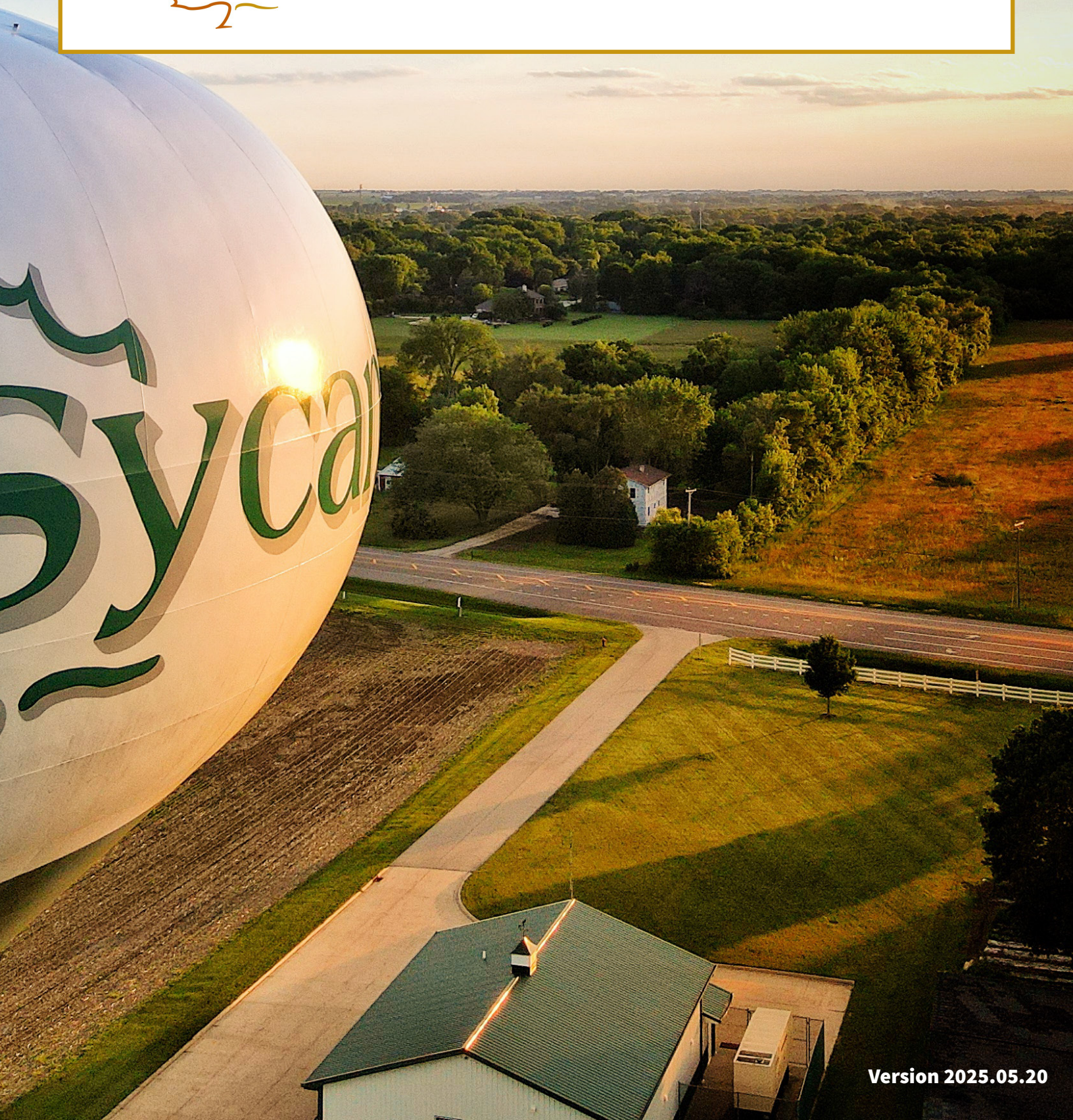




5 ILCS 140/4





5 ILCS 140/4

CITY OF SYCAMORE, ILLINOIS

5 ILCS 140/4 (from Ch. 116, par. 204)

Sec. 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, each of the following:

(a) A brief description of itself, which will include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act.

A public body that maintains a website shall also post this information on its website.

(Source: P.A. 96-542, eff. 1-1-10; 96-1000, eff. 7-2-10.)

