



As directed by 5 ILCS 140/4 (from Ch. 116, par. 204) this packet includes:

- A brief description of the Village of Plainfield including:
 - a short summary of its purpose,
 - the total amount of its operating budget, and
 - the approximate number of full and part time employees.
- A block diagram identifying the functional divisions of the Village.
- The number and location of Village Offices.
- The identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations.
- Identification of FOIA Officers, Procedures for requesting Public Documents, and addresses where FOIA requests should be submitted.
- A Freedom of Information Request Form.
- Schedule of Fees for Duplication of Public Records.
- Index of Records.



GENERAL INFORMATION

The mission of the government of the Village of Plainfield is to promote a friendly, safe and diverse community; offering a variety of cultural opportunities and a high quality of living. Plainfield will maintain its commitment to strengthening community spirit and embrace its historic character while improving transportation options, increasing access to services, and enhancing open space.

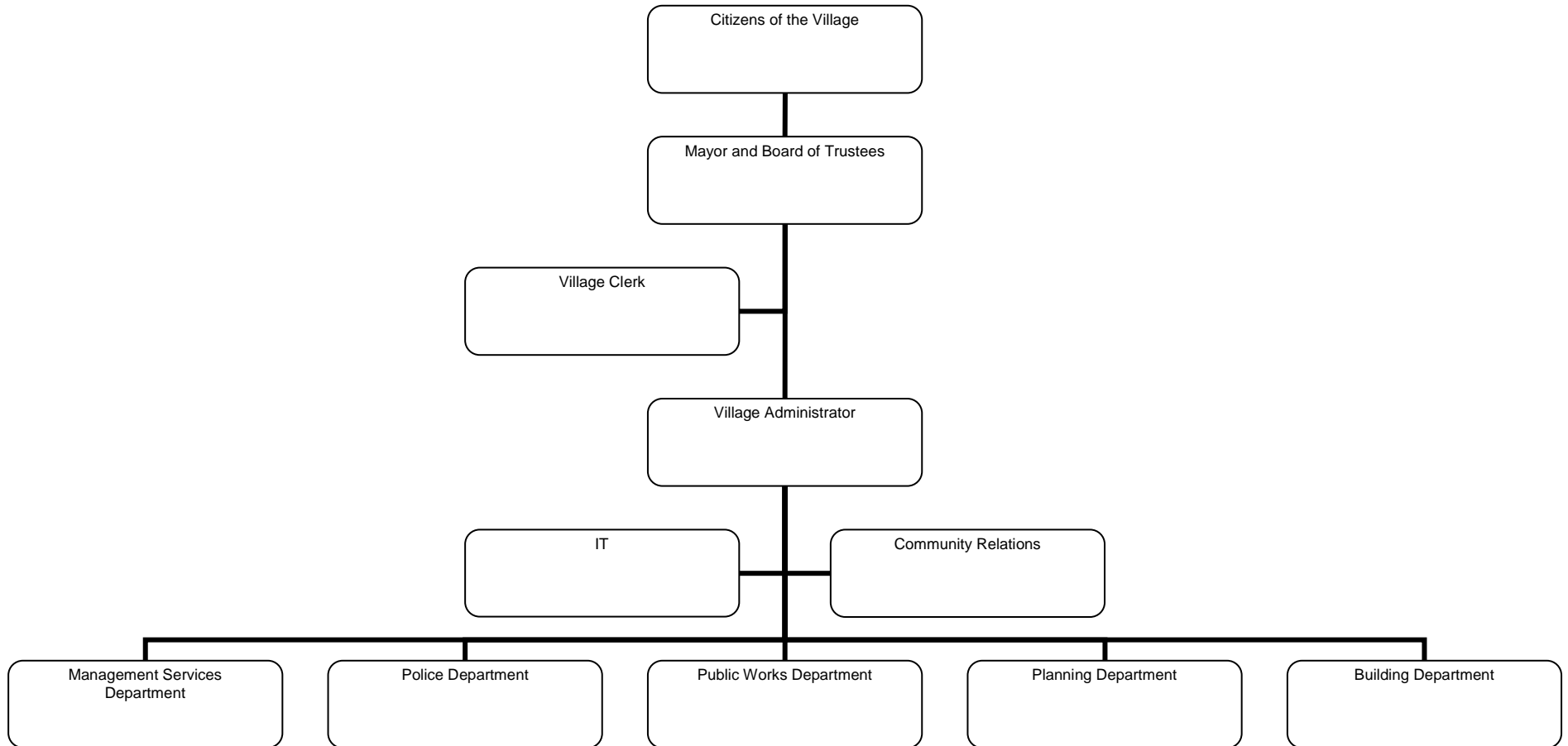
Plainfield is a prosperous and bustling Village, located 35 miles southwest of Chicago, with a population of 39,581 residents. Easily accessible, the Village is close to several interstates and state highways making it an excellent place to live, own a business, or simply spend the day shopping and dining in our historic downtown.

