

VILLAGE OF KILDEER

FREEDOM OF INFORMATION ACT

POLICY



The Illinois Freedom of Information Act (FOIA) allows the public access to records maintained by local government with certain limitations (5 ILCS 140). The Village Board has designated the Chief Village Officer as the Freedom of Information Officer. It is the policy of the Village of Kildeer that all requests under FOIA be delivered to the Village Hall located at 21911 Quentin Road, Kildeer, IL 60047 by mail or personal delivery, or transmitted by facsimile to 847-438-1531.

How to Obtain Information under the Freedom of Information Act:

1. All requests must be in writing. It is not necessary to complete the Freedom of Information Request form that is available in the Kildeer Village Hall or on-line, however, all requests must be in writing and contain all pertinent information necessary to comply with FOIA. A request may be submitted to the Village Hall by hand delivery, fax or mail.
2. All non-commercial requests will be processed by the Village of Kildeer within five working days of the actual filing with the Village. You must indicate on the request if the request is for a commercial purpose. In some instances additional time may be needed to comply depending on the nature of the request. You will be notified in writing if a time extension is required.
3. Non-Exempt documents are available for inspection without charge. There is a fee of \$5.00 for a copy of a Police Accident Report. There is no fee for copies of other standard sized documents, unless the documents are 50 pages or over, and in that instance, a fee of \$.15 per page will be charged. Copies of non standard sized documents or documents in a special format are available for the actual cost of making the copies.
4. Occasionally some information may be denied pursuant to FOIA. You will be notified in writing if information is denied. You may discuss the denial with the FOIA Officer. You may also appeal any denial to the Illinois Attorney General. The FOIA Officer or the Illinois Attorney General can assist you in explaining the appeal process.
5. You may request the information and the records available to the public in the following manner:
 - A. Use the attached request form (preferred method).
 - B. Your request should be directed to the following individual: FOIA officer.
 - C. You must indicate whether or not you have a “commercial purpose” in your request.
 - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

E. Agree to reimburse the Village the actual costs for reproducing non-standard records and certifying (if requested) the records. The fee schedule is as follows:

There is a \$1.00 charge for each certification of records;

There is no charge for the first fifty (50) pages of black and white text either letter or legal size;

There is a \$.15 per page charge for copied records in excess of 50 pages;

The actual copying cost of color copies and other sized copies will be charged;

If the records are kept in electronic format, you may request a specific format and, if feasible, they will be so provided, but if not; they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

6. The office will respond to a written request within five (5) working days or sooner, if possible. An extension of an additional five (5) working days may be necessary to properly respond.

7. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

8. The place and times where the records will be available Monday through Friday, 9:00 a.m. to 4:00 p.m. at the Kildeer Village Hall.

9. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control are listed in Exhibit A:

Exhibit A

FREEDOM OF INFORMATION ACT RECORD INDEX

Agreements

Agreements - Intergovernmental

Audit - Annual Financial

Bids

Board of Trustees - Agendas, Minutes, Packets

Bonds - Special Service Area

Budgets - Annual

Business Registrations / Licenses

Certificates of Insurance

Complaints and Concerns - Residential

Comprehensive Plan

Contracts

Drainage - Engineering

Election - Local

Finance

Freedom of Information Act Requests

Health and Sanitation

Illinois Department of Transportation

Illinois Municipal League

Inspections

Lake County

Letters of Credit / Maintenance Bonds

Licenses - Liquor

Loan - Municipal Debt

Motor Fuel Tax

Municipal Code - Ordinances and Resolutions

Newsletter

Park Property

Permits - Building (Commercial and Residential)

Permits - Sign

Personnel

Plan Commission / Zoning Board of Appeals - Agendas and Minutes

Police Records

Police Pension Board - Agenda and Minutes

Public Safety

Public Utilities
Purchasing Records

Risk Management / Insurance
Roads and Streets - Engineering

Sales Tax Revenue
Sewer Service
Solid Waste Agency of Lake County - SWALCO
Special Service Areas
Subdivisions - Residential

