

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 afternoon, and New Year's Eve afternoon.

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:

Department	Designated Employee and Title	Request Address
Administration	Bridget A. Wachtel, Village Manager Patrick Finn, Assistant Village Manager Kimberly Richardson, Assistant to the Village Manager	2800 Flossmoor Road, Flossmoor, IL 60422
Finance	Scott Bordui, Finance Director Jan Gawczynski, Accountant	2800 Flossmoor Road, Flossmoor, IL 60422
Planning & Zoning	Patrick Finn, Assistant Village Manager/Planning Director Patty O’Neil, Building & Zoning Coordinator	2800 Flossmoor Road, Flossmoor, IL 60422
Inspectional Services	Keith Damm, Assistant Fire Chief Patty O’Neil, Building & Zoning Coordinator	2800 Flossmoor Road, Flossmoor, IL 60422
Police	William Miller, Chief of Police Michael Pulec, Deputy Chief of Police	2800 Flossmoor Road, Flossmoor, IL 60422
Fire	Chris Sewell, Fire Chief Keith Damm, Assistant Fire Chief	2800 Flossmoor Road, Flossmoor, IL 60422
Public Works	George Peluso, Director of Public Works John Brunke, 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 2010 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 2013 Budget (May 1, 2012 through April 30, 2013) - \$16,960,925

Fiscal Year 2011 Budget without Library – \$15,497,301

Number of Active, Full-time Employees – 49 at the time of this document’s publication plus 2 vacancies

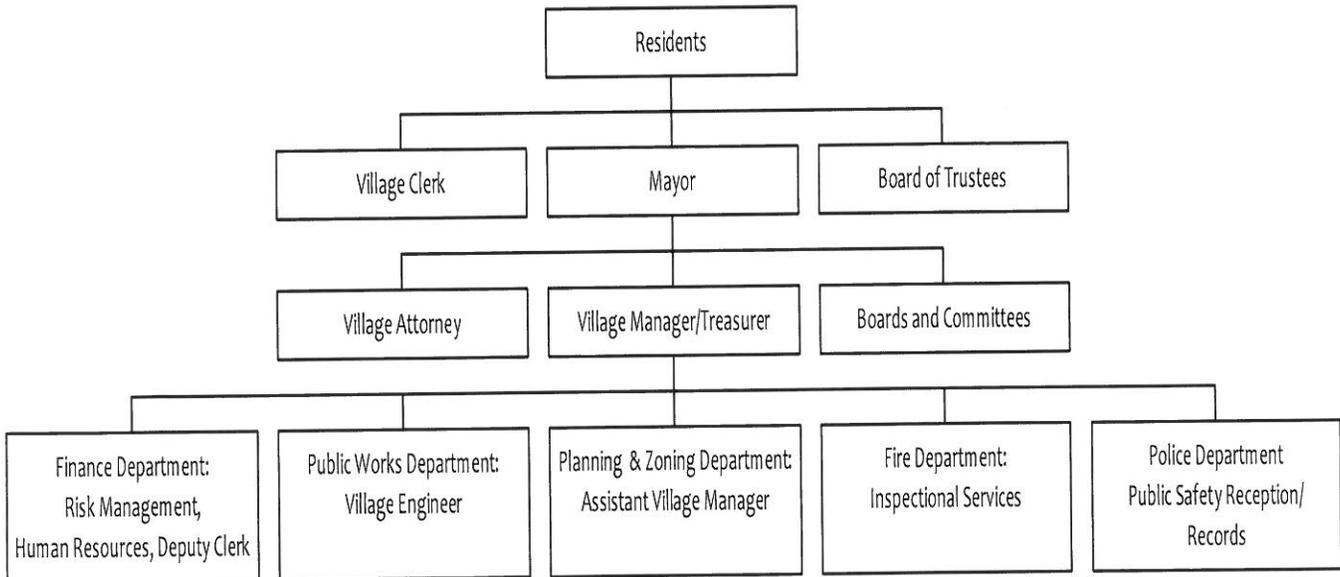
Number of Active, Part-time and Seasonal Employees – 95

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 Paul Braun, Trustee James Crum, Trustee Perry Hoag, Trustee Philip Minga, Trustee James Mitros, Trustee James Wilder, Trustee Diane Williams, Village Clerk Pamela Nixon

Architectural Advisory Committee: Scott Henry, Philip Radloff, Scott Gummerson, Vacancy

Electrical Commission: Chris Sewell, Dan Bergeron, Toni Eberhardt, Ed Barnett, Vacancy

Fire Pension Board: Gregory Berk, Bridget Wachtel, Chris Sewell, Keith Damm, Edward McCormick, Jr.

Board of Fire and Police Commissioners: Russell Armstrong, John J. Armellino, Jr., Robert Bramlette, Jr., Vacancy

Plan Commission: John Curran, Martin McCarthy, Scott Gummerson, Anne Thiros, Annemarie Martin, Dennis White

Police Pension Board: James Hundley, Larry Finnerup, Clinton Wagner, James Turnbo, Pam Kelly, Mark Karstrom

Zoning Board of Appeals: Bob Bodee, Gregory Mitchell, Michelle Svetlic Nelson, Joseph Zaknoen, Kurt Neubauer, Michael Ryan

Public Art Commission: Charlene Gordon, Michael Cheney, Richard Bumstead, Jeff Stevenson, Terry L. Allison, Nancy Burrows, Sharon Lorsch

Community Relations Commission: Kevin Jordan, David Rubin, Gregory Byron, Mary Muse, Judith Foster, Juanita Dumas, Laura Brennan-Levy, Vickii Coffey, Margaret Bachus

Community Relations Commission Green Subcommittee: Margaret Bachus, Barb Ferrari, Carrie Malfeo, Linda Tyson, Ernie Ratowitz, Audrey Wiedman, Brian Zakem, Gregg Calpino, Tyler Thompson

Foreign Fire Insurance Tax Board: Chris Sewell, Keith Damm, Earl Moy, Karen Kara, Mike Hall, Philip Minga, Training Administrator (position not yet filled)