

## **VILLAGE OF FLOSSMOOR FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES**

It is the obligation of the Village of Flossmoor (the “Village”) to comply with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. (the “Act” or “FOIA”). This document reflects the Village’s procedures for inspection and copying of the Village’s public records.

### **Summary and Procedures for Obtaining Public Records**

Requests for public records must be made in writing. Requesters may use the Village’s FOIA Request Form which is available at Village offices and on the Village’s website (Flossmoor.org). The Village will comply with written requests for public records within the time required by the Act during business days which are Monday through Friday, except for the Village’s recognized holidays. Village offices, except for police and fire services, are closed on the following holidays: New Year’s Day, Dr. Martin Luther King, Jr.’s Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, Christmas Eve, and New Year’s Eve.

Persons making requests for Village records must specify: the requestor’s full name, address and telephone number; the name or a brief description of the document(s) requested being as specific as possible; whether the request is for inspection of public records, copies of public records, or both; the desired method of delivery (will call, mail, fax, or email); and whether the request is for commercial purposes. If email is the desired method of communication, the person should include an email address.

### **Records and Information Available to the Public**

All public information, brochures, pamphlets, fliers, notices, as well as any information posted on the Village’s website at the time of request, shall be disclosed within the time provided by the Act upon proper request. The Village encourages requestors to review the Village’s website in search of the information desired as it may already be available to the public.

Records maintained by the Village of Flossmoor include the following:

***Village Manager/Clerk’s Office:*** Budgets, contracts; agreements and leases; intergovernmental agreements; publications; the Flossmoor Municipal Code; proclamations; resolutions; ordinances; Village Board meeting notices, agendas and minutes; appointments; various legal notices; press releases; Village-issued newsletters; Village-issued brochures and fliers; liquor license applications; liquor licenses; Public Art Commission meeting notices, agendas and minutes; Community Relations Commission meeting notices, agendas and minutes.

***Finance Department:*** Water billing; accounts receivable and accounts payable; invoices; purchase orders; insurance rates; various legal notices; Comprehensive Annual Financial Report (CAFR); general ledger and bank accounts; salary schedules; job descriptions.

***Planning and Zoning Department:*** Zoning Ordinance; Subdivision Ordinance; Comprehensive Plan; Plan Commission meeting/legal notices, agendas and minutes; Zoning Board of Appeals meeting/legal notices, agendas and minutes; Appearance Commission meeting notices, agendas and minutes; Applications for Annexation, Rezoning, Planned Unit Developments, Site Plan Approval, Special Use Permits, Zoning Variations and Zoning Appeals; Staff reports related to the aforementioned applications; TIF Feasibility Study; TIF Joint Review Board agendas and minutes; TIF Annual Reports; and various planning studies.

***Inspectional Services:*** Flossmoor Building Code; building permit applications; building permits; plats; plans; building code violations; health inspection reports and violations; public health information notices; various reports and studies; various legal notices; Electrical Commission meeting notices, agendas and minutes.

**Police Department:** Incident and traffic crash reports; alarm, animal, bicycle, and vehicle registrations; vehicle sticker records; arrest records and citations; sex offender registrations; Uniform Crime Report records; various legal notices; Police and Fire Commission meeting notices, agendas and minutes; Police Pension Board meeting notices, agendas and minutes.

**Fire Department:** Fire inspection reports; ambulance records; hazardous materials reports; various legal notices; Fire Pension Board meeting notices, agendas and minutes; Foreign Fire Insurance Board meeting notices, agendas and minutes.

**Public Works Department:** Construction/infrastructure improvement project studies and reports; vehicle maintenance records; various surveys, reports and studies associated with the planning of construction and infrastructure improvement projects; various legal notices.

**Freedom of Information Act Officers**

The Village of Flossmoor has designated by resolution several Freedom of Information Act officers to assist with the administration of the Freedom of Information Act. The most recent resolution establishing the Village’s Freedom of Information officers was Resolution #10-2, approved on January 18, 2010. Freedom of Information requests should be submitted to the designated Freedom of Information officer(s) at the following locations:

<b>Department</b>	<b>Designated Employee and Title</b>	<b>Request Address</b>
Administration	Bridget A. Wachtel, Village Manager Allison Matson, Assistant Village Manager	2800 Flossmoor Road, Flossmoor, IL 60422
Finance	Scott Bordui, Finance Director Ann Novoa, Assistant Finance Director	2800 Flossmoor Road, Flossmoor, IL 60422
Planning & Zoning	Scott Bugner, Building & Zoning Administrator	2800 Flossmoor Road, Flossmoor, IL 60422
Inspectional Services	Scott Bugner, Building & Zoning Administrator	2800 Flossmoor Road, Flossmoor, IL 60422
Police	Tod Kamleiter, Chief of Police Clint Wagner, Deputy Chief of Police	2800 Flossmoor Road, Flossmoor, IL 60422
Fire	Robert Kopec, Fire Chief	2800 Flossmoor Road, Flossmoor, IL 60422
Public Works	John Brunke, Director of Public Works Dan Milovanovic, Asst. Director of Public Works	1700 Central Park Avenue, Flossmoor, IL 60422

**Fees**

According to the Act, except when a fee is otherwise fixed by statute, a public body may charge fees reasonably calculated to reimburse its actual cost for producing and certifying public records and for the use by any person of the equipment of the public body to copy records.

