Freedom of Information Directory

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MUNICIPAL OFFICES AND LOCATIONS

Village of Gilberts
Municipal Offices and Locations

Gilberts Village Hall
87 Galligan Road
Gilberts, IL 60136

Telephone Number: 847-428-2861
Fax Number: 847-428-2955

Departments located at Village Hall
Village Administrator
Village Clerk's Office

Gilberts Municipal Facility
73 Industrial Drive
Gilberts, IL 60136

Building/Finance/Public Works/Utility Billing

Telephone Number: 847-428-4167
Fax Number: 847-551-3382

Departments located at the Municipal Building
Building/Finance/Public Works/Utility Billing

Gilberts Police Department
86 Railroad Street
Gilberts, IL 60136

Telephone Number: 847-428-2954

Department located at 86 Railroad Street
Police Department

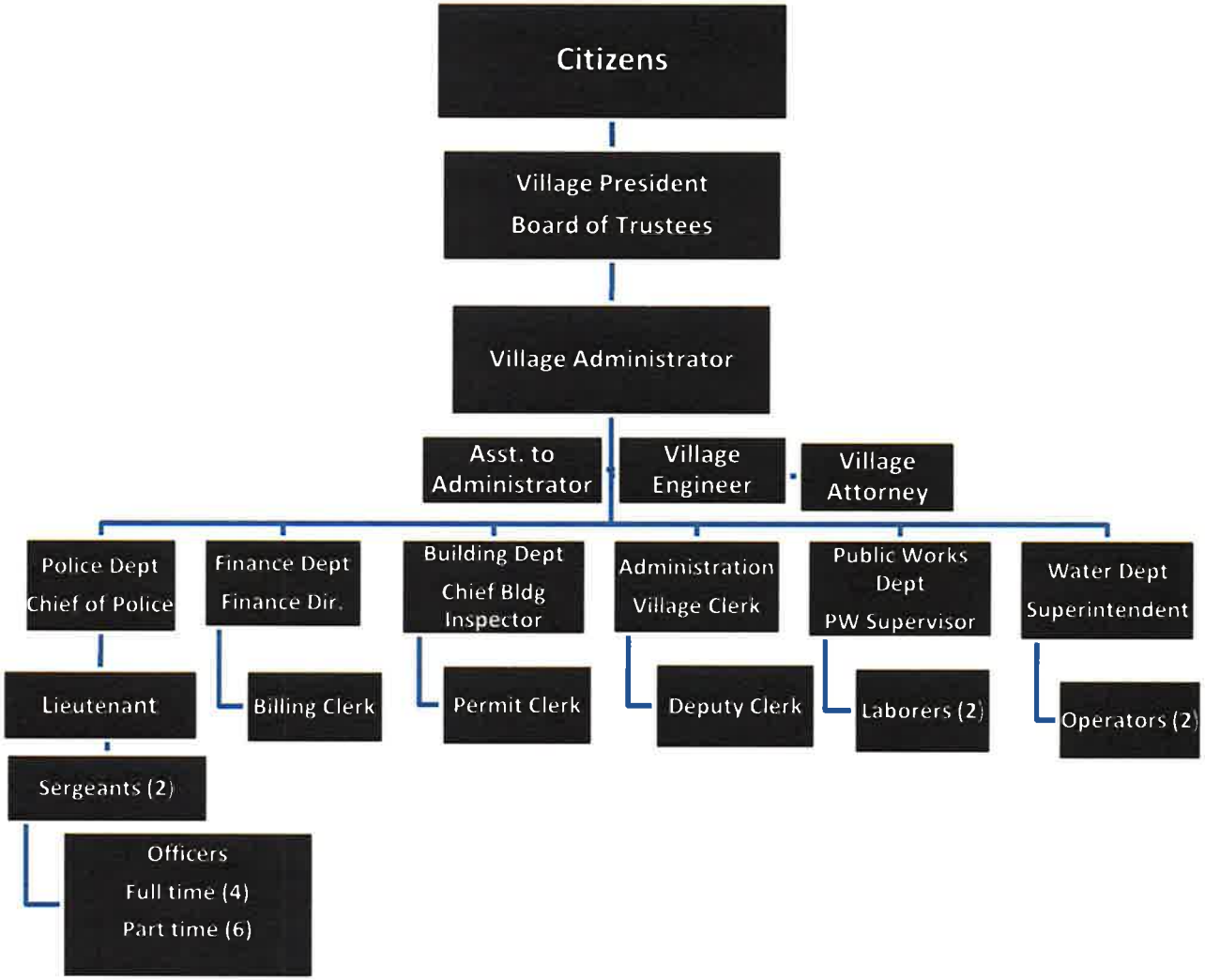
MISSION STATEMENT

Village of Gilberts

It is the policy of the Village of Gilberts (hereafter referred to as the "Village"), to provide, support, implement, and maintain high quality services and facilities in order to promote and protect and enhance the health, safety, welfare and quality of life of its citizens. The ability of the Village to provide high quality services to its residents is dependent in large part on the employees of the Village performing at a consistently high professional level. The Village takes pride in the spirit of professionalism warmth and hospitality of its employees, who as public servants are charged with the responsibility to courteously deliver reliable, efficient and effective municipal services.

Organization Chart

Village of Gilberts
Organization Chart



Village Board
Village Commission Members
Village Committee Members

Village of Gilberts
Board Members, Commission Members

Village President
Rick Zirk

Board of Trustees
David LeClercq
Dan Corbett
Nancy Farwell
Louis Hacker
Elissa Kojzarek
Guy Zambetti

Village Administrator
George Sakas

Assistant Administrator
William Beith

Village Clerk/FOIA Officer
Debra Meadows

Plan Commission/ZBA Members
Randy Mills, Chairman
Susan Davidowski, Vice-Chair Person
Kevin McHone
Matt Sullivan
Randy Mills
Robert Borgardt
Valerie del Vecchio
Phil Knudsen

Police Commission
Dean Stiegemeier, Commissioner
Bill Lindoerfer, Commissioner
Chris Asher, Chairman

Police Pension Board
Mike Joswick-President
Dan Heldson-Assistant Secretary
Rachel Roth-Resident
Jeff Goodloe-Attorney
Eric Laughlin-Financial Consultant
Rich Rentz-Delaware Investment Advisors

FY-2016 Operating Budget

Village of Gilberts
FY-2017 Operating Budget

Administration Department
87 Galligan Road
Gilberts, IL. 60136
This department includes Village Administrator, Assistant to the Village Administrator, Clerk's Office, Finance Department, Consultant fees and Professional fees.
Budget Period-May 1, 2016 – April 30, 2017
$908,828.00

Police Department
86 Railroad Street
Gilberts, IL. 60136
This department includes Full and Part time Police Officers, Clerical Staff, Consultant fees and Professional fees.
Budget Period – May 1, 2016 – April 30, 2017
$1,456,249.00

Police Enhanced DUI Program
Revenue-$ 28,000.00
Expenses-$28,000.00

Public Works Department
73 Industrial Drive
Gilberts, IL. 60136
This department includes Full and Part time Employees, Temporary Seasonal Employees, Consultant fees and Special Projects.
Budget Period – May 1, 2016 – April 30, 2017
$739,066.00

Building Department
73 Industrial Drive
Gilberts, IL. 60136
This department includes Full time employees. The Chief Building Inspector oversees the Building Department, Public Works Department, and Parks Department.
Budget Period – May 1, 2016 – April 30, 2017
$203,890

Parks Department
73 Industrial Drive
Gilberts, IL 60136
This department is staffed by the Public Works Employees
The expenses include some minor park projects.
Budget Period-May 1, 2016-April 30, 2017
$143,805.00

Water / Wastewater Department
The Water expenses include the operating cost associated with the Village Water & Wastewater Treatment Facilities, Wells, Professional Fees and Consultant Fees.
Budget Period-May 1, 2016-April 30, 2017
$1,452,758.00

Addresses for Water & Wastewater Facilities

Wells 3&4
Located along Tyrrell Road and Raymond Drive
*note Wells 1&2 were located in Indian Trails however, they have been decommissioned.

Water Treatment Plant
320 Raymond Drive
Gilberts, IL. 60136

Wastewater Expenses
The wastewater expenses include the operating cost associated with the wastewater treatment plant, Lift Stations, Professional fees and Consultant fees.

Village Wastewater Treatment Plant
287 Raymond Drive
Gilberts, IL. 60136

Village Lift Stations
95 Meadows Drive
320 Raymond Street
1221 Galligan Road
201 Raymond Drive
196 Valencia Drive

Phosphorous Removal Facility
287 Raymond Drive
The budget numbers noted are estimated. The Village operates by means of the Budget System. The Budget is adopted by the Village Board prior to the beginning of the new Fiscal Year and is on file with the County of Kane.

For public information, a copy of the Budget Ordinance is attached.

CERTIFICATE

The undersigned certifies that I am the Village Clerk of the Village of Gilberts, Kane County, Illinois and further certifies that the attached is a true and accurate copy of Ordinance 08-2016, an Ordinance adopting the 2016-2017 Annual Budget.

Dated at the Village of Gilberts, Illinois, and this 19th Day of April 2016.

Debra Meadows

Village Clerk, Debra Meadows

SEAL OF THE VILLAGE OF GILBERTS INCORPORATED 1890 ILLINOIS

(SEAL)

VILLAGE OF GILBERTS

KANE COUNTY

STATE OF ILLINOIS

ORDINANCE NUMBER 08-2016

An Ordinance adopting the 2016-2017 Annual Budget

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF GILBERTS
KANE COUNTY
STATE OF ILLINOIS

April 19, 2016

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois this 19th day of April 2016

Ordinance No. 08-2016

An Ordinance Adopting the 2016-2017
Annual Budget

WHEREAS, the Village of Gilberts, a unit of local government under and pursuant to Section 6 Article VII of the Illinois Complied Statutes has the power to perform any function pertaining to its government and affairs, including but not limited to the power to regulate for protection of the public health, safety, morals, and welfare; and

WHEREAS, the Village determined that it was in the public interest to provide for the budget procedure and adopted such procedure by ordinance as established by law pursuant to Illinois Complied Statutes, 65 ILCS; and

WHEREAS, the Budget Officer has compiled a budget for fiscal year 2016-2017 as provided pursuant to Illinois Complies Statutes, 65 ILCS; and

WHEREAS, the corporate authorities have made the proposed 2016-2017 Annual Budget conveniently available for public inspection at least (10) days prior to the public hearing on the budget and copies have been made available; and

WHEREAS, notices of availability for public inspection of the budget and of the public hearing have been given at least ten (10) days prior to the time of the hearing by publication in a newspaper having general circulation in the municipality; and

WHEREAS, not less than one week after the publication of the tentative annual budget and prior to final action on the budget, the corporate authorities have held at least one (1) public hearing on the tentative annual budget, after which the budget may be further revised and passed without further inspection, notice of hearing.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, KANE COUNTY, ILLINOIS, AS FOLLOWS:

Section One. The 2016-2017 Annual Budget attached hereto and made a part thereof is hereby passed and adopted by a majority vote of the corporate authorities now holding office, including the President of the Board, which passage and approval is before the beginning of the fiscal year for 2016-2017. Passage of the 2016-2017 Annual Budget Ordinance shall be in lieu of an annual appropriation ordinance as required by 65 ILCS.

Section Two. Severability. If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the validity of unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

Section Three. Repeal. All ordinances, resolutions, motions or parts thereof in conflict herewith shall be and the same are hereby repealed.

Section Four. Publication. This ordinance shall be in full force and effect forthwith upon its adoption, approval and publication in pamphlet form as provided by law.

PASSED BY ROLL CALL VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this 19th day of April, 2016.

	Ayes	Nays	Absent	Abstain
Trustee David LeClercq	✓			
Trustee Dan Corbett	✓			
Trustee Lou Hacker	✓			
Trustee Nancy Farrell	✓			
Trustee Elissa Kojzarek	✓			
Trustee Guy Zambetti	✓			
President Rick Zirk				

APPROVED THIS 19th DAY OF April, 2016.

