



City Council Work Session

Crest Hill, IL

June 27, 2022

7:00 PM

Council Chambers

1610 Plainfield Road, Crest Hill, IL 60403

Agenda

- [1.](#) Liquor License-Chicago Style Grill, Inc. DBA Mariscos El Puerto 3-20645 Renwick Road
- [2.](#) Administrative Hearing Officer
- [3.](#) Discuss Council Room Dais Redesign
- [4.](#) City Center Building
- [5.](#) Approve execution of a seven-year financing agreement with Tax Exempt Leasing Corp for the purchase a Vactor combination sewer jetting truck to perform sewer rodding and vacuum excavation.
- [6.](#) Parking restriction on Carlton Street
- [7.](#) Fiscal Year 2022~2023 Revenue Fee Increases
- [8.](#) Building & Sign Permit Fee Ordinance Updates
9. Public Comments
10. Mayor's Updates
11. Committee/Liaison Updates
12. City Administrator Updates



City Council Agenda Memo

Crest Hill, IL

Meeting Date:	June 27, 2022
Submitter:	Raymond R. Soliman
Department:	Mayor's Office
Agenda Item:	Liquor License-Chicago Style Grill, Inc. DBA Mariscos El Puerto 3-20645 Renwick Road

Summary: This is to inform you that Ms. Karla Cardenas, Liquor Applicant for Mariscos El Puerto restaurant, 20645 Renwick Road will be at the June 27, 2022 work session to meet the city council and answer any questions that you may have. Everything is in order with her application and will be approved when all of the paperwork requirements and payment are made. Feel free to contact me if you have any questions or concerns.

Recommended Council Action: Consider approval of a liquor license for Mariscos El Puerto restaurant.

Financial Impact: No financial impact.

Funding Source:

Budgeted Amount:

Cost:

Attachments:



Agenda Memo

Crest Hill, IL

Meeting Date: June 27, 2022
Submitter: Raymond R. Soliman
Department: Mayor's Office
Agenda Item: Administrative Hearing Officer

Summary:

Attached for your review is the resume of Mr. Charles DeVriendt my candidate to replace our current Administrative Hearing Officer, Gabe Orenic. Mr. DeVriendt has been the Administrative Hearing Officer in New Lenox for the past two years.

Also, attached is a copy of the proposed agreement with Mr. DeVriendt. He will be attending our June 27, 2022 work session to answer any questions you may have. It would be my recommendation to appoint Mr. DeVriendt at our July 6, 2022 city council meeting. I ask for your concurrence in this appointment. Please contact me if you have any questions or concerns.

Recommended Council Action:

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments:

Resume
Agreement

INDEPENDENT HEARING OFFICER AGREEMENT

This Independent Hearing Officer Agreement (the “Agreement”) is made and entered into between Charles J. DeVriendt of 24 West Cass Street, 5th floor, City of Joliet, County of Will, State of Illinois, hereinafter referred to as "Hearing Officer," and the City of Crest Hill of 1610 Plainfield Road, County of Will, State of Illinois, hereinafter referred to as “City” and each singly sometimes referred to as “Party” and collectively as “Parties.”

WITNESSETH:

WHEREAS, the City desires to employ the services of an Illinois licensed attorney in order to perform the services of a Hearing Officer on behalf of the City at administrative hearings conducted by the City pursuant to Ordinance No. 1610 and 65 ILCS 5/2-2.2.1 which provides for a system of administrative adjudication of municipal ordinance violations, and Ordinance No. 1509 and 65 ILCS 5/11-31.1-1 et seq. which authorizes and enables the City to establish an administrative hearing procedure for the enforcement of property and zoning code violations; and

WHEREAS, the ordinances and statutory provisions referred to above provide for the position of a Hearing Officer of the City under Article II of Ordinance No. 1509 and Article II of Ordinance No. 1610, respectively; and

WHEREAS, the City desires to engage a licensed attorney to conduct the hearings, as a Hearing Officer for the City, in regard to the adjudicatory processes required under the Ordinances and State statutes referred to above; and

WHEREAS, the City has determined that it is in the best interest of the City to contract for the professional legal services of a Hearing Officer to be performed on behalf of the City; and

WHEREAS, the Hearing Officer agrees to perform the tasks associated with the position of Hearing Officer as set forth in Exhibit “A” to this Agreement to the full satisfaction of the City; and

WHEREAS, the City and the Hearing Officer desire to enter into an Agreement for professional services memorializing the contractual terms, conditions and professional services to be provided.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties hereto covenant and agree as follows:

SECTION 1. The preamble of this Agreement is declared to be true and correct and is

incorporated by reference herein.

SECTION 2. Hearing Officer hereby represents and warrants that Hearing Officer is a duly licensed attorney at law, licensed to practice in the State of Illinois, in good standing, has the requisite experience as a Hearing Officer, as required by statute, and has the authority to perform all of the services on behalf of the City as set forth in Exhibit "A."

SECTION 3. Hearing Officer shall, at all times, act in a professional manner and shall conduct fair and impartial hearings in accordance with the law.

SECTION 4. The Hearing Officer shall be available to conduct hearings for the City on a mutually agreed upon dates or days and times beginning on the 20th day of July, 2022, typically the third (3rd) Wednesday of the month.

SECTION 5. The City shall provide a prosecutor to represent the City on those matters that require a prosecutor and the prosecutor shall be in attendance at such hearing to prosecute each case that is on the call.

SECTION 6. The City agrees to provide a clerk to prepare the call for hearing and conduct the duties required thereto and such other duties assigned by the Hearing Officer.

SECTION 7. The City agrees to provide security at all hearings for the Hearing Officer, prosecutor and clerk during the hearings.

SECTION 8. The City agrees to name the Hearing Officer as an independent Hearing Officer of the City so that such Hearing Officer shall be covered under the City's comprehensive public liability insurance.

SECTION 9. Hearing Officer agrees to provide to the City evidence that such Hearing Officer is duly licensed to practice law in Illinois.

SECTION 10. The City agrees that in consideration of performing the foregoing services it shall compensate the Hearing Officer in the amount of three hundred dollars (\$300.00) per day in which he provides services to the City as a Hearing Officer. Hearing Officer shall submit an invoice to the City for services rendered as the Hearing Officer within seven (7) days after the date of hearing. The invoices of the Hearing Officer shall set forth the date of attendance at the hearing and the fee for the hearing. The City shall authorize payment of such invoices on or before the second regular City Council Meeting following the date of the receipt of the request for payment and shall make payment in accordance with the Local Government Prompt Payment Act.

SECTION 11. Hearing Officer shall bear all travel and other business expenses which are

incurred in the performance of Hearing Officer's duties herein and the City shall not be obligated to reimburse Hearing Officer for expenses actually incurred in the performance of his duties.

SECTION 12. In the event no matters are scheduled on a regular hearing date, the City shall notify the Hearing Officer at least two (2) business days in advance. In the event the Hearing Officer cannot attend a regular hearing date, it shall notify the City with sufficient time to prevent the City from scheduling any matters on said date.

SECTION 13. Either party may terminate this Agreement at any time upon sixty (60) days advanced written notice to the other.

SECTION 14. Miscellaneous Provisions.

A. Attorney's Fees. Should either party hereto or any heir, personal representative, successor or assign of either party hereto resort to legal proceedings in connection with this Agreement or Hearing Officer's relationship with the City, the party or parties prevailing in such legal proceedings shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorney's fees and costs in such legal proceedings from the non-prevailing party or parties.

B. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to conflict of law principles. Any suit commenced shall be brought in the Twelfth Judicial Circuit, Will County, Illinois.

C. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties hereto and supersedes any prior or contemporaneous written or oral agreements, representations and warranties between them respecting the subject matter hereof.

D. Amendment. This Agreement may be amended only by a writing signed by Hearing Officer and by a duly authorized representative of the City.

E. Severability. If any term, provision, covenant or condition of this Agreement, or the application thereof to any person, place or circumstance, shall be held to be invalid, unenforceable or void, the remainder of this Agreement and such term, provision, covenant or condition as applied to other persons, places and circumstances shall remain in full force and effect.

F. Construction. The headings and captions of this Agreement are provided for effect, convenience only and are intended to have no effect in construing or interpreting this Agreement. The language in all parts of this Agreement shall be in all cases construed according to its fair meaning and not strictly for or against either party.

G. Rights Cumulative. Each and all of the various rights, powers and remedies of the City as set forth in this Agreement shall be considered as cumulative, with and in addition to any other rights, powers or remedies of such parties, and no one of them is exclusive of the others or is exclusive of any other rights, powers and remedies allowed by Law or in equity. The exercise, partial exercise or non-exercise of any rights, powers or remedies shall constitute neither the election thereof, nor the waiver of any other rights, powers or remedies. All rights, powers and remedies of the parties hereto shall survive the termination of this Agreement.

H. Non-waiver. No failure or neglect of either party hereto in any instance to exercise any right, power or privilege hereunder or under law shall constitute a waiver of any other right power or privilege or of the same right, power or privilege in any other instance. All waivers by either party hereto must be contained in a written instrument signed by the party to be charged and, in the case of the City, by the Mayor of the City or other person duly authorized by the City Council.

I. Notices. All notices, request, and other communications under this Agreement shall be in writing and shall be personally delivered or sent by certified mail, postage prepaid, return receipt requested, by facsimile, or by licensed overnight courier to the appropriate party at this or its address first set forth above. Notice shall be deemed given at the time delivered, if personally delivered, at the time indicated on the duly completed postal service return receipt, if delivered by certified mail, at the time the facsimile is transmitted, if delivered by facsimile, or on the next business day after such notice is sent, if delivered by overnight courier. Any notice shall be deemed duly given if deposited in the mail, postage prepaid and sent by certified mail, addressed to the party at the address set forth above or at such other address as such party shall have specified by notice given in the same manner.

J. Non-Assignability. This Agreement is personal as to the Hearing Officer and may not be assigned or transferred by him in any manner whatsoever.

K. Disputes. Any controversy, claim or dispute arising out of or relating to this Agreement or the relationship, either during the existence of the relationship or afterwards, between the parties hereto, their assignees, their affiliates, their attorneys, or agents, shall be litigated solely in the Circuit Court, Twelfth Judicial Circuit, Will County, Illinois. Each party (1) submits to the jurisdiction of such court, (2) waives the defense of an inconvenient forum, (3) agrees that valid consent to service may be made by mailing or delivery of such service to the

Illinois Secretary of State (the "Agent") or to the party at the party's last known address, if personal service delivery cannot be easily effected, and (4) authorizes and directs the Agent to accept such service in the event that personal service delivery cannot easily be effected.

IN WITNESS WHEREOF, the City and Hearing Officer have executed this Independent Hearing Officer Agreement on the day and year first above written.

CITY:

City of Crest Hill, an Illinois municipal corporation

By: _____

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

HEARING OFFICER:

Charles J. DeVriendt

EXHIBIT "A"

1. Preside at administrative hearings called to determine whether or not a code violation exists;
2. Hear testimony and accept evidence from all interested parties relevant to the existence of a code violation;
3. Preserve and authenticate the transcript and record of the hearing in the form of a tape recording or video recordings and all exhibits and evidence introduced at the hearing, and such evidence and exhibits shall be stored in a place of safekeeping at the City Hall or at such other location as is mutually agreeable to the City and Hearing Officer.
4. Issue and sign a written finding, decision, and order stating whether a code violation exists; and
5. Perform such other and further duties of a Hearing Office as may be required by State statute.



Agenda Memo

Crest Hill, IL

Meeting Date: June 27, 2022

Submitter: Jim Marino, City Administrator

Department: Administration

Agenda Item: Discuss Council Room Dais Redesign

Summary: At the June 13 work session, James Prybys from Stromsland, DeYoung and Prybys Architecture Group presented ideas and options for redesigning the dais in the new city hall. Based on feedback at the meeting, a new outline of the dais was taped out on the floor for councilmembers to see when they visited the room.

Another alternative was prepared for you to consider that turns the dais 45 degrees so that the center of the dais faces the public entrance to the room. Drawings of the two layouts are attached for your review and discussion at the June 27 work session.

As shown in the attached drawing, moving the dais 45 degrees from its current location provides space for a restroom for councilmembers and staff behind the dais, as well as storage areas within the room.

