

ORDINANCE NO. 01-2010

AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE ILLINOIS HAZEL CREST OF INFORMATION ACT APPOINTMENT OF FOIA OFFICERS

WHEREAS, the Hazel Crest of Information Act took effect on July 1, 1984 (5 ILCS 140/1 *et seq.*) and was substantially amended by PA 96-0542 effective January 1, 2010; and

WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and

WHEREAS, it is necessary for the Village of Hazel Crest to establish practices and procedures ensuring its full compliance with said Act, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Village.

BE IT ORDAINED by the Mayor and the Board of Trustees of the Village of Hazel Crest, Cook County, as follows:

SECTION 1: The Village Manager is hereby designated as the FOIA Officer to whom all initial requests for access to the records of the Village are to be referred. Such requests are to be made at the offices of the Village Clerk at Hazel Crest, Illinois, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In the event that the Village Manager is not available during the times described above, the Police Chief is designated as the Deputy FOIA Officer to whom such initial requests are to be made. Except in instances when records are furnished immediately, the FOIA Officer, or his designees, shall receive requests submitted to the Village under the Hazel Crest of Information Act, ensure that the Village responds to requests in a timely fashion, and issue responses under the Act. The FOIA Officer shall develop a list of documents or categories of records that the Village shall immediately disclose upon request.

SECTION 2: Upon receiving a request for a public record, the FOIA Officer shall:

- (1) note the date the Village receives the written request;
- (2) compute the day on which the period for response will expire and make a notation of that date on the written request;
- (3) maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and
- (4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

SECTION 3: The FOIA Officers shall, within six (6) months after January 1, 2010, successfully complete an electronic training curriculum to be developed by the Public Access Counselor of the State of Illinois and thereafter successfully complete an annual training program. Whenever a new Hazel Crest of Information Officer is designated by the Village, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position.

SECTION 4: Any records which are the subject of a request under the Hazel Crest of Information Act shall be retrieved from such place as they are stored, by the FOIA Officer, or by

an employee of the Village acting under the direction of the FOIA Officer. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Village.

SECTION 5: If copies of records are requested, the fees for such copies, whether certified or not, shall be as determined from time to time by the FOIA Officer pursuant to Section 6(b) of the Hazel Crest of Information Act. The Village Clerk shall maintain a written schedule of current fees in the Clerk's office. The fees so charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested.

SECTION 6: In the event that a request to inspect Village Records is denied by the FOIA Officer, the denial may be appealed to the Public Access Counselor of the State of Illinois.

SECTION 7: The Village Clerk shall prepare: (a) a Village Information Directory; (b) a block diagram of the functional Subdivisions of the Village; (c) a Village Records Directory; and (d) a Records Catalogue, all of which shall be substantially in the same form as the documents attached hereto and made a part hereof as Exhibits "A", "B", "C", and "D". This information shall also be posted on the Village's website.

SECTION 8: THIS ORDINANCE shall be in full force and effect immediately upon its passage and approval as required by law.

PASSED BY THE FOLLOWING ROLL CALL VOTE this 26th day of January, 2010.

AYES: Alsberry, Bashir, Donaldson, McGhee, Moore, Pate and Ramsey.

NAYS: None.

ABSENT: None.

APPROVED this 26th day of January, 2010.

ATTACHED EXHIBITS

EXHIBIT A. - MUNICIPAL INFORMATION DIRECTORY

EXHIBIT B. - FUNCTIONAL SUBDIVISIONS

EXHIBIT C. - MUNICIPAL RECORDS DIRECTORY

EXHIBIT D. - CATALOGING AND INDEXING OF PUBLIC RECORDS

EXHIBIT A.