TABLE OF CONTENTS

ABOUT THE CITY	3
Brief description, Summary of purpose (Mission Statement)	
CITY OFFICES	3
Number and location of separate offices	
FAST FACTS	3
Operating budget, Total number of employees	
FOIA & FILING REQUEST INFORMATION	3
Methods of requesting information and public records, Freedom of Information Officers, General Fees	
CITY BOARDS, COMMITTEES, & COMMISSIONS	4
Identification and membership	
ORGANIZATIONAL STRUCTURE	5
Block diagram giving functional subdivisions	
ADDITIONAL RESOURCES	
FOIA Request Form, City-wide requests	6
FOIA Request Form, Police Department requests	7
FOIA Fee Listing	8



5 ILCS 140/4

CITY OF SYCAMORE, ILLINOIS

ABOUT THE CITY

The City of Sycamore is in DeKalb County, Illinois, with a population of 18,580 as of the 2020 US Census. The City is a home-rule municipality and operates under the Council-Manager form of government. The City of Sycamore has a total area of 9.74 square miles.

Our mission at the City of Sycamore is to provide effective leadership, sound fiscal management, and high-quality services that enhance the overall quality of life for our residents. We are committed to fostering a safe, vibrant, and inclusive community where residents thrive, businesses prosper, and the natural beauty of our surroundings is preserved for further generations. Through transparent governance, responsible stewardship of resources, and proactive engagement with our citizens, we strive to enhance the quality of life, promote economic growth, and ensure equitable access to services and opportunities for all.

CITY OFFICES

The City of Sycamore is comprised of six (6) offices:

City Administration — 308 West State Street

- City Clerk (1st Floor)
- Finance Department (1st Floor)
- Human Resources Department (2nd Floor)
- City Manager's Office (2nd Floor)
- Mayor's Office (2nd Floor)
- City Council (2nd Floor)

Sycamore Police Department — 535 DeKalb Avenue

Sycamore Fire Station 1 — 535 DeKalb Avenue

Sycamore Fire Station 2 — 2100 Frantum Road

Community Development — 541 DeKalb Avenue

Public Works — 475 North Cross Street

FAST FACTS

Population Estimate: 18,580 (2020 US Census)

Operating Budget: \$56.6 million

Total Number of Employees (FY25): 112 full-time, 23 part-time

Bond Rating: Aa2

FOIA & FILING REQUEST INFORMATION

Individuals wishing to inspect or receive copies of City records may submit a request for records via email or complete a written FOIA Request Form. Forms are available at www.cityofsycamore.com/FOIA, in the City Clerk's office at 308 West State Street, and at the Police Department at 535 DeKalb Avenue.

The public body must generally comply with the request within five (5) working days. Certain exceptions allow an additional five (5) days. Commercial requests will be responded to within thirty (30) days.

CITY OF SYCAMORE FREEDOM OF INFORMATION OFFICERS

Mary Kalk, City Clerk
308 West State Street, Sycamore
Email: FOIA@cityofsycamore.com
Phone: 815-895-4515
Fax: 815-899-2054

Katie Banasiak, Management Analyst
308 West State Street, Sycamore
Email: FOIA@cityofsycamore.com
Phone: 815-895-6746
Fax: 815-895-1760

Colleen Overton — Police Department Records
535 DeKalb Avenue, Sycamore
Email: FOIA@sycamorepd.com
Phone: 815-895-3435
Fax: 815-895-7066

GENERAL FEES

There is no charge for the first fifty (50) pages of letter- or legal-sized paper copies. For any additional letter- or legal-sized pages requested beyond the first fifty (50), a fifteen-cent (\$0.15) per page copying fee will be added. Color or oversized copies will be charged to the requestor at actual cost. The cost of certification will be \$1.00. Additional fees may apply — please reference the FOIA Fee Listing page included in this reference packet (page 8).

For more information, please visit our website at www.cityofsycamore.com.



5 ILCS 140/4

CITY OF SYCAMORE, ILLINOIS

CITY BOARDS, COMMITTEES, & COMMISSIONS

CITY COUNCIL

Mayor Steve Braser
City Clerk Mary Kalk
City Manager Michael Hall
Aldersperson Alan Bauer (First Ward)
Aldersperson Alicia Coskey (First Ward)
Aldersperson Mike Rodriguez (Second Ward)
Aldersperson Chuck Stowe (Second Ward)
Aldersperson Nancy Copple (Third Ward)
Aldersperson Marvin Barnes (Third Ward)
Aldersperson Ben Bumpus (Fourth Ward)
Aldersperson Virginia Sherrod (Fourth Ward)

FINANCE COMMITTEE (COUNCIL COMMITTEE)

PUBLIC SAFETY COMMITTEE (COUNCIL COMMITTEE)