As one of the fastest growing communities in the State of Illinois, Plainfield continues to build upon its already rich history, and the Village Government is well positioned to accommodate growth and welcomes new commercial and industrial development to help parallel the success of its residential expansion.

The Village of Plainfield is governed by a Village President and Board of Trustees. Six trustees are elected at large to sit on the Village Board. The Board sets policy for the Village, adopts ordinances and resolutions, approves the annual budget (FY 15-16 \$47.9 million), and approves all expenditures. The day-to-day operations of the Village are managed by the Village Administrator.

The Village currently retains 143 employees (123 full time and 20 part-time). The Organizational Chart on the next page identifies the functional division of the Village's employees.

VILLAGE OF PLAINFIELD ORGANIZATIONAL CHART



LOCATION OF OFFICES

The Village of Plainfield maintains three (3) separate offices

Village Hall
24401 W. Lockport St.
Plainfield, IL 60544
(815) 436-7093

Administration

- Mayor's Office
- Administrator
- Clerk
- Planning

Management Services:

- Finance
- Water Billing
- Information Technology
- Human Resources

Public Works Building
14400 S. Coil Plus Drive
Plainfield, IL 60544
815-436-3577

Public Works

- Administration
- Engineering
- Streets
- Water
- Wastewater

Building Department

- Administration
- Inspections

Plainfield Law Enforcement Facility
14300 S. Coil Plus Drive
Plainfield, IL 60544
815-436-6455

Administration

- Police Chief
- Code Enforcement
- Courts and Licensing
- Crime Prevention
- Records
- Emergency Services
- Patrol
- Traffic Unit
- Park Unit
- Bicycle Unit
- Canine Unit
- Investigations
- Evidence Tech
- Community Service Officers

VILLAGE BOARD & COMMISSIONS

| <u>Village Board</u> | Appointment | Term Expires |
|---------------------------------------|--------------------|---------------------|
| Michael P. Collins (President) | 05/06/13 | 04/30/17 |
| Margie Bonuchi | 05/06/13 | 04/30/17 |
| Bill Lamb | 05/04/15 | 04/30/19 |
| Edward O'Rourke | 05/04/15 | 04/30/19 |
| Garrett M. Peck | 05/06/13 | 04/30/17 |
| James Racich | 05/06/13 | 04/30/17 |
| Brian Wojowski | 05/02/15 | 04/30/19 |

| <u>Plan Commission</u> | | |
|-------------------------------|----------|----------|
| Richard Kiefer | 04/20/15 | 04/30/18 |
| Daniel F. Seggebruch | 04/07/14 | 04/30/17 |
| John Renzi | 04/04/14 | 04/30/17 |
| Andrew N. Heinen | 05/02/16 | 04/30/19 |
| Brian Minnis | 07/18/16 | 04/30/19 |
| Brandon Womack | 07/18/16 | 04/30/18 |
| John Green | 04/07/14 | 04/30/17 |

| <u>Police Pension - 2 year terms</u> | | |
|---|----------|----------|
| Jeff Cook | 04/20/15 | 04/30/17 |
| Steve Cousins | 04/07/14 | 04/30/16 |

| <u>Fire & Police Commission</u> | | |
|--|----------|----------|
| Michael Nott | 05/02/16 | 04/30/19 |
| Greg Chapman | 04/07/14 | 04/30/17 |
| James Gardner | 09/19/16 | 04/30/19 |

