016

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-300-512-5065 Tuition reimbursement					Educational Assistance and Books
	120916 Total:	1,647.54			
	Lauria, Justin Total:	1,647.54			
Lawson Products Inc LAWSNPRO 9304498805	11/8/2016	63.75	0.00	12/20/2016	
101-410-511-5730 Program supplies					Bolts
	9304498805 Total:	63.75			
	Lawson Products Inc Total	63.75			
Lincolnwood Chamber of Commerce & Industry LWDCHAMB CJ12132016	12/9/2016	32.00	0.00	12/20/2016	
101-100-511-5840 Meals					Toys for Tots Luncheon
	CJ12132016 Total:	32.00			
	Lincolnwood Chamber of C	32.00			
Midwest Industrial Lighting MIDWESTL 114781	12/1/2016	1,701.20	0.00	12/20/2016	
101-420-511-5730 Program supplies					Light bulbs for Village Buildings
	114781 Total:	1,701.20			
	Midwest Industrial Lightin	1,701.20			
Midwest Meter Inc MIDWESTM					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
0084086-IN	11/22/2016	2,457.00	0.00	12/20/2016
660-620-519-5796	Water system repair parts			Lids for Meters
	0084086-IN Total:	2,457.00		
0084190-IN	11/29/2016	2,803.50	0.00	12/20/2016
660-620-519-5796	Water system repair parts			Meter base, Coupling, bolt set
	0084190-IN Total:	2,803.50		
	Midwest Meter Inc Total:	5,260.50		
NAPA				
NAPA				
242474	11/22/2016	87.92	0.00	12/20/2016
101-300-512-5480	R&M - vehicles			Halogen capsule for PD vehicles
	242474 Total:	87.92		
242608	11/23/2016	37.16	0.00	12/20/2016
101-300-512-5480	R&M - vehicles			Electronic cleaner for PD vehicles
	242608 Total:	37.16		
	NAPA Total:	125.08		
North Shore Uniform				
NSHRUFM				
16-1427	11/14/2016	240.35	0.00	12/20/2016
660-620-519-5070	Uniform allowance			Clothing Allowance
	16-1427 Total:	240.35		
	North Shore Uniform Total	240.35		

North Suburban Employee Benefit
NSEBENEF

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Nov,2016	12/7/2016	89,488.00	0.00	12/20/2016	
102-000-210-2027	Health insurance premium with				Employee Health Insurance - November 2016
	Nov,2016 Total:	89,488.00			
	North Suburban Employee	89,488.00			
Personnel Strategies, LLC					
PERSONNE					
120516	12/5/2016	750.00	0.00	12/20/2016	
101-200-511-5599	Other contractual				Pre-employment psychological assessment
	120516 Total:	750.00			
	Personnel Strategies, LLC	750.00			
Planned Forest Solutions LLC					
PLANNED					
168227	11/29/2016	1,116.00	0.00	12/20/2016	
101-400-511-5039	Other contract labor				Nuisance tree removal permits, inspection requests
	168227 Total:	1,116.00			
	Planned Forest Solutions L	1,116.00			
Prairie Material Sales Inc					
PRAIRIEM					
887769778	11/17/2016	819.00	0.00	12/20/2016	
660-620-519-5769	Street materials - Other				3.5 Cubic yards of concrete to repair water and sewer leaks
	887769778 Total:	819.00			
	Prairie Material Sales Inc T	819.00			

Spear, Barbara

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
SPEARB					
UTR2015BS	12/9/2016	51.89	0.00	12/20/2016	
101-000-410-4050					Utility tax - electric
					2015 Utility tax rebate
UTR2015BS	12/9/2016	28.01	0.00	12/20/2016	
101-000-410-4055					Utility tax - natural gas
					2015 Utility tax rebate
UTR2015BS	12/9/2016	50.79	0.00	12/20/2016	
101-000-410-4060					Telecommunications tax
					2015 Utility tax rebate
	UTR2015BS Total:	130.69			
	Spear, Barbara Total:	130.69			
Stanley Consultants, Inc.					
STANLEY					
5	11/29/2016	9,456.96	0.00	12/20/2016	
454-000-561-5340					Engineering
					Touhy Overpass Phase 2
	5 Total:	9,456.96			
	Stanley Consultants, Inc. T	9,456.96			
Suburban Laboratories, Inc.					
SUBURB					
139720	10/31/2016	151.50	0.00	12/20/2016	
660-620-519-5320					Consulting
					Coliform testing and disinfectant products
	139720 Total:	151.50			
140599	11/30/2016	400.00	0.00	12/20/2016	
660-620-519-5320					Consulting
					Coliform testing and disinfectant products
	140599 Total:	400.00			
	Suburban Laboratories, Inc	551.50			

Swid Sales Corp
SWIDSALE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
28943	11/22/2016	359.25	0.00	12/20/2016	Batteries for Police Dept
101-300-512-5480 R&M - vehicles					
	28943 Total:	359.25			
	Swid Sales Corp Total:	359.25			
The Blue Line THEBLUEL					
34725	11/12/2009	596.00	0.00	12/20/2016	Records Clerks listings
101-200-511-5510 Advertising					
	34725 Total:	596.00			
	The Blue Line Total:	596.00			
The Faucet Shoppe THEFAUCE					
49837	11/10/2016	1,428.90	0.00	12/20/2016	Drinking Fountain for Village Hall
101-420-511-5405 R&M - buildings					
	49837 Total:	1,428.90			
	The Faucet Shoppe Total:	1,428.90			
Thompson Elevator Inspection Service, Inc. THOMPSON					
16-3880	12/2/2016	38.00	0.00	12/20/2016	1 semi-annual elevator re-inspection
101-240-517-5399 Other professional services					
	16-3880 Total:	38.00			
16-3914	12/5/2016	38.00	0.00	12/20/2016	1 semi-annual elevator inspection
101-240-517-5399 Other professional services					
16-3914	12/5/2016	150.00	0.00	12/20/2016	1 R & R mod elevator inspection
101-240-517-5399 Other professional services					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
16-3914 Total:		188.00			
Thompson Elevator Inspec		226.00			
Traffic Control & Protection					
TRAFFICC					
88165	11/1/2016	1,108.00	0.00	12/20/2016	
101-440-513-5768					Street materials - signs & bar Cones for Turkey Trot
88165 Total:		1,108.00			
Traffic Control & Protectio		1,108.00			
U-Line					
ULINE					
36-3684738	12/7/2016	58.62	0.00	12/20/2016	
101-240-517-5570					Professional associations 500 Grn HD Merch Bags
36-3684738 Total:		58.62			
U-Line Total:		58.62			
Utility Dynamics Corporation					
UTILITY					
1111-2150	11/11/2016	95,483.80	0.00	12/20/2016	
217-000-561-6100					Land acquisition & improveme Public Works fiber optics
1111-2150 Total:		95,483.80			
Utility Dynamics Corporat		95,483.80			
Van Every, Gladys					
VANEVERY					
160933	11/18/2016	500.00	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-000-210-2620 Contractor bonds payable					ROW Deposit refund
160933 Total:		500.00			
Van Every, Gladys Total:		500.00			
Vermeer-Illinois Inc VRMERIL PA3694	11/16/2016	104.82	0.00	12/20/2016	Winch, decals
101-440-513-5480 R&M - vehicles					
PA3694 Total:		104.82			
Vermeer-Illinois Inc Total:		104.82			
Warehouse Direct WAREHOUS 3272291-0	11/17/2016	23.94	0.00	12/20/2016	Office Supplies
101-350-512-5700 Office supplies					
3272291-0 Total:		23.94			
3272611-0	11/17/2016	147.66	0.00	12/20/2016	Office Supplies
205-500-515-5700 Office supplies					
3272611-0 Total:		147.66			
3286599-0	12/2/2016	329.40	0.00	12/20/2016	Office Supplies
101-200-511-5799 Other materials & supplies					
3286599-0	12/2/2016	19.05	0.00	12/20/2016	Office Supplies
101-400-511-5700 Office supplies					
3286599-0 Total:		348.45			
3286600-0	12/2/2016	209.92	0.00	12/20/2016	Office Supplies
101-240-517-5700 Office supplies					
3286600-0 Total:		209.92			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
3287130-0	12/2/2016	480.18	0.00	12/20/2016
101-210-511-5700				Office supplies
				Office Supplies
	3287130-0 Total:	480.18		
3288499-0	12/2/2016	99.06	0.00	12/20/2016
101-300-512-5730				Program supplies
				Office Supplies
	3288499-0 Total:	99.06		
3289239-0	12/5/2016	68.50	0.00	12/20/2016
101-200-511-5799				Other materials & supplies
				Office Supplies
	3289239-0 Total:	68.50		
	Warehouse Direct Total:	1,377.71		
Work' N Gear, LLC				
WRKNGEAR				
HA71198	11/21/2016	119.99	0.00	12/20/2016
660-620-519-5070				Uniform allowance
				Clothing allowance
	HA71198 Total:	119.99		
	Work' N Gear, LLC Total:	119.99		
	Report Total:	257,428.56		

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 12/12/2016 - 12:27PM
Batch: 00204.12.2016



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Air One Equipment					
AIRONE					
117902	11/28/2016	145.00	0.00	12/20/2016	
101-350-512-5430 R&M - Fire & EMS equipmen					SCBA air test
	117902 Total:	145.00			
	Air One Equipment Total:	145.00			
American First Aid Services					
AFAS INC					
44400	12/7/2016	25.77	0.00	12/20/2016	
101-350-512-5660 EMS supplies					First aid kit supplies
44400	12/7/2016	25.78	0.00	12/20/2016	
101-220-512-5799 Other materials & supplies					First aid kit supplies
	44400 Total:	51.55			
	American First Aid Service	51.55			
Bell Fuels, Inc.					
BELLFUEL					
250097	11/29/2016	692.05	0.00	12/20/2016	
101-350-512-5670 Fuel					Fuel for generator at water tower
	250097 Total:	692.05			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	Bell Fuels, Inc. Total:	692.05			
Canon Solutions America, Inc					
CANONSOL					
988773598	11/30/2016	310.87	0.00	12/20/2016	
101-210-511-5440 R&M - office equipment					Maintenance for plotter - Nov
	988773598 Total:	310.87			
988782034	12/2/2016	271.67	0.00	12/20/2016	
101-210-511-5440 R&M - office equipment					Maintenance for copier - Dec
	988782034 Total:	271.67			
	Canon Solutions America,	582.54			
Christopher Burke Engineering					
CHRISTB					
132980	12/1/2016	363.00	0.00	12/20/2016	
212-000-511-5320 Consulting					Sidewalk assessment
	132980 Total:	363.00			
132981	12/1/2016	1,079.71	0.00	12/20/2016	
217-000-561-5340 Engineering					UP ROW parking lot design
	132981 Total:	1,079.71			
132982	12/1/2016	3,822.55	0.00	12/20/2016	
660-620-519-5320 Consulting					North Shore channel outfall design
	132982 Total:	3,822.55			
132983	12/1/2016	20,487.55	0.00	12/20/2016	
660-620-519-5320 Consulting					Street storage construction observation
	132983 Total:	20,487.55			
132984	12/1/2016	4,230.26	0.00	12/20/2016	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-290-511-5922 Building Engineering Costs					3400 Pratt Construction inspections
	132984 Total:	4,230.26			
132985	12/1/2016	1,887.00	0.00	12/20/2016	
101-290-511-5922 Building Engineering Costs					4320 Touhy Plan review
	132985 Total:	1,887.00			
132986	12/1/2016	555.00	0.00	12/20/2016	
101-290-511-5922 Building Engineering Costs					Airoom parking reconfiguration
	132986 Total:	555.00			
133219	12/6/2016	1,553.54	0.00	12/20/2016	
220-000-511-5340 Engineering					Devon Avenue streetscape Phase 1
	133219 Total:	1,553.54			
	Christopher Burke Enginee	33,978.61			
Eterno Attorney at Law, David ETERNO					
11850	12/5/2016	600.00	0.00	12/20/2016	
101-230-511-5399 Other professional services					November administrative hearing services
	11850 Total:	600.00			
	Eterno Attorney at Law, D	600.00			
Gewalt Hamilton Associates Inc GEWALT					
5	12/6/2016	12,568.91	0.00	12/20/2016	
217-000-561-5340 Engineering					Union Pacific trail construction oversight
	5 Total:	12,568.91			
8	12/6/2016	5,358.17	0.00	12/20/2016	
454-000-561-5340 Engineering					ComEd trail construction oversight

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	8 Total:	5,358.17			
9232.380-5	12/6/2016	256.36	0.00	12/20/2016	
213-000-561-5340	Engineering				Touhy Avenue Street light construction oversight
	9232.380-5 Total:	256.36			
	Gewalt Hamilton Associate	18,183.44			
Lowe's Business Acc/GECE					
LOWES					
10853	11/30/2016	183.18	0.00	12/20/2016	
101-350-512-5799	Other materials & supplies				Humidifier, filters, electrical tape
	10853 Total:	183.18			
	Lowe's Business Acc/GEC	183.18			
Robbins, Salomon & Patt, LTD					
RS&PLTD					
206215	11/9/2016	1,050.00	0.00	12/20/2016	
101-230-511-5399	Other professional services				Municipal Prosectuion/Traffic violations - Oct
	206215 Total:	1,050.00			
206216	11/9/2016	540.00	0.00	12/20/2016	
101-230-511-5399	Other professional services				Adjudicative Hearings - October
	206216 Total:	540.00			
	Robbins, Salomon & Patt,	1,590.00			
S & E Inspections					
S&EINSPE					
6403	11/5/2016	29.00	0.00	12/20/2016	
101-350-512-5730	Program supplies				Safety Inspection A5

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
6403 Total:		29.00			
S & E Inspections Total:		29.00			
Standard Equipment Company STANDARD C18225	11/21/2016	72.11	0.00	12/20/2016	Temperature sender, pressurestat for Sweeper #2
101-440-513-5480 R&M - vehicles					
C18225 Total:		72.11			
Standard Equipment Comp		72.11			
State Industrial Products STATE 98055363	12/7/2016	194.74	0.00	12/20/2016	Truck soap
101-350-512-5799 Other materials & supplies					
98055363 Total:		194.74			
State Industrial Products To		194.74			
Stryker Sales Corp. STRYKER 25059278M	11/29/2016	771.00	0.00	12/20/2016	Annual maintenance agreement for power cot
101-350-512-5430 R&M - Fire & EMS equipmen					
25059278M Total:		771.00			
Stryker Sales Corp. Total:		771.00			

Request For Board Action

REFERRED TO BOARD: December 20, 2016

AGENDA ITEM NO: 1

ORIGINATING DEPARTMENT: Village Manager's Office

SUBJECT: Approval of a Resolution Accepting the Village Board's Strategic Plan for 2017 -2019

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

In 2005 the Village Board adopted its first Strategic Plan. This plan outlined the Village Board's vision for the community for the next five years. Included in the plan were more specific goals and objectives for pursuit over the ensuing two years. Since then the Village Board has adopted a new Strategic Plan every two years.

On June 28, the Village Board met to develop a new Strategic Plan. The Village engaged Rob Oberwise of Executive Partners who facilitated the creation of the Village's previous Strategic Plan. At the conclusion of the meeting the Village Board identified nine goals for pursuit over the next five years. Subsequently, the Village's executive management team met with Mr. Oberwise who together developed several objectives that will help achieve the nine goals.

Approval of the attached Resolution will formally accept the Strategic Plan document and establish it as the Village's "blueprint" for the next several years. The Strategic Plan will be published to the Village website and will be available for public view at Village Hall and staff will provide periodic progress reports to the Village Board over the next two years.

FINANCIAL IMPACT:

None

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Strategic Plan Report 2017-19

RECOMMENDED MOTION:

Move to approve a Resolution adopting the 2017-19 Village Strategic Plan.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2016-_____

A RESOLUTION ADOPTING THE 2017-2019 VILLAGE STRATEGIC PLAN

WHEREAS, since 2005, the Village President and Board of Trustees have adopted a strategic plan every two years, which outlines the specific goals and objectives for pursuit by the Village in the ensuing two-year period; and

WHEREAS, with the input and direction of the Village President and Board of Trustees and the assistance of Village Staff, Executive Partners, of North Barrington, Illinois, has prepared a 2017- 2019 Village Strategic Plan, in the form attached to this Resolution as **Exhibit A** ("*2017-2019 Village Strategic Plan*"); and

WHEREAS, the Village President and Board of Trustees have determined that the adoption of the 2017-2019 Village Strategic Plan will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. ADOPTION OF STRATEGIC PLAN. The 2017-2019 Village Strategic Plan is hereby approved and adopted in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this 20th day of December, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 20th day of December, 2016.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
20th day of December, 2016

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#9291282_v4



Village of Lincolnwood

Strategic Plan Report
2017 – 2019

December 2016



Vision Statement

STAFF TO PROVIDE REVISED STATEMENT

The Village of Lincolnwood effectively blends the advantages of urban proximity with quality suburban amenities. Families are drawn to Lincolnwood in part because of superior schools, parks, and convenience of commerce and transportation links. Lincolnwood is a stable community with long-term residents who stay here due to the consistently strong property values, variety of housing stock and vitality of diverse neighborhoods. The Village government, through effective strategic planning and timely responsiveness to changing conditions, continues to offer excellent public services in a fiscally responsible manner, often with more attractive tax rates than surrounding communities.

The Village of Lincolnwood's vision includes a commitment to an even more business friendly environment. Continuing development trends on several key Village sites is a focus for the community. Additional restaurants, a grocery store, and hotel in the Village would be considered a plus. The development of new communication tools will help the Village to interactively communicate and involve it's citizenry.

The Village continues to look for ways to improve the effectiveness of its services and the efficiency of the process to deliver them.

Proposed Vision Statement

The Village of Lincolnwood is committed to a business-friendly environment, with a fiscally sound government that engages the community while providing a high level of ethical and professional services. The outcome is the promotion of high quality of life opportunities.

Village of Lincolnwood Core Values

- Education
- Diversity
- Business Development
- Integration of Neighborhoods
- Parks and Open Space
- Sound/Professional Government
- Customer Service

SWOT Analysis

Where We Are Today

Strengths

- Ever Evolving/Changing Makeup of the Community
- Educated/Talented Constituents
- Experienced Capable Staff
- Fiscally Responsible
- Central Geographic Location
- Excellent Schools
- Diverse Population
- Sound/Efficient Run Government
- High Quality Public Services
- Public Facilities that Unite the Stakeholders Invested in the Community

Weaknesses

- Unresolved Purple Hotel Site
- Lack of a Village Center
- Number of State Routes Make a Village Center Difficult
- "Vision 2020" Plan Needs Update
- Purchased Water From Chicago
- Storm Water Management
- O'Hare Noise
- Public Transportation

Opportunities

- Redevelopment of Purple Hotel site as a Village Center
- Home Ownership
- Future Hotel Development
- Hamlin and Lincoln Property Development
- NE Lincoln Avenue Corridor Development – Opportunity for Non-Traditional Uses
- Devon/Lincoln TIF (Retail and Residential)
- Marketing/Promotion of Lincolnwood
- Touhy/Lincoln/Cicero Triangle Redevelopment
- Continue Support of Existing Business and Business Development
- Reassess Parking Requirements for Commercial Development
- Improving Traffic Flow

Threats

- Economy
- Increasing Crime in Neighboring Communities
- Maintenance of Village Owned Properties
- Failure to be Vigilant in Enforcement of Property Maintenance Codes
- Insufficient Engagement of Community and Staff in Decision Making



Vision by Category

State of Village in Five Years



DEVELOPMENT

- “Purple Hotel” Site Renamed and Development Complete
 - Containing Attractive Retail, Residential, Restaurants, a Hotel, Public Space and New Innovative Concepts
 - A Multi-Use Site Pro-actively Repositioned by The Village
- Lincoln/Touhy Sites Redeveloped
- Touhy Avenue Corridor Redeveloped
- Lincolnwood North Plan for Development Complete
- Redevelopment of Devon and Lincoln Avenue Corridor
- Development of Community Gateway From Edens Expressway
- Lincoln/Devon TIF Active and Redeveloped

RESIDENTIAL

- Improved Quality of Housing Stock and Residential Rehab Continues
- Residential Building Includes Houses, Condominiums, and Consideration of Apartments

ECONOMICS

- Tax Base Continues to Diversify
- Fiscal Responsibility Continues
- Alternative Water Supplier Identified

LEADERSHIP/GOVERNANCE

- Advocacy for O’Hare Noise Management
- Expanded Board Engagement of Community and Talent Within
- Lincolnwood’s Voice with Springfield and Washington Strengthens
- Local Relationships Continue to be Nurtured Particularly with the City of Chicago, School Board District #74

COMMUNITY PLANNING

- Storm Water Pilot Complete and Management Plan in Place
- Village Continues its Focus on Mixed Use Development
- Business-Friendly Regulations Along Commercial Corridors are Implemented
- Aesthetics a Key Component in Redevelopment
- Signage Regulations and Revised According to Community Values
- Improved Public Transportation Options

COMMUNICATION/COMMUNITY IMAGE

- Village Image Has Been Updated and Brand Management Plan is Implemented
- Village Marketing Package in Place Including Identified Areas for Development and Desired/Possible Uses
- Village Board Policy Decisions Support and Encourage Development
- Village in Communication with Residents Using Interactive Feedback Technology

VILLAGE SERVICES

- Shared Services with Other Taxing Bodies Continues and Expands
- Infrastructure Plan Implemented
- Continued Monitoring/Managing Community Understanding of Services

2017 - 2019 Goals

Actions Towards our Vision



1. Development Achievements
 - A. With Newly Named "Purple Hotel" Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction
 - B. Facilitate Cicero Avenue Hotel Development
 - C. Create a North Avenue Development Plan
 - D. Develop the Following Sites
 1. Brickyard Bank Property
 2. Republic Band Drive Through Site
 3. Touhy Avenue Corridor
 - E. Attract Grocery Store to Lincolnwood

2. Create a Marketing Package that will include Identification of Development Sites and Desired Uses

3. Finalize a New Supplier

4. Complete Storm Water Pilot Project and Determine "Next Step" Plan/Actions

5. Define a Baseline for O'Hare Noise and Show Measured Progress on Noise Abatement

6. Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment

7. Complete Bicycle Path Connections

8. Complete 9-1-1 Shared Dispatch Service Center

9. Develop a Public Transportation Plan along Devon Avenue

GOALS/OBJECTIVES 2017 – 2019



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
1. Development Achievements A. With Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing and Begin Site Construction	1A <ul style="list-style-type: none"> • Create Concept Plan • Identify Developer to Deliver Plan • Identify Development Financing and Incentives • Work with Developer on Site Purchase • Facilitate Permit and Construction Process • Kick-Off Construction 	12/31/2016 03/31/2017 06/30/2017 12/31/2017 06/30/2017 12/31/2018	CD VMO EDC Village/Board
B. Facilitate Cicero Avenue Hotel	1B <ul style="list-style-type: none"> • Zoning and Design Review • Permitting Completed • Construction Begins 	03/31/2017 06/30/2017 3 rd Quarter 2017	
C. Create a North Lincolnwood Development Plan	1C <ul style="list-style-type: none"> • Select Consultant to Develop a Sub Area Plan • Work with Contractor to Develop Plan • Board to Approve Plan 	06/30/2017 12/31/2017 1 st Quarter 2018	
D. Develop the Following Sites <ol style="list-style-type: none"> 1. Brickyard Bank Property 2. Republic Bank Drive Through Site 3. Touhy Avenue Corridor 	1D <ul style="list-style-type: none"> • Include in Marketing Package for Private Development 	3 rd Quarter 2017	
E. Attract Grocery Store to Lincolnwood	1E <ul style="list-style-type: none"> • Include Use In Marketing Package 	3 rd Quarter 2017	

GOALS/OBJECTIVES 2017 – 2019 (continued)



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
2. Image/Marketing <ul style="list-style-type: none"> Create a Marketing Package that will include Identification of Development Sites and Desired Uses 	<ul style="list-style-type: none"> Create a Marketing Task Force Utilizing Marketing Experts in the Village Develop Marketing Plan Determine Resources to Execute Plan Begin Plan Implementation 	1 st Quarter 2017 3 rd Quarter 2017 3 rd Quarter 2017 01/01/2018	CD Parks & Rec
3. Water Supply <ul style="list-style-type: none"> Finalize a New Supplier for Water 	<ul style="list-style-type: none"> Complete Review of Supplier Options Confirm Final Deal with Water Supplier Convene Fire & Water Committee to Endorse Recommendations Negotiate Contract Design Improvements Build Infrastructure 	10/31/2016 11/30/2016 12/31/2016 2 nd Quarter 2017 1 st Quarter 2018 12/31/2018	PW
4. Storm Water <ul style="list-style-type: none"> Complete Storm Pilot Project and Determine “Next Step” Plan/Actions 	<ul style="list-style-type: none"> Construction Completed Pilot Review Process and Education of Residents Determine Phased in Approach to Complete Remainder of Village Begin Construction Complete Construction of North Shore Outfall Discuss Plan to Implement, Remaining Priorities of Storm Water Plan 	12/31/2016 12/31/2017 3 rd Quarter 2017 2 nd Quarter 2018 3 rd Quarter 2019 3 rd Quarter 2019	PW
5. O’Hare Noise <ul style="list-style-type: none"> Define a Baseline for O’Hare Noise and Show Measured Progress on Noise Abatement 	<ul style="list-style-type: none"> Obtain Portable Noise Monitoring Capability Monitor Noise Report Back to O’Hare, Noise Compatibility Commission and Request Remediation as Necessary 	12/31/2016 12/31/2017 06/31/2018	VMO

GOALS/OBJECTIVES 2017 – 2019 (continued)



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
6. Today's Technology <ul style="list-style-type: none"> Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment 	<ul style="list-style-type: none"> Communicate and Promote New Mobile App Track Download Rate Provide Online Payments through App 	12/31/2017 12/31/2017 12/31/2017	VMO
7. Bicycle Path <ul style="list-style-type: none"> Complete Bicycle Path Connections 	<ul style="list-style-type: none"> Complete Bicycle Path Connections Develop Maps/Promotional Brochures Stripping of Road Bicycle Lanes Construction Begins on Overpass Bridge at Touhy Ave Amenities Identification and Review 	12/31/2016 12/31/2017 3 rd Quarter 2017 12/31/2016 12/31/2017	PW Parks & Rec
8. 9-1-1 Center <ul style="list-style-type: none"> Complete 9-1-1 Shared Dispatch Service Center 	<ul style="list-style-type: none"> Complete Inter-governmental Meeting, Lincolnwood and Skokie Contract with RCN for Lincolnwood – Skokie Police Connectivity Contract for Interface with Skokie CAD and Lincolnwood RMS Fire Station Alerting Switch Over for Wireless Police/Fire Alarms Installation Mobile Software Police & Fire and Video Camera Facility Phone Kiosk Fire Department Switch Over Test Phase 	11/1/2016 01/31/2017 03/01/2017 03/01/2017 03/31/2017 04/15/2017 05/01/2017 03/01/2017 to 07/01/2017	VMO Police Fire
9. Transportation <ul style="list-style-type: none"> Develop a Public Transportation Plan along Devon Avenue 	<ul style="list-style-type: none"> Create Ad-Hoc Advisory Board to Advocate with CTA/RTA/PACE Lobby for Additional Resources for Various Projects 	12/31/2017 12/31/2017	VMO

Request For Board Action

REFERRED TO BOARD: December 20, 2016

AGENDA ITEM NO: 2

ORIGINATING DEPARTMENT: Village Clerk's Office

SUBJECT: Approval of a Resolution Regarding the Release of Certain Written Minutes and the Destruction of Verbatim Records of Certain Closed Meetings of the Village Board

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Village Board met on December 6, 2016 during a Closed Session Meeting to consider whether to authorize the erasure of audiotapes of certain Closed Session meetings as well as to review and discuss whether certain Closed Session minutes should be released or remain confidential.

The attached Resolution reflects the new meeting dates which no longer need to remain confidential.

FINANCIAL IMPACT:

None

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Schedule A

RECOMMENDED MOTION:

Move to approve the Resolution regarding the release of certain written minutes and the destruction of verbatim records of certain closed meetings of the Village Board.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2016-_____

**A RESOLUTION APPROVING THE RELEASE OF CERTAIN WRITTEN MINUTES
AND THE DESTRUCTION OF VERBATIM RECORDS OF CERTAIN CLOSED
MEETINGS OF THE VILLAGE BOARD OF TRUSTEES**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* ("**Act**"), since January 1, 2004, the Village has maintained audiotaped verbatim records, and has approved written minutes, of all meetings of the Village Board of Trustees and of the Village Board Committee of the Whole that were closed to the public pursuant to the Act (collectively, the "**Closed Meetings**"); and

WHEREAS, pursuant to Section 2.06(c) of the Act, the President and Board of Trustees have determined that it will serve and be in the best interests of the Village to destroy the audiotaped verbatim records of those Closed Meetings occurring prior to June 16, 2015; and

WHEREAS, pursuant to Section 2.06(d) of the Act, the President and Board of Trustees have conducted its twice-annual review of all written minutes of the Closed Meetings; and

WHEREAS, the President and Board of Trustees have determined that confidential treatment is no longer necessary for the written minutes of those Closed Meetings that are identified in Schedule A attached to and, by this reference, made a part of this Resolution, and that such minutes may be made available for public inspection; and

WHEREAS, the President and Board of Trustees have determined that a need for confidentiality still exists as to the written minutes of all Closed Meetings that are not identified in Schedule A of this Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. PUBLIC INSPECTION OF WRITTEN MINUTES OF CLOSED MEETINGS. The President and Board of Trustees shall, and do hereby, authorize the public inspection of the written minutes of those Closed Meetings that are identified in Schedule A of this Resolution, in accordance with and pursuant to the Act and the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.*

SECTION 3. DETERMINATION OF CONFIDENTIALITY. The President and Board of Trustees shall, and do hereby, determine that a need for confidentiality still exists as to the written minutes of all Closed Meetings that are not identified in Schedule A of this Resolution and for which the Village has not previously authorized public inspection.

