



Freedom of Information Act Posting

August 2021

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.

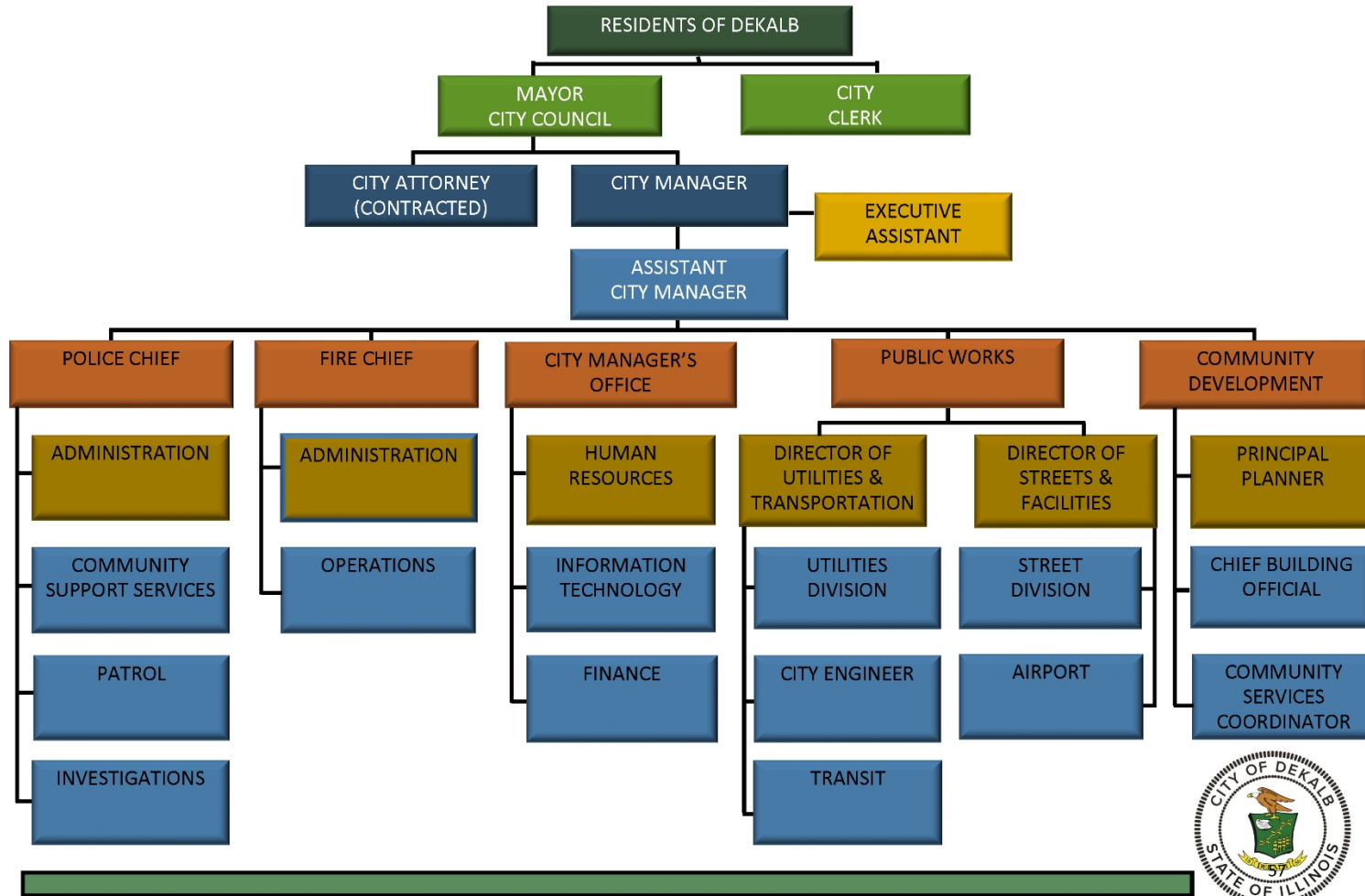
The City of DeKalb is an urban community with a vital industrial and commercial base within a rural setting. DeKalb's diverse neighborhoods offer a variety of housing options to residents of different economic, ethnic, and lifestyle backgrounds. Its highly educated workforce finds plentiful opportunity 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 2021: \$98,369,544). The City of DeKalb retains 187 full-time and 35 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
164 East Lincoln Highway, 2nd Floor
DeKalb, IL 60115
(815) 748-2090

