



Freedom of Information Act Posting

May, 2017

The information within the following packet has been posted by the City of DeKalb in accordance with the following guidelines:

(5 ILCS 140/4) (from Ch.116, par. 204) Sec. 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested each of the following:

- (a) A brief description of itself, which will include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its spate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

- (b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act. A public body that maintains a website shall also post this information on the website.



GENERAL INFORMATION

The mission of the government of the City of DeKalb is to maintain and improve the quality of life of its residents. This goal is met by providing municipal services that are responsive to the needs of the residents and businesses of the City in a reliable, efficient and fiscally responsible manner.

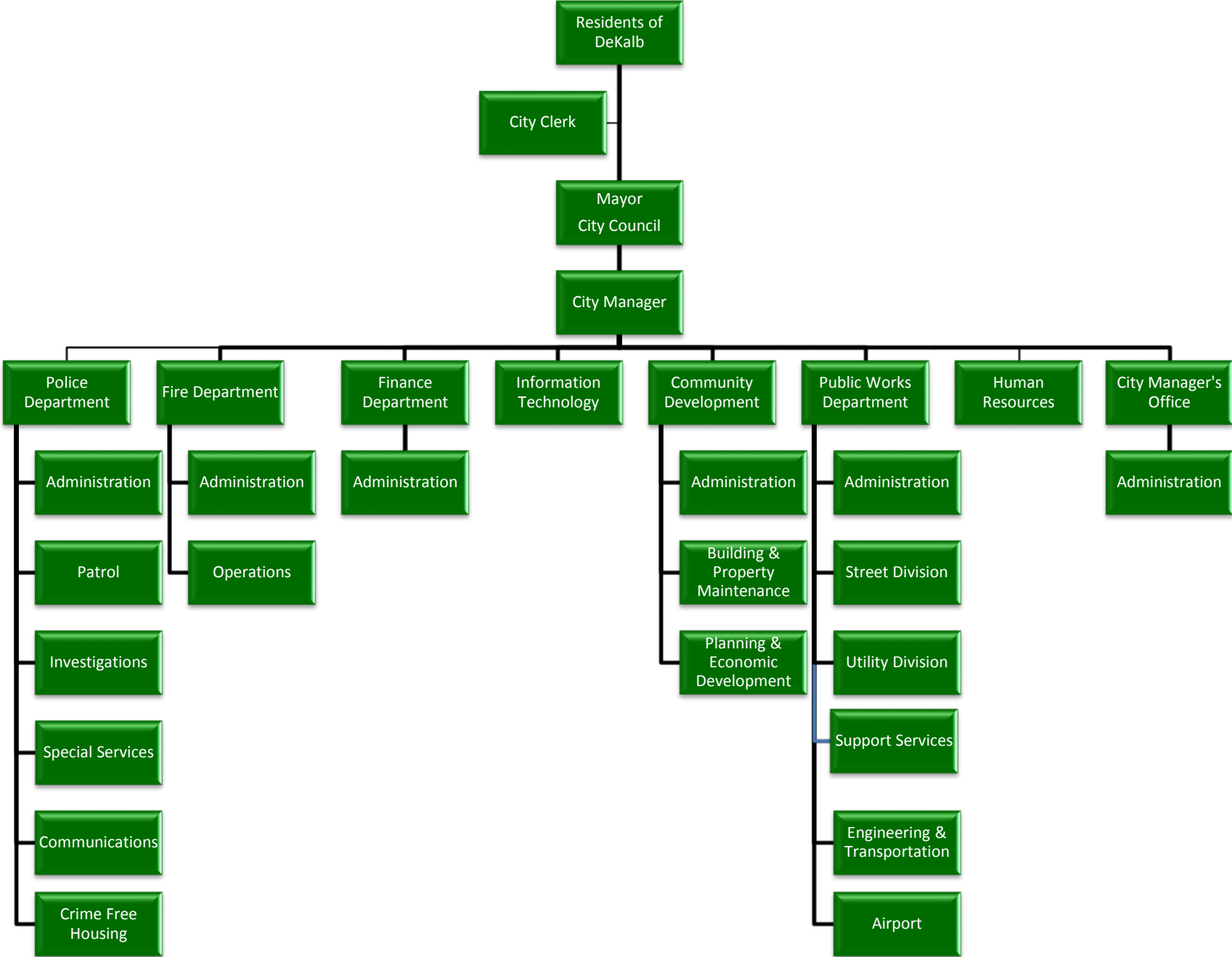
The City of DeKalb is located 60 miles west of Chicago, 29 miles northwest of Aurora and 40 miles southeast of Rockford. DeKalb offers ready access to the I-88 and I-39 tollways. The historic Lincoln Highway (Illinois Route 38) travels through the heart of DeKalb's downtown.

