



City of St. Charles
Two East Main Street, St. Charles, IL 60174
(630) 377-4400 Fax: (630) 377-4440

Freedom of Information Act

The Freedom of Information Act was enacted to allow citizens of Illinois to have access to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and employees. The City of St. Charles understands the importance of providing accurate information to the public so they can be well informed regarding City operations. A well-informed community will help the City to better serve their residents.

The City operates under the mayor-council form of government. It is divided into five wards, each ward being represented by two elected representatives (alderpersons). The Mayor is elected "at large." Together, the Mayor and City Council serve as the policy-making body of the City. They perform such functions as passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning, and other land use regulations; and generally deciding on important issues that affect the City of St. Charles.

The City Administrator, who is appointed by the Mayor with the advice and consent of the City Council, is responsible for all aspects of administration, financial planning, directing, and supervising City operations. Department directors, who are appointed by the Mayor with recommendation of the City Administrator and the consent of the City Council, guide the activities of their respective operating departments. The department directors are charged with the responsibility of implementing City Council policy, maintaining operations, conducting research, and providing information on important issues to the City Council.

FOIA Officers

General Requests:

Sue Torres

Christel Gibbons

Police Department Requests:

Kim Schult

Kathy Rust

Paul McCurtain

How to Submit a FOIA Request

FOIA requests are required to be in writing. Requests can be submitted to the City by personal delivery, mail, fax or email.

For your convenience we have two forms available, one for general requests and one for Police Department requests. Please mail, fax or e-mail to:

General Requests:

City of St. Charles
FOIA Officer
2 E. Main St.
St. Charles, Illinois 60174
Fax: 630-377-4430
fir@stcharlesil.gov

Police Department Requests:

City of St. Charles Police Department
Police Department FOIA Officer
211 N. Riverside Ave.
St. Charles, IL 60174
Fax: 630-377-1078
pdfir@stcharlesil.gov

The City will respond to a request within five business days as required by The Freedom of Information Act. The Act allows the response to be extended up to an additional five business days under certain circumstances. If an extension is required, the reason for the extension will be cited as allowed under Section 5 ILCS 140/3(e) of the Act.

Readily Available Documents

(A request in writing is not required)

Many public records are readily available at no charge on the City's website at:
<http://www.stcharlesil.gov>

Documents available immediately upon request from City Reception include:

The most recent two months of:

Public Meeting Agendas by meeting type and date

Approved Public Meeting Minutes by meeting type and date

Municipal City Code

Sex Offender Registration

Ordinances and resolutions will be available within 24 hours upon request from City Reception.

Copy Fees

There is no charge for the first 50 pages of letter or legal size black and white copies.

Over 50 pages:

Letter, legal or 11"x17" (black and white or color) \$.15 per page

24" x 36" large format drawings \$4.00 per sheet

(Regardless of number of pages)

City of St. Charles Locations

City Hall

2 E. Main St. (630) 377-4400

Fire Station 1 (Administration)