SEAL OF THE VILLAGE OF GILBERTS INCORPORATED 1890 ILLINOIS (SEAL)

Village President, Rick Zirk

ATTEST: Debra Meadows

Village Clerk, Debra Meadows

Published: April 20, 2016

FISCAL YEAR 2017 PROPOSED BUDGET GENERAL FUND

Budget Summary

DESCRIPTION	FY-13 Actuals	FY-14 Actuals	FY-15 Actuals	FY-16 Budget	FY 16 Actuals thru 4-1-16	FY-16 Adusted Budget	FY-17 Proposed Budget	% Change FY-16 vs FY-17
Revenue - General Fund	3,202,793	3,990,516	5,344,654	3,936,063	3,089,885	3,802,363	3,542,478	-10.0%
Revenue - Enhanced DUI	43,645	30,300	20,500	28,000	14,000	28,000	28,000	0.0%
Revenue - Refuse Removal Services	689,498	706,358	749,824	752,717	713,760	768,717	805,667	7.0%
Revenue Total	**3,935,936**	**4,727,174**	**6,114,979**	**4,716,780**	**3,817,645**	**4,599,080**	**4,376,145**	-7.2%
Expense - Administration	620,263	1,043,849	1,334,209	671,465	561,726	671,465	736,158	9.6%
Expense - Professionals	89,452	114,021	197,221	201,710	95,055	201,710	172,870	-14.3%
Expense Building	140,652	165,610	170,700	184,262	174,342	204,262	203,890	10.7%
Expense Police	1,238,316	1,338,510	1,343,181	1,318,519	1,158,194	1,318,519	1,456,249	10.4%
Expense - Enhanced DUI	29,934	24,454	20,500	28,000	7,659	28,000	28,000	0.0%
Expense Public Works	416,029	398,571	417,905	448,552	350,662	448,552	475,429	6.0%
Expense Public Works - Projects	347,340	279,657	656,602	1,004,512	640,531	650,912	288,443	-71.3%
Expense - Parks Department	25,094	29,760	971,207	106,684	93,160	139,711	143,805	34.8%
Expense - Refuse Removal Services	689,498	706,358	746,271	752,717	520,173	768,717	805,667	7.0%
Expense Total	**3,596,578**	**4,100,792**	**5,857,797**	**4,716,421**	**3,601,503**	**4,431,848**	**4,310,512**	-8.6%

1%NHR Sales Tax for Road Improvement							65,517	
Total Set Aside							**65,517**	

Budget Summary General Fund	339,358	626,382	257,182	359	216,142	167,232	116	

GENERAL REVENUE

Description	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
Tax - Property	956,027	999,449	1,005,555	1,024,211	1,024,211		1,034,935	2.92%
Personal Property Rep	345	251	200	274	275		200	0.00%
Tax Sales	187,361	213,993	192,000	205,725	215,000		230,000	19.79%
Tax - State Income	670,332	673,692	681,021	660,213	700,000		701,658	3.03%
Non Home Rule 1% Sales Tax	173,623	192,071	180,000	189,135	201,000		210,000	16.67%
Tax - State Local Use	116,338	142,703	133,453	146,710	152,000		161,657	21.13%
License - Liquor	13,500	14,425	14,000	11,400	11,400		11,400	-18.57%
Pulltabs & Jar Games Tax	1,125	995	1,000	0	1,000		1,000	0.00%
Fee - Business Registration	2,565	3,025	1,800	1,600	1,600		1,525	-15.28%
Fee - Cable Franchise	68,393	81,506	74,000	66,193	82,000		82,000	10.81%
Fee - Vending Machine	-	45	-	0	0		-	
Fee - Copy	-	-	-	0	0		-	
Utility Tax - Electric	179,689	174,905	177,000	163,046	177,000		180,000	1.69%
Utility Tax - Gas	115,443	113,133	105,000	62,487	75,000		100,000	-4.76%
Contractor Registration	7,550	6,680	6,000	6,290	6,000		6,000	0.00%
Utility Tax - Communication	190,981	174,017	184,920	150,039	166,500		160,000	-13.48%
VOG Annexation Fees	-	-	-		0		-	#DIV/0!
ZBA / Plan Comm. Hearings	500	2,370	-	1,000	0		-	#DIV/0!
Miscelaneous Income	1,171	8,757	1,000	906	1,000		1,000	0.00%
Fines - Court	48,493	42,197	47,000	30,570	33,600		35,520	-24.43%
Fines Other	6,025	2,889	1,000	2,155	2,500		1,000	0.00%
Fines - Code Building	4,357	2,447	-	2,401	2,400		1,500	#DIV/0!
Building Permit (VOG Portion)	113,906	75,505	37,890	71,111	74,000		38,170	0.74%
Sign Renewal Fees								
Recycling License	2,500	-	2,500	5,000	2,500		2,500	0.00%
Park Pavilion Rental	775	890	600	820	800		700	16.67%
SSA #24 Prinicipal Revemnue		1,403	-	17,610			0	
SSA #24 Bond Interest		17,161	-	-			-	
Interest - General Fund CD	11,717	5,632	1,200	1,584	1,700		1,512	26.00%
Interest - General Fund	1,979	1,214	1,000	1,283	1,321		1,000	0.00%
Interest - Performance	179	248	200	123	120		150	-25.00%
Gilberts Police Reports	245	370	200	275	300		225	12.50%
Illinois Funds Interest	414	185	250	1,122	1,000		500	100.00%
Antenna Rental	46,620	45,120	46,620	45,581	46,620		46,620	0.00%
Grant Revenue	353,317	480,000	-	3,805	3,805		$ 21,340	#DIV/0!
Community Event Donations	14,078	650	-	0	0		$ -	#DIV/0!
Miscellaneous License	-	5	-	-	0		$ -	#DIV/0!
Vacant Building Registration	4,600	2,000	1,000	1,800	1,800		1,500	50.00%
Raffle License	80	100	50	100	100		100	100.00%
Food Vendor Registration	100	150	-	150	150		-	#DIV/0!
Garbage Hauler License	1,000	1,000	800	1,000	1,000		800	0.00%
PD Bail Processing Fee	340	185	200	20	20		20	-90.00%
Video Gaming	16,801	36,225	29,500	40,587	43,000		39,000	32.20%
Video Gaming License	125	775	775	575	575		575	-25.81%
Temporary Occupancy Permits	-	-	-	-	0		-	#DIV/0!
Bassett Training Revenue	-	-	-	-	0		-	#DIV/0!
Police Administrative Fee		96	-	0	0		-	#DIV/0!
Application Fees - Police	-	-	-	-	0		-	#DIV/0!

GENERAL REVENUE

Description	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
Reimbursed Income	187,960	195,405	30,000	130,162	130,000		30,000	0.00%
Miscellaneous Revenue		-	-	-	0		-	#DIV/0!
Sale of Fixed Assets	3,783	3,201	-	3,978	3,978		-	#DIV/0!
MFT Reimbursement	62,890	128,816	61,860	-	61,860		67,917	9.79%
Loan Proceeds			-	-	0		-	#DIV/0!
Transfers-Garbage Admin	22,514	22,514	26,592	-	26,592		27,000	1.53%
Transfers-Capital Replacement Franchise	26,567	27,744	26,037	-	26,037		28,667	10.10%
Transfers - Tree Replacement			9,000	-	6,900		2,500	-72.22%
Transfer-Impact Fee-Bal Pk Project	82,546	956,623	7,750	-	7,750		10,000	29.03%
Transfer-Impact Fees-Park Sign					16,987			
Transfer FY-16 Carryover					0		55,000	
Transfer for PW Truck					0		69,000	
Transfer for Splash Recirulating Pump					16,040		59,500	
Transfers-Road Improvement-Mason Rd.			142,390	-	38,727			-100.00%
Transfer-Road Improvement-Old Town	125,000	402,135	612,550	-	316,350			-100.00%
Transfers - GO Bond-MFT	82,890	82,890	81,860	-	81,860		87,917	7.40%
Transfers	46,860		-	-	0			#DIV/0!
Revenue - General	3,953,604	5,337,794	3,925,773	3,051,043	3,764,378		3,511,608	-6.71%

ER PERMIT FEES

F Building from Developers (to B&F& B	36,912	6,860	10,290	38,843	37,985		30,870	-18.7%
- ..nservancy/Ryland @ _36 Units@857.50						30,870		
- Commercial @ __ Units								
Revenue -Developer Permit Fees	36,912	6,860	10,290	38,843	37,985		30,870	

_ - PARK - UTILITY IMPACT FEES

Municipal Impact Fee	59,200	16,698	33,000	120,100	117,350		99,000	-15.6%
- Conservancy/Ryland @ 36 Units @ $2750						99,000		
VOG Parks Impact Fees		10,565	33,936	94,138	89,806		67,872	
- Conservancy @ 24 Units @ $2828						67,872		
Conservancy Utility Fee		1,000	6,000	18,500	18,000		12,000	
- Conservancy @ 24 Units @ 500			72,936			12,000		
Revenue - Municipal Impact	59,200	28,263	33,000	232,738	225,156		178,872	

ED INCOME TO ROAD RESERVES ACCOUNT

Tax - Road & Bridge	6,996	6,744	6,751	6,805	6,710			-100.0%
Over Wt/Size Permit	9,530	3,550	2,500	2,090	2,200			-100.0%
Revenue-Redirect to Road Improvement	16,526	10,294	9,251	8,895	8,895		0	

Expense Administration

	Description	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
01-01-500	State Employment	10,319	3,740	6,000	1,173	3,500		4,000	-33.3%
01-01-501	Wages-Board	24,000	24,000	24,000	22,000	24,000		24,000	0.0%
01-01-502	Wages-PC	275	475	3,600	675	2,000		3,600	0.0%
01-01-503	Wages-General	266,740	270,922	284,999	249,375	279,999		301,349	5.7%
01-01-568	Wages - General - Overtime	-	-	250	-	250.00		250	0.0%
01-01-504	FICA-Adm. 6.20%	17,714	18,015	19,397	16,531	19,397		20,410	5.2%
01-01-505	Medicare 1.45%	4,143	4,214	4,536	3,866	4,536		4,773	5.2%
01-01-506	Operating Expense	2,513	2,523	3,000	2,993	3,200		3,000	0.0%
01-01-507	Dues & Subscriptions	7,394	7,834	8,822	7,481	8,000		8,704	-1.3%
01-01-508	Legal Notices	1,674	2,209	1,990	2,442	2,700		1,990	0.0%
01-01-509	Communications	8,486	7,103	7,260	7,350	8,000		8,120	11.8%
01-01-510	Postage	3,518	4,166	4,230	4,072	4,230		4,020	-5.0%
01-01-511	Printing	10,603	8,966	11,400	6,934	11,400		11,400	0.0%
01-01-513	Misc. Refund				0	0		0	#DIV/0!
01-01-514	Group Health Insurance	27,571	21,355	40,788	18,291	26,851		47,497	16.4%
01-01-515	Community Donations	21,167	5,117	15,000	4,373	13,000		17,500	16.7%
01-01-516	Ride In Kane Program	2,342	346	0	0	0		0	#DIV/0!
01-01-517	Publications/Brochure	118	0	210	0	210		200	-4.8%
01-01-519	Rental Equipment	6,153	5,561	5,574	4,853	5,574		5,580	0.1%
01-01-520	Office Supplies	3,120	2,531	3,000	2,550	3,000		3,000	0.0%
01-01-521	NISRA Expense	803	1,286	1,250	1,140	1,400		1,400	12.0%
01-01-524	Accounting Services	18,015	17,995	23,270	18,655	23,270		23,270	0.0%
01-01-527	Bank Services	25	25	25	25	25		25	0.0%
01-01-531	Insurance Liability	9,477	7,453	11,567	11,510	11,567		13,237	14.4%
01-01-532	Insurance Vehicle	3,818	3,755	4,931	4,687	4,931		5,390	9.3%
01-01-533	Insurance Property	4,340	5,884	2,264	3,001	3,001		3,451	52.4%
01-01-534	Workmens Comp.	3,612	3,812	4,048	4,367	4,370		5,022	24.1%
01-01-537	Gas & Oil	2,434	1,970	2,000	1,235	2,000		2,000	0.0%
01-01-539	Vehicle Maintenance	145	499	500	598	700		750	50.0%
01-01-540	Equip. Maintenance	923	578	750	498	750		1,000	33.3%
01-01-541	Building Maintenance	12,574	5,734	4,900	3,457	6,900		5,460	11.4%
01-01-545	Contractural Services	30,188	32,460	34,900	27,013	39,900		26,481	-24.1%
01-01-548	Capital Equipment	1,937	3,643	5,000	618	5,000		60,000	1100.0%
01-01-549	Meals & Entertainment	2,992	2,109	3,000	3,460	3,700		3,000	0.0%
01-01-550	Special Projects	427,219	18,600	15,000	11,329	15,000		-	-100.0%
01-01-558	Training	6,537	7,311	8,000	4,128	8,000		8,000	0.0%
01-01-560	Sensitivity Training								
01-01-562	IMRF	30,443	31,540	33,003	28,496	33,003		35,202	6.7%
01-01-566	Debt Payment/73 Industrial	20,251	20,929	21,555	19,768	21,555		22,126	2.7%
01-01-567	Interest Exp./73 Industrial	21,875	21,198	20,572	18,848	20,572		20,000	-2.8%
01-01-595	Utility Tax Expense	202	1,933	624	601	724		700	12.2%
01-01-596	Reimbursed Expenses	28,192	739,851	30,000	43,336	45,000		30,000	0.0%
01-01-597	Safety/Personal Equipment	0	-	250	0	250.00		250	0.0%
	Total Expenses - Administr	1,043,849	1,334,209	671,465	561,726	671,465		736,158	9.6%

	PROFESSIONALS								
01-01-522	Legal/Litigation	28,177	45,893	25,000	1,755	25,000		15,000	-40.0%
01-01-523	Legal/Administration	52,308	55,445	52,500	35,372	52,500		50,000	-4.8%
01-01-525	Storm Water Management		27,000	30,000	27,540	31,290		30,000	0.0%
01-01-536	Engineering Expense	28,536	68,884	61,340	30,388	60,050		50,000	-18.5%
01-01-556	Planner Services	5,000	-	32,870	0	32,870		27,870	-15.2%
	Total Expenses - Profession	114,021	197,221	201,710	95,055	201,710		172,870	-14.3%