The estimated cost for constructing the dais options are as follows:

- Scheme A – R2 – E1 = \$235,000
- Scheme A – R2 – E2 = \$261,000
- Scheme D – R0 – E1 = \$323,000
- Scheme E – R0 – E1 = \$144,000
- Existing Fixes = \$94,000

Note that Scheme E is the existing dais layout with the addition of wing walls and redesigning the feature wall. The Existing Fixes amount is to restore the dais to original design but with fixing the stone wall and the dais surfaces.

James Prybys will attend the work session to discuss the layout options and answer your questions.

Recommended Council Action: Direct staff on how to proceed with the redesign of the dais.

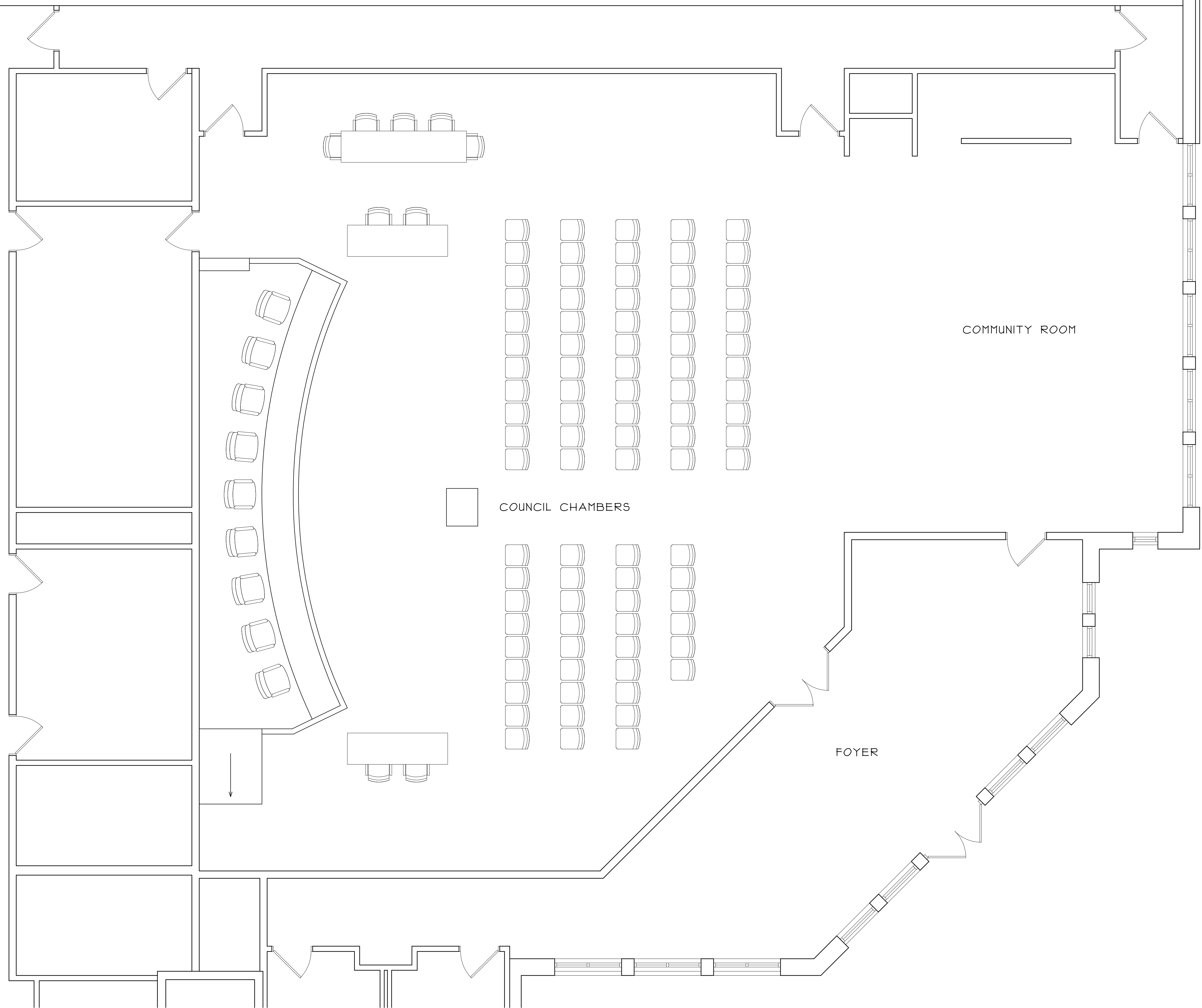
Financial Impact:

Funding Source: Capital Projects

Budgeted Amount: Unbudgeted

Cost: \$94,000 - \$323,000

Attachments: Dais layout drawings and renderings



PARTIAL FIRST FLOOR PLAN - EXISTING

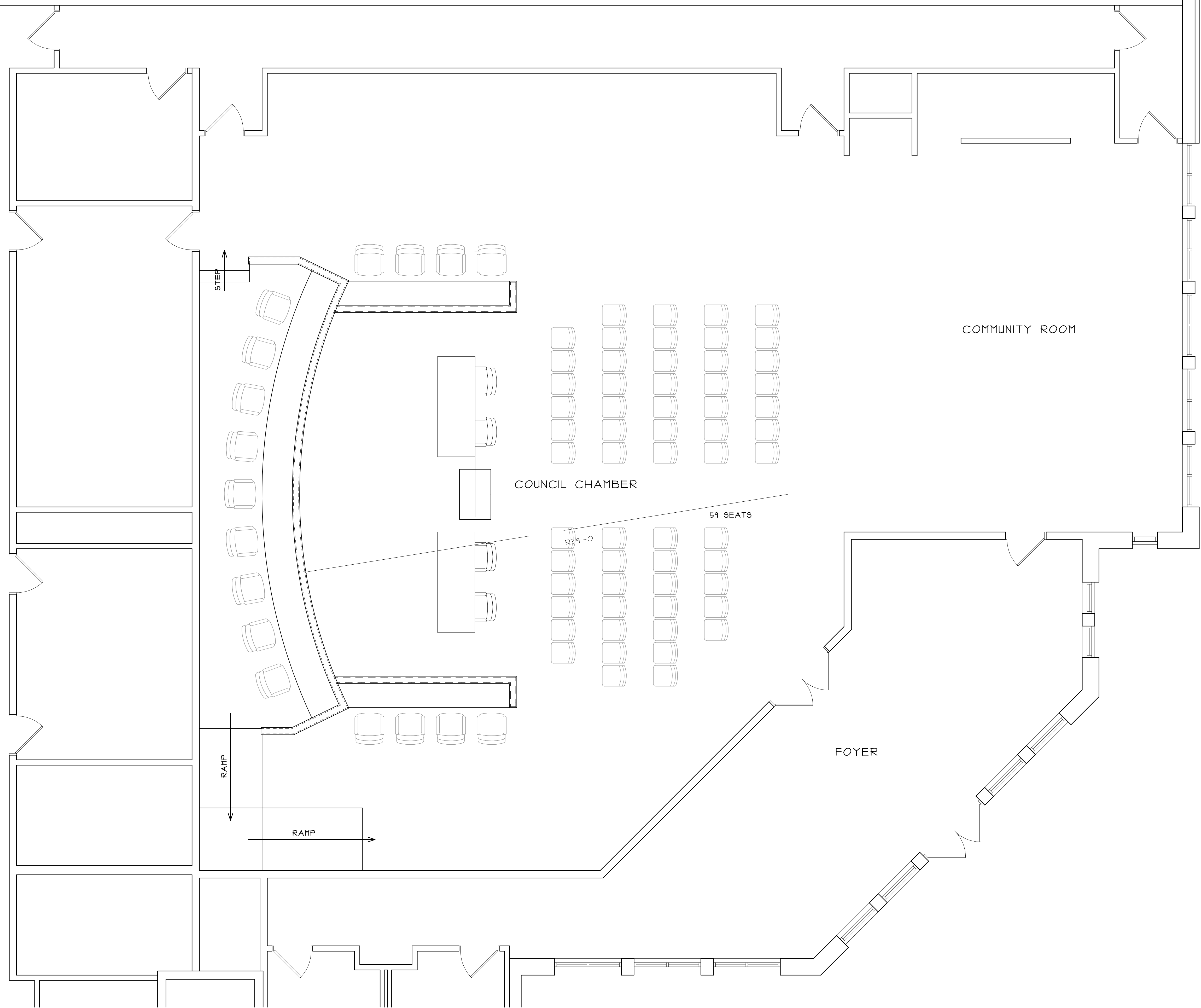


06/13/2022

stromsland + de young + prybys

ARCHITECTURE GROUP

20620 Burl Court
Joliet, Illinois 60433
815-727-1311
www.sdpagroup.com
L.N. : 184-000437



PARTIAL FIRST FLOOR PLAN - EXISTING - E

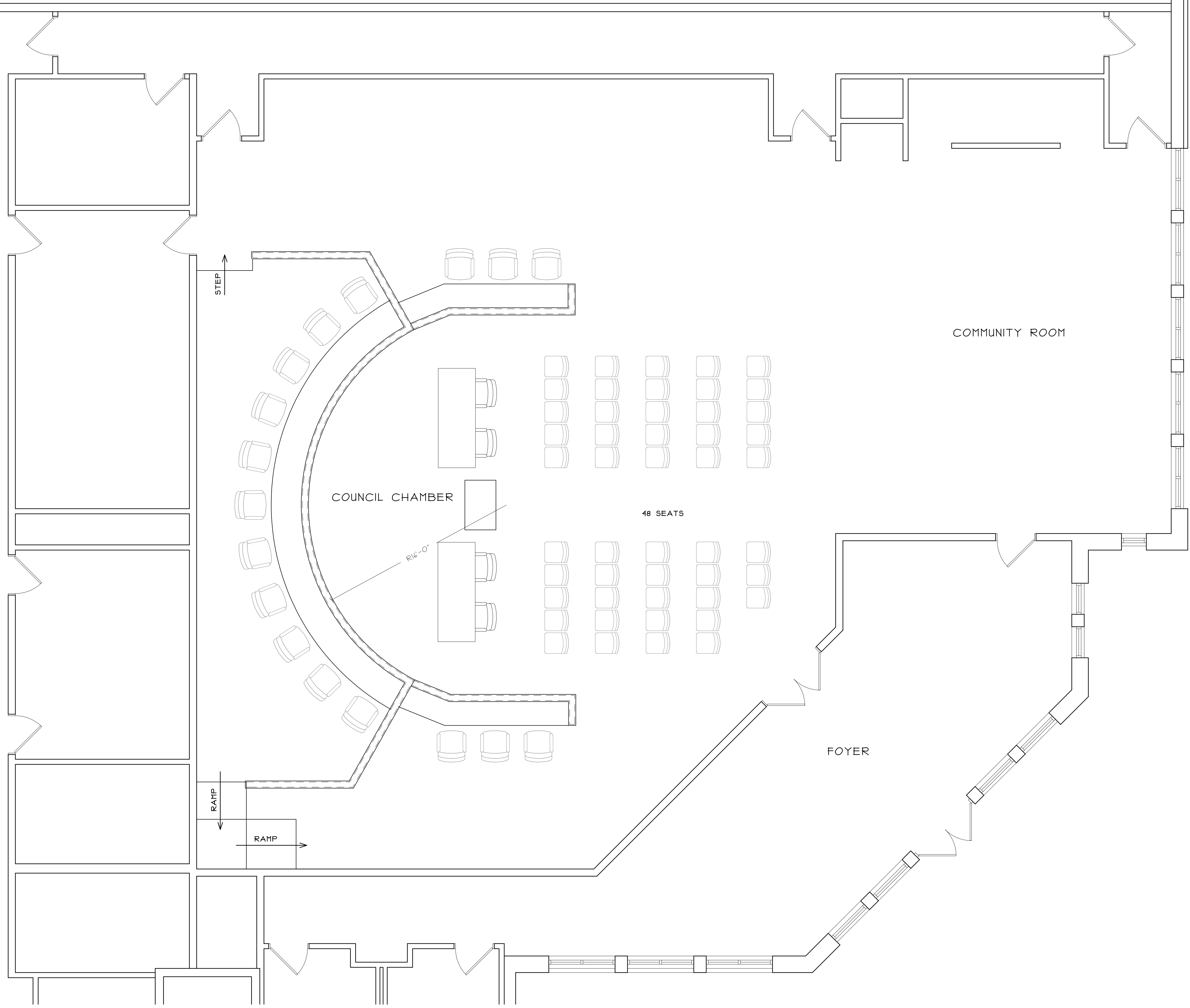


06/21/2022

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Joliet, Illinois 60432
815-727-1311
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PARTIAL FIRST FLOOR PLAN - SCHEME A-2

