



**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, DEPUTY CITY MANAGER**

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





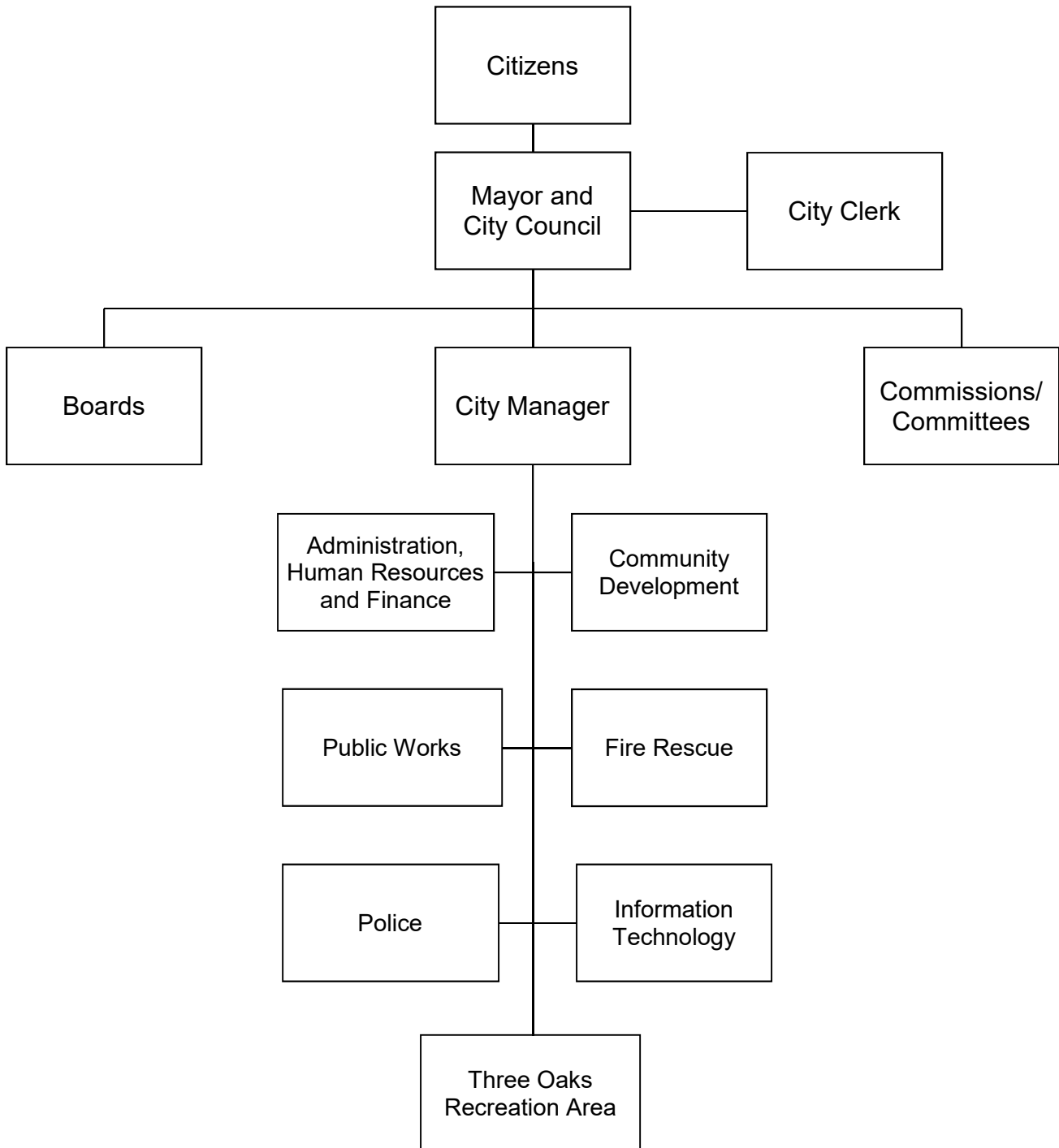
City of Crystal Lake
Elected Officials

Haig Haleblian, Mayor

Ellen Brady	Council Member
Ian Philpot	Council Member
Brett Hopkins	Council Member
Cameron Hubbard	Council Member
Denise Smith	Council Member
Natasha Teetsov	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 \$143,196,054 (FY2025). 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
Julie Meyer	Director of Human Resources
Katie Cowlin	Director of Community Development
Jodie Hartman	Director of Finance/Treasurer
Michael P. Magnuson	Director of Public Works and Engineering
Craig Snyder	Chief of Fire Rescue
James R. Black	Chief of Police
Nick Hammonds	Deputy City Manager



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. Electronic records may be printed for individuals who cannot access a computer or printer. Completed Freedom of Information requests must be in writing and submitted to at least one of the following Freedom of Information Officers or their designees:

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

Police Department Freedom of Information Officers
Emily Henderson, Records Supervisor
Olivia Callipari, Management Analyst
100 W. Woodstock Street
Crystal Lake, IL 60014
Email: records@crystallake.org
Fax: (815) 459-3780

Requests that do not comply with the foregoing procedures are deemed not to be requests made pursuant to the Freedom of Information Act. Each request submitted in accordance with the foregoing procedures 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, you must 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

