

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

District: All

- Resolution or Ordinance (Blue)
- Recommendations of Boards, Commissions & Committees (Green)
- Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager *dah*

DATE : November 19, 2009 **B of T December 3, 2009**

SUBJECT: Freedom of Information Officers

BACKGROUND/POLICY IMPLICATIONS:

Effective January 1, 2010 Public Act 096-0542 amends the Freedom of Information Act and the Open Meetings Act. One of the mandates of the Act is for each governing body to appoint a "Freedom of Information Officer", and notify the Public Access Counselor in the Attorney General's Office of the name of each officer.

Since the Act also shortens the response time for Freedom of Information Requests to Five (5) business days, staff recommends that the Freedom of Information Officer have back ups in the various departments in the event of their absence.

The Fire and Police Commission, the Police and Fire Pension Boards will appoint their own Freedom of Information Officers at a later date.

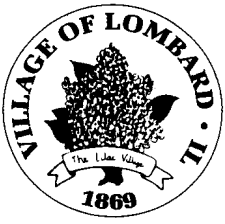
Fiscal Impact/Funding Source: None

Review (as necessary):

Finance Director _____ Date _____

Village Manager *dah* _____ Date 11/30/09

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda distribution.



MEMORANDUM

MEMO TO: The Honorable President and Board of Trustees

FROM: David A. Hulseberg, Village Manager

DATE: November 20, 2009

RE: **Freedom of Information Officers**

Effective January 1, 2010 Public Act 096-0542 amends the Freedom of Information Act and the Open Meetings Act. One of the mandates of the Act is for each governing body to appoint one or more "Freedom of Information Officers", and notify the Public Access Counselor in the Attorney General's Office of the name of the officer.

I recommend that the Deputy Village Clerk be appointed as Freedom of Information Officer for the Village of Lombard.

Since the Act also shortens the response time for Freedom of Information Requests to Five (5) business days, staff recommends that the Freedom of Information Officer has back ups in the event of their absence.

It is recommended that for the Police Department Penny Estes, Jeff Jordan and Pat Rollins be appointed, as assistants to the Freedom of Information Officer, for the Fire Department that Pamm Cooper and Linda Herza be appointed assistants and for Village Hall Diane Jantelezio and Marie Esposito be appointed as assistants.

The Fire and Police Commission, the Police and Fire Pension Boards will appoint their own Freedom of Information Officers at a later date.

Staff is requesting concurrence with these recommendations at the December 3, 2009 Village Board of Trustees meeting. If these recommendations are approved by the Board an ordinance will be placed on the agenda in January to formally amend the Code of Ordinances to reflect the appointment of the Deputy Village Clerk as the Freedom of Information Officer.