| <u>Historical Commission</u> | | |
|-------------------------------------|----------|----------|
| Michael Bortel (Chairman) | 10/06/14 | 10/18/17 |
| Suzanne Derrick (Vice-Chair) | 10/06/14 | 10/18/17 |
| David Schmidt | 12/05/16 | 10/18/19 |
| Debra Olsen | 12/05/16 | 10/18/19 |
| Kenneth Barvian | 09/15/14 | 10/18/17 |
| George Rapp | 12/05/16 | 10/18/19 |
| Lief Hendricksen | 10/06/14 | 10/18/17 |
| Michael R. Lucas | 12/21/15 | 10/18/18 |
| David Hagen | 12/05/16 | 10/18/19 |

| <u>Advisory Task Force</u> | | |
|-----------------------------------|----------|----------|
| Brian Davis | 05/04/15 | 04/30/19 |
| Harold Oliver | 05/04/15 | 04/30/19 |
| Greg Schaefer, Chairman | 05/04/15 | 04/30/19 |
| Michael Konrad | 05/04/15 | 04/30/17 |
| Troy Strange | 04/07/14 | 04/30/17 |
| Steve Preze | 04/07/14 | 04/30/17 |
| Cassie Vaughn | 02/01/16 | 04/30/20 |
| Ed O'Rourke, Ex-Officio | 05/04/15 | 04/30/19 |

| <u>Building Board of Appeals</u> | | |
|---|----------|----------|
| Chris Kozak | 04/21/14 | 04/30/17 |
| Dale Hurley | 02/10/14 | 04/30/17 |
| Sully Dirilten | 05/02/16 | 04/30/19 |

FOIA OFFICERS

Michelle Gibas, Chief FOIA Officer – Village Hall
Merrilee Trotz, Planning Department – Village Hall
DeAnn Snodgrass, Building Department – Village Hall
Nancy Mazurek, Public Works – Village Hall
Linda Hagar, Police Department – Law Enforcement Center
Sgt. Jen Myers, Police Department – Law Enforcement Center

PROCEDURES FOR REQUESTING PUBLIC RECORDS

Any request for public records in accordance with the FOIA and this Policy, shall be submitted to the Chief FOIA Officer, or any other FOIA Officer so designated. All requests for Police Department information shall be submitted to the following address:

Office of the Chief of Police
Village of Plainfield Law Enforcement Center
14300 S. Coil Plus Drive
Plainfield, IL 60544
815-436-9681 (fax)

Requests for public records other than Police Department information shall be submitted to the following address:

Office of the Village Clerk
Village of Plainfield
24401 W. Lockport Street
Plainfield, IL 60544
815-436-1950 (fax)

FORM AND CONTENT OF REQUESTS

Requests for public records made in accordance with the FOIA and this Policy shall be made in writing. Such requests may be submitted, but are not required to be submitted, on a FOIA Request Form maintained by the Village. The Village's FOIA Request Forms shall be available on the Village's website at www.plainfield-il.org and at the Village Hall, 24401 W. Lockport Street, Plainfield, Illinois, and the Plainfield Law Enforcement Center, 14300 S. Coil Plus Drive, Plainfield, Illinois.

Requests for public records made in accordance with the FOIA and this Policy shall include the following information:

1. The requester's full name, address and phone number;
2. A description of the public records sought; and
3. Whether the request is for the inspection of public records, copies of public records, or both.

**VILLAGE OF PLAINFIELD
FREEDOM OF INFORMATION REQUEST FORM**

To Be Completed By Requestor

Name: _____
Address: _____
Telephone Number: _____
Email: _____

I, the undersigned, do hereby request to examine and/or copy (check appropriate blank) those records maintained by the Village of Plainfield, which pertain to: (Please specify department and records sought.)

Is this request for commercial use? Yes No

I have read and understand the fees set forth in the Schedule of Duplication of Public Records. Copies may be mailed to me via certified mail at the current rate of the United States Postal Service. I also understand that all fees must be prepaid.

I do do not want the copies mailed to me at the above-listed address.

Signature **Date**

The Village of Plainfield will respond to your FOIA request within five (5) working days after the date of receipt unless one or more reasons for an extension of time as provided for in Section 3(d) of the FOIA are invoked by the Village. If the request is for commercial use, the Village may take up to twenty (21) working days to respond.

