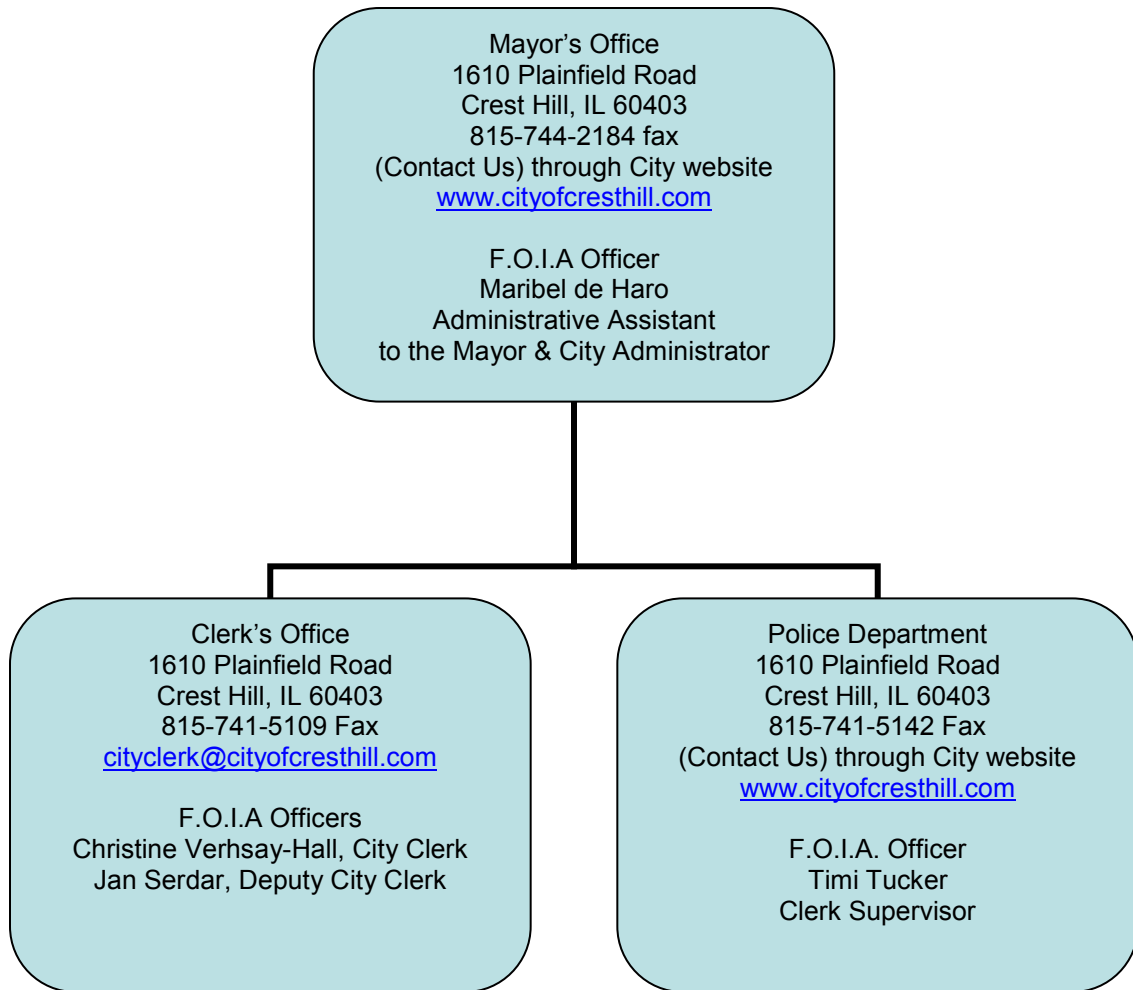


Freedom of Information Act (F.O.I.A.) Protocol



The City requires all F.O.I.A. requests to be made in writing and does have forms available at City Hall to utilize for such requests if desired.

