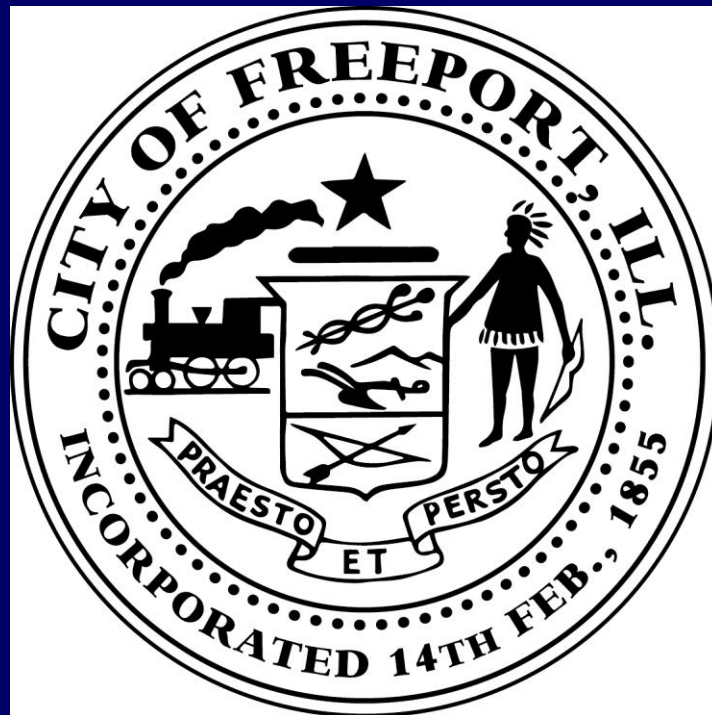


# City of Freeport



## Freedom of Information Act Directory

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## How to File a Freedom of Information Act Request

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1. Please make your request for records in writing. The City of Freeport prefers that a Requestor use the form available through a FOIA Officer or from the City's website at <http://www.cityoffreeport.org>. We will honor all requests lawfully submitted to the Municipality through personal delivery, mail, fax, or email. Please direct your request to:

### City of Freeport:

**FOIA Officer – City Clerk**  
**City of Freeport**  
**524 West Stephenson Street**  
**Freeport, Illinois**  
**Fax: 815-235-8874**  
[FOIA Request Form – City of Freeport](#)

### Freeport Police Department:

**FOIA Officer – Deputy Chief of Police**  
**Freeport Police Department**  
**320 West Exchange Street**  
**Freeport, Illinois**  
**Fax: 815-235-8235**  
[FOIA Request Form – Freeport Police Department](#)

### Freeport Fire Department:

**FOIA Officer – Fire Administration**  
**Freeport Fire Department**  
**1650 S. Walnut Avenue**  
**Freeport, Illinois**  
**Fax: 815-599-5830**  
[FOIA Request Form – Freeport Fire Department](#)

**An email may be directed to: [foia @ cityoffreeport.org](mailto:foia@cityoffreeport.org)**

2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a \$.15 per page charge (see next page for fees established or the FOIA Request Form for additional information).
5. Please include your name, preferred telephone number (s), mailing address, and if you wish, your electronic mail address.
6. The City's Freedom of Information Policy is available upon request.

## **Fees Established**

The Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* provides for the following fees to be charged by public bodies. Unless fees are waived or reduced as stated in “Waiver of Fees” below, each Requestor must pay the following for copying, certification, and mailing of the public records:

1. Copies – letter or legal --- \$.15 per side.
2. Copies – color or oversize --- Actual cost of reproduction.
3. Certification --- \$1.00 per document plus copy cost.
4. Recording media --- Actual cost of media (i.e. computer media, disks, tapes or other media)
5. Statutory Fees --- Rate authorized by statute.
6. Mailing --- Actual cost of postage.

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor. When the services of an outside vendor are required to copy any public record, the actual charge of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

In the event that the Municipality provides records in response to a Request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.

## **Method and Time of Payment**

Payment of all required fees must be made in cash, by cashier’s or certified check, or by money order prior to the examination, copying, or certification of any public record.

## **Waiver of Fees**

The fees provided above may be waived or reduced by the FOIA Officer if the Requestor states the specific purpose of the request on the Request Form and establishes to the reasonable satisfaction of the FOIA Officer that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed. A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit to the Requestor. The FOIA Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

## **Summary of the Municipality's Purpose**

The mission of the City of Freeport is to provide sound municipal leadership and efficient, high quality services that enhance the safety, economic prosperity, quality of life, and public health of our community.

The City of Freeport is a home rule unit which operates under an Aldermanic-City form of government. The City Council is comprised of the Mayor and eight (8) alderpersons – seven are elected from wards and one at-large position. Alderpersons are all elected for four-year terms.

