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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

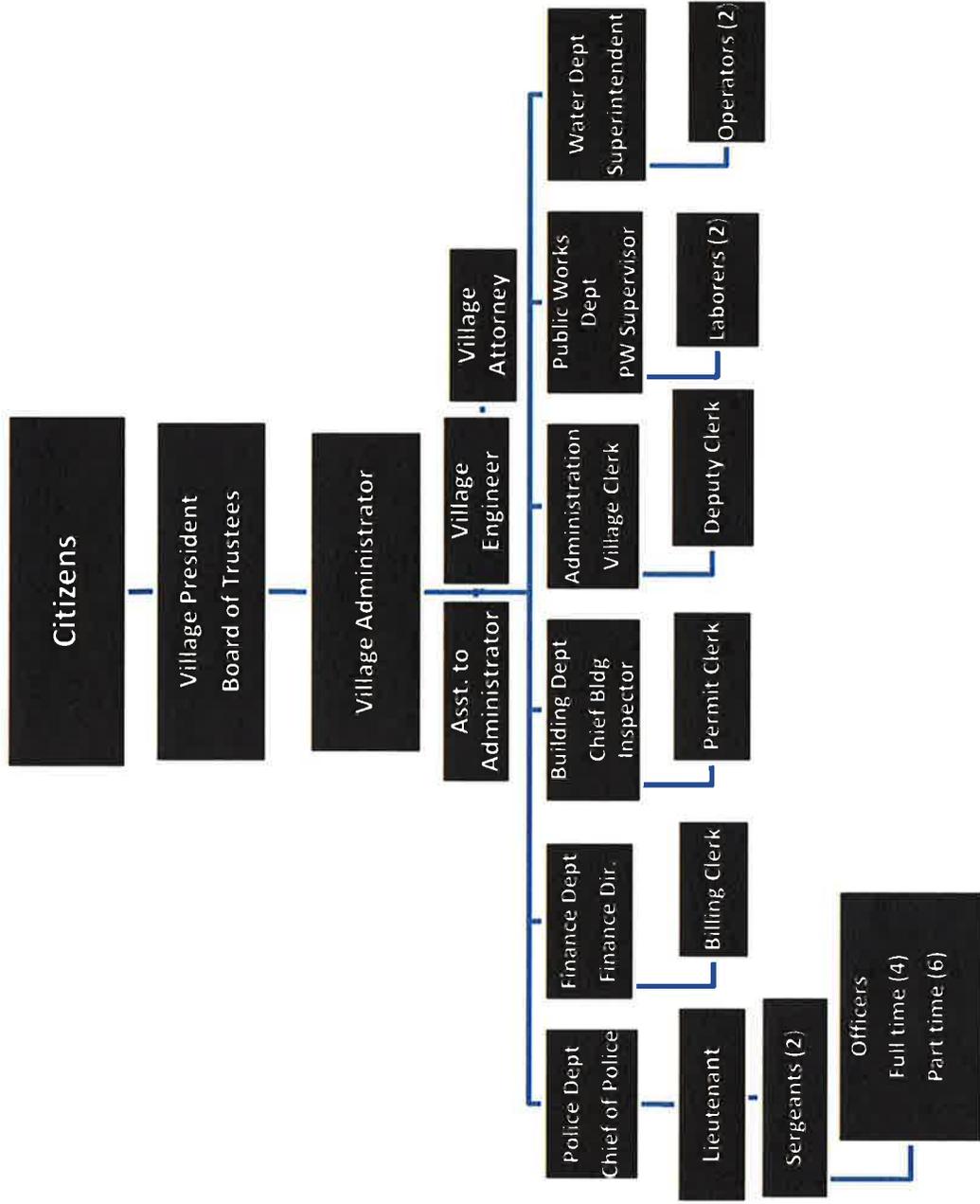
# **MISSION STATEMENT**

## **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**

Ray Keller

**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-

Jeff Goodloe-Attorney

Eric Laughlin-Financial Consultant

Rich Rentz-Delaware Investment Advisors

# FY-2016 Operating Budget

**Village of Gilberts  
FY-2016 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, 2015 – April 30, 2016

**\$873,176.00**

**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, 2015 – April 30, 2016

**\$1,318,519.00**

**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, 2015 – April 30, 2016

**\$1,453,064.00**

**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, 2015 – April 30, 2016

**\$184,262.00**

**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, 2015-April 30, 2016  
**\$106,684.00**

**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, 2015-April 30, 2016  
**\$1,596,639.00**

**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 09-2015, an Ordinance adopting the 2015-2016 Annual Budget.

Dated at the Village of Gilberts, Illinois, and this 21st Day of April 2015.



Village Clerk, Debra Meadows



**VILLAGE OF GILBERTS**

**KANE COUNTY**

**STATE OF ILLINOIS**

**ORDINANCE NUMBER 09-2015**

**An Ordinance adopting the 2015-2016 Annual Budget for the Fiscal Year ending  
April 30, 2016**

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

April 21, 2015

**Published in pamphlet form by authority of the President and Board of Trustees of  
the Village of Gilberts, Kane County, Illinois this 21 day of April, 2015.**

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An Ordinance Adopting the 2015-2016  
Annual Budget

**WHEREAS**, the Village of Gilberts, a unit of local government under and pursuant to Section 6 Article VII of the Illinois Compiled 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 Compiled Statutes, 65 ILCS; and

**WHEREAS**, the Budget Officer has compiled a budget for fiscal year 2015-2016 as provided pursuant to Illinois Compiles Statutes, 65 ILCS; and

**WHEREAS**, the corporate authorities have made the proposed 2015-2016 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 2015-2016 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 2015-2016. Passage of the 2015-2016 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 21 day of April, 2015.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee David LeClercq	_____	_____	<input checked="" type="checkbox"/>	_____
Trustee Dan Corbett	<input checked="" type="checkbox"/>	_____	_____	_____
Trustee Lou Hacker	<input checked="" type="checkbox"/>	_____	_____	_____
Trustee Nancy Farrell	<input checked="" type="checkbox"/>	_____	_____	_____
Trustee Patricia Mierisch	_____	_____	<input checked="" type="checkbox"/>	_____
Trustee Guy Zambetti	<input checked="" type="checkbox"/>	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED THIS 21 DAY OF April, 2015.