Community Development Department

City Hall
164 East Lincoln Highway, 2nd Floor
DeKalb, IL 60115
(815) 748-2070

Finance Department

City Hall
164 East Lincoln Highway, 1st Floor
DeKalb, IL 60115
(815) 748-2000

Human Resource Department

City Hall
164 East Lincoln Highway, 2nd Floor
(815) 748-2094

Fire Department

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

Mayor’s Office

City Hall
164 East Lincoln Highway, 2nd floor
DeKalb, IL 60115
(815) 758-1886

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
- Scott Carlson
- Richard Dowen
- Matt Duffy
- Melissa Gallagher
- Robert Owens
- Bernard Pupino
- James Rhoades

Building Code Board of Appeals

- Steve Doonan
- Keith O’Higgins
- Christine Scholl
- Lisa Sharp
- Chuck Shepard
- VACANT
- VACANT
- VACANT
- VACANT

Citizens’ Community Enhancement Commission

- Melissa Beck
- Kenneth Brown
- Brad Hoey
- Jeanine Holcomb
- Aaron Robertson
- Helen Umbdenstock
- Ellingsworth Webb

Citizens’ Environmental Commission

- Rachel Farrell
- Mike Holland
- Stephen Honeywell
- Clare Kron
- Adrian Lopez
- Kyle Moore
- Nick Newman
- Sharon Skala
- Mat Emken - NIU
- Mike Holland - KWRD
- VACANT – DCHD
- VACANT

DeKalb Public Library Board

- Joan Burger
- Marilyn Cleland
- William Garver
- Rebecca Hunt
- Kelli Meserole
- Leslie Metz
- Susan Richter
- Gary Vander Meer
- India Washington

Economic Development Commission

- Vernese Edghill-Walden
- Grant Goltz
- Jeff Richardson
- Mark Sawyer
- Brian Scholle
- Sam Walt
- Paul Borek
- Matt Duffy



Finance Advisory Committee

- Lance McGill
- Lynn Neeley
- Ronald Partch
- Tom Teresinski
- Dytania Washington
- VACANT
- VACANT

Fire Pension Board

- Bill Kalal
- Ray Krueger
- Bill Lynch
- Jeff McMaster
- Robert Terry

Fire and Police Commission

- David Byrd
- Tony Chulick
- Evelina Cichy
- Sam Finch
- Jeff McMaster



Foreign Fire Insurance Board

- Trevor Chilton
- Matt Holuj
- Matt Klotz
- Vincent Laudicina
- Joseph Long
- Bill Lynch
- Jeff McMaster

Human Relations Commission

- Nadine Franklin
- Joe Gastiger
- Norden Gilbert
- Lisa King
- John Walker
- J.J. Wett
- VACANT

Landmark Commission

- Pam Collins
- Donna Gable
- Robert Glover
- Donna Schultz Xidis
- Elizabeth Wirsing
- VACANT
- VACANT

Planning and Zoning Commission

- Steve Becker
- Ron Klein
- Max Maxwell
- Bill McMahon
- Trixy O’Flaherty
- Maria Pena-Graham
- Shannon Stoker
- Jerry Wright

Police Pension Board

- Joshua Boldt
- Pat Fagan

- Jim Kayes
- Jeff Main

- Paul Mott



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
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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

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	II 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



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

Human Resources Department

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

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

Mayor’s Office

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

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 Hwy
DeKalb, Illinois 60115

FOIA Officers-DeKalb Police Department

Primary: Emily Henderson – Administration

Secondary: Commander Craig Woodruff – Administration &

Melissa Neblock - 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
164 E. Lincoln Hwy
DeKalb, Illinois 60115

FOIA Officers- City Manager's Office

Primary: Scott Zak – Management Analyst

Secondary: Stephanie Turner – 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 2 cents per page thereafter. Color copies are available at no charge and 6 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.