The City of DeKalb is an urban community with a vital industrial and commercial base within a rural setting. DeKalb's diverse neighborhoods offer a variety of housing options to residents of different economic, ethnic, and lifestyle backgrounds. Its highly educated workforce finds plentiful opportunity for fulfilling work. The community offers a high quality of life with excellent city services, easy mobility around the community, and access to cultural , sports, and educational activities.

The City of DeKalb operates under the Council-Manager form of government. The day to day operations of the City are managed by the City Manager, whose main goal is to ensure effective implementation of City Council policies through efficient professional management of all aspects of City government. The manager is hired by the City council, which consists of the Mayor at large and 7 aldermen elected on a ward basis. The council sets policy for the City, adopts ordinances and resolutions, approves the annual budget (Fiscal Year 2017: \$86,847,031). The City of DeKalb retains 200 full-time and 67 part-time employees. The organizational chart below depicts the functional division of the City's employees.



Organizational Chart



LOCATION OF OFFICES

City Manager's Office

City Hall
200 South Fourth Street, Room 210
DeKalb, IL 60115
(815) 748-2391

Community Development Department

City Hall
200 South Fourth Street, Room 218
DeKalb, IL 60115
(815) 748-2060

Finance Department

City Hall
200 South Fourth Street, Room 122
DeKalb, IL 60115
(815) 748-2060

Human Resource Department

DeKalb Municipal Building
200 South Fourth Street, Room 207
DeKalb, IL 60115
(815) 748-2398

Fire Department

Station 1 - Headquarters
700 Pine Street
DeKalb, IL 60115
(815) 748-8460

Mayor's Office

City Hall
200 South Fourth Street, Room 203
DeKalb, IL 60115
(815) 748-2099

Public Works Department

1216 Market Street
DeKalb, IL 60015
(815) 748-2331

Police Department

700 West Lincoln Highway
DeKalb, IL 60115
(815) 748-8400



CITY BOARD, COMMISSION, AND COMMITTEE MEMBERS

Airport Advisory Board

- Paul Borek
- Matt Duffy
- Gary Hanson
- Ryan James
- Robert Owens
- Bernard Pupino
- James Rhoades

Building Code Board of Appeals

- Christine Scholl
- Chuck Shepard
- Donald Whitmore
- Keith O'Higgins
- Lisa Sharp
- Steve Doonan
- Steve Irving
- Vacant
- Vacant

Citizens' Community Enhancement Commission

- Bob Boey
- Brad Hoey
- Brad Pietens
- Cohen Barnes
- Deborah Booth
- Mike Mooney
- Susan Johnson

Citizens' Environmental Commission

- Amy Doll
- Ann Shult
- Clare Kron
- Dan Kenney
- Kenneth Koch
- Mark Hein
- Melissa Burlingame
- Michael Lundgren
- Michelle Gibson
- Mike Holland
- Sharon Skala
- William Oleckno

DeKalb Public Library Board

- Bill Cummings
- Carolyn Massey
- Gary Vander Meer
- Virginia Cassidy
- Janis Kirts
- Joe Mitchell
- Susan Richter
- Wendell Johnson
- Veronica Garcia-Martinez

Economic Development Committee

- Bob Snow
- David Barrow
- Mark Sawyer
- Mohammed Labadi
- Steve Glasgow
- Tom DeVries
- Trixy O'Flaherty
- Vernese Edghill-Walden



Finance Advisory Committee

- David Conlin
- Lynn Neeley
- Mike Peddle
- Mike Verbic
- Ronald Partch
- Tom Teresinski
- Jason Crome

Fire Pension Board

- Bill Kalal
- Eric Hicks
- Pat Eriksen
- Ray Krueger
- Mike Thomas

Board of Fire/Police Commissioners

- Tony Chulick
- Amonaquetette Parker
- Sam Finch

Foreign Fire Insurance Board

- Bill Lynch
- Eric Hicks
- Jared Thorp
- Jason Pavlak
- Joseph Wempe
- Zakary Prielipp
- Joe Fisher