  
\_\_\_\_\_  
Village President, Rick Zirk

ATTEST

  
\_\_\_\_\_  
Village Clerk, Debra Meadows

Published:

April 21, 2015

**FISCAL YEAR 2016PROPOSED BUDGET GENERAL FUND**

**Budget Summary**

DESCRIPTION	FY-15 Budget	FY 15 Actuals thru 3-31-15	FY-15 Adusted Budget	FY-16 Proposed Budget	% Change
Revenue - General Fund	4,007,900	4,858,896	5,125,593	3,936,062	-23.2%
Revenue - Enhanced DUI	28,000	20,000	28,000	28,000	0.0%
Revenue - Refuse Removal Services	699,079	666,655	743,279	752,717	1.3%
Revenue Total	<b>4,734,979</b>	<b>5,545,551</b>	<b>5,896,872</b>	<b>4,716,779</b>	<b>-20.0%</b>
Expense - Administration	685,834	1,234,919	1,373,451	671,466	-51.1%
Expense - Professionals	139,500	155,292	188,500	201,710	7.0%
Expense Building	172,315	153,409	175,173	184,262	5.2%
Expense Police	1,338,114	1,211,737	1,374,639	1,318,519	-4.1%
Expense - Enhanced DUI	28,000	17,223	28,000	28,000	0.0%
Expense Public Works	445,118	363,594	438,090	448,552	2.4%
Expense Public Works - Projects	282,063	510,334	560,497	1,004,512	79.2%
Expense - Parks Department	944,240	961,151	965,176	106,684	-88.9%
Expense - Refuse Removal Services	699,079	666,655	743,279	752,717	1.3%
Expense Total	<b>4,734,263</b>	<b>5,274,314</b>	<b>5,846,805</b>	<b>4,716,423</b>	<b>-19.3%</b>
<b>Budget Summary General Fund</b>	<b>716</b>	<b>271,237</b>	<b>50,067</b>	<b>356</b>	

**GENERAL REVENUE**

Account	Description	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Proposed Budget	% Change
01-00-301	Tax - Property	988,542	999,364	999,364	1,005,555	0.62%
01-00-302	Personal Property Rep	200	251	251	200	-20.32%
01-00-303	Tax Sales	192,000	194,401	193,500	192,000	-0.78%
01-00-304	Tax - State Income	651,441	584,381	620,850	681,021	9.69%
01-00-317	Non Home Rule 1% Sales Tax	170,000	178,346	190,000	180,000	-5.26%
01-00-349	Tax - State Local Use	120,726	126,177	135,000	133,453	-1.15%
01-00-306	License - Liquor	12,000	14,425	14,425	14,000	-2.95%
01-00-309	Pulltabs & Jar Games Tax	1,000	995	1,000	1,000	0.00%
01-00-310	Fee - Business Registration	1,700	2,025	2,100	1,800	-14.29%
01-00-311	Fee - Cable Franchise	67,000	59,852	81,000	74,000	-8.64%
01-00-312	Fee - Vending Machine	-	45	45	0	-100.00%
01-00-313	Fee - Copy	-	0	0	0	
01-00-314	Utility Tax - Electric	176,000	161,734	174,300	177,000	1.55%
01-00-315	Utility Tax - Gas	101,790	109,473	128,000	105,000	-17.97%
01-00-316	Contractor Registration	6,000	6,030	6,000	6,000	0.00%
01-00-318	Utility Tax - Communication	189,000	166,290	180,100	184,920	2.68%
01-00-319	VOG Annexation Fees	-	0	0	0	
01-00-320	ZBA / Plan Comm. Hearings	-	1,870	1,870	0	-100.00%
01-00-321	Miscellaneous Income	1,000	8,994	1,000	1,000	0.00%
01-00-322	Fines - Court	47,000	41,282	40,000	47,000	17.50%
01-00-323	Fines Other	-	2,764	2,850	1,000	-64.91%
01-00-324	Fines - Code Building	-	2,447	2,500	0	-100.00%
01-00-325	Fee - Building Permit (VOG Portion)	43,075	72,994	73,000	37,890	-48.10%
01-00-327	Sign Renewal Fees					
01-00-329	Recycling License	2,500	0	2,500	2,500	0.00%
01-00-333	Park Pavilion Rental	600	735	700	600	0.00%
01-00-335	VOG Fees/Plat Application				0	
01-00-338	Late Fee Dog License					
01-00-339	SSA #24 Bond Interest	-	1,065	2,000	0	
01-00-340	Interest - General Fund CD	10,000	2,308	2,500	1,200	-88.00%
01-00-341	Interest - General Fund	2,000	1,130	1,170	1,000	-50.00%
01-00-342	Interest - Performance	200	230	250	200	0.00%
01-00-345	Gilberts Police Reports	150	360	375	200	33.33%
01-00-347	Illinois Funds Interest	400	170	175	250	-37.50%
01-00-348	Antenna Rental	46,620	40,977	46,620	46,620	0.00%
01-00-350	Grant Revenue	-	-	0	0	
01-00-351	Community Event Donations	-	650	650	0	
01-00-352	Miscellaneous License	-	-	0	0	
01-00-353	Vacant Building Registration	2,500	1,800	1,200	1,000	-60.00%
01-00-354	Raffle License	60	100	100	50	-16.67%
01-00-355	Food Vendor Registration	-	150	150	0	
01-00-356	Garbage Hauler License	1,200	1,000	1,000	800	-33.33%
01-00-357	PD Bail Processing Fee	500	185	185	200	-60.00%
01-00-358	Video Gaming	16,000	32,309	35,000	29,500	84.38%
01-00-359	Video Gaming License	125	775	775	775	520.00%
01-00-364	Temporary Occupancy Permits	-	-		0	