SECTION 4. DESTRUCTION OF VERBATIM RECORDINGS. The President and Board of Trustees shall, and do hereby, authorize and direct the Village Clerk to destroy all audiotaped verbatim records of all Closed Sessions occurring prior to June 16, 2015.

SECTION 5. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and in the manner provided by law.

PASSED this 20th day of December, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 20th day of December, 2016.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
20th day of December, 2016

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

SCHEDULE “A”

No Longer Require Confidential Treatment
As of December 20, 2016

April 15, 2004 Village Board
February 17, 2005 Committee of the Whole
April 7, 2005 Village Board
May 4, 2006 Village Board
February 2, 2009 Committee of the Whole
October 1, 2009 Village Board
December 3, 2009 Village Board
September 17, 2013 Village Board
February 4, 2014 Village Board
September 16, 2014 Committee of the Whole
August 18, 2015 Village Board
December 1, 2015 Village Board
June 21, 2016 Village Board

Request For Board Action

REFERRED TO BOARD: December 20, 2016

AGENDA ITEM NO: 3

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of a Recommendation by the Park and Recreation Board to Adopt a Resolution to Award a Bid for the Purchase and Installation of Playground Equipment and Implementation of Alternate #2 at G.G. Rowell Park in the Amount of \$100,500 to Hacienda Landscaping Inc. of Plainfield, Illinois

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

During the 2005-2006 fiscal year, a Playground Replacement Program was established as part of the Village Capital Improvement Plan. The goal of the program is to gradually replace the aging, outdated playgrounds in the Village parks. To date, Columbia, Kildare, Rossi, Goebelt, Kenneth, Springfield, Drake, and O'Brien playgrounds have been replaced. After G.G. Rowell Park is completed, the priority for replacement is Central, Proesel, and Flowers.

In the 2016-2017 budget, \$100,000 was allocated for playground replacement. G.G. Rowell Park, located at 6555 Albion Avenue, was chosen as the next park in need of replacement. The equipment at G.G. Rowell Park is discolored and outdated, aspects of the park are in need of repair, and additional safety features are needed. Staff initiated the Request for Proposal (RFP) process for renovation of the G.G. Rowell Park playground in July. On Friday, July 15 the RFP for the playground design was released. A legal notice was posted in the Pioneer Press on Thursday, July 14 and the document was sent to 52 agencies over the course of the next month. The deadline for submitting designs was noon on Thursday, August 25.

After receiving all design submissions, the designs were shared with Lincolnwood Day Camp participants on August 26, Club Kid Afterschool Program participants on September 20, and staff. Staff held a design viewing event at G.G. Rowell Park on Thursday, September 22 during which feedback was received from 66 people. The event was promoted through social media, flyers posted in the park and at Village Hall, and event notifications were hand delivered to homes within one block of the playground. Residents within a ¼ mile of the park were invited to attend the September 27, 2016 Parks and Recreation Board meeting to view the designs and provide input. Based on feedback from the outreach efforts and the community member who attended the Board Meeting, the Park Board recommended moving forward with one of the designs submitted by NuToys with consideration of an additional swing bay and taller slide. These items were added to the bid packet as optional alternates.

The Invitation to Bid on this project was advertised in the Lincolnwood Review on November 3, 2016. Bid packets were also sent to several vendors. The bid documents requested a base bid for the equipment and installation specified by NuToys via the RFP process. Four alternates were also included in the bid packet, which included the consideration of purchasing and installing a 96" slide, purchasing and installing a third swing bay with a parent/tot swing, resurfacing the basketball court, and removal of the existing playground equipment in the event that Kids Around the World is unable to do so.

On December 6, 2016 the Village received and opened three sealed bids for the purchase and installation of new playground equipment at G.G. Rowell Park. Staff has reviewed the bids and found that the lowest responsible bidder is Hacienda Landscaping Inc. of Plainfield, IL with a base bid in the amount of \$99,000. The Park Board voted at the December 13, 2016 meeting to recommend awarding the bid to Hacienda Landscaping Inc. of Plainfield, Illinois.

COMPANY	BASE BID	ALTERNATE #1	ALTERNATE #2	ALTERNATE #3	ALTERNATE #4
Hacienda Landscaping	\$99,000	\$4,600	\$1,500	\$25,000	\$3,500
Elanar Construction	\$105,480	\$4,800	\$1,800	\$9,600	\$3,800
Clauss Brothers, Inc.	\$136,238	\$5,186	\$1,565	\$18,755	\$3,705

FINANCIAL IMPACT:

There is \$100,000 budgeted in the Fiscal Year 2016/2017 Park Maintenance Fund in the Parks and Recreation Department budget.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Draft Minutes of the December 13, 2016 Parks and Recreation Board meeting

RECOMMENDED MOTION:

Move to approve a Resolution awarding a bid for the purchase and installation of playground equipment at G.G. Rowell Park in the amount of \$100,500 to Hacienda Landscaping Inc. of Plainfield, Illinois.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2016-_____

A RESOLUTION APPROVING THE AWARD
OF THE G.G. ROWELL PARK PLAYGROUND EQUIPMENT
CONTRACT TO HACIENDA LANDSCAPING INC.

WHEREAS, the Village sought bids for the award of a contract for the purchase and installation of playground equipment at G.G. Rowell Park (“*Contract*”); and

WHEREAS, the Village received five bids for the Contract; and

WHEREAS, Hacienda Landscaping Inc., of *Plainfield, Illinois* (“*Hacienda*”), was the low responsible and responsive bidder of the firms that submitted bid packages to the Village; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Hacienda will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CONTRACT. The Contract by and between the Village and Hacienda is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Hacienda; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2016.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2016

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#11881443_v1

EXHIBIT A

CONTRACT

VILLAGE OF LINCOLNWOOD

CONTRACT FOR

G.G. ROWELL PARK PLAYGROUND INSTALLATION

Bid Opening Date:Tuesday, December 6, 2016
Bid Opening Time: 11:30 A.M.
Bid Opening Location:.....Lincolnwood Village Hall
Bid Opening Room:Council Chambers
Performance Bond: 100%

Submit bids to:

Melissa Rimdzius
Superintendent of Parks and Facilities
Village of Lincolnwood
6900 N. Lincoln Ave
Lincolnwood, IL 60712
(847) 745-4723

BID PACKAGE

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VILLAGE OF LINCOLNWOOD

CONTRACT FOR

G.G. ROWELL PARK PLAYGROUND INSTALLATION

INVITATION FOR BIDDER'S PROPOSALS

THE OWNER: Village of Lincolnwood (“*The Owner*”)
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

1. Invitation to Bid

The Owner invites sealed Bidder's Proposals for the Work described in detail in the Contract and generally described as follows:

Sale and installation of playground equipment in G.G. Rowell Park.

The work shall consist of the removal, replacement, construction of new playground equipment at, and satisfactory disposal of existing playground equipment from, the Work Site.

The work is to be completed by **April 15, 2017**. The CONTRACTOR shall complete the work during the specified period of the contract.

The Work shall be performed at the following Work Site:

G.G. Rowell Park, 6555 Albion, Lincolnwood, IL 60712

2. Defined Terms

All terms capitalized in this Invitation for Bidder's Proposals and in the other documents included in the Bid Package are defined in the documents included in the Bid Package, as hereinafter defined, and shall have such defined meanings wherever used.

3. The Bid Package

The Bid Package consists of the following documents, all of which are by this reference made a part of this Invitation for Bidder's Proposals as though fully set forth herein:

- (1) Invitation for Bidder's Proposals;

INVITATION

- (2) General Instructions to Bidders;
- (3) Addenda, if issued;
- (4) Bidder's Proposal;
- (5) Bidder's Sworn Acknowledgement;
- (6) Bidder's Sworn Work History Statement;
- (7) Other Information Submitted by Bidder, if requested;
- (8) Notice of Award; and
- (9) Contract, including all of its Attachments and Appendices, if any.

4. **Inspection and Examination**

The Bid Package may be examined, and a copy of the Bid Package may be obtained, at the office of the Owner as listed above. Prospective Bidders may also obtain a copy of the Bid Package via e-mail, by sending a request therefor to mrimdzius@lwd.org. In making copies of the Bid Package available to prospective Bidders, Owner does so only for the purpose of obtaining Bidder's Proposals and such provision does not confer a license or grant for any other use.

Each prospective Bidder shall, before submitting its Bidder's Proposal, carefully examine the Bid Package. Each prospective Bidder shall then inspect in detail the Work Site and the surrounding area and shall familiarize itself with all local conditions, including subsurface, underground and other concealed conditions, affecting the Contract, the Work and the Work Site. The Bidder whose Bidder's Proposal is accepted will be responsible for all errors in its Bidder's Proposal including those resulting from its failure or neglect to make a thorough examination and investigation of the Bid Package and the conditions of the Work Site and the surrounding area.

5. **Bid Opening**

The Owner will receive sealed Bidder's Proposals for the Work until **11:30 a.m.**, local time, **December 6, 2016** at the Village of Lincolnwood's Council Chambers located at 6900 N. Lincoln Ave. Lincolnwood, IL, at which time, or as soon thereafter as possible, all Bidder's Proposals will be publicly opened and read aloud. Bidders or their agents are invited to be present.

6. **Bid Security and Insurance**

A. **Bid Security**. Each Bidder's Proposal shall be accompanied by a security deposit in the form of a Cashier's Check or Certified Check drawn on a solvent bank insured by the Federal Deposit Insurance Corporation and payable without condition to the Owner:

Contract Bid Security Amounts

Amount of Proposal		Security Amount
\$ -	\$ 5000	0 %
\$ 5,001	\$ 10,000	0 %
\$ 10,001	\$ 50,000	10.0 %
\$ 50,001	\$ 100,000	5.0 %
\$ 100,001	\$ 5,000,000	3.0 %

B. Performance and Payment Bonds. The successful Bidder will be required to furnish a Performance Bond and a Labor and Material Payment Bond upon award of the Contract, each in the penal sum of the full amount of the Contract Price, on forms provided by, or otherwise acceptable to, the Owner, from a surety company meeting the requirements set forth above. Each Bidder's Proposal must be accompanied by a letter from such a surety company stating that it will execute Bonds on forms provided by, or otherwise acceptable to, the Owner, upon award of the Contract to Bidder.

C. Insurance. The successful Bidder will be required to furnish certificates and policies of insurance as required by Section 4.2 of the Contract upon award of the Contract. Each Bidder's Proposal must be accompanied by a letter from Bidder's insurance carrier or its agent certifying that said insurer has read the requirements set forth in the Contract and will issue the required certificates and policies of insurance upon award of the Contract to Bidder.

VILLAGE OF LINCOLNWOOD
CONTRACT FOR

G.G. ROWELL PARK PLAYGROUND INSTALLATION

GENERAL INSTRUCTIONS TO BIDDERS

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GENERAL INSTRUCTIONS

VILLAGE OF LINCOLNWOOD CONTRACT FOR G.G. ROWELL PARK PLAYGROUND INSTALLATION

GENERAL INSTRUCTIONS TO BIDDERS

1. Interpretation of Documents Included in Bid Package

A. Defined Terms. All terms capitalized in these General Instructions to Bidders and in the other documents included in the Bid Package are defined in the documents included in the Bid Package and shall have such defined meanings wherever used.

B. Implied Terms. If any personnel, equipment, materials, or supplies that are not directly or indirectly set forth in the Contract are nevertheless necessary to the proper provision, performance, and completion of the whole of the Work in accordance with the intent of the Contract, each prospective Bidder shall understand such personnel, equipment, materials, or supplies to be implied and shall provide for such personnel, equipment, materials, or supplies in its Bidder's Proposal as fully as if it were particularly described.

C. Information Provided by Owner. When information pertaining to subsurface, underground or other concealed conditions, soils analysis, borings, test pits, utility locations or conditions, buried structures, condition of existing structures, and other preliminary investigations is distributed with the Bid Package, or such information is otherwise made available to any prospective Bidder by the Owner, such information is distributed or made available solely for the convenience of such prospective Bidder and is not part of the Bid Package. The Owner assumes no responsibility whatever in respect to the sufficiency or accuracy of any such information, and there is no guaranty or warranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the Work or the Work Site, or that the conditions indicated are representative of those existing at any particular location, or that unanticipated conditions may not be present.

D. Addenda. No interpretation of the documents included within the Bid Package will be made except by written addendum duly issued by the Owner ("**Addendum**"). No interpretation not contained in an Addendum shall be valid or have any force or effect whatever, nor entitle any Bidder to assert any claim or demand against the Owner on account thereof.

All Addenda issued prior to the opening of Bidder's Proposals shall become a part of the Bid Package. Each prospective Bidder shall be responsible for inquiring from time to time as to the availability of Addenda.

If any prospective Bidder is in doubt as to the true meaning of any part of the Bid Package, such prospective Bidder shall submit to the Owner a written request for an interpretation thereof as far in advance of the scheduled opening of Bidder's Proposals as possible.

GENERAL INSTRUCTIONS

The Owner shall use its best efforts to issue Addenda in response to all valid, appropriate, and timely inquiries, but accepts no responsibility for doing so. Inquiries not answered by Addenda shall be considered invalid, inappropriate, or untimely inquiries.

2. Calculation of Unit Price Proposals

On all items for which Bidder's Proposals are to be received on a unit price basis, the approximate quantities stated in the Schedule of Prices are Owner's estimate only for Owner's convenience in comparing Bidder's Proposals and shall not be relied upon by Prospective Bidders. Each prospective Bidder shall, before submitting its Bidder's Proposal, make its own estimate of the quantities of Unit Price Items required to complete the Work and shall determine its Price Proposal for each Unit Price Item in light of its own estimate.

3. Prevailing Wages

In accordance with the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., not less than the prevailing rate of wages for similar work in the locality in which the Work is to be performed shall be paid to all laborers. A copy of the Owner's ordinance ascertaining the prevailing rate of wages, in effect as of the date of the Invitation for Bidder's Proposals, is included in the Bid Package. If the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid, the revised rate shall apply to the Contract (when applicable).

4. Taxes and Benefits

The Owner is exempt from state and local sales, use, and excise taxes. Bidder's Price Proposal shall not include any such taxes. A letter of exemption will be provided to the successful Bidder, if necessary. The Owner will not reimburse, nor assist the successful Bidder in obtaining reimbursement for, any state or local sales, use or excise taxes paid by the successful Bidder.

Bidder's Price Proposal shall include all other applicable federal, state, and local taxes of every kind or nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities or other similar benefits.

5. Permits and Licenses

Except as otherwise expressly provided in Attachment A to the Contract, Bidder's Price Proposal shall include the cost of obtaining all permits, licenses, and other approvals and authorizations required by law for performance of the Work. It shall be the sole responsibility of each prospective Bidder to determine the applicable permits, licenses, and other approvals and authorizations and no extra compensation shall be paid by the Owner for the successful Bidder's failure to include these costs in its Bidder's Proposal.

GENERAL INSTRUCTIONS

6. Preparation of Bidder's Proposal

Bidder's Proposals to enter into the Contract for the Work shall be made only on the blank Bidder's Proposal form furnished by the Owner and included in the Bid Package.

Entries on the Bidder's Proposal form shall be typed or legibly written in ink. Price Proposals are to be written by words and by figures as provided on the Bidder's Proposal form. In case of any conflict, words shall prevail. In case of any error in adding or multiplying individual items, the prices listed for individual items shall control over any incorrect total of such items. A Bidder's Proposal may be rejected if it does not contain a requested price for each and every item named in the Bidder's Proposal form or may be interpreted as bidding "no charge" to the Owner for any item left blank.

Prospective Bidders are warned against making alterations of any kind to the Bidder's Proposal form or to any entry thereon. Bidder's Proposals that contain omissions, conditions, alterations, or additions not called for may be rejected or interpreted so as to be most favorable to the Owner.

Each Bidder shall securely staple into its Bidder's Proposal a copy of each Addendum issued and shall include in the place provided therefor in the Bidder's Proposal form a listing of all such Addenda.

Each Bidder shall complete and securely staple into its Bidder's Proposal the Bidder's Sworn Acknowledgement (both Sealed and Notarized) and the Bidder's Sworn Work History Statement (when applicable) included in the Bid Package, and shall staple into its Bidder's Proposal the Bid Security and the surety and insurance commitment letters as specified in the Invitation for Bidder's Proposals.

Every Bidder submitting a Bidder's Proposal shall be conclusively deemed to have evidenced an intention to be bound thereby whether or not the requirements for signing Bidder's Proposals found in Section 7 of these General Instructions to Bidders are satisfied. However, any Bidder's Proposal that fails to comply with Section 7 of these General Instructions to Bidders may nevertheless be rejected.

Bidder's Proposals that are not submitted on the Bidder's Proposal form furnished by the Owner or that are not prepared in accordance with these General Instructions to Bidders may be rejected. If a deficiently prepared Bidder's Proposal is not rejected, the Owner may demand correction of any deficiency and award the Contract to Bidder upon satisfactory compliance with these General Instructions to Bidders.

7. Signature Requirements

A. Bidder's Proposals. The following requirements shall be observed in the signing of each Bidder's Proposal:

GENERAL INSTRUCTIONS

- (1) Corporations. Each Bidder's Proposal submitted by a corporation shall be signed by the President or other authorized officer of the corporation and shall also bear the attesting signature of the Secretary or Assistant Secretary of the corporation.
- (2) Partnerships. Each Bidder's Proposal submitted by a partnership shall be signed by all of its general partners or by an attorney-in-fact.
- (3) Individuals. Each Bidder's Proposal submitted by an individual shall be signed by such individual or by an attorney-in-fact.
- (4) Joint Ventures. Each Bidder's Proposal submitted by a joint venture shall be signed by each signatory of the joint venture agreement by which such joint venture was formed in accordance with the applicable provisions of (1), (2), and (3) above or by an attorney-in-fact.

When requested by the Owner, satisfactory evidence of the authority of the person or persons signing on behalf of Bidder shall be furnished.

B. Other Documents. The signature requirements set forth in Subsection 7A shall apply to all other documents in the Bid Package required to be executed by Bidder, Bidder's sureties and Bidder's insurance representatives as well as to the Contract, the Contractor's Certification, and all other required documentation related to the Contract.

8. Bid Security

A. Required Bid Security. Every Bidder's Proposal shall be accompanied by bid security in the form of a Cashier's Check or Certified Check as specified in the Invitation for Bidder's Proposals ("**Bid Security**"), which Bid Security shall stand as a guaranty that (1) Bidder will submit all additional information requested by the Owner; (2) if such Bidder's Proposal is accepted, Bidder will timely file the Bonds and the certificates and policies of insurance required by the Contract; and (3) if such Bidder's Proposal is accepted, Bidder will timely execute the Contract, the Contractor's Certification, and all other required documentation related to the Contract. Bid Bonds will not be accepted.

B. Return of Bid Security. The Owner will hold the Bid Security from the two lowest Bidders until the contract is signed. Bid Security submitted in the form of Cashier's Checks or Certified Checks will be returned within five days after execution of the Contract by the Owner.

C. Liquidated Damages. If a Bidder fails to timely submit all additional information requested by the Owner, or if the successful Bidder fails to timely and properly submit all required Bonds, certificates and policies of insurance, or if the successful Bidder fails to timely and properly execute the Contract, the Contractor's Certification, and all other required

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documentation related to the Contract, it will be difficult and impracticable to ascertain and determine the amount of damage that the Owner will sustain by reason of any such failure. For such reason, every Bidder shall, by submitting its Bidder's Proposal, be deemed to agree that the Owner shall have the right, at its option in the event of any such default, to retain or recover as reasonably estimated liquidated damages, and not as a penalty, the entire amount of the Bid Security, or to exercise any and all equitable remedies it may have against the defaulting Bidder.

9. **Submission of Bidder's Proposal**

One copy of each Bidder's Proposal, properly signed, together *with all other required documents*, shall be enclosed in a sealed envelope or package and shall be addressed and delivered to the place, before the time, and in the manner designated in the Invitation for Bidder's Proposals. All Bidder's Proposals received after the time for the opening of bids specified in the Invitation for Bidder's Proposals will be returned unopened.

Each sealed envelope or package containing a Bidder's Proposal shall be identified as such and shall be visibly marked with the title of the Contract and Bidder's full legal name. All Addenda will be considered part of each Bidder's Proposal whether attached or not.

10. **Withdrawal of Bidder's Proposal**

Any Bidder's Proposal may be withdrawn at any time prior to the opening of any Bidder's Proposal, provided that a request in writing, executed by Bidder in the manner specified in Section 7 of these General Instructions to Bidders, for the withdrawal of such Bidder's Proposal is filed with the Owner prior to the opening of any Bidder's Proposal. The withdrawal of a Bidder's Proposal *prior to opening* of any Bidder's Proposal will not prejudice the right of Bidder to file a new Bidder's Proposal.

No Bidder's Proposal shall be withdrawn without the consent of the Owner for a period of 60 days after the opening of any Bidder's Proposal. Any Bidder's Proposal may be withdrawn at any time following the expiration of said 60 day period, provided that a request in writing, executed by Bidder in the manner specified in Section 7 of these General Instructions to Bidders, for the withdrawal of such Bidder's Proposal is filed with the Owner after said 60 day period. If no such request is filed, the date for acceptance of such Bidder's Proposal shall be deemed to be extended until such a request is filed or until the Owner executes a Contract pursuant to the Invitation for Bidder's Proposals or until the Owner affirmatively and in writing rejects such Bidder's Proposal.

11. **Qualification of Bidders**

A. **Factors**. The Owner intends to award the Contract only to a Bidder that furnishes satisfactory evidence that it has the requisite experience, ability, capital, facilities, plant, organization and staffing to enable it to perform the Work successfully and promptly and to complete the Work for the Contract Price and within the Contract Time.

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B. Additional Information. The Owner reserves the right to require from any Bidder, prior to award of the Contract, a detailed statement regarding the business and technical organizations and plant of Bidder that is available for the Work. Information pertaining to financial resources, experience of personnel, contract defaults, litigation history, and pending construction projects *may also be requested.*

C. Final Determination. The final selection of the successful Bidder shall be made on the basis of the amount of the Bidder's Price Proposals, Owner's prior experience with the Bidders, Owner's knowledge of the Bidders' performance on other relevant projects, any additional information submitted by Bidders to satisfy the Owner that Bidders are adequately prepared to fulfill the Contract, and all other relevant facts or matters mentioned in the Bid Package or that the Owner may legally consider in making its determination.

12. Disqualification of Bidders

A. More Than One Bidder's Proposal. No more than one Bidder's Proposal for the Work described in the Contract shall be considered from any single corporation, partnership, individual or joint venture, whether under the same *or different names* and whether or not in conjunction with any other corporation, partnership, individual or joint venture. Reasonable grounds for believing that any corporation, partnership, individual or joint venture is interested in more than one Bidder's Proposal for the Work may cause the rejection of all Bidder's Proposals in which such corporation, partnership, individual or joint venture is interested. Nothing contained in this Subsection 12A shall prohibit any single corporation, partnership, individual or joint venture, whether under the same or different names and whether or not in conjunction with any other corporation, partnership, individual or joint venture, from submitting a bid or quoting prices to *more than one Bidder* for equipment, materials and supplies or labor to be furnished as a subcontractor or supplier.

B. Collusion. If there are reasonable grounds for believing that collusion exists among any Bidders, all Bidders' Proposals of the participants in such collusion will not be considered.

C. Default. If a Bidder is or has been in default on a contract with the Owner or in the payment of monies due the Owner, its Bidder's Proposal will not be considered.

13. Award of Contract

A. Reservation of Rights. The Owner reserves the right to accept the Bidder's Proposal that is, in its judgment, the best and most favorable to the interests of the Owner and the public; to reject the low Price Proposal; to accept any item of any Bidder's Proposal; to reject any and all Bidder's Proposals; to accept and incorporate corrections, clarifications or modifications following the opening of the Bidder's Proposals when to do so would not, in Owner's opinion, prejudice the bidding process or create any improper advantage to any Bidder; and to waive irregularities and informalities in the bidding process or in any Bidder's Proposal submitted; provided, however, that the waiver of any prior defect or informality shall not be considered a

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waiver of any future or similar defects or informalities, and Bidders should not rely upon, or anticipate, such waivers in submitting their Bidder's Proposals.

B. Firm Offers. All Bidder's Proposals are firm offers to enter into the Contract and no Bidder's Proposals shall be deemed rejected, notwithstanding acceptance of any other Bidder's Proposal, *until the Contract has been executed* by both the Owner and the successful Bidder or until the Owner affirmatively and in writing rejects such Bidder's Proposal.

C. Time of Award. It is expected that the award of the Contract, if it is awarded, will be made within 60 days following the opening of the Bidder's Proposals. Should administrative difficulties be encountered after the opening of the Bidder's Proposals, including the annulment of any award, that may delay an award or subsequent award beyond such 60 day period, the Owner may accept any Bidder's Proposal for which the date for acceptance *has been extended* as provided in Section 10 of these General Instructions to Bidders in order to avoid the need for re-advertisement. No Bidder shall be under any obligation to extend the date for acceptance of its Bidder's Proposal. Failure of one or more of the Bidders or their sureties to extend the date for acceptance of its Bidder's Proposal shall not prejudice the right of the Owner to accept any Bidder's Proposal for which the date for acceptance has been extended.

14. Notice of Award; Effective Date of Award

If the Contract is awarded by the Owner, such award shall be effective when a Notice of Award in the form included in the Bid Package has been delivered to the successful Bidder ("**Effective Date of Award**"). The Owner will prepare four copies of the Contract based upon Bidder's Proposal and will submit them to the successful Bidder with the Notice of Award.

15. Closing of Contract

A. Closing Date. Unless otherwise stated in the Notice of Award, the successful Bidder shall satisfactorily complete all Conditions Precedent to Closing before, and the Contract and *all related documents* shall be executed, submitted and exchanged by the Owner and Bidder ("**Closing**") on, *the tenth day* following the Effective Date of Award or within such extended period as the Owner may, in the exercise of its sole discretion, authorize in writing after issuance of the Notice of Award ("**Closing Date**").

B. Conditions Precedent to Closing. On or before the Closing Date, the successful Bidder shall: (1) sign (see Section 7), date as of the Closing Date, and submit to the Owner all four copies of the Contract, the Contractor's Certification, and *all other required documentation* related to the Contract on or before the Closing Date; and (2) submit four executed copies of all required Bonds dated as of the Closing Date and all certificates and policies of insurance (see Contract, Article IV) ("**Conditions Precedent to Closing**").

Failure to timely execute or submit any of the aforesaid documents shall be grounds for the imposition of liquidated damages as more specifically set forth in Section 8 above. If the submitted documents or any of them fail to comply with these General Instructions to Bidders or the Contract or are not timely executed and submitted, the Owner may, in its sole

GENERAL INSTRUCTIONS

discretion, annul the award or allow the successful Bidder an opportunity to correct the deficiencies.

In no event will the Owner execute the Contract until any and all such deficiencies have been cured or the Owner has received adequate assurances, as determined by the Owner, of complete and prompt performance.

C. Closing. At the Closing, and provided that all documents required to be submitted prior to or at the Closing have been reviewed and determined by the Owner to be in compliance with these General Instructions to Bidders and the Contract, or assurances of complete and prompt performance satisfactory to the Owner have been received, the Owner shall execute all copies of the Contract, retain three copies of the completed Contract, and tender one copy to the successful Bidder at the Closing.

16. Failure to Close

A. Annulment of Award; Liquidated Damages. The failure or refusal of a successful Bidder to comply with the Conditions Precedent to Closing or to Close shall be just cause for the annulment of the award and the imposition of liquidated damages or the exercise of equitable remedies, both as more specifically set forth in Section 8 above.

B. Subsequent Awards. Upon annulment of an award, the Owner may accept, and award a Contract based on, any other Bidder's Proposal as the Owner, in its sole judgment, deems to be the best or may invite new Proposals or may abandon the bidding process or the Work.

VILLAGE OF LINCOLNWOOD
CONTRACT FOR
G.G. ROWELL PARK PLAYGROUND INSTALLATION

BIDDER'S PROPOSAL

Full Name of Bidder Hacienda Landscaping, Inc. (“Bidder”)

Principal Office Address 2005 Cumberland Dr.