Human Relations Commission

- Ellingsworth Webb
- Joe Gastiger
- Larry Apperson
- Lisa King
- Norden Gilbert
- Robert Williams
- Maurice Baily

Landmark Commission

- Pam Collins
- Donna Gable
- Don Whitmore
- Amanda Durik
- Robert Glover
- Donna Schultz-Xidis
- Elizabeth Wirsing

Planning and Zoning Commission

- Christina Atherton
- David Castro
- Matthew Crull
- Deborah Nier
- Katharina Barbe
- Vicki Buckley
- Roger Ruehling
- Jerry Wright

Police Pension Board

- Jim Kayes
- Tracy Smith
- Cathy Haley
- Paul Mott
- Christopher Johnson



INDEX OF CITY DOCUMENTS

(5 ILCS 140/5) (from Ch. 116, par. 205)

Sec. 5. As to public records prepared or received after the effective date of this Act, each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. (Source: P.A 83-1013.)

The following items are maintained electronically and in paper copies. To request a specific item, please contact the department which maintains the document or the City’s designated FOIA officers.

Board of Fire and Police Commissioners

| | | |
|--|---|------------------------------------|
| Applicant Pre-Hiring Packet | Firefighter “Officer of The Year” Records | Personal Files |
| Certifications for Employment / Position Vacancies | Illinois Fire And Police Commission Association Membership Certificates | Phone Message Logs |
| Complaints Against Officers | Legal Case Files / Litigation | Promotional Exam Records |
| Eligibility Lists (New Hire / Promotional) | Minutes of The Board | Rules and Regulations of The Board |

City Clerk’s Office

| | | |
|--|------------------------------|------------|
| City Council Executive Session Audio/Meeting Minutes | City Council Meeting Minutes | Ordinances |
| Resolutions | | |

City Manager’s Office

| | | |
|---|---|---------------------------------|
| Agreements/Contracts | Board, Commission, and Committees Records | Petitions |
| Annexation Case Files | City Council Meeting Agendas/Minutes | Municipal Code Book Supplements |
| Board, Commission, and Committees Records | Election Documents | Ordinances |
| Boards and Committees Meeting Minutes | Invoices for County Recordings | Press Releases, Paper Clippings |
| Budget Books (Copies) | Legal Notices | Prosecution Case Files |
| Certificates of Publication | Legal Opinions | Resolutions |
| Citizen Complaints | Litigation Files | State Of The City Files |
| Citizen Complaints | Log of County Recordings | Statement of Economic Interest |
| City Council Meeting Audio | Loyalty Oath/Oath of Office Statements | |



Community Development Department

| | | |
|--|----------------------------------|------------------------------------|
| Addressing Files | Detailed and Final Grading Plans | Permit Files |
| Certified Payroll Records | Historic Sites Commission | Plan Commission Case Files |
| Commercial And Residential Architectural Drawings (Buildings Only) | Letters of Credit | Project Files |
| Community Development Block Grant | Letters of Map Revision | Zoning Board of Appeals Case Files |
| Consultant Payment Records | | |

Public Works Department

| | | |
|--|---------------------------------------|-----------------------------------|
| Annual Budget Files | Department Studies and Surveys | Purchasing Records |
| Bids, Specs, and Proposals | Division Activities Highlight Reports | Service Requests |
| Capital Improvement Projects and Plans | Leaf Program Records | Snow Removal Records |
| City Building Construction Files | Manpower Records | Vehicle and Equipment Maintenance |
| Contracts | Project Files | |

Public Works Department – Utility Division

| | | |
|---------------------------------|------------------------------|--------------------------------|
| Annual Reports | EPA Reports | Process Control Reports |
| Annual Budget Files | JULIE Location Results | Purchasing Records |
| Bid Specifications (Duplicates) | Kishwaukee River Monitoring | Timesheets |
| Bulk Users Licenses | Lab / Centrifuge Data Sheets | Total Volatile Solid Reduction |
| Capital Improvement Records | Manpower Records | Wastewater and Water Supply |
| Emergency / Unplanned Activity | Monitoring Reports Quality | |