**GENERAL REVENUE**

Account	Description	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Proposed Budget	% Change
01-00-365	Bassett Training Revenue	200	-		0	-100.00%
01-00-366	Police Administrative Fee	-	98	98	0	
01-00-368	Application Fees - Police	-	-		0	
01-00-396	Reimbursed Income	30,000	659,495	660,000	30,000	0.00%
01-00-398	Miscellaneous Revenue		-	0	0	
01-00-801	Sale of Fixed Assets		3,201	3,201	0	
01-00-810	MFT Reimbursement	61,600	-	131,000	61,860	0.42%
01-00-840	Loan Proceeds	-	-	0	0	
01-00-810	Transfers-Garbage Admin	24,597	24,597	24,597	26,592	8.11%
01-00-810	Transfers-Capital Replacement Franchise	25,279	25,279	25,279	26,037	3.00%
01-00-810	Transfers - Tree Replacement		-	0	9,000	
01-00-810	Transfer-Impact Fees	914,720	949,023	958,623	7,750	-99.15%
01-00-810	Transfers-Road Improvement		236,710	236,710	142,390	
01-00-810	Transfer-Road Improvement	10,000	8,950	55,120	612,550	6025.50%
01-00-810	Transfers - GO Bond-MFT	81,600	81,600	81,600	81,860	0.32%
01-00-810	Transfers	-	-			
	<b>Revenue - General</b>	<b>3,999,325</b>	<b>4,807,036</b>	<b>5,118,733</b>	<b>3,925,772</b>	<b>-23.31%</b>

**DEVELOPER PERMIT FEES**

01-00-328	Fee- Building from Developers (to B&F& B&W)	8,575	6,860	6,860	10,290	50.0%
	- Conservancy @ 12 Units@857.50					
	- Commercial @ 500 Units					
	<b>Revenue -Developer Permit Fees</b>	<b>8,575</b>	<b>6,860</b>	<b>6,860</b>	<b>10,290</b>	

**MUNICIPAL - PARK - UTILITY IMPACT FEES**

01-00-363	Municipal Impact Fee	18,500	16,698	16,998	33,000	94.1%
	- Conservancy @ 12 Units @ \$2750					
01-00-344	VOG Parks Impact Fees	-	10,565	10,565	33,936	
	- Conservancy @ 12 Units @ \$2828					
01-00-346	Conservancy Utility Fee	-	1,000	1,000	6,000	
	- Conservancy @ 12 Units @ 500					
	<b>Revenue - Municipal Impact</b>	<b>18,500</b>	<b>28,264</b>	<b>28,563</b>	<b>72,936</b>	

**REDIRECTED INCOME TO ROAD RESERVES ACCOUNT**

01-00-305	Tax - Road & Bridge	6,786	6,744	6,744	6,751	0.1%
01-01-326	Over Wt/Size Permit	1,500	3,050	3,050	2,500	-18.0%
	<b>Revenue-Redirect to Road Improvement</b>	<b>8,286</b>	<b>9,794</b>	<b>9,794</b>	<b>9,251</b>	

## Expense Administration

	Description	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
01-01-500	State Employment	9,000	1,667	6,000		6,000	0.0%
01-01-501	Wages-Board	24,000	22,000	24,000		24,000	0.0%
01-01-502	Wages-PC	3,600	350	700		3,600	414.3%
01-01-503	Wages-General	280,404	240,769	275,000		284,999	3.6%
01-01-568	Wages - General - Overtime	250	-	-		250	
01-01-504	FICA-Adm. 6.20%	19,112	16,026	18,581		19,397	4.4%
01-01-505	Medicare 1.45%	4,470	3,748	4,346		4,536	4.4%
01-01-506	Operating Expense	3,000	2,224	3,000		3,000	0.0%
01-01-507	Dues & Subscriptions	8,682	7,210	8,682		8,822	1.6%
01-01-508	Legal Notices	1,990	1,409	1,990		1,990	0.0%
01-01-509	Communications	7,140	6,373	7,140		7,260	1.7%
01-01-510	Postage	4,230	3,837	4,230		4,230	0.0%
01-01-511	Printing	11,400	7,441	11,400		11,400	0.0%
01-01-513	Misc. Refund		0	0		0	
01-01-514	Group Health Insurance	33,505	19,667	30,000		40,788	36.0%
01-01-515	Community Donations	17,276	3,771	12,000		15,000	25.0%
01-01-516	Ride In Kane Program	1,000	346	346		0	-100.0%
01-01-517	Publications/Brochure	210	0	210		210	0.0%
01-01-519	Rental Equipment	5,664	4,737	5,664		5,574	-1.6%
01-01-520	Office Supplies	3,000	2,531	3,000		3,000	0.0%
01-01-521	NISRA Expense	1,250	883	1,250		1,250	0.0%
01-01-524	Accounting Services	23,270	17,995	18,000		23,270	29.3%
01-01-526	Telecommunication Tax	0	16,570	16,570		0	-100.0%
01-01-527	Bank Services	250	25	250		25	-90.0%
01-01-531	Insurance Liability	7,075	10,058	10,058		11,567	15.0%
01-01-532	Insurance Vehicle	4,025	4,288	4,288		4,931	15.0%
01-01-533	Insurance Property	9,025	1,969	1,969		2,264	15.0%
01-01-534	Workmens Comp.	4,450	3,520	3,520		4,048	15.0%
01-01-537	Gas & Oil	2,200	1,567	2,200		2,000	-9.1%
01-01-539	Vehicle Maintenance	500	499	600		500	-16.7%
01-01-540	Equip. Maintenance	750	528	750		750	0.0%
01-01-541	Building Maintenance	4,900	4,864	5,700		4,900	-14.0%
01-01-545	Contractual Services	54,518	17,358	42,000		34,900	-16.9%
01-01-548	Capital Equipment	5,000	1,638	5,000		5,000	0.0%
01-01-549	Meals & Entertainment	3,000	1,920	3,000		3,000	0.0%
01-01-550	Special Projects	15,600	5,500	25,200		15,000	-40.5%
01-01-558	Training	7,500	6,316	7,500		8,000	6.7%
01-01-560	Sensitivity Training						
01-01-562	IMRF	32,162	28,126	32,162		33,003	2.6%
01-01-566	Debt Payment/73 Industrial	20,911	19,190	20,911		21,555	3.1%
01-01-567	Interest Exp./73 Industrial	21,215	19,426	21,215		20,572	-3.0%
01-01-595	Utility Tax Expense	50	1,881	19		624	3124.8%
01-01-596	Reimbursed Expenses	30,000	726,690	735,000		30,000	-95.9%
01-01-597	Safety/Personal Equipment	250	0	-		250	
<b>Total Expenses - Administr</b>		<b>685,834</b>	<b>1,234,919</b>	<b>1,373,451</b>		<b>671,466</b>	<b>-51.1%</b>