The Mayor is the chief executive officer and is elected at large to a four-year term; the City Clerk, and City Treasurer are also elected at large for a four-year term. All other offices and vacancies are filled by appointment by the Mayor with the consent of the City Council.

## **City Council Meetings**

The legislative body of the municipality is the City Council. The City Council meets the first and third Mondays each month (except on legal holidays and then the meetings will be held on Tuesday) at 6:00 p.m. Council Meetings are held in the City Hall Building, 524 West Stephenson Street on the third floor in Council Chambers. Please enter the building using the rear parking lot entrance only.

Individuals with disabilities who plan to attend and require certain accommodations (refer to American with Disabilities Act of 1990) in order to allow them to observe and/or participate in the meetings, or who have questions regarding accessibility should contact Human Resources at 815-235-2065 promptly to allow the City of Freeport to make reasonable accommodations.

Agendas and minutes of the Freeport City Council meetings are readily available on our website at <http://www.cityoffreeport.org> following the quick links on the home page to either the Meeting Calendar or E-Packets.

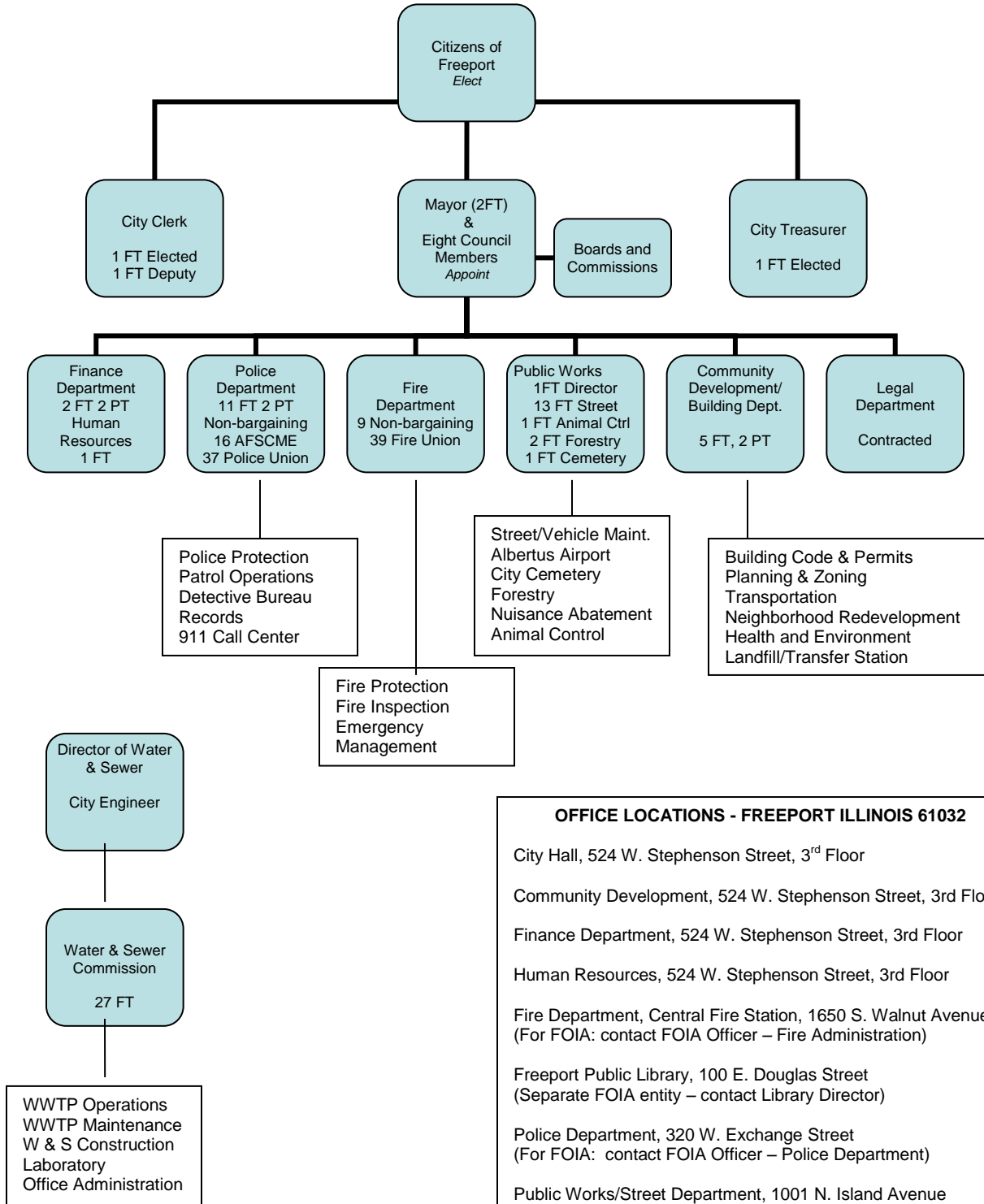
## **City Operating Budget**

The City's appropriation ordinance was adopted on July 5, 2016 through Ordinance #2016-36. The City appropriated \$22,176,371 in revenue and \$22,274,510 in expenditure/restricted revenue.

