VILLAGE OF FOX LAKE

THE VILLAGE AND THE ILLINOIS FREEDOM OF INFORMATION ACT
As required by Section 4 of the Act

Requesting Public Records

All requests to inspect, copy, or certify public records must be in writing, directed to the FOIA Officer and submitted via personal delivery, mail, fax, or other means available to the FOIA Officer in accordance with Section 3(c) of the Act. Any request submitted via e-mail to the FOIA Officer should be sent to the following email address dedicated for FOIA matters: foia@foxlake.org. The Village prefers the use **FORM 1** ("***Request Form***"), but the Village will honor all requests lawfully submitted to the FOIA Officer even if it is not submitted on the preferred form. Any written request submitted to the Village for a public record shall be deemed to be a FOIA request and treated accordingly.

Fees Established

Unless fees are waived or reduced, each Requestor must pay the following fees for copies made by the Village, 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 Village 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.

Purpose of the Village

The purse of the Village of Fox Lake is to provide public services to its residents in the form of police protection, maintenance of public streets, sanitation and water facilities and other services, which it is authorized to provide.

Form of Government

The Village of Fox Lake operates under the Trustee-Village form of government. A seven-member Board of Trustees, elected at large by Village residents, sets policy and determines local laws and ordinances.

Organization of the Village Government

Exhibit 1 is a block diagram describing the organizational arrangement of Village government.

Village Employees

The Village employs approximately 105 full time and part time employees and several seasonal employees depending on the season of the year.

Village Appointed Boards and Commissions

Exhibit 2 lists the Village's Boards and Commissions and the members of each body, which are appointed by the President and Board of Trustees.

Operating Budget

The Village Board has approved the 2009-2010 (May 1 to April 30) operating budget of $ 17,006,407.

Location of Village Offices

Municipal Offices, 66 Thillen Drive, Fox Lake, Illinois 60020

Administration (847) 587-2151
Building Department (847) 587-3176

Police Department, 301 S. Route 59, Fox Lake Illinois 60020 (847) 587-3100

Public Works 216 Washington Street, Ingleside, Illinois 60041 (847) 587-8570

Water Department, 100 Industrial Drive, Fox Lake, Illinois 60020 (847) 587-3506

NWRWRF, 200 Industrial Drive, Fox Lake, Illinois 60020 (847) 587-3694

Fire Department, 306 Washington, Ingleside, Illinois 60041 (847-587-3312)