<b>PROFESSIONALS</b>							
01-01-522	Legal/Litigation	25,000	44,625	50,000		25,000	-50.0%
01-01-523	Legal/Administration	52,500	39,535	53,500		52,500	-1.9%
01-01-525	Storm Water Management	30,000	27,000	27,000		30,000	11.1%
01-01-536	Engineering Expense	20,000	44,131	50,000		61,340	22.7%
01-01-556	Planner Services	12,000	0	8,000		32,870	310.9%
<b>Total Expenses - Profession</b>		<b>139,500</b>	<b>155,292</b>	<b>188,500</b>		<b>201,710</b>	<b>7.0%</b>

# Police Expenses

Account #	Description	FY-15 Budget	FY-15 Actuals thru 3-25-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
01-02-503	Wages-General	709,940	655,773	762,131		716,805	-5.9%
01-02-568	Wages-Police-Overtime	33,039	25,730	33,039		35,107	6.3%
01-02-504	FICA-Adm. 6.20%	46,065	40,934	49,301		46,619	-5.4%
01-02-505	Medicare 1.45%	10,773	9,573	11,530		10,903	-5.4%
01-02-506	Operating Expenses	2,800	2,489	2,800		2,800	0.0%
01-02-507	Dues & Subscriptions	2,000	2,421	2,500		2,500	0.0%
01-02-508	Legal Notices	600	0	0		0	
01-02-509	Communications	8,420	6,752	7,600		8,370	10.1%
01-02-510	Postage	500	102	500		500	0.0%
01-02-511	Printing	1,000	862	1,000		500	-50.0%
01-02-514	Group Health Insurance	115,586	102,534	111,400		118,085	6.0%
01-02-517	Publications/Brochure	100	104	100		110	10.0%
01-02-518	Small Tools & Equipment	1,200	0	0		600	
01-02-519	Equipment Rental	2,616	2,131	2,616		2,616	0.0%
01-02-520	Office Supplies	3,000	1,876	2,500		3,000	20.0%
01-02-523	Legal	3,400	4,310	4,500		4,100	-8.9%
01-02-530	Dispatching	63,257	60,245	60,245		63,300	5.1%
01-02-531	Insurance Liability	8,200	4,132	4,132		4,752	15.0%
01-02-532	Insurance Vehicle	6,700	5,670	5,670		6,521	15.0%
01-02-533	Insurance Property	6,300	650	650		748	15.0%
01-02-534	Workmens Comp.	21,965	20,394	20,394		23,453	15.0%
01-02-535	Gas & Oil	38,000	27,363	34,000		38,000	11.8%
01-02-539	Maintenance Vehicles	25,000	18,559	25,000		20,000	-20.0%
01-02-540	Maintenance Equipment	3,000	2,024	3,000		2,500	-16.7%
01-02-541	Maintenance Building	4,000	2,792	3,500		4,000	14.3%
01-02-545	Contractual Services	21,981	19,317	21,981		22,124	0.7%
01-02-547	Uniforms	7,500	4,022	10,000		7,500	-25.0%
01-02-548	Capital Equipment	55,000	58,378	58,378		32,282	-44.7%
01-02-557	Dare/Community Relations	500	144	500		300	-40.0%
01-02-558	Training	6,800	6,107	6,800		8,000	17.6%
01-02-561	IMRF	14,075	12,543	14,075		14,337	1.9%
01-02-563	Peer Jury	300	0	300		300	0.0%
01-02-564	Homeland Security & Certs	500	60	500		500	0.0%
01-02-565	Bassett Training Expense	250	0	250		250	0.0%
01-89-562	Police Pension Fund	113,747	113,747	113,747		117,040	2.9%
	<b>Total Expenses - Police</b>	<b>1,338,114</b>	<b>1,211,737</b>	<b>1,374,639</b>		<b>1,318,519</b>	<b>-4.1%</b>

## Public Works Dept. Expenses

Account #	Description	FY-15 Budget	FY-15 Actuals thru 3-25-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
01-03-503	Wages-Public Works	118,105	89,498	103,000		126,674	23.0%
01-03-5xx	Wages-Public Works - Overtime	8,783	7,696	8,783		8,783	0.0%
01-03-504	FICA-Adm. 6.20%	7,867	5,784	6,931		8,398	21.2%
01-03-505	Medicare 1.45%	1,840	1,413	1,621		1,964	21.2%
01-03-506	Operating Expenses	1,500	704	1,000		1,500	50.0%
01-03-507	Dues & Subscriptions	250	189	250		250	0.0%
01-03-508	Legal Notices	0	20	100		100	0.0%
01-03-509	Communications	2,960	2,130	2,960		2,760	-6.8%
01-03-514	Group Health Insurance	23,675	22,541	25,000		27,108	8.4%
01-03-518	Small Tools & Equipment	8,000	2,959	6,000		6,000	0.0%
01-03-519	Rental Equipment	1,500	0	500		1,500	200.0%
01-03-525	NPDES Fees	1,000	1,000	1,000		1,000	0.0%
01-03-526	Street Lighting	58,707	42,402	50,000		45,414	-9.2%
01-03-531	Insurance Liability	3,970	3,353	3,353		3,856	15.0%
01-03-532	Insurance Vehicle	2,606	1,422	1,422		1,635	15.0%
01-03-533	Insurance Property	2,122	515	515		592	15.0%
01-03-534	Workmens Comp.	13,148	10,833	10,833		12,458	15.0%
01-03-537	Gas & Oil	13,125	12,239	14,500		15,000	3.4%
01-03-539	Vehicle Maintenance	11,000	13,256	15,000		11,000	-26.7%
01-03-540	Equip. Maintenance	4,000	5,410	6,000		6,000	0.0%
01-03-541	Building Maintenance	8,550	8,529	8,550		8,000	-6.4%
01-03-542	Maintenance Streets	5,000	1,990	5,000		5,000	0.0%
01-03-544	Maintenance Grounds	3,500	855	3,500		3,500	0.0%
01-03-545	Contractural Services	20,048	10,249	16,000		16,312	2.0%
01-03-546	SnowPlowing/Crack Filling	84,000	87,672	109,922		54,900	-50.1%
01-03-547	Uniforms	1,500	350	500		1,500	200.0%
01-03-548	Capital Equipment	0	0	0		38,539.00	
01-03-554	Debt Payment/Back Hoe	17,454	17,457	17,457		18,029	3.3%
01-03-555	Interest Exp./Back Hoe	1,783	1,780	1,780		1,208	-32.1%
01-03-558	Training	1,300	600	600		1,300	116.7%
01-03-562	IMRF	15,225	9,627	13,414		15,672	16.8%
01-03-565	73 Industrial - Upgrades	2,600	1,121	2,600		2,600	0.0%
	<b>Public Works Expenses</b>	<b>445,118</b>	<b>363,594</b>	<b>438,090</b>		<b>448,552</b>	<b>2.4%</b>