112 N. 1st Ave. (630) 377-4458

Fire Station 2

2900 Production Dr.

Fire Station 3

2901 Campton Hills Rd.

Police Department

2 State Ave. (630) 377-4435

Public Works Facility

200 Devereaux Way (630) 377-4405

Miscellaneous Information

Operating Budget FY 2012/13 \$164,825,762

Fulltime Employees 231 approximately

Part-time Employees 69 approximately

**APPOINTMENTS – CITY BOARDS & COMMISSIONS
2012 – 2013**

CORRIDOR IMPROVEMENT COMM.	TERM EXP.	HISTORIC PRESERVATION COMM.	TERM EXP
(2001)		(1994)	
Alice Dechene	4-30-14	Craig Bobowiec	4-30-14
Kelly Potts	4-30-14	Tom Pretz	4-30-14
David English (Chair)	4-30-13	Michael Prestidge	4-30-13
Mari Kane	4-30-13	Harold Withey	4-30-13
Tom Schuetz	4-30-14	Frederick Norris, Jr.	4-30-15
VACANT	4-30-15	Dr. Steven Smunt (Chair)	4-30-15
VACANT	4-30-15	Julie Weals	4-30-15
MENTAL HEALTH BOARD		PLAN COMMISSION	
(1995)		(1997)	
Barb Gacic	4-30-16	Tim Kessler	4-30-16
Nancy Kane-Richards	4-30-14	Tom Schuetz	4-30-14
Terry Murphy	4-30-16	Brian Doyle	4-30-14
Mary Hughes	4-30-14	Sue Amatangelo	4-30-13
John Rabchuk (Chair)	4-30-14	Tom Pretz	4-30-13
Mike Penny	4-30-13	VACANT	4-30-16
Maureen Lewis	4-30-13	Curt Henningson	4-30-14
		Todd Wallace (Chair)	4-30-14
		VACANT	4-30-14
HOUSING COMMISSION		TREE COMMISSION	
(2006)		(1998)	
Rita Anne Payleitner	4-30-15	Chris Scott	4-30-16
Curt Henningson	4-30-15	William Bangs (Co-Chair)	4-30-16
John Hall	4-30-13	Valerie Blaine	4-30-14
Corrine Pierog (School Board)	4-30-14	Phil Zavitz	4-30-16
Cindy Holler Larson (Chair)	4-30-14	Suzi Myers	4-30-14
David Amundson	4-30-13	Jon Duerr	4-30-16
Liz Eakins	4-30-13	Pam Otto	4-30-14
Karrsten Goettel (Park District)	4-30-14	Ron Ziegler (Co-Chair)	4-30-14
Tom Hansen	4-30-14	Ralph Grathoff	4-30-14
VISITORS CULTURAL COMMISSION		YOUTH COMMISSION	
(1996)		(1980)	
S. E. Ainsworth	4-30-13	VACANT	4-30-13
James L. Collins	4-30-13	Mary Ann Tilton	4-30-13
Anne L. Becker (Chair)	4-30-14	Nancy McFarland (Chair)	4-30-13
Charles Brown	4-30-14	Marianne F. Weick	4-30-13
VACANT	4-30-15	Daniel Kelly	4-30-13
Jodi L. Manthei	4-30-15	Susan Schwerdtfeger	4-30-13
Jeff Hunt	4-30-13	VACANT	4-30-14
Kathy Melone	4-30-14	Kristen Kauke	4-30-13
Guy Bellever	4-30-15	Cliff Hime	4-30-13

BOLD – Commission term renewed.

<u>ZONING BOARD OF APPEALS</u>		<u>BD. FIRE & POLICE COMMISSIONERS</u>	
	(1976)		(1987)
James Holderfield	4-30-13	Craig Livermore	4-30-14
Charles Simpson	4-30-17	Greg Pacelli	4-30-15
VACANT	4-30-16	Don Haines (Chair)	4/30/14
Nabi Fakroddin	4-30-17		
Domenica Piga	4-30-17		
Elmer Rullman III (Chair)	4-30-15		
Elizabeth Weisman	4-30-14		
<u>POLICE PENSION BOARD</u>		<u>FIREMEN'S PENSION FUND BOARD</u>	
	(1997)		
Warren Drewes	4-30-14	*Joel Meeter	4-30-14
**Larry Laughlin	4-30-14	Patrick Mullen	4-30-15
Chris Minick	4-30-14	* VACANT (President)	4-30-13
* Tim Beam	4-30-14	**Stephen Fuller	4-30-15
Mike Schubert	4-30-14	Chris Minick	4-30-15
*Elected by Police Dept.			
**Elected by Retirees		*Elected by Fire Dept.	
		**Elected by Retirees	
<u>BUILDING BOARD OF REVIEW</u>		<u>SENIOR SERVICES COMMISSION</u>	
	(2009)	<u>COMMISSION INACTIVE 10/05</u>	
Tom Ritchie	4-30-13		
Dan Marshall	4-30-13		
Paul Hopkins	4-30-14		
John Flynn (Chair)	4-30-14		
Thomas Lang (Vice Chair)	4-30-14		