Police Expenses

Account #	Description	FY-12 Actuals including Y/E adjustments	FY-13 Actuals including Y/E adjustments	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
01-02	Wages-General	680,491	694,608	740,792	736,257	716,805	664,319	750,000		752,587	5.0%
01-02	Wages-Police-Overtime	32,192	26,791	38,644	26,605	35,104	11,119	29,233		31,000	-11.7%
01-02-504	FICA-Adm. 6.20%	42,880	44,151	46,944	45,874	46,619	40,717	48,313		48,582	4.2%
01-02-505	Medicare 1.45%	10,031	10,186	10,979	10,728	10,903	9,522	11,299		11,362	4.2%
01-02-506	Operating Expenses	6,874	2,748	2,277	2,548	2,800	1,299	2,300		1,500	-46.4%
01-02-507	Dues & Subscriptions	683	991	2,110	2,519	2,500	3,097	3,100		3,000	20.0%
01-02-508	Legal Notices	0	1,443	1,064	-	0	50	50		-	#DIV/0!
01-02-509	Communications	6,052	6,967	7,420	7,522	8,370	7,628	8,600		8,600	2.7%
01-02-510	Postage	220	572	829	213	500	336	500		500	0.0%
01-02-511	Printing	1,991	2,123	1,357	862	500	255	400		300	-40.0%
01-02-514	Group Health Insurance	107,704	116,466	113,091	111,281	118,085	88,931	90,000		99,296	-15.9%
01-02-517	Publications/Brochure	99	0	0	104	110	0	110		110	0.0%
01-02-518	Small Tools & Equipment	673	1,083	1,548	-	600	469	600		500	-16.7%
01-02-519	Equipment Rental	735	588	2,109	2,447	2,616	2,278	2,616		2,616	0.0%
01-02-520	Office Supplies	2,511	2,270	3,284	1,904	3,000	1,375	3,000		2,200	-26.7%
01-02-523	Legal	13,352	3,038	3,261	9,875	4,100	3,338	4,100		4,600	12.2%
01-02-530	Dispatching	46,911	49,256	56,826	60,245	63,300	63,257	63,300		67,000	5.8%
01-02-531	Insurance Liability	14,303	14,714	12,728	6,118	4,752	4,132	4,752		4,652	-2.1%
01-02-532	Insurance Vehicle	5,219	5,352	5,684	5,769	6,521	7,255	7,255		8,158	25.1%
01-02-533	Insurance Property	1,139	1,168	2,630	3,842	748	650	748		748	0.0%
01-02-534	Workmens Comp.	12,055	19,169	18,367	19,928	23,453	19,603	19,603		22,444	-4.3%
01-02-537	Gas & Oil	36,274	37,247	39,304	33,491	38,000	20,651	38,000		29,000	-23.7%
01-02-539	Maintenance Vehicles	23,720	20,601	27,262	24,771	20,000	15,868	20,000		20,000	0.0%
01-02-540	Maintenance Equipment	1,148	2,777	2,468	2,080	2,500	2,676	2,800		3,000	20.0%
01-02-541	Maintenance Building	5,612	4,599	20,568	4,031	4,000	3,929	4,600		4,000	0.0%
01-02-545	Contractual Services	21,997	19,236	22,423	20,741	22,124	13,571	22,124		18,416	-16.8%
01-02-547	Uniforms	6,636	7,249	13,234	9,654	7,500	6,064	7,500		7,500	0.0%
01-02-548	Capital Equipment	58,192	37,571	30,881	58,378	32,282	32,889	32,889		33,750	4.5%
01-02-557	Dare/Community Relations	333	221	0	443	300	50	300		300	0.0%
01-02-5	Training	5,797	6,164	7,425	6,554	8,000	2,927	8,000		8,000	0.0%
01-02-561	IMRF	4,534	221	3,119	14,115	14,337	12,649	14,337		14,831	3.4%
01-02-563	Peer Jury	0	300	300	300	300	0	300		300	0.0%
01-02-564	Homeland Security & Certs	4,461	5,104	387	235	500	0	500		175	-65.0%
01-02-565	Bassett Training Expense	250	250	250	-	250	250	250		250	0.0%
01-89-562	Police Pension Fund	74,249	93,093	98,944	113,747	117,040	117,040	117,040		246,971	111.0%
	Total Expenses - Police	1,229,316	1,238,316	1,338,510	1,343,181	1,318,519	1,158,194	1,318,519		1,456,249	10.4%

Public Works Dept. Expenses

Account #	Description	FY-12 Actuals including Y/E adjustments	FY-13 Actuals including Y/E adjustments	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
01-03-503	Wages-Public Works	88,102	92,253	104,164	100,542	126,674	109,862	126,674		129,709	2.4%
01-03-5xx	Wages-Public Works - Overtim	5,512	8,762	16,661	7,874	8,783	6,709	8,783		8,959	2.0%
01-03-504	FICA-Adm. 6.20%	5,462	6,304	7,092	6,491	8,398	6,876	8,398		8,597	2.4%
01-03-505	Medicare 1.45%	1,278	1,452	1,654	1,578	1,964	1,608	1,964		2,011	2.4%
01-03-506	Operating Expenses	1,038	1,344	1,011	884	1,500	503	750		1,250	-16.7%
01-03-507	Dues & Subscriptions	0	199	204	189	250	179	250		250	0.0%
01-03-508	Legal Notices	900	480	0	20	100	0	0		100	0.0%
01-03-509	Communications	2,097	2,461	2,354	2,441	2,760	2,438	2,920		3,190	15.6%
01-03-514	Group Health Insurance	24,084	22,656	22,664	24,549	27,108	23,180	25,158		0	-100.0%
01-03-518	Small Tools & Equipment	4,108	9,728	2,916	3,762	6,000	4,119	6,000		5,500	-8.3%
01-03-519	Rental Equipment	456	0	0	0	1,500	672	1,500		1,500	0.0%
01-03-525	NPDES Fees	1,000	1,000	1,000	1,000	1,000	1,000	1,000		1,000	0.0%
01-03-526	Street Lighting	26,553	30,089	34,475	50,600	45,414	28,252	40,000		40,000	-11.9%
01-03-531	Insurance Liability	3,490	3,579	3,655	3,419	3,856	3,353	3,409		3,856	0.0%
01-03-532	Insurance Vehicle	2,572	2,637	2,601	1,985	1,635	2,082	2,082		3,856	135.8%
01-03-533	Insurance Property	1,659	1,701	1,806	1,402	592	515	592		593	0.2%
01-03-534	Workmens Comp.	10,437	10,647	11,556	11,444	12,458	10,614	12,458		12,206	-2.0%
01-03-537	Gas & Oil	11,721	12,971	19,673	14,083	15,000	8,783	12,000		13,500	-10.0%
01-03-539	Vehicle Maintenance	2,699	3,767	15,800	14,006	11,000	11,026	16,000		11,000	0.0%
01-03-540	Equip. Maintenance	4,561	5,355	6,350	5,576	6,000	9,175	12,000		8,000	33.3%
01-03-541	Building Maintenance	1,864	660	6,225	8,529	8,000	4,346	8,000		7,000	-12.5%
01-03-542	Maintenance Streets	1,860	8,228	7,536	2,769	5,000	6,842	9,000		7,000	40.0%
01-03-544	Maintenance Grounds	544	654	1,193	980	3,500	2,770	4,000		3,500	0.0%
01-03-545	Contractural Services	8,417	6,025	10,084	10,249	16,312	8,530	11,666		17,076	4.7%
01-03-546	SnowPlowing/Crack Filling	52,821	44,718	51,254	110,754	54,900	27,529	54,900		41,187	-25.0%
01-03-547	Uniforms	960	304	577	350	1,500	618	1,500		1,500	0.0%
01-03-	Capital Equipment	3,924	88,582	0	0	38,539	38,728	38,739		80,000.00	107.6%
01-03-5[illegible]	Debt Payment/Back Hoe			16,903	17,457	18,029	18,027	18,029		18,622	3.3%
01-03-555	Interest Exp./Back Hoe			2,333	1,780	1,208	1,209	1,208		616	-49.0%
01-03-558	Training	1,300	1,414	411	628	1,300	0	1,300		1,300	0.0%
01-03-562	IMRF	10,600	11,570	13,022	10,996	15,672	11,083	15,672		16,945	8.1%
01-03-565	73 Industrial - Upgrades	167	3,191	220	1,570	2,600	33	2,600		1,000	-61.5%
	Publice Works Expenses	322,432	416,029	398,571	417,905	448,552	350,662	448,552		450,823	0.5%

	Public Works Minor Projects										
01-90-538	General Signs	5,687	2,182	191	2,275	3,300	3,062	3,300		3,500	6.1%
01-90-544	Tree/Sidewalk Replacement		17,600	500	18,674	9,000	6,866	9,000		3,000	-66.7%
01-90-545	Public Works Minor Projects	5,400	1,109	4,479	361,440	713,600	358,326	360,000			-100.0%
01-90-546	Weather Siren Maintenance	630	2,492	1,774	0	3,000	0	3,000		3,000	0.0%
01-90-549	GO Bond Principal Payment	0	205,000	175,000	180,000	185,000	185,000	185,000		190,000	2.7%
01-90-550	GO Bond Interest Payment	0	75,369	54,125	50,625	47,025	47,025	47,025		42,400	-9.8%
01-90-547	RZB - Principal Payment	32,344	32,262	32,745	33,449	34,319	34,319	34,319		35,384	3.1%
01-90-548	RZB - Interest Payment	7,196	11,326	10,842	10,138	9,268	5,932	9,268		11,159	20.4%
	Publice Works Project Expens	51,257	347,340	279,657	656,602	1,004,512	640,531	650,912		288,443	109.0%

Building Dept. Expenses

Account #	Description	FY-12 Actuals including Y/E adjustments	FY-13 Actuals including Y/E adjustments	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
01-04-503	Wages-Building	68,790	73,769	92,949	111,640	115,266	98,985	107,954		117,568	2.0%
01-04-5xx	Wages-Building - Overtime	0	0	0	0	200	0	200		200	0.0%
01-04-504	FICA-Adm. 6.20%	4,122	4,518	5,626	6,660	7,159	5,864	7,159		7,302	2.0%
01-04-505	Medicare 1.45%	969	1,044	1,316	1,554	1,674	1,371	1,674		1,708	2.0%
01-04-506	Operating Expenses	51	64	362	87	300	0	300		300	0.0%
01-04-507	Dues & Subscriptions	423	340	340	509	450	310	450		450	0.0%
01-04-509	Communications	325	399	309	459	216	599	720		720	233.3%
01-04-511	Printing	373	27	361	90	500	33	500		350	-30.0%
01-04-514	Group Health Insurance	7,640	9,894	10,119	12,410	13,973	11,804	13,469		13,731	-1.7%
01-04-517	Publications/Brochure	-	53	54	0	150	0	150		150	0.0%
01-04-520	Office Supplies	2,034	1,272	2,226	1,796	2,500	1,488	2,500		2,500	0.0%
01-04-525	Permit Fee Expense	2,436	2,028	2,733	2,366	4,000	2,616	4,000		4,000	0.0%
01-04-528	Permit Fee Expense - Developer	38,240	30,448	30,880	11,792	15,000	28,603	35,000		30,870	105.8%
01-04-537	Gas & Oil	1,449	1,400	1,343	1,077	1,500	728	1,500		1,300	-13.3%
01-04-539	Maintenance Vehicles	622	389	555	742	1,000	362	1,000		1,000	0.0%
01-04-543	Leasing Expense	3,835	2,750	3,250	3,183	3,000	2,750	3,000		3,000	0.0%
01-04-545	Contractural Services	3,473	3,042	2,076	2,075	2,365	7,206	9,677		2,700	14.2%
01-04-547	Uniforms	226	0	154	176	400	0	400		400	0.0%
01-04-548	Capital Equipment	-	-	0	0	0	0	0		0	#DIV/0!
01-04-558	Training	475	595	80	793	1,250	0	1,250		1,250	0.0%
01-04-562	IMRF	8,098	8,621	10,877	13,292	13,359	11,624	13,359		14,391	7.7%
	Total Expenses Building Dept.	143,580	140,652	165,610	170,700	184,262	174,342	204,262	2,700	203,890	10.7%

Parks Dept. Expenses

Account #	Description	FY-12 Actuals including Y/E adjustments	FY-13 Actuals including Y/E adjustments	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
01-06-503	Wages - General	3,743	4,231	4,775	4,800	6,961	6,569	6,961		7,101	2.0%
01-06-568	Wages - Overtime	-	0	0	0	300	0	300		300	0.0%
01-06-504	FICA - 6.20%	219	234	282	295	450	402	450		459	2.0%
01-06-505	Medicare - 1.45%	51	55	58	69	106	94	106		107	1.2%
01-06-506	Operating Expenses		0	0	0	0	0	0		1,000	#DIV/0!
01-06-512	Utilities	344	752	770	2,081	4,700	2,453	4,700		3,150	-33.0%
01-06-519	Rental Equipment	458	0	0	0	2,500	0	2,500		2,500	0.0%
01-06-521	Supplies	1,478	804	2,129	1,580	1,600	1,411	1,600		1,600	0.0%
01-06-533	Insurance - Property	351	360	379	343	305	265	305		305	0.0%
01-06-535	Park Projects	19,525	0	990	956,773	26,750	34,265	43,737		31,340	17.2%
01-06-537	Gas & Oil	1,146	495	1,074	729	1,300	450	1,300		1,200	-7.7%
01-06-539	Sports & Playground Equip I	1,033	146	812	1,483	5,000	2,311	5,000		5,000	0.0%
01-06-540	Equipment Maintenance	553	391	277	2,794	5,000	1,026	5,000		5,000	0.0%
01-06-544	Maintenance Grounds	3,408	4,141	5,368	147	40,000	24,018	40,000		5,000	-87.5%
01-06-545	Contractural Services	0	13,134	12,604	0	10,872	3,694	10,872		19,339	77.9%
01-06-548	Capital Equipment	-	-	0	0	0	16,040	16,040		59,500	#DIV/0!
01-06-562	IMRF	417	351	244	112	840	161	840		904	7.7%
	Total Expenses Parks Dept.	32,726	25,094	29,760	971,207	106,684	93,160	139,711		143,805	34.8%