## **City Census Population**

The population of the City is 25,638 (2010 Census).

## City of Freeport Block Diagram of Functional Subdivisions



**OFFICE LOCATIONS - FREEPORT ILLINOIS 61032**

City Hall, 524 W. Stephenson Street, 3<sup>rd</sup> Floor

Community Development, 524 W. Stephenson Street, 3<sup>rd</sup> Floor

Finance Department, 524 W. Stephenson Street, 3<sup>rd</sup> Floor

Human Resources, 524 W. Stephenson Street, 3<sup>rd</sup> Floor

Fire Department, Central Fire Station, 1650 S. Walnut Avenue  
(For FOIA: contact FOIA Officer – Fire Administration)

Freeport Public Library, 100 E. Douglas Street  
(Separate FOIA entity – contact Library Director)

Police Department, 320 W. Exchange Street  
(For FOIA: contact FOIA Officer – Police Department)

Public Works/Street Department, 1001 N. Island Avenue

Water & Sewer Department, 524 W. Stephenson 3<sup>rd</sup> Floor

Employee Counts in FY 2016-2017 Appropriation Ordinance

## Types of Records by Department

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Ordinances - these are public documents that should be immediately available to the public without a FOIA request. The City of Freeport provides the codified ordinances through a link to website: [http://www.amlegal.com/freeport\\_il/](http://www.amlegal.com/freeport_il/)

Administration – annual financial reports; sales tax receipts; liquor license fees; other license fees; accounts payables and receivables; salary schedules; administrative memoranda; correspondence received by the City; correspondence sent for the City; board policies, administrative rules and regulations; personnel policies; personnel files; office equipment; insurance records; capital equipment; workers compensation records; vehicle files

City Clerk – council agendas and minutes; resolutions; ordinances; tax levy ordinance; proclamations, newspaper publications and certifications; council and commission meeting calendars; agreements and contracts; communications to council; activity reports from departments including City Treasurer, Community Development, Fire Department, Police Department, and Water & Sewer; appointments and re-appointments; bids specifications and tabulations; cemetery billing statements; petitions for annexation; general licenses; liquor licenses; temporary liquor licenses; mechanical games and devices; taxi license; special event permits; official bonds and oaths of office, general election records; freedom of information requests; records disposal listing

City Treasurer – annual treasurer's reports; annual statements of police and fire pension funds; motor fuel tax reported and collected; motor fuel tax allotments

Community Development – lists of registered contractors; fees for building and zoning permits; building inspection reports; building, electrical and plumbing permits; HVAC permits; sign permits; site plans; building plans; zoning maps; comprehensive plan, zoning ordinances, building ordinance, petitions for annexation; newspaper publications and certifications; demolition files; notices of violation of ordinances; grants applications and supporting documents including housing and transportation grants; public transportation system records; landfill records; Brownfields program records

Fire – department activity reports and record of alarms

Legal – agreements and contracts; legal notices; lawsuits; court orders; subpoenas; motions; claims against City; claims by City; liens on property; insurance claims; delinquent tax records

Police – department activity reports; accident reports; arrest records; alarm reports

***Please refer to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.; some of these records may be exempt from disclosure.***

**Identification And Membership Of Officials, Department Heads,  
Advisory Board, Commissions, Committees Or Council**

**Officials**

Mayor	James L. Gitz (term expires 2017)
City Treasurer	Linda L. Buss (term expires 2017)
City Clerk	Martha E. Zuravel (term expires 2017)

**City Council**

Aldersperson Ward #1	Thomas J. Klemm (term expires 2019)
Aldersperson Ward #2	Peter McClanathan (term expires 2017)
Aldersperson Ward #3	Art R. Ross (term expires 2019)
Aldersperson Ward #4	Jodi Miller (term expires 2017)
Aldersperson Ward #5	Patrick R. Busker (term expires 2019)
Aldersperson Ward #6	Sally A. Brashaw (term expires 2017)
Aldersperson Ward #7	Michael Koester (term expires 2019)
Aldersperson-At-Large	Andrew Chesney (term expires 2019)

**Department Heads**

Chief of Police	Todd Barkalow
Fire Chief	Scott Miller
Finance Director	Guary Bernadelle
Water & Sewer Director	Tom Glendenning
Community Development Director	Alex Mills
Library Director	Carole Dickerson
Public Works Director/Street Supt.	Tom Dole
City Engineer	Shaun Gallagher
Contracted Attorney	Michael Phillips, Esq.