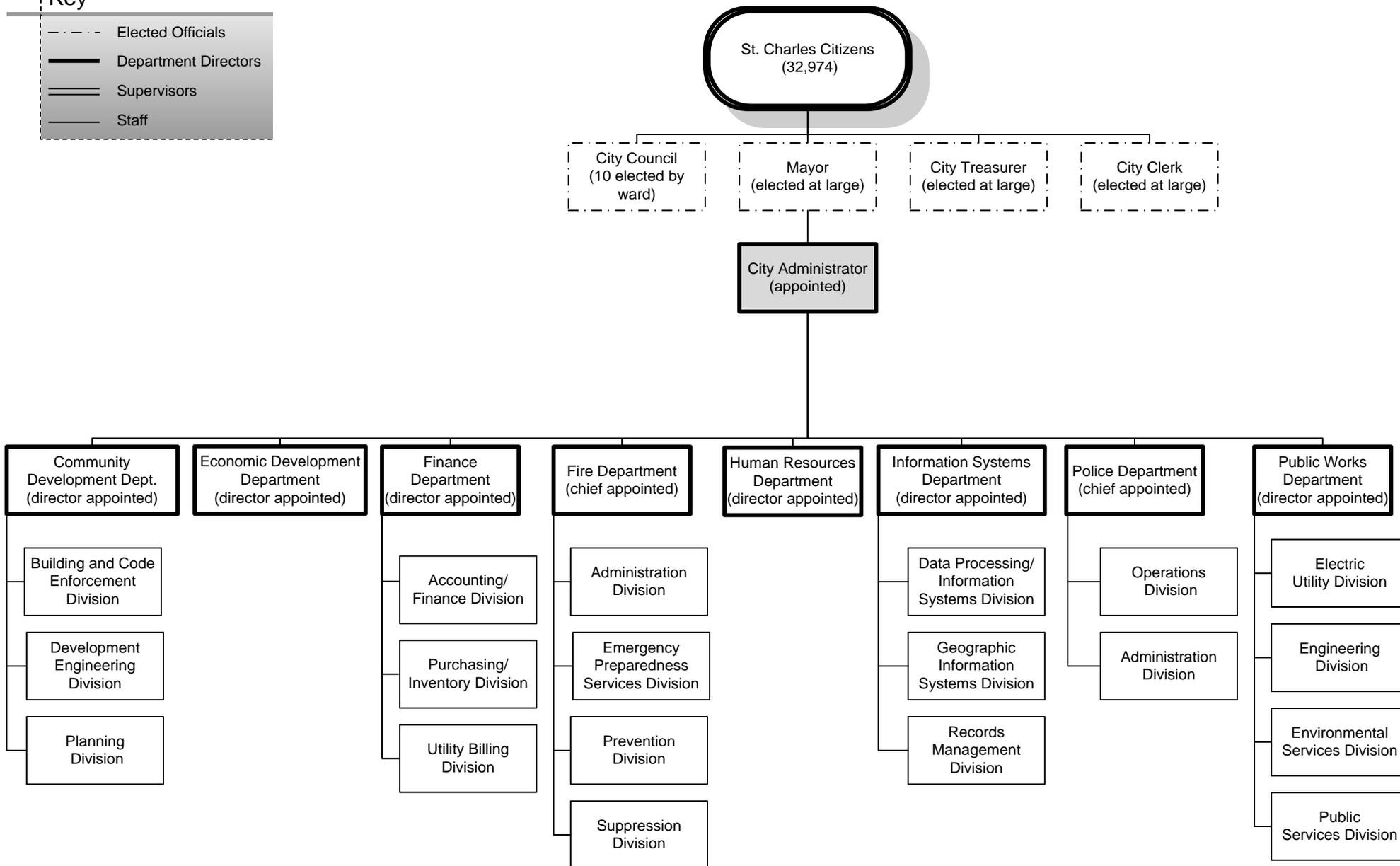
LENGTH OF TERMS

Corridor Improvement Comm – 3 years
Mental Health Board – 4 years
Senior Services Comm – 3 years
Visitors Cultural Comm – 3 years
Zoning Board of Appeals – 5 years
Firemen's Pension Fund Board – 3 years
Housing Commission – 3 years

Historic Preservation Comm – 3 years
Plan Commission – 4 years
Tree Comm – 4 years
Youth Comm – 2 years
Bd. of Fire & Police – 3 years
Police Pension Board – 2 years
Building Board Review – 3 years

