



The Village of Glenview

Due to reduced administrative staffing at Village Hall to mitigate the community spread of COVID-19, it is strongly encouraged that FOIA requests be emailed to the personnel below in lieu of fax, in person or mail. This will assist staff in fulfilling your request promptly.

WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

In compliance with the Illinois Freedom of Information Act

This original, signed FOIA form may be presented **in person, mailed, emailed or faxed** to the FOIA Officer at:

The Village of Glenview
Lisa Goodwin
2500 East Lake Avenue
Glenview, IL 60026
Phone: (847) 904-4370
Fax: (847) 724-1518
lisag@glenview.il.us

Glenview Police Department
Lori Grandi
2500 East Lake Avenue
Glenview, IL 60026
Phone: (847) 729-5000
Fax: (847) 729-9489
lgrandi@glenview.il.us

Date of request: _____
Name of requestor: _____
Address of requestor: _____
City: _____ State: _____ Zip: _____
Telephone number: _____ Fax number: _____
Email address: _____

Describe in detail below the public records you are requesting (or attach a list). If the records relate to a specific address, please **include that address in your request below**.

Do you want copies of the documents? Yes or No
If Yes, please indicate the following: Electronic Copies or Paper Copies
If Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? Yes or No
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? Yes or No
(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

The Village of Glenview will respond to the above request within five (5) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the Village.

Signature of requestor: Rg For Northwestside Coalition _____ Date: _____

(For Office Use Only)

Authorization to inspect only: _____ Authorization to inspect and copy: _____
Received by: _____ Date: _____

THE VILLAGE AND THE ILLINOIS FREEDOM OF INFORMATION ACT

As required by Section 4 of the Act

REQUESTING PUBLIC RECORDS

To request access to public records, complete the application on the reverse of this document and submit it to the FOIA Officer at the Village Hall, 2500 E Lake Avenue, Glenview, IL 60026. This application is available via the Village Manager's Office, or our website at www.glenview.il.us. Call (847) 904-4370 or (847) 729-5000 with questions.

FEES

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. For 51 or more pages, the fee for black and white, letter or legal sized copies is 15 cents per page. The cost for certifying a record is \$1.

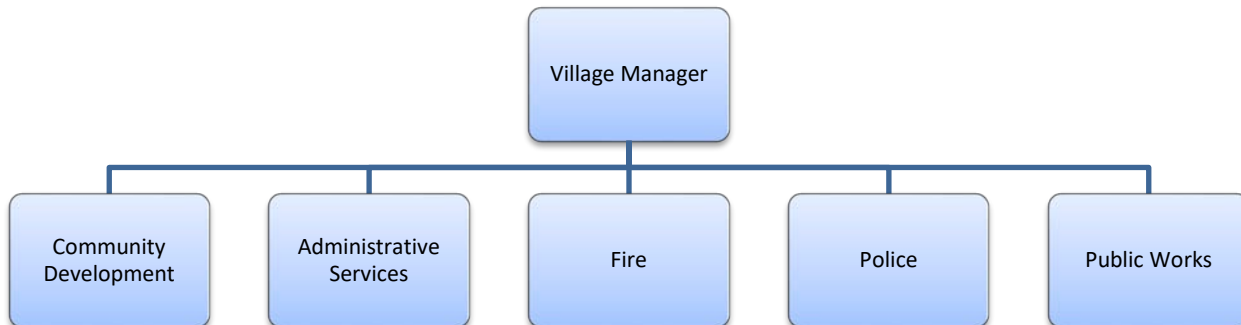
THE VILLAGE OF GLENVIEW

The Village is a home-rule municipal government that operates on the council-manager form of government. A seven-member Board of Trustees, elected at large by Village residents, sets policy and determines local laws and ordinances; it appoints a paid Village Manager to carry out these policies and the manage day-to-day provision of public services.

BOARD OF TRUSTEES (as of 2020)

Jim Patterson, *President* * Mary W. Cooper * Chuck Gitle * John Hinkamp * Michael Jenny * Debby Karton * Karim Khoja

FUNCTIONAL SUBDIVISIONS



VILLAGE OFFICES AND FACILITIES

Village Hall, 2500 East Lake Avenue * Fire Station #6 and Headquarters, 1215 Waukegan Road * Fire Station #7, 3507 Glenview Road * Fire Station #8, 1901 Landwehr Road * Fire Station #13, 831 East Lake Avenue * Fire Station #14, 2250 Patriot Boulevard * Police Station, 2500 East Lake Avenue * Public Works Department, 2498 East Lake Avenue

VILLAGE EMPLOYEES

In 2020, the Village has 267 full-time equivalent and 27 part-time equivalent employees.

TOTAL OPERATING BUDGET

The Village of Glenview's 2020 total Operations and Maintenance budget for all funds is \$132,639,028.

To Whom It May Concern:

Pursuant to the Illinois Freedom of Information Act., I hereby request the following records:

Records sufficient to show the names, star numbers, respective dates, and the type of time off of all police officers and/or employees who requested any personal time off, vacation days, personal days, furlough days, or any other time off for the dates of, on, or between Jan 1, 2021 and January 8, 2021 AS WELL AS the dates of, on, or between Jan 1, 2020 and January 8, 2020.

Ideally, please provide the records in an excel spreadsheet.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Northwestside Coalition