Local Office Address 2005 Cumberland Dr.

Contact Person Maria Guzman Telephone (815) 782-6493

TO: Village of Lincolnwood (“Owner”)
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712
Attention: Melissa Rimdzius, Superintendent of Parks and Facilities

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos., 0, which are securely _____ to the end of this Bidder’s Proposal [if none, write “NONE”] (“Bid Package”).

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

1. Work Proposal

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with the Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package (“*Work Site*”) and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the removal, replacement, construction of new playground equipment at, and satisfactory disposal of existing playground equipment from, the Work Site; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform and complete all

PROPOSAL

of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract; all of which is herein referred to as the "Work."

B. Manner and Time of Performance. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that the Bidder will perform the Work in the manner and time prescribed in the Bid Package and according to the requirements of the Owner pursuant thereto.

C. General. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will do all other things required of Bidder or Contractor, as the case may be, by the Bid Package.

2. Contract Price Proposal

If this Bidder's Proposal is accepted, Bidder will, except as otherwise provided in Section 2.1 of the Contract, take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth on the following "Schedule of Prices" ("*Price Proposal*"), which Schedule of Prices Bidder understands and agrees will be made a part of the Contract:

SCHEDULE OF PRICES

A. LUMP SUM CONTRACT

For providing, performing and completing the base bid. Included in this base bid is the removal of the existing playground concrete footings, purchase and installation of new playground equipment, supply and spreading of 100 cubic yards of Engineered Wood Fiber. All equipment bids shall include shipping, packing and handling costs, the total Contract Price of:

<u>ninety nine thousand</u> (in writing)	Dollars and	<u>zero</u> (in writing)	Cents
<u>99,000</u> (in figures)	Dollars and	<u>00</u> (in figures)	Cents

B. ALTERNATES

Alternate Bid Item 1

Additional Cost to Supply and Install 96" Tri-Deck and Slidewinder Slide, for the lump sum price of:

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four thousand
six hundred _____ Dollars and zero Cents
(in writing) (in writing)
4,000 _____ Dollars and 00 Cents
(in figures) (in figures)

Alternate Bid Item 2

Additional Cost to Supply and Install 3rd bay including ADA Molded Bucket Seat, for the lump sum price of:

one thousand
five hundred _____ Dollars and zero Cents
(in writing) (in writing)
1,500 _____ Dollars and 00 Cents
(in figures) (in figures)

Alternate Bid Item 3

Additional Cost for the leveling and resurfacing of the existing basketball court at the Work Site, for the lump sum price of:

twenty five
thousand _____ Dollars and zero Cents
(in writing) (in writing)
25,000 _____ Dollars and 00 Cents
(in figures) (in figures)

Alternate Bid Item 4

Additional Cost for the removal of the existing playground equipment, for the lump sum price of:.

three thousand
five hundred _____ Dollars and zero Cents
(in writing) (in writing)
3,500 _____ Dollars and 00 Cents
(in figures) (in figures)

C. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. The Owner is not subject to state or local sales, use and excise taxes and no such taxes are included in this Schedule of Prices;
2. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits are included in this Schedule of Prices; and
3. All costs, royalties, and fees arising from the use on, or the incorporation into, the Work of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions are included in this Schedule of Prices.

All claim or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, or to claim any additional compensation by reason of the payment of any such tax, contribution, or premium or any such cost, royalty or fee is hereby waived and released.

3. Contract Time Proposal

If this Bidder's Proposal is accepted, Bidder will commence the Work not later than the "**Commencement Date**" set forth in Attachment A to the Contract and will perform the Work diligently and continuously and will complete the Work not later than the "Completion Date" set forth in Attachment A to the Contract.

4. Firm Proposal

All prices and other terms stated in this Bidder's Proposal are firm and shall not be subject to withdrawal, escalation, or change for a period of 60 days after the date on which any Bidder's Proposal is opened or such extended acceptance date for Bidder's Proposals as may be established pursuant to Sections 10 and 13 of the General Instructions to Bidders.

5. Bidder Representations

A. No Collusion. Bidder warrants and represents that the only persons, firms, or corporations interested in this Bidder's Proposal as principals are those named in Bidder's Sworn Acknowledgment attached hereto and that this Bidder's Proposal is made without collusion with any other person, firm or corporation.

B. Not Barred. Bidder warrants, represents and certifies that it is not barred by law from contracting with the Owner or with any unit of state or local government.

PROPOSAL

C. Qualified. Bidder warrants and represents that it has the requisite experience, ability, capital, facilities, plant, organization and staff to enable Bidder to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time Proposals set forth above. In support thereof, Bidder submits the attached Sworn Work History Statement. In the event Bidder is preliminarily deemed to be one of the most favorable to the interests of the Owner, Bidder hereby agrees to furnish upon request, within two business days or such longer period as may be set forth in the request, such additional information as may be necessary to satisfy the Owner that the Bidder is adequately prepared to fulfill the Contract.

D. Owner's Reliance. Bidder acknowledges that the Owner is relying on all warranties, representations and statements made by the Bidder in this Bidder's Proposal.

6. Surety and Insurance

Bidder herewith tenders surety and insurance commitment letters as specified in Section 6 of the Invitation for Bidder's Proposals.

7. Bid Security

Bidder herewith tenders a Cashier's Check or Certified Check as specified in Section 6 of the Invitation for Bidder's Proposals for the sum of 4,950.00 dollars ("*Bid Security*").

8. Owner's Remedies

Bidder acknowledges and agrees that should Bidder fail to timely submit all additional information that is requested of it; or should Bidder, if the Owner awards Bidder the Contract, fail to timely submit all the Bonds and all the certificates and policies of insurance required of it; or should Bidder, if the Owner awards Bidder the Contract, fail to timely execute the Contract, Contractor's Certification and all other required documentation related to the Contract, it will be difficult and impracticable to ascertain and determine the amount of damage that the Owner will sustain by reason of any such failure and, for such reason, the Owner shall have the right, at its option in the event of any such default by Bidder, to retain or recover as reasonably estimated liquidated damages, and not as a penalty, the entire amount of the Bid Security or to exercise any and all equitable remedies it may have against Bidder.

9. Owner's Rights

Bidder acknowledges and agrees that the Owner reserves the right to reject any and all Bidder's Proposals, reserves the right to accept or reject any item of any Bidder's Proposal

PROPOSAL

and reserves such other rights as are set forth in Section 13 of the General Instructions to Bidders.

10. **Bidder's Obligations**

In submitting this Bidder's Proposal, Bidder understands and agrees that it shall be bound by each and every term, condition or provision contained in the Bid Package, which are by this reference incorporated herein and made a part hereof.

DATED this 5 day of December 2016.

ATTEST:

Hacienda Land
Bidder

By: Nohemi Ortega

By: [Signature]

Title: Secretary

Title: President

**SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7,
FOR SIGNATURE REQUIREMENTS**

**VILLAGE OF LINCOLNWOOD
CONTRACT FOR THE
G.G. ROWELL PARK PLAYGROUND INSTALLATION**

BIDDER'S SWORN ACKNOWLEDGEMENT

Hacienda Landscaping, Inc. [NAME OF DEPONENT]
("Deponent"), being first duly sworn on oath, deposes and states that the undersigned Bidder is organized as indicated below and that all statements herein made are made on behalf of such Bidder in support of its Bidder's Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Bidder has carefully prepared, reviewed and checked its Bidder's Proposal and that the statements contained in its Bidder's Proposal and in this Acknowledgement are true and correct.

COMPLETE APPLICABLE SECTION ONLY

1. **Corporation**

Bidder is a corporation that is organized and existing under the laws of the State of Illinois, that is qualified to do business in the State of Illinois, and that is operating under the legal name of Hacienda Landscaping, Inc.

The officers of the corporation are as follows:

<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>
President	<u>Maria Guzman</u>	<u>Plainfield, IL</u>
Vice President	<u>Maria Guzman</u>	<u>Plainfield, IL</u>
Secretary	<u>Nohemi Ortega</u>	<u>Plainfield, IL</u>
Treasurer	<u>Maria Guzman</u>	<u>Plainfield, IL</u>

2. **Partnership**

Bidder is a partnership that is organized, existing and registered under the laws of the State of _____ pursuant to that certain Partnership Agreement dated as of ___/___/___ that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____

The general partners of the partnership are as follows:

ACKNOWLEDGEMENT

NAME

ADDRESS

3. **Individual**

Bidder is an individual whose full name is _____ whose residence address is and whose business address is _____. If operating under a trade or assumed name said trade or assumed name is as follows: _____ [**TRADE OR ASSUMED NAME**].

4. **Joint Venture**

Bidder is a joint venture that is organized and existing under the laws of the State of _____ pursuant to that certain Joint Venture Agreement dated as of __/__/__ that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____.

The signatories to the aforesaid Joint Venture Agreement are as follows:

ACKNOWLEDGEMENT

NAME (and ENTITY TYPE)

ADDRESS

_____ ()

_____ ()

_____ ()

[For each signatory, indicate type of entity (Corporation = "C"; Partnership = "P"; and Individual = "I") and provide, on separate sheets, the information required in Paragraph 1, 2, or 3 above, as applicable]

DATED this 5 day of December 2016

ATTEST:

Hacienda Landscaping, Inc.
Bidder

By:

Jose J. Guzman

By:

[Signature]

Title:

Superintendent

Title:

President

Subscribed and Sworn to
Before me this 5 day
of December, 2016.

My Commission Expires:

1/08/2020

Nohemi Ortega
Notary Public

[SEAL]



SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7,
FOR SIGNATURE REQUIREMENTS

**VILLAGE OF LINCOLNWOOD
CONTRACT FOR THE
G.G. ROWELL PARK PLAYGROUND INSTALLATION**

BIDDER'S SWORN WORK HISTORY STATEMENT (Only required of new Bidders)

Hacienda Landscaping, Inc.

("Deponent"), being first duly sworn on oath, deposes and states that all statements made in this Sworn Work History Statement are made on behalf of the undersigned Bidder in support of its Bidder's Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Bidder has carefully prepared, reviewed and checked this Sworn Work History Statement and that the statements contained in this Sworn Work History Statement are true and correct.

IF NECESSARY FOR FULL DISCLOSURE, ADD SEPARATE SHEETS

**JOINT VENTURES MUST SUBMIT SEPARATE
SWORN WORK HISTORY STATEMENTS FOR THE JOINT VENTURE
AND FOR EACH SIGNATORY TO THE JOINT VENTURE AGREEMENT**

1. **Nature of Business**

State the nature of Bidder's business: Hacienda Landscaping Inc.

2. **Composition of Work**

During the past three years, Bidder's work has consisted of:

___ % Federal	<u>90</u> % As Contractor	___ % Bidder's Forces
___ % Other Public	<u>10</u> % As Subcontractor	___ % Subcontractors
___ % Private		___ % Materials

3. **Years in Business**

State the number of years that Bidder, under its current name and organization, has been continuously engaged in the aforesaid business: 8 years

WORK HISTORY STATEMENT

4. **Predecessor Organizations**

If Bidder has been in business under its current name and organization for less than five years, list any predecessor organizations:

<u>NAME</u>	<u>ADDRESS</u>	<u>YEARS</u>
N/A		

5. **Business Licenses**

List all business licenses currently held by Bidder:

<u>ISSUING AGENCY</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRATION</u>

6. **Related Experience**

List three projects most comparable to the Work completed by Bidder, or its predecessors, in the past five years:

	<u>PROJECT ONE</u>	<u>PROJECT TWO</u>	<u>PROJECT THREE</u>
The Owner Name	Oswego and Park District	Fox Valley Park District	Schaumburg Park District
The Owner Address	313 E. Washington Street Oswego, IL	101 W. Illinois Avenue Aurora, IL	235 E. Beech Dr. Schaumburg Illinois 60193
Reference	Chad Feldotto	Nathan Troia	Matthew Gaynor
Telephone Number	(630) 554-1010	(630) 897-0516	(847) 985-2115
Type of Work			

PERFORMANCE BOND

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE

G.G. ROWELL PARK PLAYGROUND INSTALLATION

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that *[FULL NAME, ADDRESS AND ORGANIZATION OF CONTRACTOR]*, as Principal, hereinafter called Contractor, and *[FULL NAME AND ADDRESS OF SURETY]*, as Surety, a corporation organized and existing under the laws of the State of *[INCORPORATION]*, hereinafter called Surety, are held and firmly bound unto the VILLAGE OF LINCOLNWOOD, 6900 N. Lincoln Ave., Lincolnwood, Illinois 60712, as Obligee, hereinafter called Owner, in the full and just sum of *[CONTRACT PRICE]* Dollars (*[\$CONTRACT PRICE]*), for the payment of which sum of money well and truly to be made, Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, said amount to include payment of actual costs and damages and for attorneys' fees, architectural fees, design fees, engineering fees, accounting fees, testing fees, consulting fees, administrative costs, court costs, interest and any other fees and expenses resulting from or incurred by reason of Contractor's failure to promptly and faithfully perform its contract with Owner, said contract being more fully described below, and to include attorneys' fees, court costs and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, Contractor has entered into a written agreement dated *[DATE OF CONTRACT AGREEMENT]*, with Owner entitled "Contract Agreement Between Village of Lincolnwood and *[CONTRACTOR'S NAME]* for the Construction of *[NAME OF WORK]* - Contract *[NO.]*" (the "Contract"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Contractor shall well, truly, and promptly perform all the undertakings, covenants, terms, conditions, and agreements of said Contractor under the Contract, including, but not limited to, Contractor's obligations under the Contract: (1) to provide, perform and complete at the Work Site and in the manner specified in the Contract all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data, and other means and items necessary for the removal, replacement, construction of new playground equipment at, and satisfactory disposal of existing playground equipment from, the Work Site, together with related attachments, equipment, and appurtenances thereto; (2) to procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in the Special Conditions of Contract; (3) to procure and furnish all bonds and certificates and policies of insurance specified in the Contract; (4) to pay all applicable federal, state, and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to

PERFORMANCE BOND

provide, perform, and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by and pursuant to, the Contract; all of which is herein referred to as the "Work," whether or not any of said Work enter into and become component parts of the improvement contemplated, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances on the part of either Owner or Contractor to the other in or to the terms of said Contract; in or to the schedules, plans, drawings, or specifications; in or to the method or manner of performance of the Work; in or to Owner-furnished facilities, equipment, materials, services, or sites; or in or to the mode or manner of payment therefor, shall in any way release Contractor and Surety or either or any of them, or any of their heirs, executors, administrators, successors, or assigns, or affect the obligations of Surety on this bond, all notice of any and all of the foregoing changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances, and notice of any and all defaults by Contractor or of Owner's termination of Contractor being hereby waived by Surety.

Notwithstanding anything to the contrary in the foregoing paragraph, in no event shall the obligations of Surety under this bond in the event of Contractor's default be greater than the obligations of Contractor under the Contract in the absence of such Contractor default.

In the event of a default or defaults by Contractor, Owner shall have the right to take over and complete the Contract upon 30 calendar days' written notice to Surety, in which event Surety shall pay Owner all costs incurred by Owner in taking over and completing the Contract.

At its option, Owner may instead request that Surety take over and complete the Contract, in which event Surety shall take reasonable steps to proceed promptly with completion no later than 30 calendar days from the date on which Owner notifies Surety that Owner wants Surety to take over and complete the Contract.

Owner shall have no obligation to actually incur any expense or correct any deficient performance of Contractor in order to be entitled to receive the proceeds of this bond.

No right of action shall accrue on this bond to or for the use of any person or corporation other than Owner or the heirs, executors, administrators, or successors of Owner.

PERFORMANCE BOND

Signed and sealed this ___ day of _____, 201__.

Attest/Witness:

PRINCIPAL: *[NAME OF CONTRACTOR]*

By: _____

By: _____

*[NAME OF CONTRACTOR'S
EXECUTING OFFICER]*

Title: _____

Title: *[TITLE OF CONTRACTOR'S
EXECUTING OFFICER]*

Attest/Witness:

SURETY: *[NAME OF SURETY]*

By: _____

By: _____

Title: _____

Title: _____

Telephone: _____

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE

G.G. ROWELL PARK PLAYGROUND INSTALLATION

LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that *[FULL NAME, ADDRESS AND ORGANIZATION OF CONTRACTOR]*, as Principal, hereinafter called Contractor, and *[FULL NAME AND ADDRESS OF SURETY]*, as Surety, a corporation organized and existing under the laws of the State of *[INCORPORATION]*, hereinafter called Surety, are held and firmly bound unto the VILLAGE OF LINCOLNWOOD, 6900 N. Lincoln Ave., Lincolnwood, Illinois 60712, as Obligee, hereinafter called Owner, for the use and benefit of itself and of claimants as hereinafter defined, in the full and just sum of *[CONTRACT PRICE]* Dollars (*[\$[CONTRACT PRICE]*), to be paid to it or the said claimants or its or their assigns, to which payment well and truly to be made Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents, said amount to include attorney's fees, court costs, and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, Contractor has entered into a written agreement dated *[DATE OF CONTRACT AGREEMENT]*, with Owner entitled "Contract Agreement Between Village of Lincolnwood and *[CONTRACTOR'S NAME]* for the Construction of *[NAME OF WORK]* - Contract *[NO.]*" (the "Contract"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Contractor shall promptly pay or cause to be paid all sums of money that may be due to any claimant with respect to Contractor's obligations under the Contract: (1) to provide, perform, and complete at the Work Site and in the manner specified in the Contract all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data, and other means and items necessary for the removal, replacement, construction of new playground equipment at, and satisfactory disposal of existing playground equipment from, the Work Site, together with related attachments, equipment, and appurtenances thereto; (2) to procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in the Special Conditions of Contract; (3) to procure and furnish all bonds and certificates and policies of insurance specified in the Contract; (4) to pay all applicable federal, state, and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform, and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by and pursuant to, the Contract; all of which is herein referred to as the "Work," whether or not any of said Work enter into and become component parts of the improvement contemplated, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

PAYMENT BOND

For purpose of this bond, a claimant is defined as one having a direct contract with Contractor or with a subcontractor of Contractor to provide, perform or complete any part of the Work.

Contractor and Surety hereby jointly and severally agree that every claimant who has not had all just claims for the furnishing of any part of the Work paid in full, including, without limitation, all claims for amounts due for materials, lubricants, oil, gasoline, rentals of, or service or repairs on, machinery, equipment, and tools consumed or used in connection with the furnishing of any part of the Work, may sue on this bond for the use of such claimant, may prosecute the suit to final judgment for such sum or sums as may be justly due such claimant, and may have execution therein; provided, however, that Owner shall not be liable for the payment of any costs or expenses of any such suit. The provisions of 30 ILCS 550/1 and 30 ILCS 550/2 shall be deemed inserted herein, including the time limits within which notices of claim must be filed and actions brought under this bond.

Contractor and Surety hereby jointly agree that Owner may sue on this bond if Owner is held liable to, or voluntarily agrees to pay, any claimant directly, but nothing in this bond shall create any duty on the part of Owner to pay any claimant.

Surety, for value received, hereby stipulates and agrees that no changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances on the part of Owner or Contractor to the other in or to the terms of said Contract; in or to the schedules, plans, drawings, or specifications; in or to the method or manner of performance of the Work; in or to Owner-furnished facilities, equipment, materials, services, or sites; or in or to the mode or manner of payment therefor shall in any way release Contractor and Surety or either or any of them, or any of their heirs, executors, administrators, successors, or assigns, or affect the obligations of said Surety on this bond, all notice of any and all of the foregoing changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances and notice of any and all defaults by Contractor or of Owner's termination of Contractor being hereby waived by Surety.

PAYMENT BOND

Signed and sealed this ___ day of _____, 201__.

Attest/Witness: PRINCIPAL: *[NAME OF CONTRACTOR]*

By: _____ By: _____
[NAME OF CONTRACTOR'S EXECUTING OFFICER]

Title: _____ Title: *[TITLE OF CONTRACTOR'S EXECUTING OFFICER]*

Attest/Witness: SURETY: *[NAME OF SURETY]*

By: _____ By: _____

Title: _____ Title: _____

Telephone: _____

NOTICE OF AWARD

**VILLAGE OF LINCOLNWOOD
CONTRACT FOR THE
G.G. ROWELL PARK PLAYGROUND INSTALLATION**

NOTICE OF AWARD

CERTIFIED MAIL/RETURN RECEIPT REQUESTED OR PERSONAL DELIVERY

TO:		FROM:	Village of Lincolnwood
	BIDDER		6900 North Lincoln Avenue
	ADDRESS		Lincolnwood, IL 60712

("Contractor")

("The Owner")

On the _____ day of _____, 20__, the Owner found to be most favorable to the interests of the Owner the Bidder's Proposal submitted by Contractor and dated on the _____ day of _____, 20__, in which Contractor proposes to contract with the Owner, in the form of the Contract included in the Bid Package to perform the following Work: (1) to provide, perform and complete at the Work Site and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the removal, replacement, construction of new playground equipment at, and satisfactory disposal of existing playground equipment from, the Work Site; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of the Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract.

THE OWNER ACCORDINGLY AWARDS CONTRACTOR, EFFECTIVE AS OF THE DATE OF DELIVERY OF THIS NOTICE OF AWARD, THE CONTRACT FOR SAID WORK FOR THE LUMP SUM AND/OR UNIT PRICES, AS THE CASE MAY BE, SET FORTH IN THE BIDDER'S PROPOSAL.

NOTICE OF AWARD

The Closing will be by mail. The Bidder will mail all signed documents to the Owner at 6900 N. Lincoln Avenue, Lincolnwood, Illinois 60712, provided that all Conditions have been satisfied. Contractor must have complied with all Conditions set forth in Section 15 of the General Instructions to Bidders included in the Bid Package, on or before __/__/__.

The failure or refusal to comply with the Conditions Precedent to Closing on or before the Closing Date or to Close on the Closing Date shall result, at Owner's option, in the imposition of liquidated damages and the annulment of this award, or in Owner's exercise of any or all equitable remedies the Owner may have, all as more specifically set forth in Sections 8, 15, and 16 of the General Instructions to Bidders.

DATED this _____ day of _____, 20__.

VILLAGE OF LINCOLNWOOD

By: _____
Timothy C. Wiberg, Village Manager



WE INSTALL THE BEST AND FIX THE REST

REFERENCE LIST

- 1) Owner: Oswego Park District
Project: Briffcliff Park
Contact: Chad Feldotto
Phone: 630-554-1010
E-mail: cfeldotto@oswegolandpd.org
Complete: 2013
Value: 186,458.20

- 2) Owner: Fox Valley Park District
Project: Golden Oaks and Arrow Wood, South River, Randall Park
Contact: Nathan Graig
Phone: 630-897-0516
E-mail: ntroia@fvpd.net
Complete: 2013, 2014
Value: \$351,181.75, \$275,178.80, \$228,821.00

- 3) Owner: Sugar Grove Park District
Project: Harter Park
Contact: John Clayton
Phone: 630-466-7436 ex 14
E-mail: jclayton@sgparks.org
Complete: 2014
Value: \$ 847,871.85

- 4) Owner: Tinley Park District
Project: Community Park
Contact: Ryan Veldman
Phone:
E-mail: ryan.veldman@tinleyparkdistrict.org
Complete: 2014
Value: \$163,556.00

- 5) Owner: Schaumburg Park District
Project: Sarah Grove, Community Park and Kingsport
Contact: Matthew Gaynor
Phone: 847-985-2115
E-mail: magaynor@parksfun.com
Complete: 2014
Value: \$766,320.00

- 6) Owner: Lockport Township Park District
Project: Adelman Park & Rotary Park
Contact: Bill Riordan
Phone: 815-838-1183
E-mail: briordan@lockportpark.org
Complete: 2014
Value: \$114,648.00 & \$119,953.00

- 7) Owner: Mokena Park District
Project: Hecht Park and Prairie Ridge Park
Contact: Jim Romanek
Phone: 708-390-2410
E-mail: jromanek@mokenapark.com
Complete: 2014
Value: \$98,200.00 & \$232,000.00

- 8) Owner: Round Lake Park District
Project: Shaw Park
Contact: Jeff Lurquin
Phone: 847-546-8558
E-mail: jurquin@rlapd.org
Complete: 2014
Value: \$173,708.00

- 9) Owner: Highland Park District
Project: Collatte/2014 ADA Improvements
Contact: Mike Evans
Phone: 847-579-4085
e-mail: mevans@pdhp.org
Complete: 2014, 2013
Value: \$28,595.00 & \$150,000



This Certificate Approves
Hacienda Landscaping, Inc.

As having met the high standards necessary to become a

Certified Installer

of equipment manufactured by Landscape Structures Inc.

CALENDAR YEAR 2015-16

Dates Valid

A handwritten signature in cursive script, appearing to read 'R. J. Smith', written over a horizontal line.

Official Validation

Landscape Structures Inc., 601 7th Street South, Delano, MN 55328 USA



Lincolnwood Park and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
December 13, 2016
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:04 P.M.

PRESENT AT MEETING

Park Board Members: Sarah Hardin, Laura Tomacic, Grace Diaz Herrera, Art Lovering, Victor Shaw, Reese Gratch

Parks and Recreation Department Staff: Laura McCarty, Katie Gamroth, Melissa Rimdzius

Village Board Liaison:

Audience:

APPROVAL OF MINUTES

On motion Tomacic/Gratch approve the meeting minutes of the November 8, 2016. 6-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

Board- Discusses the letter and memorandum included in the park board packet about the Aquatic Center Post Season Schedule

- Understands the desire for daytime aquatic center hours on weekdays during the post season
- Reviews the memorandum and background as to how the post season schedule evolved over the past four years
- Staff addressed suggestions and questions provided by the letter and petition within the memorandum
- Questions as to whether or not there is a way to have only one section of the aquatic center open during daytime hours in the future

Rimdzius- Provides background on past practices and best practices for partial openings

- Staff constantly assesses availability
- Minimal and ideal lifeguard coverage required for facility
- Staffing required to monitor open water due to lack of fully secure fencing surrounding each pool
- Long-term possibility of replacing the current post and rope fencing with secure, gated fencing to safely close off the activity pool or main pool without the need for staff monitoring. Some considerations associated with this decision include the significant change in the aesthetic of the facility and large expense within the aquatic center budget. Mentioned desire to gather feedback prior to making a significant change.

Board-

- Comments that matrix provided shows a correlation of surrounding community pools' post season hours and their respective high school schedule
- Comments on the letter's point regarding the hiring of more Chicago students or non-students who are available to work during the post-season timeframe. Last season's staff consisted of 49% Chicago residents. Comments on the value of providing employment opportunities for local teens.
- Inquires as to who signed the petition

McCarty-

- Petition distributed in-person at the aquatic center on Saturday, September 3, 2016
- Notes that the post season schedule affected weekday hours of operation; weekend hours of operation remained the same through the end of the season

Rimdzius-

- 183 signatures that staff could decipher
- 55 Lincolnwood Resident Pass Holders
- 103 Non-Resident Pass Holders
- 30 Non-Pass Holders
- Management was notified of the petition after the distribution by staff who were approached and asked if they would like to sign the document

- Petition does not include contact information that would allow for follow-up with signers
- Rimdzius-** Notes that staff understands and appreciates the importance of recreational aquatics for the community and pass holders. Staff's goal is to provide safe swimming opportunities as often as possible and on a consistent basis. Management constantly assesses staff availability throughout the summer; if enough staff were to be available to cover a consistent schedule in a safe manner, the post season schedule would be adjusted. Management assessed availability for partial daytime openings this past summer up until the beginning of the post season hours. Staff were not available on a consistent basis to allow for daytime openings. Some days even the posted hours required operational adjustments and emergency coverage procedures due to abrupt and unexpected staff call offs for school obligations.
- Board-** Questions if in the brochure staff would consider putting in a disclaimer that post season hours are subject to change
- Gamroth-** Comments that only the post season hours would be posted to be as upfront with pass members as possible so they know exactly what the season pass encompasses
- Board –** Discussed how to follow up with the resident regarding the letter

OLD BUSINESS

NEW BUSINESS

A. Approval of an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village of Lincolnwood

Rimdzius- Highlights the Kids Around the World program:

- Non-profit organization
- Removes the current equipment
- Repurpose in other areas of the world
- Resulting in a cost saving to the Village for labor removal
- Third playground donated to Kids Around the World

Board- Questions when the removal of the current playground would take place

Rimdzius- As soon as the weather allows, and around the same time as the install of the new equipment

Board- Inquires where the old equipment would go

Rimdzius- Will not know that until the equipment is shipped out

On motion Lovering/Tomacic to approve the Ordinance Authorizing the Donation of Playground Equipment Owned by the Village of Lincolnwood to Kids Around the World. 6-0, motion passed.

