



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.

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### **FOIA Officers**

#### **General Requests:**

Sue Torres  
Christel Gibbons

#### **Police Department Requests:**

Kim Schult  
Kathy Rust  
Lisa Blackwell

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## 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](mailto: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](mailto: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.

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## 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.

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## 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)

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## **City of St. Charles Locations**

### **City Hall**

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

### **Fire Station 1 (Administration)**

112 N. 1<sup>st</sup> 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

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## **Miscellaneous Information**

Operating Budget FY 2013/14 \$149,305,666

Fulltime Employees 237 approximately

Part-time Employees 64 approximately

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