Public Works Department–Engineering and Transportation

| | | |
|--|---|--|
| Annexation Maps (Duplicates) | IEPA Permits (Duplicates) | Timesheets (Duplicates) |
| Bid Specs and Proposals | Maps, Plats and Blueprints | Traffic Signal Records |
| CIP Files | Private Development Project Files | Traffic Studies |
| Demolition Records (Duplicates) | Restoration of Residents’ Land or City Property Disturbed By Work | Transportation and Bicycle Pedestrian Case Files |
| Easements And Vacations (Duplicates) | Safety Reports/Material Safety Data Sheets | Water and Sanitary Sewer Commercial Plans (Duplicates) |
| Engineering Construction and As-Built Drawings | Sanitary Sewer Inspections and Reports | |



Finance Department

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|--|------------------------------------|-----------------------------------|
| Applications for Water Service | Claims for Reimbursement | New Service Meter Reading Cards |
| Audits | Direct Deposit Authorization Forms | Payroll Adjustments |
| Bank Draft Applications | Disability Parking Applications | Payroll Earnings Records |
| Bids, Specifications, and Proposals | E-Bill Applications | Police And Fire Pension Records |
| Billiards Applications | IMRF Records | Real Estate Transfer Declarations |
| Block Party Applications | Insurance Policies and Claims | Special Assessment Records |
| Bowling Alley Applications | Investment Records | State and Federal Tax Statements |
| Budget Document | Joint Utility Agreements | Statement of Investments |
| Budget Worksheets | Ledgers and Journals | Utility Billing Receipt Stubs |
| Canceled Checks, Bank Statements and Deposit Slips | Liquor License Applications | Vendor Invoices |
| Cancelled Bonds and Coupons | Liquor License Files | Work Requests |
| City-owned Property Records | Monthly Expenditure Reports | |

Fire Department

| | | |
|---------------------------------------|---|---|
| Acquired Structure Records | Employee Accident / Injury Investigations | Grant Records |
| AED Inspections | Employee Grievances | Ill Department of Public Health Inspections |
| Ambulance Daily Inspection Checklists | Employee Medical Records | Invoices (Copies) |
| Ambulance Drug Box Inventories | Employee Personal Files | ISO Records |
| Ambulance Logs | EMT Basic and Refresher Course | Ladder Inspections |
| Ambulance Repots | Engineering Reports (Copies) | Licensure Inspection Reports |
| Application for Fireworks | Equipment Inventories | Meeting Minutes And Agendas |
| Building Plans (Copies) | Exposure Reports | Monthly Training Packets |
| Business History Files | FCC Radio License | Official Training / Sign-in Sheets |
| Calls Responded To Reports | Finance / Stats Reports | Payroll Records |
| Call-Shift Analysis Reports | Fire Alarm Contracts | Phone Message Books |
| Citizen's Complaints | Fire and Ambulance Street Index | Safety Inspection Forms/Material Safety Data Sheets |
| Confined Space Forms | Fire Call Logs | Shift Summary Reports |
| Contracts, Leases, and Agreements | Fire Code Violations | State Fire Marshal Reports |
| Data Code Sheets | Fire Incident Reports | Supply Inventories |
| Department Polices | Fire Investigation Reports | Survey Reports |



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|----------------------------------|-------------------------|---|
| Department Studies/ Surveys | Fire Prevention Reports | Vehicle and Equipment Maintenance Records |
| Department Rules and Regulations | | |

Human Resources Department

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|--|------------------------------|---------------------------------|
| CDL Drug Testing Results | Employment Applications | Time Sheets (Duplicates) |
| Cell Phone Policy Acknowledgment Forms | FMLA Records | Unemployment Comp. Claims |
| Check Requests | IMRF Records | Union Contract Negotiations |
| Collective Bargaining Files | Insurance Premium Statements | Worker's Compensation Records |
| Employee Grievance Records | Job Audits | Workers Compensation Case Files |
| Employee Orientation Handbook | Job Descriptions/Analysis | Workers Compensation Case Files |
| Employee Physicals (Duplicates) | | |

Information Technology Department

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|---|-----------------------------|---------------------------------|
| Computer Hardware Fixed Asset Inventory | Software License Agreements | Software Maintenance Agreements |
| Computer System Back-up Tapes | | |

Mayor's Office

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|---|------------------------------|--------------------------------|
| Applications for Boards and Commissions | Liquor Commission Case Files | Sister Cities Commission Files |
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Police Department