REVENUE	Police Enhanced DUI	FY-12 Actuals including Y/E adjustments	FY-13 Actuals including Y/E adjustments	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
01-07-300	Enhanced DUI-Towing	28,850	43,645	30,300	8,500	14,000	8,000	14,000		14,000	0.0%
01-07-301	Vehicle Seizure				12,000	14,000	6,000	14,000		14,000	0.0%
	Police Enhanced DUI Revenue	28,850	43,645	30,300	20,500	28,000	14,000	28,000		28,000	0.0%

EXPENSE	Police Enhanced DUI										
01-07-503	Wages-General	15,939	15,561	14,427	14,033	16,725	7,121	16,725		16,725	0.0%
01-07-504	FICA-Adm. 6.20%	975	930	878	840	1,037	436	1,037		1,037	0.0%
01-07-505	Medicare 1.45%	228	209	205	200	243	102	243		243	0.0%
01-07-518	Small Tools	0	500	-	-	500	0	500		500	0.0%
01-07-523	Legal Expense	200	0	200.00	720.00	1,250	0	1,250		1,250	0.0%
01-07-537	Gas & Oil	2,000	2,000	2,500	2,000	2,000	0	2,000		2,000	0.0%
01-07-558	Training	0	0	-	-	1,200	0	1,200		1,200	0.0%
01-07-559	Designated Drive Expense	400	0	-	500.00	500	0	500		500	0.0%
01-07-560	DUI-Public Information	0	0	-	-	1,595	0	1,595		1,595	0.0%
01-07-561	Equipment	4,689	10,184	6,244	0	2,450	0	2,450		2,450	0.0%
01-07-596	Refunded Fees	500	550	0	500	500	0	500		500	0.0%
	Transfer				1,707	0	0	0		0	#DIV/0!
	Police Enhanced DUI Expense	24,931	29,934	24,454	20,500	28,000	7,659	28,000		28,000	0.0%

Special Services - Garbage

REVENUE	Special Revenue - Contract Services	FY-12 Actuals including Y/E adjustments	FY-13 Actuals including Y/E adjustments	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
8-301	Garbage Billing Revenue	624,020	658,291	670,212	713,631	719,000	683,238	735,000		770,000	7.1%
-08-302	Franchise Revenue -MDC	24,353	25,349	26,567	27,744	26,037	23,660	26,037		28,667	10.1%
01-08-308	Late Fees/Other	6,362	5,858	9,578	8,449	7,680	6,862	7,680		7,000	-8.9%
	Special Revenue - Garbage	654,735	689,498	706,358	749,824	752,717	713,760	768,717		805,667	7.0%

EXPENSE	Special Expense - Contract Services										
01-08-506	Garbage Hauling Expense	487,064	506,974	531,400	554,923	564,000	520,173	568,000		595,000	5.5%
01-08-507	Admin Costs	25,000	24,071	22,514	22,514	26,592	0	26,592		27,000	1.5%
01-08-850	Transfer to Road Fund	108,048	133,105	125,877	141,090	136,088	0	148,088		155,000	13.9%
01-08-850	Franchise Revenue - capital equipme	34,623	25,349	26,567	27,744	26,037	0	26,037		28,667	10.1%
	Special Expense - Garbage	654,735	689,498	706,358	746,271	752,717	520,173	768,717		805,667	7.0%

FISCAL YEAR 2017 PROPOSED BUDGETWATER/WASTEWATER ENTERPRISE FUND

Operations

DESCRIPTION	FY-14 Actuals	FY-15 Actuals	FY-16 Budget	FY 16 Actuals thru 4-1-16	FY-16 Adusted Budget	FY-17 Proposed Budget	% Change
Revenue Water & WW Operations	1,190,861	1,190,386	1,175,500	1,125,764	1,231,000	1,441,434	22.6%
Expense Water Operations	522,646	506,398	888,568	666,140	873,806	716,942	-19.3%
Expense WW Operations	437,559	452,779	648,071	451,985	636,285	648,117	0.0%
Summary Water & WW Operations	230,656	231,210	-361,139	7,638	-279,091	76,376	

Rehab & Capital

DESCRIPTION	FY-14 Actuals	FY-15 Actuals	FY-16 Budget	FY 16 Actuals thru 4-1-16	FY-16 Adusted Budget	FY-17 Proposed Budget	% Change
Revenue Water Rehab & Capital	174,477	34,202	14,520	115,650	98,954	24,800	70.8%
Expense Water Rehab & Capital	43,927	433,450	30,000	1,105	30,000	42,500	41.7%
Expense WW Rehab & Capital	0	15,542	30,000	0	30,000	42,500	41.7%
Summary Water & WW Rahab & Capital	130,550	-414,790	-45,480	114,445	38,954	-60,200	

Fund Summary

DESCRIPTION	FY-14 Actuals	FY-15 Actuals	FY-16 Budget	FY 16 Actuals thru 4-1-16	FY-16 Adusted Budget	FY-17 Proposed Budget	% Change
Combined Revenue Operations/Rehab/Capital	1,365,338	1,224,588	1,190,020	1,241,314	1,329,954	1,466,234	23.2%
Combined Expense Water Operations/Rehab/C	566,573	939,847	918,568	667,245	903,806	759,442	-17.3%
Combined Expense WW Operations/Rehab/Cap	437,559	468,321	678,071	451,985	666,285	690;617	1.9%
Summary Water & WW Operations/Rehab/Capit	361,206	-183,581	-406,619	122,083	-240,137	16,176	

Water / Wastewater Revenue

Account Number	DESCRIPTION	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Proposed Budget	% Change
20-00-302	Wastewater Income	530,091	545,530	545,000	513,999	565,000	666,556	22.3%
20-00-303	Water Income	629,226	615,530	612,000	589,529	643,000	752,378	22.9%
20-00-308	Late Fees/Other Income	28,806	24,542	18,000	22,236	23,000	22,000	22.2%
20-00-309	Recapture Fee Revenue				48,454	48,454		
20-00-321	Miscellaneous Income	611	1,285	500	464	500	500	0.0%
20-00-331	Tap-on Fees - Water	0	3,500		0	0	0	#DIV/0!
20-00-332	Tap-on Fees Sewer	0	0		13,500	13,500	0	#DIV/0!
20-00-336	Meter Sales	33,599	6,630	3,000	25,988	26,000	14,900	396.7%
20-00-338	SSA #24 Principal Revenue		1,403	0	17,610	0	0	#DIV/0!
20-00-339	SSA #24 Bond Interest		17,161	2,000	0	0	0	-100.0%
20-00-340	Interest - CD	1,082	7,437	8,000	7,096	8,100	8,000	0.0%
20-00-341	Interest	139,776	1,539	1,500	1,580	1,700	1,500	0.0%
20-00-347	Interest - Illinois Funds	20	32	20	857	700	400	1900.0%
20-00-350	Grant Revenue	0	0	0	0		0	#DIV/0!
20-00-396	Water - Reimbursed Income	2,127	0	0	0		0	#DIV/0!
20-00-398	Water Misc. Revenue							
	IEPA Loan Proceeds		0	0	0			
Total Water / WW Revenue		1,365,338	1,224,588	1,190,020	1,241,314	1,329,954	1,466,234	23.2%

Water Expenses

ACCOUNT#	LINE ITEM	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
20-00	Miscellaneous Refund	8,954	0	0	0				
20-00	Wages	120,650	113,880	150,196	108,574	147,196		159,661	6.3%
20-00-503	Wages - Overtime	5,127	7,206	8,424	8,262	11,424		8,635	2.5%
20-00-504	FICA	7,433	6,992	9,834	6,832	9,834		10,434	6.1%
20-00-505	Medicare	1,738	1,635	2,300	1,597	2,300		2,440	6.1%
20-00-506	Office Supplies	1,001	899	1,000	1,147	1,300		1,300	30.0%
20-00-507	Dues	779	674	900	711	900		900	0.0%
20-00-508	Legal Notices	1,231	141	500	129	300		500	0.0%
20-00-509	JULIE Locate Supplies	97	595	1,500	301	1,000		1,000	-33.3%
20-00-510	Postage (In House Billing)	2,417	2,516	2,700	2,571	2,700		2,700	0.0%
20-00-511	Printing (In House Billing)	2,322	2,475	2,800	2,294	2,800		2,900	3.6%
20-00-512	Com Ed - Indian Trails Tower	1,380	2,975	4,160	2,239	4,160		4,160	0.0%
20-00-513	Com Ed - Water Plant	70,058	71,145	94,900	70,917	94,900		102,562	8.1%
20-00-514	Com Ed - Tower #3	2,034	2,263	2,852	1,747	2,852		3,000	5.2%
20-00-515	Nicor - Water Plant	2,929	2,056	3,094	899	1,200		1,200	-61.2%
20-00-517	Bank Fees							300	#DIV/0!
20-00-518	Small Tools	986	3,740	3,500	746	3,500		3,500	0.0%
20-00-519	Phone - Water Plant	1,413	1,455	1,560	1,472	1,560		1,675	7.4%
20-00-521	Equipment Maintenance(Sent Out)	15,005	674	10,000	7,059	10,000		10,000	0.0%
20-00-523	Legal	2,779	1,560	3,000	731	3,000		3,000	0.0%
20-00-524	Group Health Insurance	27,477	27,131	45,000	26,062	31,000		33,430	-25.7%
20-00-526	Lab Supplies	699	1,396	1,500	1,480	2,000		2,000	33.3%
20-00-528	Chemicals	10,734	31,341	40,000	21,537	35,000		35,000	-12.5%
20-00-529	Laboratory Equipment	0	0	2,500	1,792	2,500		2,500	0.0%
20-00-530	Janitorial Supplies	397	36	500	176	500		500	0.0%
20-00-531	Insurance Liablity	623	793	1,927	1,676	1,927		1,930	0.2%
20-00-532	Insurance - Auto	247	350	545	474	545		546	0.2%
20-00-533	Insurance Property	2,189	4,635	10,426	9,066	10,426		10,426	0.0%
20-00-534	Insurance-Workman's Compensation	3,899	4,911	6,176	5,056	6,176		5,815	-5.8%
20-00-5	Engineering Services	43,802	15,271	15,000	1,105	15,000		15,000	0.0%
20-00-5	Gas, Oil, Antifreeze	3,311	1,509	3,000	2,449	3,000		3,000	0.0%
20-00-538	Maintenance Parts & Materials	4,871	12,188	12,000	13,574	15,000		15,000	25.0%
20-00-539	Vehicle Maintenance	1,490	1,139	2,000	1,232	2,000		2,000	0.0%
20-00-540	Building Maintenance	8,924	495	2,500	235	2,000		2,000	-20.0%
20-00-541	Rental Equipment	0	0	2,500	0	2,500		2,500	0.0%
20-00-542	Phone - Cellular	790	834	840	645	840		1,050	25.0%
20-00-543	Hydrant Maintenance	0	0	3,000	334	3,000		3,000	0.0%
20-00-545	Contractual Services	44,651	48,039	232,623	181,983	232,623		47,320	-79.7%
20-00-548	Capital Equipment	125	418,178	15,000	0	15,000		27,500	83.3%
20-00-549	Uniforms	427	375	1,000	618	1,000		1,000	0.0%
20-00-551	Water Meters	93,816	79,993	72,900	79,353	83,000		83,000	13.9%
20-00-552	Laboratory Testing	2,624	4,813	7,000	9,079	13,000		18,000	157.1%
20-00-558	Training Expense	634	2,159	3,500	250	3,500		3,500	0.0%
20-00-560	Water Distribution System Repairs	4,335	4,221	20,000	6,125	20,000		20,000	0.0%
20-00-562	IMRF	15,189	14,617	18,352	14,088	18,352		20,566	12.1%
20-00-565	Brine Hauling Expense	46,987	42,542	50,000	37,640	50,000		50,000	0.0%
	IEPA Ba/Ra removal Debt			45,559	32,991	32,991		32,991	-27.6%
	Total Water Expense	566,573	939,847	918,568	667,245	903,806		759,441	