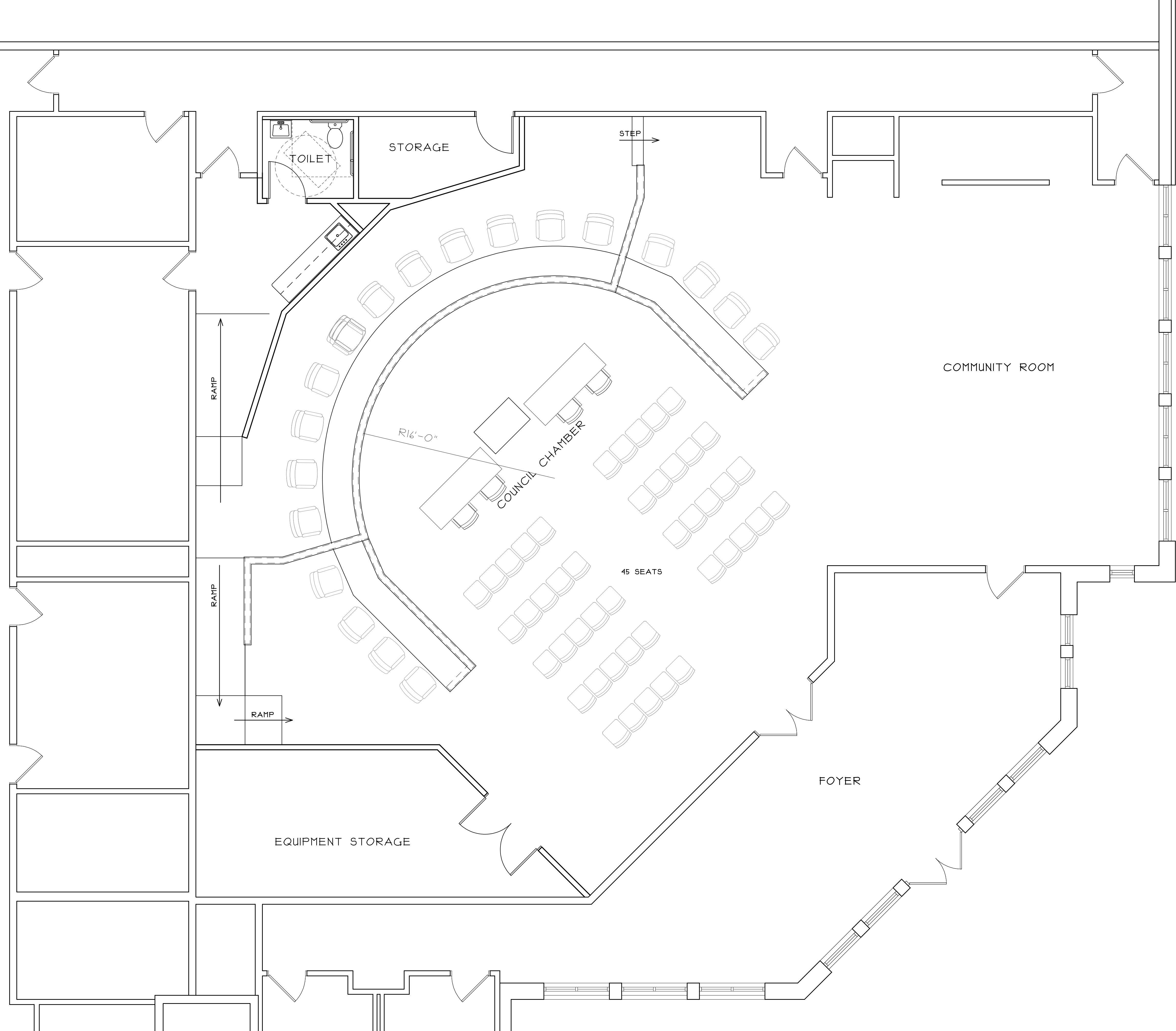


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20620 Burl Court
Joliet, Illinois 60433
815-727-1311
www.sdpgroup.com
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PARTIAL FIRST FLOOR PLAN - SCHEME D



06/21/2022

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20620 Burl Court
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815-727-1311
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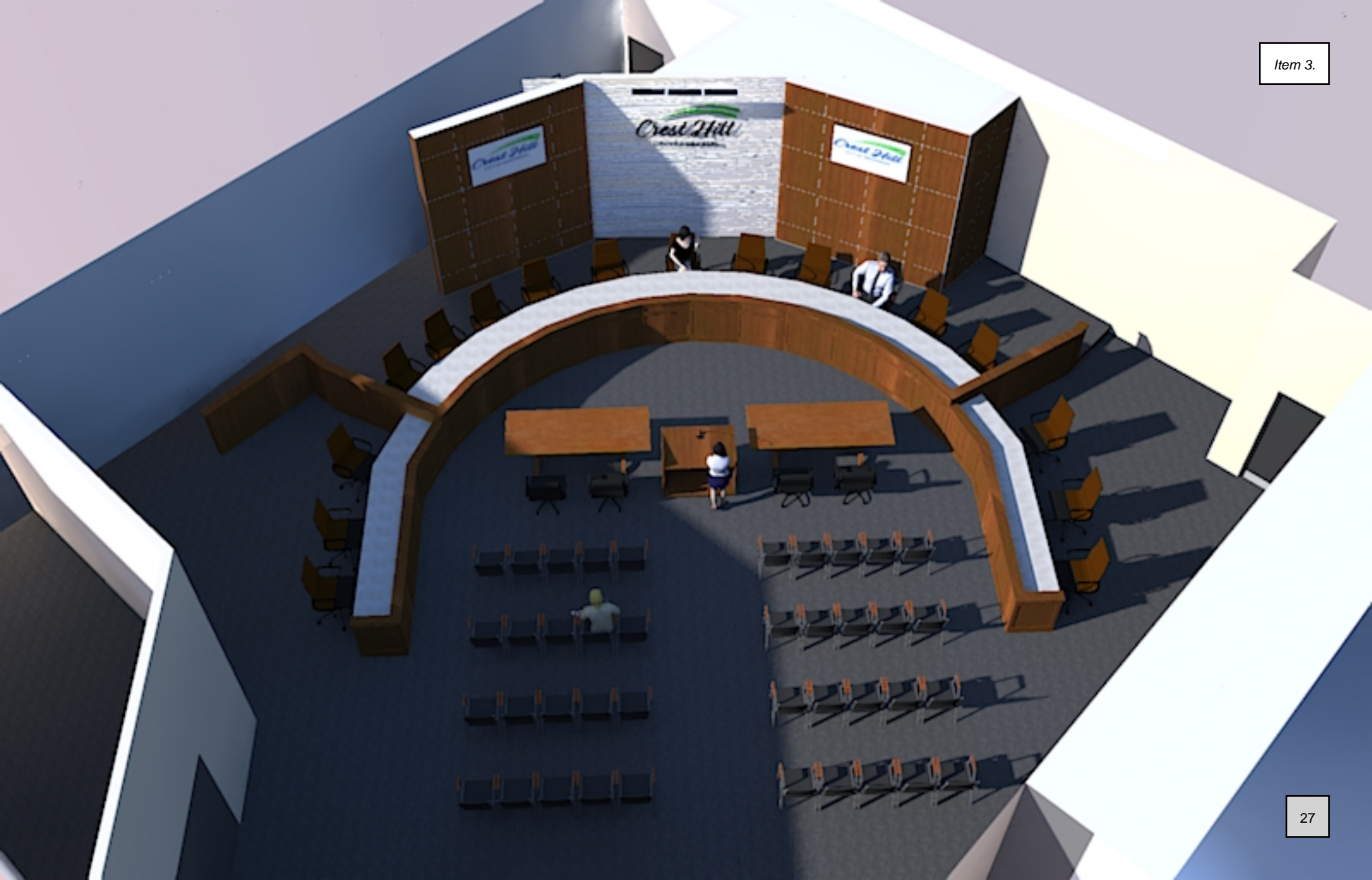














Agenda Memo

Crest Hill, IL

Meeting Date: June 27, 2022
Submitter: Jim Marino, City Administrator
Department: Administration
Agenda Item: City Center Building

Summary: The city engaged Harbour Contractors to conduct building related consulting services for the construction of the city center building that included managing the construction of the building to its completion. Their work involves two components – overseeing completion of work already under contract and identifying and overseeing additional work that is necessary to complete the construction.

I instructed Harbour to compile a list of additional work and the associated cost. To compile this list Harbour reviewed building drawings, inspected all areas of the building, met with contractors and the building architect. Regular meetings were conducted between Harbour and department heads and their staff to get input from staff on their needs for the building.

Harbour prepared the attached list of 65 items. These items are segregated between the city hall and police department areas of the building. The priority of each item is shown as high, medium, or low. Some items are shown as done by others or included in an existing contract. Also attached are photos for most items identified with the corresponding item number shown in the list. Photos of some items are not available.

Harbour estimates the cost to perform this work at \$880,000. This the amount if all the work in the list were executed. Since some items can be removed, the actual cost will be less. For Harbour to proceed, the City Council will need to approve a change order at the July 5 meeting for the desired work.

Some items on this list pertain to furniture needs. Our furniture vendor is finalizing a list and pricing for these items that will presented for approval at a separate meeting. We will also work with the vendor to prepare a design and quote for office and public area signage.

Recommended Council Action: Identify the desired work to be performed and direct staff to present a change order for this work at the July 5 meeting.

Financial Impact:

Funding Source: Capital Projects

Budgeted Amount: Unbudgeted

Cost: Up to \$880,000

Attachments: List of building improvements, photos



SUPPLEMENTARY ITEMS BUDGET

Project: Crest Hill City Center
 Project No: 01-2115
 Date: 6/24/2022
 Revision: 0

The following are Supplementary Items requested by Crest Hill for the New City Center Project. They have been separated into items for City Hall and the Police Department based on their Location / Room Number. All Items are separate costs and Crest Hill may choose any number of the items to determine a Final Scope of Work and Total Cost. Each item has also included Contingency Cost that if unused will be credited in full back to Crest Hill.