Key

- - - - Elected Officials
- ▬ Department Directors
- ▬ Supervisors
- ▬ Staff





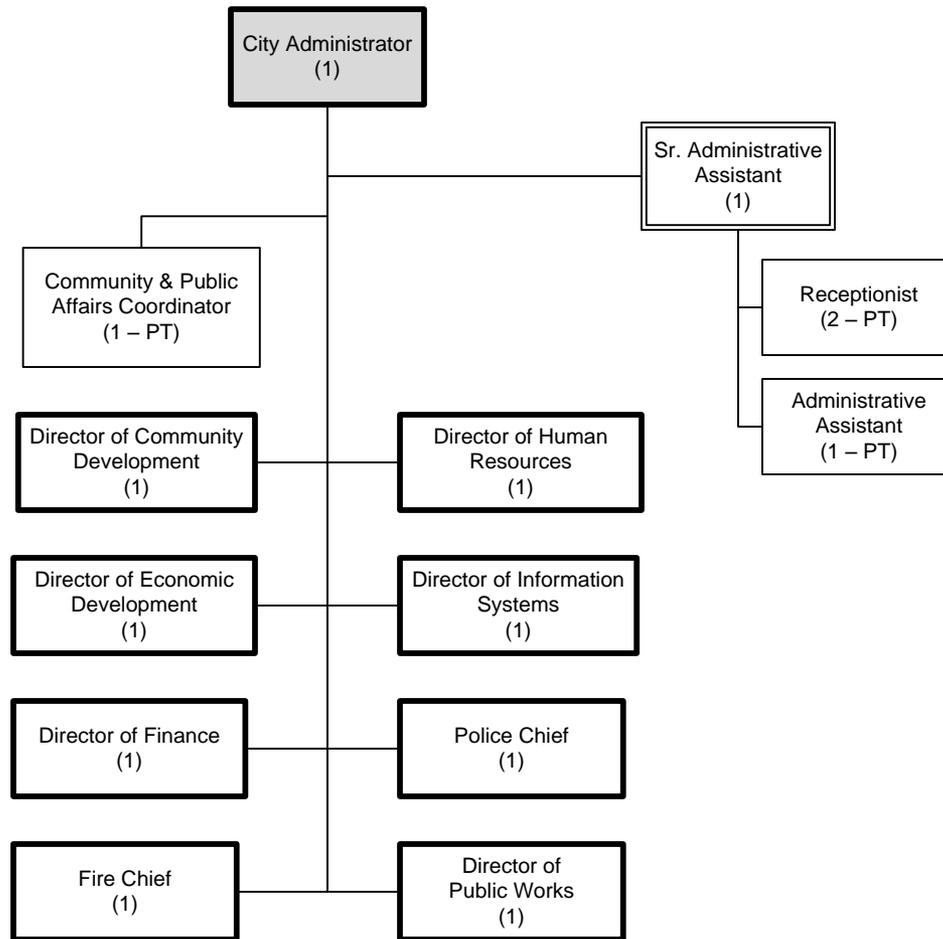
City of St. Charles, IL

City Administrator's
Office

7/28/2011

Key

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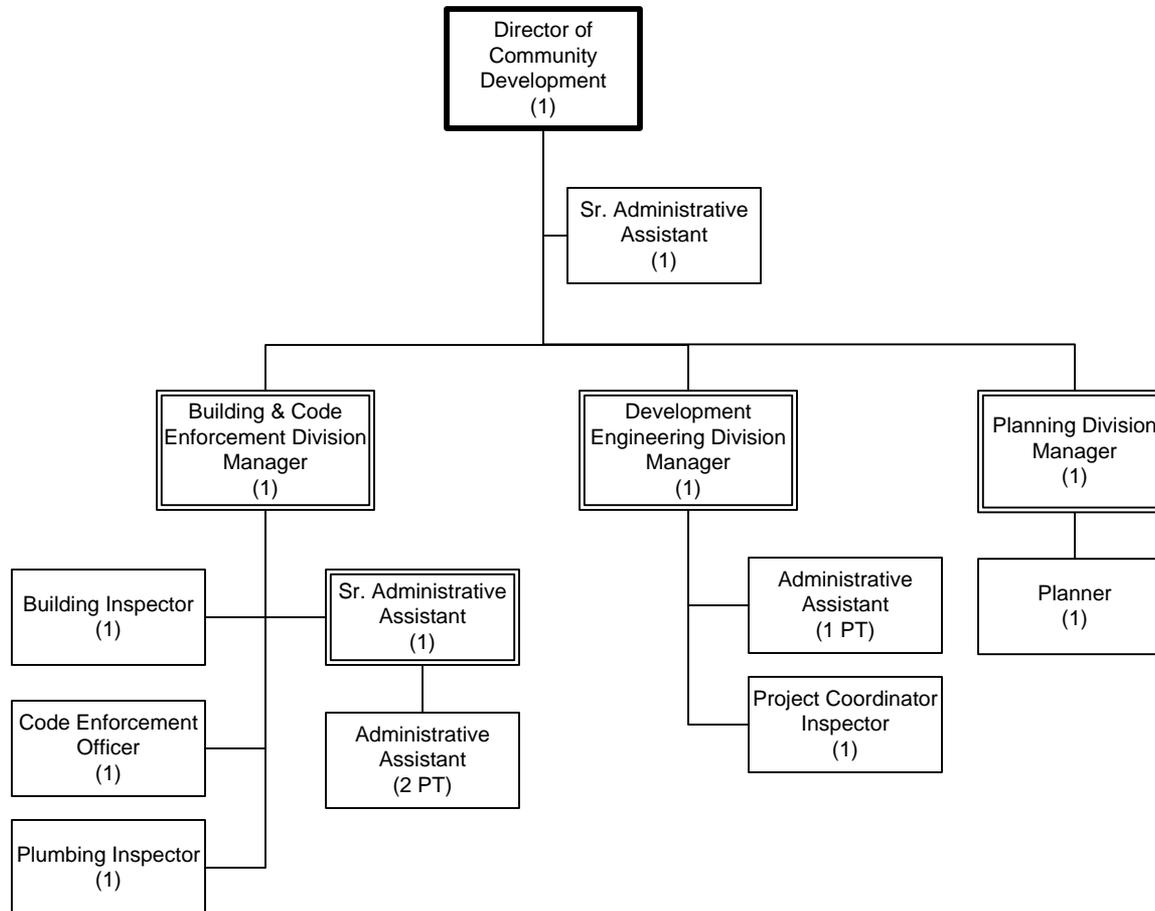
City of St. Charles, IL