B. Approval of a Resolution Approving the Award of the G.G. Rowell Park Renovation Contract

Rimdzius- Explains this is for the installation of the new equipment at G.G. Rowell Park. Reminds the Board the base bid is for the install of the approved equipment and provides background to four alternates was included:

- Taller slide
- Additional Swing bay – parent tot swing
- Resurfacing of the Basketball Court
- Removal of the equipment – if kids around the world was unable to do it

Rimdzius- Recommends using Hacienda to install the equipment at G.G. Rowell Park

- Hacienda installed Springfield park in 2013
- Three reference checks were completed and favorable of Hacienda
- Overall amount budgeted for project was \$100,000
- The board can accept the base bid or recommend the addition of any alternates moving forward

Board

- Happy to see base bid is under budget
- Questions if the basketball court can be done at another time

McCarty- Reminds the board that alternate one and two were audience feedback from the past meeting

Rimdzius- Provides information to the heavy use of swings at this park

On motion Lovering/Gratch to approve a Resolution awarding the bid for Purchase and Installation of playground equipment at G.G. Rowell Park with alternate two in the amount of \$100,500 to Hacienda. 6-0, motion passed.

CHAIRPERSON'S REPORT –

COMMISSIONERS' REPORTS –

DIRECTOR’S REPORT –

McCarty- Informs the board that the Police Chief and Village Board will be discussing cameras in public places at the next Village Board meeting. The Chief will be outlining the pros and cons of cameras in public places. Asks if the board has any initial input if directed to put cameras in parks

Board- Questions which parks and how many cameras

McCarty- Larger park initially Proesel and Centennial

Board- Who would decide what park and how many?

McCarty- Responds: Police Department

Board-

- Questions if lighting would be involved
- Has there been that much increased activity in Proesel and Centennial to warrant it
- Are cameras worth the money?
- Are there other parks around that have cameras?
- Comments on this being in response to crime in the community
- Overall board not opposed to cameras in the park

McCarty- Thank you to everyone that helped out at Turkey Trot, it was a successful event and had the highest turnout of day of participants.

Board- Questions about missing t-shirts

Gamroth- Researched the t-shirts and found that no shirts were missing, but we did run out of adult sizes day of. More adult shirts have arrived and those who did not receive a shirt day of have been notified.

McCarty- Completed the event of the year, Holiday Tree Lighting. Mr. and Mrs. Claus arrived on the fire truck, Lincoln Hall singers were in attendance singing carols, and hot chocolate was given out.

McCarty- Reminds the board that the IPRA conference is coming up, if anyone is interested let us know.

McCarty- Wishes everyone a happy holiday season.

STAFF REPORTS

A. **SUPERINTENDENT OF RECREATION – GAMROTH**

As noted in report

B. **SUPERINTENDENT OF PARKS AND FACILITIES – RIMDZIUS**

Rimdzius- Informs staff of the first pop up event scheduled for this weekend. Snowman building will take place at Proesel park at 11am on Saturday. With the snow and cold staff are looking to host a few pop up events as the weather allows.

C. **RECREATION SUPERVISOR – ANTOSZ**

As noted in report

D. **COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING**

As noted in report

E. **YOUTH PROGRAMS COORDINATOR - FLETCHER**

As noted in report

ADJOURNMENT

Meeting adjourned at 7:50 P.M.

Park Board Minutes prepared by: Katie Gamroth, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date

Request For Board Action

REFERRED TO BOARD: December 20, 2016

AGENDA ITEM NO: 4

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Approve an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

During the 2005-2006 fiscal year, a Playground Replacement Program was established as part of the Village Capital Improvement plan. The goal of the program is to gradually replace the aging, outdated playgrounds in the Village parks. So far, Columbia, Kildare, Rossi, Goebelt, Kenneth, Springfield, Drake, and O'Brien playgrounds have been replaced. In the 2016-2017 budget, G.G. Rowell Park, located at 6555 Albion Avenue, was chosen as the next park in need of replacement. The current playground equipment at G.G. Rowell Park was installed in April 1994; the equipment has been enjoyed for over 22 years, which is beyond the typical useful life of playground equipment. The equipment at G.G. Rowell Park is discolored and outdated, aspects of the park are in need of repair, and additional safety features are needed.

If authorized by the Village Board, the Village will enter into an Agreement with Kids Around the World, a non-profit organization, to disassemble, remove and refurbish the equipment. An Invitation to Bid for the purchase and installation of new equipment was advertised in November with submittals due on December 6, 2016. A recommendation will be considered by the Village Board at its December 20, 2016 meeting.

FINANCIAL IMPACT:

The Village will not remove the current playground equipment or pay to have a contractor remove the equipment. This is a cost savings of \$3,500-\$3,800.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Draft Minutes of the December 13, 2016 Parks and Recreation Board meeting

RECOMMENDED MOTION:

Move to approve an Ordinance authorizing the donation of playground equipment owned by the Village.

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2016-_____

**AN ORDINANCE AUTHORIZING THE DONATION OF PLAYGROUND
EQUIPMENT OWNED BY THE VILLAGE OF LINCOLNWOOD**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2016.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois this
_____ day of _____, 2016

Village Clerk

ORDINANCE NO. 2016-_____

**AN ORDINANCE AUTHORIZING THE DONATION OF PLAYGROUND
EQUIPMENT OWNED BY THE VILLAGE OF LINCOLNWOOD**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village is the owner of certain playground equipment currently located at G.G. Rowell Park, which equipment is described in detail on **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Property**"); and

WHEREAS, the Village President and Board of Trustees have determined that ownership of the Property is no longer necessary or useful to, or for the best interests of, the Village; and

WHEREAS, Kids Around the World, Inc., of Rockford, Illinois ("**KIDS**"), is an Illinois not-for-profit corporation that provides charitable services to underprivileged children, which services include the construction of playgrounds; and

WHEREAS, the Village desires to dispose of the Property by donating it to KIDS; and

WHEREAS, the Village and KIDS desire to enter into an agreement for the donation of the Property by the Village to KIDS, and for the disassembly and removal of the Property from G.G. Rowell Park ("**Agreement**"); and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interest of the Village and its residents to enter into the Agreement with KIDS and to donate the Property to KIDS, as set forth in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. AUTHORIZATION TO DISPOSE OF PROPERTY. Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, Section 8-8-14 of the Municipal Code of Lincolnwood, and the home rule authority of the Village, the Village Board of Trustees declares that ownership of the Property is no longer necessary or useful to, or in the best interests of, the Village. The President and Board of Trustees hereby authorizes the donation of the Property to KIDS in accordance with the Agreement.

SECTION 3. APPROVAL OF AGREEMENT. The Agreement by and between the Village and KIDS is hereby approved in substantially the form attached to this Ordinance as **Exhibit A**, and in a final form to be approved by the Village Manager and the Village Attorney.

SECTION 4. EXECUTION OF AGREEMENT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Agreement upon receipt by the Village Clerk of at least one original copy of the Agreement executed by KIDS; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 30 days after the effective date of this Ordinance, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 5. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance will remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 6. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage and approval as provided by law

PASSED this ____ day of _____, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____, 2016.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
____ day of _____, 2016

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#25877310_V1

EXHIBIT A

DESCRIPTION OF THE PROPERTY



Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

December 13, 2016

DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:04 P.M.

PRESENT AT MEETING

Park Board Members: Sarah Hardin, Laura Tomacic, Grace Diaz Herrera, Art Lovering, Victor Shaw, Reese Gratch

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COMMISSIONERS' REPORTS –

DIRECTOR’S REPORT –

McCarty- Informs the board that the Police Chief and Village Board will be discussing cameras in public places at the next Village Board meeting. The Chief will be outlining the pros and cons of cameras in public places. Asks if the board has any initial input if directed to put cameras in parks

Board- Questions which parks and how many cameras

McCarty- Larger park initially Proesel and Centennial

Board- Who would decide what park and how many?

McCarty- Responds: Police Department

Board-

- Questions if lighting would be involved
- Has there been that much increased activity in Proesel and Centennial to warrant it
- Are cameras worth the money?
- Are there other parks around that have cameras?
- Comments on this being in response to crime in the community
- Overall board not opposed to cameras in the park

McCarty- Thank you to everyone that helped out at Turkey Trot, it was a successful event and had the highest turnout of day of participants.

Board- Questions about missing t-shirts

Gamroth- Researched the t-shirts and found that no shirts were missing, but we did run out of adult sizes day of. More adult shirts have arrived and those who did not receive a shirt day of have been notified.

McCarty- Completed the event of the year, Holiday Tree Lighting. Mr. and Mrs. Claus arrived on the fire truck, Lincoln Hall singers were in attendance singing carols, and hot chocolate was given out.

McCarty- Reminds the board that the IPRA conference is coming up, if anyone is interested let us know.

McCarty- Wishes everyone a happy holiday season.

STAFF REPORTS

A. **SUPERINTENDENT OF RECREATION – GAMROTH**

As noted in report

B. **SUPERINTENDENT OF PARKS AND FACILITIES – RIMDZIUS**

Rimdzius- Informs staff of the first pop up event scheduled for this weekend. Snowman building will take place at Proesel park at 11am on Saturday. With the snow and cold staff are looking to host a few pop up events as the weather allows.

C. **RECREATION SUPERVISOR – ANTOSZ**

As noted in report

D. **COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING**

As noted in report

E. **YOUTH PROGRAMS COORDINATOR - FLETCHER**

As noted in report

ADJOURNMENT

Meeting adjourned at 7:50 P.M.

Park Board Minutes prepared by: Katie Gamroth, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date

Request For Board Action

REFERRED TO BOARD: December 20, 2016

AGENDA ITEM NO: 5

ORIGINATING DEPARTMENT: Public Works

SUBJECT: Approval of a Resolution Approving a Supplemental Statement of Work Under an Agreement with Municipal GIS Partners, Inc. for GIS Support Services

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

In August of 2005 the Village entered into a membership agreement for the Geographical Information Systems Consortium (GISC) and its service provider, Municipal GIS Partners (MGP). On March 17, 2015, the Village Board authorized the execution of a three year agreement with the GISC service provider (expiring in 2018). The agreement states that MGP will present a projected utilization and service rate adjustment to the GISC Board, on which the Village has a representative, on an annual basis for approval. For 2017, the GISC Board approved an average increase of 3% to the hourly rates. However, the hourly utilization of higher level employee classifications has decreased based on actual usage, thereby slightly reducing the Village's overall obligation compared to 2015. Table 1 provides a summary of the rates and hours for 2016 and 2017.

Classification	2016		2017	
	Rate	Hours	Rate	Hours
GIS Specialist	\$75.50	0	\$77.80	0
GIS/RAS Specialist	\$79.00	329	\$81.30	329
GIS Coordinator	\$96.10	33	\$99.00	33
GIS Analyst	\$96.10	33	\$99.00	33
GIS Platform Administrator	\$119.70	28	\$123.30	28
GIS Application Developer	\$119.70	28	\$123.30	28
GIS Manager	\$119.70	28	\$123.30	28
Total Obligation	\$42,388.40		\$43,638.90	

Over the last ten years the Village has received substantial benefit from the GIS Consortium database. These improvements have included the addition of a zoning layer, address grids, street intersections, Tax Increment Financing districts, parking restrictions, street sweeping, snow plow routes, water and sewer utilities, tree inventory, and five phases of the photometric mapping program. In addition, three browser based software programs called MapOffice, MapOffice Advanced and ArcView were implemented for staff and the public. These programs allow staff to create custom maps for presentations and planning, as well as allow the public to access information about their properties through the Consortium's website <http://www.gisconsortium.org>.

Over the coming year, several new layers and projects are planned. These include:

- Community portal update
- Public utilities data audit
- Sidewalk condition rating support
- Bike path management
- Vehicle sticker analysis
- Community map maintenance
- JULIE boundary update
- Easement tracking

The attached Resolution authorizes the Village Manager to execute a supplemental statement of work agreement with the GIS Consortium consultant adjusting the hourly rates.

FINANCIAL IMPACT:

\$16,183 is budgeted in the fiscal year 2016-2017 Information Technology budget for contract GIS services and \$25,266 is budgeted in the in the fiscal year 2016-2017 Water and Sewer fund for contract GIS services for a total of \$41,449. GIS software is owned by the Village and is budgeted separately.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. GIS Consortium Service Provider Supplemental Statement of Work Agreement

RECOMMENDED MOTION:

Move to approve a Resolution approving a supplemental statement of work under an agreement with Municipal GIS Partners, Inc. for GIS support services.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2016-_____

**A RESOLUTION APPROVING A SUPPLEMENTAL STATEMENT OF WORK
UNDER AN AGREEMENT WITH
MUNICIPAL GIS PARTNERS, INC., FOR GIS SUPPORT SERVICES**

WHEREAS, the Village is a member of the GIS Consortium ("*Consortium*"), an organization comprised of municipalities in northeastern Illinois, which Consortium shares the cost of establishing a regional Geographic Information Systems program ("*Program*"); and

WHEREAS, on behalf of its members, the Consortium has selected Municipal GIS Partners, Inc. ("*MGP*"), for the provision of services related to the Program ("*GIS Support Services*"); and

WHEREAS, on March 17, 2015, the Village President and Board of Trustees adopted Resolution No. 2015-1838, approving an agreement with MGP for GIS Support Services for the period beginning May 1, 2015, and ending May 30, 2018 ("*Agreement*"); and

WHEREAS, pursuant to Section 1.2 of the Agreement, the Village and MGP may enter into a supplemental statement of work for the performance of additional GIS Support Services not included within the scope of the Agreement ("*Additional Services*"); and

WHEREAS, the Village President and Board of Trustees desire to enter into a supplemental statement of work for the performance of Additional Services by MGP under the Agreement ("*Supplemental Statement of Work*"); and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Supplemental Statement of Work with MGP will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF SUPPLEMENTAL STATEMENT OF WORK. The Supplemental Statement of Work by and between the Village and MGP is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF SUPPLEMENTAL STATEMENT OF WORK. The Village Manager and Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Supplemental Statement of Work only after receipt by the Village

Clerk of at least one original copy of the Supplemental Statement of Work executed by MGP; provided, however, that if the executed copy of the Supplemental Statement of Work is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

PASSED this ___ day of _____, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2016.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2016

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#38292316_v1

Exhibit A

Supplemental Statement of Work

Supplemental Statement of Work

Pursuant to and in accordance with Section 1.2 of that certain GIS Consortium Service Provider Contract dated May 1, 2015 (the "Contract") between the Village of Lincolnwood, an Illinois municipal corporation (the "Municipality") and Municipal GIS Partners, Incorporated (the "Consultant"), the parties hereby agree to the following SUPPLEMENTAL STATEMENT OF WORK, effective January 1, 2017 ("SOW"):

1. Description of Additional Services:

No additional services beyond such Services described in any previously approved SOWs to the Contract are added by this SOW.

2. Project Schedule/Term:

This SOW does not amend or renew the Initial Term set forth in the Contract. For the avoidance of doubt, the Initial Term set forth in the Contract expires three (3) years from the Effective Date of May 1, 2015.

3. Projected Utilization:

As set forth in Section 4.1(c) of the Contract, the project utilization shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC. The projected utilization for the calendar year beginning January 1, 2017 and ending December 31, 2017 is set forth in this SOW as follows:

- A. X hours of GIS Specialist
- B. 329 hours of GIS/RAS Specialist
- C. 33 hours of Client Account Manager
- D. 33 hours of GIS Analyst
- E. 28 hours of GIS Platform Administrator
- F. 28 hours of GIS Application Developer
- G. 28 hours of GIS Manager

4. Service Rates:

As set forth in Section 4.1(c) of the Contract, the service rates shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC. The service rates for the calendar year beginning January 1, 2017 and ending December 31, 2017 is set forth in this SOW as follows:

- H. \$ 77.80 per hour for GIS Specialist

- I. \$ 81.30 per hour for GIS/RAS Specialist
- J. \$ 99.00 per hour for Client Account Manager
- K. \$ 99.00 per hour for GIS Analyst
- L. \$ 123.30 per hour for GIS Platform Administrator
- M. \$ 123.30 per hour for GIS Application Developer
- N. \$ 123.30 per hour for GIS Manager

Total Not-to-Exceed Amount for Services (Numbers): \$43,638.90.

Total Not-to-Exceed Amount for Services (Figures): forty-three thousand six hundred thirty-eight dollars and ninety cents.

In the event of any conflict or inconsistency between the terms of this SOW and the Contract or any previously approved SOW, the terms of this SOW shall govern and control with respect to the term, projected utilization rates, service rates and scope of services. All other conflicts or inconsistencies between the terms of the Contract and this SOW shall be governed and controlled by the Contract. Any capitalized terms used herein but not defined herein shall have the meanings prescribed to such capitalized term in the Contract.

SIGNATURE PAGE FOLLOWS

Signature Page to Supplemental Statement of Work

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of _____, _____.

ATTEST:

VILLAGE OF LINCOLNWOOD

By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

ATTEST:

CONSULTANT:

**MUNICIPAL GIS PARTNERS,
INCORPORATED**

By: Donna J. Thomey
Name: Donna Thomey
Its: Office Administrator

By: Thomas A. Thomey
Name: Thomas Thomey
Its: President

Request For Board Action

REFERRED TO BOARD: December 20, 2016

AGENDA ITEM NO: 6

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Consideration of a Recommendation by the Plan Commission in Case #PC-18-16 to Approve a Final Plat, Consolidating Multiple Lots on the School District No. 74 Campus into One Lot

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Lincolnwood School District No. 74 proposes to clean up their platted property by consolidating property lines that were delineated on paper decades ago as well as those associated with properties bought over the years and added to the school property. All of the various platted properties within the boundaries of West Lunt Avenue, North East Prairie Road, West Pratt Avenue, and North Crawford Avenue are part of the single unified School District No. 74 campus. This requested Consolidation is the last in a series of steps that began earlier this year with the designation of a new S, Schools Zoning District and Vacation of Morse Avenue within the Campus. These requests were all made as part of the Lincoln Hall addition and undertaken with the goal of consolidating the property into one single campus on one lot, under Zoning regulations that are appropriate for a school. The new Zoning District and street right-of-way Vacation requests were approved by the Village Board this past spring.

Plan Commission Deliberations and Recommendation

The Plan Commission considered a request to waive the requirement for a Preliminary Plat review at their November 16, 2016 meeting, as authorized to do so per Section 16-4-3 (attached) of the Subdivision Regulations. The Commission agreed that because the Plat request is for a property that is fully-built and there is no construction project or physical change to the property contemplated as part of this request, it is appropriate to proceed directly to a review of a Final Plat of Consolidation. Further, the Plan Commission noted that were it not for the Map Amendment approved earlier this year, which rezoned the School Campus from the R-3 to S Zoning District, the proposed Plat would be considered a Minor Consolidation and would not require a Preliminary Plat review. By a unanimous 7-0 vote, the Plan Commission approved a waiver of the Preliminary Plat requirement, permitting the School District to proceed with a request for approval of a Final Plat of Consolidation.

The Plan Commission subsequently considered a request for approval of a Final Plat of Consolidation at their December 7, 2016 meeting. The Plan Commission agreed that the requested Consolidation had the primary purpose of cleaning up lot lines that no longer apply and unifying the School District campus to one lot, a practice which should be encouraged. The Commission also noted that the Final Plat of Consolidation had been reviewed by the Village Engineer and determined to be compliant with all Village Subdivision regulations.

No public testimony was received at the December 7, 2016 Public Meeting.

By a unanimous 4-0 vote, the Plan Commission recommends approval of the Final Plat of Consolidation, as presented.

FINANCIAL IMPACT:

None

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Final Plat of Consolidation
3. Village Code Section 16-4-5
4. November 16, 2016 Staff Report to Plan Commission
5. November 16, 2016 Plan Commission Minutes Excerpt
6. December 7, 2016 Staff Report to Plan Commission
7. December 7, 2016 Plan Commission Minutes Excerpt (Draft)

RECOMMENDED MOTION:

Move to approve a Resolution approving a Final Plat of Consolidation, as presented, for the School District 74 Campus, bordered by West Lunt Avenue, North East Prairie Road, West Pratt Avenue, and North Crawford Avenue.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2016-_____

A RESOLUTION APPROVING A PRELIMINARY
AND FINAL PLAT OF SUBDIVISION

(School District 74 Campus)

WHEREAS, Lincolnwood School District 74 ("*Applicant*") is the owner of record of the property consisting of (i) approximately 49,458 square feet, identified as Parcel 1 on that certain plat entitled Lincolnwood School District 74 Consolidation, prepared by Manhard Consulting Ltd., consisting of two sheets and dated September 19, 2016 ("*Plat*"), (ii) approximately 179,367 square feet, identified as Parcel 2 on the Plat, (iii) approximately 190,413 square feet, identified as Parcel 3 on the Plat, (iv) approximately 364,305 square feet, identified as Parcel 4 on the Plat, and (v) approximately 19,975 square feet, identified as Parcel 5 on the Plat (collectively, the "*Parcels*"), which Parcels are commonly and collectively known as 6850-6950 North East Prairie Road, 3975 West Lunt Avenue, and 6855 North Crawford Avenue, Lincolnwood, Illinois ("*Property*"); and

WHEREAS, the Applicant seeks to consolidate the Property into one lot; and

WHEREAS, the Applicant has applied for preliminary and final approval of the Plat pursuant to Chapter 16 of the Municipal Code of Lincolnwood ("*Village Code*"); and

WHEREAS, on December 7, 2016, the Plan Commission recommended approval of the proposed preliminary and final Plat, subject to certain specified development conditions;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF PLAT. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section 3 of this Resolution, the Plat is hereby approved in the form attached to and, by this reference, made a part of this Resolution as **Exhibit A**.

SECTION 3. CONDITIONS. The approval of the Plat in Section 2 of this Resolution is conditioned upon the Applicant complying with the following:

- A. The Applicant must secure the necessary approvals from all public utility companies, provide easement statements, and locate all existing easements on the Plat, prior to recordation;
- B. The Plat must include all certificates, signatures, and seals as required by Chapter 16 of the Village Code; and

C. Survey monuments must be installed as required pursuant to Section 16-5-9 of the Village Code.

SECTION 4. EXECUTION OF PLAT. Upon satisfaction of the conditions set forth in Section 3 of this Resolution, the Village President and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Plat.

SECTION 5. RECORDATION OF THE PLAT. The Village Clerk is hereby directed to cause the Plat to be recorded in the office of the Cook County Recorder upon execution of the Plat by the Village President and the Village Clerk, as provided in Section 4 of this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

PASSED this ___ day of _____, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2016.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2016

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#48962826_v1

EXHIBIT A

PLAT

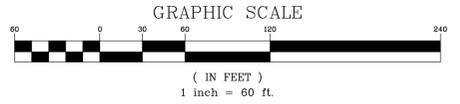
FINAL PLAT OF CONSOLIDATION

OF
LINCOLNWOOD SCHOOL DISTRICT 74
CONSOLIDATION

BEING PART OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 41
NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

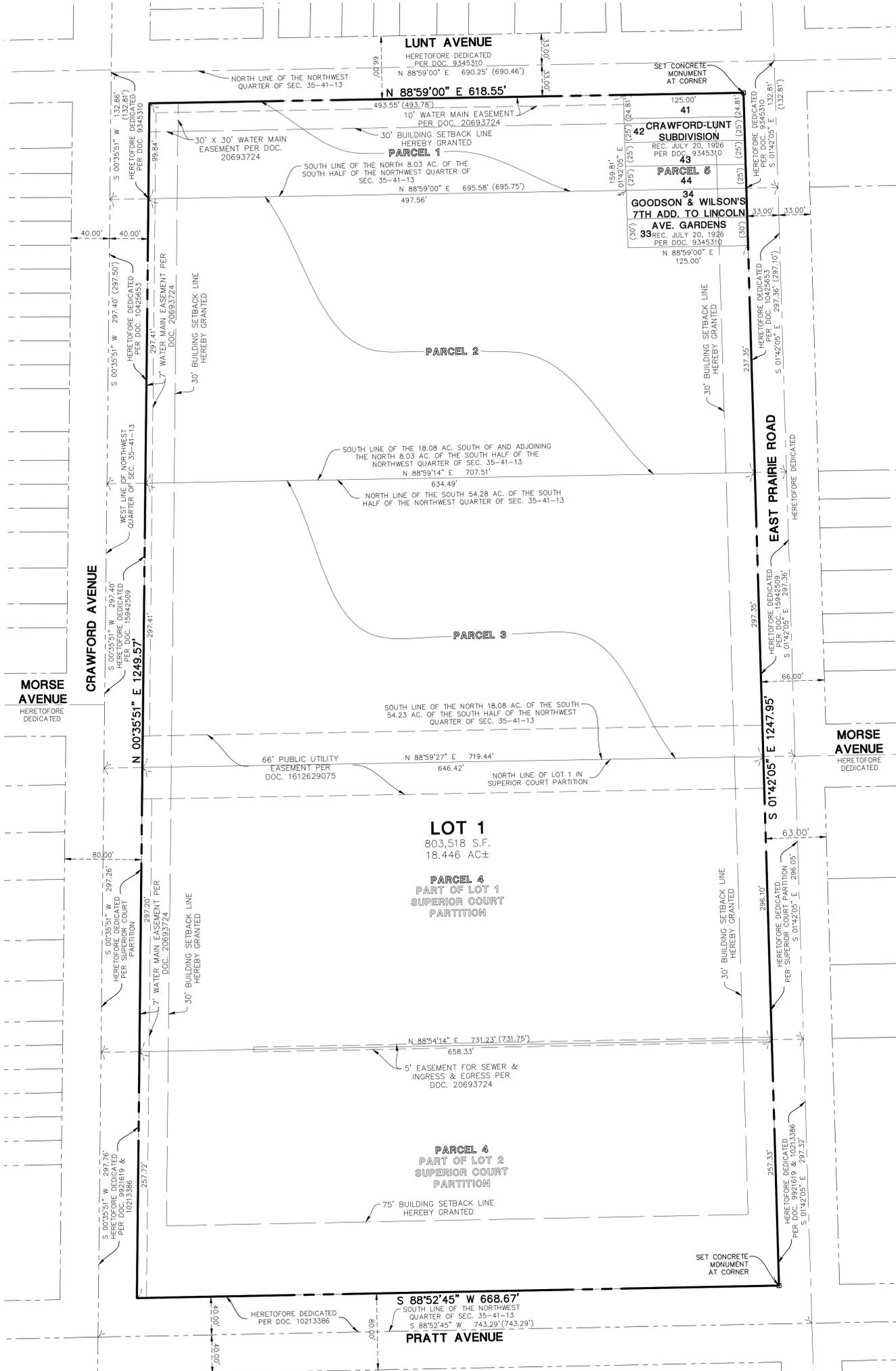
SURVEY PREPARED FOR

LINCOLNWOOD SCHOOL DISTRICT #74
6950 E PRAIRIE ROAD
LINCOLNWOOD, ILLINOIS 60712



BASIS OF BEARINGS

BEARINGS ARE BASED UPON THE ILLINOIS STATE PLANE COORDINATE SYSTEM OF 1983, EAST ZONE, ADJUSTED TO GROUND VALUES, AS ESTABLISHED BY REAL TIME KINEMATIC (RTK) GPS METHODS



GENERAL NOTES

- DISTANCES ARE MARKED IN FEET AND DECIMAL PLACES THEREOF.
- NO DIMENSION SHALL BE ASSUMED BY SCALE MEASUREMENT HEREON.
- THERE MAY BE ADDITIONAL TERMS, POWERS, PROVISIONS AND LIMITATIONS CONTAINED IN AN ABSTRACT DEED, LOCAL ORDINANCES, DEEDS, TRUSTS, COVENANTS OR OTHER INSTRUMENTS OF RECORD.
- COMPARE ALL POINTS BEFORE BUILDING BY SAME AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE SURVEYOR.
- DENOTES CONCRETE MONUMENTS TO BE SET.
- IN ACCORDANCE WITH CHAPTER 765 ILCS SECTION 205/1 5/8" X 24" LONG IRON RODS WILL BE SET AT ALL PROPERTY CORNERS AND POINTS OF GEOMETRIC CHANGE.
- PARCELS 1 THRU 5 ARE HEREBY CONSOLIDATED TO A SINGLE PARCEL, LOT 1, AS SHOWN HEREON.

AREA SUMMARY

PARCEL 1:	49,458 SQ. FT.	(1.135 ACRES)
PARCEL 2:	179,367 SQ. FT.	(4.118 ACRES)
PARCEL 3:	190,413 SQ. FT.	(4.371 ACRES)
PARCEL 4:	364,305 SQ. FT.	(8.363 ACRES)
PARCEL 5:	19,875 SQ. FT.	(0.459 ACRES)
LOT 1:	803,518 SQ. FT.	(18.446 ACRES)

SHEET	PROJ. MGR.: SJP
1 OF 2	PROJ. ASSOC.: SJP
	DRAWN BY: SJP
	DATE: 05-06-16
AAILWLO1	SCALE: 1" = 60'

LINCOLNWOOD SCHOOL DISTRICT 74 SUBDIVISION	
LINCOLNWOOD, IL	
FINAL PLAT OF CONSOLIDATION	

700 Springer Drive, Lombard, IL 60148 ph: 830.881.8800 fx: 830.881.8865 manhard.com
Civil Engineers • Surveyors • Water Resource Engineers • Water & Wastewater Engineers
Construction Managers • Environmental Scientists • Landscape Architects • Planners

DATE	REVISIONS	DRAWN BY
09-19-16	REVISED PER VILLAGE COMMENT LETTER	SJP
05-25-16	REVISED PER ATTORNEY COMMENTS	SJP

Village Code Section 16-4-5:

16-4-5_Final plat review.