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|---|---|--|
| 35 mm copies of Case Photos | Gang Add-on Sheets | Police Blotters |
| 35 mm Copies of Color Photos | Grant Documents | Police Case Reports |
| Arrest Jackets | Inactive Sex Offenders | Police Training Files |
| Bike Registration File | Intergovernmental Requests & Agreements | Property Maintenance Violation Records |
| Black and White Mugshots | Live Scan Arrest Sheets | Property Record Cards |
| Blotters – Reports on disks | Lost and Found Cards | Squad Car VHS tapes |
| Crime Free Housing Crime Notification Reports | Microfilm Copies of Police Reports | Telecommunicator Training Files |
| Crime Free Housing FOIAs | Non-Crime Report Cards | Time Sheets – Payroll |
| Crime Free Housing Registrations | Nuisance Rental Properties | Traffic Grant Documents |
| Deceased Persons’ Arrest Jacket Files | Officer Activity Records | Traffic Tickets |
| Directed Patrol Sheets | Officer’s Field Training Files | Use of Force Forms |
| Disks Containing Case Photos | Overtime Cards | U-Visas |
| Employee Benefit Hours Report Payroll | Pedestrian Stop Cards | Written Warnings |
| FOIA Requests and Responses | | |



INFORMATION NOT REQUIRING A FOIA REQUEST

The following information can be obtained without a Freedom of Information Act request. All of the following information is available on the city's website at: www.cityofdekalb.com

- Budgets and Annual Reports including Financial Audits
- City Calendar including dates of regular City Council Meetings
- City Council Agendas and Minutes for Public Meetings
- Collective Bargaining Agreements
- Contact Information for Elected Officials, City Manager, and City Departments
- Contracts, Pay Plans and Compensation Reports
- Expenditure Reports for the City
- FOIA Request Records
- Memberships of the City
- Treasurer's Reports

FREEDOM OF INFORMATION OF ACT

The Freedom of Information Act (FOIA) law is used to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials. The Freedom of Information Act is also used to make sure that public employees are consistent with the terms of this Act.

This act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the rights of the people to access to information (5 ILCS 140/1). Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3).

How to Obtain Information: Police FOIAs

Submit requests to the Police Department using the City of DeKalb FOIA Center found on the City website: <http://cityofdekalb.com/>. Mail-in FOIA request can be sent to the address below. Your request will be responded to as soon as possible.

Mail: DeKalb Police Department – FOIA Officer
700 W Lincoln Highway
DeKalb, Illinois 60115

FOIA Officers-DeKalb Police Department

Primary: Commander Jason Leverton- Administration

Secondary: Commander Craig Woodruff- Administration



How to Obtain Information: Non-Police FOIAs

Submit requests using the City of DeKalb FOIA Center found on the City website: <http://cityofdekalb.com/>. FOIA requests can be sent to the address below and request forms can be filled out in person at the Finance Department customer service desk in the City Municipal Building located at 200 South Fourth St, DeKalb, IL 60115.

Mail to: City of DeKalb- FOIA Officer
200 South Fourth Street, Room 219
DeKalb, Illinois 60115

FOIA Officers- City Manager's Office

Primary: Aaron Stevens – Management Analyst

Secondary: Shelly Jureczek – Administrative Assistant

FOIA Response Timelines

Non-commercial requests received under FOIA will be processed in the manner provided by law and responded to within five (5) working days after receipt by the City Manager's Office. If additional time is needed to research, locate or obtain records, you will be notified. Commercial requests for records will be responded to within twenty-one (21) working days.

Applicable Fees

If receiving paper copies of request, the first fifty (50) 8 ½ X 11 inch black and white copies are available at no charge and fifteen 15 cents per page thereafter. Larger documents, maps, recordings, and other types of records are available at the cost of reproduction. If records are to be mailed, requester will be responsible for postage costs. If the specific purpose for the request is in the public interest, the City may reduce or waive the reproduction fees. Applicable fees must be paid to the City of DeKalb at the time of picking up documents or prior to documents being mailed

Exemptions and Denials

When necessary, some requests for information may be denied pursuant to exemptions provided for in the Illinois FOIA law. Any person denied access to inspect or copy public record may seek judicial review or appeal the denial by sending a written notice of appeal to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, IL 62706
Email: publicaccess@atg.state.il.us

The City of DeKalb is the home of the DeKalb Public Library, which is a separate municipal entity under the Municipal Libraries Act. Information about the DeKalb Public Library is available at www.dkpl.org. The DeKalb Public Library tax levy is included in the City of DeKalb tax levy under Illinois law.