Zoning Maps

BASIC VILLAGE INFORMATION

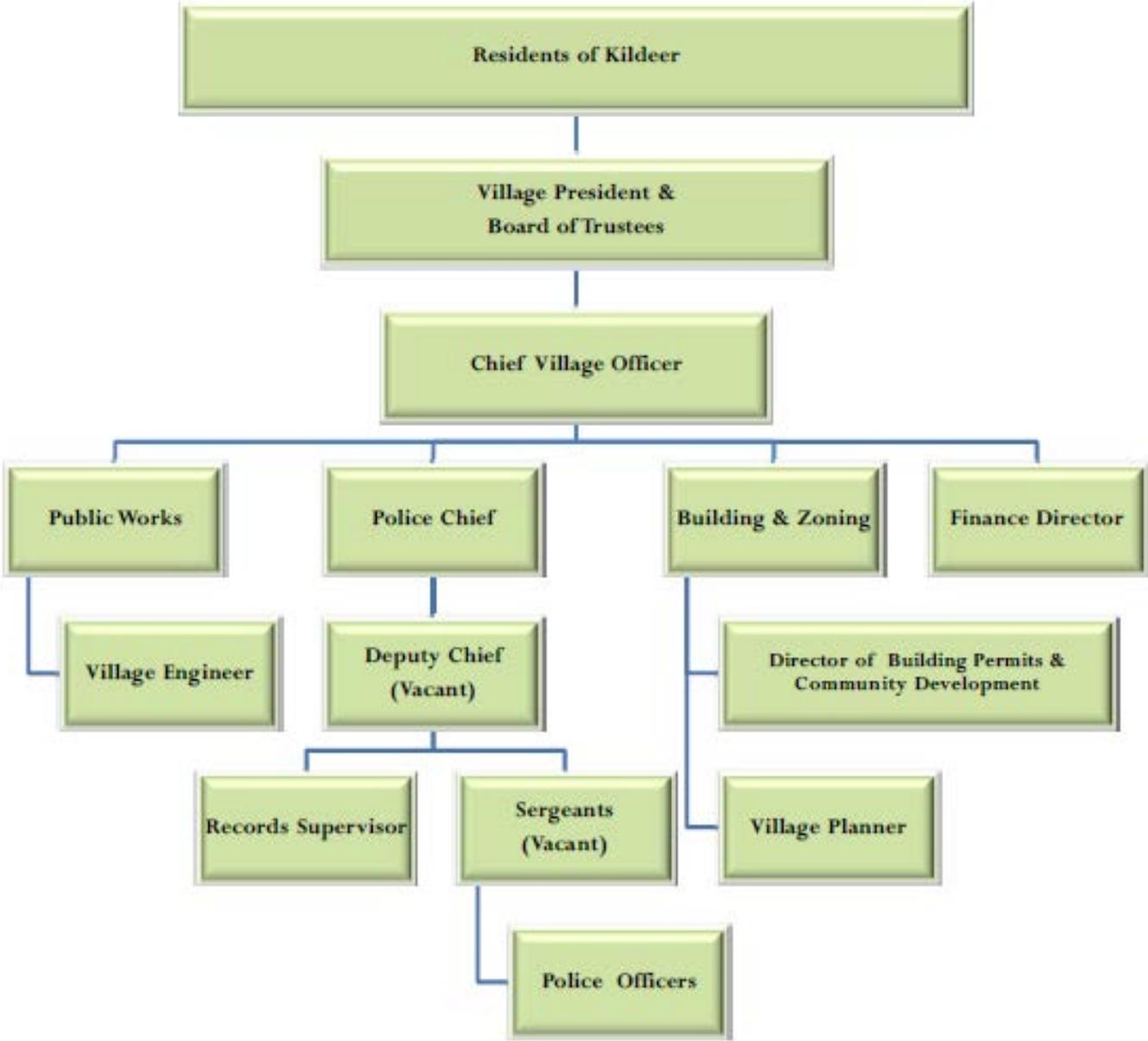
Information pertaining to the Village of Kildeer is available on the Village's Website – www.villageofkildeer.com. Please browse through the information provided by the Village, as this information sets forth the basic operations, functions, and services provided by the Village. Basic information pertaining to all Village Boards and Commissions is as follows:

The Village of Kildeer is a municipal corporation established in 1958 which provides public services in the area of police and public safety; maintenance of public streets, drainage systems, and sewer facilities; planning and zoning; general administrative and finance; and other services which the Village is authorized to provide as a non-home rule unit under the Constitution of the State of Illinois and the statutes thereof.

The Village employs one full-time Chief Village Officer, one full-time Finance Manager, one full-time Police Chief, one full-time Police Records Clerk, one part-time administrative employee and approximately six full-time Police Officers.

