



**CITY OF CRYSTAL LAKE
FREEDOM OF INFORMATION DIRECTORY**

**CITY MANAGER'S OFFICE
100 W. WOODSTOCK STREET
CRYSTAL LAKE, IL 60014
MCHENRY COUNTY**

**FREEDOM OF INFORMATION OFFICER
BRADLEY S. MITCHELL, ASSISTANT TO THE CITY MANAGER**

**PHONE: 815-459-2020
FAX: 815-459-3780**



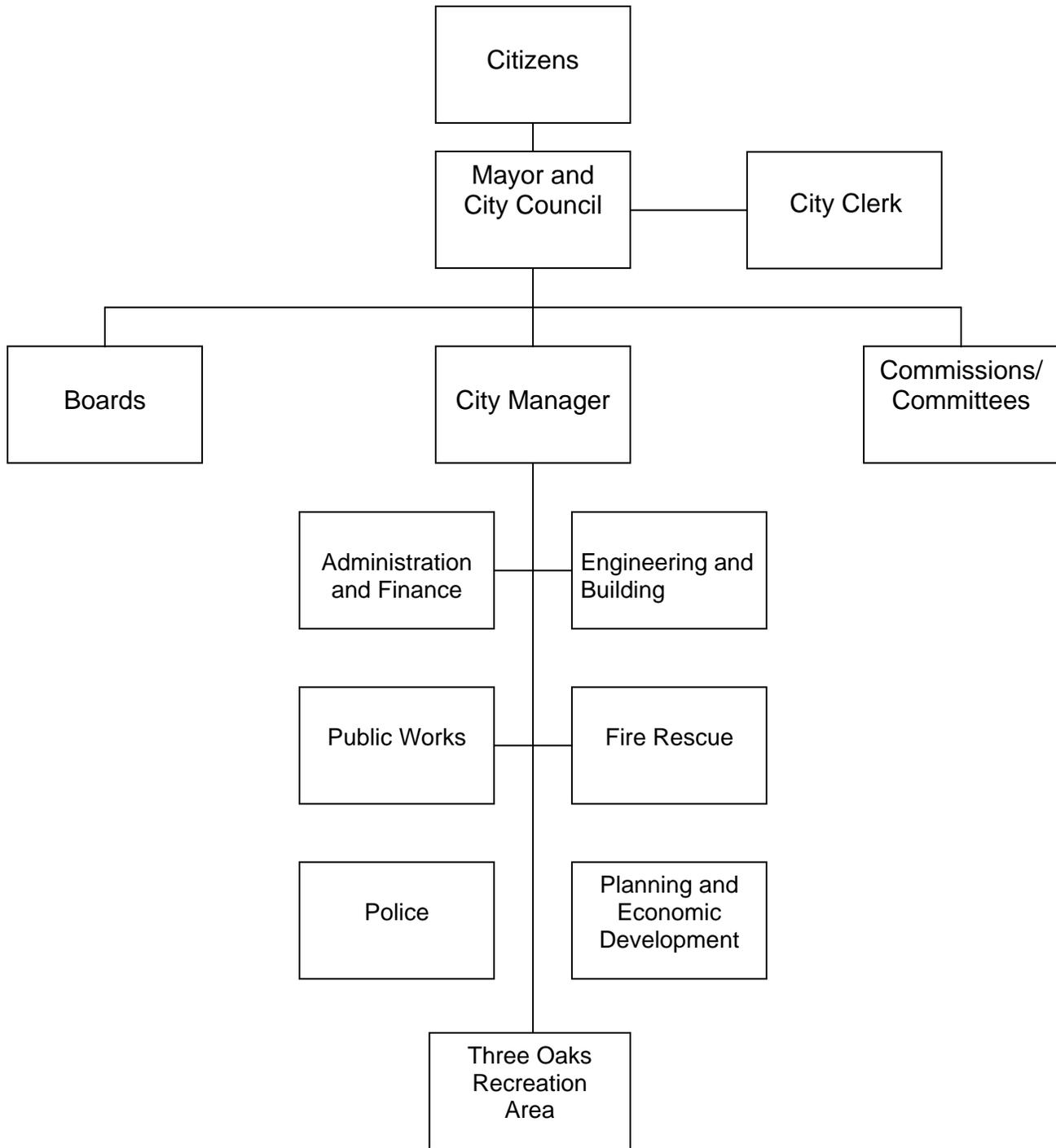
City of Crystal Lake
Elected Officials

Aaron T. Shepley, Mayor
Nick Kachiroubas, City Clerk

| | |
|---------------------|----------------|
| Ellen Brady Mueller | Council Member |
| Ralph Dawson | Council Member |
| Cathy Ferguson | Council Member |
| Brett Hopkins | Council Member |
| Cameron Hubbard | Council Member |
| Jeff Thorsen | Council Member |



CITY OF CRYSTAL LAKE ORGANIZATIONAL STRUCTURE



City of Crystal Lake

The City of Crystal Lake is a home rule unit, as defined in the 1970 Illinois Constitution.

