

Rock Island County

Freedom of Information Act  
Compliance Directory

December 1, 2009

# *Freedom of Information Act*

## *Rock Island County Compliance*

The 1984 Freedom of Information Act declares it to be the public policy that all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public offices and public employees.

Rock Island County is in full compliance with this act, as this directory lists all departments and offices as well as records kept in each area. Each Office has been requested to post this information near their entrance.

Questions regarding a specific department or office should be directed to that department or office. Questions regarding the compilation of the directory should be directed to the County Board Office at (309)558-3605.

*Freedom of Information Act  
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## *Office of Animal Control*

FUNCTION: To uphold and enforce, as required by State Statute, the Illinois Animal Control Act, Humane Care for Animals Act, Animal Welfare Act, and any County or Municipal ordinance pertaining to animals.

LOCATION: 4001 - 78<sup>th</sup> Avenue Moline  
(309)558-DOGS (3647)

TOTAL OPERATING BUDGET: \$809,458

EMPLOYEES: County Board Chairman James Bohnsack; Samantha DeYoung Operations Coordinator; one Animal Control Officer and staff

DESIGNATED PERSON TO RECEIVE REQUESTS: Op. Coord.

FOIA OFFICER: Samantha DeYoung

HOURS TO INSPECT/REVIEW RECORDS: 8:30 AM to 5:00 PM Monday thru Friday

OFFICE HOURS: 8:00 AM to 5:00 PM Monday thru Friday, Wednesday til 6p,  
9:00 AM to 4:00 PM Saturday & Sunday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Rabies Vaccination Certificates; Rabies Vaccination Certificate or Annual Reminder Receipt; Records of Animal Bite Reports; Records of Calls of Complaint; Records of lost and found pets; Records of notices of violations mailed or delivered; Records of Animal apprehended and taken to shelter; Records of Animals retrieved by owners and specific fees paid; Total number and types of animals apprehended each month; total number of animals euthanized each month; contracts; warranties; time sheets; payroll; budget; claims; billing invoices; correspondence; records of adoptions, transfers and animal medical records, and miscellaneous receipts pertaining to the administration of office.

*\*\*Note - Office did not respond to update information request for 2009\*\**

## *Office of Assessment*

**FUNCTION:** To provide assessment instruction and guidance to the township assessors; review, approve or change assessments as made by the township assessors; calculate equalization factors; publish and mail notices of assessment changes; administer model home exemptions; administer Veteran's exemption; administer Historic Property exemptions; prepare tentative abstract of assessments for the Department of Revenue; provide clerical and informational assistance to the Board of Review; assist GIS with information to prepare and maintain current assessment maps; maintain real estate sales data; maintain current taxpayer and mailing information for each real estate parcel; administer Senior Citizens' Homestead Exemption; administer Senior Citizen Assessment Freeze Homestead Exemption, approve and administer Veterans Organization Assessment Freeze, Fraternal Organization Assessment Freeze; Open Space Purposes Assessments; administer Vegetative Filter Strip Certifications; implement farmland guidelines & assessments; prepare & administer real estate certificates of error.

**LOCATION:** County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)558-3660 - 2nd Floor

**TOTAL OPERATING BUDGET:** \$268,220

**EMPLOYEES:** Larry Wilson, Chief County Assessment Official  
Amy K. Deaton, Chief Deputy  
Staci M. Early, Administrative Coordinator  
Carolyn A. Quick, Clerical Specialist II

**DESIGNATED PERSON TO RECEIVE REQUESTS:** Chief Deputy or Chief County Assessment Official

**FOIA OFFICER:** Amy Deaton and Larry Wilson

**HOURS TO INSPECT/REVIEW RECORDS:** 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: Master Real Estate Assessment File; Real Estate Name And Address File; Real Estate Deed Sheets; Assessment Map Books; Farmland Productivity Index Sheets; Farmland Productivity Index File; Homestead Exemption Original Applications; H.E. Renewal Sheets; Historic Residence Exemption Renewal Forms; Model Home Assessment Applications; Department Of Revenue Non-Homestead Exemption Decisions; Department Of Revenue Veteran's Exemption Certification; Certificates Of Status Of Exemption For Non-Homestead Exemptions; Home Improvements Exemptions List; Expunged Rock Island County Trustee Properties List; Office Correspondence; Office Budget And Monthly Reports; Recorded Subdivision And Condo Plat Copies; Annexation Ordinance Copies; Tif District Maps-Legal Descriptions-And Reports; Real Estate Transfer Declaration Copies; Assessors Annual Instructions; Sales Ratio Studies; Equalization Factors; Tentative Abstract Of Assessments; Valuation Summary By Taxing Bodies; Tax Rate Breakdown By Taxing Body; One Hundred Largest Taxpayers By Taxing Body; Assessment Change Notice Copies; Certificate Of Publication And Tear Sheets For All Publications; Property Assessment Complaint Copies; Property Tax Appeal Board Decisions; Real Estate Certificates of Error. *(Please note information on Senior Citizen Assessment Freeze Homestead Exemption Applications and related documents are exempt from FOIA as per 35 ILCS 200/15-172)*

## *Office of the County Auditor*

**FUNCTION:** Accounting, Internal Auditing, Statistical Data Collection, Credit Cards, Financial Reporting, Fixed Asset Reporting, Voucher Approval, PO Approval, Revenue Projections, Grant Tracking, Budget Analysis, and 1099 Reporting

**LOCATION:** County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)786-4451 - 1st Floor

**TOTAL OPERATING BUDGET:** \$217,405

**EMPLOYEES:** Diana L. Robinson - County Auditor

April Palmer - Chief Deputy Auditor; Sandy Stephenson - Internal Auditor; Kris Vancil - Asst. to Chief Deputy and 2 temporary positions