Account #	Description	FY-15 Budget	FY-15 Actuals thru 3-25-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
	<b>Public Works Minor Projects</b>						
01-90-538	General Signs	1,500	286	1,800		3,300	83.3%
01-90-545	Public Works Minor Projects	2,500	221,000	266,000		713,600	168.3%
01-90-544	Tree/Sidewalk Replacement	4,500	18,484	18,485		9,000	-51.3%
01-90-546	Weather Siren Maintenance	3,000	0	0		3,000	
01-90-549	GO Bond Principal Payment	180,000	180,000	180,000		185,000	2.8%
01-90-550	GO Bond Interest Payment	50,625	50,625	50,625		47,025	-7.1%
01-90-547	RZB - Principal Payment	33,449	33,449	33,449		34,319	2.6%
01-90-548	RZB - Interest Payment	6,489	6,489	10,138		9,269	-8.6%
	<b>Public Works Project Expens</b>	<b>282,063</b>	<b>510,334</b>	<b>560,497</b>		<b>1,004,512</b>	<b>79.2%</b>

## Building Dept. Expenses

Account #	Description	FY-15 Budget	FY-15 Actuals thru 3 25-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
01-04-503	Wages-Building	111,903	99,425	111,903		115,266	3.0%
01-04-5xx	Wages-Building - Overtime	200	0	-		200	
01-04-504	FICA-Adm. 6.20%	6,950	5,928	6,950		7,159	3.0%
01-04-505	Medicare 1.45%	1,625	1,386	1,625		1,674	3.0%
01-04-506	Operating Expenses	300	87	300		300	0.0%
01-04-507	Dues & Subscriptions	450	340	450		450	0.0%
01-04-509	Communications	240	180	240		216	-10.0%
01-04-511	Printing	500	90	300		500	66.7%
01-04-514	Group Health Insurance	12,167	11,375	12,500		13,973	11.8%
01-04-517	Publications/Brochure	150	0	0		150	
01-04-520	Office Supplies	2,500	1,514	2,500		2,500	0.0%
01-04-525	Permit Fee Expense	3,000	2,186	3,000		4,000	33.3%
01-04-528	Permit Fee Expense - Developer	8,575	11,492	12,500		15,000	20.0%
01-04-537	Gas & Oil	1,500	945	1,100		1,500	36.4%
01-04-539	Maintenance Vehicles	1,000	811	1,000		1,000	0.0%
01-04-543	Leasing Expense	3,000	2,872	3,000		3,000	0.0%
01-04-545	Contractural Services	2,318	1,952	2,318		2,365	2.0%
01-04-547	Uniforms	400	176	200		400	100.0%
01-04-548	Capital Equipment	0	0	0		0	
01-04-558	Training	1,250	773	1,000		1,250	25.0%
01-04-562	IMRF	14,287	11,878	14,287		13,359	-6.5%
<b>Total Expenses Building Dept.</b>		<b>172,315</b>	<b>153,409</b>	<b>175,173</b>	<b>2,365</b>	<b>184,262</b>	<b>5.2%</b>

## Enhanced DUI Program

REVENUE	Police Enhanced DUI	FY-15 Budget	FY-15 Actuals thru 3-25-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
01-07-300	Enhanced DUI-Towing	28,000	8,000	14,000		14,000	0.0%
01-07-301	Vehicle Seizure	0	12,000	14,000		14,000	0.0%
	<b>Police Enhanced DUI Revenue</b>	<b>28,000</b>	<b>20,000</b>	<b>28,000</b>		<b>28,000</b>	<b>0.0%</b>

EXPENSE	Police Enhanced DUI						
01-07-503	Wages-General	16,725	12,563	16,725		16,725	0.0%
01-07-504	FICA-Adm. 6.20%	1,037	762	1,037		1,037	0.0%
01-07-505	Medicare 1.45%	243	179	205		243	18.5%
01-07-518	Small Tools	750	0	750		500	-33.3%
01-07-523	Legal Expense	500	720	800		1,250	56.3%
01-07-537	Gas & Oil	2,000	2,000	2,000		2,000	0.0%
01-07-558	Training	1,200	0	1,200		1,200	0.0%
01-07-559	Designated Drive Expense	500	500	500		500	0.0%
01-07-560	DUI-Public Information	2,095	0	1,833		1,595	-13.0%
01-07-561	Equipment	2,450	0	2,450		2,450	0.0%
01-07-596	Refunded Fees	500	500	500		500	0.0%
	Transfer	0				0	
	<b>Police Enhanced DUI Expense</b>	<b>28,000</b>	<b>17,223</b>	<b>28,000</b>		<b>28,000</b>	<b>0.0%</b>