Community
Development Dept.

7/28/2011

Key

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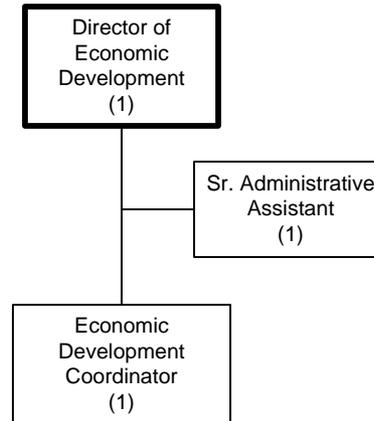
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Economic Development
Department

7/19/2011

Key

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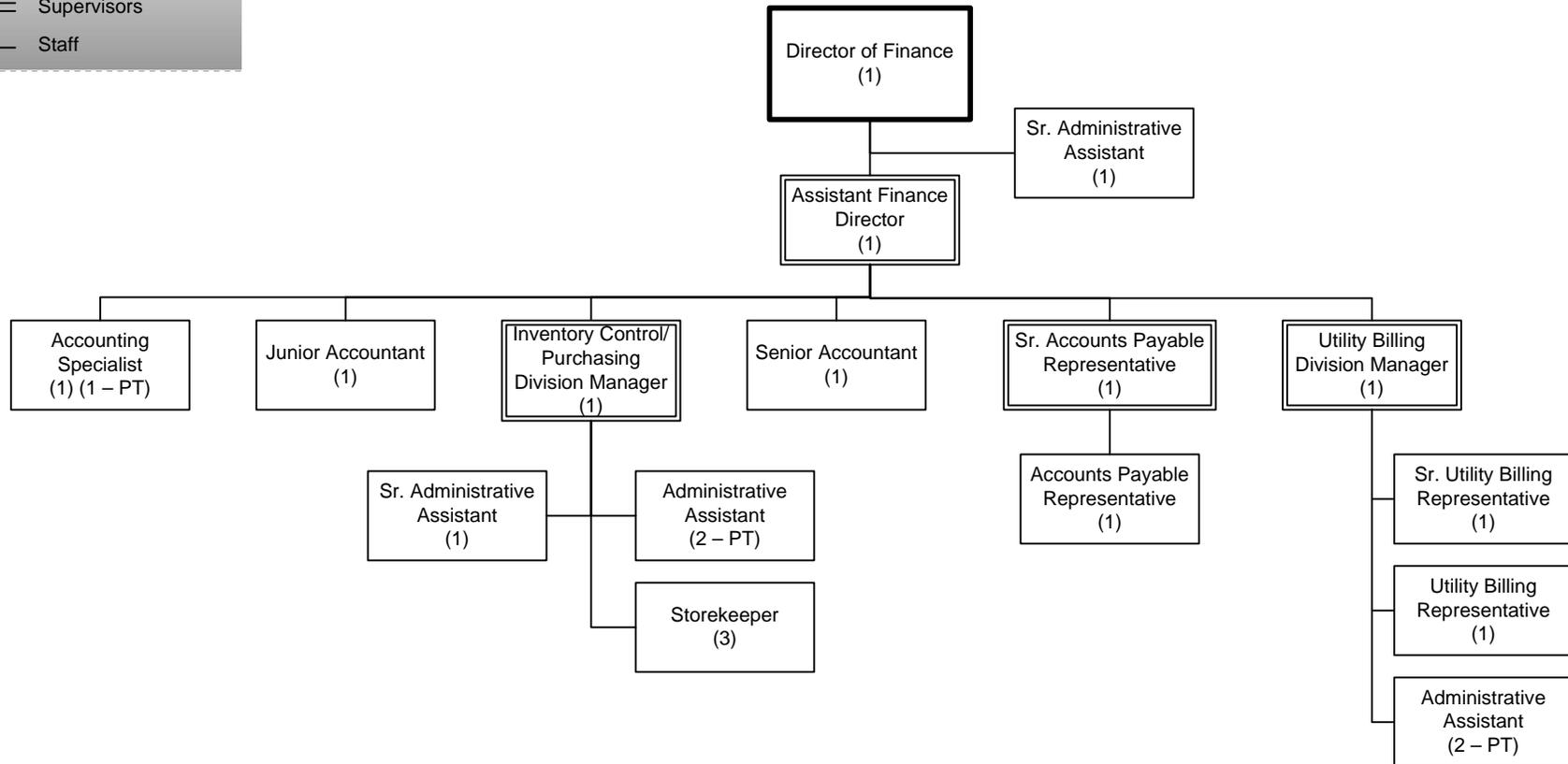
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Finance Department