ITEM	PRIORITY	LOCATION / TRADE	DESCRIPTION	TOTAL COST
CITY HALL FACILITY				
C-01	LOW	RM-129: Lunch Room	Relocated Door 129 North or On North Wall (Pending Engineering Confirmation)	\$ 25,150.00
C-02	HIGH	RM-141 & 142: Restrooms	Add Locks to Doors 141 and 142 for Added Security	\$ 4,900.00
C-03	HIGH	RM-140: Conference Room	Doors Labeled 140A & B Exchange Glass for Security Rated Glass and Add Security Measures	\$ 1,980.00
C-04	LOW	RM-147: Lockport Park Dist.	Add Shade to Window 147B	\$ 600.00
C-05	HIGH	RM-135: Work / Mail Room	Provide Cabinets w/ Countertops and Rework Electric per Layout / Needs	\$ 15,750.00
C-06	HIGH	RM-131 & 132: Clerk / Utility	Rework Casework, Add Transaction Window (ADA), Add Panic Buttons and Revise Electric (Pending Engineering Confirmation)	\$ 171,600.00
C-07	BY OTHERS	Various (Offices)	Update Stationary Guest Chairs to have Casters	By Others
C-08	LOW	City Hall Facility	Relocate Existing T-Stats and / or Add Additional Sensors	\$ 8,992.00
C-09	HIGH	RM-001: Basement	HVAC Baseboard Heaters To Keep This Area At 55 Degrees	\$ 23,890.00
C-10	LOW	RM-141, 142, 202 & 203: Restrooms	Add Electric Hand Dryers in Public Restrooms	\$ 12,535.00
C-11	LOW	Exterior	Add Up-Lighting for Building Signage (Allowance)	\$ 7,800.00
C-12	MED	Exterior	Add Concrete Pads for Benches and Trash Bins (Benches & Bins by Others)	\$ 25,550.00
C-13	HIGH	Exterior	Add Drop Off Lane for Mail and More, includes Concrete Pads and Island	\$ 13,000.00
C-14	N/A	RM-207: Hall	Add Security Door	Not Applicable
C-15	MED	RM-100, 102, 131, 132 & 137 Foyer, Building Dept., Clerk, Utility & Hall	Add Ceiling Fans including Electrical	\$ 19,875.00
C-16	DAIS	RM-205: Council Chambers	Lower Dais Wall for Better Vision and Add Additional Electric	In Dais Estimates
C-17	LOW	Various (Offices)	Add Door Glass to Each Entry Door (Per Door Pricing)	\$ 1,045.00
C-18	BY OTHERS	Various (Conference Rooms)	Add Casework w/ Countertops including Area for Refrigerator (Per Room Pricing)	By Others
C-19	MED	RM-118: Mayor's Office	Power to Floating Desk	\$ 3,480.00
C-20	HIGH	RM-209: Community Room	Add Lock to Folding Partition Door	\$ 1,200.00
C-20.A	MED	Exterior	Add Concrete Curb to Backside of Future West Drive to Park	\$ 8,250.00
C-21	HIGH	RM-001: Basement	Add Film / Tint to Windows for Thermal and Security (Allowance)	\$ 4,800.00
C-22	MED	RM-134: Vault	Add HVAC via Supply / Return or Venting to Room	\$ 2,819.00
C-23	MED	RM-133: Clerk Office	Add Window on South Wall	\$ 5,500.00
C-24	BY OTHERS	RM-132: Utility Billing	Increase Partition Wall Height for Privacy to Finance Desks	By Others
C-25	HIGH	RM-100: Foyer (Lobby)	Reconfigure / Replace Lighting	\$ 5,280.00
C-26	HIGH	RM-100: Foyer (Lobby)	Add Switch and / or Programmability to Lighting, Remove Occupancy Sensor	\$ 3,250.00
C-27	HIGH	RM-137: Hall	Add Coat Closet / Room	\$ 12,542.00
C-28	HIGH	Exterior	Gas Lines Feeding Generators to be Encased in Concrete	\$ 8,250.00
C-29	HIGH	Exterior	Relocate Dumpster Coral to East Side of Building	\$ 64,470.00
C-30	N/A	Exterior	Extend Security Fencing and Add Gate on Southwest Side of Building for Employee Parking	Not Applicable
C-31	HIGH	Exterior	Added Ice Dams on Roof to Protect Other Portions of Work and Equipment (Allowance)	\$ 1,980.00

ITEM	PRIORITY	LOCATION / TRADE	DESCRIPTION	TOTAL COST
C-32	HIGH	Exterior	Courtyard & Generator Fencing and Gates	\$ 44,000.00
C-33	HIGH	Various	Sound Damping in Conference & Other Rooms	\$ 16,000.00
POLICE DEP. POLICE DEPARTMENT				
P-01	HIGH	RM-367: Detention	Security Camera Add in the Area (Per Camera)	\$ 3,000.00
P-02	N/A	RM-313 & 314: Interview Room	Security Button / Switch in lieu of Key	Not Applicable
P-03	HIGH	RM-313 & 314: Interview Room	Sound Damping / Proofing of Rooms	\$ 4,725.00
P-04	HIGH	RM-370: Storage Room	Add Sink Basin to Room	\$ 8,687.00
P-05	HIGH	RM-366: Detention Room	Add Eye Wash Station to Room	\$ 9,701.00
P-06	IN BASE	RM-375: Sally Port	Add Eye Wash and Emergency Shower Combo Station to Room	In Base Contract
P-07	PW	RM-318: Conference Room	Add White Board on the East Wall	By Public Works
P-08	MED	RM-035: Workout Room	Add Sports Flooring in Room (Allowance)	\$ 10,408.00
P-09	HIGH	RM-367: Detention	Replace Laminated SS Countertop for Stainless Steel Countertop	\$ 44,900.00
P-10	BY OTHERS	RM-324: Security / Video Room	New Desk Configuration based on Actual Needs	By Others
P-11	HIGH	RM-302: Supervisor Office	Add Shade to Window Labeled 302B	\$ 550.00
P-12	HIGH	RM-375: Sally Port	Add Drying Cabinet with Security Partition / Fence	\$ 21,440.00
P-13	HIGH	RM-319 & 339: Equipment & Entry	Add Water Fountain	\$ 12,538.00
P-14	HIGH	RM-319: Equipment Issue	Add Industrial Grade Cabinets with Countertops	\$ 42,222.00
P-15	HIGH	Various	Added Card Access to (14) Doors (Includes City Hall Areas as well)(Allowance Per Door)	\$ 3,150.00
P-16	LOW	RM-344 & 348: Locker Rooms	Add Trims / Closures to Top of Lockers	\$ 3,500.00
P-17	N/A	RM-311 & 317: Vestibule & Investigation Sgt. Office	Replace Doors w/ Full Glass Doors	Not Applicable
P-18	HIGH	RM-301 & 302: Records & Sup. Office	Add Door Access Control (i.e. Buzzer) to Open Door Labeled 306	\$ 2,415.00
P-19	HIGH	RM-307 & 308: Toilets	Add Lock's to doors Labeled 307 & 308	\$ 4,840.00
P-20	HIGH	RM-303: File / Work Room	Add Power & Data for Copier Machine in Northeast Corner	\$ 2,750.00
P-21	HIGH	RM-303: File / Work Room	Add Mail Slot(s)	\$ 1,325.00
P-22	IN BASE	RM-377: Evidence Processing	Add Eye Wash and Emergency Shower Combo Station to Room	In Base Contract
P-23	HIGH	RM-378: Bag & Tag	Add Stainless Steel Cabinets and Countertops in this Room	\$ 9,350.00
P-24	MED	Various	Water Lines at Refrigerators	\$ 1,994.00
P-25	HIGH	RM-325: IT	Patch Cable for Security to Identify Door Access and More	\$ 1,750.00
P-26	HIGH	RM-367: Detention	Lock Boxes for Facility & Detention Keys (Located in Multiple Locations)	\$ 34,475.00
P-27	HIGH	RM-031 & 035: Basement & Workout	HVAC for Entire Area	\$ 130,560.00
P-28	BY OTHERS	RM-316: Investigations	Add Cabinets with Countertop to East Wall (Allowance)	By Others
P-29	HIGH	Exterior	Security / Access Control at East & South Gates (Knox Box Entry)	\$ 3,850.00
P-30	HIGH	RM: 317 Invest SGT Office	Add Window For Line Of Site	\$ 5,500.00
P-31	HIGH	RM-367: Detention	Lockable Drain Covers (Allowance)	\$ 1,500.00

C-02



C-03



C-04



C-05



C-06



C-09



C-11



C-12



C-13



C-13



C-15



C-18



C-20



C-20.A





C-21

C-22



C-23



C-24



C-25



C-27



C-28



C-29



C-30



C-31



C-32



P-02



P-03



P-04



P-08



P-09



P-09



P-10



P-11



P-14



P-16

P-18



P-20



P-23



P-27



P-28



P-29





City Council Agenda Memo

Crest Hill, IL

Meeting Date: 6/21/22

Submitter: Mark Siefert

Department: Public Works

Agenda Item: Approve execution of a seven-year financing agreement with Tax Exempt Leasing Corp for the purchase a Vactor combination sewer jetting truck to perform sewer rodding and vacuum excavation.

Summary:

As directed by City Council, staff pursued options from multiple banks in terms of loan agreements with the option of placing down payment for the Vactor truck. Three banks (BMO Harris, Numark, Busey) either were unwilling to give us a price or were unable to match the interest rate that Tax Exempt Leasing Corp was able to provide. The two options from Tax Exempt Leasing Corporation are:

	Option 1	Option 2
Years	7	7
Interest Rate	3.79%	3.79%
Down Payment	0	75,000
Yearly Payment	\$80,578.62	68,179.62

Recommended Council Action:

Staff is recommending Option 2 with the \$75,000 down payment coming out of the water sewer fund. Because the interest rate quote expires on July 5, staff is requesting that Mayor Soliman be authorized to execute this agreement before the July 5 Council meeting at which it will be formally approved.

Financial Impact:

Funding Source: Water Sewer

Budgeted Amount: Unbudgeted

Cost: \$75,000 in year one and then \$68,179.62 for the next 7 years.

Attachments:

Finance Letter



847-247-0771



847-247-0772



www.taxexemptleasing.com

June 15, 2022

City of Crest Hill
1610 Plainfield Road
Crest Hill, IL 60403

Re: Financing of a 2024 Vactor Sewer Cleaner

Ladies and Gentlemen:

We are pleased to provide the City of Crest Hill, IL with the following lease-purchase financing proposal. Tax-exempt leasing is a financing tool that allows municipal entities to purchase needed equipment immediately and pay for it over time. It's also a terrific way to avoid inflation by protecting you from future price increases!

Under a lease-purchase financing arrangement, each payment you make is applied to principal and interest and, at the end of the term, YOU own the equipment outright. We simply record a security interest in the equipment until the loan has been repaid in full.

The illustration below shows annual payments for a 7-year term.

Equipment Cost:	\$487,410.00
Finance Amount:	\$487,410.00
Term:	<u>7-years</u>
Interest Rate:	3.79%
Annual Arrears Rate Factor:	.16532
Annual Arrears Payment Financing \$487,410*:	\$80,578.62
“ “ “ “ \$412,410*:	\$68,179.62

Rates, factors and payments assume that the Customer is a municipal, tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.

This quote is valid if the transaction is credit approved, documented and funded NO LATER THAN JULY 5, 2022 after which time the rate will be adjusted using then-current rates. THERE ARE NO UPFRONT POINTS, FEES OR CLOSING COSTS.

*-For payments due annually in arrears, the first annual payment is due one year from the date of the lease contract with subsequent payments due annually thereafter.

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Kind Regards,

Joanne Deigan
Senior Account Executive



City Council Agenda Memo

Crest Hill, IL

Meeting Date: 06-27-2022
Submitter: Police Chief Edward Clark
Department: Police Department
Agenda Item: Parking restriction on Carlton Street

Summary:

I received a complaint from Cambridge Crest HOA President Pat Rowe, through Alderman Nate Albert, regarding a traffic safety issue on Carlton Street. The complaint involves cars parking on the east side of Carlton Street, near 21465 Carlton (across from 21500 Carlton). I went and met Mrs. Rowe at the location. I have attached photographs I have taken and google images to help illustrate the issue.

With the narrow street and vehicles parking on the curbside, vehicles traveling northeast on Carlton must enter the opposite side of the street to pass. I was told by HOA President Pat Rowe that there have been many "near misses" at the curve. A check of crash reporting data produced three reports of crashes on Carlton Street in the last two years. None of the reports involved the curve location.

After reviewing the area, I believe placing no parking signs just before and after the curve will help alleviate this issue.

Recommended Council Action: Placement of no parking signs at the curve near 21465 Carlton Street.

Financial Impact: \$50.00 plus labor

Funding Source: Streets Department

Budgeted Amount: None

Cost: \$50.00 plus labor

Attachments: Google image of location. Photographs of location.

Google Maps 21466 Carlton St



Image capture: Sep 2019 © 2022 Google



21500 Carlton St

All

Street View & 360°



Google Maps 21465 Carlton St



Image capture: Sep 2019 © 2022 Google



21500 Carlton St

All

Street View & 360°





SLOW
CHILDREN
AT PLAY

21468

21466





City Council Agenda Memo

Crest Hill, IL

Meeting Date: June 27, 2022

Submitter: Lisa Banovetz, Director of Finance
Jim Marino, City Administrator

Department: Treasurer's Office

Agenda Item: Fiscal Year 2022~2023 Revenue Fee Increases

Summary: During the Fiscal Year 2022~2023 budget work sessions, revenue fee increases were discussed along with the implementation of new sources of revenue through the imposition of new taxes.

