

4200 Main Street  
Country Club Hills, IL 60478

(708) 798-2616  
Fax: (708) 798-7352



## Freedom of Information Act (FOIA)

The City of Country Club Hills, with a resident population of 16,169 was incorporated in July, 1958 and has a Mayor/Aldermanic Council form of government. The City is a home-rule community whose purpose is to provide a full range of municipal services to its residential and commercial population. A full-time professional staff provides effective and efficient services which include: fire and police protection, emergency 911 dispatch service, paramedic service, well maintained streets, prompt snow removal, safe and plentiful drinking water, building code and fire prevention inspection services an aggressive property maintenance program, a city-wide beautification program, parks and recreational programs, senior and youth programming and an outdoor theater and pavilion providing cultural programming for the City and surrounding area. These services are offered to provide the City's residents and guests with the highest standard quality of life and security.

Operating Budget: The Fiscal Year 2009/2010 operating budget (General Fund) is \$26.35 million. Details can be found on our website at [www.countryclubhills.org](http://www.countryclubhills.org). Click on Financial Reports.

Number of Employees: 181 full time equivalent

Freedom of Information Officer: Deborah M. McIlvain, 4200 West 183<sup>rd</sup> Street, Country Club Hills, Il 60478, (708)798-2616 or fax (708) 798-7352.

### Location and Number of Offices:

- City Hall, 4200 West 183<sup>rd</sup> Street 708-798-2616

- Police Department, 3700 W. 175<sup>th</sup> Place 708-798-3191
- Fire Station #1, 4350 W. 183<sup>rd</sup> Street 708-798-3270
- Fire Station #2, 4520 West 175<sup>th</sup> Street 708-798-8493
- Operations Center, 18300 Marycrest Drive 708-798-3392
- Community Recreation Center, 4701 W. 179<sup>th</sup> Street 708-798-8497

**List of Types of Public Records Maintained by the City:**

- Minutes and Agendas (all areas)
- Ordinances and Resolutions
- Municipal Code (also available on City website  
@[www.countryclubhills.org](http://www.countryclubhills.org))
- Annual Budget (also available on City website @[www.countryclubhills.org](http://www.countryclubhills.org))
- Annual Financial Audit (also available on City website  
@[www.countryclubhills.org](http://www.countryclubhills.org))
- Legal notices
- Identification of boards, commissions, committees
- Contracts
- Public Property Files
- Tax Levies
- Bid Records
- Permits
- Records of Expenditures and Revenues

Procedures: The Freedom of Information Act, 5 ILCS 140/3 et seq., is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person. Exceptions are provided to insure the confidentiality of

certain types of sensitive public records.

Persons desiring to inspect or secure copies of City records must submit a request in writing or may complete a Request for Public Records Form as provided by the City.

Forms are available in the reception areas of the City Hall, Police Station, Fire Station #1, Fire Station #2, Operations Center, and Community Recreation Center and on-line at [www.countryclubhills.org](http://www.countryclubhills.org). In addition, forms may be requested and submitted via fax (708) 798-7352 or via e-mail to [dmcilvain@countryclubhills.org](mailto:dmcilvain@countryclubhills.org).

All request for documents must be received during normal business hours of the general administrative offices of the City (Monday through Friday between the hours of 8:00 am and 5:00 pm, excluding holidays). Requests submitted electronically after normal business hours will be considered received by the City on the next business day.

Upon receipt of a General Request, the City will respond within five (5) working days of the date of the request.

Fees:

- Standard black & white copies of records - 1<sup>st</sup> 50 pages free. Remaining copies are .15 per page.
- Color copies of records of copies in a size other than letter or legal - .15 per page
- Maps, photographs, CD's, DVDs, etc: Actual cost of reproduction

## Freedom of Information Request Procedures

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### Appeals:

Appeals must be submitted to the Public Access Counselor:

Public Access Bureau  
Office of the Attorney General  
500 S. 2<sup>nd</sup> Street  
Springfield, Illinois 62706  
217-558-0486  
[publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

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Date/Time Received \_\_\_\_\_

Response Due By \_\_\_\_\_

Received By \_\_\_\_\_

FOIA # \_\_\_\_\_

CITY OF COUNTRY CLUB HILLS  
FOIA REQUEST FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Person or Entity Represented: \_\_\_\_\_

Public Records requested (Please describe as specifically and accurately as possible the document(s) or record(s) requested): \_\_\_\_\_

\_\_\_\_\_

Is request to be used for Commercial purposes? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby certify and affirm that the above information is true and correct and that I have read and understand the City of Country Club Hills policies and procedures governing disclosure of public information, including, but not limited to, my rights to appeal denials and time limits thereof.

\_\_\_\_\_  
Signature of Requester

\*\*\*\*\*

Date of Response \_\_\_\_\_ Office Use Only

Referred to: \_\_\_\_\_ Rspnse due by \_\_\_\_\_ Extension Required \_\_\_Yes\_\_\_ No

Type of Extension \_\_\_\_\_ Statutory \_\_\_\_\_ Mutual Due Date after Extension \_\_\_\_\_

Type of Response: \_\_\_\_\_ Approval \_\_\_\_\_ Partial Approval \_\_\_\_\_ No Records \_\_\_\_\_ Denial

\_\_\_\_\_ PAC Approved Denial

Date of Response: \_\_\_\_\_



# CITIZENS OF COUNTRY CLUB HILLS