The City operates by ordinance under a Council-Manager form of government. It has a Mayor, City Council and City Clerk elected at large, for a four-year term. The City Manager is appointed by the City Council.

The City Council meetings are held the first and third Tuesdays of each month at 7:30 p.m. in the Council Chambers.

The City Manager is responsible for an organization that is divided into six departments: Administration/Finance, Engineering and Building, Public Works, Fire Rescue, Police, and Planning and Economic Development. There are 251 full-time and 42 part-time City employees. The City has a total budget of \$93,659,565 (FY10). Crystal Lake's population is approximately 41,000.

The main offices of the City are contained in the Municipal Complex located at 100 W. Woodstock Street, Crystal Lake, Illinois, 60014. Offices at this location include the City Manager's Office, Mayor's Office, and City Clerk's Office, as well as the departments of Administration/Finance, Engineering and Building, Public Works, Fire Rescue, Police, and Planning and Economic Development.

EXECUTIVE STAFF

| | |
|----------------------|---|
| Gary J. Mayerhofer | City Manager |
| George J. Koczwar | Deputy City Manager |
| Eric T. Helm | Deputy City Manager |
| Ann L. Everhart | Director of Human Resources |
| Gregory A. Fettes | Director of Information Technology |
| James R. Black | Chief of Police |
| James P. Moore | Chief of Fire Rescue |
| Erik D. Morimoto | Director of Engineering/Building |
| Mark F. Nannini | Director of Finance/Treasurer |
| Victor Ramirez | Director of Public Works |
| Michelle V. Rentzsch | Director of Planning & Economic Development |

CITY ATTORNEY

John Cowlin - Cowlin, Curran & Coppedge



**HOW TO REQUEST INFORMATION AND PUBLIC RECORDS
FROM THE CITY OF CRYSTAL LAKE**

For your convenience, a Freedom of Information Request Form is available to you for requesting City records. It would be helpful if you would please complete a Freedom of Information Request form stating the specific type of records requested, including address and dates/time frame. Freedom of Information Request forms are available at the City of Crystal Lake offices and on the website at www.crystallake.org. Completed Freedom of Information requests should be submitted to:

Freedom of Information Officer
Bradley S. Mitchell
100 W. Woodstock Street
Crystal Lake, IL 60014
Fax: 815-459-3780

Each request will be complied with or denied within five (5) working days after its receipt. The five (5) working days time limit may be extended to include an additional five (5) working days in some cases. Each request for a commercial purpose will be complied with or denied within twenty-one (21) days after its receipt. Records will be made available for inspection and reproduction unless the records are specifically exempt under the Freedom of Information Act. Accordingly, if your request is for a commercial purpose, please indicate that it is for a commercial purpose as required under the Act.

Reproduction Costs

No charge for the first 50 pages of black and white
(legal or letter sized copies)

.15 per page after the first 50 copies
\$1.00 - Certification Cost from the Clerk's Office
All other records are charged actual costs.
Prices are subject to change without notice.

City Hall Business Hours:
Monday through Friday, 8:00 a.m. – 5:00 p.m., except holidays



Boards and Commissions

Clean Air Counts Advisory Committee

Todd Bright
Pat Dieckhoff
Steven Fuller, Chair
Kimberly Hankins
Dave Modrzejewski
Elizabeth Puchmelter
Lehn Shepherd
Pauline Walker, Vice-Chair
Vacancy

Economic Development Committee

Peter Affrunti, Sr.
Therese Feddersen (*Chamber*)
Brad Johnson
Haig Haleblian, Chairperson
Jeffrey DeHaan
Brian Fowler (*Downtown*)
Tom Riley
Andrew Hymes
Keith Saidler

Fire & Police Commission

Larry O'Meara
Ron Miller
Lori Parrish

Fire Pension Board

Darrell Cook
Thomas Arendarczyk
Adam Fowles
Appointed Positions
James Moore, Fire Rescue Chief
Mark Nannini, Director of Finance/City Treasurer

Foreign Fire Insurance Board

Mike Lucas
Joseph Forsberg
Mark Landwer
Jim Moore
Kevin Kownacki, Trustee
Brian Marino, Trustee
Richard Kreher, Trustee
James Moore, Fire Rescue Chief

Historic Preservation Commission

Brice Alt, Chairperson
LeeAnn Atwood
Diana Kenney
Thomas Nemcek

Austin Taylor
Robert Wyman
Michelle J. Rozovics

Library Board

Carol A. Heisler, President
William Weller
John Engebretson, Vice-President
Brian Pappalardo
Donald G. Peters
Terri Reece
Mary Alice Fellers
Eric Larsen, Treasurer
Robert Cairone, Secretary