## Parks Dept. Expenses

Account #	Description	FY-15 Budget	FY-15 Actuals thru 3-25-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
01-06-503	Wages - General	6,759	4,475	4,475		6,961	55.6%
01-06-568	Wages - Overtime	300	0	0		300	
01-06-504	FICA - 6.20%	438	275	275		450	63.7%
01-06-505	Medicare - 1.45%	102	64	64		105	64.5%
01-06-506	Operating Expenses	0	0	0			
01-06-512	Utilities	1,000	1,789	2,200		4,700	113.6%
01-06-519	Rental Equipment	2,500	0	0		2,500	
01-06-521	Supplies	1,800	1,269	1,800		1,600	-11.1%
01-06-531	Insurance - Liability						
01-06-533	Insurance - Property	439	265	265		305	15.0%
01-06-535	Park Projects	853,500	949,023	949,023		26,750	-97.2%
01-06-537	Gas & Oil	1,300	693	700		1,300	85.7%
01-06-539	Sports & Playground Equip	2,000	1,375	1,800		5,000	177.8%
01-06-540	Equipment Maintenance	2,500	1,703	3,000		5,000	66.7%
01-06-544	Maintenance Grounds	2,500	147	1,500		40,000	2566.7%
01-06-545	Contractual Services	68,255	0	0		10,872	
01-06-548	Capital Equipment	0	0	0			
01-06-562	IMRF	847	74	74		840	1035.3%
	<b>Total Expenses Parks Dept.</b>	<b>944,240</b>	<b>961,151</b>	<b>965,176</b>		<b>106,684</b>	<b>-88.9%</b>

## Special Services - Garbage

REVENUE	Special Revenue - Contract Services	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
01-08-301	Garbage Billing Revenue	666,800	636,350	710,000		719,000	1.3%
01-08-302	Franchise Revenue -MDC	25,279	23,103	25,279		26,037	3.0%
01-08-308	Late Fees/Other	7,000	7,203	8,000		7,680	-4.0%
	<b>Special Revenue - Garbage</b>	<b>699,079</b>	<b>666,655</b>	<b>743,279</b>		<b>752,717</b>	<b>1.3%</b>

EXPENSE	Special Expense - Contract Services	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
01-08-506	Garbage Hauling Expense	531,600	508,366	554,666		564,000	1.7%
01-08-507	Admin Costs	24,597	24,597	24,597		26,592	8.1%
01-08-850	Transfer to Road Fund	117,603	108,413	138,737		136,088	-1.9%
01-08-850	Franchise Revenue - capital equ	25,279	25,279	25,279		26,037	3.0%
	<b>Special Expense - Garbage</b>	<b>699,079</b>	<b>666,655</b>	<b>743,279</b>		<b>752,717</b>	<b>1.3%</b>

# FISCAL YEAR 2016 PROPOSED BUDGET WATER/WASTEWATER ENTERPRISE FUND

## Operations

DESCRIPTION	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Proposed Budget	% Change
Revenue Water & WW Operations	1,227,400	1,073,176	1,189,453	1,180,500	-0.8%
Expense Water Operations	793,540	451,839	566,399	858,568	51.6%
Expense WW Operations	584,676	404,261	540,147	618,071	14.4%
<b>Summary Water &amp; WW Operations</b>	<b>-120,816</b>	<b>217,076</b>	<b>82,907</b>	<b>-296,139</b>	

## Rehab & Capital

DESCRIPTION	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Proposed Budget	% Change
Revenue Water Rehab & Capital	9,525	9,813	9,985	9,520	-4.7%
Revenue -IEPA Loan Proceeds	0		692,900		-100.0%
Expense Water Rehab & Capital	28,000	414,505	449,000	30,000	-93.3%
Expense WW Rehab & Capital	28,000	12,678	28,000	30,000	7.1%
<b>Summary Water &amp; WW Rehab &amp; Capital</b>	<b>-46,475</b>	<b>-417,370</b>	<b>225,885</b>	<b>-50,480</b>	

## Fund Summary

DESCRIPTION	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Proposed Budget	% Change
Combined Revenue Operations/Rehab/Capital	1,236,925	1,082,989	1,199,438	1,190,020	-0.8%
Revenue -IEPA Loan Proceeds	0		692,900		-100.0%
Combined Expense Water Operations/Rehab/C	821,540	866,344	1,015,399	888,568	-12.5%
Combined Expense WW Operations/Rehab/Cap	582,676	416,939	568,147	648,071	14.1%
<b>Summary Water &amp; WW Operations/Rehab/Capit</b>	<b>-167,291</b>	<b>-200,294</b>	<b>308,792</b>	<b>-346,619</b>	<b>-212.2%</b>

## Water / Wastewater Revenue

Account Number	DESCRIPTION	FY-15 Budget	FY-15 Actuals thru 31-15	FY-15 Adjusted Budget	FY-16 Proposed Budget	% Change
20-00-302	Wastewater Income	544,500	488,184	544,500	545,000	0.1%
20-00-303	Water Income	658,400	552,920	611,000	612,000	0.2%
20-00-308	Late Fees/Other Income	24,000	20,821	22,700	18,000	-20.7%
20-00-321	Miscellaneous Income	500	1,123	1,123	500	-55.5%
20-00-331	Tap-on Fees - Water	0	3,500	3,500	0	-100.0%
20-00-332	Tap-on Fees Sewer	0	0		0	
20-00-336	Meter Sales	6,000	6,630	6,630	3,000	-54.8%
20-00-339	SSA #24 Bond Interest		1,065	1,065	2,000	87.8%
20-00-340	Interest - CD	1,500	7,346	7,400	8,000	8.1%
20-00-341	Interest	2,000	1,382	1,500	1,500	0.0%
20-00-347	Interest - Illinois Funds	25	20	20	20	0.0%
20-00-350	Grant Revenue	0	0	0		
20-00-396	Water - Reimbursed Income	0	0	0		
20-00-398	Water Misc. Revenue			0	0	
	IEPA Loan Proceeds			692,900		
<b>Total Water / WW Revenue</b>		<b>1,236,925</b>	<b>1,082,989</b>	<b>1,892,338</b>	<b>1,190,020</b>	<b>-37.1%</b>