The new/amended revenue sources are explained below. Please note that any fees that are currently imposed by the Community and Economic Development Department will be discussed separately by Director Tony Budzikowski.

- Two (2) percent (%) Places for Eating Tax (PFET)
 - This would be a new tax. Attached is a Frequently Asked Questions document related to the PFET. Please see the link to this document below. Information on other municipalities that have this tax is also attached. The budget included \$500,000 for revenue from PFET for Fiscal Year 2022~2023.

It is worth mentioning that the places for eating tax can serve as an economic development tool. We would have the ability to rebate a portion of this tax to attract desirable restaurants. We could also rebate it to existing restaurants that are interested in expanding or renovating their business. This type of incentive would be a smaller version of the sales tax rebate given to Menards and Food 4 Less.

While the PFET is imposed upon the business, the tax does not need to be borne by the business. This tax would be paid by the customer and passed through to the City by the business, no differently than state and the RTA sales taxes.

- Tobacco License Fee
 - The City's recommendation is to increase this annual fee from \$250 per license to \$750 per license. Currently, the City has twenty (20) registered tobacco licenses. This fee increase would result in an annual revenue increase of \$10,000.

- Video Gaming Machine License Fee
 - The City's recommendation is to implement a \$250 annual fee per video gaming machine, as allowed by Illinois state statute. This would be a new source of revenue. Currently, the city does not charge establishments who have video gaming machines on their business premises a per video gaming machine fee. As of January 2022, there are one hundred and seven (107) video gaming machines that are operational within twenty (20) establishments in the City. This new fee would result in \$26,750, annually.
- Alarm Registration Fee
 - Currently alarm registration fees are \$50 for a new alarm registration and then an annual alarm renewal fee of \$20. The City's recommendation is to increase the new alarm registration fee to \$100 for a new alarm registration and then an annual alarm renewal fee of \$100. There are currently three hundred and thirty-four (334) alarm registrations. The increase for the current registrations would be an annual increase of \$26,720.
- False Alarm Fee
 - Currently, the city charges \$0 for the first false alarm, \$10 for the second false alarm and \$25 for subsequent false alarms. False alarm fees reset quarterly for every alarm that is registered. The city is recommending that the following fee structure is approved for false alarm occurrences: \$0 for the first false alarm, \$50 for the second false alarm and \$100 for subsequent false alarms. The fee would reset annually on January 1. The new structure would allow alarm registrants one false alarm occurrence each year.
- Solicitor Permit Fees
 - Currently the solicitor permit fee is \$10 per permit. The permit is issued for every individual who will be soliciting. There is not a fee for the organization the solicitor is working for. The City's recommendation is to increase the solicitor permit fee from \$10 per permit to \$50. The average solicitor permits issued is forty (40) a year which would result in an increase of \$1,600 annually.

These fee increases are necessary to diversify our revenue sources and to provide the necessary funds for maintaining and enhancing services to the community. Just like any other business or municipality, our costs continually increase, and we must sustain the revenue needed to cover these costs. We must have reliable and stable sources of revenue to pay for unfunded mandates imposed on municipalities by the state legislature, such as body-worn cameras (estimated at \$300,000), and to offset other revenues that have and may continue to decline, such as the telecommunications tax (this revenue declined from \$435,000 in 2017 to \$269,000 in 2021). We will incur an ongoing cost for equipment such as body-worn cameras because they will require maintenance, replacement and added staff time to manage the system. If we do not generate the revenue needed to cover current and impending costs our community will stagnate and we will be forced to play catch up and impose even higher fees and taxes in the future.

Unlike home rule municipalities, we are extremely limited in our ability to generate revenue. This places us at a disadvantage to the 12 neighboring municipalities that are home rule. They have more resources at their disposal than we do to provide high quality and expanded services to the community.

These fees and taxes do not impact every resident across the board as does property taxes. They are discretionary and user-based fees and taxes that impact the individuals utilizing the service, entertainment, or dining opportunities, many of whom are not residents.

There is a need and desire to provide more and better services to our residents, improve their quality of life, and enhance the stature of our city. The only way to attain this vision is to generate the necessary revenue to do so.

Recommended Council Action: Direct staff to work with the city attorney to prepare the necessary revenue ordinances for consideration at the July 5 Council meeting.

Financial Impact:

Funding Source: N/A

Budgeted Amount: For Fiscal Year 2022~2023, the city budgeted revenue of \$500,000 from PFET, \$15,000 for Tobacco Licenses, \$26,750 for Video Gaming Machine Licenses, \$51,000 for Alarm Fees, and \$2,000 for Solicitor Permit Fees.

Cost: N/A

Attachments: Places for Eating Tax FAQ, List of municipalities with PFET, draft ordinances for PFET and video gaming machine license



Places for Eating Tax | Frequently Asked Questions

What is the Places for Eating Tax (PFET)?

The City of Crest Hill's Places for Eating Tax (PFET) is a two (2) percent (%) tax on the total purchase price of food and or alcoholic liquor and non-alcoholic beverages sold for immediate consumption.

When will the PFET take effect?

The tax will be effective after City Council has approved the implementation of the PFET tax in addition to an attorney review. Once the tax has been officially approved, PFET sales taxes will be due from applicable vendors by the 20th day of the following month the tax has gone into effect. An example would be if the PFET taxes were effective on September 1, 2022, taxes from September sales would be due to the City by October 20, 2022.

Which establishments in Crest Hill will be affected by the PFET?

All premises located within the corporate limits of the City where prepared food is sold at retail for immediate consumption, ***with seating or counters provided to customers for consumption of said prepared food on the premises***, whether consumed on premises or not, and whether or not such places for eating use is conducted along with any other users in a common premise or business establishment are required to remit PFET to the City of Crest Hill. Specific examples include (but are not limited to) the following:

- Restaurants, eating places, and or fast-food outlets.
- Catered events held on private and corporate property and at event venues.
- Cafeterias, cafes, delicatessens, sandwich shops, coffee shops.
- Grocery stores¹.
- Banquet facilities, catering facilities, and services.
- Bakeries and confectioners.
- Golf courses, country clubs, tennis clubs, and fitness clubs.
- Convenience stores and gas stations¹.
- Festival food and beverage vendors¹.

¹*Provided that this establishment has seating available for immediate consumption.*

What are some examples of when the PFET Tax will be assessed?

Each establishment that meets the criteria noted above must collect and pay the PFET if there are retail sales of prepared food and or alcoholic and non-alcoholic drinks that have been prepared for immediate consumption, whether on or off the premises. Examples of taxable sales include, (but are not limited to):

- All food and beverage (alcoholic and non-alcoholic) served in restaurants and by caterers, including carry out orders and delivery orders.
- All restaurant style food sold at grocery stores and similar places of eating, such as (but not limited to) prepared chicken, ice cream cones, and hot soup.
- All restaurant style food sold at convenience stores, such as (but not limited to) hot dogs, donuts, and nachos, if seating is available for consumption.
- All beverages served to diners in a restaurant and in a bar/tavern.

- Brewed coffee, fountain drinks, and other dispensed beverages sold for immediate consumption on or off premises in a restaurant or fast-food establishment.

Are there any establishments that are exempt from the tax?

The PFET tax is *not* imposed on the following:

- Standalone vending machines.
- Daycare centers and nursing homes that have entered into a contractual agreement to supply food and beverages.
- Not-for-profit associations or corporations.
- Complimentary food and beverages that are provided in conjunction with a service.

What transactions are exempt from the PFET?

Products that are prepared off-site in packages ready for retail sale and *not* for immediate consumption are exempt. Examples of products that are exempt from the PFET include, but are not limited to:

- Pre-packed pizzas or other frozen food products sold in a grocery store or a convenience store.
- A can of soda, six-pack of beer, or wine from a cooler from a convenience store.
- General grocery items such as bread, milk, and eggs that are in their original packaging and have not been prepared for immediate consumption.
- Items **sold** by a non-profit group. The group's sales tax exemption letter issued by the Illinois Department of Revenue must be filed with the Crest Hill Finance Director. These items may include, but are not limited to, government entities, hospitals, and medical treatment facilities

Do I have to register my business as a prepared food facility subject to the PFET?

Yes. Every owner and operator of any prepared food and/or beverage facility must register as a retailer with the City of Crest Hill prior to opening for business. This is a one-time registration that will remain effective unless there are changes of business ownership, management, or location.

Who is liable for payment?

The ultimate liability for payment of the PFET is borne by owner of a PFET establishment. However, the owner of each establishment should collect and account for the tax at the time of purchase. At their sole discretion, owners may elect to pay this tax without collecting this tax from their customers. Please note, any owner found to be violating or refusing to follow the PFET tax protocol established by the City of Crest Hill will be subject to penalties and fines.

Is gratuity to be included in the cost of the meal?

No. The tax is paid on purchase price only. Purchase price does not include amounts paid as gratuities for the employees.

How will this tax be applied to a Places for Eating purchase?

Example: \$150 dinner and drinks, customer presents a \$50 coupon:

Total Bill	\$150.00
Less: Coupon or Discount	- <u>50.00</u>
Equals: Purchase Price	\$100.00
Add: Sales Tax (8%)	+ 8.00
Add: PFET Tax (2%)	+ <u>2.00</u>
Equals: Total Sale	\$110.00
Add: Gratuity (<i>for illustrative purposes</i>)	+ <u>22.00</u>
Equals: Total Customer Payment	\$132.00

How do I show the PFET on my retail receipts?

You may either separately show the PFET as a standalone tax (as shown in the earlier example) or include the PFET in combination with other taxes on the receipts you provide to your customers.

What form must I use to report the PFET?

The City has supplied a paper copy of the PFET return form in this packet and an electronic return form is also available on City of Crest Hill's website. Please note, a copy of the ST-1 or ST-2 form filed with the Illinois Department of Revenue must also be included with your return.

Where do I file my return?

You should mail or deliver your PFET return and payment to the City at the address below. Alternatively, you may also drop your payment in the white mailbox outside of City Hall after hours.

City of Crest Hill
Attn: Treasurer's Office
Places for Eating Tax Return
1610 Plainfield Road
Crest Hill, Illinois 60403

When is my monthly PFET return and payment due?

The returns and tax payments are required to be paid and received by the City of Crest Hill by ***the twentieth day of the second month following the month covered by said return*** (i.e. taxes from January sales are due by February 20). The sworn PFET returns must also be accompanied with a copy of the Form ST-1 that has been filed with the Illinois Department of Revenue covering the same reporting period.

How will the PFET payment be submitted?

PFET will be submitted to the City by check, money order, or cash on a monthly basis along with the PFET form, plus the respective ST1 documents (state tax filing form).

How do I file if I have more than one site?

If you have retail sales from more than one site you must file a separate PFET return for each site.

Must I file the PFET Return even if I have no sales to report?

Yes. You must file a signed return form for each monthly reporting period regardless of whether there are receipts to report. You must file a "zero" return if you do not have any sales to report.

What if I do not file and pay by the due date?

If a PFET return is not filed by the due date, interest of one percent per month (1.0%) shall be charged on the outstanding balance. Continued non-compliance with this tax may be subject to a fine of not less than two hundred dollars (\$200.00) nor more than seven hundred fifty dollars (\$750.00) for the second and each next offense in any 180-day period.

Do caterers have to pay the PFET?

Yes. Catering for all events held within the City limits is subject to the PFET, regardless of where the caterer's place of business is located. Events catered by Crest Hill caterers ***outside*** the City limits are ***not*** subject to the tax. Events ***inside the City limits are subject to the PFET***, even if the caterer's location is outside of Crest Hill. The tax does not apply to goods used to conduct the event, such as linens, products to serve the food (plates, cups, utensils, etc.) if those items are distinctly priced separately in the event contract.

When a caterer has a dinner at a not-for-profit facility, is the PFET applied?

Yes. Catering for all events held in the City is subject to the PFET, regardless of where the caterer's place of business is located, unless the food is prepared directly by a local government agency. However, if the event is paid for by a not-for-profit agency, and the not-for-profit agency is sales tax exempt, then the PFET does not apply.

If I have questions, who should I contact?

Please contact Lisa Banovetz, Director of Finance, lbakovetz@cityofcresthill.com, 815-741-3080.

Please note: the information above may be subject to future changes. Please monitor the City of Crest Hill website for the most current and updated information.