**DESIGNATED PERSON TO RECEIVE REQUESTS:** Chief Deputy

**FOIA OFFICER:** April Palmer

**HOURS TO INSPECT/REVIEW RECORDS:** 8 AM to 2 PM Monday - Friday

**OFFICE HOURS:** 8 AM to 4:30 PM Monday - Friday

**ACCESS TO RECORDS:** Request form must be presented

**RECORDS ON FILE:**

County Budget	External Audit Reports (including Statistical section)
Petty Cash Report	Monthly Revenue and Expenditure Report
State Annual Financial Report (AFR)	Cash Receipts and Disbursements
Monthly Balance Sheet	Per Diem Report
Adjusting Journal Entries	Payroll Check Register
Voucher Check Register/Disb. Register	Purchase Orders - Paid/Outstanding
Credit Card Reports	Auditor's Quarterly Report
Condition of Funds	Investment Schedules
Treasurer's Cash Position Report	Replacement Revenue Report/Sales Tax Report
Fixed Asset Report	Paid Monthly Vouchers on File
1099 Reporting	Resolutions Pertaining to Finances
Transfer of Appropriations	Gasoline Inventory
Contracts and Agreements	Appraisal Billings due from other governmental units
Interim Financial Statements	Due to/from other Funds Report
Audit RFP	
Audit Management Letter	

Grant Agreements

Circuit Clerk Audit

Cost Allocation Study

US Census Bureau Study

Single Audit

Accrued payroll, vacation, comp time reports



## *Office of the Board of Review*

FUNCTION: 1. Hear assessment complaints. 2. Prepare and coordinate evidence from Townships for the Illinois Property Tax Appeal. 3. Hire appraisers when needed for property evaluations. 4. Review exemption requests. 5. Correct assessments, add omitted properties, and if necessary, apply township equalizers. 6. Reviewing Certificates of Error. 7. Review and Approve Instants

LOCATION: County Office Building - 1504 Third Avenue, Rock Island Illinois 61201 (309)558-3670 - 2nd Floor

TOTAL OPERATING BUDGET: \$59,027

EMPLOYEES: Joan Russell - Chairperson  
Dan DePorter - Member  
Linda McQuady - Member

DESIGNATED PERSON TO RECEIVE REQUESTS: State's Attorney

FOIA OFFICER: Joan Russell

HOURS TO INSPECT/REVIEW RECORDS: The Board of Review is in session the first Monday each June. Schedule with the State's Attorney's Office.

OFFICE HOURS: First Monday of June session begins. Hours are as necessary to complete the work load assigned.

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: Assessment Complaints and related documents, Tax Exempt Properties, Certificates of Error, PTAB Rulings, Assessment Maps, Sales Ratio Studies, Misc. Information (PTAB cases, Revenue Act, Procedures, etc.)

## *Office of the Circuit Clerk*

FUNCTION: All court records for Rock Island County

LOCATION: County Courthouse - 210 - 15th Street Rock Island Illinois  
61201 (309)786-4451 - Basement, 1st; 2nd; and 3rd floors;  
Justice Center 1401 - 3<sup>rd</sup> Avenue Rock Island; Satellite Courts  
in East Moline and Moline and Juvenile Court Center 525 18<sup>th</sup>  
Street, Rock Island

TOTAL OPERATING BUDGET: \$1,905,335

EMPLOYEES: Lisa Bierman - Circuit Clerk  
Jeanette Hunter - Chief Deputy  
Two Administrative Assistants; 34 Full Time Deputy Clerks; five part time  
employees; one Systems Manager

DESIGNATED PERSON TO RECEIVE REQUESTS: Chief Deputy

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru  
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE:

All records of General Division - Chancery, Miscellaneous Remedy,  
Eminent Domain, Divorce, Arbitration, Family, Orders of Protection, Law,  
Law Minor, Tax, Municipal Corp, Mental Health, Juvenile, Small Claims  
Division and Probate- Tort, Money Damages. Traffic Courts - Ordinance  
Violation, Traffic Violation, Conservation Violation, and Criminal  
Misdemeanor. Justice Center - Felony Division - Felony Cases.

*\*\*Note - Office did not respond to update information request for 2009\*\**

## *Office of the Court Administration/Circuit Court*

FUNCTION: To hear and decide all cases of legal interest in the County.

LOCATION: County Courthouse - 210 - 15th Street Rock Island, Illinois  
61201 (309)786-4451; ext. 3289 - 4th Floor

TOTAL OPERATING BUDGET: \*

EMPLOYEES: Judge O'Connor - Chief Judge  
Vicki Bluedorn - Court Administrator  
Judges as necessary to complete case load. A complete listing  
is available through Ms. Bluedorn.

DESIGNATED PERSON TO RECEIVE REQUESTS: Circuit Clerk

All cases handled by the Circuit Courts are listed on the docket  
sheets which are maintained by the Circuit Clerk's Office.

Further information can be received by that  
office. Freedom of Information sheet on the Circuit Clerk's  
Office is contained within this directory. Be advised  
that David VanLandegen, Director of Court Services is considered to be a Judicial  
Branch Employee and is not subject to the Freedom of Information Act  
Requirements.

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\*As per 5 ILCS 120/5 the Freedom of Information Act does not pertain  
to the Judicial Branch

## *Office of the Coroner*

FUNCTION: Regulated by Illinois State Statutes (see attached).

LOCATION: County Office Building - 1504 Third Avenue Rock  
Island, Illinois 61201 (309)786-4451 Lower Level

TOTAL OPERATING BUDGET: \$249,198

EMPLOYEES: Brian Gustafson - RN, BSN Coroner  
John Neary - RN, Chief Deputy; Beverly Boultinghouse -  
Executive Secretary and four field deputies

DESIGNATED PERSON TO RECEIVE REQUESTS: Coroner or Chief Deputy

FOIA OFFICER: Brian Gustafson and John Neary

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday  
thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: See State Statute attached.