MUNICIPAL INFORMATION DIRECTORY

Village of Hazel Crest, Illinois

The Village of Hazel Crest is a municipality incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services:

- A. Police protection.
- B. Fire protection.
- C. Sewer and water service.
- D. Public works service.
- E. Administrative service.
- F. Senior service
- G. Communication service

The Village of Hazel Crest has certain functional subdivisions which are shown on Exhibit B. attached hereto. The approximate amount of the operating budget of the Village of Hazel Crest is \$11,152,708. The Village's sole office is located at 3000 W. 170th Place, Hazel Crest, Illinois, and the Village also has following facility locations:

<u>Facility Name</u>	<u>Address</u>
Fire Station 1	16990 Dixie Highway, Hazel Crest, IL 60429
Fire Station 2	2903 W. 175th Street, Hazel Crest, IL 60429
Public Works Compound	2751 170 th Street, Hazel Crest, IL 60429
Water Pump Station 1	16700 Park Avenue, Hazel Crest, IL 60429
Water Pump Station 2	17827 Stonebridge, Hazel Crest, IL 60429
Water Pump Station 3	18677 Pulaski, Hazel Crest, IL 60429

The Village currently employs approximately 105 full and part-time employees. The members of the Boards, Commissions and Committees of the Village of Hazel Crest are as follows:

- Edward Brooks, Adjudication
- Roxanne Jackson, Adjudication
- Jeanette Simpson, Adjudication
- Denise Brady, Beautification Commission
- Eddie Hemp, Beautification Commission
- Margaret Jamison, Beautification Commission
- Carmilla Malone, Beautification Commission
- Karl Persons, Beautification Commission
- Heldia Richardson, Beautification Commission
- Floyd Simpson, Beautification Commission
- Marvin Young, Beautification Commission
- Edward Brooks, Board of Fire and Police Commission
- Paul Thornton, Board of Fire and Police Commission
- Velma Webb, Board of Fire and Police Commission

Edna Franklin, Community Relations
Mary Griffin, Community Relations
Sandra McIntosh, Community Relations
Barbara Nettles, Community Relations
Blanche Stephney, Community Relations
Jessie Stephney, Community Relations
Gloria Tillman, Community Relations
Stephen Addison, Economic Development Commission
Wayne Johnson, Economic Development Commission
Curtis Monday, Economic Development Commission
Tracey Redmond, Economic Development Commission
Alberta Roberts, Economic Development Commission
James Young, Economic Development Commission
Sandra Bibbs, Health Commission
Regina Greer-Smith, Health Commission
Lisa Johnson, Health Commission
Sandy Jozaitis, Health Commission
Howard Robinson, Health Commission
Irvin Thomas, Health Commission
CE Watson, Health Commission
Edward Hemp, Open Lands
Karl Persons, Open Lands
Edward Brooks, Planning and Zoning
Marie Grant, Planning and Zoning
Winston Johnson, Planning and Zoning
Stanley Lewis, Planning and Zoning
Carol Long, Planning and Zoning
Janice Meeks, Planning and Zoning
Mary Stokes, Planning and Zoning
Janice Boutte, Senior Commission
Ramona Craig, Senior Commission
Cynthia Johnson, Senior Commission
Drake Johnson, Senior Commission
Gwendolyn Johnson, Senior Commission
Wilma McKinney, Senior Commission
Jacque Oliver Holton, Senior Commission
Joyce Randall, Senior Commission
Heldia Richardson, Senior Commission
Lester Sanders, Senior Commission
Willa Shelton, Senior Commission
Sandy Shippy, Senior Commission
Velma Webb, Senior Commission
Dale Lawson, South Suburban Mass Transit District
Zaveola Coleman, Veterans Commission
Victoria Coleman-Anderson, Veterans Commission
Lisa Johnson, Veterans Commission
Adolph Lottie, Veterans Commission
Eula Marshall, Veterans Commission
Howard Robinson, Veterans Commission
Michael Wilkins, Veterans Commission

