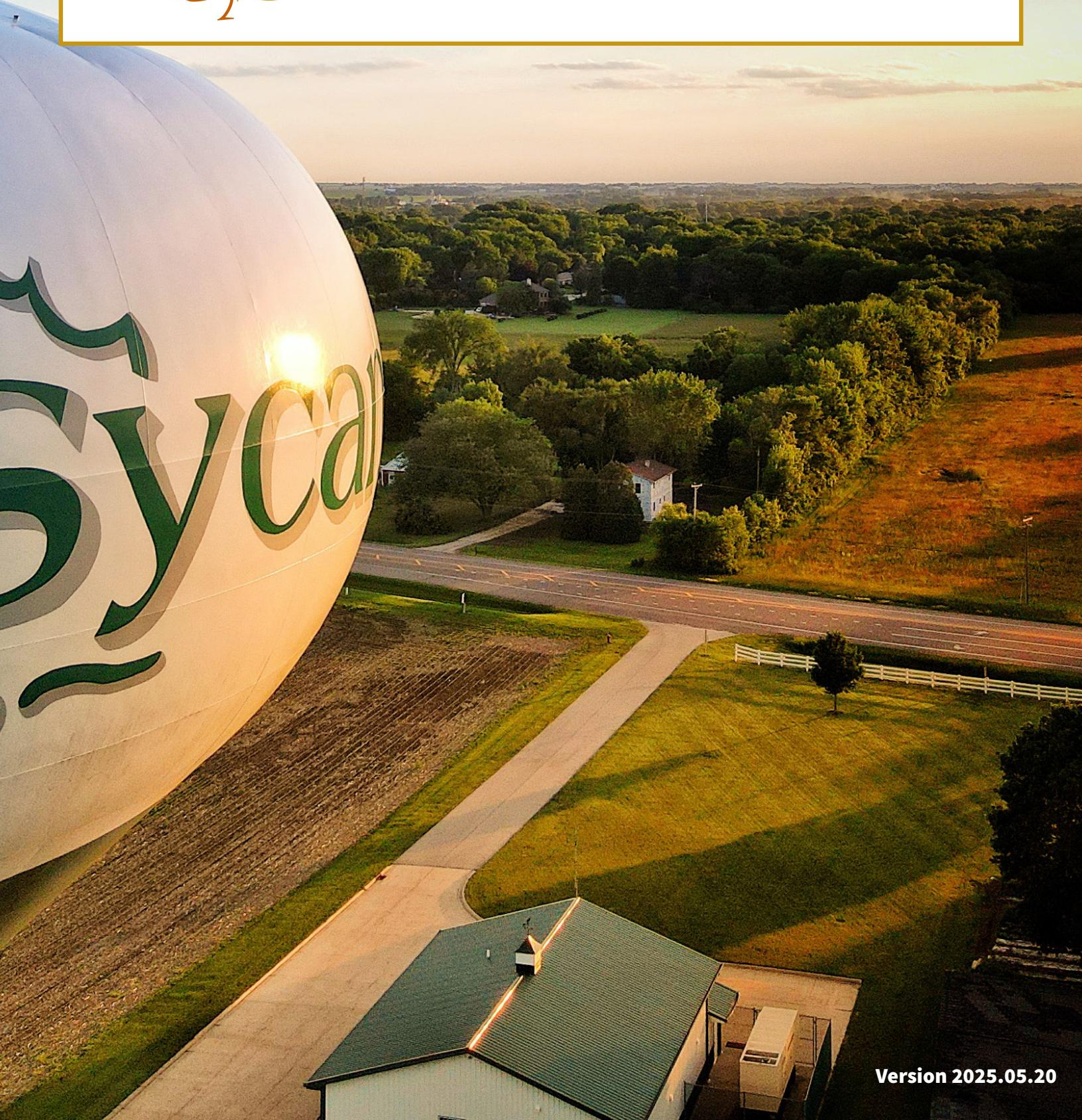




**5 ILCS 140/4**





# 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.)

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# 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 (1<sup>st</sup> Floor)
- Finance Department (1<sup>st</sup> Floor)
- Human Resources Department (2<sup>nd</sup> Floor)
- City Manager's Office (2<sup>nd</sup> Floor)
- Mayor's Office (2<sup>nd</sup> Floor)
- City Council (2<sup>nd</sup> 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](http://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](mailto:FOIA@cityofsycamore.com)  
Phone: 815-895-4515  
Fax: 815-899-2054