## *Office of the County Board*

FUNCTION: The County Board is the governing body of the County of Rock Island, Illinois.

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)558-3605 - 2nd Floor

TOTAL OPERATING BUDGET: \$371,311

EMPLOYEES: James E. Bohnsack; *County Board Chairman*;  
John Brandmeyer; *Vice Chairman*  
Ted Davies, *Forest Preserve President*  
Tom Rockwell, *Finance Committee Chairperson*;  
John Malvik, *Human Services Committee Chairperson*;  
Cathy Wonderlich, *Public Works Committee Chairperson*;  
Karen Kinney, *Health & Human Services Committee Chairperson*;  
, *Governmental Affairs Committee Chairperson*;  
Gary Freeman, *Administration Committee Chairperson*;  
Shelly Chapman, *Executive Assistant*  
*County Board Members:* William R. Armstrong, Steven Ballard, Phil Banaszek, Virgil K. Dueysen, Phil Fuhr, Kathy Harmon, Don Jacobs, Lauren Loftin, Ken Maranda, Virgil Mayberry, Steve Meersman, Pat Moreno, Richard Morthland, Harry O. Perez, Fred Schultz, and Wanda Sweat and one vacancy

DESIGNATED PERSON TO RECEIVE REQUESTS: Executive Assistant

FOIA OFFICER: Shelly Chapman and James Bohnsack

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to noon; 1 PM to 4  
Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: Minutes of all County Board Committee and Sub-Committee meetings, as well as County Board Minutes, Resolutions, Delinquent Tax Program, reports submitted by department heads and other County officials, and Labor Contracts. Budget Books and Audit Report. Verification of Employment; salaries upon written request; EEOC report; payroll records on all employees.

## *Office of the County Clerk*

**FUNCTION:** Issue and maintain marriage licenses, tax extension, maintain birth records, county board minutes, maintain death records, collector books, maintain IMRF, Assessor books, collect delinquent taxes, notary public, maintain all political filings, assumed business names, permanent voter registration, and administer elections.

**LOCATION:** County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)786-4451 - First Floor

**TOTAL OPERATING BUDGET:** \$802,913

**EMPLOYEES:** Richard "Dick" Leibovitz - County Clerk  
Nick Leibovitz - Chief Deputy  
Diane Lyon, Wanda Roberts-Bontz, Rebecca Hove, Jill Salabert, Dianna Ruhl, Janine Moffitt, Maggie Crouch, Kelly Webber, Kelly Billadeau, and Brenda Terrell

**DESIGNATED PERSON TO RECEIVE REQUESTS:** Staff Members

**FOIA OFFICER:** Jill Salabert

**HOURS TO INSPECT/REVIEW RECORDS:** 8 AM to 4:30 PM Monday thru Friday

**OFFICE HOURS:** 8 AM to 4:30 PM Monday thru Friday

**ACCESS TO RECORDS:** Request form and identification are necessary

**RECORDS ON FILE:** Certified Copy Of Marriage License, Birth Record, And Death Record, Economic Interest, D1 And D2 Form, Voter Registration Records, Deputy Registrar List, Election Judge List, Elected Official List, Precinct Maps, Absentee Voter List, Specimen Ballots, Voter Registration Lists, Voter Registration Labels, Petitions, Campaign Disclosure Schedule, Election Returns.

## *Office of Court Services*

FUNCTION:

LOCATION: DIRECTOR OF COURT SERVICES AND ADULT  
PROBATION Ostrom Hall - 2116 - 25th Avenue Rock Island,  
Illinois 61201 (309)558-3740  
JUVENILE PROBATION County Courthouse - 210 -15th  
Street Rock Island, Illinois 61201 (309)558-3780

TOTAL OPERATING BUDGET: Total of \$4,072,024

General Fund	\$ 2,649,163
Child Welfare	\$ 775,000
Probation Service Fees	\$ 570,441
Building Operations	\$ 56,420
Drug Court	\$ 21,000

EMPLOYEES: Dave VanLandegen - Director of Court Services  
Janet Leone - Chief Adult Probation Officer; Lori Fellenzer - Chief Juvenile  
Probation Officer; Leisa Streeter - Administrative Assistant; 35 other full time  
employees

DESIGNATED PERSON TO RECEIVE REQUESTS: Janet Leone

FOIA OFFICER: Janet Leone

HOURS TO INSPECT/REVIEW RECORDS: 3 PM to 5 PM Monday thru  
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: SEE COURT ADMINISTRATION

RECORDS ON FILE: All juvenile and adult records, reports, case files,  
investigations, whether in hard copy or electronic storage are protected by Federal  
and State confidentiality statutes. They are not available in any form.

## *Office of Emergency Management Agency*

FUNCTION: Emergency Management Agency (EMA) main function is to be prepared for emergencies/disasters.

LOCATION: 6120 - 78th Avenue Milan, Illinois (309)799-5166

TOTAL OPERATING BUDGET: \$96,579

EMPLOYEES: Jerry Shirk - Deputy Coordinator  
Captain Steve Dean - Coordinator

DESIGNATED PERSON TO RECEIVE REQUESTS: Deputy Coordinator

FOIA OFFICER: Jerry Shirk

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 10 am Monday  
thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Rock Island County Emergency Plan, Emergency Phone Numbers, List of Resources for Emergencies. These documents are considered Confidential and not to be released as per State's Attorney.



