

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

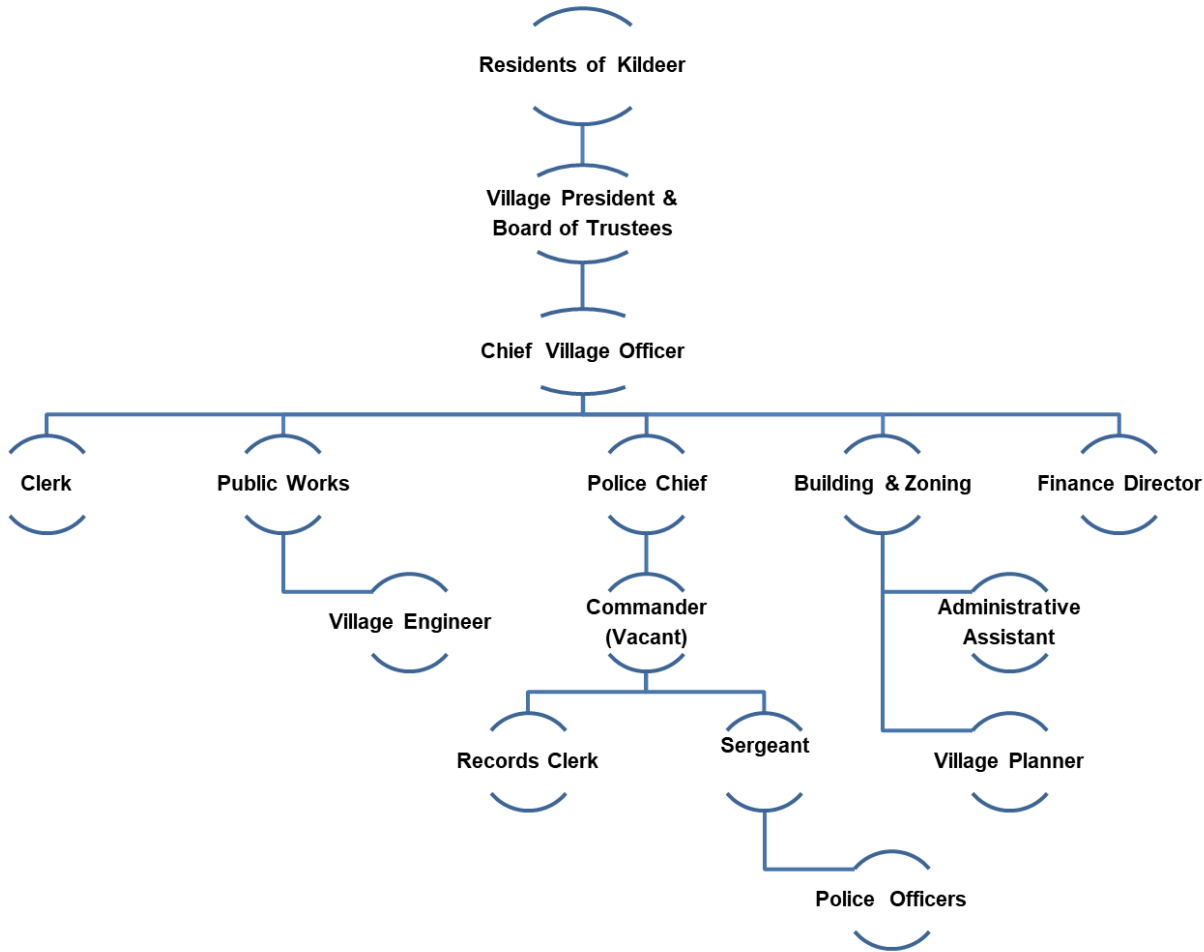
Information pertaining to the Village of Kildeer is available on the Village's Website – www.villageofkildeer.com. Please browse through the information provided by the Village, as this information sets forth the basic operations, functions, and services provided by the Village. Basic information pertaining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