Wastewater Expenses

ACCOUNT#	LINE ITEM	FY-14 Actuals including Y/E adjustments	FY-15 Actuals including Y/E adjustments	FY-16 Budget	FY-16 Actuals thru 4-1-16	FY-16 Adjusted Budget	FY-17 Worksheet	FY-17 Proposed Budget	% Change
20-01-501	Miscelaneous Refund	5,084	0	-	12,960	12,960			
20-01-503	Wages	123,573	113,808	150,196	110,110	150,196		159,661	6.3%
20-01-568	Wages - Overtime	4,816	3,761	8,424	5,017	8,424		8,635	2.5%
20-01-504	FICA	7,354	6,738	9,834	6,624	9,834		10,434	6.1%
20-01-505	Medicare	1,720	1,576	2,300	1,550	2,300		2,440	6.1%
20-01-506	Office Supplies	290	799	1,000	1,157	1,300		1,000	0.0%
20-01-507	Postage (In House Billing)	2,375	2,484	2,700	2,463	2,700		2,700	0.0%
20-01-508	Printing (In House Billing)	2,373	2,485	2,800	2,481	2,800		2,900	3.6%
20-01-509	JULIE Locate Supplies	97	594	1,500	301	1,000		1,000	-33.3%
20-01-510	Nicor-Valencia Lift Station	325	358	438	278	350		375	-14.4%
20-01-511	Com Ed - Silver Trails Lift Station	1,243	3,681	4,394	3,368	4,394		5,000	13.8%
20-01-512	Com Ed - Lift Station 45 Meadows	1,925	2,264	3,120	1,969	2,900		3,000	-3.8%
20-01-513	Com Ed - W/Water Plant	89,294	83,805	115,031	90,538	115,031		121,440	5.6%
20-01-514	Com Ed - Barancik Lift Station	2,384	2,343	3,250	1,923	2,500		2,700	-16.9%
20-01-515	Nicor-Wastewater	1,204	1,265	1,875	1,115	1,500		1,875	0.0%
20-01-516	Phone - Silver Trails Lift Station	432	468	480	489	550		620	29.2%
20-01-517	Com Ed - Valencia Lift Station	1,400	2,090	2,730	2,102	2,730		3,325	21.8%
20-01-518	Small Tools	959	3,420	3,500	430	3,500		3,000	-14.3%
20-01-519	Phone - W/Water	1,192	1,177	1,320	1,200	1,320		1,532	16.1%
20-01-520	Phone - Barancik Lift Station	316	318	345	321	360		414	20.0%
20-01-521	W/Water MaintenanceOutside Services	168	538	10,000	1,327	10,000		10,000	0.0%
20-01-522	Sludge Hauling	24,898	24,493	27,000	20,748	21,000		27,000	0.0%
20-01-524	Group Health Insurance	27,477	27,131	45,000	26,062	31,000		33,430	-25.7%
20-01-525	Permits & Fees	17,500	17,500	17,500	17,500	17,500		17,500	0.0%
20-01-526	Lab Supplies	1,268	1,778	2,000	914	2,000		2,000	0.0%
20-01-527	Nicor - 91 Meadows Lift Station	926	994	1,150	961	1,150		1,320	14.8%
20-01-52[illegible]	Chemicals	18,092	25,415	40,000	29,580	40,000		40,000	0.0%
20-01-[illegible]	Laboratory Equipment	123	0	5,000	641	5,000		5,000	0.0%
20-01-530	Janitorial Supplies	389	319	500	89	500		500	0.0%
20-01-531	Insurance Liability	623	793	1,927	1,676	1,927		1,927	0.0%
20-01-532	Insurance Auto	247	350	545	474	545		545	0.0%
20-01-533	Insurance Property	2,166	8,848	12,559	10,921	12,559		12,560	0.0%
20-01-534	Insurance Workman's Compensation	3,365	5,623	5,404	2,119	5,404		2,436	-54.9%
20-01-535	W/Water Engineering	0	2,483	15,000	0	15,000		15,000	0.0%
20-01-537	Gas,Oil,Antifreeze	4,631	1,792	3,000	3,011	3,300		3,000	0.0%
20-01-538	Maintenance Parts & Materials	8,683	7,869	20,000	8,041	16,000		16,000	-20.0%
20-01-539	Vehicle Maintenance	1,490	972	2,000	1,232	2,000		2,000	0.0%
20-01-540	Building Maintenance	1,219	207	2,500	699	2,500		2,500	0.0%
20-01-541	Rental Equipment	0	0	2,500	315	2,500		2,500	0.0%
20-01-542	Phone - Cellular	790	708	840	645	840		1,050	25.0%
20-01-453	Com Ed - Glacial Falls Lift Station				371	650		2,500	
20-01-545	Contractural Services	11,150	19,186	22,158	15,844	22,158		21,580	-2.6%
20-01-548	Capital Equipment	0	13,060	15,000	0	15,000		27,500	83.3%
20-01-549	Uniforms	454	374	1,000	346	1,000		1,000	0.0%
20-01-552	Laboratory Testing	36,588	39,679	42,000	32,970	42,000		42,000	0.0%
20-01-555	Nicor-Silver Trails Lift Station	930	1,008	1,248	772	1,100		1,200	-3.8%
20-01-558	Training Expenses	734	1,558	3,500	300	3,500		3,500	0.0%
20-01-560	W/Water Collection System Repairs	0	18,129	35,000	14,403	35,000		35,000	0.0%
20-01-562	IMRF	15,036	14,081	18,353	13,629	18,353		20,568	12.1%
20-01-566	Collection Systems-Pump Maintenance	10,150	0	10,150	0	10,150		10,150	0.0%
	Total Wastewater Expense	437,559	468,321	675,071	451,9[illegible]	[illegible]		[illegible]	2.[illegible]
	Total Water & Wastewater Expense	1,004,132	1,408,169	1,596,639	1,119,231	1,570,091		1,452,758	-9.0%

media group

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Gilberts,IL 60136

Certificate of Publication:

Order Number: 4071523
Purchase Order: N/A

State of Illinois - Kane

Tribune Publishing does hereby certify that it is the publisher of the Elgin Courier News. The Elgin Courier News is a secular newspaper, has been continuously published Daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the County of Kane, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the Elgin Courier News on Apr 05, 2016.

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

PUBLICATION DATES: **Apr 05, 2016.**

Elgin Courier News

Executed at Chicago, Illinois on this

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NOTICE OF A PUBLIC HEARING
On the Adoption of the Annual Budget Ordinance for the Village of Gilberts

Notice is hereby given that the Corporate Authorities of the Village of Gilberts will hold a public hearing on the proposed Budget Ordinance for the Village of Gilberts for the (Fiscal Year May 1, 2016 - April 30, 2017) on April 19, 2016 at 7:00 p.m. at the Village of Gilberts, 87 Galligan Road, Gilberts, Illinois. Copies of the proposed Budget Ordinance are now accessible for examination at the Village Hall between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

Debra Meadows
Village Clerk
4/5/2016 4071523

4071523

Chicago Tribune - chicagotribune.com
435 North Michigan Avenue, Chicago, Illinois 60611
(312) 222-2222 - Fax: (312) 222-4014

09-19

AN ORDINANCE AUTHORIZING THE APPROVAL OF A FREEDOM OF INFORMATION ACT POLICY AND DESIGNATING THE VILLAGE FOIA OFFICER

WHEREAS, the Village of Gilberts is an Illinois municipal corporation; and

WHEREAS, pursuant to Public Act 96-542, the Illinois General Assembly recently amended the Illinois Freedom of Information Act, effective January 1, 2010; and

WHEREAS, the Village Board desires to adopt a FOIA policy to implement the new law and to designate the Village's FOIA Officer, as more fully described in this Ordinance.

THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, ILLINOIS, as follows:

Section 1. **Recitals.** The recitals set forth above are hereby incorporated into and made a part of this Ordinance as though set forth in this Section 1.

Section 2. **Designation of FOIA Officer.** The Board of Trustees of the Village of Gilberts hereby designates the Village Clerk as the Village's Freedom of Information Act Officer.

Section 3. **Adoption of Policy.** The Board of Trustees of the Village of Gilberts hereby adopts the "Village of Gilberts Freedom of Information Act Policy" attached to this Ordinance as Exhibit A.

Section 4. **Effective Date.** This Ordinance and the Policy shall be in full force and effect from and as of January 1, 2010, and its approval in the manner provided by law.

Passed this 15th day of December, 2009 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Everett Clark	✓			
Trustee Bruce Erbeck	✓			
Trustee Nancy Farrell	✓			
Trustee Jesse Garcia			✓	
Trustee Patricia Mierisch	✓			
Trustee Guy Zambetti	✓			
President Rick Zirk				

APPROVED THIS 15th DAY OF December, 2009:

Village President Rick Zirk

SEAL OF THE VILLAGE OF GILBERTS INCORPORATED 1890 ILLINOIS (SEAL)

ATTEST: Debra Meadows
Village Clerk Debra Meadows

Published: _____

Freedom of Information Request Procedure

VILLAGE OF GILBERTS

FREEDOM OF INFORMATION ACT POLICY

This Policy ("***FOIA Policy***") outlines the Municipality's procedures for compliance with the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* ("***Act***"), by the Municipality and any person requesting public records from the Municipality ("***Requestor***"), and contains instructions and forms for the implementation of the FOIA Policy. The Municipality will respond to written requests for inspection, copying, or certification of public records in accordance with the Act, this FOIA Policy, and other applicable law. All notices and other communications in connection with a request to inspect, copy, or certify public records under the Act must be sent to: Municipality's Freedom of Information Officer, 87 Galligan Road, Gilberts, Illinois, 60136 ("***Office***").

I. REQUESTS FOR PUBLIC RECORDS

A. Responsibilities of FOIA Officer

The Municipality's Freedom of Information Officer (**"FOIA Officer"**) is the person administratively responsible for receiving and processing all requests to inspect, copy, or certify public records under the Act and this FOIA Policy. The FOIA Officer is the person with authority on behalf of the Municipality to grant or deny requests to inspect, copy, or certify public records filed pursuant to the Act and this FOIA Policy, to extend the time for response, and to issue appropriate notices. The Municipality shall designate one or more officials or employees to act as its FOIA officer. The FOIA Officer shall not be considered to be a municipal "officer" or "official" for any purposes other than those specified in the Act. The Municipality may designate more than one FOIA Officer and, if only one FOIA Officer is designated, shall designate a Designee who will act on the FOIA Officers behalf in the event that the FOIA Officer is unavailable.

B. FOIA Officer Training.

The initial FOIA Officer shall complete the electronic training curriculum developed and administered by the Public Access Counselor within six months after January 1, 2010, and shall successfully complete an annual training program pursuant to Section 3.5(b) of the Act. Any FOIA Officer who is subsequently appointed shall complete the electronic training curriculum within 30 days after assuming the position.

C. Requests

All requests to inspect, copy, or certify public records must be in writing, directed to the Municipality and submitted via personal delivery, mail, fax, or other means available to the Municipality in accordance with Section 3(c) of the Act. Any request submitted via e-mail to the Municipality should be sent to the following email address dedicated for FOIA matters: dmeadows@villageofgilberts.com. The Municipality prefers that a Requestor use the form attached as **FORM 1** ("***Request Form***"), but the Municipality will honor all requests lawfully submitted to the Municipality even if it is not submitted on the preferred form. Any written

request submitted to the Municipality for a public record shall be deemed to be a FOIA request and treated accordingly.

D. Receipt of Requests

FOIA requests submitted via personal delivery, mail, fax, or other means available to the Municipality must be addressed to the Municipality and will be deemed received only upon actual receipt by the Municipality on a working day, regardless of date of transmittal. A FOIA request sent via email during business hours will be deemed received on the day it is received by the Municipality. A FOIA request sent via email after business hours will be deemed received on the following business day.

E. Request Form Processing

All requests for inspection and copying received by the Municipality shall immediately be forwarded to its FOIA Officer or designee in accordance with Section 3(c) of the Act. Upon receiving a request for a public record, the FOIA Officer will note the date and time of receipt by the Municipality, compute the day on which the response is due, and note the date on which the Response is due on the Request.

F. Supplemental Requests

Supplemental, amended, or additional requests to inspect, copy, or certify public records will not relate back to the time of receipt of the initial request. Supplemental, amended, or additional requests will be considered new requests for purpose of determining all applicable time periods.

G. Interpretations or Advice

The Act does not compel the Municipality to interpret or advise Requestor as to the meaning or significance of any public records. The FOIA Officer may seek advice on appropriate responses from the Municipality's Attorney or may seek advisory opinions from the Public Access Counselor as specified below.

II. RESPONSES TO REQUESTS

A. Time for Response

The Municipality will respond to any FOIA Request filed pursuant to Section I of this FOIA Policy within five working days after the Request is received by the Municipality, except for those Requests which seek records to be used for a commercial purpose which are governed by Section II.B. All responses and decisions required to be issued by the Municipality pursuant to the Act or this FOIA Policy will be conclusively deemed to have been given as of the date of personal delivery to the Requestor or to the residence of the Requestor entitled to a response or decision or, if mailed, as of the date of mailing, regardless of the date of actual receipt by the Requestor.

B. Responding to Requests

The FOIA Officer may consult with the Municipality's Attorney before responding to any request to inspect, copy, or certify public records. The FOIA Officer shall consult with the head

of the public body or the Municipality's Attorney in the event that the FOIA Officer believes it would be beneficial to the Municipality to seek an advisory opinion from the Public Access Counselor regarding whether a request should be denied in part or in whole.

C. Requests for Records to be Used for a Commercial Purpose

The time lines specified above in Section II.A shall not apply to requests for records to be used for commercial purposes, as defined in Section 2(c-10) of the Act. The Municipality shall respond to a request for records to be used for a commercial purpose within 21 working days after receipt. In accordance with Section 3.1(a) of the Act, the response shall (i) provide the Requestor an estimate of the time required by the Municipality to provide the records requested and an estimate of the fees to be charged, which the Municipality may require the Requestor to pay in full before copying the requested documents, (ii) deny the request pursuant to a lawful exemption; (iii) notify the Requestor that the request is unduly burdensome and extend an opportunity to the Requestor to attempt to reduce the Request to manageable proportions, or (iv) provide the records requested. Unless the records are exempt from disclosure, the Municipality shall comply with a request within a reasonable period of time considering the size and complexity of the request, giving priority to records requested for non-commercial purposes. It is a violation of the Act for a person to knowingly obtain public records for a commercial purpose without disclosing it is for a commercial purpose.

