

# City of Fairview Heights

10025 BUNKUM ROAD • FAIRVIEW HEIGHTS, ILLINOIS 62208  
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## GENERAL AGENCY INFORMATION

The City of Fairview Heights (approximately 17, 000 population), is located in the St. Louis Metro-East suburban area. Fairview Heights was incorporated October, 1969. The city is governed by the Illinois Compiled Statutes, and is a Home Rule City. The Ordinances passed by the City Council are the laws of the City and are enforced by the Police Department or the Code Administrator.

The organization of the City is demonstrated in the attached chart. The budget for the City, as of May 1, 2009 is \$21,698,131. The City has an authorized employment level of 109 full time employees and 36 part time employees. The Fairview Heights City Hall is located at 10025 Bunkum Road, Fairview Heights, Illinois 62208. The Fairview Heights Mayor and City Council act as the Executive and Legislative powers for the City. Also included within the make up of the City Officials are a Treasurer and Clerk.

AVAILABILITY OF RECORDS: Records may be requested and may be received during business hours from the City Clerk's Office. The business hours are Monday through Friday from 8:30 a.m. to 5:00 p.m., except for legal holidays.

Requests for records are handled in the manner proscribed by the Illinois Freedom of Information Act, 5 ILCS 140/ et seq. Requests for information must be made in writing to be considered. Fees are charged to the extent allowed by the Freedom of Information Act.

The Freedom of Information Officer(s) for the City are: CITY ADMINISTRATOR DREW AWSUMB and CLERK SUPERVISOR CATHY BRYANT and EXECUTIVE SECRETARY BECKY SHORT.

The following records are available for immediate release: City Department Annual Reports, this document, the City's current budget, Collective Bargaining Agreements as well as the City Code.

The following records are kept at City Hall:

- Administrative Records, including budget/ financial information, contracts and agreements, schedules, allocations, etc., employee information, Freedom of Information Act requests and responses, and manuals, orders, policies and procedures.
- Other records include: all licenses and permits, title, name, address and telephone number of all officers of the city, all Ordinances and Resolutions, and all other documents belonging to the city.