Westmont

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Places for Eating Tax

On December 20, 2018, the Village Board amended the Places for Eating Tax to the rate of 2.0%, effective April 1, 2019. This increase is part of a comprehensive funding plan to enable the building of a new Public Works facility. The decision to move forward with the new facility was based on existing facility conditions, state environmental regulations, and direction in the Village's Strategic Plan.

On June 17, 2013, the Village Board approved a Places for Eating Tax. This is a mechanism provided by the State of Illinois that has been utilized by municipalities throughout the Chicagoland area to generate revenue for community programs, services and infrastructure improvements. In November of 2014, the Village Board approved an update to the Places for Eating Tax to provide clarification to various aspects of the ordinance.

In the Village of Westmont, the Place for Eating Tax was one of the primary revenue sources used to secure bonds that allowed the Village to move forward with the most extensive street resurfacing program in the history of Westmont.

Sales Tax

Places for Eating

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PLACES FOR EATING TAX

Overview

The Places For Eating Tax is levied on the gross receipts received for prepared food and beverages sold at retail. The amount of the tax is 2% for all tax collected after January 1, 2017, and is placed on the owners of places for eating, who can pass the tax along to consumers.

"Places for eating" is defined as a place where prepared food and/or beverages are sold at retail for immediate consumption with seating provided on the premises, including any outdoor seating on the premises, whether the food or beverages are consumed on the premises or not.




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Licenses & Permits

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RESTAURANT / EATING TAX

Effective October 1, 2005, by the passage of Ordinance 3998, there is a 1% tax levied on gross receipts received for the sale of prepared food and beverages sold at retail at "Restaurants and Other Places for Eating."

Definition

"Places for Eating" is defined as a place where prepared food is sold at retail for immediate consumption with seating provided on the premises (including any outdoor seating on the premises), whether the food is consumed on the premises or not.

Summary of Tax Ordinance

Effective Date

This ordinance went into effect on October 1, 2005.

FORMS

- Restaurant and Other Places for Eating Registration Form (PDF)
- Restaurant and Other Places for Eating Tax Return (PDF)



Departments Finance [Places for Eating Tax](#)

Places for Eating Tax

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Payment

If you have already registered for the Places for Eating Tax, you may make payments at Village Hall using the [tax return tool](#) provided by the Village. Payments are due by the 20th day of each month.

Registration

Every business that sells prepared food at retail in Hampshire is required to pay a two percent (2%) tax on the gross receipts received for such. Registration for the Places for Eating Tax is required. If you believe you are not required to pay this tax, please indicate such on the form below.



Village Clerk

Village Clerk

2022 Business
License

2022 Home Based
Business License

Pay For Business
License


[Home](#) > [GOVERNMENT](#) > [Village Clerk](#) > [Eating Tax Ordinance](#)



Eating Tax Ordinance

Places for Eating Tax


Tax Overview

The Village of Matteson imposes a 1% tax on the sale of prepared food, which is defined as food or liquid, including alcoholic beverages that are prepared for immediate consumption at places for eating. Places for eating is defined as a place where prepared food is sold at retail for immediate consumption with indoor seating provided, whether the food is consumed on the premises or not. Refer to [Ordinance 4254](#) for exact definitions.



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[Places for Eating Tax](#)
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[State Sales Tax](#)

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Places for Eating Tax

Tax Overview

The Village of Willowbrook imposes a 1% tax on the sale of prepared food, which is defined as food or liquid, including alcoholic beverages, that are prepared for immediate consumption at places for eating. "Places for Eating" is defined as a place where prepared food is sold at retail for immediate consumption with indoor seating provided, whether the food is consumed on the premises or not. Refer to [Ordinance 04-0-04 \(PDF\)](#) for exact definitions. See the following notice regarding third party tax collections by marketplace facilitators beginning January 1, 2021: [Delivery Service Change \(PDF\)](#)

Chicago suburb	Tax	Rate
Arlington Heights	Prepared food and beverage	1.25%
Aurora	Prepared food and beverage	1.75%
Downers Grove	Prepared food and beverage	1.00%
Elgin	Alcoholic beverage	3.00%
Elk Grove Village	Prepared food and beverage	1.00%
Gurnee	Prepared food and beverage	1.00%
Hanover Park	Prepared food and beverage	3.00%
Hoffman Estates	Prepared food and beverage	2.00%
Homewood	Places for eating	2.00%
Libertyville	Places for eating	1.00%
Lombard	Places for eating	2.00%
Mount Prospect	Prepared food and beverage	1.00%
Naperville	Prepared food and beverage	1.00%
Palatine	Prepared food and beverage	1.00%
River Forest	Places for eating	1.00%
Schaumburg	Prepared food and beverage	2.00%
South Barrington	Prepared food and beverage	1.50%
St. Charles	Alcoholic beverage	2.00%
Streamwood	Prepared food and beverage	2.00%
Villa Park	Places for eating	1.50%
Warrenville	Prepared food and beverage	1.50%
Westmont	Places for eating	1.50%
Wheeling	Prepared food and beverage	1.00%
Willowbrook	Prepared food and beverage	1.00%

Source: Municipal departments of finance

@illinoispolicy

ORDINANCE NO. _____

**AN ORDINANCE PERTAINING TO THE LICENSING AND REGULATION OF
VIDEO GAMING FOR THE CITY OF CREST HILL**

WHEREAS, the City of Crest Hill, Will County, Illinois is a non-home rule unit of government; and

WHEREAS, the Illinois Video Gaming Act (“VGA”), 230 ILCS 40/1, *et seq.*, regulates the operation, licensing, and administration of video gaming; and

WHEREAS, Section 27 of the VGA authorizes the City to prohibit video gaming within the corporate limits of the City and implied within such authorization is the authority to limit, license and regulate video gaming within the corporate limits of the City;

WHEREAS, the City is authorized by Section 4-1 of the Illinois Liquor Control Act of 1934 (235 ILCS 5/4-1) to establish regulations and restrictions upon the issuance of and operations under local licenses for sale at retail of alcoholic liquor not inconsistent with the Illinois Liquor Control Act as the public good and convenience may require;

WHEREAS, the City is authorized by Section 11-5-1 of the Illinois Municipal Code (65 ILCS 5/11-5-1) to suppress gaming and gambling houses; and

WHEREAS, the corporate authorities of the City have determined that it is advisable, necessary and in the best interest of the City to regulate, consistent with the VGA, the location and operation of video gaming terminals within the City;

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

SECTION 1: The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: Title 5 Chapter 5.77 entitled “VIDEO GAMING” is hereby adopted:

Chapter 5.77

5.77 VIDEO GAMING

5.77.010: APPLICABILITY OF PROVISIONS

The provisions of this chapter, except as otherwise provided, shall apply to all video gaming as hereinafter defined, whether specifically licensed or regulated under other provisions of this code or other ordinances, or not.

5.77.020: DEFINITIONS

A. Board: the Illinois Gaming Board.

B. Commercial Motor Vehicles: as defined in Section 18b-101 of the Illinois Vehicle Code, 625 ILCS 5/18b-101.

C. Licensed Establishment: any business licensed by the State of Illinois to have or operate a video gaming device in the City, including any licensed fraternal establishment, licensed veterans establishment, licensed truck stop establishment and licensed large truck stop establishment as those terms are defined in the VGA, 230 ILCS 40/5.

D. Licensed Fraternal Establishment: the location where a qualified fraternal organization that derives its charter from a national fraternal organization regularly meets.

E. Licensed Veterans Establishment: the location where a qualified veterans organization that derives its charter from a national veterans organization regularly meets.

F. Licensed Truck Stop Establishment: a facility (i) that is at least a three-acre facility with a convenience store; (ii) with separate diesel islands for fueling commercial motor vehicles; (iii) that sells at retail more than 10,000 gallons of diesel or biodiesel fuel per month; and (iv) with parking spaces for commercial motor vehicles. The requirement of item (iii) of this paragraph may be met by showing that estimated future sales or past sales average at least 10,000 gallons per month.

G. Licensed Large Truck Stop Establishment: a facility located within three road miles from a freeway interchange, as measured in accordance with the Department of Transportation's rules regarding the criteria for the installation of business signs: (i) that is at least a three-acre facility with a convenience store; (ii) with separate diesel islands for fueling commercial motor vehicles; (iii) that sells at retail more than 50,000 gallons of diesel or biodiesel fuel per month; and (iv) with parking spaces for commercial motor vehicles. The requirement of item (iii) of this definition may be met by showing that estimated future sales or past sales average at least 50,000 gallons per month.

H. Video Gaming Terminal: any electronic video game machine that, upon insertion of cash, is available to play or simulate the play of a video game, including but not limited to, video poker, line up and blackjack, as authorized by the Board utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. The term does not include a machine that directly dispenses coins, cash or tokens or is for amusement purposes only.

5.77.030: LICENSE

A. No person, either as owner, lessee, manager, officer or agent, or in any other capacity, shall operate or permit to be operated any video gaming terminal, as defined herein, at any premises within the City without first having obtained a video gaming license from the City. The license provided for in this Article shall permit a licensee to operate video gaming terminals at the specified establishment.

B. No applicant, including any person, either as owner, lessee, manager, officer or agent, shall be eligible for a video gaming license from the City, nor shall an existing license holder be entitled to maintain a video gaming license, unless each of the following requirements are met and continue to be met:

- 1) The applicant holds the appropriate certificate or license from the State of Illinois permitting video gaming and is in good standing with same;

- 2) The establishment has been in operation at the location for at least six (6) months at the time the application is filed;
- 3) The establishment must maintain customer seating outside of the gaming area but within the premises at a ratio of at least five seats for each permitted video gaming terminal;
- 4) The applicant is not in arrears in any tax, fee or bill due to the City or State of Illinois;
- 5) The applicant has completed and complies with all the application requirements set forth in Section 4 of this Chapter and is not disqualified due to a felony, gambling offense, or crime of moral turpitude; and
- 6) The establishment is located outside of a residential zoning district.

C. Except for large truck stop establishments, to be eligible to have video gaming at an establishment, the net terminal income generated at the establishment from video gaming cannot exceed **[insert number]**% of the total gross revenues generated.

D. Large truck stop and regular truck stop establishments do not need to meet the requirements set forth in Section 3(C) of this Article.

E. A new establishment must meet the requirements of Section 3B(2) unless the applicant is also a current majority owner of an existing business at another location, that has been in operation for at least six (6) months, and the business model for the new establishment is proposed to replicate the existing business location and the applicant can provide satisfactory evidence detailing that in the last 12-month period video gaming net terminal income at the other business location did not exceed **[insert number]**% of the gross revenues.

F. The Mayor shall be the approving authority for all licenses. In the event a licensee or prospective licensee disagrees with any action taken by the Mayor, an appeal may be made directly to the City Council at its next regularly scheduled meeting after written notice of the action from which an appeal is made.