D. Form of Response

1. Disclosure of Public Records.

   (a) If the FOIA Officer determines that the Act requires disclosure of all or any part or portion of any public records requested on a Request Form filed under Section I of this FOIA Policy, the FOIA Officer will notify the Requestor in writing of that determination by use of **FORM 2** or a substantially similar writing ("***Approval Form***").

   (b) Except as otherwise specifically authorized by the FOIA Officer, only Municipality's personnel will be permitted to search Municipality files, records, or storage areas; to use Municipality equipment; or to make copies of Municipality's public records. Original public records may not be removed from the Municipality's Office at any time.

   (c) Public records may be inspected, or copies of public records obtained, during Business Hours at the Municipality Office. Because space is limited, Requestors must make arrangements in advance with the FOIA Officer for a specific appointment to inspect public records at the Municipality Office.

   (d) Copies of public records will be mailed to the Requestor only if the FOIA Officer reasonably determines that it is unduly burdensome for the Requestor to arrange for inspection of the original public records, or for pick up of copies of the public records, at the Municipality's Office.

(e) Requests for the reproduction of any public records that are tape recordings will be honored in accordance with the provisions of the Act and this FOIA Policy.

(f) The Requestor must pay all copying, certification, and postage fees in advance of receiving copies of any public records.

(g) When requested in electronic format, records will be furnished in the electronic format specified by the Requestor, if feasible, in accordance with Section 6(a) of the Act. If it is not feasible to furnish the records in the specified electronic format, then the Municipality will furnish the record in the format in which it is maintained by the Municipality, or in paper format at the option of the Requestor.

2. Extension of Time. If the FOIA Officer determines that additional time is needed, and allowed under Section 3(e) of the Act, to respond to a request filed pursuant to Section I of this FOIA Policy, the FOIA Officer will notify the Requestor in writing of that determination, the reasons requiring the extension, and the length of the extension, which will not in any event exceed five working days from the original due date. The FOIA Officer shall provide notice of the extension by use of **FORM 3** or a substantially similar writing in accordance with Sections 3(e) and 3(f) of the Act ("***Notice of Extension***"). The Requestor and the Municipality may also agree in writing to extend the time for compliance for a period to be determined by the parties, by use of **FORM 4** or a substantially similar writing ("***Agreement to Extend***").

3. Repeated Requests. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under the Act shall be deemed unduly burdensome in accordance with Section 3(g) of the Act.

4. Categorical Requests.

(a) If the FOIA Officer determines that a Request Form filed under Section I of this FOIA Policy for all records falling within a category will unduly burden the Municipality and that the burden of the Municipality outweighs the public interest in production of the public records sought, the FOIA Officer will notify the Requestor in writing of that determination, the reasons supporting such determination, and the right of the Requestor to meet with the FOIA Officer in an effort to narrow the request. The notice will be given by use of **FORM 5** or substantially similar writings ("***Notice to Narrow Request***").

(b) If the Requestor agrees to meet and confer with the FOIA Officer regarding the request, the FOIA Officer will respond to the Request Form, or to the Request Form as narrowed at the meeting, within five working days following the date of the adjournment of the meeting. The response may take any form specified in this Section II.B.

(c) If the Requestor does not agree to meet and confer with the FOIA Officer regarding the request, the FOIA Officer will deny the request pursuant to Section I.B(5) below on the fifth working day after the date of the notice given pursuant to Section I.B(4)(a) above.

5. Redacting Information. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure, but also contains information that is not exempt from disclosure, the FOIA Officer may elect to redact the information that is exempt, making available the remaining information for inspection and copying.

6. Denial. If the FOIA Officer determines that all or any part or portion of any public records requested on a Request Form filed pursuant to Section I of this FOIA Policy are not subject to disclosure under the Act or this FOIA Policy, the FOIA Officer will notify the Requestor in writing of that determination, including a detailed factual basis for the application of any exemption claimed, the reason for the denial, and the Requestor's right to judicial review and review by the Public Access Counselor, including the Public Access Counselor's address and phone number ("***Notice of Denial***"). In the event that a Request is denied on the grounds that the records are exempt under Section 7 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. The notice shall be given by use of **FORM 6** or a substantially similar writing. However, prior to denying a Request based on the exemptions permitted by either Section 7(1)(c) of the Act or Section 7(1)(f) of the Act, the FOIA Officer must follow the procedures set forth in Section III.B of this Policy.

E. Failure to Respond

If the FOIA Officer fails to respond to a Request Form properly filed under Section I of this FOIA Policy, the Request will be deemed to be denied as of the last day permitted for the response.

F. No Obligation to Create New Records

Except as provided in Section V below, in responding to Requests to inspect, copy, or certify public records, the Act and this FOIA Policy does not require the Municipality to create records that the Municipality does not already maintain in record form.

III. INTERACTION WITH PUBLIC ACCESS COUNSELOR

A. The Municipality's Request for an Advisory Opinion

In the event that the Municipality desires an advisory opinion regarding whether it is obligated to comply with any FOIA request, or portion thereof, it may request an advisory opinion from the Attorney General by written request of the head of the public body or the Municipality's Attorney pursuant to Section 3.5(h) of the Act.

B. Notice of Intent To Deny

If the FOIA Officer determines that the Specified Records are exempt under either Section 7(1)(c) of the Act (personal information) or Section 7(1)(f) of the Act (preliminary drafts, notes, recommendations, memoranda and other records which opinions are expressed, or policies or actions are formulated), the FOIA Officer shall, within the time period provided for response, provide written notice to the Requestor and the Public Access Counselor of the Municipality's intent to deny the Request in whole or in part. This notice shall include a copy of the Request, the proposed response, and a detailed summary of the basis for asserting the exemption and shall be given by use of **FORM 7** or a substantially similar writing ("***Notice of Intent to Deny***"). Time for response shall be tolled until the Public Access Counselor concludes his or her review.

C. Receipt of Request for Review

In the event that the Municipality receives a copy of a request for review from the Public Access Counselor which specifies records or other documents that the Municipality shall furnish to facilitate the review, the Municipality shall provide copies of the records requested within seven working days and shall otherwise fully cooperate with the Public Access Counselor in accordance with Section 9.5 (c) of the Act. Within seven working days after it receives any copy of a request for review and request for production of records from the Public Access Counselor, the Municipality may, but is not required to, answer the allegations of the request for review pursuant to Section 9.5(d) of the Act, including filing affidavits or records concerning relevant matters. Records that are obtained by the Public Access Counselor from the Municipality for purposes of addressing a request for review under Section 9.5 of the Act may not be disclosed to the public by the Public Access Counselor. The Municipality may furnish affidavits or records concerning any matter germane to the review.

D. Mediation

In the event that the Attorney General chooses to resolve a request for review by mediation or by a means other than the issuance of a binding opinion in accordance with Section 9.5(f) of the Act, the Municipality shall cooperate with the Attorney General in that endeavor.

E. Adherence to Binding Decisions of the Public Access Counselor

The Municipality shall adhere to binding decisions of the Public Access Counselor which are in favor of the Municipality. Upon the receipt of a binding opinion concluding that the Municipality has violated the Act, the Municipality, at its discretion, shall either take necessary action as soon as practical to comply with the directive of the opinion or shall have the option of filing an administrative review action pursuant to Section 9.5(g) of the Act.

IV. REVIEW OF DENIAL

A. Review by Public Access Counselor

If a Requestor disagrees with a Notice of Denial, then the Requestor may file a request for review with the Public Access Counselor not later than 60 days after the date of the Notice of Denial. The request for review by the Public Access Counselor must be in writing, signed by the Requestor, and include a copy of the Request and the Notice of Denial and any other

response from the Municipality. The Requestor shall also file a written notice of appeal with the Municipality by use of **FORM 8** or a substantially similar writing ("***Notice of Appeal***").

B. Judicial Review

A Requestor denied access to a Specified Record may file suit for injunctive or declaratory relief in the circuit court for the county where the Municipality's Office is located.

V. FEES

A. Fees Established

Unless fees are waived or reduced pursuant to Section IV.C below, each Requestor must pay the following fees for copying, certification, and mailing of public records:

1.	Copies — letter or legal	--	$.15 per side.
2.	Copies — color or oversize	--	Actual cost of reproduction.
3.	Certification	--	$1.00 per document plus copy cost.
4.	Recording media	--	Actual cost of media (i.e. computer media, disks, tapes, or other media).
5.	Statutory Fees	--	Rate authorized by statute.
6.	Mailing	--	Actual cost of postage.

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for Requests for commercial purposes. When the services of an outside vendor are required to copy any public record, the actual charges of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

In the event that the Municipality provides records in response to a Request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.

B. Method and Time of Payment

Payment of all required fees must be made in cash, by cashier's or certified check, or by money order prior to the examination, copying, or certification of any public record.

C. Waiver of Fees

The fees provided in Section IV.A above may be waived or reduced by the FOIA Officer if the Requestor states the specific purpose of the request on the Request Form and establishes to the reasonable satisfaction of the FOIA Officer that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed. A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public and is not for the

principal purpose of personal or commercial benefit to the Requestor. The FOIA Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

VI. MUNICIPALITY OBLIGATIONS

A. Organizational Description

In accordance with Section 4 of the Act, the FOIA Officer will cause the Municipality to prominently display at each of its offices, make available for inspection, copying, and mailing to any person requesting it, the following information, which shall also be posted on the Municipality's website:

- a short summary of the Municipality's purpose,
- a block diagram of its functional subdivisions,
- the approximate number of its full and part-time employees,
- identification and membership of advisory boards, commissions, committees, or councils,
- the total amount of its operating budget, and
- the number and location of each of its offices.

B. Records Stored by Electronic Data Processing

The FOIA Officer will prepare and furnish to any person requesting it a description of the manner in which public records of the Municipality stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

C. Summary of Procedures

The FOIA Officer will create, maintain current, and make available for inspection, copying, and mailing a copy of this FOIA Policy containing at a minimum the following: a brief summary of the procedures established by this FOIA Policy, a directory designating the FOIA Officer, the address where requests for public records should be directed, and any fees allowed.

D. Posting and Mailing of Information

The FOIA Officer will keep posted at the Municipality Office, and will provide a copy to any person making a request therefor, the Organizational Description prepared pursuant to Section VI.A above and the Summary of Procedures prepared pursuant to Section VI.C above.

E. Record Keeping

The FOIA Officer will retain copies of all Requests and documents relating to a Request until the Request is complied with or has been denied. In addition, copies of Requests, any responses including Notices of Denial, and a copy of communications with the Requestor and other communications shall be maintained by the FOIA Officer.

VII. GENERAL

A. Conflicts and Invalidity

This FOIA Policy does not supersede the provisions of the Act. In the event that this Policy in any way conflicts with the Act, the Act will control over the FOIA Policy. If any provision of the FOIA Policy is deemed illegal or unenforceable, all other provisions and their application will remain unaffected to the extent permitted by law.

B. Definitions

In addition to the definitions provided in the Act, the following definitions are applicable to this FOIA Policy:

1. Business Hours: 8:30 a.m. to 4:30 p.m. on a working day.

2. Working Day: Any day on which the Municipality Office is open and staffed for regular public business during Business Hours.

