



Village of Glencoe

MEMORANDUM

TO: Interested Parties

FROM: Nathan J. Parch, Freedom of Information Officer

DATE: January 1, 2010

SUBJECT: Village Obligations

Pursuant to the State of Illinois Freedom of Information Act and as outlined in Section V of Glencoe's Rules and Regulations Implementing the Illinois Freedom of Information Act, the Village is required to provide the following information:

Summary of the Village's Purpose

The purpose of the Village is to provide public services to its residents in the form of police, fire protection and emergency medical services, maintenance of streets and infrastructure, the operation of water and wastewater facilities, water and sewer service, garbage collection and recycling, planning and zoning, code enforcement, and financial and general administrative services.

Block Diagram of the Village's Functional Subdivisions

Attached as Exhibit 1

Approximate Number of the Village's Full and Part-time Employees

The Village employs approximately 98 persons on a full-time basis and has between 30 and 75 part-time and seasonal employees depending on the season of the year.

Total Amount of the Village's Operating Budget

For Fiscal Year 2010, the total operating budget for the three major funds of the Village (General, Water, and Garbage) is \$16,383,277. The total budget

across all funds including capital, debt service, and bond construction is \$24,133,503.

Number and Location of Each of the Village's Offices

Village Hall – 675 Village Court, Glencoe, 60022
Public Works Garage – 320 Hazel Avenue, Glencoe, 60022
Glencoe Golf Club – 621 Westley Road, Glencoe 60022

Village Listing of Boards and Commissions

Attached as Exhibit 2 is a membership listing for the Village Board of Trustees, Standing and Special Committees, and Advisory Boards and Commissions

Index of Public Records

Attached as Exhibit 3

Records Stored by Electronic Data Processing

For persons lacking knowledge of computer language or printout format of public records stored by means of electronic data processing, the Village will confer with those individuals to provide reasonable explanation of the records or furnish written commentary when available.

Summary of Procedures

The Village of Glencoe Rules and Regulations Implementing the Illinois Freedom of Information Act (the “FOIA Rules”) provide comprehensive procedures and instructions for obtaining Village public records. A brief summary of the Rules and Regulations is provided below.

All requests to inspect, copy, or certify public records must be submitted to the Village in writing and in the appropriate form. The Village will respond to each written request to inspect, copy, or certify public records within five business days after it is received, unless an extension of time is determined necessary. The Village will respond to a written request made for commercial purposes within 21 business days after it is received. Requests for information governed by specific statutes will be provided in accordance with such statutes. Applicable fees for copies, certification, or mailing of public records must be paid prior to receiving the requested documents.

All notices and other communications relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all

requests for any other information relating to the Village's implementation of the Illinois Freedom of Information Act must be directed to:

Nathan Parch
Freedom of Information Officer
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022
Phone: (847) 835-4111
Facsimile: (847) 835-4234
Email: foiaofficer@villageofglencoe.org