(A)

Filing; deadline; general review.

(1)

An application for approval of a final plat of subdivision shall be filed with the Village Director of Community Development, in full compliance with Section 16-3-3 of this Code, at least 30 days before the meeting of the Plan Commission at which it is to be considered.

(2)

The Village Director of Community Development shall review the final plat for general completeness, for compliance with requirements of law, including, without limitation, the application requirements established in this Chapter **16**, for compliance with the approved preliminary plat, any modifications and conditions imposed on the preliminary plat, and for technical accuracy. Within 15 days after the date of filing of the application, the Director shall notify the applicant either that the application has been accepted for processing or that the application may not be processed because of deficiencies or inaccuracies in it. Every deficient or inaccurate application shall be returned to the applicant. If the Director determines that the application should be accepted for processing, then the Director shall refer the application to all appropriate staff members and committees for review.

(B)

Scheduling of public meeting. After receipt of all required information, payment of all required fees, and satisfactory general review pursuant to Section 16-4-5(A) of this Code, the Village Director of Community Development shall notify the applicant of the date that the application will be conditionally scheduled for review at a public meeting of the Plan Commission. Such date shall be determined in light of the Plan Commission's pending docket and the notification deadlines as set forth in this Section 16-4-5.

(C)

Notice of public meeting.

(1)

When required. Notice of a public meeting of the Plan Commission to review an application for final plat approval shall be required only for those applications for which final review only is required in accordance with Section 16-4-2 of this Code or for which combined preliminary and final review has been allowed or approved pursuant to Section 16-4-3 of this Code. No public notice shall be required for those applications for which notice was provided during preliminary plat review in accordance with and pursuant to Section 16-4-4(B) of this Code.

(2)

Notice requirements. When notice of a public meeting of the Plan Commission to review an application for final plat approval is required, the applicant shall, upon the conditional scheduling of a public meeting of the Plan Commission, comply with all notice requirements set forth in Section 16-4-4(B)(2) of this Code.

(3)

Rescheduled. If the notices required pursuant to this Section 16-4-5(C) cannot be mailed and posted within the required time periods, then the public meeting of the Plan Commission shall be rescheduled to ensure that such notice periods can be satisfied.

(D)

Determination of completeness of application. Provided that the Village Director of Community Development makes a general determination of completeness pursuant to Section 16-4-5(A)(2) of this Code, and provided the notices are timely given in accordance with Section 16-4-5(C) of this Code, then the applicant shall deliver a completed certificate of notice to the Director not later than the date of the scheduled public meeting (and, if delivered sooner, shall be deemed delivered on the date of the scheduled public meeting). The delivery of such completed certificate of notice shall be the final element of the application for final plat approval and shall represent the completion of the applicant's application for purposes of any statutory periods for undertaking and completing the Village's review of an application for final plat approval; provided, however, that any material change to such application after the commencement of the public hearing shall be deemed the filing of a new item in support of the application and shall restart any such statutory review period.

(E)

Action by Plan Commission. Within 15 days after the commencement of the public meeting to review the application for final plat approval (or such longer period to which the applicant may agree), the Plan Commission shall recommend whether the final plat should be approved, approved with modifications or conditions, or disapproved; and shall transmit such recommendation to the Board of Trustees. The Plan Commission may recommend approval of a final plat subject to certain conditions or modifications as are deemed necessary in the interests and needs of the community. The failure of the Plan Commission to act within the time period specified in this Section 16-4-5(E), or such further time to which the applicant may agree, shall be deemed to be a recommendation of the Plan Commission to approve the final plat.

(F)

Action by Board of Trustees. The Board of Trustees, within 45 days after receipt of the report of the Plan Commission, shall disapprove the final plat or shall approve it by ordinance or resolution duly adopted. Any approval of a final plat may be subject to certain conditions or modifications as are deemed necessary in the interests and needs of the community. If the Board of Trustees disapproves the final plat, then the Village Director of Community Development shall notify the applicant in writing of the reasons stated for such disapproval. The failure of the Board of Trustees to act within the time period specified in this Section 16-4-5(F), or such further time to which the applicant may agree, shall be deemed to be a decision of the Board of Trustees disapproving the final plat. Approval of a final plat shall not entitle the applicant to any other approval or issuance of any permit until after all of the standards and procedures for such other approval or issuance of a permit have been satisfied, and such approval shall be subject in any event to the requirements of Section 16-4-5(G) of this Code.

(G)

Final engineering plans. Except as specifically provided otherwise by the Board of Trustees, no final plat of subdivision shall be approved by the Board of Trustees until after all required final engineering plans for the subdivision have been approved in accordance with the provisions of this Chapter 16.



Plan Commission Staff Report

Case # PC-17-16

November 16, 2016

Subject Property:

Lincolnwood School District #74
Property, bordered by W. Lunt
Avenue, N. East Prairie Road, W.
Pratt Avenue and N. Crawford
Avenue

Zoning District:

S, Schools Zoning District

Petitioner:

Board of Education of Lincolnwood
School District No. 74

Nature of Request:

Waive Requirement of a Preliminary Plat
review and proceed to Final Plat review for
a Consolidation of lots on the School
District 74 Property

Requested Action:

Elimination of Preliminary Plat Requirement for a Major Subdivision (Consolidation), as
authorized by Section 16-4-3, attached.

Notification: None needed for the requested Waiver. Notice will be provided to neighboring
properties for the proposed review of the Final Plat of Consolidation, tentatively scheduled for
the December 7th Plan Commission meeting, pending approval of the Waiver request.

Background

Lincolnwood School District No. 74 is proposing to clean-up their platted property, by
removing property lines that were delineated on paper decades ago, and subsequently
supplemented with properties bought over the years and added to the School property. All
of the various platted properties within the boundaries of Lunt Avenue, East Prairie Road,
Pratt Avenue and Crawford Avenue are part of the single unified School District 74
campus. This requested Consolidation is the last in a series of steps that began earlier this



year with the designation of a new S, Schools Zoning District and Vacation request for Morse Avenue within the Campus. These requests were all made as part of the Lincoln Hall addition, and undertaken with the goal of consolidating the property into one single campus on one lot, under Zoning regulations that are appropriate for a school. The new Zoning District and street right-of-way Vacation requests were recommended by the Plan Commission this past Spring, and subsequently approved by the Village Board.

Note – While this request is related to a Plat of Consolidation, the requirements of the Subdivision Code apply, and a Consolidation is regulated the same as a Subdivision, in terms of process.

Summary of Preliminary Plat Waiver Request

This Consolidation is considered a Major Subdivision (Consolidation), as it does not meet one of the requirements of a Minor Subdivision. That requirement is that the subdivision (Consolidation) be located in a Residential Zoning District. Since the subject property is in the S, Schools, Zoning District, it must be treated as a Major Subdivision (Consolidation). This requirement is the difference between designating this Subdivision (Consolidation) Major versus Minor. Minor Subdivisions are permitted to go directly to a Final Plat, without the necessity of a Preliminary Plat.



Current Zoning, with the S, Schools District denoted in green and depicting residentially-zoned property (R3) surrounding the property on all sides, but the south property line.

Staff notes that the proposed Subdivision (Consolidation) is for a property that is fully built and that has no proposed additions or changes to the building footprints, other than completion of the current Lincoln Hall addition. Preliminary Plats are generally required for larger projects that have not yet been constructed, since Final Engineering is rarely, if ever, completed during the zoning and site plan review process. Preliminary Plat approval, as part of the zoning and site planning process sets the basic footprint of what will be permitted on a site. However, it is not until the Final Engineering plan is completed, after the initial zoning and site planning approval, that the true parameters of the plat can be determined. At that time, a Final Plat can be drafted which takes into account any issues that may have arisen between the preliminary engineering and final engineering phases.

Staff again notes that this requested Plat of Consolidation is not associated with a construction plan, so no engineering plan will be completed. Further, the subject property was in the R3, residential, Zoning District until earlier this year, when the new Schools zoning district was formed. So, were it not for the revision on paper earlier this year, this proposed Subdivision (Consolidation) would be considered Minor and would not require the Preliminary Plat.

Recommendation

Lincolnwood School District 74 seeks a waiver of the requirement for a Preliminary Plat of Subdivision (Consolidation), per Section 16-4-3 of the Subdivision Code. Given the circumstances detailed above, staff has no objections to this request. Should the Plan Commission agree to this waiver, the Final Plat will be before you for review and recommendation at the December 7th Regular Plan Commission meeting.

Documents Attached

1. Request Letter
2. Proposed Plat of Consolidation
3. Village Code Sections related to Subdivision Process



**MEETING MINUTES
OF THE
PLAN COMMISSION
NOVEMBER 16, 2016 – 7:00 P.M.**

**LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712**

MEMBERS PRESENT:

Chairman Mark Yohanna
Irving Fishman
Patricia Goldfein
Steven Jakubowski (arrived at 7:07)
Anthony Pauletto
Henry Novoselsky
Don Sampen

MEMBERS ABSENT:

STAFF PRESENT:

Steve McNellis, Community Development Director
Kathryn M. Kasprzyk, Community Development Coordinator

I. Call to Order

Chairman Yohanna noted a quorum of six members and called the meeting to order at 7:05 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Motion to approve the October 6, 2016 Plan Commission Minutes was made by Commissioner Fishman and seconded by Commissioner Novoselsky.

Aye: Fishman, Novoselsky, Sampen and Yohanna

Abstained: Goldfein, Pauletto

Nay:

Motion Approved: 4-0

IV. Case #PC-15-16: Public Hearing: Text Amendments – Warehouse and Self-Storage

Chairman Yohanna announced Case #PC-15-16 for consideration of regulations relative to Warehouse and Self-Storage uses in the M-B and O-1 Office Zoning Districts, including properties with frontage on Cicero Avenue, Devon Avenue, Lincoln Avenue, and Touhy Avenue. This Public Hearing was continued from the November 2, 2016, October 6, 2016, and September 7, 2016 Plan Commission meetings.

Development Director McNellis briefly summarized the background and previous definitions for Warehouse and Retail Sales and Services and presented the revised definitions for approval. The proposed changes included 1) define Self-Storage Facility and add permissibility to the O-1 and M-B Zoning Districts, as a Special Use and Permitted Use, respectively; 2) redefine a Warehouse; 3) redefine Retail Sales and Services; and 4) prohibit Warehouse and Self-Storage Facility uses in the M-B and O-1 Zoning Districts on lots with frontage on Cicero, Devon, Lincoln, and Touhy Avenues.

After review of the revised definitions, the following changes were suggested: 1) in the Warehouse definition, the words “would not be” should be changed to “shall not be”; and 2) the words “and removal from the premises by or on behalf of the purchaser” will be removed from the Retail Sales and Services definition.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

Motion to approve the proposed text amendments related to a prohibition of warehouse and self-storage facilities in the M-B and O-1 zoning districts, for properties with frontage on certain arterial roadways, including the revised definitions, as amended this evening, for Warehouse and Retail Sales and Services was made by Commissioner Fishman and seconded by Commissioner Pauletto.

Aye: Fishman, Pauletto, Goldfein, Jakubowski, Novoselsky, Sampen, and Yohanna

Nay: None

Motion Approved: 7-0

V. Case #PC-10-16: Public Hearing: 4320 West Touhy Avenue – Special Uses and Variations

Chairman Yohanna announced Case #PC-10-16 for consideration of certain approvals for a multi-tenant retail building with drive-through and off-street parking area. This Public Hearing was continued from the November 2, 2016, October 6, 2016, September 7, 2016 and July 6, 2016 Plan Commission meetings.

Development Director McNellis stated that a revised site plan and traffic study has just been received and is in the process of being reviewed. This item is scheduled to be discussed at the December 7, 2016 Plan Commission meeting.

Motion to continue to the December 7, 2016 Plan Commission meeting was made by Commissioner Fishman and seconded by Commissioner Pauletto.

Aye: Fishman, Pauletto, Goldfein, Jakubowski, Novoselsky, Sampen, and Yohanna

Nay: None

Motion Approved: 7-0

VI. Case #PC-18-16: Waiver of Preliminary Plat Requirement – School District #74 Plat of Consolidation

Chairman Yohanna announced Case #PC-17-16 for consideration to eliminate the Preliminary Plat requirement for a Major Subdivision at School District #74 campus, as authorized by Section 16-4-3 of the Village Code.

Development Director McNellis outlined the request by School District #74 to waive the requirement for Preliminary Plat approval prior to Final Plat approval. This action is to consolidate the school campus into one lot. This request actually meets six of the seven requirements for this to be considered a Minor Subdivision. The only requirement not met is the School District is not located in a Residential Zoning District. Though prior to the creation of a new S, Schools Zoning District this Spring, the school was in a residential zoning district. Given that the property was recently zoned residential, is surrounded by residential uses, and this request is made for paperwork purposes and does not require any engineering work that may impact require a change from a Preliminary to a Final plat, Staff recommends that the Plan Commission waive the requirement for a Preliminary Plat. If the Plan Commission agrees, a review of the Final Plat will take place at the December 7, 2016 Plan Commission meeting.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Listed below are comments from the audience.

Ms. Debra Jacobson, Attorney for School District #74, agreed that this is merely a clean-up item for the school campus.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

Motion to approve waiving the Preliminary Plat requirement was made by Commissioner Pauletto and seconded by Commissioner Sampen.

Aye: Pauletto, Sampen, Fishman, Goldfein, Jakubowski, Novoselsky, and Yohanna

Nay: None

Motion Approved: 7-0

VII. Approval of 2017 Plan Commission Schedule

The Commissioners agreed to approve the 2017 schedule, as presented. If any conflicts with religious holidays arose, the dates will be revised and presented again at the December 7, 2016 Plan Commission meeting for final approval.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this matter. Let the record state that no one came forward.

Motion to approve the 2017 Plan Commission schedule was made by Commissioner Fishman and seconded by Commissioner Sampen.

Aye: Fishman, Sampen, Goldfein, Jakubowski, Pauletto, Novoselsky, and Yohanna

Nay: None

Motion Approved: 7-0

VIII. Other Business

Commissioner Novoselsky commented on the curb cut and truck traffic along Pratt Avenue for the Carrington project. Development Director McNellis confirmed that this is a temporary situation and there



Plan Commission Staff Report

Case # PC-18-16

December 7, 2016

Subject Property:

Lincolnwood School District No. 74
Property, bordered by West Lunt Avenue, North East Prairie Road, West Pratt Avenue and North Crawford Avenue

Zoning District:

S, Schools Zoning District

Petitioner:

Board of Education of Lincolnwood School District No. 74

Nature of Request:

Review of a Final Plat, consolidating multiple lots on the School District No. 74 campus into one lot.



Requested Action:

Approval of a Final Plat of Consolidation, per the requirements of Section 16-4-5, attached.

Notification: Notice of the Public Meeting was provided to neighboring properties, within a 250-foot radius of the subject property, and two Public Hearing Signs Installed along arterial roadway frontage of the School District property, in accordance with Subdivision Regulations.

Background

Lincolnwood School District No. 74 is proposing to clean up their platted property by removing property lines that were delineated on paper decades ago and subsequently supplemented with properties bought over the years and added to the School property. All of the various platted properties within the boundaries of Lunt Avenue, East Prairie Road, Pratt Avenue, and Crawford Avenue are part of the single unified School District No. 74 campus. This requested Consolidation is the last in a series of steps that began earlier this year with the designation of a new S, Schools Zoning District and Vacation request for

Morse Avenue within the Campus. These requests were all made as part of the Lincoln Hall addition and undertaken with the goal of consolidating the property into one single campus on one lot, under Zoning regulations that are appropriate for a school. The new Zoning District and street right-of-way Vacation requests were recommended by the Plan Commission this past spring, and subsequently approved by the Village Board.

At the November 16, 2016 meeting, the Plan Commission unanimously approved the waiver of the Preliminary Plat requirement for this request, permitting the School District to proceed with this request for approval of a Final Plat of Consolidation.

Note – While this request is related to a Plat of Consolidation, the requirements of the Subdivision Code apply, and a Consolidation is regulated the same as a Subdivision, in terms of process.

Summary of Final Plat of Consolidation Request

The proposed Consolidation is for property that is fully built and that has no proposed additions or changes to the building footprints, other than completion of the current Lincoln Hall addition. The Final Plat of Consolidation has been reviewed by the Village Engineer, and determined to be compliant with all Village Subdivision regulations. No additional revisions are requested.

Recommendation

Staff recommends approval of the Final Plat of Consolidation, as presented.

Documents Attached

1. Request Letter
2. Final Plat of Consolidation
3. Village Code Section 16-4-5, related to Final Plat of Consolidation (Subdivision)



**DRAFT MEETING MINUTES
OF THE
PLAN COMMISSION
DECEMBER 7, 2016 – 7:00 P.M.**

**LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712**

MEMBERS PRESENT:

Chairman Mark Yohanna
Patricia Goldfein
Henry Novoselsky
Anthony Pauletto

MEMBERS ABSENT:

Irving Fishman
Steven Jakubowski
Don Sampen

STAFF PRESENT:

Aaron N. Cook, AICP, Community Development Director
Kathryn M. Kasprzyk, Community Development Coordinator

I. Call to Order

Chairman Yohanna noted a quorum of four members and called the meeting to order at 7:05 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Motion to approve the November 16, 2016 Plan Commission Minutes was made by Commissioner Pauletto and seconded by Commissioner Novoselsky.

Aye: Pauletto, Novoselsky, Goldfein, and Yohanna

Nay: None

Motion Approved: 4-0

DRAFT

IV. Case #PC-18-16: School District No. 74 – Final Plat of Consolidation

Chairman Yohanna announced Case #PC-18-16 for consideration of a Final Plat to consolidate multiple lots into one lot on the school campus. This item was continued from November 16, 2016.

Development Manager Cook reviewed the action taken at the November 16, 2016 Plan Commission meeting to eliminate multiple parcels that exist on the current school campus. The property has been rezoned to a new S, Schools Zoning District. The proposed Plat of Consolidation was presented for review. Staff recommended approval of the Final Plat of Consolidation as presented.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

Motion to approve the Final Plat of Consolidation, as presented, was made by Commissioner Pauletto and seconded by Commissioner Goldfein.

Aye: Pauletto, Goldfein, Novoselsky, and Yohanna

Nay: None

Motion Approved: 4-0

V. Case #PC-19-16: Public Hearing: 6428 North Ridgeway Avenue – Special Use And Variation

Chairman Yohanna announced Case #PC-19-16 for consideration a request for office and warehouse/distribution operation for a packaged goods liquor business. Chairman Yohanna swore in the Petitioners Mr. Harlan Powell and Mr. Michael Weiss.

Development Manager Cook outlined the request for the Special Use and Variation for a packaged goods liquor business at 6428 North Ridgeway Avenue located in the M-B, Manufacturing and Business District. The plat of survey, site plan, and floor plan was presented for review.

The business proposed is a packaged goods liquor business with sales made via an online mobile app and not by entering the subject's premises. This location will house the sales office and be the distribution point for deliveries. The facility is not open to the public. The operation will require a Village Class "B" liquor license.

The Special Use request is to allow a liquor store, packaged goods in the M-B District. The requested Variation is to allow less than the minimum off-street parking for a liquor store. The Zoning Code requires twelve off-street parking spaces. The Petitioner is proposing no exterior improvements relating to off-street parking and will use the existing ten spaces.

Mr. Weiss outlined his business plan. Orders cannot be picked up at this location nor do they plan to offer product tastings. Deliveries will be made by a third party delivery service. Their business consists of exclusively selling distilled spirits without distribution rights only in the State of Illinois.

Development Manager Cook presented draft language to prohibit walk-in traffic as an expressed condition of approval. This draft language presented was "Approval is for a business that provides direct to customer delivery with no physical customer interaction at the subject property." Mr. Weiss accepted the draft language as part of this approval.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

Motion to approve, with the draft language "Approval for a business that provides direct to customer delivery with no physical customer interaction at the subject property," the Special Use and Variation requested for a liquor store, packaged goods at 6428 North Ridgeway Avenue was made by Commissioner Pauletto and seconded by Commissioner Novoselsky.

Aye: Pauletto, Novoselsky, Goldfein, and Yohanna

Nay: None

Motion Approved: 4-0

Request For Board Action

REFERRED TO BOARD: December 20, 2016

AGENDA ITEM NO: 7

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Consideration of a Recommendation by the Plan Commission in Case #PC-19-16 to Approve a Special Use and Parking Variation to Permit a Liquor Distribution Facility at 6428 North Ridgeway Avenue

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Michael Weiss of Big Fish ("Petitioner"), as authorized by Hubert Rance ("Property Owner") of 6428 North Ridgeway Avenue, seeks a Special Use to permit a "Liquor Store, Package Goods" use (Section 4.04, Table 4.01.1 of the Zoning Code) and a Parking Variation (Section 7.10, Table 7.10.01 and Section 7.06(8) of the Zoning Code) associated with the introduction of a new business in an existing building at the aforementioned property. The new business for which these requests are made is a package goods liquor business focusing solely upon sales made via an online mobile app with direct-to-consumer delivery service. This location will serve as the office and point-of-sale for the sale of specialty liquor that will be shipped from out of state to a distribution warehouse in another Illinois location, then shipped in small quantities to this location where it will be subsequently delivered directly to the consumer. The Petitioner has worked with the state to ensure this business meets all state liquor distribution requirements. The state has permitted the Petitioner to seek zoning approvals and a liquor license for this unique new business concept. This facility will not be open to the public, and there will be no sales of liquor from this facility to consumers entering the premises. The entire business is conducted electronically, and this facility will serve primarily as an office, an electronic point-of-sale, and a distribution point. The Village will receive all applicable sales tax generated from this business. The site has ten existing parking spaces (four along the Ridgeway Avenue frontage and six accessible by alley at the rear of the building), rather than the required twelve spaces for a Package Goods Liquor Store use. The subject property is located in the Village's M-B, Manufacturing & Business Zoning District.

Plan Commission Deliberations and Recommendation

The Plan Commission considered the Special Use and Variation requests on November 16, 2016 and agreed with the Petitioner and Village Staff that the use is unlike a typical "Liquor Store, Package Goods" in that there is no customer traffic to and from the facility, greatly minimizing any impact from the use on the area. In addition, the Commission believed that the parking Variation is warranted due to the same condition that parking regulations for a Package Goods Liquor Store use are tied to the necessity for appropriate customer parking, which is not needed at this location.

Michael Weiss, owner of Big Fish and Petitioner, further described his business and indicated that customers cannot pick up orders at this location, nor do they plan to offer product tastings. He reiterated the business consists of exclusively selling distilled spirits without distribution rights only in the State of Illinois. This will ensure the business is not competing with other liquor store sales of the same products in Lincolnwood.

During deliberation, Chairman Yohanna raised a concern regarding the possibility that this site could be used in the future as a liquor store with customer traffic, unless there is a stipulation limiting such. In order to ease any concerns regarding an alteration of the business plan which would permit the building to be open to the public for in-person sales or pick up, Staff presented draft language to prohibit walk-in traffic as an expressed condition of approval. The draft language presented stated as follows: "Approval is for a business that provides direct to customer delivery with no physical customer interaction at the subject property." Mr. . Weiss accepted the proposed stipulation.

No public testimony was received at the December 7, 2016 Plan Commission meeting.

By a unanimous 4-0 vote, the Plan Commission recommends approval of:

- **Special Use** to allow a Package Goods Liquor Store use (Section 4.04, Table 4.01.1); and
- **Variation** to Minimum Off-Street Parking requirements for a "Liquor Store, Packaged Goods" (Section 7.10, Table 7.10.01 and Section 7.06(8)).

Subject to approval being for a business that provides direct to customer delivery with no physical customer interaction at the subject property.

FINANCIAL IMPACT:

None

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. December 7, 2016 Staff Report to Plan Commission
3. December 7, 2016 Plan Commission Minutes Excerpt (Draft)
4. Cover Letter
5. Plat of Survey
6. Public Hearing Variation Application
7. Public Hearing Special Use Application
8. Proof of Lease/Ownership
9. Photographs of Subject Property

RECOMMENDED MOTION:

Move to approve an Ordinance approving a Special Use and Parking Variation of the Zoning Code to Permit a Package Goods Liquor Store at 6428 North Ridgeway Avenue, as recommended by the Plan Commission.

THIS SPACE FOR RECORDERS USE ONLY

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2016-____

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT AND VARIATION
FOR A PACKAGE GOODS LIQUOR STORE**

(6428 North Ridgeway Avenue)

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2016.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois this
____ day of _____, 2016

Village Clerk

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT AND VARIATION
FOR A PACKAGE GOODS LIQUOR STORE**
(6428 North Ridgeway Avenue)

WHEREAS, Hubert Rance ("**Owner**") is the record title owner of that certain property located in the M-B Light Manufacturing/Business District ("**M-B District**"), commonly known as 6428 North Ridgeway Avenue, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Property**"); and

WHEREAS, BF IL, LLC ("**Applicant**"), the tenant of the Property, desires to operate a package goods liquor store on the Property ("**Proposed Liquor Store**"); and

WHEREAS, the Proposed Liquor Store will only sell its goods to consumers through direct off-site delivery, and will not conduct on-premises sales; and

WHEREAS, pursuant to Table 4.01.1 of "The Village of Lincolnwood Zoning Ordinance" as amended ("**Zoning Ordinance**"), package goods liquor stores may not be operated in the M-B District except upon issuance by the Village Board of Trustees of a special use permit therefor; and

WHEREAS, pursuant to Section 7.06(8) and Table 7.10.01 of the Zoning Ordinance, a total of 12 off-street parking spaces must be provided on the Property in connection with the Proposed Liquor Store; and

WHEREAS, the Applicant intends to provide a total of 10 off-street parking spaces on the Property, in violation of Section 7.06(8) and Table 7.10.01 of the Zoning Ordinance; and

WHEREAS, the Applicant has filed an application for: (i) a special use permit to allow the operation of the Proposed Liquor Store on the Property; and (ii) a variation from Section 7.06(8) and Table 7.10.01 of the Zoning Ordinance to reduce the minimum required off-street parking spaces from 12 to 10 (collectively, the "**Requested Relief**"); and

WHEREAS, a public hearing of the Plan Commission of the Village of Lincolnwood to consider approval of the Requested Relief was duly advertised in the *Lincolnwood Review* on November 17, 2016 and held on December 7, 2016; and

WHEREAS, on December 7, 2016, the Plan Commission made findings and recommendations in support of the Requested Relief for the Proposed Liquor Store; and

WHEREAS, the Village President and Board of Trustees have determined that the Requested Relief for the Proposed Liquor Store meets the required standards for special use permits and variations as set forth in Article V of the Zoning Ordinance; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interests of the Village to grant the Requested Relief for the Proposed Liquor Store, subject to the conditions, restrictions, and provisions of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. APPROVAL OF SPECIAL USE PERMIT. In accordance with, and pursuant to, Article V of the Zoning Ordinance and the home rule powers of the Village, and subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Village President and Board of Trustees hereby grant a special use permit to the Applicant to allow the operation of a package goods liquor store on the Property.

SECTION 3. APPROVAL OF VARIATION. In accordance with, and pursuant to, Article V of the Zoning Ordinance and the home rule powers of the Village, and subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Village President and Board of Trustees hereby grant a variation from Section 7.06(8) and Table 7.10.01 of the Zoning Ordinance to decrease the minimum number of required off-street parking spaces for the Property, from 12 parking spaces to 10 parking spaces.

SECTION 4. CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the Zoning Ordinance, the approval granted pursuant to Sections 2 and 3 of this Ordinance are hereby expressly subject to, and contingent upon, the development, use, and maintenance of the Property in compliance with each and all of the following conditions:

- A. Compliance with Regulations. Except to the extent specifically provided otherwise in this Ordinance, the development, use, operation, and maintenance of the Property must comply at all times with all applicable Village codes and ordinances, as the same have been or may be amended from time to time.
- B. Compliance with Plans. Except for minor changes and site work approved by the Village Zoning Officer or the Village Engineer (for matters within their respective permitting authorities) in accordance with all applicable Village standards, the development, use, operation, and maintenance of the Property must comply with the following plans:
 - 1. The Floor Plan, consisting of one sheet, dated November 1, 2016, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B**; and
 - 2. The Plat of Survey, prepared by Emmet Kennedy & Co., and consisting of one sheet, with a latest revision date of July 6, 1964, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit C**.
- C. Delivery Business Only. No alcoholic liquor or other goods may be sold directly to customers from the Property. All such sales must be conducted via direct delivery to customer at off-site locations.

- D. Reimbursement of Village Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Applicant must pay to the Village, promptly upon presentation of a written demand or demands therefor, all legal fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made must be made by a certified or cashier's check. Further, the Applicant will be liable for, and must pay upon demand, all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

SECTION 5. RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein will inure solely to the benefit of, and be binding upon, the Owner, the Applicant, and each of their respective heirs, representatives, successors, and assigns.

