

FREEDOM OF INFORMATION ACT (FOIA)

The Illinois Freedom of Information Act (FOIA) and Open Meetings Act (OMA) are laws designed to hold government accountable to the people it serves. Effective January 1, 2010, significant changes to these laws took effect in order to provide Illinois residents with a more open and transparent government.

The City of Spring Valley is a non-home rule community of 5592 residents (2020 Census) with a Mayor/Alderman form of government. The City Mayor is the chief executive officer of the City and is elected at-large to a four-year term along with the Clerk, City Treasurer, and 8 Aldermen (4 alternating every 2 years). Appointments to all non-elective offices are made by the Mayor with the advice and consent of the City Council.

BUDGET

The total appropriation for Fiscal Year 2026 is \$16,584,200.

CITY OFFICES

The City of Spring Valley maintains two offices at two locations:

City Clerk & Police Department
Spring Valley City Hall
215 N Greenwood St
Spring Valley, IL 61362

Street & Public Works Department
City Street Department
400 W First St
Spring Valley, IL 61362

EMPLOYEES

The City of Spring Valley retains approximately 76 full and part-time employees.

FOIA OFFICER

The Freedom of Information officer is Rebecca Hansen.

REQUEST OF INFORMATION & PUBLIC RECORDS

The following are instructions on how to file a Freedom of Information Act (FOIA) request with the City of Spring Valley:

Please make your request for records in writing. The City of Spring Valley does not require the completion of a standard form for this purpose.

The records that the City of Spring Valley will furnish immediately upon request include:

Minutes of the open meetings of the City of Spring Valley
Ordinances or resolutions that are maintained in print form
Directories of public officers and employees

You may submit your written request in person or by mail or e-mail.

Please direct your request to:

Rebecca Hansen
215 N Greenwood St
Spring Valley, IL 61362
Phone: 815-664-4221
bhansen@springvalleyil.gov

Police Department FOIA requests should be directed to:

Spring Valley Police Department
215 N Greenwood St
Spring Valley, IL 61362
springvalleypolice@springvalleyil.gov

1. Please be as 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.
2. 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.
3. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your email address.

FORCLOSURE NOTICES AND ORDERS

Foreclosure notices and final confirmation sale orders should be sent to the Spring Valley City Clerk, 215 N Greenwood St, Spring Valley, IL 61362.

TOTAL COMPENSATION DISCLOSURE

Effective, January 1, 2012, Public Act 97-0609 requires employers participating in the Illinois Municipal Retirement Fund (IMRF) to post the total compensation package for each employee making over \$75,000 per year. "Total compensation package" is defined in the Act to mean payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted. A physical copy of this information is available at the City Clerk's office located at 215 N. Greenwood Street, Spring Valley, IL 61362.

IMRF EMPLOYER COST & PARTICIPATION INFORMATION

In 2019, the Illinois General Assembly passed Public Act 101-0504. The law requires IMRF to post certain employer cost and participation information on its website. IMRF will update these reports annually.