## *Office of the Forest Preserve District*

**LOCATION:** County Office Building - 1504 - Third Avenue Rock Island,  
Illinois 61201 (309)786-4451

**TOTAL OPERATING BUDGET:** Total \$4,055,330 (FY 2009-2010)

Niabi Zoo	\$1,613,800
Illiniwek	\$283,950
Loud Thunder	\$583,150
Indian Bluff	\$850,995
Dorrance	\$ 8,910
Misc. Other	\$306,500
Administration	\$408,025

**EMPLOYEES:** Jeff Craver - Forest Preserve Director  
Sara Gianulis - Administrative Assistant; Scott White - Illiniwek Ranger;  
Douglas Wells - Indian Bluff Director of Golf.; Tom Stalf - Niabi Zoo Director;  
Mike Murrin - Ranger Loud Thunder; 27 additional full time employees and  
approximately 40 seasonal personnel to assist in operation of the parks

**DESIGNATED PERSON TO RECEIVE REQUESTS:** Administrative Assistant  
**FOIA OFFICER:** Jeff Craver

**HOURS TO INSPECT/REVIEW REQUESTS:** 8 AM to noon/ 12:30 PM to 4:30  
PM Monday thru Friday

**OFFICE HOURS:** 8 AM to noon/ 12:30 PM to 4:30 PM Monday thru  
Friday

**RECORDS ON FILE:** Committee and Commission meeting minutes, Monthly  
attendance & fee reports for Golf, Zoo, and Camping,  
Resolutions & Transfers, Contracts and Agreements,  
Budget Appropriations, Levy Ordinances, Detail Budget  
& Revenue Reports, Voucher and Disbursement  
Registers, Annual Financial Report, Payroll Registers,  
Procedure Manual, Inventory Records, Federal State and  
County Liquor License Information, Vehicle title and  
license records

## *Office of Geographic Information Systems*

FUNCTION: To develop and maintain GIS maps and data. To have the ability to interpret and manipulate such data so that all County Departments and other interested parties may utilize this information. Maintenance of County Web Site. Provide statistics to all interested developers. Presentation of data at requested meetings and seminars.

LOCATION: County Office Building - 1504 Third Avenue, Rock Island, Illinois (309)558-3772

TOTAL OPERATING BUDGET: \$282,243

EMPLOYEES: Josh Boudi - Director; Kenneth Kremer, and Sue Adams

DESIGNATED PERSON TO ACCESS RECORDS: Josh Boudi

FOIA OFFICER: Josh Boudi

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Aerial photography, parcel maps, census data, street center lines, board district maps, voter precinct maps, soil data

## *Office of the Health Department*

FUNCTION: All aspects of public health for the County.

LOCATION: 2112 - 25th Avenue Rock Island Illinois 61201 (309)793-1955

TOTAL OPERATING BUDGET: \$5,540,607

EMPLOYEES: Wendy Trute, MPH - Administrator (08-08-03)  
53 Full Time and 21 Part Time Employees

DESIGNATED PERSON TO RECEIVE REQUESTS: Linda L. Roberts

FOIA OFFICER: Linda L. Roberts

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru  
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: All records pertaining to programs conducted by the Health Department. (Programs include: Environmental Health, Infectious Disease, Maternal and Child Health, Adult Health and Education and Information.)

## *Hope Creek Care*

FUNCTION: Hope Creek Care is a nursing home with a purpose to reflect in all its activities the promotion of health with the advancement of growth for the residents of the facility, the personnel on our staff, and for all the people in our community directly and indirectly.

LOCATION: Rock Island County Care Center - Hope Creek Care is located at 4343 Kennedy Drive East Moline IL 61244. 309-796-6600

TOTAL OPERATING BUDGET: \$18,904,841

EMPLOYEES: Trudy Whittington - Administrator  
VACANT - Business Office Mgr

Hope Creek Care has approximately 160 full time and 60 part time employees. A complete list is available - however, may vary at any given period.

DESIGNATED PERSON TO RECEIVE REQUESTS: Business Office Manager shall access Business, meeting minutes, all Personnel records, IMRF Records Active/Inactive. Admissions Coordinator shall access all Medical Records Active/Inactive.

FOIA OFFICER: Trudy Whittington

HOURS TO INSPECT/REVIEW RECORDS: 9 AM to 3:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 5 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Administrative - Bills, Invoices, Vouchers, Purchase Orders, Budgets, Cash Receipts And Deposits, Correspondence, Welfare Committee Minutes, Cost Reimbursement Report, Medicare Report, Contracts, Bids, Specifications And Proposals, Monthly Occupancy Reports, Financial Reports, Rental Contracts, Accounts Receivables, Administrative Employees Work Schedule, Payroll Time Cards, Payroll Computer Printouts, Personnel

Records, Union Records, Department Managers Meeting Minutes, Nursing

Assistant Training Reimbursement, Patient Care Policies, Departmental Policies, Consultant Logs, Transfer Agreements, State Surveys, Licensure Certifications.

Activity/Social Service - Residents Files, Volunteer Records, Employee Time Schedules, Department Agenda And Minutes, Resident Council Meetings, Activity Schedules, Policy

And Procedure Manual For Activity And Social Service Departments, Consultant Reports, General Records.

Nursing Department - Work Schedules, Minutes Of Patient Care/Medical Advisory Committee, Patients Admission And Discharge Report, Monthly Admission And Discharge Report, Correspondence, Waiting List, Physician Visit Lists, In-Service And Workshop Records, Job Descriptions, Nursing Standards And Policies, Nursing Procedures, Nursing Assistant Training Program Records, Medical Records, General Records.

Dietary - Menus, Changes, Card File Of Each Resident, Employee Work Schedules, Resident Height/Weight Charts, Consultant Logs, Food Cost Analysis, Diet Manual, Nutritional Assessments, Department Meeting Minutes, Dietary Policies And Procedures, Resident Census, Meal Census.

