



**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  
NICK HAMMONDS, ASSISTANT CITY MANAGER**

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





City of Crystal Lake  
Elected Officials

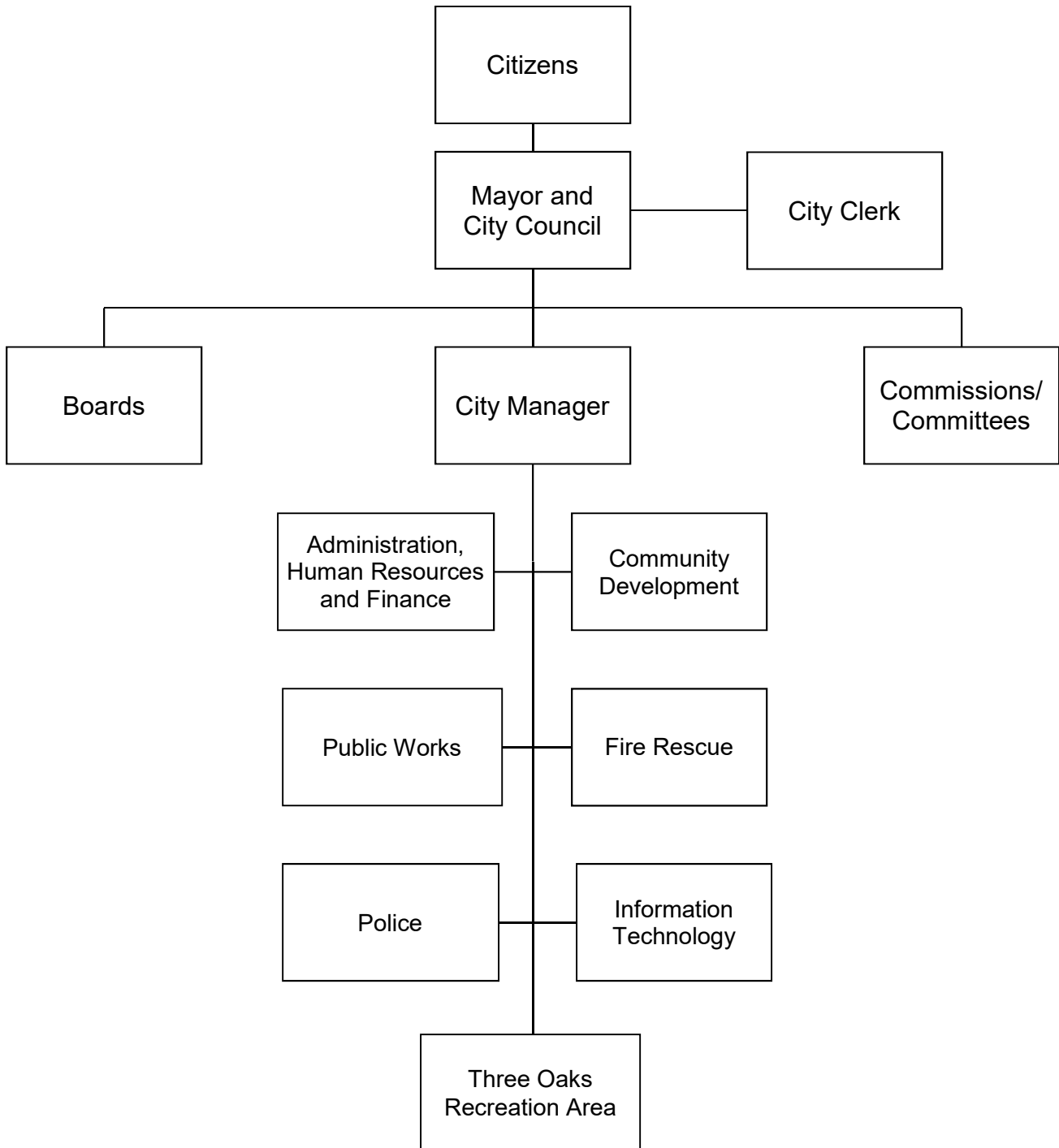
Haig Haleblian, Mayor  
Nick Kachiroubas, City Clerk

Ellen Brady	Council Member
Ian Philpot	Council Member
Brett Hopkins	Council Member
Cameron Hubbard	Council Member
Mandy Montford	Council Member
Denise Smith	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 7:00 p.m. in the Council Chambers.

The City Manager is responsible for an organization that is divided into six departments: Administration, Community Development, Information Technology, Public Works, Fire Rescue, and Police. There are 242 full-time City employees and five part-time employees. The City has a total budget of \$130,797,339 (FY2024). 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, Community Development, Information Technology, Public Works, Fire Rescue, and Police.

### EXECUTIVE STAFF

Eric T. Helm	City Manager
Nick Hammonds	Assistant City Manager
Julie Meyer	Director of Human Resources
Steve Weishaar	Director of Information Technology
James R. Black	Chief of Police
Craig Snyder	Chief of Fire Rescue
Jodie Hartman	Director of Finance/Treasurer
Michael P. Magnuson	Director of Public Works
Katie Cowlin	Director of Community 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 Requests can also be submitted via email or any written form. Freedom of Information Request forms are available at the City of Crystal Lake City Hall and on the website at [www.crystallake.org](http://www.crystallake.org). Electronic records may be printed for individuals who cannot access a computer or printer. Completed Freedom of Information requests should be submitted to:

City Manager's Office, Community Development, Public Works, and Fire Rescue  
Freedom of Information Officer  
Nick Hammonds, Assistant City Manager  
100 W. Woodstock Street  
Crystal Lake, IL 60014  
Fax: (815) 459-3780

Police Department  
Freedom of Information Officers  
Deb Palmsiano, Records Supervisor, and Emily Henderson, Management Analyst  
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)

\$0.15 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. (excluding holidays)





**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	Community Development
Ordinances	City Manager's Office
Resolutions	City Manager's Office
Zoning Applications	Community 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
- Contractor's 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 DIVISION**

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**

ACCIDENT REPORTS  
ARREST REPORTS  
CITATIONS  
INCIDENT REPORTS  
LICENSES  
OFFENSE REPORTS  
SERVICE CALLS

**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