5.77.040: LICENSE APPLICATION REQUIREMENTS

The license applicant shall provide the following information to the City on a form provided by the City:

- A. The legal name of the establishment;
- B. The business name of the establishment;
- C. The address of the establishment where the video gaming terminals are to be located;

D. The type of establishment, including whether it is classified as a veteran, fraternal, regular truck stop, large truck stop or liquor establishment and supporting documentation demonstrating the classification;

E. A floor plan, drawn to scale using a computer, detailing the overall layout of the establishment, including the location and count of dining seating, the location and count of video gaming terminals and seating for said terminals, and other significant features of the establishment, including exit locations, restrooms and other equipment. A high-resolution electronic copy of the floor plan as well as a paper printed copy (no smaller than 11 inches by 17 inches) shall be submitted at the time of application; hand-drawn floor plans and floor plans not including a scale will not be accepted;

F. The amount of time the establishment has been in business under the ownership of the applicant at the location where video gaming is proposed to take place;

G. The business office address of the establishment if different from the address of the establishment;

H. In the case of a corporation, limited liability company or trust, the name and address of an agent authorized and designated to accept service on behalf of the licensee;

I. A phone number for the establishment;

J. An e-mail address for the establishment;

K. The name and address of every person owning more than a 5% share of the establishment;

L. The name, address, phone number and e-mail address of any terminal operator or distributor proposed to own, service or maintain video gaming terminals at the establishment;

M. A copy of the establishment's State of Illinois video gaming license;

N. In the case of a corporation, limited liability company or partnership, a copy of the establishment's state certificate of good standing;

O. A statement as to the number of video gaming terminals which the establishment proposes to have on its premises (not to exceed five for all establishments);

P. A statement that the establishment is not in arrears in any tax, fee or bill due to the City or State of Illinois;

Q. A statement that the establishment agrees to abide by all state and federal laws and any local ordinance;

R. A statement that no manager or owner with more than 5% interest in the establishment has ever been convicted of a felony, a gambling offense or a crime of moral turpitude. In the event that an establishment cannot provide such statement, the establishment

may apply for a certificate of rehabilitation from the City indicating that the individual who would disqualify the establishment from obtaining the video gaming license has been rehabilitated and is no longer a threat to violate the law. The City may consider the nature of the offense, the length of time since the offense, the length of time since release from custody and other factors to determine if the individual has been rehabilitated such that he or she is no longer likely to commit another offense;

S. If the application is for a new establishment based on the business model of another existing location, information regarding the existing business location must be provided, including the type of business, the gross receipts as compared to any video gaming revenue for the prior 12-month period, proof of the length of time the existing business has been operational and proof of ownership verifying the applicant's ownership rights;

T. For renewal applications, a report or reports showing its gross annual revenue for the previous calendar year by category of revenue generated and showing the percentage of gaming revenue payable to the establishment as compared to the total gross revenues of the establishment.

577.050: APPLICATION FILING; RENEWALS

A. Applications shall be processed by the City Clerk on a first come, first served basis. Every application shall be date and time stamped upon filing. An application received in the mail shall be considered filed on the date and time it is opened by the City Clerk's department.

B. Every video gaming license holder shall be required to file a renewal application, which may contain the same or similar information as set forth in Section 4. Renewal applications shall be due on or before **[insert date]** unless that day falls on a holiday, in which case the application may be received by the Clerk on the following business day.

5.77.060: LICENSE FEES

The fee for operation of a video gaming terminal shall be \$250.00 per terminal annually. The cost of this fee shall be shared equally between the terminal operator and the applicable licensed establishment.

The application fee is not subject to reimbursement or refund upon denial of a license.

Said fees are not subject to proration or refund and are due prior to issuance of the license.

All licenses required by this division shall be prominently displayed next to the video gaming terminal.

5.77.070: LICENSE REVOCATION OR SUSPENSION

The Mayor, at any time, may notify any licensee under this division within five (5) business days of any charge of a violation of any of the provisions of this Article in connection with the operation of any video gaming terminal. After a hearing presided over by the Mayor, the Mayor may order the revocation of the license upon a finding that the violation has occurred, and the license shall thereupon be terminated. The licensee may appeal the revocation as prescribed in

Section 3(F).

In the event of the revocation or denial of any license or registration under this Section, such person shall not be issued any license provided for in this Article for one calendar year following the revocation or any appeal thereof.

5.77.080: LIMITATION ON NUMBER OF VIDEO GAMING LICENSES

There shall be no more than [insert number] establishments licensed to operate video gaming terminals in the City at any given time.

5.77.090: LIMITATION ON NUMBER OF VIDEO GAMING TERMINALS ON PREMISES

There shall be no more than [select 1-6] video gaming terminals allowed and permits issued therefore under this Article for each licensee at any one location, other than a licensed large truck stop establishment.

There shall be no more than [select 1-10] video gaming terminals allowed and permits issued therefore under this Article for each licensee at any licensed large truck stop establishment.

5.77.100: PROHIBITION

Except as otherwise excepted in this Article, it shall be unlawful for any person to gamble within the corporate limits of the City, or for any person or entity which owns, occupies or controls an establishment within the City to knowingly permit others to gamble on the premises.

5.77.110: EXCEPTIONS

Nothing in this Article shall be deemed to prohibit or make unlawful the following activities or forms of gambling: the keeping, possession, ownership, use or playing of a video gaming terminal in a licensed establishment, licensed truck stop establishment, licensed fraternal establishment or licensed veterans establishment, which is licensed by the Board to conduct or allow such specific activities under the VGA, 230 ILCS 40/1, *et seq.*

5.77.120: LICENSED ESTABLISHMENTS

Any business, liquor or food licensee within the corporate limits of the City that allows gambling to occur on premises in violation of this Section shall be subject to having his/her/its license immediately revoked for a period of sixty (60) days. Any business, liquor or food licensee within the corporate limits of the City that allows gambling to occur on premises in violation of this Article a second time shall have his/her/its license permanently revoked and, thereafter, barred from obtaining any business, liquor or food license within the City.

5.77.130: SEIZURE OF UNAUTHORIZED GAMBLING DEVICES AND GAMBLING FUNDS

Any gambling device which is not authorized by this Article shall be subject to immediate seizure and confiscation by the City. Any money or other thing of value intrinsically related to acts of gambling not authorized by this Article shall be seized and forfeited as contraband. Disposition of such gambling devices and funds seized or confiscated shall be made in accordance with the law and Section .

SECTION 3: REPEAL OF CONFLICTING PROVISIONS. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

SECTION 4: SEVERABILITY. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

SECTION 5: EFFECTIVE DATE. The clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

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PASSED THIS _____ DAY OF _____, 2022.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS _____ DAY OF _____, 2022.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING A PLACES FOR EATING TAX IN THE CITY OF
CREST HILL AS CHAPTER 3.20 TAX ON THE GROSS RECEIPTS OF PLACES FOR
EATING OF TITLE 3, REVENUE AND FINANCE OF THE CREST HILL CITY CODE
OF ORDINANCES**

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, the City Council of the City of Crest Hill has heretofore established, pursuant to its statutory authority, certain locally imposed and administered taxes in Title 3 of the City Code; and

WHEREAS, the Illinois Municipal Code, Section 11-42-5, authorizes a municipality to license, tax, and regulate, among other things, all places for eating within the municipality. (65 ILCS 5/11/42-5); and

WHEREAS, the City Council for the City of Crest Hill has determined that it is in the best interests of the City of Crest Hill and its residents to adopt a locally imposed and administered tax on places for eating within the City pursuant to the authority granted by Section 11-42-5 of the Municipal Code; and

WHEREAS, the City Council for the City of Crest Hill has determined that the amount of said places for eating tax to be levied shall be two percent (2%) on the gross receipts of places for eating located within the City of Crest Hill.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all of the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: There is hereby created and established as Chapter 3.20 Tax on the Gross Receipts of Places For Eating, of Title 3 Revenue and Finance, of the Crest Hill City Code of Ordinances, as follows:

3.20 TAX ON THE GROSS RECEIPTS OF PLACES FOR EATING

- 3.20.010 Definitions.
- 3.20.020 Tax imposed.

3.20.030	Books and records; inspection; contents.
3.20.040	Transmittal of tax revenue by owner; delinquency.
3.20.050	Transmittal of excess tax collections.
3.20.060	Registration.
3.20.070	Collection.
3.20.080	Suspension of licenses.
3.20.090	Penalties.

3.20.010 DEFINITIONS.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

- (a) **Prepared food** means and includes any solid, liquid (including both alcoholic and non-alcoholic liquid), powder or item used or intended to be used for human internal consumption, whether simple, compound or mixed, and which has been prepared for immediate consumption.
- (b) **Person or persons** means any natural individual, firm, partnership, association, joint stock company, joint venture, public or private corporation, limited liability company, club, fraternal organization, or a receiver, executor, trustee, conservator or their representative appointed by order of any court.
- (c) **Sold at retail** means to sell for use or consumption in exchange for a consideration, whether in the form of money, credits, barter, or any other nature, and not for resale, with said transaction being subject to either the Illinois Retailers' Occupation Tax (35 ILCS 120/1 et. seq.) or the Illinois Service Occupation Tax (35 ILCS 115/1 et. seq.)
- (d) **Places for eating or place for eating**
 - (1) "Places for eating" or "place for eating" means all premises located within the corporate limits of the city where prepared food is sold at retail for immediate consumption, with seating provided for consumption of said prepared food on the premises, whether consumed on premises or not, and whether or not such use as a place for consumption of prepared food is conducted along with any other use or users in a common premise or business establishment.
 - (2) "Places for eating" or "place for eating" includes, but is not limited to, those establishments commonly called a restaurant, eating place, drive-in restaurant, buffet, bakery,

banquet facility, cafeteria, cafe, lunch counter, fast food outlet, catering service, coffee shop, diner, sandwich shop, soda fountain, cocktail lounge, soft drink parlor, ice cream parlor, tearoom, delicatessen, hotel, motel, or club, or any other establishment which sells at retail prepared food for immediate consumption, but does not include vending machine sales.

- (e) **Gross receipts** means the consideration received, valued in money, whether received in money or otherwise, including cash, credits, property and services, at a place for eating for prepared food furnished at the place for eating. Gross receipts do not include amounts paid for federal, state and local taxes, including the tax levied by this chapter, and do not include amounts paid as gratuities for the employees of the place for eating.
- (f) **Owner** means any person having an ownership interest in or conducting the operation of a place for eating.

3.20.020 TAX IMPOSED.

- (a) There is hereby levied and imposed upon owners of places for eating a tax at the rate of two percent (2%) of gross receipts received for prepared food sold at retail by the owner on or after _____, 2022.
- (b) The owner of a place for eating may collect an amount from persons who purchase prepared food at the place for eating which shall reimburse the owner for the tax imposed on the owner by this chapter.
- (c) The tax levied by this chapter shall be paid in addition to any and all other taxes and charges.
- (d) In the event the prepared food is sold at retail on credit, an owner shall not be liable for payment of the tax imposed by this chapter on such on such a sale until the owner receives payment for the sale.

3.20.030 BOOKS AND RECORDS; INSPECTION; CONTENTS.

The Finance Director, the City Treasurer or any person designated by either of them as their deputy or representative, may enter the premises of any place for eating for inspection, examination, copying and auditing of books and records including, but not limited to, Illinois Retailers' Occupation Tax and Illinois Service Occupation Tax returns filed with the Illinois Department of Revenue, in order to effectuate the proper administration of this chapter and to assure the enforcement of the collection of the tax

imposed by this chapter. To the extent reasonably possible, said entry shall be done in a manner that is least disruptive to the business of the place for eating. It shall be unlawful for any person to prevent, hinder, or interfere with the Finance Director, the City Treasurer or their designees in the discharge of their duties in conformance with this subsection. It shall be the duty of every owner to keep accurate and complete books and records to which the Finance Director, the City Treasurer or their designees shall at all times have full access, which records shall include a daily sheet showing the amount of gross receipts received for that day. In the event of a significant discrepancy, the City may, in its discretion, hire an independent party to conduct an audit of said books and records. The costs of such audit shall be borne by the owner.

3.20.040 TRANSMITTAL OF TAX REVENUE BY OWNER; DELINQUENCY.

- (a) The owner or owners of each place for eating shall file tax returns showing the gross receipts received during each calendar month period upon forms prescribed by the Finance Director. Returns for each calendar month shall be due on or before the twentieth day of the next calendar month, (e.g., the return for January shall be due on or before the twentieth day of February; the return for February shall be due on or before the twentieth day of March; etc.). Notwithstanding the foregoing, in the event that the owner of the place for eating is allowed by the Illinois Department of Revenue to file Illinois Retailers' Occupation Tax and Illinois Service Occupation Tax returns at intervals which are greater than monthly, said owner shall be allowed to file tax returns relative to the tax imposed by this chapter with the City at said greater intervals. At the time of the filing of said tax returns, the owner shall pay to the city all taxes due for the period to which the tax return applies.
- (b) Any tax due pursuant to this chapter which is not paid when due shall accrue interest at the rate of one percent (1%) monthly. In the event of collection proceedings are initiated by the City, the owner shall be responsible for paying all such collection costs incurred by the City, including but not limited to reasonable attorney fees and court costs and expenses. In addition, the owner shall be subject to suspension of licenses and penalties as set forth in Sections 3.20.080 and 3.20.090.

