

Freedom of Information Act (FOIA)

The City of Country Club Hills, with a resident population of 16,650 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 2023/2024 operating budget (General Fund) is \$23.7 million. Details can be found on our website at www.countryclubhills.org. Click on Financial Reports.

Number of Employees: 197 full and part-time

Freedom of Information Officer: Patricia D. Hutson, 4200 West 183rd Street, Country Club Hills, Il 60478, (708)798-2616 or fax (708) 798-7352.

Location and Number of Offices:

- City Hall, 4200 West 183rd Street 708-798-2616
- Police Department, 3700 W. 175th Place 708-798-3191
- Fire Station #1, 4350 W. 183rd Street 708-798-3270
- Fire Station #2, 4520 West 175th Street 708-798-8493
- Operations Center, 18300 Marycrest Drive 708-798-3392
- Community Recreation Center, 4701 W. 179th 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)
- Annual Budget (also available on City website @www.countryclubhills.org)
- Annual Financial Audit (also available on City website @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. In addition, forms may be requested and submitted via fax (708) 798-7352 or via e-mail to phutson@countryclubhills.org.

All requests 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 - 1st 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

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: _____ Date submitted: _____

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

All Police Department FOIA will require a current DL or State ID. 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: _____

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. 2nd Street
Springfield, Illinois 62706
217-558-0486
publicaccess@atg.state.il.us



CITIZENS OF COUNTRY CLUB HILLS