PUBLIC WORKS COMMITTEE (COUNCIL COMMITTEE)

HUMAN RELATIONS COMMISSION

Mary Bauer
Fr. Carl Beekman
Rev. Steve Persson
Charles Ridulph
Jesus Romero

PUBLIC LIBRARY BOARD

Kevin White
Mary Fischer
Austin Hofer
Terese Dudek
Nate Meyer
Nancy Copple
Jill Franke
Jessica Johnson
Valerie St. James

BEAUTIFICATION COMMITTEE

Alicia Cosky
Suzanne Lehto
Chelsea McGhee
Alec Rossiter
Cindy Henderson
Ed Kuhn

BOARD OF FIRE & POLICE COMMISSIONERS

Tana Knetsch, Chairperson
Samantha Dailey
Manuel Pena

FIRE PENSION BOARD

Eric Walker, President
John Pink, Secretary
Kurt Mathey, Retiree
Bart Gilmore, Appointee
Brandon Diviak, Appointee
Kristian Dominguez, Ex Officio

POLICE PENSION BOARD

Justin Kness, President
Keith Snyder, Vice President & Retiree
Andrew Mankivsky, Secretary
Dave Leifheit, Appointee
Chuck Rose, Appointee
Kristian Dominguez, Ex Officio

PLANNING & ZONING COMMISSION

Nate Kitterman, Chairperson
Alan Zantout
Matt Woodstrup
Rachel Sauber
Dave Finney
Eli Hamingson
TBD, School District Representative
Daryl Graves, Park District Representative
Chuck Stowe, City Representative
Jill Franke, Library Board Representative
Doug Breunlin
Keith Foster, Attorney
Mary Kalk, Secretary

ECONOMIC DEVELOPMENT COMMISSION

Scott Carlson
Chad Jewett
Jeff Fischer
Kristin Miller
Tom Weaver
Michelle Schulz
Rod Schairer
Pete Paulsen, Council Representative
Rose Trembl, Chamber of Commerce Representative
Paul Borek, DCEDC Representative
Kevin Buick, Attorney
Michael Hall, City Manager
Steve Braser, Mayor

LIQUOR COMMISSION

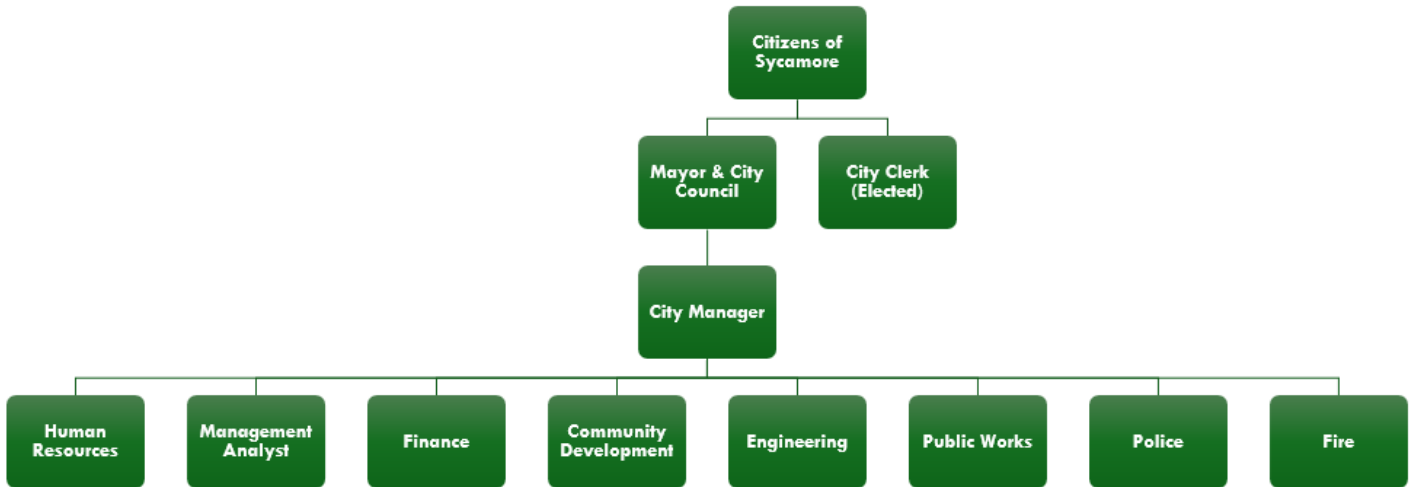
Steve Braser, Mayor
Kevin Buick, Attorney



5 ILCS 140/4

CITY OF SYCAMORE, ILLINOIS

ORGANIZATIONAL STRUCTURE





FREEDOM OF INFORMATION REQUEST

Requestor's Name: _____

Address: _____ **City, State, Zip** _____

Telephone #: _____ **Email:** _____

Company/Organization: _____

Records Sought (be as specific as possible, use additional sheets if necessary):

Are these records to be used for commercial purposes? **Yes** **No**

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing that it is for a commercial purpose, if requested by the public body. [5 ILCS 140.3.1\(c\)](#).