Records Archived
By
Department

Village of Gilberts
Public Records
Archived by Department

Clerk's Office

- Applications for Authority to Dispose of Local Records and Local Records Disposal Certificates-Retain Permanently
- Administrative Correspondence and Miscellaneous Correspondence including email classified as General Correspondence and not related to another Record Series-2014 to date
- Annexation, Easement and Vacation Records-Retain permanently
- Annual Report of Property Presumed Abandoned-2012 to date
- Application for Employment and Supporting Documents-Solicited applications-2013 to date, Unsolicited 2014 to date
- Applications for Licenses and Copies of Licenses-2013 to date
- Appraisals-2012 to date
- Appropriation Records-2009 to date
- Audit Reports-One copy retained permanently
- Bankruptcy Notices-2012 to date
- Bids, Specifications and Proposals-successful bids 2005 to date: unsuccessful bids 2012 to date
- Board Packets (Also Electronic)Retain permanently
- Bond Records-Retain for two years after cancellation or due date
- Budgets and Budget Worksheets-Retain for seven years/Worksheets retain for two years
- Calendars-Retain for two years and then dispose
- Census Records-Retain for ten years then dispose-Retain Special Reports permanently
- Certificate of Insurance-Retain for three years following cancellation or expiration
- Certificates of Publication, Newspaper Clippings, Notices of Hearings-Retain for one year then dispose
- Chicago Metropolitan Agency/CMAP (Electronic)-Retain for ten years then dispose
- Comprehensive Plans-Retain until updated, then dispose
- Contracts, Leases, and Agreements for goods or services-Retain for 10 years after termination or completion then dispose
- Foreclosure-Retain for 1 year, then dispose
- Freedom of Information Act Requests-Retain for 2 years, then dispose
- Grant Records-Retain for 3 years following date of final expenditure report, then dispose
- Inventory Records-Retain for 2 years after superseded by a new inventory list

- Job Descriptions (Electronic)-Retain for 5 years after superseded, then dispose
- Legal Case Files-Retain for 3 years following settlement of case, then dispose. Retain legal opinions permanently
- Liens-Retain notices of liens, extensions of liens, lien settlement documents and releases of liens for 7 years after the date of settlement
- Liquor and Video Gaming Licenses and Miscellaneous Liquor Records-1 year after expiration the dispose
- Minutes and Agendas (Electronic Since 2006)-Retain originals permanently, duplicates for 1 year then dispose
- Monthly, Annual Year to Date Reports-Retain monthly reports for 2 years, the dispose. Retain annual reports for 7 years
- Officials Appointments and Oaths of Office-Retain for 2 years following the term of the office
- Ordinances and Resolutions-Retain ordinances permanently, Retain resolutions for 60 days, the dispose provided they are recorded in the minutes
- Performance Bonds-Retain for 3 years after expiration of the bond, then dispose
- Personnel Policy Manuals-Retain 1 copy permanently
- Petitions-Retain 1 Year , then dispose of except for those relating to annexations, land dedications, street and alley vacations, which must be retain permanently
- Permits (All Types)-Retain for 1 year following the expiration of permit, then dispose
- Questionnaires and Surveys-Retain for 1 year and then dispose
- Resident Complaints-Retain for 3 years following settlement of complaint, then dispose
- Special Assessment Records-Retain for 7 years following expiration of assessment, then dispose
- Special Service Area Records-Retain Minutes, Ordinances and Hearing Records permanently. Retain Financial and Tax Records for 7 years and then dispose
- Subdivision Files-Retain permanently
- Surety Bonds-Retain for 7 years then dispose
- Tax Increment Financing District Records-Retain records establishing and expanding district until district is dissolved, then dispose
- Tax Levies-Retain for 7 years then dispose
- Village Newsletters (Electronic)-Retain 1 copy permanently
- Village Owned Property Records-Retain permanently or 1 year after the sale of the property
- Work Orders-Retain for 1year then dispose
- Zoning Board Records-Retain approvals permanently. Retain denied records for 1 year following the denial.

Building Department

- Backflow inspections-2012 to date
- Building Permit Records-Retain for five years ager expiration of the permit
- Construction Records-Retain construction plans, drawings, and specifications permanently. Retain other records for 10 years.
- Elevator Inspection Records-Retain for 1 year
- IDOT project plans-Retain construction plans, drawings, and specifications permanently
- JULIE Excavating Notices-Retain for 1 year the dispose
- Maps, Plats and Surveys-Retain permanently or 1 year after sale of property
- Material Safety Data Sheets-Retain originals for 10 years after product no longer used or stored on premise
- Property Maintenance Violation Records-Retain for 3 years following settlement and correction of violation, then dispose
- Report of Building Permits Issues and Local Public Construction-Retain for 5 years then dispose
- Street Lighting Service Records-Retain until street light is replaced
- Studies, Survey Reports, Engineering and Feasibility-Retain support documentation until administrative use is complete for 10 years, then dispose

Finance Department

- Cancelled Check, Bank Statements and Deposit Slips-Retain for seven years and then dispose
- Cash Receipts-Retain for two years
- Check Stubs and Copies (Also Electronic)-Retain for two years, then dispose
- Delinquent Tax Records-Retain for 7 years then dispose of
- Department of Commerce Commission Hearing Notices-Retain for 2 years then dispose
- Department of Revenue Municipal Tax and Supplement Reports-Retain for 7 years then dispose
- Department of Revenue Tax Exemptions-Retain until Superseded
- Depreciation Schedules (For Capital Assets)-Retain for 7 years, then dispose
- Equal Employment Opportunity Commission Reports-Retain for 5 years, then dispose
- Garnishment Records-Retain for 7 years, then dispose
- Gas Tickets-Retain for 3 years, then dispose
- IMRF Records-Retain Designation of Beneficiary forms until superseded or until terminated employees 78th birthday
- Individual Employees Earning Records-Retain for sixty years or until terminated employees 78 birthday.
- Insurance Policies and Claims-Retain policies that cover sexual misconduct for 60 years, then dispose. Retain policies that cover personal injuries to minors for 20

years. Retain all other policies and retain claims for 7 years after settlement of claim

- Investment Records-Retain certificates of deposit, securities, and treasury notes for 7 years following maturity
- Ledgers and Journals-Retain for 7 years the dispose
- Motor Fuel Tax Records-Retain construction records for 10 years following completion, Retain plans and specifications permanently. Retain all other records for 7 years, then dispose
- Paid Bills and Invoices, Vouchers includes packing slips check copies and P.O.'S-Retain for 7 years then dispose
- Personnel Files-Retain individual work and salary history records for 60 years or until terminated employee's 78th birthday
- State and Federal Tax Statement and Reports-Retain W-4's for 5 years after termination of employment or until W-4is superseded by a new W-4 then dispose
- Time Records (Sick, Vacation, Overtime Leave of Absence, Compensatory ect.)-Retain for 2 years, the dispose provided information is recorded on the individuals work history
- Unemployment Compensation Contribution and Wage Reports-Retain for 7 years then dispose
- US Immigration and Naturalization Service Form I-9-Retain 3 years after date of hire, or 1 year following termination then dispose
- Worker's Compensation Records-Retain for 7 years

Police Department

- Circuit Court Fines-Retain for two years then dispose
- Collective Bargaining Records-Retain one copy of each collective bargaining agreement permanently. Retain supporting documentation for 15 years then dispose
- Emergency and Disaster Plans-Retain until Superseded then dispose

Public Works

- Village Vehicle and Equipment Maintenance Files-Retain until equipment is sold, traded or junked then dispose

Water/Wastewater Department

- E.P. A. Permit and Reports-Retain for 5 years after expiration of permit, then dispose
- Hydrant Maintenance Records-Retain flow tests for 3years then dispose. Retain flushing's for 2 years then dispose
- Lift Station Construction Maintenance and Inspection Records-retain construction plans, drawings, and specifications permanently Retain pumpage records and permits for 5 years
- NPDES Permits- Retain for 5 years after termination of permit, then dispose
- Utility Meter Reading (Electronic)-Retain for 2 years, then dispose
- Utility Shut Off and Turn on Notices-Retain for 1 year, then dispose

- Water Sample Reports-Retain chemical sample reports for 10 years, the dispose. Retain bacteriological sample reports for 5 years, then dispose
- Water Sewer Line Records-Retain for the life of the system
- Water Well Reports-Retain permanently

Public Access Counselor

CARA SMITH
PUBLIC ACCESS COUNSELOR
OFFICE OF THE ATTORNEY GENERAL
500 S. 2ND STREET
SPRINGFIELD, IL 62706
PHONE: 312-814-5526
OR 1-877-299-FOIA (3642)
FAX: 217-782-1396
EMAIL: publicaccess@atg.state.il.us

FORMS

FREEDOM OF INFORMATION
LIST OF FORMS

FORM 1 Request for Public Records

FORM 2 Approval of Request for Public Records

FORM 3 Notice of Extension

FORM 4 Agreement to Extend

FORM 5 Notice to Narrow Request

FORM 6 Denial of Request

FORM 7 Notice of Intent to Deny

FORM 8 Notice of Appeal

VILLAGE OF GILBERTS

REQUEST FOR PUBLIC RECORDS - INSTRUCTIONS AND INFORMATION

Section I Describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Municipality Office or to have the public records copied or certified by checking the appropriate box to the right of each record described.

Section II By submitting this Request Form, you are agreeing to pay to the Municipality, in advance of receiving copies of any public records, the copying and certification fees set forth in Section II below. The fees set forth in Section II may be waived or reduced by the FOIA Officer only upon proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a waiver or reduction, you must complete and separately sign the statement set forth in Section B of Section II.

Section III Indicate the purposes for which you are requesting the public records identified in Section I.

Section IV The Municipality will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor to inspect or pick up the copies at the Municipality Office and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section IV.

Section V You must provide the information requested in Section V.

Section VI You must sign the statement set forth in Section VI.

The Municipality will disclose the public records requested on this Request Form within five working days after the receipt of this Request Form (or 21 days for a Commercial Purpose Request), unless the time period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. A denial may be appealed to the Public Access Counselor within 60 working days after the date of the Notice of Denial. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Municipality FOIA Policy, which is available from the FOIA Officer.

To: FOIA Officer
Village of Gilberts
87 Galligan Road
Gilberts, Illinois 60136

I. Request for Records

I hereby request the right to inspect, or to obtain copies or certified copies of, the following public records of the Municipality:

Records Requested	inspect	copied	certified
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐

II. Agreement to Pay Fees

A. Unless a waiver is requested and approved pursuant to Section B of this Section, I agree to pay the following fees for all public records copied or certified at my request:

1.	Copies — letter or legal	--	$.15 per side.
2.	Copies — color or oversize	--	Actual cost of reproduction.
3.	Certification	--	$1.00 per document plus copy cost.
4.	Recording media	--	Actual cost of media (i.e. computer media, disks, tapes, or other media).
5.	Statutory Fees	--	Rate authorized by statute.
6.	Mailing	--	Actual cost of postage.

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for Requests for commercial purposes. I further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, I will pay the actual charges that the Municipality incurs in connection with such copying services.

B. I request a waiver of the fees set forth in Section A of this Section, and, in support of such request, I certify and represent that I will gain no significant personal or commercial benefit from the records requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

_____

_____

_____
Signature of Requestor

III. Purpose of Request

I am requesting access to the public records identified in Section I for the following purpose:

☐ Noncommercial Purpose

☐ Commercial Purpose

A "commercial purpose" is defined under the Act as the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. Please be advised that misrepresentation of the purpose of a Request is a violation of the Act.

IV. Request for Mail Delivery

I request that the Municipality mail to me at the address set forth in Section V below copies of all public records responsive to this request. I understand that I will be required to, and do hereby agree to, pay the actual postage for such mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Municipality Office because:

_____

_____
Signature of Requestor

V. Identification of Requestor

A. Name of Requestor: _____

B. Name of person for whom records are being requested (if not Requestor): _____

C. Address for Responses, Decisions, and Communications:

_____

_____

D. Telephone Numbers of Requestor:

Day: _____

Evening: _____

VI. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed and understood the Municipality's FOIA Policy and that all of the information provided in support of this request is true and accurate.

_____
Signature of Requestor

_____
Date

FOR MUNICIPALITY USE ONLY

Received by the Municipality: Date: _____ Time: _____

Response Due: _____ (Five working days after day of receipt or 21 working days for commercial purpose)

Method of Delivery:

☐ Personal Delivery ☐ Email

☐ Mail/Courier/Fax Delivery ☐ Other _____

Municipality employee receiving request:

Name: _____ Title: _____

Signature: _____

VILLAGE OF GILBERTS

APPROVAL OF REQUEST FOR PUBLIC RECORDS

To: _____
_____
_____

On _____, the Municipality received your request for the inspection, copying, or certification of certain Municipality public records ("***Your Request***").

I. Approval of Request

Your Request is hereby approved to the following extent as to the following public records ("***Specified Records***"):

☐ Inspection: The following public records will be made available for your inspection at the Municipality Office as indicated in Section II below:

_____

☐ Copies for Pick-Up: Subject to payment of any required fees pursuant to Section III below, copies of the following public records will be made available for pick up by you at the Municipality Office as indicated in Section II below:

_____

☐ Certified Copies for Pick-Up: Subject to payment of any required fees pursuant to Section III below, certified copies of the following public records will be made available for pick up by you at the Municipality Office as indicated in Section II below:

_____

II. Appointment for Inspection or Pick-up

The Specified Records will be made available for inspection or pick-up at the Municipality Office, at 87 Galligan Road, Gilberts, Illinois 60136. You must call the FOIA Officer at the Municipality Office at 847-428-2861 to schedule an appointment for inspection or pick-up of the Specified Records. If you do not make and appointment to inspect or pick-up the Specified Records on or before the fifth working day after the date of this notice, the Specified Records will be refiled and will be made available to you only upon the filing of a new Request for Records.

III. Copying and Certification Fees

No copies or certified copies of the Specified Records will be provided to you until the following applicable fees have been paid. Fees must be paid in cash, by cashier's or certified check, or by money order. However, no charge will be assessed for the first 50 letter or legal size black and white copies for a Requestor.

1.	Copies — letter or legal	--	$.15 per side.
2.	Copies — color or oversize	--	Actual cost of reproduction.
3.	Certification	--	$1.00 per document plus copy cost.
4.	Recording media	--	Actual cost of media (i.e. computer media, disks, tapes, or other media).

5.	Statutory Fees	--	Rate authorized by statute.
6.	Mailing	--	Actual cost of postage.

Total Fee: $_____

The following provisions marked with an "x" apply to your request:

☐ Your fees have been paid in full.

☐ You owe no fee.

☐ Your request for a fee waiver or reduction has been approved in the following amount: $_____

☐ You have previously deposited the following amount: $_____

☐ A balance is now due in the following amount: $_____

IV. Mailing of Records

☐ Your request that the Municipality mail the Specified Records to you has been denied on the basis that you have not shown that it would be unduly burdensome for you to arrange to pick up the Specified Records.