Housekeeping And Laundry - Personnel Schedules, Infection Control Book And Minutes, Inventory Records, MSDS Records, Department Meeting Minutes, Bid Specifications, Purchase Orders, General.

Engineering - Department Meeting Minutes, Boiler Test, Water Test, Monthly Schedules, Fire Drill Results, Maintenance Requisitions, Purchase Orders, Engineering Logs, Equipment Operation And Maintenance Manuals, Blue Prints, Gasoline Log, Life Safety Code Regulations.

Administrator's Office - Correspondence, Department Manager Personnel Files, Resident Complaints, Award Files, Budget And Budget Analysis, Administrator Association Minutes, County Nursing Home Association Meeting Minutes, HIPAA Policy and Procedures Manual, IDPH Survey Results, IDPH regulations, CMS Regulations

## *Office of Human Resources*

FUNCTION: This office oversees the payroll and employee health benefits of all County Offices. Workers compensation claims, general liability programs, ADA, OSHA, FMLA etc are administered here.

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)786-4451 - Second Floor

TOTAL OPERATING BUDGET: \$3,490,561

EMPLOYEES: Meg Hoskins, Director; Marcy Fisher Administrative Assistant; Susan Martin Sr. Payroll/ Benefits Specialist, Donna Huys Payroll/Benefits Specialist and Jan Brannen Payroll/Benefits Specialist

DESIGNATED PERSON TO RECEIVE REQUESTS: Administrative Assistant

FOIA OFFICER: Donna Huys

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: Employees may request information from their own personnel files, however, all other records maintained in the Human Resources Department are exempt from the Freedom of Information Act. Applications for employment are completed in this office.

## *Department of Information Systems*

FUNCTION: To provide computer and information management services for Rock Island County Departments.

LOCATION: County Office Building - 1504 - Third Avenue Rock Island, Illinois 61201 (309)558-3683 - Basement

TOTAL OPERATING BUDGET: \$547,261

EMPLOYEES: Linda Billingsley, Director of Information Systems  
8 other full time employees

DESIGNATED PERSON TO RECEIVE REQUESTS: Computer Operator

FOIA OFFICER: Linda Billingsley and Connie Langston

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday  
thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: See Information Systems Work Order Policy

RECORDS ON FILE: See attached list of Department, Data, and Authorized Persons

## *Office of Maintenance - County Office Building*

FUNCTION: To ensure all maintenance aspects are current.  
Responsible for the printing of documents and daily mail  
sort /delivery.

LOCATION: County Office Building - 1504 Third Avenue, Rock  
Island, Illinois 61201 (309)558-3620 Basement Level

TOTAL OPERATING BUDGET: \$188,608

EMPLOYEES: Mike VanErstvelde - Supervisor; Scott Petersen, Ken  
Moseley, Terry Robinson, and Charles Reeder

DESIGNATED PERSON TO ACCESS RECORDS: Mike VanErstvelde

FOIA OFFICER: Mike VanErstvelde

HOURS TO INSPECT/REVIEW RECORDS: 8:00 AM to 12:00 Noon  
or by appointment

OFFICE HOURS: 7:00 AM to 4:30 PM

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Maintenance request, receipts/records for repair of  
various items



*Office of Maintenance - Courthouse/Jail/Justice*

FUNCTION: To ensure all maintenance aspects are current.

LOCATION: Jail - 1317 Third Avenue Rock Island

TOTAL OPERATING BUDGET: See Sheriff's Budget Information

EMPLOYEES: Jeff Jacobsen - Supervisor; various other employees

DESIGNATED PERSON TO ACCESS RECORDS: See Sheriff's Page

HOURS TO INSPECT/REVIEW RECORDS: 8:00 AM to 12:00 Noon  
or by appointment

OFFICE HOURS: 7:30 AM to 4:00 PM

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Maintenance request, receipts/records for repair of  
various items

*\*\*Note - Office did not respond to update information request for 2009\*\**

## *Office of the Mental Health Board (708)*

FUNCTION: The mission of the Rock Island County (708) Mental Health Board is to plan, allocate funds for, coordinate and evaluate a comprehensive system of community mental health, developmental disabilities and substance abuse treatment and prevention services for the citizens of Rock Island County.

LOCATION: County Office Building - 1504 Third Avenue, Rock Island, Illinois 61201 (309)794-1099 - 1st Floor

TOTAL OPERATING BUDGET: \$1,347,106

EMPLOYEES: Larry Pollard - Executive Director

DESIGNATED PERSON TO RECEIVE REQUESTS: Executive Director

FOIA OFFICER: Larry Pollard

HOURS TO INSPECT/REVIEW RECORDS: By Appointment

OFFICE HOURS: Variable

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Financial - payout vouchers, revenue receipts, interest, tax distribution, replace revenue, donations/contributions, petty cash fund accounting - Agencies Funded - payout vouchers, annual budgets at time of request, annual agency audit, FY financial statement - Agency - Annual service contracts, year end statistical and demographic reports, grant-in-aid requests, Board minutes, 5 year plans, annual reports, Board decision making reports.

## *Office of the Public Defender*

FUNCTION: To provide quality legal representation in criminal and related proceedings to those defendants who are found to be indigent by the various courts.