## Water Expenses

ACCOUNT#	LINE ITEM	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
20-00-501	Miscellaneous Refund	0					
20-00-503	Wages	120,531	101,901	115,000		150,196	30.6%
20-00-568	Wages - Overtime	5,988	6,882	7,700		8,424	9.4%
20-00-504	FICA	7,844	6,281	7,607		9,834	29.3%
20-00-505	Medicare	1,835	1,469	1,779		2,300	29.3%
20-00-506	Office Supplies	1,500	729	1,000		1,000	0.0%
20-00-507	Dues	900	674	900		900	0.0%
20-00-508	Legal Notices	500	121	500		500	0.0%
20-00-509	JULIE Locate Supplies	175	595	800		1,500	87.5%
20-00-510	Postage (In House Billing)	2,350	2,449	2,600		2,700	3.8%
20-00-511	Printing (In House Billing)	2,800	2,430	2,800		2,800	0.0%
20-00-512	Com Ed - Indian Trails Tower	1,380	2,192	3,192		4,160	30.3%
20-00-513	Com Ed - Water Plant	87,000	59,756	73,000		94,900	30.0%
20-00-514	Com Ed - Tower #3	3,010	1,825	2,190		2,852	30.2%
20-00-515	Nicor - Water Plant	2,520	1,726	2,420		3,094	27.8%
20-00-518	Small Tools	5,500	3,141	3,500		3,500	0.0%
20-00-519	Phone - Water Plant	1,560	1,327	1,560		1,560	0.0%
20-00-521	Equipment Maintenance(Sent Out)	10,000	338	10,000		10,000	0.0%
20-00-523	Legal	3,000	244	3,000		3,000	0.0%
20-00-524	Group Health Insurance	28,437	25,029	27,200		45,000	65.4%
20-00-526	Lab Supplies	1,200	1,396	1,500		1,500	0.0%
20-00-528	Chemicals	33,000	23,809	27,000		40,000	48.1%
20-00-529	Laboratory Equipment	1,500	0	1,500		2,500	66.7%
20-00-530	Janitorial Supplies	750	36	500		500	0.0%
20-00-531	Insurance Liability	405	1,676	1,676		1,927	15.0%
20-00-532	Insurance - Auto	331	474	474		545	15.0%
20-00-533	Insurance Property	2,782	9,066	9,066		10,426	15.0%
20-00-534	Insurance-Workman's Compensation	3,858	5,370	5,370		6,176	15.0%
20-00-536	Engineering Services	15,000	26,305	30,000		15,000	-50.0%
20-00-537	Gas, Oil, Antifreeze	3,000	1,362	2,000		3,000	50.0%
20-00-538	Maintenance Parts & Materials	12,000	7,494	12,000		12,000	0.0%
20-00-539	Vehicle Maintenance	2,000	969	1,500		2,000	33.3%
20-00-540	Building Maintenance	2,500	495	2,500		2,500	0.0%
20-00-541	Rental Equipment	2,500	0	2,500		2,500	0.0%
20-00-542	Phone - Cellular	840	708	840		840	0.0%
20-00-543	Hydrant Maintenance	3,000	0	3,000		3,000	0.0%
20-00-545	Contractual Services	243,286	41,068	55,000		232,623	323.0%
20-00-548	Capital Equipment	13,000	388,201	419,000		15,000	-96.4%
20-00-549	Uniforms	1,000	375	1,000		1,000	0.0%
20-00-551	Water Meters	79,846	78,330	82,000		72,900	-11.1%
20-00-552	Laboratory Testing	23,230	4,518	7,000		7,000	0.0%
20-00-558	Training Expense	3,500	1,540	3,500		3,500	0.0%
20-00-560	Water Distribution System Repairs	20,000	3,621	20,000		20,000	0.0%
20-00-562	IMRF	15,182	13,196	14,724		18,352	24.6%
20-00-565	Brine Hauling Expense	51,000	37,227	45,000		50,000	11.1%
	IEPA Ba/Ra removal debt					45,558	
<b>Total Water Expense</b>		<b>821,540</b>	<b>866,344</b>	<b>1,015,399</b>		<b>916,568</b>	<b>-9.5%</b>

## Wastewater Expenses

ACCOUNT#	LINE ITEM	FY-15 Budget	FY-15 Actuals thru 3-31-15	FY-15 Adjusted Budget	FY-16 Worksheet	FY-16 Proposed Budget	% Change
20-01-501	Miscellaneous Refund	0	0				
20-01-503	Wages	120,531	102,009	115,000		150,196	30.6%
20-01-568	Wages - Overtime	5,988	3,420	5,988		8,424	40.7%
20-01-504	FICA	7,844	6,032	7,501		9,834	31.1%
20-01-505	Medicare	1,835	1,411	1,754		2,300	31.1%
20-01-506	Office Supplies	1,500	629	1,000		1,000	0.0%
20-01-507	Postage (In House Billing)	2,350	2,435	2,600		2,700	3.8%
20-01-508	Printing (In House Billing)	2,800	2,440	2,800		2,800	0.0%
20-01-509	JULIE Locate Supplies	175	594	800		1,500	87.5%
20-01-510	Nicor-Valencia Lift Station	350	306	350		438	25.1%
20-01-511	Com Ed - Silver Trails Lift Station	1,200	2,715	3,380		4,394	30.0%
20-01-512	Com Ed - Lift Station 45 Meadows	2,400	1,797	2,400		3,120	30.0%
20-01-513	Com Ed - W/Water Plant	107,000	71,396	88,500		115,031	30.0%
20-01-514	Com Ed - Barancik Lift Station	2,200	1,882	2,500		3,250	30.0%
20-01-515	Nicor-Wastewater	1,500	1,145	1,500		1,875	25.0%
20-01-516	Phone - Silver Trails Lift Station	475	425	480		480	0.0%
20-01-517	Com Ed - Valencia Lift Station	1,300	1,739	2,100		2,730	30.0%
20-01-518	Small Tools	5,500	2,998	3,500		3,500	0.0%
20-01-519	Phone - W/Water	1,320	1,072	1,320		1,320	0.0%
20-01-520	Phone - Barancik Lift Station	345	290	345		345	0.0%
20-01-521	W/Water Maintenance Outside Services	25,000	538	10,000		10,000	0.0%
20-01-522	Sludge Hauling	27,000	24,493	27,000		27,000	0.0%
20-01-524	Group Health Insurance	28,437	25,029	27,200		45,000	65.4%
20-01-525	Permits & Fees	17,500	17,500	17,500		17,500	0.0%
20-01-526	Lab Supplies	11,800	1,090	2,000		2,000	0.0%
20-01-527	Nicor - 91 Meadows Lift Station	960	842	920		1,150	25.0%
20-01-528	Chemicals	25,000	25,415	35,000		40,000	14.3%
20-01-529	Laboratory Equipment	4,000	0	4,000		5,000	25.0%
20-01-530	Janitorial Supplies	550	319	500		500	0.0%
20-01-531	Insurance Liability	405	1,676	1,676		1,927	15.0%
20-01-532	Insurance Auto	331	474	474		545	15.0%
20-01-533	Insurance Property	2,782	10,921	10,921		12,559	15.0%
20-01-534	Insurance Workman's Compensation	3,544	4,699	4,669		5,404	15.7%
20-01-535	W/Water Engineering	15,000	0	15,000		15,000	0.0%
20-01-537	Gas, Oil, Antifreeze	3,750	1,442	2,000		3,000	50.0%
20-01-538	Maintenance Parts & Materials	20,000	7,856	20,000		20,000	0.0%
20-01-539	Vehicle Maintenance	2,000	803	1,500		2,000	33.3%
20-01-540	Building Maintenance	2,500	207	2,500		2,500	0.0%
20-01-541	Rental Equipment	2,500	0	2,500		2,500	0.0%
20-01-542	Phone - Cellular	840	582	840		840	0.0%
20-01-545	Contractual Services	17,226	18,347	20,000		22,158	10.8%
20-01-548	Capital Equipment	13,000	12,678	13,000		15,000	15.4%
20-01-549	Uniforms	1,000	374	1,000		1,000	0.0%
20-01-552	Laboratory Testing	36,296	32,825	40,000		42,000	5.0%