7/26/2012

Key

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- Supervisors
- Staff





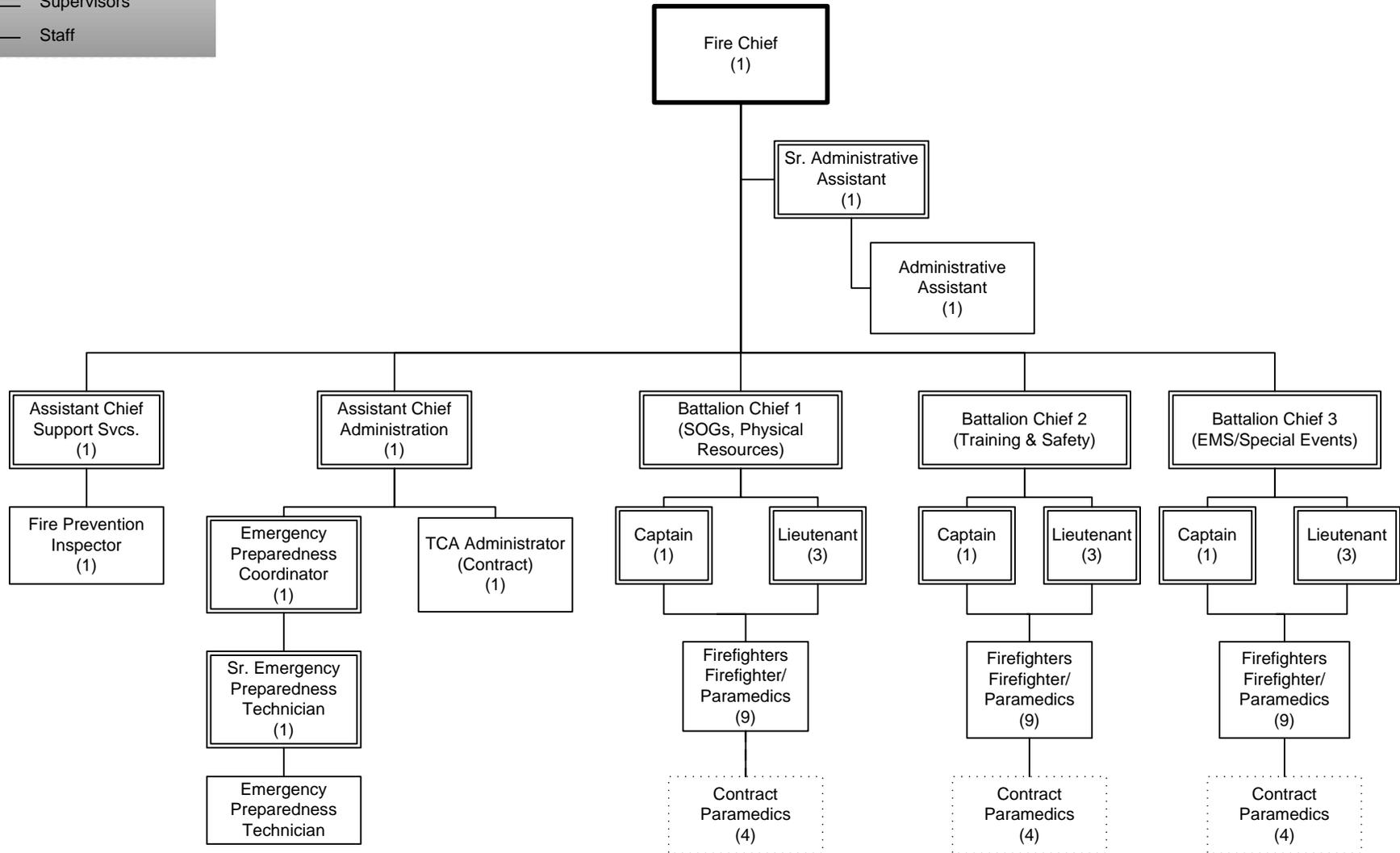
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Fire Department