SECTION 6. FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Owner or the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, as applicable, the approvals granted in Sections 2 and 3 of this Ordinance will, at the sole discretion of the Village President and Board of Trustees, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village President and Board of Trustees may not so revoke the approvals granted in Sections 2 or 3 of this Ordinance unless they first provide the Owner and the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village President and Board of Trustees. In the event of revocation, the development and use of the Property will be governed solely by the regulations of the M-B District, and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 7. AMENDMENTS. Any amendments to the approvals granted in Sections 2 and 3 of this Ordinance that may be requested by the Owner or the Applicant after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

SECTION 8. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance will remain in full force and effect, and will be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 9. EFFECTIVE DATE.

- A. This Ordinance will be effective only upon the occurrence of all of the following events:

1. Passage by the Village President and Board of Trustees in the manner required by law;
2. Publication in pamphlet form in the manner required by law; and
3. The filing by the Owner and the Applicant with the Village Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit D** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance; and

B. In the event the Owner or the Applicant do not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 9.A.3 of this Ordinance, within 30 days after the date of final passage of this Ordinance, the Village President and Board of Trustees will have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

PASSED this ____ day of _____, 2016.

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this ____ day of _____, 2016.

Gerald C. Turry, President
 Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
 ____ day of _____, 2016

Beryl Herman, Village Clerk
 Village of Lincolnwood, Cook County, Illinois

#48967434_V2

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

LOTS 10 AND 11 IN LINCOLN-DEVON SUBDIVISION OF LOT 11 IN JAHN PROESEL ESTATE PARTITION, BEING A SUBDIVISION OF THE SOUTH ½ OF THE SOUTHWEST ¼ OF SECTION 35, TOWNSHIP 41 NORTH, RANGE 13 EAST OF THE 3RD PRINCIPAL MERIDIAN (EXCEPT RAILROAD RIGHT OF WAY) IN COOK COUNTY, ILLINOIS.

Commonly known as: 6428 Ridgeway Avenue, Lincolnwood, Illinois

P.I.N.: 10-35-329-040-0000

EXHIBIT B
FLOOR PLAN

EXHIBIT C
PLAT OF SURVEY

EXHIBIT D

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Lincolnwood, Illinois ("**Village**");

WHEREAS, Hubert Vance ("**Owner**") is the record title owner of that certain property located in the M-B Light Manufacturing/Business District ("**M-B District**"), commonly known as 6428 North Ridgeway Avenue, in the Village ("**Property**"); and

WHEREAS, Ordinance No. 2016-_____, adopted by the Village President and Board of Trustees on _____, 2016 ("**Ordinance**"), grants a special use permit and a variation to BF IL, LLC ("**Applicant**") in connection with the operation of a package goods liquor store; and

WHEREAS, Section 9 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Owner and the Applicant have filed, within 30 days following the passage of the Ordinance, his unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Owner and the Applicant do hereby agree and covenant as follows:

1. The Owner and the Applicant hereby unconditionally agree to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Owner and the Applicant acknowledge that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, have considered the possibility of the revocation provided for in the Ordinance, and agree not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Owner and the Applicant acknowledge and agree that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's granting of the special use permit or variations for the Property or its adoption of the Ordinance, and that the Village's approvals do not, and will not, in any way, be deemed to insure the Owner or the Applicant against damage or injury of any kind and at any time.

4. The Owner and the Applicant hereby agree to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance granting the special use permit and variations for the Property.

Dated: _____, 2016

ATTEST:

HUBERT VANCE

By: _____
Its: _____

By: _____
Its: _____

ATTEST:

BF IL, LLC

By: _____
Its: _____

By: _____
Its: _____



Plan Commission Staff Report

Case # PC-19-16

December 7, 2016

Subject Property:

6428 North Ridgeway Avenue

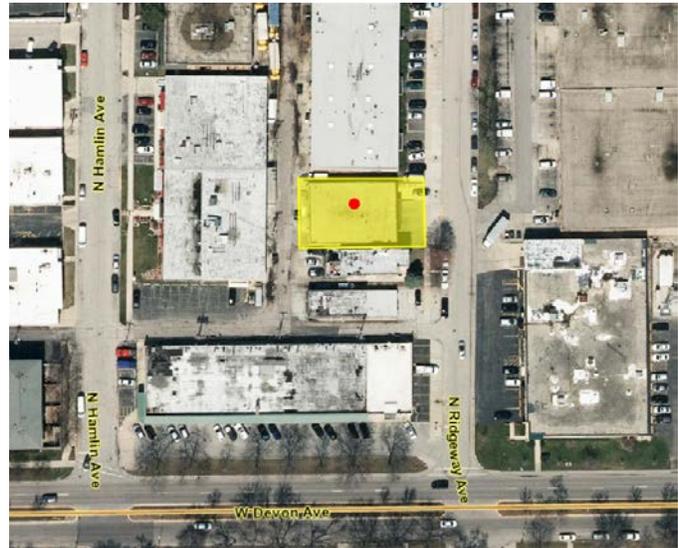
Zoning District:

M-B, Manufacturing & Business

Petitioner:

Michael Weiss of Big Fish (BF IL, LLC)

Nature of Request: Proposed use of the existing building at 6428 North Ridgeway Avenue as an office and warehouse/distribution operation for an online (mobile application) liquor sales facility



Requested Action:

- 1) **Special Use** to allow a “Liquor Store, Package Goods” use (Section 4.04, Table 4.01.1)
- 2) **Variation** to Minimum Off-Street Parking requirements for a “Liquor Store, Package Goods” (Section 7.10, Table 7.10.01)

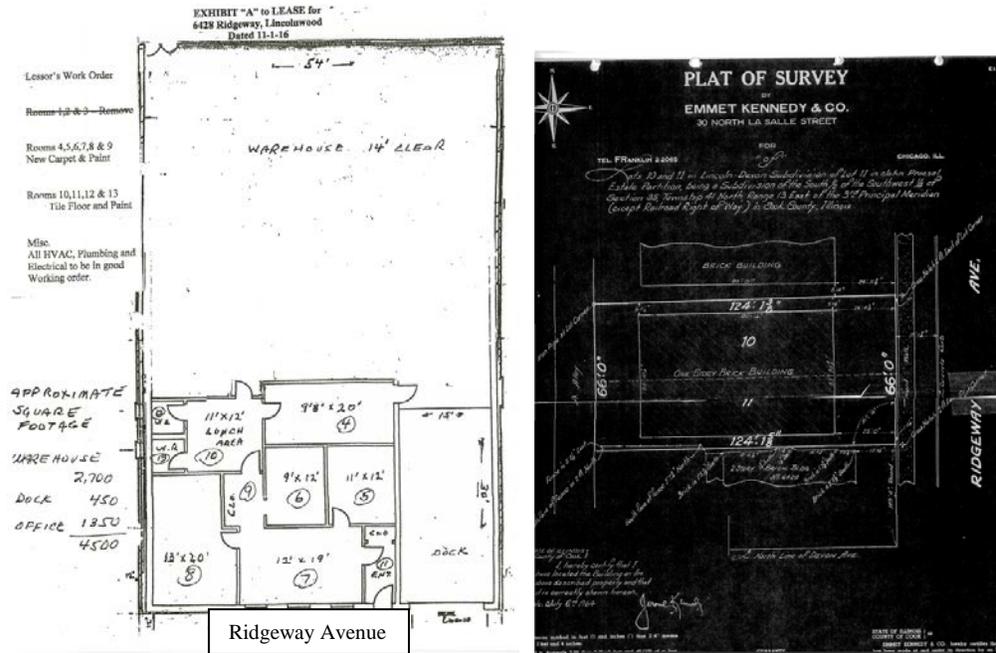
Notification: Notice in Lincolnwood Review on November 17, 2016, Public Hearing Sign installed at 6428 North Ridgeway Avenue, and mailed Legal Notices dated November 17, 2016 to Properties within 250 feet.

Summary of Request

Michael Weiss of Big Fish (“Petitioner”), as authorized by Hubert Rance (“Property Owner”) of 6428 North Ridgeway Avenue, seeks Special Use Approval and a Parking Variation associated with the introduction of a new business at an existing building at the aforementioned property.

The business proposed for this property is a package goods liquor business focusing solely upon sales made via an online mobile app with direct-to-consumer delivery service. This location will serve as the office and point-of-sale for the sale of specialty liquor that will be shipped from out of state to a distribution warehouse in another Illinois location, then shipped in small quantities to this location where it will be subsequently delivered directly to

the consumer. The Petitioner has worked with the state to ensure this business meets all state liquor distribution requirements. The state has authorized the Petitioner to seek zoning approvals and a liquor license for this unique new business concept. This facility will not be open to the public, and there will be no sales of liquor from this facility to consumers entering the premises. The entire business is conducted electronically, and this facility will serve primarily as an office, an electronic point-of-sale and a distribution point.



Floor Plan (North to right) ⇨

Plat of Survey (North up) ↑

Before the Plan Commission are both the Special Use request and the Variation request. The Village of Lincolnwood, through Home Rule authority, has created a process in which the Plan Commission considers zoning Variations when they are requested along with a Special Use. This process is intended to streamline the hearing process for the benefit of the applicant.

Special Use

“Liquor Store, Package Goods” Use: The Zoning Code, Section 4.04, Table 4.01.1, permits a “Liquor Store, Package Goods” use in the M-B Zoning District as a Special Use and defines it as follows: *Liquor Store, Package Goods - Establishments engaged in the sale of alcoholic beverages for off-premises consumption.* While such a use is typically associated with a liquor store open to the public where alcohol is purchased and then removed from the premises by the customer for consumption, the definition does not require that the store be open to the public. The definition only requires that: 1) the alcohol be sold from that location in a sealed package; and 2) that the alcohol be removed from the premises for consumption. The proposed business use meets both criteria.

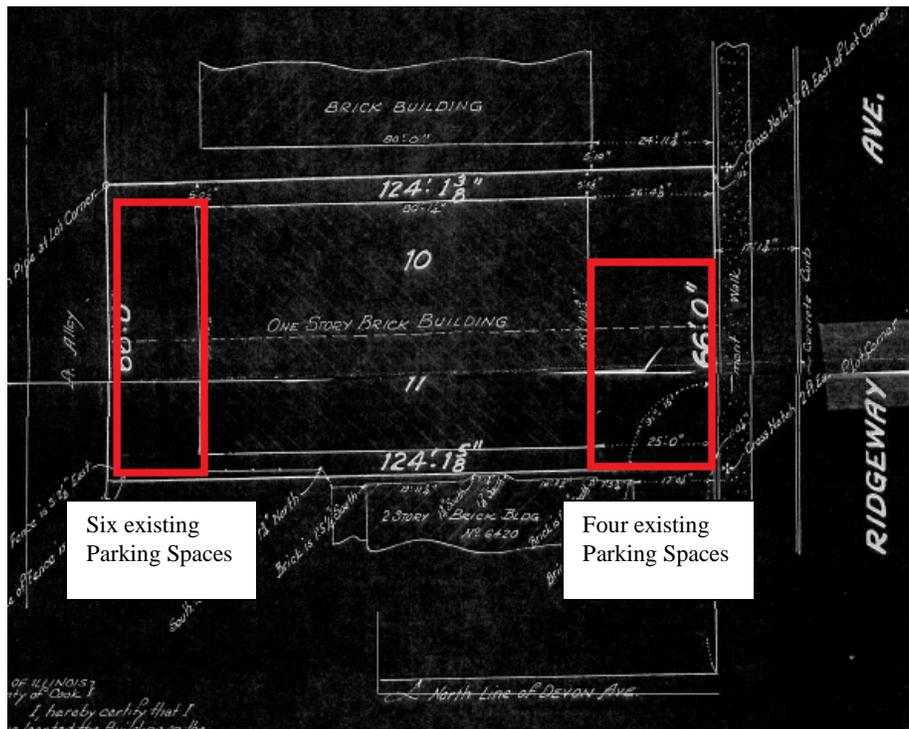
Given the location of the proposed use, in a light industrial warehouse district, surrounded primarily by other industrial uses where customers are not encouraged and actively invited on properties, and the fact that this business also does not invite customers on to the premises, the concerns that may customarily be raised with the sale of liquor have been

eliminated. This use functions primarily as an office and distribution point, similar to many other adjacent and nearby office/warehouse uses.

Variation

Off-Street Parking: The Zoning Code, Section 7.10. Table 7.10.01, requires that “Liquor Store, Package Goods” uses provide a minimum of three (3) parking spaces per 1,000-square feet of Gross (Building) Floor Area. The existing building at 6428 North Ridgeway Avenue has a gross floor area of 4,000-square feet, excluding the 500-square foot interior loading dock, which is not calculated as part of the gross floor area, per the Zoning Code. Therefore, the required parking for this building is 12 spaces ($4,000/1,000 \times 3 = 12$ spaces). The existing parking at this location consists of 4 spaces in front of the building facing Ridgeway Avenue and 6 spaces located to the rear of the building, accessed from an existing alley, for a total of 10 spaces. Given the configuration of the lot, the existing building size of 4,500-square feet, the current parking space area of 1,620-square feet, and the existing building/parking coverage of 74.6% (6,120-square feet on an 8,200-square-foot lot), there are no options for providing additional parking on-site.

It should be noted that the parking requirement of 3 spaces per 1,000-square feet of Gross Floor Area is designed to provide sufficient parking for a typical liquor store that invites in, and caters to, the general public. In this case, this building will not be open to the general public and parking on site will be limited to the number needed for employees. Utilizing the Zoning Code requirements for parking for a general office of 3 spaces per 1,000-square feet of Gross Floor Area and the parking requirement for a warehouse of 1 space per 1,000-square feet of Gross Floor Area, a more appropriate parking requirement calculation may be 7 spaces ($1,350\text{-square feet of office} \times 3/1,000 = 4.05$ spaces + $2,700\text{-square feet of warehouse} \times 1/1,000 = 2.7$ spaces. 4.05 spaces + 2.7 spaces = 6.75 , rounded up to 7 spaces).



Conclusion

The Petitioner seeks the following zoning approvals to operate an office and warehouse/distribution operation for an online (mobile application) liquor sales facility at 6428 North Ridgeway Avenue:

- 1) **Special Use** to allow a “Liquor Store, Packaged Goods” use (Section 4.04, Table 4.01.1); and
- 2) **Variation** to Minimum Off-Street Parking requirements for a “Liquor Store, Packaged Goods” (Section 7.10, Table 7.10.01).

Staff has not received any calls from the public regarding this application.

If the requested zoning action is approved, the Petitioner will also require a Class B Liquor License for “retail sale (of liquor) in its original package, not for consumption on the premises”, in order to conduct the proposed business at 6428 North Ridgeway Avenue.

Documents Attached

1. Cover Letter
2. Plat of Survey
3. Public Hearing Variation Application
4. Public Hearing Special Use Application
5. Proof of Lease/Ownership
6. Photographs of Subject Property

Board Action Standards For Granting Relief

In determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, the following standards shall be taken into consideration the extent to which the following facts are established:

STANDARDS	Yes	No
<i>a. The requested major variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;</i>		
Notes:		
<i>b. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;</i>		
Notes:		
<i>c. The conditions upon which the petition for the variation is based would not be applicable generally to other property within the same zoning district;</i>		
Notes:		
<i>d. The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;</i>		
Notes:		
<i>e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;</i>		
Notes:		
<i>f. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;</i>		
Notes:		
<i>g. The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property;</i>		
Notes:		
<i>h. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.</i>		
Notes:		



**DRAFT MEETING MINUTES
OF THE
PLAN COMMISSION
DECEMBER 7, 2016 – 7:00 P.M.**

**LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712**

MEMBERS PRESENT:

Chairman Mark Yohanna
Patricia Goldfein
Henry Novoselsky
Anthony Pauletto

MEMBERS ABSENT:

Irving Fishman
Steven Jakubowski
Don Sampen

STAFF PRESENT:

Aaron N. Cook, AICP, Community Development Director
Kathryn M. Kasprzyk, Community Development Coordinator

I. Call to Order

Chairman Yohanna noted a quorum of four members and called the meeting to order at 7:05 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Motion to approve the November 16, 2016 Plan Commission Minutes was made by Commissioner Pauletto and seconded by Commissioner Novoselsky.

Aye: Pauletto, Novoselsky, Goldfein, and Yohanna

Nay: None

Motion Approved: 4-0

IV. Case #PC-18-16: School District No. 74 – Final Plat of Consolidation

Chairman Yohanna announced Case #PC-18-16 for consideration of a Final Plat to consolidate multiple lots into one lot on the school campus. This item was continued from November 16, 2016.

Development Manager Cook reviewed the action taken at the November 16, 2016 Plan Commission meeting to eliminate multiple parcels that exist on the current school campus. The property has been rezoned to a new S, Schools Zoning District. The proposed Plat of Consolidation was presented for review. Staff recommended approval of the Final Plat of Consolidation as presented.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

Motion to approve the Final Plat of Consolidation, as presented, was made by Commissioner Pauletto and seconded by Commissioner Goldfein.

Aye: Pauletto, Goldfein, Novoselsky, and Yohanna

Nay: None

Motion Approved: 4-0

DRAFT

V. Case #PC-19-16: Public Hearing: 6428 North Ridgeway Avenue – Special Use And Variation

Chairman Yohanna announced Case #PC-19-16 for consideration a request for office and warehouse/distribution operation for a packaged goods liquor business. Chairman Yohanna swore in the Petitioners Mr. Harlan Powell and Mr. Michael Weiss.

Development Manager Cook outlined the request for the Special Use and Variation for a packaged goods liquor business at 6428 North Ridgeway Avenue located in the M-B, Manufacturing and Business District. The plat of survey, site plan, and floor plan was presented for review.

The business proposed is a packaged goods liquor business with sales made via an online mobile app and not by entering the subject's premises. This location will house the sales office and be the distribution point for deliveries. The facility is not open to the public. The operation will require a Village Class "B" liquor license.

The Special Use request is to allow a liquor store, packaged goods in the M-B District. The requested Variation is to allow less than the minimum off-street parking for a liquor store. The Zoning Code requires twelve off-street parking spaces. The Petitioner is proposing no exterior improvements relating to off-street parking and will use the existing ten spaces.

Mr. Weiss outlined his business plan. Orders cannot be picked up at this location nor do they plan to offer product tastings. Deliveries will be made by a third party delivery service. Their business consists of exclusively selling distilled spirits without distribution rights only in the State of Illinois.

Development Manager Cook presented draft language to prohibit walk-in traffic as an expressed condition of approval. This draft language presented was "Approval is for a business that provides direct to customer delivery with no physical customer interaction at the subject property." Mr. Weiss accepted the draft language as part of this approval.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

Motion to approve, with the draft language "Approval for a business that provides direct to customer delivery with no physical customer interaction at the subject property," the Special Use and Variation requested for a liquor store, packaged goods at 6428 North Ridgeway Avenue was made by Commissioner Pauletto and seconded by Commissioner Novoselsky.

Aye: Pauletto, Novoselsky, Goldfein, and Yohanna

Nay: None

Motion Approved: 4-0



BF IL, LLC
7366 N Lincoln Ave
Lincolnwood, IL 60712
Phone: (847) 609-1433

Mr. Steve McNellis
Village of Lincolnwood
Community Development Department
6900 N. Lincoln Ave.
Lincolnwood, IL 60712

Re: Special Use and Variance Requests

Dear Mr. McNellis:

As you may know, Big Fish recently leased the premises located at 6428 North Ridgeway Avenue to establish a new business venture in Lincolnwood. Big Fish's concept involves the retail sale of unique, artisanal craft distilled spirits imported into Illinois for sale to the consuming public exclusively via Big Fish's mobile application. Upon completion of the sale, Big Fish intends to deliver all purchases directly to the consumer at their home or office. All business with the public will be conducted electronically, and Big Fish will not engage in any form of in-store, walk-in trade.

In connection with its business model, Big Fish seeks two accommodations from the Village. First, the zoning classification underlying Big Fish's place of business requires a special use. Second, Big Fish also seeks a parking variation of two spaces. The Village's code mandates twelve spaces, and Big Fish can provide only ten.

With the above information in mind, we are available at the Village's convenience to discuss Big Fish's business concept in greater detail. In the meantime, we thank you in advance for your consideration.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Michael D. Weiss', with a long, sweeping horizontal flourish extending to the right.

Michael D. Weiss
Managing Partner



PLAT OF SURVEY

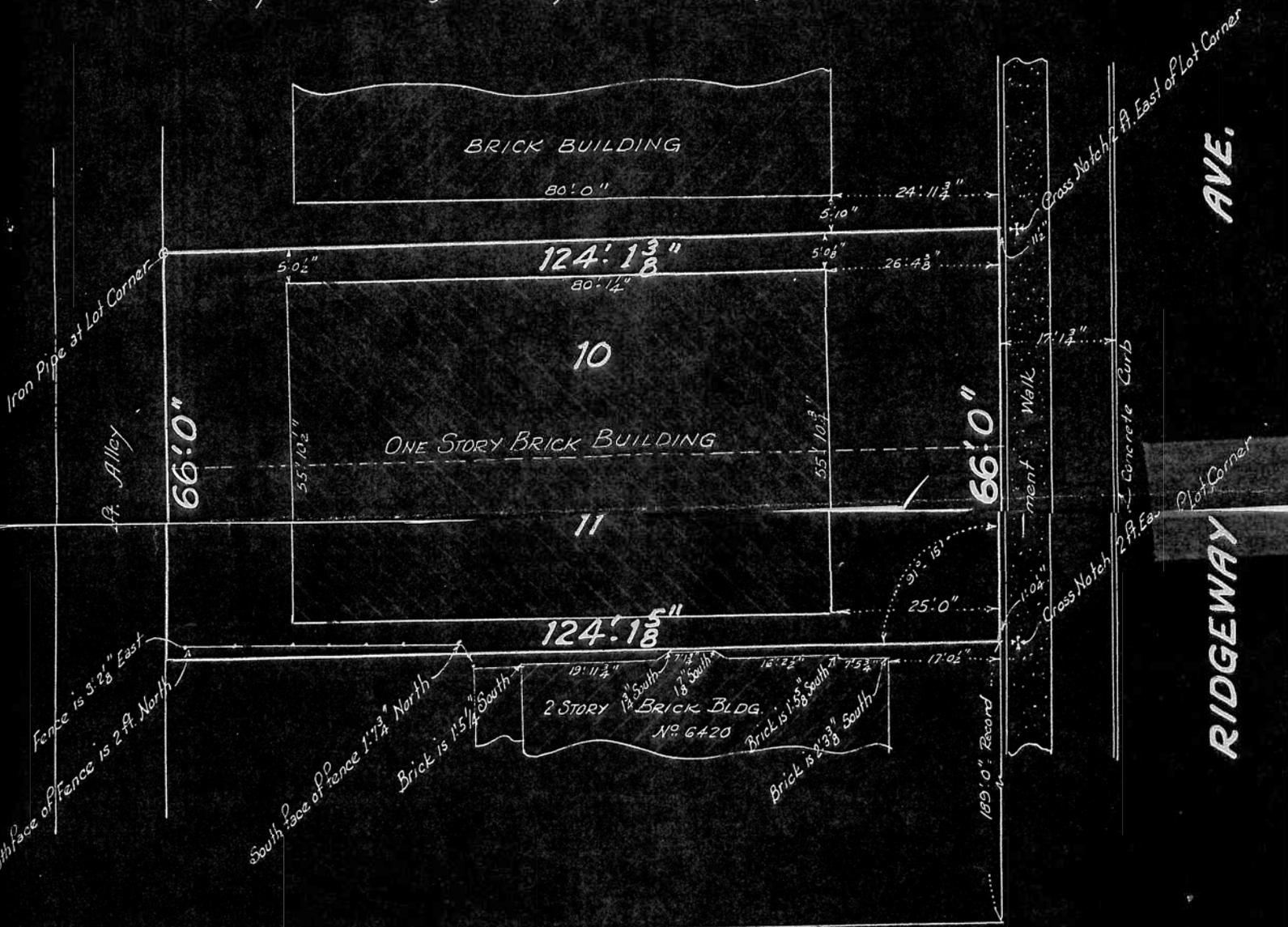
BY
EMMET KENNEDY & CO.
30 NORTH LA SALLE STREET

TEL. FRANKLIN 2-2065

FOR
"of"

CHICAGO, ILL.

Lots 10 and 11 in Lincoln-Devon Subdivision of Lot 11 in John Proesel Estate Partition, being a Subdivision of the South 1/2 of the Southwest 1/4 of Section 35, Township 41 North, Range 13 East of the 3rd Principal Meridian (except Railroad Right of Way) in Cook County, Illinois



STATE OF ILLINOIS
County of Cook

I, hereby certify that I have located the Building on the above described property and that it is correctly shown hereon.

Date: July 6th 1964

Jerome Kennedy

North Line of DEVON AVE.

Distances marked in feet (') and inches (") thus 2'-4" means 2 feet and 4 inches.

Distances marked in decimals 0.00 thus 2.46 = 2 feet and 46/100 of a foot.

EMMET KENNEDY & CO. GUARANTY.

STATE OF ILLINOIS | 58
COUNTY OF COOK |

EMMET KENNEDY & CO. hereby certifies that has been made at and under its direction by an Ill. Surveyor of the property described above and that the

B&F



BIGFISH

make the good times special

INDEX:

- I. Village of Lincolnwood Public Hearing Application, Variations
- II. Village of Lincolnwood Public Hearing Application, Special Use and PUD
- III. Industrial Building Lease
- IV. Building Photos



SUBJECT PROPERTY

Property Address: 6428 N. Ridgeway Ave. Lincolnwood, IL 60712

Permanent Real Estate Index Number(s): _____

Zoning District: M-B Lot Area: 8,200 SF

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.
Free standing single story commercial structure with office and storage space.

Are there existing development restrictions affecting the property? Yes No
(Examples: previous Variations, conditions, easements, covenants) If yes, describe: _____

REQUESTED ACTION

- Variation - Residential
- Variation - Non-Residential
- Variation - Off-Street Parking
- Variation - Design Standards
- Variation - Signs/Special Signs
- Minor Variation
- Other

PROJECT DESCRIPTION

Describe the Request and Project: Package goods business focusing solely upon sales made via mobile application with direct-to-consumer delivery service.

PROPERTY OWNER/PETITIONER INFORMATION

Property Owner(s): *(List all Beneficiaries if Trust)*
Name: Hubert Rance Email- PrudentialRealtyco@sbcglobal.net

Address: 3520 W. Devon Ave.

Telephone: (847) 6732340 Fax: (847) 6730287 E-mail: _____

Petitioner: *(if Different from Owner)*

Name: Michael D. Weiss Relationship to Property: Lessee

Address: 7366 N. Lincoln Ave Lincolnwood IL, 60712

Telephone: (847) 6091433 Fax: () E-mail: Mweiss@driffin.com

NOTICE OF REASONABLE ACCOMMODATION PROCESS

An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For more information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.

REQUIRED ATTACHMENTS *

Check all Documents that are Attached:

Plat of Survey	<input type="checkbox"/>	Applicable Zoning Worksheet	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	Photos of the Property	<input type="checkbox"/>
Proof of Ownership	<input type="checkbox"/>	PDF Files of all Drawings	<input type="checkbox"/>
Floor Plans	<input type="checkbox"/>	Elevations	<input type="checkbox"/>

**The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.*

COST REIMBURSEMENT REQUIREMENT

The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the petitioner and the property owner shall be jointly and severally liable for the payment of such out-of-pocket costs. Out-of-pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred to be billed at the conclusion of the hearing process.

Invoices in connection with this application shall be directed to:

Name: Michael Weiss Email: mweiss@driffin.com
Address: 7366 Lincoln
City, State, Zip: Lincolnwood, IL, 60712

ATTESTMENT AND SIGNATURE

I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.

PROPERTY OWNER:

Hubert Rance
Signature

Hubert Rance

Print Name

11/1/16

Date

PETITIONER: (if Different than Property Owner)

Michael D. Weiss
Signature

Michael D. Weiss

Print Name

11/1/16

Date



VILLAGE OF LINCOLNWOOD

COMMUNITY DEVELOPMENT DEPARTMENT

PUBLIC HEARING FEES AND DEPOSIT SCHEDULE

Plan Commission

Hearing Type	Hearing Fee*	Hearing Deposit**
Special Use - Non Residential Property	\$500	\$2,000
Special Use - Residential Property	\$250	NA
Reasonable Accommodation	\$250	\$2,000
Text Amendment	\$500	\$2,000
Map Amendment	\$500	\$2,000
Planned Unit Development (PUD) 0 to 5 Acres	\$1,250	\$10,000
Planned Unit Development (PUD) 5 to 10 Acres	\$2,500	\$10,000
Planned Unit Development (PUD) Over 10 Acres	\$3,000	\$10,000
Minor Subdivision	\$250	NA
Major Subdivision	\$500	\$2,000

Zoning Board of Appeals

Hearing Type	Hearing Fee*	Hearing Deposit**
Major Variation - Non Residential Property	\$500	NA
Major Variation - Residential Property	\$250	NA
Variation - Off-Street Parking	\$500	NA
Variation - Design Standards	\$250	NA
Minor Variation	\$125	NA
Sign Variation/Special Signs	\$500	NA

* Hearing fees are non-refundable.

** Hearing deposits shall be applied to out-of-pocket expenses incurred by the Village as the result of the Public Hearing process. If additional costs are incurred, or if no deposit is provided, such out-of-pocket expenses will be billed directly to the applicant.