FOIA OFFICER'S ACTIONS

- 1) noting the date the public body receives each written request;
- 2) computing the day on which the period for response will expire and make a notation of that date on each written request;
- 3) maintaining an electronic or paper copy of each written request, including all documents submitted with the request until the request has been complied with or denied; and
- 4) creating a file for the retention of each original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

City Hall
1610 Plainfield Road
Crest Hill, IL 60403

West Treatment Plant
1631 Gaylord Road
Crest Hill, IL 60403

East Treatment Plant
2250 North Broadway
Crest Hill, IL 60403

Total Amount of Operating Budget - \$15,102,035.00

Approximate Number of Full and Part-time Employees - 58

City Officials

Mayor Raymond R. Soliman
Christine Vershay-Hall-Clerk
Joseph Bobikiewicz-Treasurer

John Vershay-Alderman Ward 1
Scott Dyke-Alderman Ward 1

Brenda Lelis-Alderman Ward 2
Claudia Gazal-Alderman Ward 2

Tina Oberlin-Alderman Ward 3
Neal Sternisha-Alderman Ward 3

Charles Convery-Alderman Ward 4
Tom Inman-Alderman Ward 4

Plan Commission

Peter DeLaney-Chairman
Gordon Butler-Vice Chairman
Nate Albert-Secretary
John Evans-Commissioner
Linda Stryzik-Commissioner
John Stanton-Commissioner
Ken Carroll-Commissioner

Civil Service Commission

James Kobe-Commissioner
Delbert Bowers-Commissioner
John Lukancic-Commissioner

Police Pension Commission

Jason Opiola-President
David L. Reavis-Vice President
Sue Simenson-Secretary
Eugene Shelemi-Board of Trustee
Kevin Ostendorf-Board of Trustee

Deputy Liquor Commissioners

Vic Pavlich
Michael Gale

Beautification Committee

Alderman Scott Dyke
Aldерwoman Claudia Gazal

Cable T.V. Liason

Aldерwoman Tina Oberlin

Communication Committee

Alderman Neal Sternisha

Economic Development Committee

Alderman Charlie Convery
Alderman Tom Inman

Events Committee

Aldерwoman Tina Oberlin
Alderman Tom Inman

Veterans/Police Memorial Committee

Mayor Raymond Soliman

Fees: Resolution No. 458, as amended by Resolution No. 610, is amended to provide that effective January 1, 2010, the City of Crest Hill shall only charge those fees which are permitted under 5 ILCS 140/6(b) which presently shall be as follows:

There shall be no fees charged by the City for the first 50 pages of black and white, lettered or legal sized copies requested by a requestor. The fee for black and white, lettered or legal sized copies shall be fifteen (.15) cents per page. If the City of Crest Hill provides copies in color or in a size other than letter or legal, the City shall be limited to charging an amount equal to its actual cost for reproducing the record. In calculating the City's actual cost for reproducing records or for the use of the City's equipment to reproduce such records, the City may not include the cost of any search for the review of any records or personnel costs associated with reproducing the records. The costs for certifying a record shall be one (\$1.00) dollar.

CITY OF CREST HILL

WRITTEN REQUEST FORM FOR INSPECTION OR COPYING OF PUBLIC RECORDS

Date: _____

Individual Making Request: _____

Mailing Address: _____

Phone: _____

Alternate Phone: _____

Please describe the public records you are requesting. In order to expedite the search for records, please be specific.

Please indicate if you wish to review materials or require copies. There is a copying fee per page.

_____ Copy

_____ Review

I understand that the City of Crest Hill will respond to this request within five (5) business days. If this request requires an extension, I will be notified in writing that additional time is needed.

Signature: _____

Office Use Only

Received By: _____ Date: _____

How Received: In Person: _____ By Mail: _____ By Fax: _____ By Email: _____

Routed To: _____

Approval By: _____ Date: _____

No. of Copies: _____ Fee: _____

Denied By: _____ Date: _____

Reason: _____