LOCATION: County Office Building - 1504 Third Avenue, Rock Island, Illinois 61201 (309)558-3530 - 2nd Floor

TOTAL OPERATING BUDGET: \$615,272

<u>EMPLOYEES:</u>	Public Defender	David C. Hoffman
	Assistant Public Defenders	Vincent Lopez, Jr. Baron S. Heintz Pamela A. Kleinau Matthew W. Durbin Jennifer Gardner
	Secretaries	Ronna S. Baney Michelle Jones
	Investigator	Robert A. Wilson

DESIGNATED PERSON TO RECEIVE REQUESTS: Executive Secretary

FOIA OFFICER: Ronna Baney

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: As required by ILCS 5/3-4010

{Most records on file are copies of documents in defendant's criminal or juvenile file or are privileged by the attorney-client relationship. Adult criminal files are available through the Circuit Clerk's Office. Juvenile files are closed to the general public.}

*\*\*Note - Office did not respond to update information request for 2009\*\**

## *Department of Public Works*

FUNCTION: HIGHWAY DIVISION - To repair, maintain, and construct roads on the County Highway System within Rock Island County. ENVIRONMENTAL DIVISION - To repair, maintain, and construct structures for flood protection within the Special Service Areas in Rock Island County.

LOCATION: 851 - West 10th Avenue PO Box 797, Milan Illinois 61264-0797 (309)787-4668

<u>TOTAL OPERATING BUDGET:</u>	Highway Division	\$1,883,119
	Environmental	\$ 147,934
	Bridge	\$ 342,344
	MFT	\$2,855,780

EMPLOYEES: John Massa - County Engineer; Public Works  
Department currently employs 22 persons.

DESIGNATED PERSON TO ACCESS RECORDS: County Engineer

FOIA OFFICER: Lisa Jacobs

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30PM Monday thru Friday

OFFICE HOURS: 8 AM to noon, 12:30 PM to 4:30PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Payroll sheets, claims, plans and right-of-way along with job correspondence for all County Highways, Plans for Road Districts Roads built with Township Motor Fuel Tax Funds.

## *Office of Purchasing*

FUNCTION: Printing for all County departments as well as other governmental units, purchasing for County Offices.

LOCATION: County Office Building - 1504 Third Avenue Rock Island Illinois 61201 (309)558-3621 - Basement

TOTAL OPERATING BUDGET: \$224,057

EMPLOYEES: Donna Wilkerson - Supply Manager; Jill Cole Administrative Coordinator; Andy Sharp - Printer

DESIGNATED PERSON TO RECEIVE REQUESTS: Supply Manager

FOIA OFFICER: Donna Wilkerson

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Goods and Services Purchased

## *Office of the Recorder*

FUNCTION: Record many various documents, sell real estate transfer tax stamps, file U.C.C.'s and related documents, microfilm documents other than U.C.C.'s, enter on computer (entry book, Grantor-Grantee Indexes, and various Lien Books), and Post on Tract Index, Scanning Images

LOCATION: Courthouse, 210 - 15th Street Rock Island, Illinois 61201  
(309)558-3360 - 2nd Floor

TOTAL OPERATING BUDGET: \$194,962 Recorder Document Fund  
\$390,376 General Fund

EMPLOYEES: Patricia Veronda - Recorder  
Kelly Fisher - Chief Deputy  
Sharon Hendrickx, Linda Overturf, Cindy Leonard, Jill Raisbeck, Karen Wilson, Doris Cox, Barbara Duda, Kim Womack and Jo Ellen Henning and Janice HOfer

DESIGNATED PERSON TO RECEIVE REQUESTS:

Microfilm - Microfilm Operator or Microfilm Clerk Typists  
Tract and Old Record Books - Tract room Deputies of Clerk Typists

FOIA OFFICER: Jill Raisbeck

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday  
thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Form is necessary to obtain or view DD214 records. Forms are available in Recorder's Office

RECORDS ON FILE:

Deeds: Special Warranty, Warranty Deed, Corporation Deed, Conservators Deed, Executors Deed, Judicial Deed, Sheriff's Deed, Marshall's Deed, Trustee's Deed, Deed In Trust, Quit Claim Deed.

Other: Lis Pendens, Certificate Of Sale, Agreement For Warranty Deed, Notice Of Agreement For Warranty Deed, Notice Of Interest In Real Estate, Memo Of Agreement, Assignment Of Interest In Agreement For Wd, Assignment Of Contract, Agreement For Sale, Mortgage,

Release Of Mortgage, Trust Deed, Deed Of Trust, Extension Agreement, Assignment, Partial Release, Release, Assumption Agreement, Judgment, Notice Of Lien, Notice Of Home Improvement Loan, Power Of Attorney, Revocation Of Power Of Attorney, Consensual Lien, Federal Tax Lien, Mechanics Lien, Subcontractors Lien, State Income Tax Lien, Retailers Occupation Tax Lien, Unemployment Tax Lien, Mobile Home Privilege Tax Lien, Certificate Of Incorporation, Merger, Change Of Name, Application For Reinstatement, Change Of Registered Agent Or Address, Annual Report, Intent To Dissolve, Subdivision Plats, Surveys, Monument Records, Condominium Plats & Declarations, Financial Statements, Continuations, Amendments, Assignments, Terminations, Estate Proceedings, Pre-Nuptial Agreement, Dedication, Deed Of Dedication & Plat, Declaration, Easement, Letter & Plat, Lease, Notice, Option, Partial Waiver, Waiver, Resolution, Redemption, Revocation, Supplemental Indentures, Security Agreement, Tax Sale, Transcript, Vacation, Vacation & Plat, Annexation, Wills, Deferred Re Property Tax Lien, Many Miscellaneous Documents.