3.20.050 TRANSMITTAL OF EXCESS TAX COLLECTIONS.

If any person collects an amount upon a sale not subject to the tax imposed by this chapter, but which amount is purported to be the collection of said tax, or if a person collects an amount upon a sale greater than the amount of the tax so imposed herein and does not for any reason return the same to the purchaser who paid the same before filing the return for the period in which such occurred, said person shall account for and pay over those amounts to the City along with the tax properly collected.

3.20.060 REGISTRATION.

Every owner maintaining a place for eating in the City shall register with the Finance Department by _____, 2022 or within ten (10) days of becoming such an owner, whichever is later.

3.20.070 COLLECTION.

Whenever any person shall fail to pay the tax imposed by this chapter, the City Attorney or City Prosecutor may, upon request of the City Administrator, bring or cause to be brought an action to enforce and/or collect the payment of said tax on behalf of the City in any court of competent jurisdiction.

3.20.080 SUSPENSION OF LICENSES.

The Mayor or the Mayor's designee, after a hearing held on the issue of nonpayment or noncompliance with this chapter, may suspend or revoke all City licenses held by such owner if it is determined that the owner has willfully avoided the payment of any tax imposed by this chapter, he. The owner shall have an opportunity to be heard at such hearing, which shall be held not less than ten (10) days after being mailed notice of the time and location of the hearing. Said notice shall be sent to the owner at its last known place of business. Any suspension or revocation of licenses shall not release or discharge the owner from the obligation to pay the tax established by this chapter, nor shall it relieve the owner of any civil liability for the payment of the tax or prosecution for same.

3.20.090 PENALTIES.

- (a) Any person found guilty of violating, disobeying, omitting, neglecting, or refusing to comply with or unlawfully resisting or opposing the enforcement of any of the provisions of this chapter, except when otherwise specifically provided, upon conviction thereof shall be punished by a fine of not less than two hundred dollars (\$200.00) nor more than seven hundred fifty dollars (\$750.00) for the second and each subsequent offense in any 180 day period.
- (b) Each day upon which a person shall continue any violation of this chapter, or permit any such violation exist after notification thereof, shall constitute a separate and distinct offense.
- (c) Any owner subjected to the penalties provided for by this subsection shall not be discharged or released from the payment of any tax due.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

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PASSED THIS _____ DAY OF _____, 2022.

Aye Nay Absent Abstain

Alderman John Vershay
Alderman Scott Dyke
Alderwoman Claudia Gazal
Alderman Darrell Jefferson
Alderpersion Tina Oberlin
Alderman Mark Cipiti
Alderman Nate Albert
Alderman Joe Kubal
Mayor Raymond R. Soliman

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS _____ DAY OF _____, 2022.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk



Agenda Memo

Crest Hill, IL

Meeting Date: June 27, 2022

Submitter: Zoe Rogers, Administrative Clerk
Tony Budzikowski, AICP, CED

Department: Community & Economic Development

Agenda Item: Building & Sign Permit Fee Ordinance Updates

Summary:

As part of the annual budget process, staff analyzed and assessed the building and sign permit fees associated with our department and recommended changes to the fee schedule where appropriate.

The City of Crest Hill ("City") charges for a variety of services to the public including building and sign permit fees for plan reviews and inspections. These fees have not been updated since 2002 (or 20 years). The proposed changes that are being recommended in the fee ordinance updates are intended to recover some of the City's costs in providing these services to our customers and the general public. Fee updates also ensure that we remain competitive with surrounding communities so that we are not either over charging or under charging in our plan review and inspection process.

Recommended Council Action:

Direct staff to work with the city attorney to revise the code of ordinances to adjust the building and sign permit fees to the amounts recommended.

Financial Impact: Permit revenue will supplement the City's General Fund in order to help cover the cost of providing building permitting and inspection services.

Funding Source: N/A

Budgeted Amount: Estimated \$200,000 building permit fee revenue

Attachments:

Current and Proposed Permit Fee Spreadsheet
Municipal Permit Fee Comparison

Current & Proposed Permit Fees

Item 8.

Type of Construction	Current Fee	Proposed Fee
Canopy/Awning	\$50	\$75
Carports	\$50	\$75
Decks		
<144 sq. ft.	\$35	\$75
>144 sq. ft.	\$50	
Demolition Permit	\$50	\$75
Detatched garage	\$100	\$75
Driveway	\$30	\$75
Electrical		
Conversion or remodel	\$50	\$75
Service upgrade	\$100	
Fences	\$30	\$75
Fireplaces (not included in original construction)	\$30	\$75
Fire restoration permit (includes all fees)	\$250	\$350
HVAC Installations	\$50	\$75
Landscaping - commercial only	\$25	
Concrete slab patios	\$25	\$75
Plumbing		
remodel only	\$50	\$75
replace sewer line from main to house (or any portion thereof)	\$75	
Remodeling - rehabilitation only	\$150	\$250
Re-roofing - commercial only	\$50	\$55/\$95
Retaining walls, other than landscaping	\$25	\$75
Room additions	\$50/sq. ft. plus fees electric and plumbing permit as established by ordinance	
Sheds		
8' x 8' and 8' x 10'	\$25	\$75
10' x 10'	\$30	
10' x 12'	\$35	
10' x 14'	\$40	
10' x 16'	\$45	
10' x 18' or greater than 180 sq. ft.	\$50	
Brick or any style siding	\$35	\$75
Swimming pools		
Above ground (electrical permit and inspection required)	\$50	\$75
In-ground (electrical and plumbing permits and inspections required)	\$175	\$200
Soffits and/or fascia	\$35	\$75
Windows		
Replacement windows with no size changes	no fee	\$75
Replacement windows with size change:		
1-4 windows	\$20	\$75
5-8 windows	\$30	
9 or more	\$40	

Municipal Permit Fee Comparison

	Crest Hill - Current	Crest Hill - Proposed	Plainfield	Minooka	Lockport	Bolingbrook	Joliet	Romeoville
Commercial/Industrial New Construction	See Commercial Improvement Chart	\$1 per square foot	up to 100K cu. ft. - \$.04 per cubic foot 100,001 - 200,000 cu. ft. - \$.02/cu. Ft. 200,001-500,000 ct. ft - \$.01/cu. ft 500,000+ cu ft - \$.006/cu ft	\$.70 per square foot; Minimum \$300 plus plumbing inspection fee of \$100+ plus \$100 for fire sprinkler system inspection	See Commercial Improvement Chart	Greater of \$175 or \$100 plus .0045x the cost of construction	\$65 plus \$10 for every \$1,000 over \$7,000	Greater of \$5,000 or the ICC Formula plus \$500 each for plumbing, HVAC and electrical
Commercial/Industrial Plan Review	\$250	\$250	\$200	\$500 or fees incurred if completed by a third party consultant		\$100		Greater of \$1,200 or \$.16 per square foot
Commercial/Industrial Water Usage Fee	\$100	\$100		\$365				\$325-\$2,775
Commercial Improvement:								
<\$1,000	\$95	\$95	50% of new construction fee for alterations, conversions, remodeling and structural repairs. Minimum \$200	Valuation to \$2,500 - \$35 \$2501-\$5000 - \$50 \$5,001-\$7,000 - \$75 \$7,001 and up - \$125 + \$1 per \$100 over \$10,000	\$20-\$69			Greater of \$5,000 or the ICC Formula plus \$500 each for plumbing, HVAC and electrical
\$1,000 to \$99,999.99	\$200 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000	\$200 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000			\$90-\$1,275			
\$100,000 to \$999,999.99	\$2,180 plus an additional \$10 per each additional \$1,000 or fraction thereof over \$100,000 to \$999,999.99	\$2,180 plus an additional \$10 per each additional \$1,000 or fraction thereof over \$100,000 to \$999,999.99			\$1,400-\$7,775			
\$1,000,000 and over	\$11,180 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000,000	\$11,180 plus an additional \$20 per each additional \$1,000 or fraction thereof over \$1,000,000			\$7,775 plus \$6.50/\$1,000 over \$1M			
Residential New Single Family or Duplex	\$.75 per square foot	\$.75 per square foot	Greater of \$150 or \$.03 per cubic foot Plus \$50 each for Electrical & Plumbing inspection	\$.70 per square foot Plus \$150 engineering	See Commercial Improvement Chart	Greater of \$175 or \$100 plus .0045x the cost of construction	\$65 plus \$10 for every \$1,000 over \$7,000	Greater of \$1,250 or the ICC Formula plus \$25/inspection plus 15% of building fee for each of: plumbing, electrical and HVAC
Residential New Multi-Family	\$.75 per square foot	\$1.25 per square foot						Greater of \$1,250 or the ICC Formula plus \$25/inspection plus 15% of building fee for each of: plumbing, electrical and HVAC
Residential Plan Review	\$100	\$100		\$100				\$500 per unit
Residential Water Usage	\$100	\$100		\$220				\$300
Miscellaneous Fees								
Basement/Crawlspace	\$30	\$75	\$100					
Canopy/awning	\$50	\$75			\$65			
Carports	\$50	\$75			\$75		\$65 plus \$10 for every \$1,000 over \$7,000	
Chimney rebuild	\$35	\$75						
Decks and porches	\$35-50	\$75	\$.25/ sq ft. Minimum \$75	\$50	\$75-\$100		\$65 plus \$10 for every \$1,000 over \$7,000	
Demolition permit	\$50	\$75	\$100	Single family: \$100 Multi-family: \$200 (up to 50,000 sq. ft)	\$200	\$105 plus \$45 for each additional 10' in height		
Detached garage	\$100	\$75	Greater of \$75 or \$.03 per cubic foot				\$65 plus \$10 for every \$1,000 over \$7,000	
Drain tile/sump installation	\$75	\$75						
Driveway	\$30	\$75	\$50	\$50	\$75		\$65 plus \$10 for every \$1,000 over \$7,000	
Electrical	\$50-100	\$75	\$100	\$50	\$60-\$85	\$10 plus \$5/circuit plus \$75/inspection	Based on square footage	
Fences	\$30	\$75	\$50	\$50	\$65		\$65 plus \$10 for every \$1,000 over \$7,000	
Fireplaces (not included in original construction)	\$30	\$75		\$50	\$80			
Fire restoration permit (includes all fees)	\$250	\$350	Minimum \$100 plus \$50 each Electrical & Plumbing inspection					
Foundation repair	\$50	\$75	\$50					
Garage floor	N/A	\$75						
HVAC installations	\$50	\$75			\$50		\$50+	
Patios/Slabs/Stoops/Walkways	\$25	\$75	\$50		\$50	\$50		
Plumbing/Cleanouts/Sewer line/Water line	\$75	\$75	\$100	\$40 plus \$10 for each fixture over 3 Plus \$35 per inspection	\$50	\$450 plus \$10 per fixture		\$25*number of inspections
Remodel only	\$50	\$50	\$50					
Replace sewer line from main to house (or any portion thereof)	\$75	\$75						
Radon mitigation system	\$0	\$75						
Remodeling	\$50	\$250		\$35-\$125+	See Commercial Improvement Chart			
Re-roofing								
no structural change	\$0	\$55			\$40			
structural change	\$50	\$95			\$75			
Rental Inspections	\$50	\$50						\$100 (\$200 for reinspections)
Retaining walls 4' or taller	\$25	\$75			\$30			
Room additions – square footage as determined in Section 15.08.030 (A)	\$.75 per square foot	\$.75 per square foot						
Sheds (8'x8' and larger)	\$25-\$50	\$75	\$50		\$50-\$100			
Siding	\$35	\$75	\$50		\$40			
Signs	N/A	\$75	Greater of \$25 or \$1 per square foot plus \$50 each electrical or plumbing inspection				\$150	
Solar installation	\$100	\$100	\$100		\$275			
Stair lift	\$100	\$100			\$25			
Swimming pools								
Above ground	\$50	\$75	\$50	\$100	\$120	\$100, plus \$75 inspection	\$65 plus \$10 for every \$1,000 over \$7,000 plus electrical permit fee	
In-ground	\$175	\$200	\$150	\$150	\$260	\$200, plus \$75 inspection		
Soffits and/or fascia and/or gutters	\$35	\$75						
Replacement windows with no size changes	\$0	\$55			\$65			
Replacement windows with size changes	\$40	\$75		\$50	\$65			
Reinspection Fee	\$100	\$100	\$60	\$40		\$75		