

CITY OF GALENA, ILLINOIS



Freedom of Information Act Directory

How to file a Freedom of Information Act request:

1. Please make your request for records in writing. The City of Galena prefers that a requestor use the form available through a FOIA Officer or from the City's website at <http://www.cityofgalena.org>. We will honor all requests lawfully submitted to the Municipality through personal delivery, mail, fax, or email. Please direct your request to:
 - a. City of Galena
FOIA Officer – City Clerk
City of Galena
101 Green Street
Galena, IL 61036
Fax: 815-777-3083
E-mail: mhyde@cityofgalena.org
 - b. City of Galena Police Department
FOIA Officer – Police Clerk
Galena Police Department
312 N. Main Street
Galena, IL 61036
Fax: 815-777-4736
E-mail: mdavis@cityofgalena.org
 - c. City of Galena Fire Department
FOIA Officer – City Clerk
City of Galena
101 Green Street
Galena, IL 61036
Fax: 815-777-3083
E-mail: mhyde@cityofgalena.org
2. Please be specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.

- 4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a \$.15 per page charge (see next page for fees established or FOIA Request Form for additional information).
- 5. Please include your name, preferred telephone number(s), mailing address, and if you wish, your electronic mail address.
- 6. The City’s Freedom of Information Policy is available upon request.

Fees Established

The Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. provides for the following fees to be charged by public bodies. Unless fees are waived or reduced as stated in “Waiver of Fees” below, each Requestor must pay the following for copying, certification, and mailing of the public records:

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| 1. Copies – letter or legal | \$.15 per side |
| 2. Copies – color or oversize | Actual cost of reproduction |
| 3. Certification | \$1.00 per document plus copy cost |
| 4. Recording media | Actual cost of media (i.e. computer media, disks, tapes) |
| 5. Statutory Fees | Rate authorized by statute |
| 6. Mailing | Actual cost of postage |

However, there will be no charge for the first 50 pages of letter or legal or legal size black and white copies for a Requestor, except for requests for commercial purposes. When the service of an outside vendor is required to copy any public record, the actual charge of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

In the event that the Municipality provides records in response to a request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.

Method of Payment:

Payment of all required fees must be made in cash, by a cashier’s or certified check, or by money order prior to the examination, copying, or certification of any public record.

Waiver of Fees:

The fees provided above may be waived or reduced by the FOIA Officer if the Requestor states the specific purpose of the request on the request form and establishes to the reasonable satisfaction of the FOIA Officer that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed. A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit to the Requestor. The FOIA Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

Summary of the Municipality's Purpose:

The Mission Statement of the City of Galena is:

“In order to maintain and enhance the quality of life and unique historic character of our community the City of Galena provides quality municipal services that protect and promote the public health, safety and general welfare. The services are provided with a commitment to excellence, efficiency, equity and fiscal responsibility.”

City of Galena Council Meetings:

The City Council meets the second and fourth Mondays of each month. If the day for holding a regular meeting of the City Council falls on a holiday, such meeting will be held on the next succeeding secular or business day. Council Meetings are held at City Hall, 101 Green Street, Galena.

City Operating Budget:

The City currently has an operating budget of approximately \$11.9 Million Dollars.

City Census Population:

The population of the City is 3,429 (2010 Census).

Types of Records Available from the Municipality

Administration: annual financial reports; sales tax receipts; liquor license fees; other license fees; accounts payables and receivables; salary schedules; administrative memoranda; correspondence received by the City; correspondence sent for the City; board policies, administrative rules and regulations; personnel policies; personnel files; office equipment; insurance records; capital equipment; workers compensation records; vehicle files; prevailing wage records

City Clerk: council agendas and minutes; resolutions; ordinances; tax levy ordinance; proclamations, newspaper publications and certifications; meeting calendars; agreements and contracts; communications to council, appointments and reappointments; bid specifications and tabulations; petitions for annexation; general licenses; liquor licenses; temporary liquor licenses; coin operated machines licenses; itinerant merchant permits; official bonds and oaths of office, general election records; freedom of information requests and indexes; records disposal listing

City Treasurer/Finance Department: annual treasurer's reports; annual statements; motor fuel tax reported and collected; motor fuel tax allotments; payroll records; financial statements

Building Department: lists of registered contractors; fees for building permits; building inspection reports, building, electrical, plumbing and HVAC permits, building plans, building ordinance, demolition files, notices of violation of ordinances

Zoning Department: zoning permits, sign permits, site plans; zoning maps, comprehensive plan, zoning ordinance; guest accommodation licenses; code enforcement documents; flood plain management records; storm water detention documents

Fire: department activity reports, fire fun sheets; fire investigation reports, record of alarms

Legal:

Police: accident reports; offense reports; training records

Identification and Membership of Officials, Department Heads, Advisory Boards, Commissions, Committees, or Council

Freedom of Information Act Officers

Mary Beth Hyde, City Clerk

Mary Davis, Police Department

Open Meetings Act Designees

Mary Beth Hyde, City Clerk

Zoning Board of Appeals

John Rosenthal (term expires May 1, 2016)

Ed Bochniak (term expires July 31, 2017)

Bill Nybo (term expires July 31, 2017)

Jim Holman (term expires September 30, 2015)

Jim Baranski (term expires July 31, 2019)

Dan O' Keefe (term expires September 30, 2015)

Kimberly Cook (term expires July 31, 2019)

Historic Preservation Commission

Craig Brown (term expires December 27, 2014)

Carl Johnson (term expires February 28, 2015)

Katie Wiene (term expires September 24, 2016)

John Dennerlein (term expires September 24, 2016)

Larry Wiedenheft (term expires September 24, 2016)

William Gehrts (term expires February 28, 2015)

Robert Brotheridge (term expires February 28, 2015)

Building Code Board of Appeals

Charles Marsden (indefinite term)

Wayne Fellenzer (indefinite term)

Marty Johnson (indefinite term)

Dennis Waugh (indefinite term)

Marty Rosenthal (indefinite term)