Out Of County: Births, Deaths, Marriages, And Divorce

Books: Railroad Mortgage, Mortgage Record (6/29/1838 To 4/3/1958), School Mortgage, Sale Mortgage, Chattel Mortgage, Chattel Mortgage Entry Book, Collectors Bond, Township Treasurers Bond, Record Of Renewal Of Stallion Licenses, Master Certificate Of Purchase, Sheriff's Certificate Of Levy, Certificates Of Purchase, Certificate Of Sheriff's Sale, Redemption From Sheriff's Sales, County Clerks Tax Certificate Of Purchase, Miscellaneous Releases, Registry Of Rare Names, Land Book, Government Survey, Atlas, Index To Plats, Subdivision Plats, Surveyors Record, Deed Record (1/5/1835 To 4/2/1958), Record Book (4/7/1958 To 10/20/1969), Road Plat Books, Monument Record, Soldiers Discharge, Transfer Of Bank Stock, Judgements, Lis Pendens, Factors Lien Index, Bail Bond, Old Age Assistance Real Estate Lien Index, Mechanics Liens, Unemployment Lien, Retailers Occupation Lien, Subcontractors Lien, Federal Tax Lien, State Income Tax Lien, Lien On Chattel, Finance Statement, Entry Book, Grantor-Grantee Index, And Certified List Of Domestic And Foreign Corporations.

## *Office of the Regional Office of Education*

**FUNCTION:** Distribute State And Federal Grant Funds To Rock Island County Schools; Advise On Controversial School Issues; Assume Responsibility Relative To Holding Institutes Or In-Service Workshops; Supervise/Control School District's Compliance With Statutes; Visit Each School Annually And Conduct A Health/Life Safety Inspection; Direct And Advise Teachers And School Officers; Inspect All Building Plans And School Life/Safety Projects; Issue And Register Teacher Certificates; Determine That Legal Requirements Of Curriculum Are Met; Appoint A Truant Officer And Maintain A Truancy Program; Direct Cooperative Education Programs; Provide In-Service Training To School Bus Drivers; Issue Work Permits; Take A Census Of School Districts; Keep A Map Showing School Districts; GED Registration, Score Tests, And Issue Diploma; Assume Responsibility For Certain Scholarships; Evaluate And File School Treasurer's Bonds; Notify Districts Of Monies Sent To School Treasurers; Prepare Office Budget By October 1 Of Each Year; Give Notice Of Regular And Special Elections; Insure School Board Performance; Report To The County Board And Annually To The State Board Of Education; Organize And Administer Educational Contests For Students In The County; Hold Monthly District Superintendent Meetings; Hold County Principal Meetings Three Times A Year; Meet With Retired Teachers Regarding Issues Of Concern; Organize, Coordinate, And Administer A Cooperative Purchasing Program For All Schools; Organize, Coordinate, And Administer Staff Development Programs For All Educational Staff In The County; Organize And Conduct Quarterly Meetings Of The Regional Board Of School Trustees For Rock Island County.

**LOCATION:** Coolidge Building; 3430 - Avenue of the Cities, Moline Illinois 61265 (309)736-1111

**TOTAL OPERATING BUDGET:** \$63,033



EMPLOYEES: James T. Widdop - Regional Superintendent  
Joseph A. Vermeire - Assistant Superintendent  
Tina Crosby - Executive Secretary

DESIGNATED PERSON TO RECEIVE REQUESTS: Executive Secretary

FOIA OFFICER: Joe Vermeire

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru  
Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: General Financial Records For Rock Island County  
School Districts (Budgets, Expenditure Reports, Annual  
Financial Reports, Reimbursement Claim Forms); Copies  
Of Federal And State Grants; Enrollment Figures; GED  
Records; School Bus Driver Records; Institute Fund  
Records; Teacher Certification And Registration  
Records; Home Schooling Records; Truancy Records;  
Supervisory Fund Records; Distributive Fund Records;  
Transportation Fund Records; School Compliance  
Records; Health/Life Safety Records.

## *Office of the Sheriff's Department*

FUNCTION: Upholds and maintains all Federal, State, and Local laws. Effectively carries out all laws. Maintain prisoner population.

LOCATION: Sheriff's Department - 1317 Third Avenue Rock Island

TOTAL OPERATING BUDGET: \$11,864,349

EMPLOYEES: Mike Huff - Sheriff; Captain Richard Fisher; Captain Daryl Bounds - Administrative Assistant; Captain Steve Dean - Jail Administrator; Shelley Sandholm - Secretary; 171 other employees

DESIGNATED PERSON TO RECEIVE REQUESTS: Lt. Kauzlarich

FOIA OFFICER: Captain Steve Dean and Stacey Watson

HOURS TO INSPECT/REVIEW RECORDS: 7:30 AM to 4:00 PM Monday thru Friday

OFFICE HOURS: 7:30 AM to 4:00 PM Monday thru Friday

ACCESS TO RECORDS: Request form must be presented

RECORDS ON FILE: All records pertaining to areas of concern for the Sheriff's Department. (Includes all Administrative, Investigation, Evidence, Fugitive/Warrant, Identification/Records, Communications, Civil Process, Jail, Maintenance.)

*\*\*Note - Office did not respond to update information request for 2009\*\**

## *Office of the State's Attorney*

**FUNCTION:** Functions of the State's Attorney Office are those provided by law (5/3-9005 - attached), as well as a Deferred Prosecution Program, and the Check Theft Program.