Copies:

- ✓ Black and white, letter, legal, or ledger – first 50 pages free
- ✓ Additional pages - .15 per page
- ✓ Color: reproduction in house – .06 per page; outsourced – actual cost
- ✓ Non-letter, non-legal, non-ledger – actual cost
- ✓ Plat/plan copies – actual cost
- ✓ Electronic medium – actual cost
- ✓ Certification - \$1.00 per document

**Village Profile/Operating Budget/Facilities**

The Village of Flossmoor was incorporated in 1924 and operates under the council/manager form of government by ordinance and is a non-home rule community as defined by the Constitution. Flossmoor is located approximately thirty miles south of the City of Chicago in Cook County with a land area of 3.8 square miles and home to approximately 9,464 residents according to the 2000 Census. The Village’s mission is to provide municipal services to enhance the quality of life for the residents of our community. Municipal services include police, fire, public works, planning and zoning, inspectional services, and general Village administration supported through the Village Manager’s office and the Finance Department.

**Fiscal Year 2019 General Fund Budget (May 1, 2018 through April 30, 2019) - \$13,950,064**

**Number of Active, Full-time Equivalent Employees – 73.65**

**Facilities**

Village Hall – 2800 Flossmoor Road, Flossmoor, IL 60422

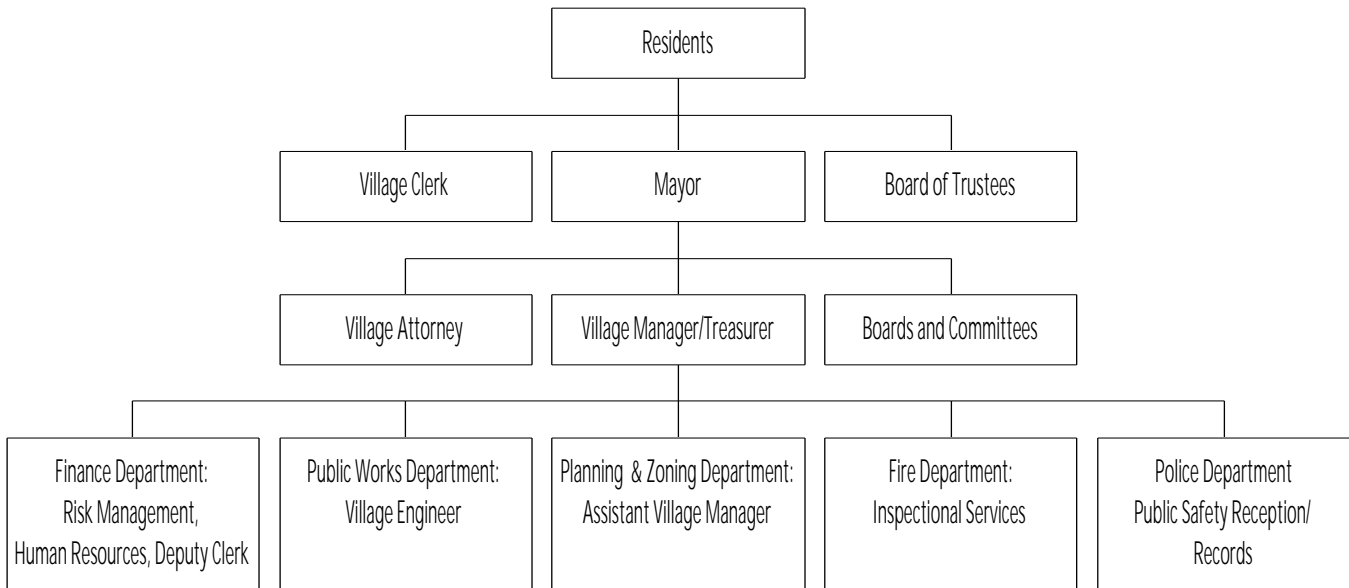
Police Department – 2800 Flossmoor Road, Flossmoor, IL 60422

Fire Department – 2800 Flossmoor Road, Flossmoor, IL 60422

Public Works Department – 1700 Central Park Avenue, Flossmoor, IL 60422

**Organizational Structure**

Village of Flossmoor  
Organization Chart



### **Boards and Commissions**

The Village of Flossmoor has eleven active boards and commissions. The boards and commissions are governed by Chapters 1, 2 and 7 of the Municipal Code.

**Village Board:** Mayor Michelle Nelson, Trustee Brian Driscoll, Trustee Perry Hoag, Trustee Gary Daggett, Trustee James Mitros, Trustee George Lofton, Trustee Joni Bradley-Scott, Village Clerk Gina LoGalbo

**Fire Pension Board:** Dave Habecker, Bridget Wachtel, Larry Moran, Nick Camilli, Carlo Gozzi

**Board of Fire and Police Commissioners:** Carlos Montoya, Dan Hornback, Warner Brown

**Plan Commission:** John Curran, Martin McCarthy, Harrison Madadox, AnneMarie Martin, Gregory Mitchell, Michael Matthys, John Yast.

**Police Pension:** Michael Carden, Bridget Wachtel, William Miller, Michael Kamradt, Clinton Wagner, Edward Konrath

**Zoning Board of Appeals:** Mark Mathewson, Gregory Mitchell, Brandon Loggins, Robert Rose, Michael Ryan, Seth Wilson, Alexander Williams, Asherah Barnett

**Public Art Commission:** Charlene Gordon, Michael Cheney, Jeff Stevenson, Nancy Burrows, Sioban Lombardi, Kyrin Hobson, Jodie Lawrence

**Community Relations Commission:** Philippa Leon-Thompson, Rosalind Mustafa, Myron Graham, Sugar Al-Amin, Stephen Ramsey, Jackie Riffice, Leonard Harris, Jamie O'Shea, Molly Deugaw

**Green Commission:** Eric Turnquest, Jennifer O'Keefe, Hilary Mushier, Phil Desantis, Darlyne Klages, Jeffrey Lipert, Janelle Scharon, Tristan Shaw, Erinie Ratowitz