VARIATION STANDARDS

1. The parking Variation is wholly consistent with the Comprehensive Plan.

The applicant business contemplates on-line sales of craft distilled spirits, previously unavailable in Illinois, and imported into the state specifically for sale via the applicant's mobile application. The applicant will conduct business with consumers throughout Illinois and other states (where not prohibited by law), and all sales will be deemed to have occurred in the Village of Lincolnwood. As such, the public convenience will be served as a consequence of increased consumer choice and increased local tax revenues.

That said, the Applicant will conduct business with consumers entirely on an electronic platform. As such, the applicant's business model requires no parking for consumers and only minimal parking for the Applicant and its employees. The existing spaces currently servicing the Applicant's Premises will satisfy these needs. Thus, while the Applicant's business will enhance the Village's tax base. It will not, attract non-local traffic to the Village requiring new or additional parking accommodations.

2. The Premises is a rectangular free standing building consisting of 4000 GFA which consists of approximately 1300 SF office and 2700 SF warehouse. It possesses 10 dedicated parking spaces. The zoning for a package retail liquor store requires 12 parking spaces. Due to physical limitation of the lot it is not possible to add additional parking spaces.
3. The Applicant's business model involves the on-line sales of craft distilled spirits, previously unavailable in Illinois, and imported into the state specifically for sale via the Applicant's mobile application. The Applicant will sell and deliver its products to consumers throughout Illinois, but in so doing, will generate no commercial traffic by consumers at the Premises. This concept is unique and is not generally applicable to other properties located in a M-B zoning district.
4. The Variation is not sought to enhance the property value of the Premises or increase the Applicant's business revenue. Rather, it is sought solely to harmonize the requirements of the Zoning Code with the Applicant's desire to obtain a retail package goods license at the Premises.
5. As stated above, the Applicant's hardship emanates solely from ordinance requirements concerning minimum parking spaces required for a commercial endeavor of this nature located in an M-B district. The requested variation was not created either by the Premises owner, the Applicant or any other third party.
6. The Applicant's business model does not require any change to the existing premises, which boasts substantial storage space, existing loading dock facilities and adequate offices for all contemplated business activities. Additionally, because the Applicant will be conducting all business to consumers electronically, the Applicant does not seek any substantial signage identifying its presence to the general public at the premises. In short, very little about the premises and its current physical configuration will change. As such,

no injury to nearby property is likely to occur should the requested parking variation be granted.

7. Reducing the Applicant's parking requirements to the currently existing is the minimum change to alleviate the Applicant's hardship because it is not possible to create more parking at the Applicant's Premises.
8. In conjunction with its Special Use, granting the variation will enable the Applicant to apply for a retail package goods license and proceed with its business model at the premises. As mentioned above, in pursuing said business model, the Applicant will make no changes to the existing premises and, thus, no impairment of light and air supply to adjacent properties will occur. Similarly, there the danger of fire will not be increased, and there will be no impairment of property values within the neighborhood.

Additionally, the Applicant has taken measures to ensure that its business -- the retail sale of alcoholic liquor -- does not endanger public safety. To this end, it has developed software to verify that all would-be purchasers of its products are of legal drinking age. To this end, when setting up an account to purchase alcoholic liquor from the applicant, consumers are required to submit an image of their valid State license, military ID or passport verifying their age. They must also input and attest to certain personal data, including age, and their account upon activation may be accessed thereafter only through thumb print verification. These safeguards are extended to include the point of delivery as well. All delivery personnel employed or otherwise used by the applicant are required to compare the purchaser's ID with the digital copy previously provided and the purchaser's other personal data. Only the actual purchaser or authorized agents may receive deliveries from the applicant.

Additionally, the Applicant's mobile technology can be tailored to comply with all local ordinances, such that sales may be made only during those hours proscribed by ordinance.

Finally, as mentioned above, the applicant proposes to make all sales to consumers exclusively through electronic means, such that no additional means of ingress and/or egress at the applicant's premises are needed. Also, the Applicant's business model will positively impact traffic and parking congestion issues, while eliminating the possibility of the Applicant's customers consuming alcoholic liquor before and/or while driving.

VARIATION STANDARDS

To be approved, each Variation request must meet certain specific standards. These standards are listed below. After each listed standard, explain how your Variation request satisfies the listed standard. Use additional paper if necessary.

1. The requested Variation is consistent with the stated intent and purposes of the Zoning Ordinance and the Comprehensive Plan.
2. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced.
3. The conditions upon which the petition for the Variation is based would not be applicable generally to other property within the same Zoning District.
4. The Variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property.

**EXHIBIT "A" to LEASE for
6428 Ridgeway, Lincolnwood
Dated 11-1-16**

Lessor's Work Order

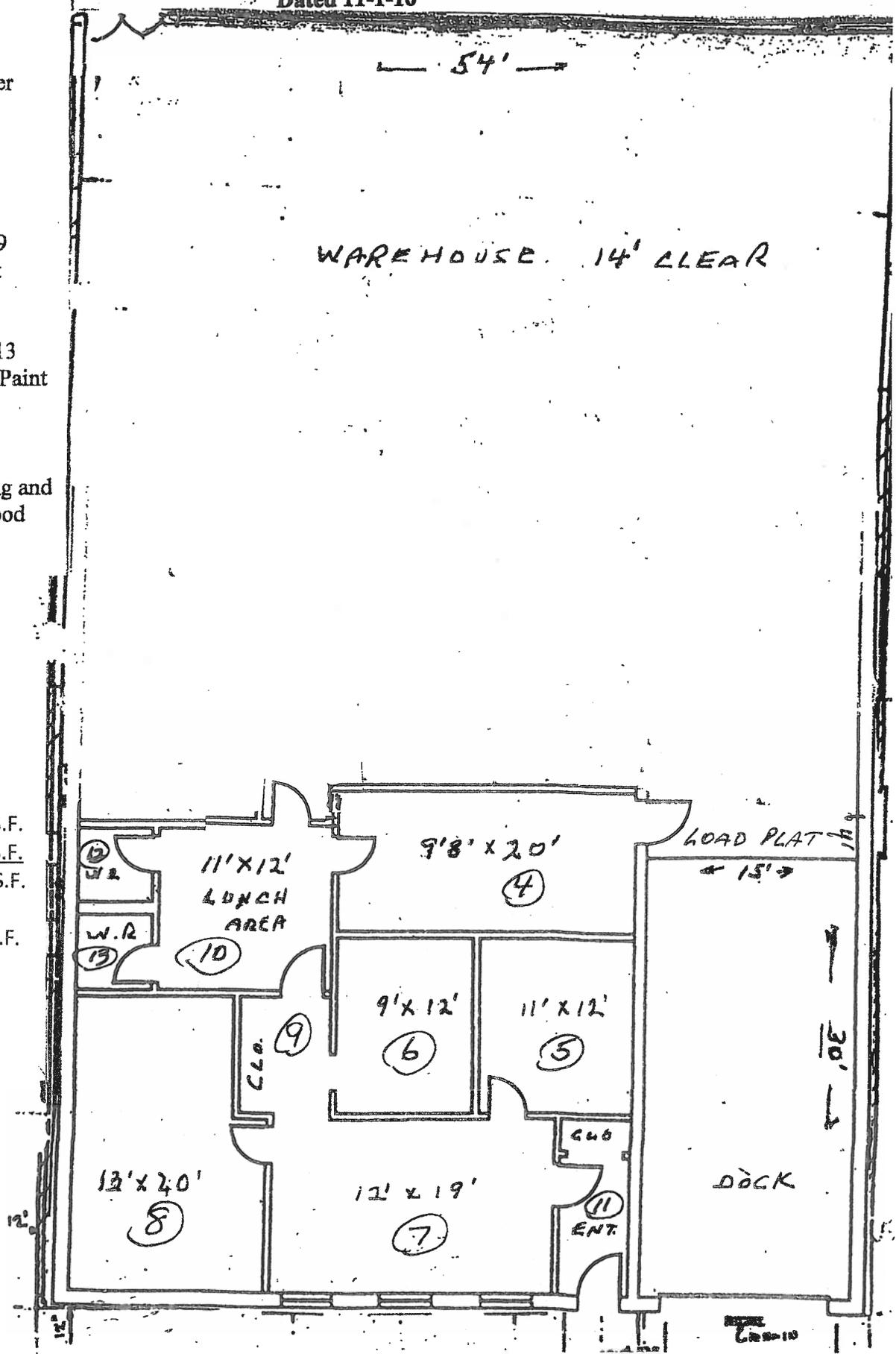
Rooms 4,5,6,7,8 & 9
New Carpet & Paint

Rooms 10,11,12 & 13
Tile Floor and Paint

Misc.
All HVAC, Plumbing and
Electrical to be in good
Working order.

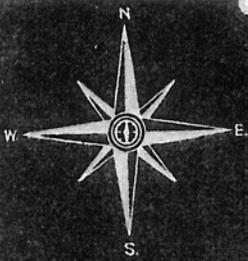
Approx S.F.
Warehouse 2,700 S.F.
Office 1,300 S.F.
GFA 4,000 S.F.

Dock & Load 500 S.F.



PLAT OF SURVEY

BY
EMMET KENNEDY & CO.
30 NORTH LA SALLE STREET

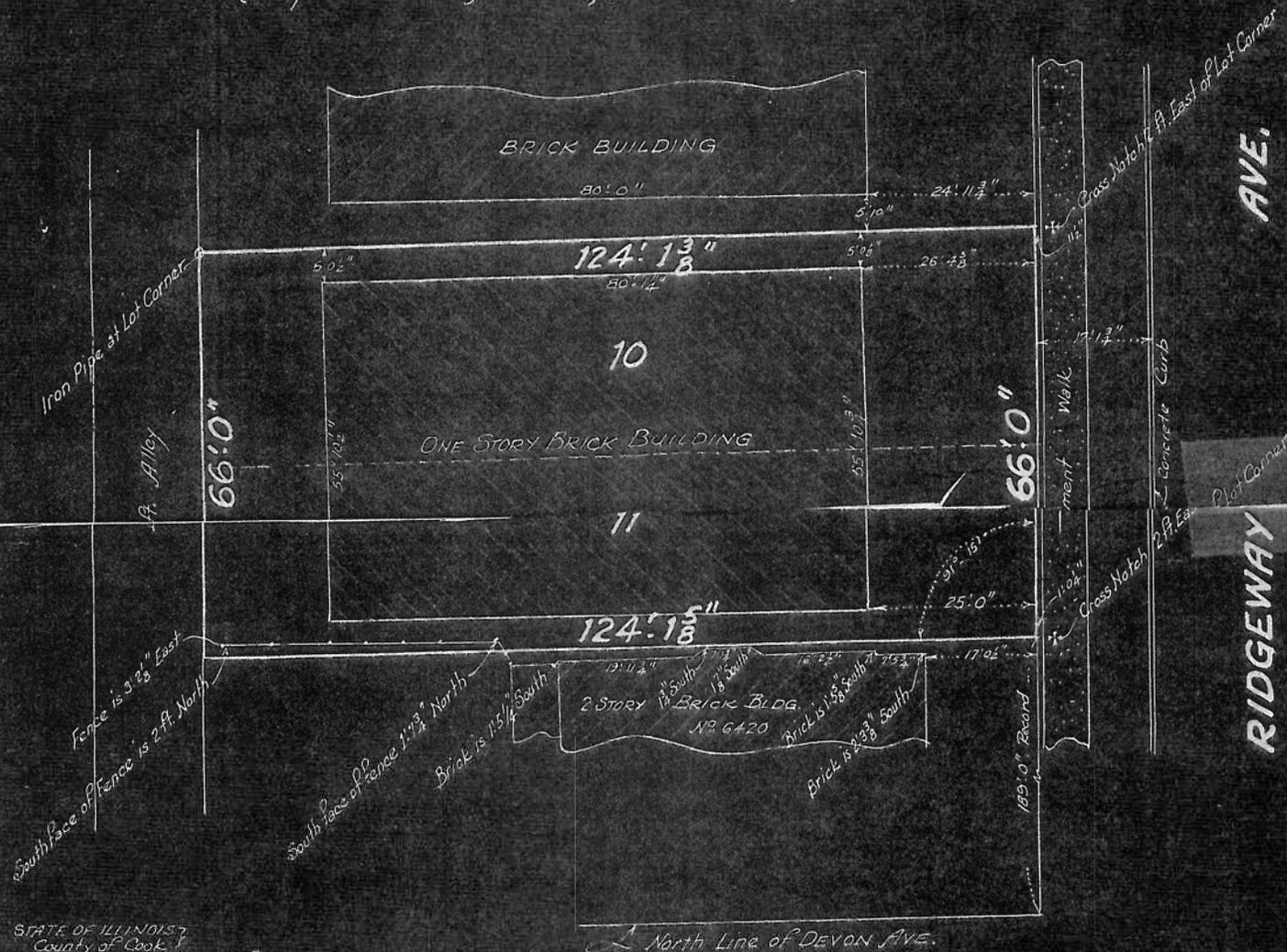


TEL. FRANKLIN 2-2065

FOR
"of"

CHICAGO, ILL.

Lots 10 and 11 in Lincoln-Devon Subdivision of Lot 11 in John Praesel Estate Partition, being a Subdivision of the South 1/2 of the Southwest 1/4 of Section 35, Township 41 North, Range 13 East of the 3rd Principal Meridian (except Railroad Right of Way) in Cook County, Illinois



STATE OF ILLINOIS
County of Cook

I hereby certify that I have located the Building on the above described property and that it is correctly shown hereon.

Date: July 6th 1964

Jerome Kennedy

Distances marked in feet (') and inches (") thus 2'4" means 2 feet and 4 inches.

And in decimals 0.00 thus 2.46 = 2 feet and 46/100 of a foot. Buildings should be located after foundations are completed and before brick work is started.

This plat is not transferable.

Surveyed by *Jerome Kennedy*
Illinois Land Surveyor

GUARANTY.

The persons or firms whose names appear hereon are hereby guaranteed against loss or damage caused through any error in this survey not exceeding the sum of FIVE THOUSAND DOLLARS (\$5000.00)

STATE OF ILLINOIS }
COUNTY OF COOK } 28

EMMET KENNEDY & CO. hereby certifies that a Survey has been made at and under its direction by an Illinois Land Surveyor of the property described above and that the plat hereon drawn is a correct representation of said Survey.

Chicago *May 7th* A. D. 1965

EMMET KENNEDY & CO.

By *Jerome Kennedy* Vice President

COMPARE ALL POINTS BEFORE BUILDING AND AT ONCE REPORT ANY DIFFERENCE
For Building Restrictions refer to your abstract, deed or contract and zoning ordinance.



VILLAGE OF LINCOLNWOOD
Community Development Department

Public Hearing Application
Special Use and PUD

SUBJECT PROPERTY

Property Address: 6428 N. Ridgeway Ave. Lincolnwood, IL 60712

Permanent Real Estate Index Number(s):

Zoning District: M-B Lot Area: 8,200 SF

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.
Free standing single story commercial structure with office and storage space.

Are there existing development restrictions affecting the property? Yes No
(Examples: previous Variations, conditions, easements, covenants) If yes, describe:

REQUESTED ACTION

- Special Use - Residential Planned Unit Development (PUD)
- Special Use - Non-Residential Other

PROJECT DESCRIPTION

Describe the Request and Project: Package goods business focusing solely upon sales made via mobile application with direct-to-consumer delivery service.

PROPERTY OWNER/PETITIONER INFORMATION

Property Owner(s): (List all Beneficiaries if Trust)

Name: Hubert Rance Email- PrudentialRealtyco@sbcglobal.net

Address: 3520 W Devon Ave.

Telephone: (847) 6732340 Fax: (847) 6730287 E-mail:

Petitioner: (if Different from Owner)

Name: Michael Weiss Relationship to Property: Lessee

Address: 7366 N. Lincoln ave. Lincolnwood, Il 60712..

Telephone: (847) 6091433 Fax: E-mail: mweiss@driffin.com

REQUIRED ATTACHMENTS *

Check all Documents that are Attached:

Plat of Survey	<input type="checkbox"/>	Applicable Zoning Worksheet	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	Photos of the Property	<input type="checkbox"/>
Proof of Ownership	<input type="checkbox"/>	PDF Files of all Drawings	<input type="checkbox"/>
Floor Plans	<input type="checkbox"/>	Elevations	<input type="checkbox"/>

**The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.*

COST REIMBURSEMENT REQUIREMENT

The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the petitioner and the property owner shall be jointly and severally liable for the payment of such out-of-pocket costs. Out-of-pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred to be billed at the conclusion of the hearing process.

Invoices in connection with this application shall be directed to:

Name: Michael Weiss Email: mweiss@driffin.com
Address: 7366 Lincoln
City, State, Zip: Lincolnwood, IL, 60712

ATTESTMENT AND SIGNATURE

I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.

PROPERTY OWNER:


Signature

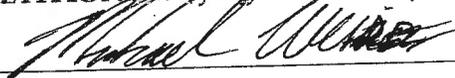
Hubert Rance

Print Name

11/1/16

Date

PETITIONER: *(if Different than Property Owner)*


Signature

Michael D. Weiss

Print Name

11/1/16

Date



VILLAGE OF LINCOLNWOOD

COMMUNITY DEVELOPMENT DEPARTMENT

PUBLIC HEARING FEES AND DEPOSIT SCHEDULE

Plan Commission

Hearing Type	Hearing Fee*	Hearing Deposit**
Special Use - Non Residential Property	\$500	\$2,000
Special Use - Residential Property	\$250	NA
Reasonable Accommodation	\$250	\$2,000
Text Amendment	\$500	\$2,000
Map Amendment	\$500	\$2,000
Planned Unit Development (PUD) 0 to 5 Acres	\$1,250	\$10,000
Planned Unit Development (PUD) 5 to 10 Acres	\$2,500	\$10,000
Planned Unit Development (PUD) Over 10 Acres	\$3,000	\$10,000
Minor Subdivision	\$250	NA
Major Subdivision	\$500	\$2,000

Zoning Board of Appeals

Hearing Type	Hearing Fee*	Hearing Deposit**
Major Variation - Non Residential Property	\$500	NA
Major Variation - Residential Property	\$250	NA
Variation - Off-Street Parking	\$500	NA
Variation - Design Standards	\$250	NA
Minor Variation	\$125	NA
Sign Variation/Special Signs	\$500	NA

* Hearing fees are non-refundable.

** Hearing deposits shall be applied to out-of-pocket expenses incurred by the Village as the result of the Public Hearing process. If additional costs are incurred, or if no deposit is provided, such out-of-pocket expenses will be billed directly to the applicant.

SPECIAL USE STANDARDS

1. The Applicant's business contemplates on-line sales of craft distilled spirits, previously unavailable in Illinois, and imported into the state specifically for sale via the Applicant's mobile application. The Applicant will sell and deliver its products to consumers throughout Illinois and other states (where not prohibited by law), and all sales will be deemed to have occurred in the Village of Lincolnwood. As such, the public convenience will be served as a consequence of increased consumer choice and increased local tax revenues.

Additionally, because it will conduct business with consumers entirely on an electronic platform, the Applicant's business will not cause increase vehicular traffic or parking congestion. Public convenience, thus, is served by fewer cars on Village streets.

2. The Applicant has undertaken several measures to ensure that the Special Use may be designed to protect public health, safety and welfare.

First, the Applicant has taken measures to ensure that its business -- the retail sale of alcoholic liquor -- does not endanger public safety. To this end, when setting up an account to purchase alcoholic liquor from the applicant, consumers are required to submit an image of their valid State license, military ID or passport verifying their age. They must also input and attest to certain personal data, including age, and their account upon activation may be accessed thereafter only through thumb print verification. These safeguards are extended to include the point of delivery as well. All delivery personnel employed or otherwise used by the applicant are required to compare the purchaser's ID with the digital copy previously provided and the purchaser's other personal data. Only the actual purchaser or authorized agents may receive deliveries from the applicant.

Additionally, the Applicant's mobile technology can be tailored to comply with all local ordinances, such that sales may be made only during those hours proscribed by ordinance.

Finally, as mentioned above, the applicant proposes to make all sales to consumers exclusively through electronic means, such that no additional means of ingress and/or egress at the applicant's premises are needed. Also, the Applicant's business model will positively impact traffic and parking congestion issues, while eliminating the possibility of the Applicant's customers consuming alcoholic liquor before and/or while driving.

3. The Applicant's business model is unique. It does not require any change to either the Applicant's existing premises, which boasts substantial storage space, existing loading dock facilities and adequate offices for all contemplated business activities. (pending approval of the Applicant's requested parking variance) any increase in parking servicing its premises. Additionally, because the Applicant will be conducting all business to consumers electronically, the Applicant does not seek any substantial signage identifying its presence to the general public at the premises. In short, very little about the premises

and its current physical configuration will change. As such, no injury to nearby property is likely to occur should the special use be granted.

4. The Special Use is wholly consistent with the Comprehensive Plan. Specifically, by assisting the launch of a business model previously unseen in the alcoholic liquor industry, it will promote the growth of business. In this regard, the Applicant's business model will facilitate retail sales in the Village of Lincolnwood by consumers located throughout the State and elsewhere, thereby enhancing the Village's tax base. It will not, however, attract non-local traffic to the Village.

Because it seeks to apply the Special Use to an existing commercial structure and does not seek to expand or otherwise alter it, and because the Applicant's Premises is located in a manufacturing district, it will not cause or exacerbate any conflict between residential and non-residential uses. This, too, is in keeping with the Comprehensive Plan.

5. The Applicant's business model envisions semi-regular deliveries to its premises of alcoholic liquor products from one or more Illinois-based wholesalers. It envisions daily deliveries of its products to Illinois consumers in Lincolnwood and elsewhere. Such commercial traffic is commonplace in the manufacturing district in which the applicant premises is located.

Moreover, because the Applicant does not intend to expand or otherwise alter its physical premises in any way, surrounding properties will not be adversely impacted, and the normal and orderly development of the area may continue uninterrupted.

6. Please see responses to Question Nos. 1-3.
7. Please see responses to Question Nos. 1-3.

EXHIBIT "A" to LEASE for
 6428 Ridgeway, Lincolnwood
 Dated 11-1-16

Lessor's Work Order

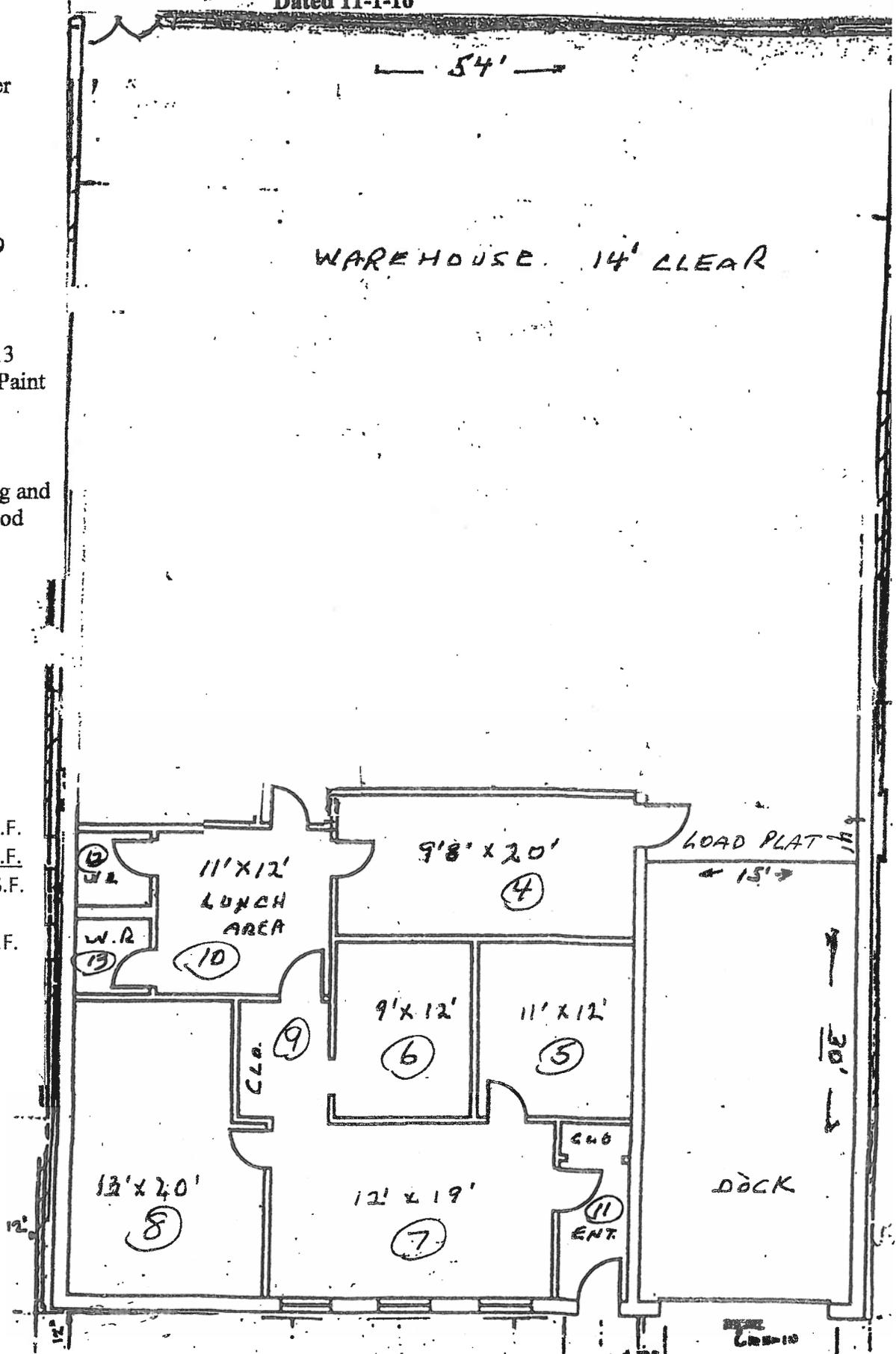
Rooms 4,5,6,7,8 & 9
 New Carpet & Paint

Rooms 10,11,12 & 13
 Tile Floor and Paint

Misc.
 All HVAC, Plumbing and
 Electrical to be in good
 Working order.

Approx S.F.
 Warehouse 2,700 S.F.
 Office 1,300 S.F.
 GFA 4,000 S.F.

Dock & Load 500 S.F.



PLAT OF SURVEY

BY
EMMET KENNEDY & CO.
30 NORTH LA SALLE STREET

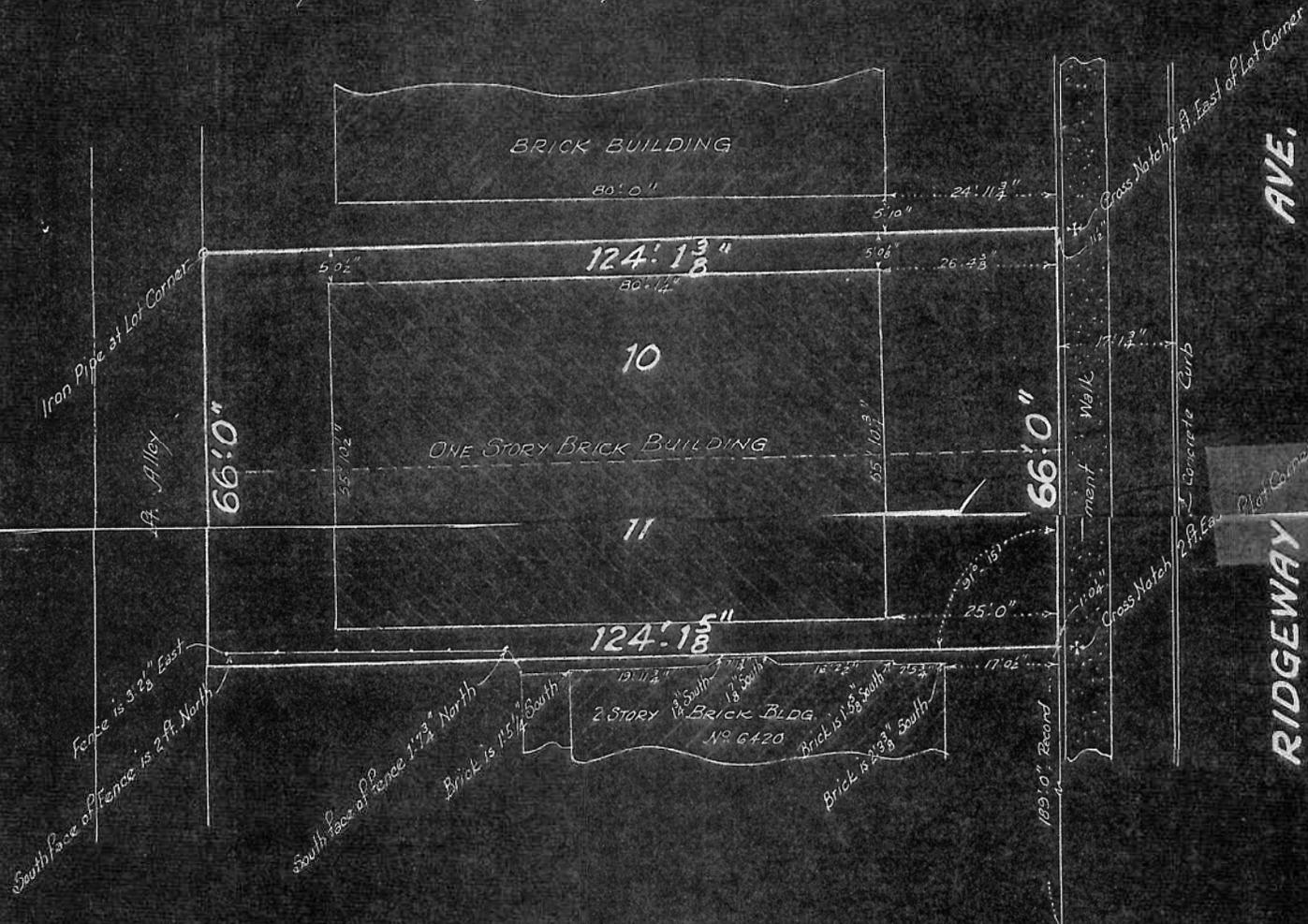
TEL. FRANKLIN 2-2065

FOR

1 of 1

CHICAGO, ILL.