**LOCATION:**

Criminal Division	Civil Division	Juvenile Division
Courthouse	County Office Bldg	Juvenile Justice Center
210 - 15 <sup>th</sup> Street; 4 <sup>th</sup> Floor	1504 Third Avenue	525 18 <sup>th</sup> Street
Rock Island, IL 61201	Rock Island, IL 61201	Rock Island, IL 61201
309-558-3250	309-558-3235	309-558-3875

**TOTAL OPERATING BUDGET:** \$2,166,355

**EMPLOYEES:** Jeff Terronez - State's Attorney; Mike Miller -Civil Division Chief; Rebecca Bernard - Office Administrator; 12 additional Assistant State's Attorney's; 8 clerical positions; one Court Liaison, one Criminal Process Coordinator; one Victim's Assistant; one part time victim witness coordinator and one Deferred Prosecution Coordinator

**DESIGNATED PERSON TO RECEIVE REQUESTS:** Staff Members

**FOIA OFFICER:** Rebecca Bernard, Melissa Hutton, Rebecca Hare, Michael Miller and Jeff Terronez

**HOURS TO INSPECT/REVIEW RECORDS:** 8 AM to 4:30 PM Monday thru Friday

**OFFICE HOURS:** 8 AM to 4:30 PM Monday thru Friday

**ACCESS TO RECORDS:** Request form is necessary

**RECORDS ON FILE:** Office files - pending & disposed felonies; Index Cards - Disposed Felonies; Deferred Prosecution Files; Civil Files; Budgetary Files; Payroll records.

## *Office of the Treasurer*

FUNCTION: Receives the revenue and public monies of the County, and pays out the same pursuant to law.

LOCATION: County Office Building - 1504 - 3rd Avenue Rock Island, Illinois 61201 (309)558-3510 - 1st Floor

TOTAL OPERATING BUDGET: \$527,046

EMPLOYEES: Louise A. Kerr - Treasurer  
Sue E. Alberts - Chief Deputy; Marcy Chapman- Deputy Clerk III  
Louisa Ewert - Administrative Assistant III; Kathy Hood- Sr. Accounting Clerk,  
Carolyn Kerr - Head Cashier, Collette Maranda- Assistant Cashier

DESIGNATED PERSON(S) TO ACCESS RECORDS: Sue E. Alberts or Louisa Ewert

FOIA OFFICER: Louisa Ewert

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Mon thru Fri

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

### RECORDS ON FILE

Trust Account Record	Current Year real estate tax
Railroad Tax Book	General Ledger
Forfeited Tax Records (current & prior)	Demolition Affidavits
Plat Maps (no copies)	
Delinquent and Current Mobile Home Tax Records	
Record of Monies Distributed to various Taxing Bodies	
Certificates of Publication from Taxing Bodies	
Monies Invested by Rock Island County	ETSB-Financial Records only
Solid Waste	Forest Preserve
JTPA	

\*\*Please see following search and reproduction fees

Inheritance Tax Records are no longer available for inspection as per 35 ILCS 405/6

## *Office of Veterans Assistance Commission*

FUNCTION: Provide financial relief and supplies to indigent veterans.

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)558-3547 - Ground Level

TOTAL OPERATING BUDGET: \$271,931

EMPLOYEES: Todd Harlow, Superintendent; Priscilla Toliver, Administrative Assistant

DESIGNATED PERSON TO RECEIVE REQUESTS: Administrative Assistant

FOIA OFFICER: Todd Harlow

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Mon - Fri

OFFICE HOURS: 8 AM to 4:30 PM Monday - Friday

ACCESS TO RECORDS: Request form is necessary

<u>RECORDS ON FILE:</u>	Personnel Files,
Annual Financial Reports	Monthly Service Reports
Audit Reports	Balance Sheets
Budgets	Canceled Checks, Bank Statements, and
Contribution Records	Deposit Slips, Paid Bills, and Invoices
Cash Receipts, Cash Register	Fiscal, Budget, and Payroll Records
Tapes, Check Stubs, Purchase	Summary of Death Record Cases
Orders, and copies of all paid bills	Service Officer Applications
Monthly Financial Reports	Monthly Treasurer Reports
Death Records	Disbursing Orders
General Assistance Report	Monthly Estimate of Relief (Requirements)
Monthly Reports	Roll Call (VAC
*Veterans Assistance Cards	Payroll Records
*Veterans Assistance Relief Files	Administrative Files
Annual Services Reports	Committee Reports
Constitution and By-Laws	Equipment Files
Freedom of Information Requests	Minutes (VAC)

\*These are private records under Federal Privacy Laws and Regulations and are only available with a release of information from the individual veteran for whom the records are for.

## *Office of Zoning & Building*

FUNCTION: To ensure compliance with the County's Zoning and Building Ordinances. The Zoning Department assists residents with zoning requests, questions, applications for variances, rezoning and special use permits, as well as investigating complaints regarding zoning violations and overseeing regulations.

The Building Department is responsible for enforcement of the County's Building Codes, including reviewing plans for new and altered construction projects, issuing building permits and occupancy permits and on-site inspections.

Zoning and Building employees also answer questions from residents, business contacts, potential residents, and corporate clients interested in locating in the county regarding building requirements, zoning requirements, and all applicable rules and regulations.

LOCATION: County Office Building - 1504 Third Avenue, Rock Island, Illinois 61201 (309)558-3771 - 3rd Floor

TOTAL OPERATING BUDGET: General Fund \$285,901

EMPLOYEES: Ray Nees - Director; VACANT- Office Coordinator; Matt Alberts and Denny Musick - Building Inspectors; Greg Thorpe - Zoning Investigator

DESIGNATED PERSON TO ACCESS RECORDS: Ray Nees - Director

FOIA OFFICER: Ray Nees

HOURS TO INSPECT/REVIEW RECORDS: 8 AM to 4:30 PM Monday thru Friday

OFFICE HOURS: 8 AM to 4:30 PM Monday thru Friday

ACCESS TO RECORDS: Request form is necessary

RECORDS ON FILE: Building Permits Occupancy Permits

Minutes of meetings      Zoning Violations  
Rezoning Applications    Rezoning Permits  
Special Use Applications/Permits  
Variance Applications/Permits  
Subdivision Applications/Plats  
Liquor License Building Inspection  
Floodplain Applications/Permits  
Floodplain Maps          Zoning Maps by parcel  
Mobile Home Permits