Archetectrual Review
Committee:

Ken Wolter, Chairman
Alissa Adler
Rick Blasgen
John Conrad
James Meehan

Plan Commission:

Michael Aretos, Chairman
Rich Barbour
Larry Bowman
Kevin Osburn
Mary Kay Scott
Paul Stavropoulos

Police Commission:

Richard Mueller, Chairman
Frank Cupello
John Willems

Police Pension Board:

Steve Walsh, President
Jim Singshank
Scott Warren
Paul Seekings
Michael Dalbiak

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

Finance Director:

Annette Zborowski

Administrative Assistant:

Mary Derda

Attorney:

Bryan Winter

Building & Public Works:

Michael Talbett

Acting Clerk & Treasurer:

Michael Talbett

Engineer:

Geoff Perry

Planner:

Brian Nagorsky

Police Chief:

Steve Balinski

Police Records Clerk:

Tammy Dryer

Prosecutor:

William Franks

BUDGET SUMMARY

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
	Actual	Actual	Actual	Actual	Estimated	Budget
By Revenue Type						
Property Tax	758,261	778,003	804,073	824,472	862,354	888,250
Sales Tax	1,988,456	1,886,793	1,879,136	2,335,764	2,440,000	2,450,000
Income Tax	388,605	422,880	375,074	359,826	387,712	380,000
Other Taxes	218,962	216,448	188,161	183,598	189,747	180,390
Motor Fuel Tax	133,532	101,497	100,575	101,315	92,520	100,000
Intergovernmental	150,316	3,506	56,208	10,580	3,500	3,000
License & Permits	408,565	282,967	649,098	393,649	319,264	340,000
Charges for Service	771,000	118,723	111,508	109,732	97,800	105,000
Fines & Forfeitures	97,378	194,466	223,359	235,509	220,180	230,000
Interest Income	4,042	7,896	16,239	51,698	98,598	80,000
Miscellaneous	183,667	183,955	168,541	175,946	211,450	198,360
Transfers In	-	100,000	135,000	100,000	-	-
Bond Proceeds	-	-	-	1,380,000	-	-
Capital Contributions	499,878	-	-	-	-	-
Total Revenues	5,602,662	4,297,134	4,706,972	6,262,089	4,923,125	4,955,000
By Fund						
General	4,382,611	4,094,860	4,468,132	6,052,010	4,814,699	4,850,000
MFT	133,583	102,050	103,334	109,061	106,960	105,000
Capital Projects	278	100,224	135,506	101,018	1,466	-
Sewer Fund	1,086,190	-	-	-	-	-
Total Revenues	5,602,662	4,297,134	4,706,972	6,262,089	4,923,125	4,955,000

Revenues

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Budget
By Expense Type						
General Government	1,040,234	967,690	1,082,589	1,284,803	1,377,194	1,443,038
Police Department	1,673,596	1,877,429	2,003,429	2,178,592	2,276,388	2,437,000
Public Works	971,937	1,251,176	654,174	798,559	919,970	1,100,000
Sewer Operations	724,369	-	-	-	-	-
Capital Outlay	92,268	6,237	64,490	44,821	72,311	68,000
Debt Service	159,156	161,906	159,506	1,541,706	154,137	151,962
Transfers Out	-	100,000	135,000	100,000	-	-
Sewer Transfer	10,628,333	-	-	-	-	-
Total Expenses	15,289,893	4,364,438	4,099,188	5,948,481	4,800,000	5,200,000
By Fund						
General	3,883,982	3,832,950	4,099,188	5,948,481	4,600,000	4,850,000
MFT	53,209	-	-	-	200,000	350,000
Capital Projects	-	531,488	-	-	-	-
Sewer Fund	11,352,702	-	-	-	-	-
Total Expenses	15,289,893	4,364,438	4,099,188	5,948,481	4,800,000	5,200,000

Expenses