Planning & Zoning Commission

Tom Hayden, Chairperson
James Batastini
Vince Esposito
Dave Goss
Jeff Greenman (Vice Chair)
James Jouron
James McDonough
Allan Skluzacek
Vacancy

Police Pension Board

Patricia Philpot
Nick Kachiroubas
Elected by Members:
David Linder (Police Department), President
Ron Joseph (Police Department), Secretary
Ann Weidner (Retiree Representative)

Senior Citizens Committee

Corrine Zoellick, Chairperson
Grace Anderson
Michael Croll
Bill Markison
Bill Shank
Daphne Starr
5 Vacancies

Zoning Commission

James McDonough
Vince Esposito
Lisa Waggoner
James Batastini
Tom Hayden





**LIST OF DOCUMENTS/CATEGORIES OF RECORDS
FOR IMMEDIATE RELEASE
Pursuant to the FOIA – 5 ILCS 140/3.5(a)**

| <u>Documents/Categories of Records</u> | <u>Department</u> |
|--|---------------------------------|
| City Council Minutes | City Manager's Office |
| Special City Council Minutes | City Manager's Office |
| Planning and Zoning Commission Minutes | Planning & Economic Development |
| Ordinances | City Manager's Office |
| Resolutions | City Manager's Office |
| Zoning Applications | Planning & Economic Development |
| Public Notices | City Manager's Office |



Index of Records Maintained

BUILDING DIVISION

- Building committee reports
- Building permit applications
- Building plans for construction related projects
- Contractors lists
- Product approval reports

CITY MANAGER'S OFFICE

ANNEXATIONS

Properties which have been annexed to the City, all ordinances, plats, agreements, Planning and Zoning Commission recommendations and petitions

AWARDED GRANT APPLICATIONS

BIDS

Bids received, invitations to bid, bid specifications, bid notices and bidders list

BOARD AND COMMISSION APPOINTMENTS

BUDGETS

City budgets from 1958 to present

BUILDING CODE VARIATIONS

CONTRACTS

COUNCIL MINUTES

Includes some written and some audio recordings

ILLINOIS DEPARTMENT OF REVENUE

Correspondence relating to business registrations for local retailers and service occupation taxes

INTERGOVERNMENTAL AGREEMENTS

LICENSES

Liquor, carnival, cigarette, game machine, ice cream, scavenger, and taxi cab

ORDINANCES

PLANNED UNIT DEVELOPMENTS

Planning and Zoning Commission recommendations, Council action, plats and site plans

PUBLICATIONS

City calendar, municipal newsletters

PROCLAMATIONS

REGIONAL TRANSPORTATION AUTHORITY

Audits, contracts and correspondence, monthly operating reports and miscellaneous reports related to the RTA and Dial-A-Ride services

RESOLUTIONS

SCRAP BOOKS

Collections of news articles related to the City

CASH RECEIPTS AND DISBURSEMENT

ENGINEERING DIVISION

FLOOD PLAIN

Ordinances, maps,

BIKE PLANS

FINANCE DEPARTMENT

CANCELED CHECKS AND BONDS

COMMUTER PARKING PERMITS

LIENS

PAID INVOICES

SPECIAL ASSESSMENTS

VEHICLE STICKER RECORDS

WATER AND SEWER BILLING



FIRE/RESCUE DEPARTMENT

AMBULANCE REPORTS
FIRE INSPECTIONS REPORTS
FIRE REPORTS
ADDRESS MAP

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

COMPREHENSIVE LAND USE PLAN
Map, ordinance, text, draft map and draft text
DEMOGRAPHICS
Census information, population studies, housing and density issues
MAPS
City zoning, base map, land use, downtown
PLANNING AND ZONING COMMISSION
Minutes, reports, agendas
ZONING REQUESTS FILE
Special uses, variations, subdivisions, annexations
SPECIAL PROJECT STUDIES
Area plans, Comprehensive plan
SUBDIVISION ORDINANCE AMENDMENTS
ZONING ORDINANCE AMENDMENTS

POLICE DEPARTMENT

CIVIL DEFENSE
CRIMES REPORTED
PERSONS ARRESTED
SERVICES RENDERED
LICENSES

PUBLIC WORKS DEPARTMENT

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
Compliance and assurance reports
ILLINOIS AND FEDERAL ENVIRONMENTAL PROTECTION AGENCY
Daily monitoring reports
REPORTS TO ILLINOIS STATE WATER SURVEY
SERVICE REQUESTS
Water, Sewer, Lifts Departments

VEHICLE AND SERVICE MANUALS

PARTS
Purchased for each vehicle or piece of equipment
SHOP AND SERVICE MANUALS
For automobiles, trucks and equipment
VEHICLE, EQUIPMENT MAINTENANCE AND REPAIR RECORDS
each piece of equipment

