

VILLAGE OF ADDISON

FREEDOM OF INFORMATION GUIDE



ABOUT THE VILLAGE OF ADDISON

The Village is located in DuPage County, approximately 25 miles west of the Chicago loop business district and 14 miles southwest of O'Hare International Airport (a 20-minute drive by expressway). The Village is home to the second largest industrial park acreage by municipality in the Chicagoland area. Adjacent to the Village, to the north are the communities of Wood Dale and Itasca; to the east is Elmhurst; to the south are Villa Park and Lombard; to the west is Bloomingdale and Glendale Heights.

The Village is a home-rule municipality governed by a seven-member board consisting of six Trustees and a Mayor. The board is elected as provided by law and serves four-year overlapping terms:

- Mayor Tom Hundley
- Deputy Mayor Cathy Kluczny
- Trustee Sam Nasti
- Trustee Dawn O'Brien
- Trustee Jay Del Rosario
- Trustee Maria Reyes
- Trustee Gaetano Ruggieri
- Village Clerk Lucille Zucchero

The Mayor, with approval of the Village Board, appoints the Village Manager, Treasurer, and Chief of Police.

The Village employs 249 full-time employees in 15 operating departments: Administration, Finance, Community Relations, Building & Grounds, Police, Henry Hyde Resource Center, Consolidated Dispatch Center, Community Development, Electrical & Forestry, Street, Water, Sewer, Water Pollution Control, Fleet Services, and Information Technology.

In addition, the Village has the following advisory commissions that advise the Board on various issues and proposals under review. The Mayor, with the consent of the Board of Trustees, appoints members to the commissions.

Advisory Liquor	Historical
Blood Bank	Planning & Zoning
Civilian Review Board	Police
Commercial & Industrial	Police Pension
Community Advisory	Senior Citizens

Village Website: www.AddisonAdvantage.org

The **General Fund Operating Budget** for Fiscal Year 2027 is \$55.1 million. Budget documents are available on the Village website, and the complete Budget book is available at the Village Hall, 1 Friendship Plaza in the Administration Office.

Fast Facts:

- The Village was Incorporated on October 6, 1884
- Home Rule Status effective January 1, 1974
- The Village is comprised of 9.8 square miles
- Population estimate: 35,702 (2020 census)
- Median Household Income: \$ 90,431

Village offices:

- Village Hall, 1 Friendship Plaza, Addison IL 60101; 630-543-4100; Fax 630-543-5593
- Addison Police Department, 3 Friendship Plaza, Addison IL 60101; 630-543-3080
- Addison Public Works Department, 1491 Jeffrey Drive, Addison IL 60101; 630-620-2020
- North Wastewater Treatment Plant, 711 N. Addison Road, Addison IL 60101; 630-279-2140
- Addison Consolidated Dispatch Center, 1471 Jeffrey Drive, Addison IL 60101; 630.458-4055

Freedom of Information Act:

The Freedom of Information Act (Act), 5 ILCS 140/1 et seq., is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person.

Village FOIA Officers – main contacts:

Lucille Zucchero, 1 Friendship Plaza, 630-693-7501, lucchero@addison-il.org

Mary Heneghan, 1 Friendship Plaza, 630-693-7510, mheneghan@addison-il.org

Julie Taglia, 3 Friendship Plaza, 630-693-7924, jtaglia@addison-il.org (for Police Department requests)

Alma Thorson, 3 Friendship Plaza, 630-693-7910, athorson@addison-il.org (for Police Department requests)

Filing a Freedom of Information Act Request:

If you would like to inspect or receive copies of Village records, you may submit your request through our Village website at: <https://addisonil.justfoia.com/publicportal/home/newrequest>

In addition, you may fill out a *Freedom of Information Act Request for Records Form*, available in the reception areas of the Village Hall, the Police Department, and Public Works. All requests in accordance with the Freedom of Information Act shall be in writing, however no specific form is required to be used. Written requests may be submitted by mail, fax, email or personal delivery to the Village Hall or Police Department. There is no fee for the first 50 pages for letter size black and white copies of records, and \$.15 per page thereafter. The fee for CD’s, DVD’s, and other media is the actual cost of reproduction.

The Village will respond to general, **non-commercial requests within 5 business days** of the date the request was marked as received, unless the time for a response is otherwise extended pursuant to the Act. **Commercial requests** will be responded to **within 21 business days**.

Records Maintained by the Village of Addison

This list serves merely for reference or descriptive purposes, and is not meant to be an exhaustive list of all Village records. Per the Illinois Freedom of Information Act, various records or portions of records may be exempt from inspection and copying. Depending on the type of request, copies are available on paper, CD, DVD, or electronically. Many of these records are posted on the Village’s website (www.addisonadvantage.org).

• Ordinances and Resolutions *	• Zoning Information
• Contracts and Agreements	• Permits for Raffles & Solicitors
• Village Board Meeting & Committee Meeting Agendas *	• Village of Addison Budget and Financial Documents **
• Approved Village Board Meeting & Committee Meeting Minutes *	• Village of Addison Code Book **
• Agendas and approved Minutes of Various Commissions	• Current Job Postings *
• Business / Liquor licenses	• Collective Bargaining Agreements *
• Bid packets	• Election Records for the Village of Addison
• Water Billing Records	• Employee Salaries
• Building Inspection Reports	• Police Reports

* Indicates available promptly at the Village Hall during regular business hours

**Indicates available promptly at the Village Hall for inspection during regular business hours

Procedure for Appealing a Denial:

Any requester whose request has been denied may file a request for review with the Public Access Counselor no later than 60 days after the date of the final denial.

Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield IL 62701
877-299-FOIA
Fax: 217-782-1396
Public.access@ilga.gov

The request for review must be in writing, signed by the requester and must include a copy of the request for access to records and any responses from the public body.

Attachments:

- *Freedom of Information Act Request for Records Form*
- *Village of Addison Organizational Structure*



Freedom of Information Act Request for Records

Village of Addison
1 Friendship Plaza - Addison,
IL 60101 Phone: (630)
543-4100

Name of Requester	Phone	Email	
_____	_____	_____	
Address	City	State	Zip
_____	_____	_____	_____

Pursuant to 5 ILCS 140/1 et seq., "Freedom of Information Act," I request the following public record(s) from the Village of Addison. (In order to expedite your request, please be as specific as possible in describing the document(s) you are requesting.):

I request (*select one*): Only to review/inspect,
electronic copies if possible, OR paper copies _____

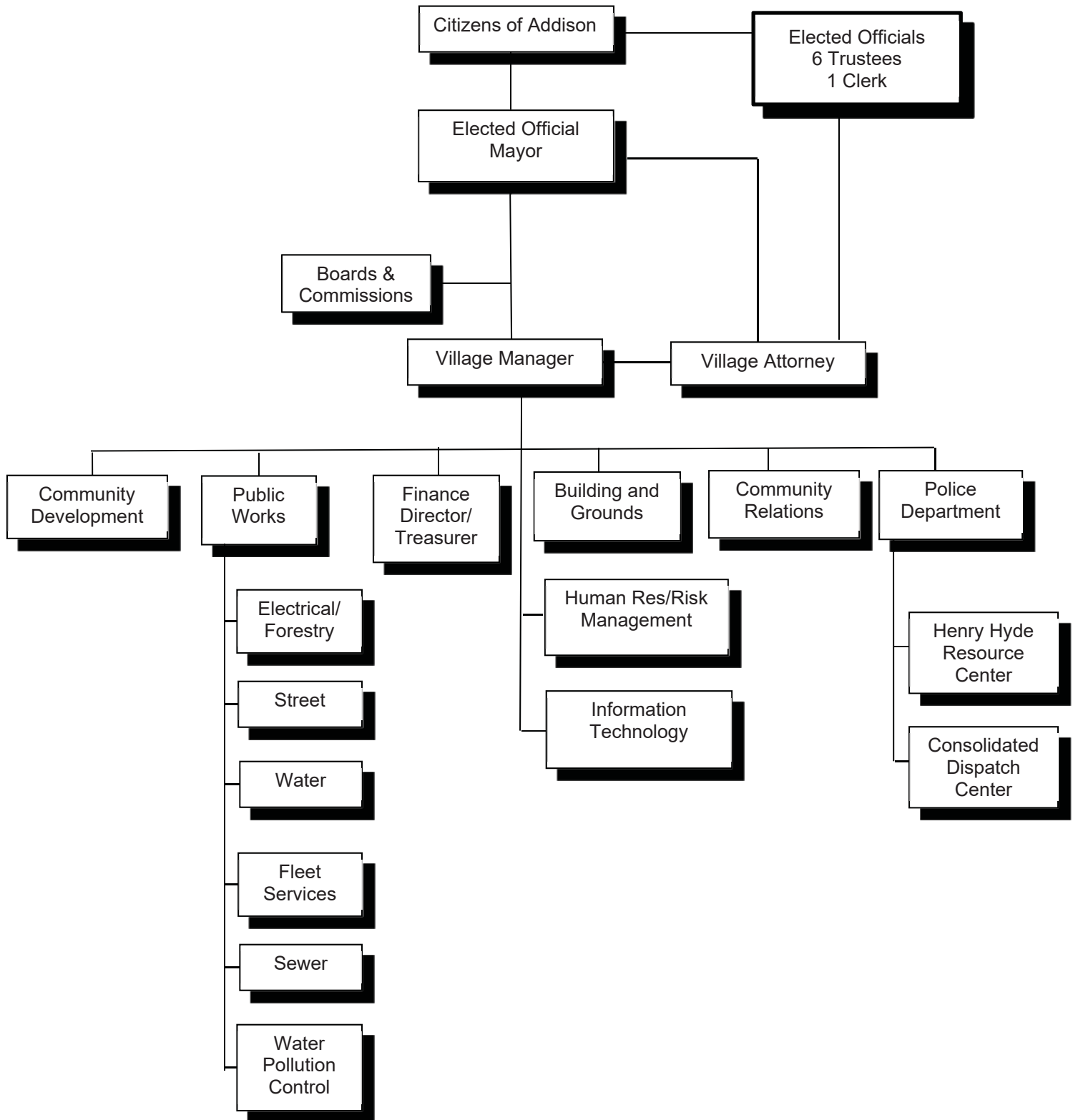
Is request for commercial
purpose?*

Yes OR No

Except for a request for commercial purpose, the Village of Addison has 5 business days to respond to this request. There is no charge for the first 50 pages of letter or legal sized black and white copies. Each additional page is 15 cents. Fees for copies of irregular shaped, color or different format will be provided upon request. There is no charge to inspect records only.

VILLAGE OF ADDISON

Organizational Structure



*Fire services are provided by the Addison Fire Protection District, which is a separate taxing body. The Village has no authority over the District.