20-01-555	Nicor-Silver Trails Lift Station	960	756	960		1,248	30.0%
20-01-558	Training Expenses	3,500	939	3,500		3,500	0.0%
20-01-560	W/Water Collection System Repairs	35,000	9,720	35,000		35,000	0.0%
20-01-562	IMRF	15,182	12,678	14,519		18,352	26.4%
20-01-566	Collection Systems-Pump Maintenance	0	0	10,150		10,150	0.0%
	<b>Total Wastewater Expense</b>	<b>582,676</b>	<b>416,939</b>	<b>568,147</b>		<b>678,071</b>	<b>24.4%</b>
	<b>Total Water &amp; Wastewater Expense</b>	<b>1,404,216</b>	<b>1,283,284</b>	<b>1,583,546</b>		<b>1,596,639</b>	<b>24.4%</b>

Sold To:

VILLAGE OF GILBERTS - CU00410431

87 Galligan Rd

Gilberts, IL 60136

Bill To:

VILLAGE OF GILBERTS - CU00410431

87 Galligan Rd

Gilberts, IL 60136

## Certificate of Publication:

Order Number: 3184507

Purchase Order: N/A

State of Illinois - Cook, Dekalb, Dupage, Kane, & McHenry

Elgin Courier News does hereby certify it has published the attached advertisements in the following secular newspapers. All newspapers meet Illinois Compiled Statute requirements for publication of Notices per Chapter 715 ILCS 5/0.01 et seq. R.S. 1874, P728 Sec 1, EFF. July 1, 1874. Amended by Laws 1959, P1494, EFF. July 17, 1959. Formerly Ill. Rev. Stat. 1991, CH100, Pl.

Note: Notice appeared in the following checked positions.

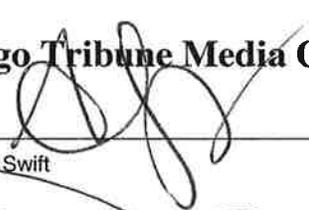
PUBLICATION DATES: Apr 06, 2015.

Elgin Courier News

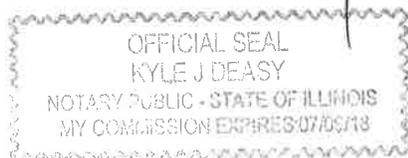
Executed at Chicago, Illinois on this

6th Day of APRIL, 2015, by  
Day Month Year

**Chicago Tribune Media Group**

  
\_\_\_\_\_  
Alexandra Swift

\_\_\_\_\_  
Notary Public



Chicago Tribune - [chicagotribune.com](http://chicagotribune.com)

435 North Michigan Avenue, Chicago, Illinois 60611

(312) 222-2222 - Fax: (312) 222-4014

**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, 2015 - April 30, 2016) on April 21, 2015 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  
4/6/2015 3184507

3184507

**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 15<sup>th</sup> day of December, 2009 by roll call vote as follows:

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

APPROVED THIS 15<sup>th</sup> DAY OF December, 2009:

  
Village President Rick Zirk

  
Village Clerk Debra Meadows



Published: \_\_\_\_\_

# **Freedom of Information Request Procedure**

**VILLAGE OF GILBERTS**  
**FREEDOM OF INFORMATION ACT POLICY**

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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](mailto: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.

## FOIA POLICY

- (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.

## FOIA POLICY

- (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 after 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 then 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 78<sup>th</sup> 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 then 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 78<sup>th</sup> birthday
- State and Federal Tax Statement and Reports-Retain W-4's for 5 years after termination of employment or until W-4 is superseded by a new W-4 then dispose
- Time Records (Sick, Vacation, Overtime Leave of Absence, Compensatory ect.)- Retain for 2 years, then dispose provided information is recorded on the individual's 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 3 years 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. 2<sup>ND</sup> STREET  
SPRINGFIELD, IL 62706  
PHONE: 312-814-5526  
OR 1-877-299-FOIA (3642)  
FAX: 217-782-1396  
EMAIL: [publicaccess@atg.state.il.us](mailto: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.

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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.

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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
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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). |

**FORM 2 – APPROVAL OF REQUEST FOR PUBLIC RECORDS**  
**Page 2 of 2**

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 847-428-2861 between 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