Lots 10 and 11 in Lincoln-Devon Subdivision of Lot 11 in John Praesel Estate Partition, being a Subdivision of the South 1/2 of the Southwest 1/4 of Section 35, Township 41 North, Range 13 East of the 3rd Principal Meridian (except Railroad Right of Way) in Cook County, Illinois



STATE OF ILLINOIS }
County of Cook }
I, hereby certify that I
have located the Building on the
above described property and that
it is correctly shown hereon.
Date: July 6th 1964
Jerome Kennedy

Distances marked in feet (') and inches (") thus 2'-4" means
2 feet and 4 inches.
And in decimals 0.00 thus 2.46 = 2 feet and 46/100 of a foot.
Buildings should be located after foundations are completed
and before brick work is started.
This plat is not transferable.

Surveyed by *Jerome Kennedy*
Illinois Land Surveyor

GUARANTY.

The persons or firms whose names appear hereon are hereby guaranteed against loss or damage caused through any error in this survey not exceeding the sum of FIVE THOUSAND DOLLARS (\$5000.00)

STATE OF ILLINOIS }
COUNTY OF COOK }
EMMET KENNEDY & CO. hereby certifies that a Survey
has been made at and under its direction by an Illinois Land
Surveyor of the property described above and that the plat hereon
drawn is a correct representation of said Survey.

Chicago *May 7th* A. D. 1965
By *Jerome Kennedy* Vice President

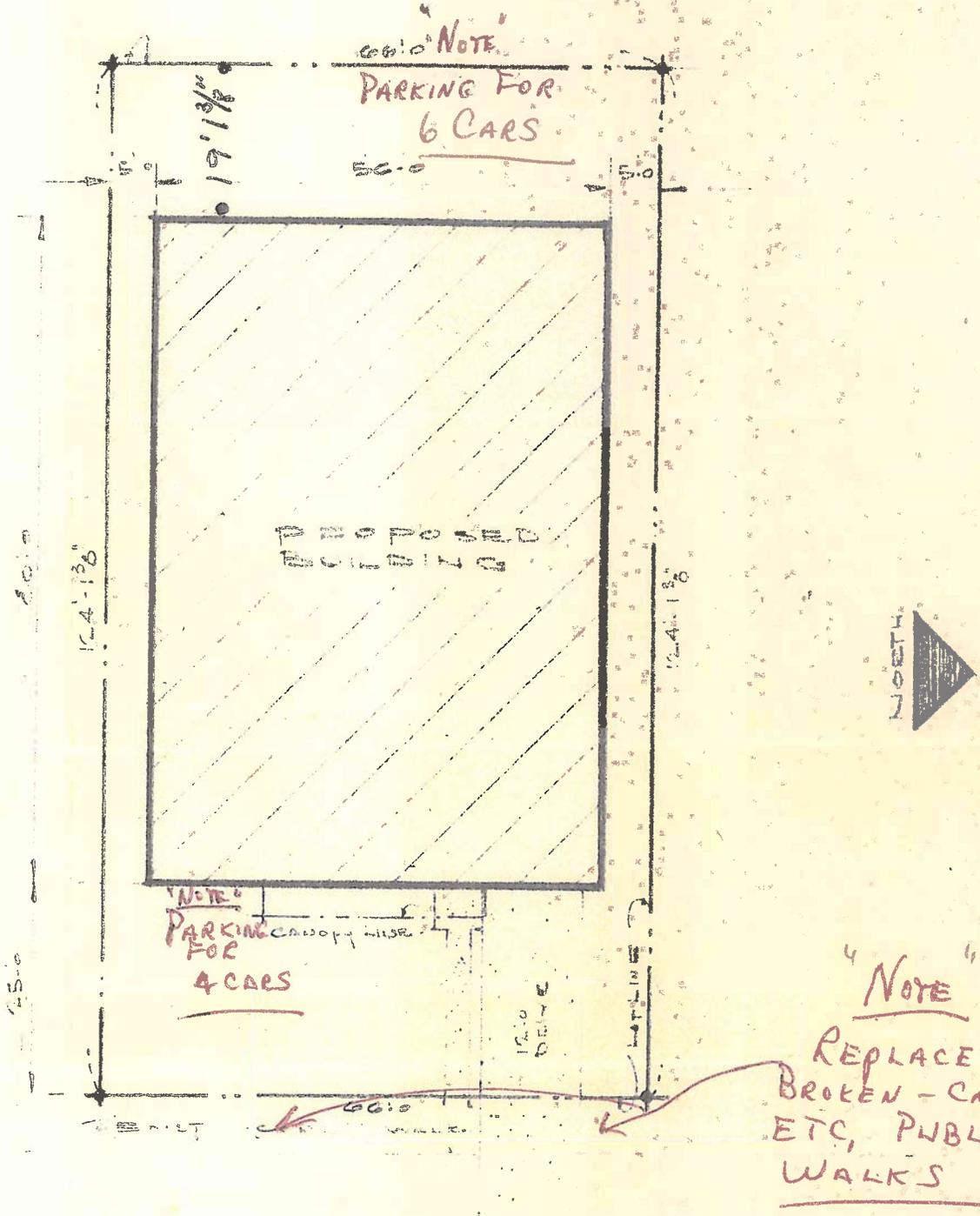
COMPARE ALL POINTS BEFORE BUILDING AND AT ONCE REPORT ANY DIFFERENCE
For Building Restrictions refer to your abstract, deed or contract and zoning ordinance.

PLANS APPROVED
VILLAGE OF LINCOLNWOOD
BUILDING DEPARTMENT

LOT 10 x 11 BLK. _____
SUBDN. LINCOLN - DEVON
DATE 5-18-65
(A)
BUILDING COMMISSIONER

Contractors must call OR 3-1540
for the following inspections:
footing - wall - plumbing -
electrical - final - before
Occupancy Permits are issued
(24 hour notice)

ALL TREES AND TRASH MUST
BE REMOVED FROM THE
VILLAGE OF LINCOLNWOOD.
ALL STREETS, CURBS AND
GUTTERS MUST BE KEPT CLEAN
AT ALL TIMES. MAINTAIN
PROPER GRADES WITH ADJOINING
PROPERTY.



"NOTE"
REPLACE ALL
BROKEN - CRACKED
ETC, PUBLIC
WALKS

LINCOLNWOOD

INDUSTRIAL BUILDING LEASE

CAUTION: Consult a lawyer before using or acting under this form. Neither the publisher nor the seller of this form makes any warranty with respect thereto, including any warranty of merchantability or fitness for a particular purpose.

TERM OF LEASE		LOCATION OF PREMISES
BEGINNING	ENDING	
2-1-17	1-31-20	
MONTHLY RENT	DATE OF LEASE	LOCATION OF PREMISES
See Paragraph #22	11-1-16	6428 Ridgeway, Lincolnwood, IL 60712
PURPOSE		
Office and Beverage Retail		

LESSEE

LESSOR

NAME: BF IL, LLC

NAME: H.A. Rance
D/B/A Ridgeway Building

ADDRESS: 6428 Ridgeway

ADDRESS: 3520 W. Devon

CITY: Lincolnwood, IL 60712

CITY: Lincolnwood, IL 60712

In consideration of the mutual covenants and agreements herein stated, Lessor hereby leases to Lessee and Lessee hereby leases from Lessor solely for the above purposes designated above (the "Premises"), together with the appurtenances thereto, for the above Term.

LEASE COVENANTS AND AGREEMENTS

1. RENT. Lessee shall pay Lessor or Lessor's agent as rent for the Premises the sum stated above, monthly in advance, until termination of this lease, at Lessor's address stated above or such other address as Lessor may designate in writing.

2. CONDITION AND UPKEEP OF PREMISES. As a condition to this Lease, Lessor has agreed to make certain alterations and improvement to the Premises as depicted on the attached "Exhibit A", all work to be completed prior to Lessee's accepting occupancy. After occupancy, Lessee will keep the Premises including all appurtenances in good repair and in a clean and healthful condition. (See paragraph #26)

3. **LESSEE NOT TO MISUSE; SUBLET; ASSIGNMENT.** Lessee will not allow Premises to be used for any purpose that will increase the rate of insurance thereon, nor for any purpose other than that hereinbefore specified, and will not load floors with machinery or goods beyond the floor load rating prescribed by applicable municipal ordinances, and will not allow the Premises to be occupied in whole, or in part, by any other person, and will not sublet the same, or any part thereof, nor assign this lease without in each case the written consent of the Lessor first had, and Lessee will not permit any transfer by operation of law of the interest in Premises acquired through this lease, and will not permit Premises to be used for any unlawful purpose, or for any purpose that will injure the reputation of the building or increase the fire hazard of the building, or disturb the tenants or the neighborhood, and will not permit the same to remain vacant or unoccupied for more than ten consecutive days; and will not allow any signs, cards or placards to be posted, or placed thereon, nor permit any alteration of or addition to any of the Premises, except by written consent of Lessor; all alterations and additions to the Premises shall remain for the benefit of Lessor unless otherwise provided in the consent aforesaid.

4. **MECHANIC'S LIEN.** Lessee will not permit any mechanic's lien or liens to be placed upon the Premises or any building or improvement thereon during the term hereof, and in case of the filing of such lien Lessee will promptly pay same. If default in payment thereof shall continue for thirty (30) days after written notice thereof from Lessor to the Lessee, the Lessor shall have the right and privilege at Lessor's option of paying the same or any portion thereof without inquiry as to the validity thereof, and any amounts so paid, including expenses and interest, shall be so much additional indebtedness hereunder due from Lessee to Lessor and shall be repaid to Lessor immediately on rendition of bill therefor.

5. **INDEMNITY FOR ACCIDENTS.** Lessee covenants and agrees that he will protect and save and keep the Lessor forever harmless and indemnified against and from any penalty or damages or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and that Lessee will at all times protect, indemnify and save and keep harmless the Lessor against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about the Premises, causing injury to any person or property whomsoever or whatsoever and will protect, indemnify and save and keep harmless the Lessor against and from any and all claims and against and from any and all loss, cost, damage or expense arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provision hereof.

6. **NON-LIABILITY OF LESSOR.** Except as provided by Illinois statute, Lessor shall not be liable for any damage occasioned by failure to keep the Premises in repair, nor for any damage done or occasioned by or from plumbing, gas, water, sprinkler, steam or other pipes or sewerage or the bursting, leaking or running of any pipes, tank or plumbing fixtures, in, above, upon or about Premises or any building or improvement thereon nor for any damage occasioned by water, snow or ice being upon or coming through the roof, skylights, trap door or otherwise, nor for any damages arising from acts or neglect of any owners or occupants of adjacent or contiguous property.

7. **WATER, GAS AND ELECTRIC CHARGES.** Lessee will pay, in addition to the rent above specified, all water rents, gas and electric light and power bills taxed, levied or charged on the Premises, for and during the time for which this lease is granted, and in case said water rents and bills for gas, electric light and power shall not be paid when due, Lessor shall have the right to pay the same, which amounts so paid, together with any sums paid by Lessor to keep the Premises in a clean and healthy condition, as above specified, are declared to be so much additional rent and payable with the installment of rent next due thereafter.

8. **KEEP PREMISES IN REPAIR.** Lessor shall not be obliged to incur any expense for repairing any improvements upon said demised premises or connected therewith, and the Lessee at his own expense will keep all improvements in good repair (injury by fire, or other causes beyond Lessee's control excepted) as well as in a good tenable and wholesome condition, and will comply with all local or general regulations, laws and ordinances applicable thereto, as well as lawful requirements of all competent authorities in that behalf. Lessee will, as far as possible, keep said improvements from deterioration due to ordinary wear and from falling temporarily out of repair. If Lessee does not make repairs as required hereunder promptly and adequately, Lessor may but need not make such repairs and pay the costs thereof, and such costs shall be so much additional rent immediately due from and payable by Lessee to Lessor. **(See Paragraph #25)**

9. **ACCESS TO PREMISES.** Lessee will allow Lessor free access to the Premises for the purpose of examining or exhibiting the same, or to make any repairs, or alterations thereof which Lessor may see fit to make and will allow to have placed upon the Premises at all times notice of "For Sale" and "To Rent", and will not interfere with the same.

10. **ABANDONMENT AND RELETTING.** If Lessee shall abandon or vacate the Premises, or if Lessee's right to occupy the Premises be terminated by Lessor by reason of Lessee's breach of any of the covenants herein, the same may be re-let by Lessor for such rent and upon such terms as Lessor may deem fit, subject to Illinois statute; and if a sufficient sum shall not thus be realized monthly, after paying the expenses of such re-letting and collecting to satisfy the rent hereby reserved, Lessee agrees to satisfy and pay all deficiency monthly during the remaining period of this lease.

11. **HOLDING OVER.** Lessee will, at the termination of this lease by lapse of time or otherwise, yield up immediate possession to Lessor, and failing so to do, will pay as liquidated damages, for the whole time such possession is withheld, the sum of TWO HUNDRED Dollars (\$ 200⁰⁰) per day; but the provisions of this clause shall not be held as a waiver by Lessor of any right of re-entry as hereinafter set forth; nor shall the receipt of said rent or any part thereof, or any other act in apparent affirmation of tenancy, operate as a waiver of the right to forfeit this lease and the term hereby granted for the period still unexpired, for a breach of any of the covenants herein.

12. **EXTRA FIRE HAZARD.** There shall not be allowed, kept, or used on the Premises any inflammable or explosive liquids or materials save such as may be necessary for use in the business of the Lessee, and in such case, any such substances shall be delivered and stored in amount, and used, in accordance with the rules of the applicable Board of Underwriters and statutes and ordinances now or hereafter in force.

13. **DEFAULT BY LESSEE.** If default be made in the payment of the above rent, or any part thereof, or in any of the covenants herein contained to be kept by the Lessee, Lessor may at any time thereafter at his election declare said term ended and reenter the Premises or any part thereof, with or (to the extent permitted by law) without notice or process of law, and remove Lessee or any persons occupying the same, without prejudice to any remedies which might otherwise be used for arrears of rent, and Lessor shall have at all times the right to distrain for rent due, and shall have a valid and first lien upon all personal property which Lessee now owns, or may hereafter acquire or have an interest in, which is by law subject to such distraint, as security for payment of the rent herein reserved.

14. **NO RENT DEDUCTION OR SET OFF.** Lessee's covenant to pay rent is and shall be independent of each and every other covenant of this lease. Lessee agrees that any claim by Lessee against Lessor shall not be deducted from rent nor set off against any claim for rent in any action.

15. **RENT AFTER NOTICE OR SUIT.** It is further agreed, by the parties hereto, that after the service of notice or the commencement of a suit or after final judgment for possession of the Premises, Lessor may receive and collect any rent due, and the payment of said rent shall not waive or affect said notice, said suit, or said judgment.

16. **PAYMENT OF COSTS.** Lessee will pay and discharge all reasonable costs, attorney's fees and expenses that shall be made and incurred by Lessor in enforcing the covenants and agreements of this lease.

17. **RIGHTS CUMULATIVE.** The rights and remedies of Lessor under this lease are cumulative. The exercise or use of any one or more thereof shall not bar Lessor from exercise or use of any other right or remedy provided herein or otherwise provided by law, nor shall exercise nor use of any right or remedy by Lessor waive any other right or remedy.

18. **FIRE AND CASUALTY.** In case the Premises shall be rendered untenable during the term of this lease by fire or other casualty, Lessor at his option may terminate the lease or repair the Premises within 60 days thereafter. If Lessor elects to repair, this lease shall remain in effect provided such repairs are completed within said time. If Lessor shall not have repaired the Premises within said time, then at the end of such time the term hereby created shall terminate. If this lease is terminated by reason of fire or casualty as herein specified, rent shall be apportioned and paid to the day of such fire or casualty.

19. **SUBORDINATION.** This lease is subordinate to all mortgages which may now or hereafter affect the Premises.

20. **PLURALS; SUCCESSORS.** The words "Lessor" and "Lessee" wherever herein occurring and used shall be construed to mean "Lessors" and "Lessees" in case more than one person constitutes either party to this lease; and all the covenants and agreements contained shall be binding upon, and inure to, their respective successors, heirs, executors, administrators and assigns and may be exercised by his or their attorney or agent.

21. **SEVERABILITY.** Wherever possible each provision of this lease shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this lease shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this lease.

22. Rent Schedule.

February 1, 2017 to January 31, 2019	\$3,700 per month
February 1, 2019 to January 31, 2020	\$3,800 per month

23. Liability Insurance. Lessee further agrees that it will at all times during the term hereof carry and maintain for the mutual benefit of Lessor and Lessee general public liability insurance against claims for personal injury, including death and property damage in, on or about the demised premises, such insurance to afford protection to the limit of not less than \$1,000,000 in respect to each person, or to the limit of not less than \$1,000,000 in respect to any one occurrence causing bodily injury or death, and to the limit of not less than \$50,000 in respect to property damage. Lessee shall furnish Lessor with a duplicate certificate of such insurance policy. All such insurance shall be procured from a responsible insurance company authorized to do business in the state where the demised premises are located and may be obtained by Lessee by endorsement on its blanket insurance policies.

24. Security Deposit. Lessee herewith deposits with Lessor Thirty Seven Hundred Dollars (\$3,700) as security deposit for full and faithful performance of the covenants and conditions of this Lease. Providing all covenants and conditions are maintained, the security deposit shall be returned to Lessee at the end of the term of this Lease.

25. Lessor's Responsibilities. Paragraph #8 notwithstanding Lessor, at his expense, agrees to maintain the structural integrity of the building, excluding all garage doors, but including the roof, foundation and exterior walls. Lessor agrees to replace, if necessary, the following items of mechanical equipment: Heat exchanger, compressors and major plumbing, providing replacement is not made necessary by damage or installations made or caused by Lessee, his employees or clients and providing Lessee has the HVAC equipment serviced 2 times a year. Lessor shall not be responsible for maintenance, repair or replacement of any alterations or equipment installed by Lessee.

26. Lessee's Responsibilities. In addition, responsibilities set forth in paragraph #7, Lessee shall specifically be responsible for maintenance of landscaping, snow removal, maintenance and repair of all HVAC equipment (except as provided in paragraph #25), maintenance and repairs of garage doors, if necessary, all exterior and interior lighting equipment, including replacement of light bulbs and annual renewal of fire extinguishers.

If this instrument is executed by a corporation, such execution has been authorized by a duly adopted resolution of the Board of Directors of such corporation.

This lease consists of 4 pages, numbered 1 to 4, including an Exhibit consisting of 1 page identified by Lessor and Lessee.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the Date of Lease stated above.

LESSEE:

LESSOR:

GUARANTEE:

On this _____, 2016, in consideration of Ten Dollars (\$10) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned Guarantor hereby guarantees the payment of rent and performance by Lessee, Lessee's heirs, executor, administrators, successors or assigns of all covenants and agreements of the above Lease.

_____ (seal)

**EXHIBIT "A" to LEASE for
6428 Ridgeway, Lincolnwood
Dated 11-1-16**

Lessor's Work Order

~~Rooms 1,2 & 3 Remove~~

Rooms 4,5,6,7,8 & 9
New Carpet & Paint

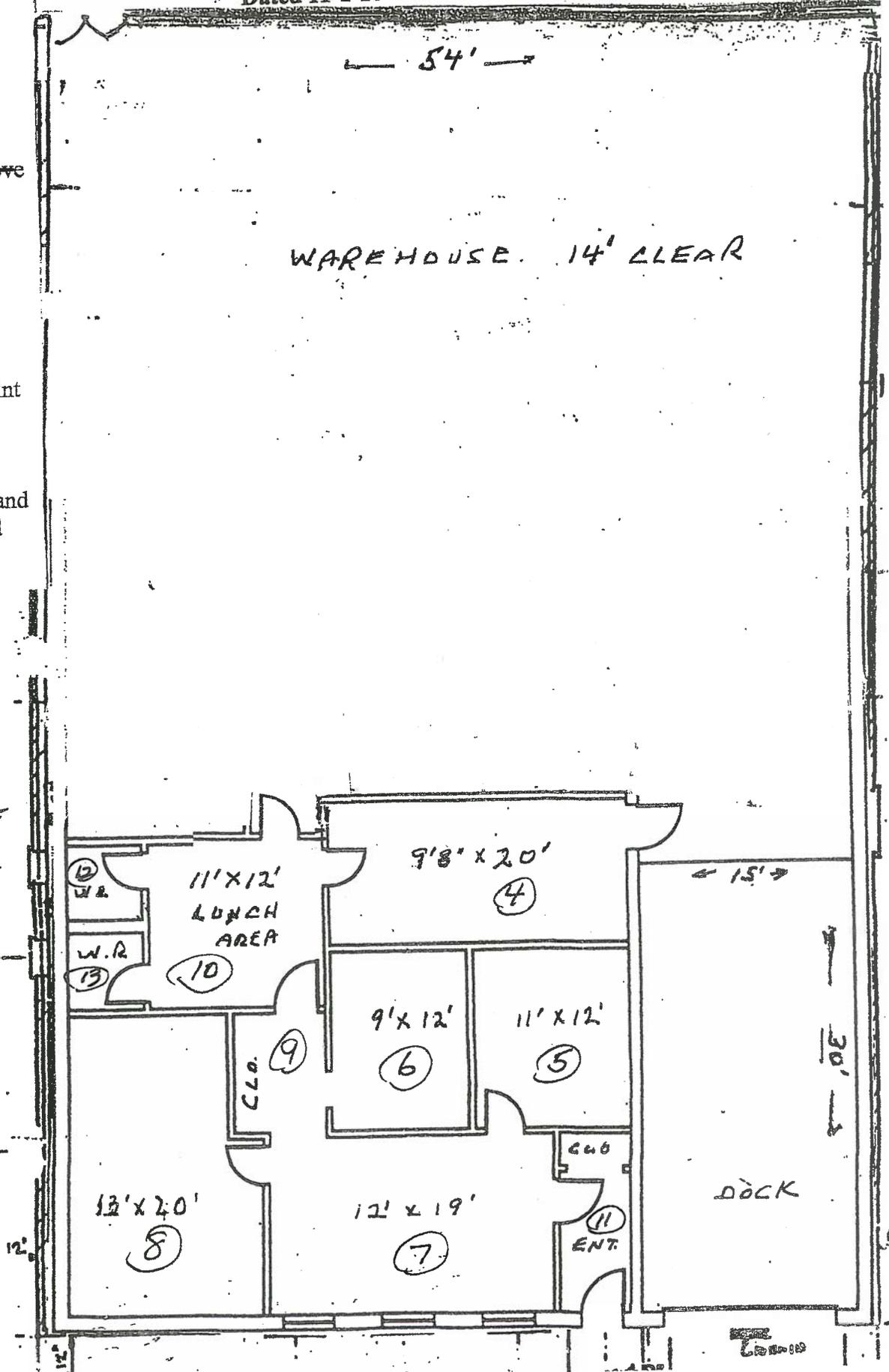
Rooms 10,11,12 & 13
Tile Floor and Paint

Misc.
All HVAC, Plumbing and
Electrical to be in good
Working order.

WAREHOUSE 14' CLEAR

APPROXIMATE
SQUARE
FOOTAGE

WAREHOUSE	2,700
DOCK	450
OFFICE	1,350
	<hr/>
	4,500





Request For Board Action

REFERRED TO BOARD: December 20, 2016

AGENDA ITEM NO: 8

ORIGINATING DEPARTMENT: Village Manager's Office

SUBJECT: Consideration of an Ordinance Amending Chapter 10, Article 2, Section 3 (Class B Local Liquor Licenses) of the Village Code

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

On December 1, 2016 the Village received an application from BF IL, LLC DBA as Big Fish, requesting a liquor license for their new warehouse location located at 6428 N. Ridgeway Avenue, to conduct internet sales through an App.

Section 10-2-3, of the Village Code states: "There shall not more than six (6) class B licenses." The holders of the six (6) Class B liquor licenses are: CVS Pharmacy (Devon Ave.), CVS Pharmacy (Lincoln Ave.), Armenetti Wines and Spirits, Walgreen's, Keystone Liquors and Binny's Beverage Depot.

In order for Big Fish to sell alcohol at its new location the Village Code must be amended to allow for an additional Class B liquor license. Although this allows for a seventh Class B liquor license to be created, the business owner must obtain the license from the Village President's office, as the Village President is the Local Liquor Control Commissioner.

FINANCIAL IMPACT:

None

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Request Letter Dated December 1, 2016

RECOMMENDED MOTION:

Move to approve an Ordinance amending Chapter 10, Article 2, Section 3 (Class B local liquor licenses) of the Municipal Code of Lincolnwood.

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2016-____

**AN ORDINANCE AMENDING SECTION 10-2-3
OF THE MUNICIPAL CODE OF LINCOLNWOOD
REGARDING CLASS B LIQUOR LICENSES**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ___ DAY OF _____, 2016.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois this
_____ day of _____, 2016

Village Clerk

ORDINANCE NO. 2016-__

**AN ORDINANCE AMENDING SECTION 10-2-3
OF THE MUNICIPAL CODE OF LINCOLNWOOD
REGARDING CLASS B LIQUOR LICENSES**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, Article 2 of Chapter 10 of the Municipal Code of Lincolnwood, as amended ("*Village Code*"), sets forth rules and regulations for the licensing of, and sale of alcoholic liquor by, alcoholic liquor retailers in the Village; and

WHEREAS, pursuant to Section 10-3-2 of the Village Code, no more than six Class B liquor licenses may be issued by the Village at any one time; and

WHEREAS, the Village President and the Board of Trustees desire to amend the Village Code to permit the issuance by the Village of not more than seven Class B liquor licenses at any one time; and

WHEREAS, the President and the Board of Trustees have determined that it will serve and be in the best interests of the Village to amend the Village Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. LIQUOR LICENSE LIMITATIONS. Section 10-2-3 of the Village Code is hereby amended further to read as follows:

"10-2-3: **LICENSE LIMITATIONS.**

There shall not be more than nine Class A licenses, ~~six~~ **seven** Class B licenses, one Class C license, one Class D license, one Class D-1 license, two Class E licenses, and one Class F license issued and outstanding in any one calendar year. Not more than one Class S-E license may be issued at any one time."

SECTION 3. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 4. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this ____ day of _____, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____, 2016.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the
____ day of _____, 2016.

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#27210438_v2

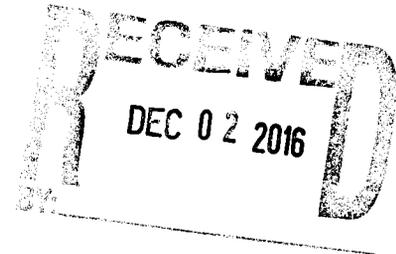
Additions are bold and double-underlined; ~~deletions are struck through.~~

Sara Azzaline
Licensing Manager

December 1, 2016

VIA E-MAIL & UPS

Carrie Dick
Village of Lincolnwood
6900 N. Lincoln Ave
Lincolnwood, IL 60712



Re: BF IL, LLC d/b/a Big Fish – 6428 N. Ridgeway Ave

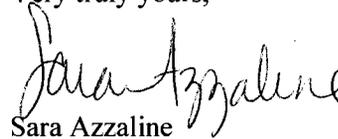
Dear Carrie:

As you are aware, this firm represents BF IL, LLC (“Licensee”) with respect to its licensure issues. Please find enclosed a fully executed Liquor License Application for a Class B license. In addition, please find enclosed the supplemental documentation. Accordingly:

- Check in the amount of \$1,500.00 for the license fee;
- Check in the amount of \$177.75 for the fingerprinting fees;
- Manager Form, Photo ID, and BASSET Certificate of Michael Weiss;
- Business License Application;
- Certificate of Insurance; and
- Lease.

Upon your review of the enclosed, should you have any questions, please contact me at sazzaline@lawwp.com. Thank you for your attention to this matter.

Very truly yours,


Sara Azzaline

SA/sf

Cc: Steve McNellis, Village of Lincolnwood
Enclosures