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
ERIC HELM, DEPUTY 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          Council Member
Ralph Dawson        Council Member
Cathy Ferguson      Council Member
Haig Halebian       Council Member
Brett Hopkins       Council Member
Cameron Hubbard     Council Member
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, Community Development, Information Technology, Public Works, Fire Rescue, and Police. There are 236 full-time and 13 part-time City employees. The City has a total budget of $89,826,811 (FY2019). 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**

Gary J. Mayerhofer  City Manager  
Eric T. Helm   Deputy City Manager  
Julie Meyer   Director of Human Resources  
Gregory A. Fettes   Director of Information Technology  
James R. Black   Chief of Police  
Paul DeRaedt   Chief of Fire Rescue  
George Koczwara   Director of Finance/Treasurer  
Michael P. Magnuson   Director of Public Works  
Michelle V. Rentzsch   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 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
Eric Helm, Deputy City Manager
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., except holidays
LIST OF DOCUMENTS/CATEGORIES OF RECORDS
FOR IMMEDIATE RELEASE
Pursuant to the FOIA – 5 ILCS 140/3.5(a)

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Building committee reports
Building permit applications
Building plans for construction related projects
Contractor’s lists
Product approval reports

CITY MANAGER’S OFFICE
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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
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SPECIAL ASSESSMENTS
VEHICLE STICKER RECORDS
WATER AND SEWER BILLING
FIRE/RESCUE DEPARTMENT
AMBULANCE REPORTS
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FIRE REPORTS
ADDRESS MAP

PLANNING AND ECONOMIC DEVELOPMENT DIVISION
COMPREHENSIVE LAND USE PLAN
Map, ordinance, text, draft map and draft text
DEMOGRAPHICS
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MAPS
City zoning, base map, land use, downtown
PLANNING AND ZONING COMMISSION
Minutes, reports, agendas
ZONING REQUESTS FILE
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SPECIAL PROJECT STUDIES
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CIVIL DEFENSE
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PERSONS ARRESTED
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LICENSES

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ILLINOIS AND FEDERAL ENVIRONMENTAL PROTECTION AGENCY
Daily monitoring reports
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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