7/26/2012

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- Staff





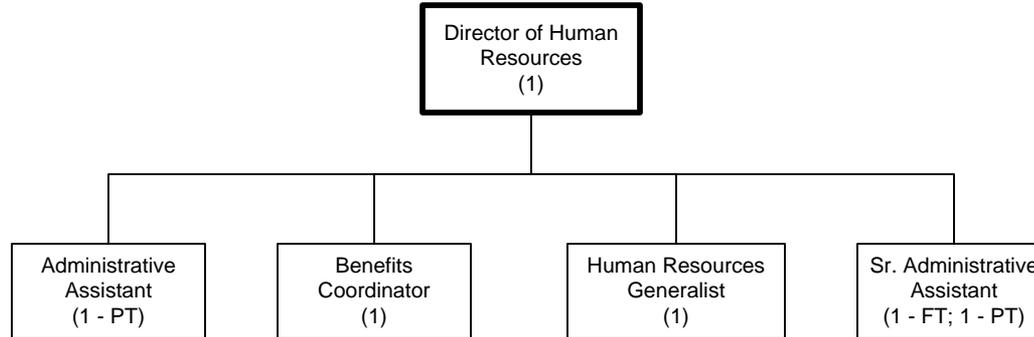
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Human Resources
Department

7/28/2011

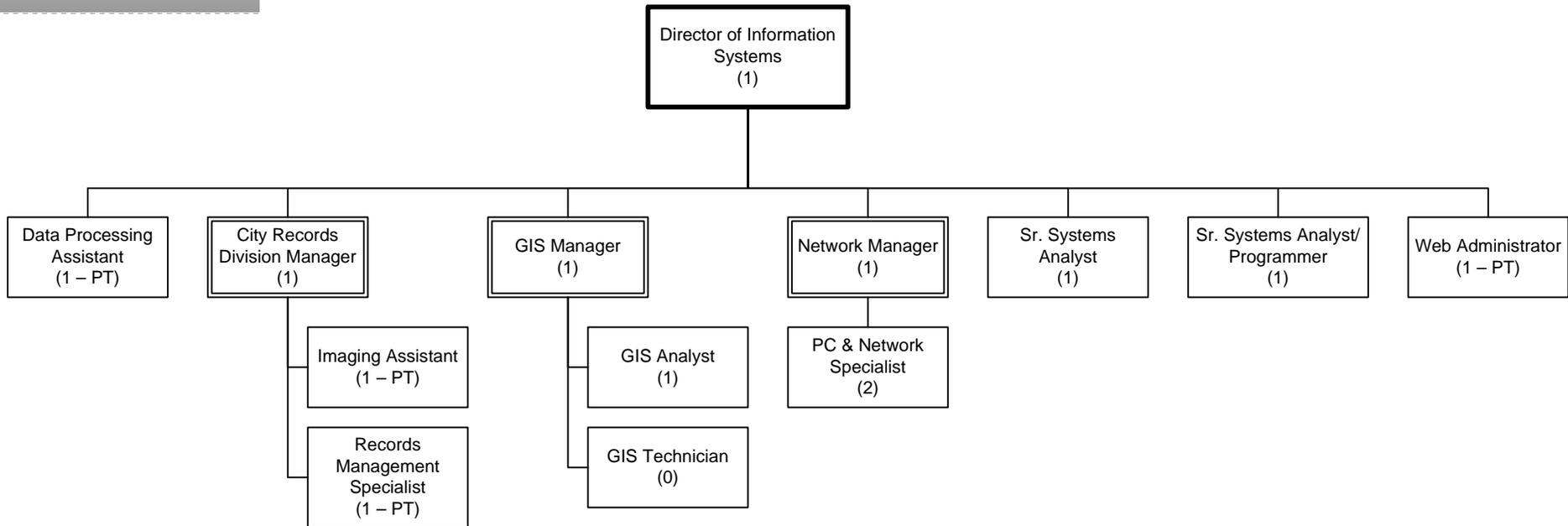
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- ==== Supervisors
