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

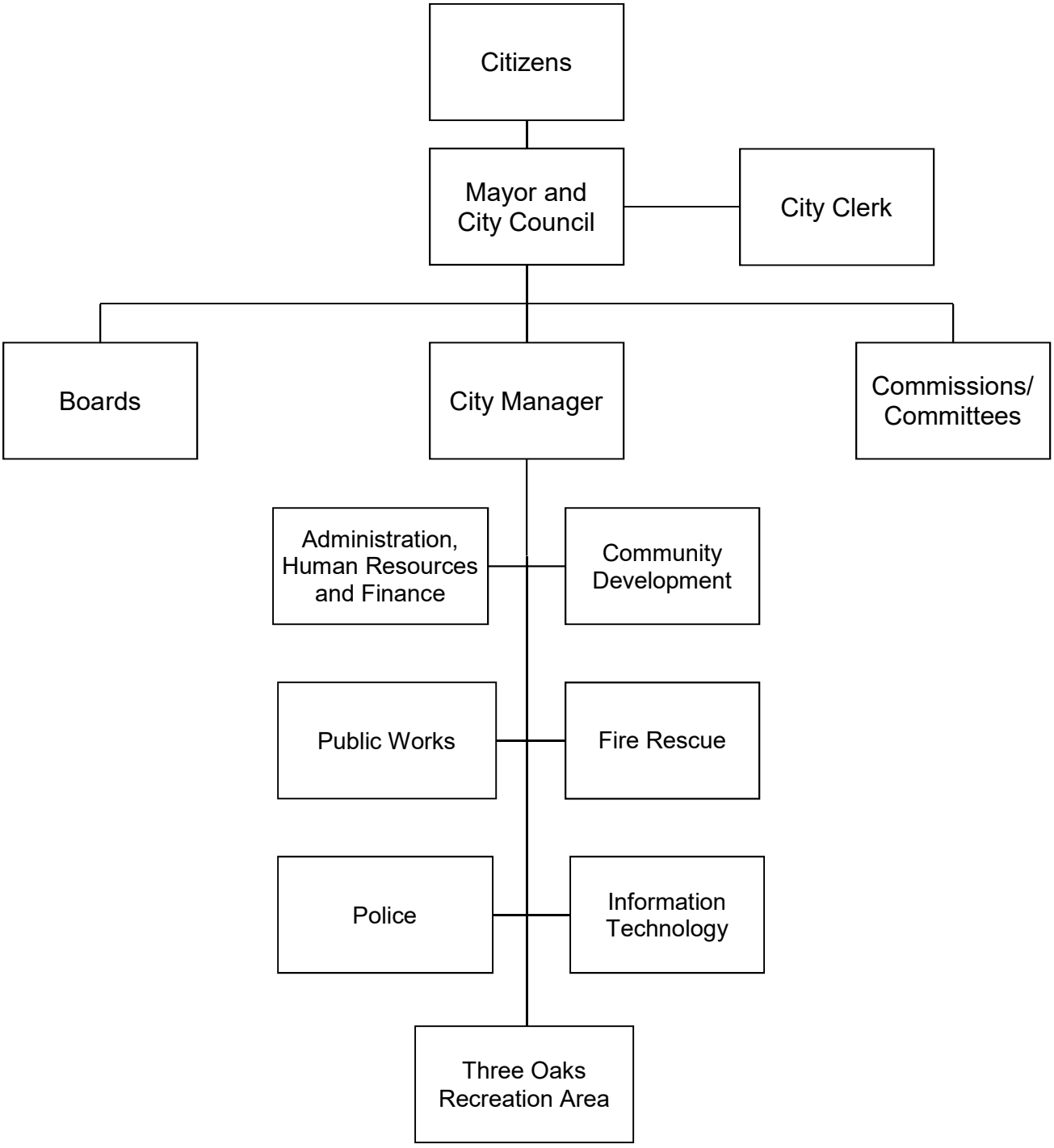
City of Crystal Lake
Elected Officials

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. 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. Completed Freedom of Information requests should be submitted to:

Freedom of Information Officer
Nick Hammonds, Assistant 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. (excluding holidays)

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

Documents/Categories of Records	Department
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
Police Reports	Police Department
Fire Reports	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