To Be Completed by Office

Date Request Received _____

Date Request Due _____

Cost: Copies: _____

 Certification: _____

 Certified Mail: _____

 Total Cost: _____

Date Records either Personally Given _____ Mailed _____ Faxed _____

Denies/Reason Why _____

Deferred/Reason Why _____

Employee Signature **Date**

SCHEDULE OF FEES FOR DUPLICATION OF PUBLIC RECORDS

Fees for copies in excess of fifty (50) pages:

Copies (Black & White) per side

| | |
|----------|--------|
| 8 ½ x 11 | \$0.10 |
| 8 ½ x 14 | \$0.15 |
| 11 x 17 | \$0.25 |

Copies (Color) per side

| | |
|----------|--------|
| 8 ½ x 11 | \$0.25 |
| 8 ½ x 14 | \$0.30 |
| 11 x 17 | \$0.35 |

Certification per document \$1.00

Plats & Maps larger than 11x17 (Actual cost of outsourced duplication)

Meeting DVD's - \$15.00

Accident Report \$5.00 (Request shall be submitted to the Police Department)

All copying shall be performed by an employee of the Village. Copies of public records shall be provided to the requester upon payment of any charges due for reproduction of the documents.

**VILLAGE OF PLAINFIELD
INDEX OF RECORDS**

BUILDING DEPARTMENT

Annual Building Reports
Building Code
Building Contractor's List
Certificates of Occupancy
Demolition Permits
Electrical Permits
Electrical Contractor's List
Miscellaneous Permits
Monthly Building Reports
Notice of Dangerous Buildings
Permits (commercial & residential)
Permit Fees
Plumbing contractor's List
Plumbing Permits

PLANNING DEPARTMENT

Village Comprehensive Plan
Commercial Plans
Flood Damage Prevention & control
Flood Zone Determination
Land Use Maps
Plan Commission
Historic Preservation
Street Addresses
Street Vacations
Zoning Board of Appeals
Zoning Ordinance
Zoning Maps
Zoning Enforcement
Zoning Verifications

VILLAGE CLERK

Accounts Payable Reports
Annual Audit Report
Annual Treasurer's Report
Agreements
Audit Reports
Audit Correspondence
Bid Bonds
Board of Commissions
Cable TV

Campaign Disclosure
Capital Improvements

VILLAGE CLERK CONT'D

Census
Village Budget
Village Board:
 Agenda
 Minutes - Open Session
 Minutes - Released Closed
 Bills Payable
Village Investment Policy
Reports
Comprehensive Plan
Collections
Computers
Copiers
Correspondence
Deferred Compensation
Drug & Alcohol Policy
Elections
Equal Employer Opportunity
Commissions
Family & Medical Leave Act
Financial Institutions
Fire Department
Franchise Agreements
Fleet Management
Freedom of Information Act
Liquor Licenses
Municipal Code
Oaths of Office
Ordinances
Payroll Reports
Payroll Tax Returns
Police Pension Annual Report
Prevailing Rate of Wages
Public Hearings
Resolutions
Tax Increment Financing
Tax Levy
Training

Utility Franchises
Utility Tax

POLICE DEPARTMENT

Accident Reports
Activity Reports
Alarms
Annual Reports
Bicycle Registrations
Bicycles
Budget
Business Licenses
Community Based Policing
Contracts
Crime Stats
DARE
Department Forms
Eligibility Lists
Equipment
Grievances
Incident Reports
Injured Officer Files
Job Descriptions
Labor/Management Committee
News Releases
Ordinances
Overtime
Policy Manual
Ride-Along
Safety Committee
Sex Offenders
Uniform Crime Reports

STREET DEPARTMENT

Stop Signs
Street Light
Street Maintenance
Pot Holes

WATER DEPARTMENT

Billing
Purchasing
Inventory
Memos
EPA Reports
Meter Readings
Safety Meetings

**WASTEWATER TREATMENT
PLANT**

Annual "503" Report
BI-Monthly IEPA Sampling
BI-Weekly Sampling
Monthly "DMR'S"
Monthly Analysis Worksheet
Quarterly Federal EPA Sludge
Semi-Annual Sludge Application
Sludge Quantity and Concentration
Sludge User Information Sheets

**EXEMPT FROM RELEASE UNDER THE FREEDOM OF INFORMATION ACT
PER LANGUAGE IN ACT:**

Employee Grievance Background
Collective Bargaining Materials
Employee Home Addresses
Employee Medical Information
Competitive Bids
Minutes of Meetings Closed
Criminal History Information on Applicants
Various Portions of Police and Fire and Other Employee Recruitment