

VILLAGE OF BEACH PARK

ORDINANCE 2010-0-45

**AN ORDINANCE SETTING FORTH PROVISIONS FOR
COMPLIANCE WITH THE ILLINOIS FREEDOM OF
INFORMATION ACT**

**ADOPTED BY THE VILLAGE BOARD
OF THE
VILLAGE OF BEACH PARK, ILLINOIS
ON
AUGUST 24, 2010**

**Published in pamphlet form by authority of the Village Board
of the Village of Beach Park, Lake County, *Illinois*
*this 25TH day of August, 2010***

**MILTON C. JENSEN, Mayor
RICHARD GUST, Trustee
JOHN HUCKER, Trustee
REGINA MILLER, Trustee
MARK OTTERSEN, Trustee
LINDA SITTIG, Trustee
LARRY WELLS, Trustee
LAURELLA CVENGROS, Clerk
DAVID W. MCARDLE, Attorney**

ORDINANCE 2010-0-45

**AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH
THE ILLINOIS FREEDOM OF INFORMATION ACT**

WHEREAS, the Freedom of Information Act took effect on July 1, 1984 (5ILCS 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 Beach Park 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.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Beach Park, Lake County, Illinois as follows:

SECTION 1: The Village Clerk 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 office of the Village Clerk at 11270 Wadsworth Road, Beach Park, Illinois, between the hours of 8:30 a.m. and 5:00 p.m. Monday through Thursday and 8:00 a.m. and 4:00 p.m. on Fridays. In the event that the Village Clerk is not available during the times described above, the Deputy Clerk is designated as the Deputy FOIA Officer to whom such initial requests are to be made. Except in the instances when records are furnished immediately, the FOIA Officer, or his designees, shall receive requests submitted to the Village under the Freedom 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 Officer and Deputy FOIA Officer shall, within six (6) months after January 1, 2010, successfully complete an electronic training curriculum to be developed by the successfully complete an annual training program. Whenever a new Freedom 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 Freedom 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 Freedom 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 this 24TH day of August, 2010, by the Corporate Authorities of the Village of Beach Park, County of Lake, Illinois by a roll call vote as follows:

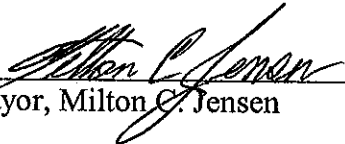
Ayes: Tr. Gust, Hucker, Miller, Ottersen, Sittig & Wells

Nays: -0-

Abstained: -0-

Absent: -0-

APPROVED this 24th day of August 2010, by the President of the Village of Beach Park, County of Lake, Illinois



Mayor, Milton C. Jensen

ATTEST:



Village Clerk, Laurella Cvengros



FREEDOM OF INFORMATION ACT {FOIA} OFFICIAL POSTING

Summary of Purpose of Municipality

The Village of Beach Park is a municipality organized under the Constitution and Laws of the State of Illinois. The Village operations include, control over building and construction, parks and recreation, streets and public ways, and operation of water and sewer systems.

Police protection and public order is being provided by Lake County Sheriff's Department. Fire protection and ambulance service are being provided from the following fire protection districts: Beach Park Fire Protection District, Newport Fire Protection District, and Winthrop Harbor Fire Protection District.

Total amount of municipality's operating budget:

\$6,605,596.00

Number and locations of all municipal separate offices:

Beach Park Village Hall	11270 Wadsworth Road
Beach Park Public Works	40185 Glendale
Beach Park ESDA	40185 Glendale

Approximate number of all full-time and part-time employees:

Full time 14
Part time 4

Identification and membership of any municipal board, commission, committee or board:

Mayor Milton Jensen, Clerk Laurie Cvengros: Chairman of Parks & Recreation : Tr. Richard Gust, Chairman of Building & Zoning : Tr. John Hucker, Chairman of Economic Development Tr. Regina Miller, Chairman of Intergovernmental Affairs, Tr. Larry Wells, Chairman of Public Works Tr. Mark Ottersen, & Tr. Linda Sittig:

Members of Economic Development Commission:

Chairman Marilyn Schenider Assistant Chairman Bill Reidel, Jane Ochoa, Regina Miller, Barb Jaeger, Paul Last, John Hadnott, Ray Costa, Bryan Swank,

Members Planning & Zoning Commission:

Chairman Tom Bleck, Jane Ochoa, Ray Kloth, Bob Johnston, Mark Stricklin, Jim Hollingshead, & Andy Cvengros

Beach Park Development Corporation:

Board of Directors: Dr. Ray Costa, Mike Ruchti, Roger Luther, John Clark & Joan Bomkamp

Description of methods by which public may request information and public records:

Written request only delivered either in person, by U.S. Mail, FAX, or email

Director of Municipal FOIA officers:

Village Clerk Laurie Cvengros
Deputy Clerk Donna Perez

Any fees for records under FOIA:

For black & white, letter or legal size paper pages – first 50 pages are free
Each paper page over 50 is \$. 15 per page
Each color copy is \$.25 per page
Electronic copies are actual cost of recording medium (CD,tape,disk,etc.)

VILLAGE OF BEACH PARK
ORGANIZATIONAL CHART
FY 2010-2011