The Kildeer Village Board meets on the third Tuesday of each month at 7:30 p.m. at the Kildeer Village Hall and exercises control over Village policies and procedures.

ORGANIZATIONAL CHART



VILLAGE COMMITTEE/BOARD MEMBERS

Architectural Review Committee:	Ken Wolter, Chairman Alissa Adler Rick Blasgen Kristina Butler
Plan Commission:	Michael Aretos, Chairman Rich Barbour Larry Bowman Mike Flynn Kevin Osburn Mary Kay Scott Paul Stavropoulos
Police Commission:	Richard Mueller, Chairman Frank Cupello John Willems
Police Pension Board:	Steve Walsh, President Jim Singshank Doug Beres Paul Seekings Tom O'Connell
Village Board Members:	Nandia Black, President William Johnson, Trustee Keith Kovanda, Trustee Ralph A. Liberatore, Trustee Les Sokolowski, Trustee Barbara Stavropoulos, Trustee Basel Tarabein, Trustee

VILLAGE OFFICIALS

Chief Village Officer:	Michael Talbett
Attorney:	Bryan Winter
Building:	Michael Talbett
Deputy Clerk:	Andrea Litzhoff
Engineer:	Geoff Perry
Planner:	Brian Nagorsky
Police Chief:	Steve Balinski
Prosecutor:	William Franks
Public Works:	Michael Talbett
Treasurer:	Michael Talbett

BUDGET SUMMARY

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
	Actual	Actual	Actual	Actual	Estimated	Budget
By Revenue Type						
Property Tax	693,026	708,962	737,848	758,261	778,002	800,000
Sales Tax	1,219,870	1,774,457	2,032,314	1,988,456	1,895,000	1,900,000
Income Tax	325,202	357,598	386,666	388,605	409,989	400,000
Other Taxes	187,960	201,897	188,882	218,962	222,796	210,156
Motor Fuel Tax	116,926	112,632	116,105	133,532	102,576	100,000
Intergovernmental	1,000,810	538,702	9,772	150,316	3,505	60,000
License & Permits	315,392	242,940	320,041	408,565	222,650	260,000
Charges for Service	996,116	874,014	904,780	771,000	112,000	109,500
Fines & Forfeitures	219,901	202,076	85,601	97,378	181,524	188,500
Interest Income	4,611	4,353	2,103	4,043	5,950	5,800
Miscellaneous	109,607	103,788	341,033	183,668	187,910	166,344
Transfers In	37,791	-	-	-	-	-
Capital Contributions	663,125	-	-	499,878	-	-
Total Revenues	5,890,337	5,121,419	5,125,146	5,602,664	4,121,902	4,200,300
By Fund						
General	4,056,807	3,758,573	4,261,014	4,382,612	4,018,876	4,100,000
MFT	117,051	112,865	116,153	133,584	102,895	100,300
Capital Projects	223,298	530,361	7,698	278	131	-
Sewer Fund	1,493,181	719,619	740,281	1,086,190	-	-
Total Revenues	5,890,337	5,121,419	5,125,146	5,602,664	4,121,902	4,200,300

Revenues

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Budget
By Expense Type						
General Government	760,017	797,979	809,689	1,040,234	982,971	1,010,493
Police Department	2,457,717	1,855,123	1,735,320	1,673,596	1,889,292	2,130,000
Public Works	485,893	550,732	641,111	971,937	747,795	1,050,000
Sewer Operations	690,970	750,844	1,311,146	724,369		
Capital Outlay	37,791	536,544	31,618	92,268		
Debt Service	183,844	158,506	161,406	159,156	161,906	159,507
Transfers Out	37,791			-	527,738	
Sewer Transfer				10,628,333		
	-	-	-			-
Total Expenses	4,654,023	4,649,728	4,690,290	15,289,893	4,309,702	4,350,000
By Fund						
General	3,703,239	3,219,548	3,372,144	3,883,982	3,778,214	4,100,000
MFT	-	150,000	-	53,209	-	250,000
Capital Projects	259,814	529,336	7,000	-	531,488	-
Sewer Fund	690,970	750,844	1,311,146	11,352,702		-
Total Expenses	4,654,023	4,649,728	4,690,290	15,289,893	4,309,702	4,350,000

Expenses