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

Colleen Overton – Police Department Records  
535 DeKalb Avenue, Sycamore  
Email: [FOIA@sycamorepd.com](mailto: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](http://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  
Alderperson Alan Bauer (First Ward)  
Alderperson Alicia Coskey (First Ward)  
Alderperson Mike Rodriguez (Second Ward)  
Alderperson Chuck Stowe (Second Ward)  
Alderperson Nancy Copple (Third Ward)  
Alderperson Marvin Barnes (Third Ward)  
Alderperson Ben Bumpus (Fourth Ward)  
Alderperson 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 Mankovsky, 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 Hamington  
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 Tremi, Chamber of Commerce Representative  
Paul Borek, DCEDC Representative  
Kevin Buick, Attorney  
Michael Hall, City Manager  
Steve Braser, Mayor

#### LIQUOR COMMISSION

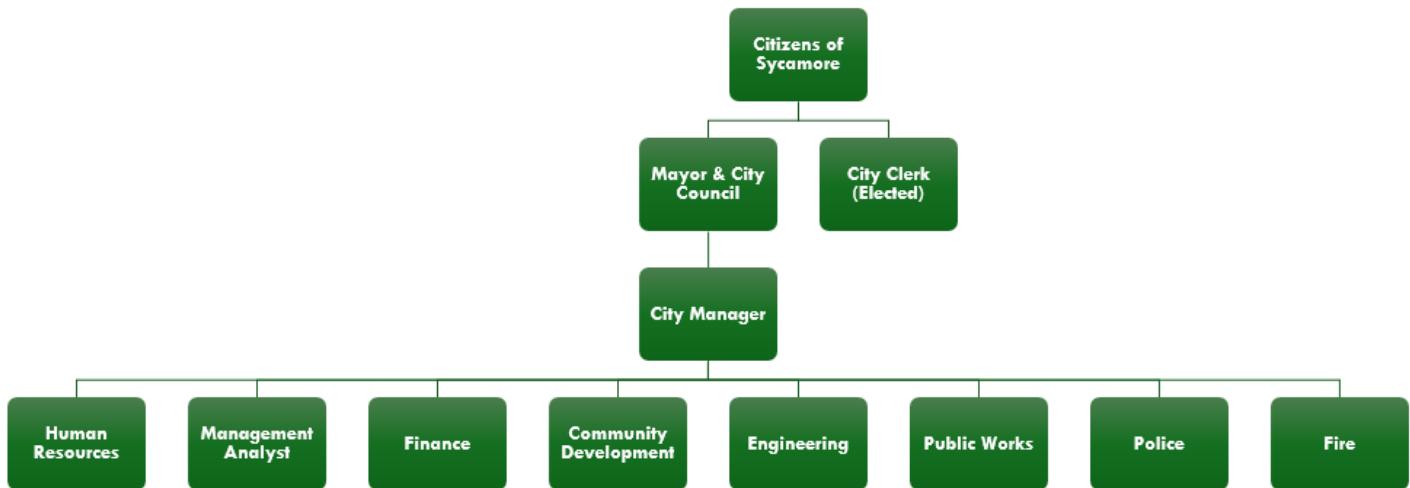
Steve Braser, Mayor  
Kevin Buick, Attorney



# 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):**

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**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:

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# 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](mailto: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](http://www.cityofsycamore.com/FOIA) for more information regarding FOIA requests.

### CITY OF SYCAMORE FREEDOM OF INFORMATION OFFICERS

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

Katie Banasiak, Management Analyst  
308 West State Street, Sycamore  
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