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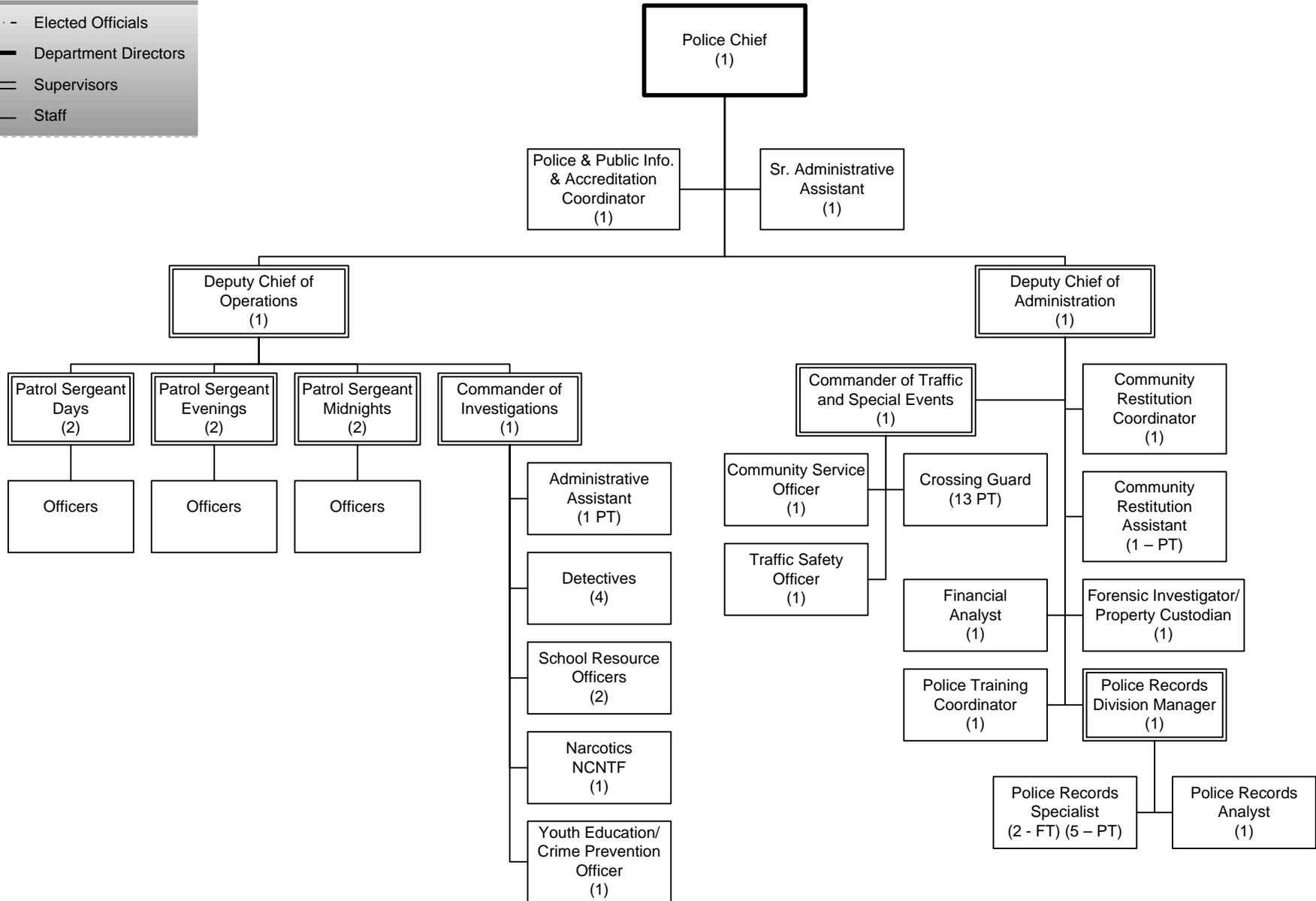
City of St. Charles, IL

Police Department

7/26/2012

Key

- Elected Officials
- Department Directors
- Supervisors
- Staff



Key

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