Please indicate if you wish to inspect the above referenced records, wish a copy or both:

	Inspection	Copy	Both
Do you wish to have copies certified?	Yes	No	

Signature of Requestor _____

The City will respond within five (5) business days of the receipt of the request.
(commercial requests will be responded to within thirty (30) days)

Fees: There is no charge for the first 50 pages of letter or legal sized paper copies. For any additional letter or legal sized pages requested beyond the first 50, a fifteen cent (15¢) per page copying fee will be added. Color or oversized copies will be charged to the requestor at actual cost. The cost of certification will be \$1.00.

.....

(For Official Use Only)

Date Request Received ____ / ____ / ____

Date Response Due ____ / ____ / ____

Number of Pages Copied: _____

Cost: _____

Notes:



Police Department

James E. Winters

Chief of Police

FREEDOM OF INFORMATION REQUEST

Direct requests to:

FOIA Officer, Sycamore Police Department, 535 DeKalb Ave Sycamore, IL. 60178

Fax: 815-895-7066

E-Mail: FOIA@Sycamorepd.com

Please complete the two boxed sections below

Name of Requesting Individual: _____		Today's Date: _____	
Address: _____	City: _____	State: _____	Phone: _____
Email Address: _____			

Requests for information must be as specific as possible

Report Number of Records Sought: _____ Date: _____ Time: _____

What exact information is requested?

Please indicate if you would like to review the requested records or a copy of the records

or both: ☐ Review ☐ Copy ☐ Both

Are the requested records to be used for a commercial purpose? ☐ Yes ☐ No

Signature of Requestor _____

Fees: There is no fee for the first fifty (50) black and white pages of letter or legal sized paper copies. For any additional letter or legal sized pages requested beyond the first fifty, a \$0.15 per page copying fee will be added. Color and oversized copies will be charged to the requester at actual cost.

The department will respond to this request within 5 business days

(Commercial requests will be responded to within 21 days of request)

The section below is for police department use only

Request Received by: _____ Date Requested Received: ____/____/____

Completed Requests

Request turned over to: _____

Number of pages copied: _____ Cost, if any: _____

Report Number(s): _____



5 ILCS 140/4

CITY OF SYCAMORE, ILLINOIS

FOIA FEE LISTING

PRODUCTION FEES (5 ILCS 140/6(a), 5 ILCS 140/6(a-5), 5 ILCS 140/6(b))

a. Paper – First (50) pages free, then	\$0.15/page
b. Record Certification	\$1.00/quantity
c. USB	Varies
d. CD/DVD	Varies
e. Police Accident Report	\$5.00/quantity
f. Subpoenas	\$25.00/quantity
g. Non-PDF Data (Voluminous requests only)	
i. Not more than (2) megabytes	\$20.00/quantity
ii. More than (2) but not more than (4) megabytes	\$40.00/quantity
iii. More than (4) megabytes	\$100.00/quantity
h. PDF Data (Voluminous requests only)	
i. Not more than (80) megabytes	\$20.00/quantity
ii. More than (80) but not more than (160) megabytes	\$40.00/quantity
iii. More than (160) megabytes	\$100.00/quantity

LABOR FEES (Commercial requests only) (5 ILCS 140/6(f))

a. First (8) hours spent searching for and redacting responsive documents are done without charge; time thereafter is	\$10.00/hour
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Other fees may be charged pursuant to statute.

For any request that incurs a fee, an invoice will be sent prior to the records being released.

Please visit www.cityofsycamore.com/FOIA for mor information regarding FOIA requests.

CITY OF SYCAMORE FREEDOM OF INFORMATION OFFICERS

Mary Kalk, City Clerk
308 West State Street, Sycamore
Email: FOIA@cityofsycamore.com
Phone: 815-895-4515
Fax: 815-899-2054

Katie Banasiak, Management Analyst
308 West State Street, Sycamore
Email: FOIA@cityofsycamore.com
Phone: 815-895-6746
Fax: 815-895-1760

Colleen Overton – Police Department Records
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Phone: 815-895-3435
Fax: 815-895-7066