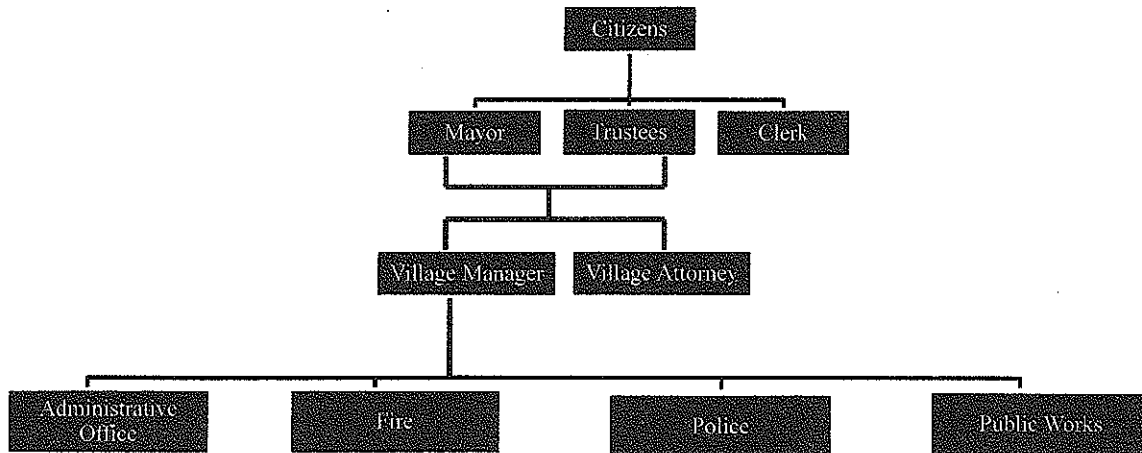
Village Hazel Crest Elected Officials

Robert B. Donaldson	Mayor
Mary E. Grant	Clerk
Vernard L. Alsberry, Jr.	Trustee
Roderick S. Bashir	Trustee
Debra J. McGhee	Trustee
Kevin Moore Sr.	Trustee
Susan M. Pate	Trustee
Benjamin A. Ramsey	Trustee

EXHIBIT B.

FUNCTIONAL SUBDIVISIONS

Village of Hazel Crest Organizational Chart



The Freedom of Information Officers for the Village of Hazel Crest are:

<u>Name</u>	<u>Contact Location</u>
Robert L. Palmer Village Manager	3000 W. 170th Place Hazel Crest, IL 60429
Charles Jackson Fire Chief	Fire Station 2 2903 W. 175th Street Hazel Crest, IL 60429
Thomas Folliard Police Chief	3000 W. 170th Place Hazel Crest, IL 60429

EXHIBIT C.

MUNICIPAL RECORDS DIRECTORY

Village of Hazel Crest, Illinois

Any person requesting records of the Village of Hazel Crest may make such a request in writing at the Village Clerk's office located at 3000 W. 170th Place, Hazel Crest, Illinois 60429. Such request should be made to Mr. Robert L. Palmer, FOIA Officer at such address and if he is not present in person, you should see Mr. Thomas Folliard, FOIA Officer or Mr. Charles Jackson, FOIA Officer. Another method would be by mailing, faxing or emailing a written request to either Mr. Palmer, Mr. Folliard or Mr. Jackson specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the FOIA Officer at the address of the Clerk's office. Requests for certified records must be indicated in your request and records to be certified, specified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

First 50 pages, black and white, letter or legal size copies, no cost.

Additional pages, black and white, letter or legal, actual cost to \$0.15.

Electronic records will be formatted subject to reimbursement for costs of recording medium. Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Costs of certifying a record will be \$1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

EXHIBIT D.

CATALOGING AND INDEXING OF PUBLIC RECORDS

General type "financial record"

The "type" of records is meant to be a broad general category and the category is a sub-part of the type. For example, one type of record is a financial record. Under "financial records" may be the following categories: (a) budget; (b) audit; (c) bills; (d) receipts for revenue; (e) vouchers; (f) cancelled checks; (g) water bills; (h) receipts for fines; (i) sales tax receipts; (j) real estate tax receipts; (k) liquor license fees; (l) other license fees; (m) building permit fees; (n) salary schedules; (o) utility bills.

Other general types

(1) building inspection reports; (2) administrative memoranda; (3) building permits; (4) board minutes; (5) board resolutions; (6) board ordinances; (7) correspondence received by municipality; (8) correspondence from municipality; (9) bidding specifications; (10) board policies; (11) administrative rules and regulations; (12) personnel code; (13) village maps; (14) comprehensive plan; (15) zoning ordinance; (16) building ordinance; (17) personnel files; (18) real estate; (19) legal notices; (20) newspaper articles; (21) consulting contracts; (22) contracts for capital equipment; (23) contracts for office supplies; (24) contracts for maintenance and repair; (25) professional consultant contracts; (26) pension fund records; (27) hospitalization records; (28) worker's compensation records; (29) training records; (30) official bonds; (31) municipal stickers; (32) animal control records; (33) village liens; (34) police department records; (35) fire department records.