

City of O'Fallon Freedom of Information Access of Municipal Documents



The City of O'Fallon operates as an incorporated City as set forth in the Illinois Revised Statutes, and as a general purpose unit of local government as provided for in the Constitution of the State of Illinois.

The underlying purpose of any local government body is to assure the health, safety and welfare of its residents. To accomplish this purpose, the City of O'Fallon provides services noted in the organizational chart above.

The City's Operating Budget is approximately \$66,883,640. Copies are available at the O'Fallon City Hall.

The City has 160 full-time employees, and 150 part-time employees, depending on the season and varying requirements to provide services.

CITY OFFICIALS

Mayor Gary Graham
City Clerk Philip Goodwin
Treasurer David Hursey

City Council

1st Ward:	Gene McCoskey	Richie Meile
2 nd Ward	Ed True	Jerry Albrecht
3 rd Ward	Jerry Mouser	Kevin Hagarty
4 th Ward	John Drolet	Herb Roach
5 th Ward	Michael Bennett	Courtney Cardona
6 th Ward	Jim Hursey	Ray Holden
7 th Ward	David Cozad	Harlan Gerrish

COUNCIL COMMITTEES:

Community Development	Parks and Environment
Public Works	Public Safety
Finance and Administration	

CITY COMMISSION'S AND BOARD'S RESPONSIBILITIES

Planning Commission: Oversees development proposals.

Board of Fire and Police Commissioners:
Oversees appointment, promotion and removal of all full-time fire and police officers.

Police Pension Fund Board of Trustees:
Oversees operation of police retirement funds.

Library Board: Oversees operation of city library.

Zoning Hearing Officer:

Purpose is to decide questions involving the interpretation of any provision or term including the determination of the exact location of any district boundary, if there is uncertainty surrounding such issues. He has the ability to create variances for the purpose of varying or adapting the strict application of any requirements of said ordinance.

METHOD FOR REQUESTING INFORMATION FROM CITY EMPLOYEES

Many of the records for the City of O'Fallon may be found on our website: www.ofallon.org. The City will honor requests for non-exempt information as prescribed by this Freedom of Information Act. All requests must be in writing and should contain the name, address, and contact information for the requestor, as well as a description of the records being requested. Request forms may be used and are available at all city offices, on our website or may be mailed to the requestor, if desired. Address requests for information to the following departments, according to subject matter of the request.

<u>City Hall</u>	<u>Police/EMS Department</u>	<u>Fire</u>
<u>Department</u> Maryanne Fair, FOIA Officer, 255 S. Lincoln Administration, Financial, Utility Billing, Engineering, IT	Jeff Wild, Deputy FOIA Officer, 285 N. Seven Hills Emergency Medical Activities	Craig Schmidt Deputy FOIA Officer 567 W. 3 rd St. Fire Related
<u>Public Works</u> 318 W. 2 nd St. Direct requests City Hall	<u>Park Department</u> 308 E. 5 th St. Direct requests to to City Hall	<u>Library</u> Molly Scanlan Deputy FOIA Officer 120 Civic Plaza

Any questions, complaints, or appeals concerning this procedure should be addressed to FOIA Officer, Maryanne Fair, Deputy City Clerk, 255 S. Lincoln Ave., O'Fallon, Illinois 62269. The first fifty (50) pages will be provided free of charge. A \$0.15 charge will be made for each additional page of copied material requested. Certification is \$1.00 per document.

Any request for information must be in writing and as specific as possible. Under Illinois Code 140, Illinois' Freedom of Information Act, the City Freedom of Information Officer must comply with or deny the request within 5 working days. Denial must be in writing.

An additional 10 working days are allowed to complete the request if certain circumstances exist. The requestor must be notified of the reason for the delay, in writing, within the initial 5-day response time.

The Illinois Freedom of Information Act 5 ILCS 140/7 exempts the following types of information from the provisions of the law: <http://www.ilga.gov/legislation/ilcs/>.

For a complete listing of exemptions, the entire Act is detailed on the website of Lisa Madison, Attorney General, State of Illinois, <http://www.illinoisattorneygeneral.gov/>.