☐ Your request that the Municipality mail the Specified Records to you has been approved. However, before the Municipality will mail the Specified Records, you must pay the balance, if any, indicated in Section III above and the following additional amount to cover the cost of postage: $_____.

Dated: _____.

Municipality

By: _____
FOIA Officer

VILLAGE OF GILBERTS

NOTICE OF EXTENSION OF TIME TO RESPOND TO REQUEST FOR PUBLIC RECORDS

To: _____
_____
_____

On _____, the Municipality received your request for the inspection, copying, or certification of certain Municipality public records ("***Your Request***").

I. Extension of Time to Respond

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), the Municipality hereby notifies you that the time to respond to Your Request is extended for five working days as to all records identified in Section II below ("***Specified Records***"). Accordingly, the Municipality will respond to Your Request as it relates to the Specified Records on or before _____, a date that is not more than 10 working days after the date on which Your Request was originally received by the Municipality (or 26 working days for a Commercial Purposes Request).

II. Specified Records

This extension applies to the following public records included in Your Request:

_____

_____

You will receive a separate response from the Municipality regarding Your Request as it relates to any public records that are not listed above.

III. Justification for Extension

This extension is necessary because:

☐ The Specified Records are stored in whole or in part at a location other than the Office.

☐ Your Request requires the collection of a substantial number of Specified Records.

☐ Your Request is couched in categorical terms and requires an extensive search for responsive records.

☐ The Specified Records have not been located in the course of routine search and additional efforts are being made to locate them.

☐ The Specified Records require examination and evaluation by personnel having the necessary expertise and discretion to determine if they are exempt from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* or should be disclosed only with appropriate deletions.

☐ Your Request requires consultation with another Municipality or among two or more bodies of the Municipality that have a substantial interest in the response to, or the subject matter of, Your Request.

☐ The Specified Records cannot be produced within the time prescribed by the Act without unduly burdening or interfering with the operations of the Municipality because: _____

☐ The Specified Records cannot be produced within the time prescribed by the Act because: _____

Dated: _____.

Municipality

By: _____
FOIA Officer

VILLAGE OF GILBERTS

AGREEMENT TO EXTEND

On _____, the Requestor filed a request for the inspection, copying, or certification of certain Municipality public records ("***Request***"), which Request is due for response by _____. In accordance with Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), the Requestor and the Municipality hereby agree to extend the time for response to the Request as it relates to the Specified Records so that the required deadline for response is now _____.

_____
Name of Requestor

_____
Address of Requestor

_____
Phone Number of Requestor

_____
Signature of Requestor

_____
Date

_____
Signature of FOIA Officer

_____
Date

VILLAGE OF GILBERTS

NOTICE TO MEET AND CONFER TO NARROW CATEGORICAL REQUEST FOR PUBLIC RECORDS TO MANAGEABLE PROPORTIONS

To: _____
_____
_____

On _____, the Municipality received your request for inspection, copying, or certification of the following categories of Municipality public records ("***Specified Records***"):

_____

_____

You are hereby notified that your request for the Specified Records has been determined to be unduly burdensome pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g), because the burden on the Municipality of providing the Specified Records outweighs the public interest in disclosure of the information contained in the Specified Records. Specifically, but without limitation, providing the Specified Records would be unduly burdensome to the Municipality in that:

_____

_____

I hereby extend to you an opportunity to meet and confer with the Municipality FOIA Officer in an attempt to narrow your request to manageable proportions. Please call the Municipality FOIA Officer at 847-428-2861between 8:30 a.m. and 4:30 p.m., Monday through Friday, in order to schedule a conference.

If you do not take advantage of this opportunity to meet and confer, your request will be denied on the fifth working day after the date of this notice.

Dated: _____.

Municipality

By: _____
FOIA Officer

VILLAGE OF GILBERTS

DENIAL OF REQUEST FOR PUBLIC RECORDS

To: _____
_____
_____

On _____, the Municipality received your request for inspection, copying, or certification of certain Municipality public records ("***Your Request***").

I. Denial of Request

After review, Your Request is hereby denied as to the following records ("***Specified Records***"):

_____

_____

II. Justification for Denial

Your Request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, for the following specific reasons (include detailed factual basis):

_____

_____

_____

_____

Citation to the specific section or sections of the Act containing the applicable exemption or exemptions is identified below:

☐ The Specified Records you have requested are not "public records" under the definition provided in Section 2(c) of the Act.

☐ The Specified Records are not prepared or manufactured by the Municipality or are not within the Municipality's possession or control. § 1

☐ Contractors' employees' addresses, telephone numbers, and social security numbers have been redacted from certified payroll records. § 2.10

☐ The Specified Records constitute arrest report or history record information not required to be disclosed. § 2.15(c)

☐ Your Request, couched in categorical terms, is unduly burdensome because the burden on the Municipality of complying with Your Request outweighs the public interest in providing the Specified Records, and efforts to reduce Your Request to manageable proportions have been unsuccessful. § 3(g)

☐ Your Request is unduly burdensome because you have repeatedly requested the same Specified Records that are unchanged or identical to previous requests provided or properly denied. § 3(g)

☐ Disclosure of the Specified Records is prohibited by Federal or State law, rule, or regulation. § 7(1)(a)

☐ The Specified Records constitute "private information." § 7(1)(b)

☐ The Specified Records constitute "personal information," the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. A notice of intent to deny based on this exemption has been filed with the Public Access Counselor. § 7(1)(c)

☐ The Specified Records were created in the course of administrative enforcement proceedings, or any law enforcement or correctional agency for law enforcement purposes and disclosure would (i) interfere with a pending or actually and reasonably contemplated law enforcement proceedings; or (ii) interfere with active administrative enforcement proceedings; or (iii) create a substantial likelihood that a person would be deprived of a fair trial or impartial hearing; or (iv) unavoidably disclose the identity of a confidential source, confidential information furnished only by a confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies, except for traffic accident and rescue reports, or (v) disclose unique or specialized investigative techniques and disclosure would result in demonstrable harm to the Municipality; or (vi) would endanger the life or safety of law enforcement personnel or other person; or (vii) obstruct an ongoing criminal investigation. § 7(1)(d)

☐ The Specified Records relate to the security of detention facilities. § 7(1)(e)

☐ The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated. A notice of intent to deny based on this exemption has been filed with the Public Access Counselor. § 7(1)(f)

☐ The Specified Records contain trade secrets or commercial or financial information that is furnished under a claim that they are proprietary or confidential and disclosure would cause competitive harm. § 7(1)(g)

☐ The Specified Records constitute proposals or bids for a contract, grant, or agreement that has not been finally awarded and executed or would, if disclosed, frustrate or compromise the Municipality's procurement procedures. § 7(1)(h)

☐ The Specified Records are valuable formulae, computer geographic systems, designs, drawings, or research data if disclosure could reasonably be expected to produce private gain or public loss. § 7(1)(i)

☐ The Specified Records are educational data not required to be disclosed, including test data, evaluation information, student disciplinary information, and faculty course or research materials. § 7(1)(j)

☐ The Specified Records are architects' plans, engineers' technical submissions, or other construction related technical documents not constructed in whole or in part with public funds, or where disclosure would or could compromise the security of a public building. § 7(1)(k)

☐ The Specified Records are minutes of closed meetings of the Municipality and are not subject to public inspection pursuant to the Open Meetings Act. § 7(1)(l)

☐ The Specified Records constitute or reflect communications between the Municipality and an attorney or auditor that are not subject to discovery in litigation or were prepared or compiled at the request of an attorney advising the Municipality in anticipation of criminal, civil, or administrative proceedings or an internal audit of the Municipality. § 7(1)(m)

- ☐ The Specified Records relate to a public body's adjudication of employee grievances or disciplinary cases. § 7(1)(n)

- ☐ Disclosure of the Specified Records would jeopardize the security of a data processing system or the data contained therein. § 7(1)(o)

- ☐ The Specified Records relate to employee collective bargaining matters and do not constitute a final collective bargaining agreement. § 7(1)(p)

- ☐ The Specified Records are examination data used to determine the qualifications of a applicant for a license or employment. § 7(1)(q)

- ☐ The Specified Records relate to pending negotiations for the purchase or sale of real estate or pending or contemplated eminent domain proceedings and are not subject to discovery pursuant to the rules of the Illinois Supreme Court. § 7(1)(r)

- ☐ The Specified Records are proprietary information related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative or pool, or are insurance or self insurance claims, loss, or risk management information, records, data, or communications. § 7(1)(s)

- ☐ The Specified Records relate to the supervision of financial institutions or insurance companies. § 7(1)(t)

- ☐ The Specified Records are information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures. § 7(1)(u)

- ☐ The Specified Records concern vulnerability assessments, security measures, or response policies or plans designed to identify, protect, or respond to potential attacks on a community's population or systems, facilities, or installations. § 7(1)(v)

- ☐ The Specified Records are maps or other records regarding the location or security of utility facilities. § 7(1)(x)

- ☐ The Specified Records relate to proposals, bids, or negotiations for electric power procurement. § 7(1)(y)

- ☐ The Specified Records are confidential under Section 4002 of the Technology Advancement and Development Act. § 7.5(a)

- ☐ The Specified Records identify library users with specified materials. § 7.5(b)

- ☐ The Specified Records are received by or prepared by the Experimental Organ Transplantation Procedures Board. § 7.5(c)

- ☐ The Specified Records relate to known or suspected cases of sexually transmissible disease. § 7.5(d)

- ☐ The Specified Records are exempt under Section 30 of the Radon Industry Licensing Act. § 7.5(e)

- ☐ The Specified Records are evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act. § 7.5(f)

- ☐ The Specified Records are exempt under Section 50 of the Illinois Prepaid Tuition Act. § 7.5(g)
- ☐ The Specified Records are exempt under the State Officials and Employees Ethics Act. § 7.5(h)
- ☐ The Specified Records relate to the municipality's local emergency energy plan. § 7.5(i)
- ☐ The Specified Records relate to data concerning the distribution of surcharge moneys collected and remitted by wireless carriers. § 7.5(j)
- ☐ The Specified Records relate to law enforcement officer identification information or driver identification information compiled by a law enforcement agency t. § 7.5(k)
- ☐ The Specified Records are exempt under the Abuse Prevention Review Team Act. § 7.5(l)
- ☐ The Specified Records relate to the predatory lending database created by Article 3 of the Residential Real Property Disclosure Act. § 7.5(m)
- ☐ The Specified Records are exempt under the Capital Crimes Litigation Act. § 7.5(n)
- ☐ The Specified Records are exempt under Section 4 of the Illinois Health and Hazardous Substances Registry Act. § 7.5(o)
- ☐ The Specified Records relate to security records compiled, collected, or prepared by or for the RTA. § 7.5(p)
- ☐ The Specified Records are exempt under the Personnel Records Review Act. § 7.5(q)
- ☐ The Specified Records are exempt under the Illinois School Student Records Act. § 7.5(r)
- ☐ The Specified Records are exempt under Section 5-108 of the Public Utilities Act. § 7.5(s)
- ☐ Other: _____

III. Responsible Official

The FOIA Officer of the Municipality is the official responsible for this denial.

IV. Notice of the Right to Review and Appeal

You have the right to file a review of this denial with the Public Access Counselor at: 500 S. 2nd Street, Springfield, Illinois 62706 or 217-558-0486. You also have the right to judicial review under Section 11 of the Act. If you file a request for review with the Public Access Counselor, you must also file a Notice of Appeal with the FOIA Officer. A Notice of Appeal form is available upon request.

Dated: _____.

Municipality

By: _____
FOIA Officer

VILLAGE OF GILBERTS

NOTICE OF INTENT TO DENY

To: Public Access Counselor
500 S. 2nd Street
Springfield, Illinois 62706

To: Requestor
_____
_____

On _____, the Municipality received a Request for inspection, copying, or certification of the following public records ("***Specified Records***"):

_____

_____

Pursuant to Section 9.5(b) of the Act, you are hereby notified that the Municipality intends to deny the Request for the Specified Records based on the following exemption or exemptions:

- ☐ The Specified Records constitute "personal information," the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. § 7(1)(c)

- ☐ The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated. § 7(1)(f)

A detailed summary of the Municipality's basis for asserting this exemption is provided below:

_____

_____

_____

_____

_____

_____

_____

The Municipality understands that the Public Access Counselor has five days after receiving this Notice of Intent to Deny to determine whether further inquiry is warranted. Until such time as the Municipality receives a response by the Public Access Counselor that the Municipality must release the Specified Records, the time for Response to the Request for the Specified Records is tolled.

Enclosed with this Notice of Intent to Deny is a copy of (1) the Request and (2) the Municipality's proposed response to the Request.

Dated: _____.

Municipality

By: _____
FOIA Officer

VILLAGE OF GILBERTS

NOTICE OF APPEAL OF DENIAL OF REQUEST FOR PUBLIC RECORDS

To: FOIA Officer
Village of Gilberts
87 Galligan Road
Gilberts, Illinois 60136

I. Notice of Appeal

Please be advised that on _____, 20__, I filed a request for review with the Public Access Counselor of the denial of my request from inspection, copying, or certification of the following public records:

_____

_____

A copy of my appeal to the Public Access Counselor is attached to this Notice of Appeal.

II. Identification of Appellant

A. Name of Appellant: _____

B. Address:

_____

_____

C. Telephone Numbers for Appellant:

Day: _____ Evening: _____

_____
Signature of Appellant

_____
Date