

FREEDOM OF INFORMATION ACT (FOIA) INFORMATION

It is the policy of the Village of Mount Prospect (the "Village") to comply with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. (the "Act" or "FOIA"), recognizing that all persons are entitled to full and complete information regarding the affairs of Village government.

SUMMARY OF PROCEDURES FOR OBTAINING PUBLIC RECORDS

Generally, requests for public records must be made in writing. Requestors may use the Village's FOIA request form, which is available at Village offices and on the Village's web site, <http://mountprospect.org>. The Village will comply with written requests for public records within the time required by the Act during working days is Monday through Friday, excepting recognized holidays.

The release of records based upon routine oral requests will be subject to the discretion of the Freedom of Information Officer. Examples of such requests include minutes of public meetings, copies of Village ordinances and documents available to the public on the Village's web site at the time of request.

Freedom of Information requests should be submitted to the designated Freedom of Information Officers at the following locations:

Police Department FOIA Officers: Mary Pickett, Records Supervisor and Barbara Connolly, Records Clerk
Mount Prospect Police Department, 112 E. Northwest Highway Mount Prospect, Illinois 60056, Attn: Freedom of Information Officer

Fire Department FOIA Officers: Nell Pietrzyk, Fire Prevention Coordinator

Mount Prospect Fire Department, 112 E. Northwest Highway, Mount Prospect, Illinois 60056, Attn: Freedom of Information Officer

All other records: M. Lisa Angell and Karen Agoranos, , Office of the Village Clerk and Doreen Jarosz, Village Manager's Office 50 South Emerson Street, Mount Prospect, Illinois 60056, Attn: Freedom of Information Officer

Persons making requests for Village records must specify: the Requestor's full name, address and telephone number; the name or a brief description of the document(s) requested, being as specific as possible; whether the request is for inspection or public records, copies of public records, or both; the desired method of delivery, i.e., will call, mail, facsimile and whether the request is for a commercial purpose.

Fees may include postage, but exclude the costs of any search for and review of the record. Such fees shall be imposed according to the following schedule of fees. Photocopies:

Black and white, letter or legal: First 50 pages Free;

Additional pages:	\$.15 per page	Certification:	\$1.00 per document
Color:	Actual cost	Plat/plan copies	Actual cost
Non-letter; non-legal:	Actual cost	Electronic medium:	Actual cost
Computer printouts	Actual cost	Traffic Accident Report:	\$5.00
		Accident Reconstruction Report:	\$20.00

VILLAGE PROFILE/OPERATING BUDGET/FACILITIES

The Village of Mount Prospect was incorporated in 1917 and operates under the Council/ Manager form of government. It is a home rule community as defined by the Illinois Constitution. Mount Prospect is located approximately fifteen (15) miles northwest of the City of Chicago in Cook County with a land area of 10.3 square miles and home to over 54,167 residents. The Village mission is to provide municipal services to enhance the quality of life for the members of our community; municipal services include Police, Fire, Public Works, Community Development, Human Services and Finance.

2016 BUDGET

\$112,542,802	Number of Full-Time Employees	289
	Number of Part-time Employees	15

FACILITIES

VILLAGE HALL 50 S. EMERSON STREET	POLICE DEPARTMENT 112 E. NORTHWEST HIGHWAY	
FIRE DEPARTMENT 112 E. NORTHWEST HIGHWAY	PUBLIC WORKS DEPARTMENT 1700 W. CENTRAL ROAD	EMERGENCY OPERATIONS CENTER 1720 W. CENTRAL ROAD
FIRE STATION #12 1601 W. GOLF ROAD	FIRE STATION #13 112 E. NORTHWEST HIGHWAY	FIRE STATION #14 2000 E. KENSINGTON ROAD