**Freedom of Information Act Officers**

Martha E. Zuravel, City Clerk  
Diane Kahly, Deputy Clerk  
Matthew Summers, Deputy Chief of Police  
Denise Scudder, Fire Department  
Administrative Assistant

**Open Meetings Act Designees**

Martha E. Zuravel, City Clerk  
Diane Kahly, Deputy Clerk



**Identification And Membership Of Officials, Department Heads,  
Advisory Board, Commissions, Committees Or Council**

**Name** **Term Expires**

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**Airport Commission**

Jesse Arndt	11/30/14
James Fox	11/30/18
Gary Erdmier	11/30/19
Vacant	11/30/18
John Ginger	11/30/14
Ruth Frankensfield	11/30/18
Jon Staben	11/30/15

**Board of Fire & Police Commissioners**

Brian Borger	4/15/18
Elliott Franklin Cooper	4/15/18
Denise McIlwain	4/01/18
Mark Gridley	4/01/18
Roland Munda	4/15/18

**Board of Zoning Appeals**

Harry Carlisle	6/30/17
Casey Meyers	6/30/16
Jeff Ogden	6/30/15
Lloyd Smith	6/30/16
Troy Collier	6/30/15
Bobbie Yount	09/8/20

**Building Commission**

Phil Copus	4/30/17
Michael Leslie	appointed 01/19/2016
Jon Green	reappointed 01/04/2016
Tom Klemm (council representative)	reappointed 01/04/2016
Jim Lemanski	reappointed 01/04/2016
Wayne Schoefield	4/30/17
Stan Zuravel	4/30/19

**Identification And Membership Of Officials, Department Heads,  
Advisory Board, Commissions, Committees Or Council**

<b><u>Name</u></b>	<b><u>Term Expires</u></b>
<b>Community Development Revolving Loan Fund Committee</b>	
Linda Buss	Mark Wright
Tom Klemm	Gary Quinn
Rick Wolfe	
<b>Ethics Commission</b>	
Mary Boyer	
Larry Williams	
Vacant Position	
Ethics Advisor; Chief of Police	Appointed
<b>Firefighters Pension Fund Board of Trustees</b>	
Jeremy Marsh	4/30/18
Linda Buss, City Treasurer	4/30/17
Larry Moshure	4/30/18
William Senneff	4/30/17
Blair Senneff	4/30/17
<b>Foreign Fire Insurance Board</b>	
Fire Chief Scott Miller	
Curt Timmer	
Robert Wand	
Travis Holz	
Hillary Broshous	
Scott Townsend	
Mark McCullough	
<b>Historic Preservation Committee</b>	
Cathy Drucker Basaraba	2/28/14
Mike Meade	2/28/15
Carol Morrisett	2/28/19
Jeannie Brinkmeier	2/28/19
Scott Winter	2/28/17
Connie Witte	2/28/13
Community Development Director	
<b>Housing Authority</b>	
Don Beckington	(resident)
George Baker	10/31/17
Sarah Carter	10/31/15

**Identification And Membership Of Officials, Department Heads,  
Advisory Board, Commissions, Committees Or Council**

<b>Name</b>	<b>Term Expires</b>
<b>Housing Authority (cont.)</b>	
Deborah Harms	10/31/17
Vacant	10/31/19
William Smull	10/31/13
Tiffany Vondra-Nieman	10/31/14
<b>Library Board</b>	
Luke Beggin	5/31/17
Jill Collin	5/31/17
Barbara Green	5/31/17
Victor James Ferrar	4/01/18
Scott Haugh	5/31/18
James Bienlien	5/31/19
Larry Pittsley	5/31/19
Teresa Hines	5/31/19
<b>Liquor Commission</b>	
Commissioner Mayor James L. Gitz	
George Buss	5/31/17
Robert Dahms	5/31/14
Luann Davis	5/31/17
Michael Reichert	5/31/17
<b>Planning Commission</b>	
Vacant	10/31/14
Jon Staben	10/31/17
Phillip Copus	10/31/16
Tim Davenport	10/31/16
Stephen Lafferty	10/31/17
Nikki Sands	10/31/17
Ryan Shirley	10/31/17
Vacant Position	10/31/16
Mark Winter	10/31/16
<b>Police Pension Board</b>	
Chris Shenberger (Elected)	4/30/17
Tom Dyra (Retiree)	4/30/18
Bryan Politsch (Elected)	4/30/18
Bob Smith (Appointed)	4/30/18
Jeff Williams	4/30/17
Linda Buss, City Treasurer	Ex-officio

**Identification And Membership Of Officials, Department Heads,  
Advisory Board, Commissions, Committees Or Council**

**Stephenson County Convention & Visitors Bureau**

Candy Allen-Smith	Freeport Chamber Rep
Peggy Altoff	Freeport At Large
Alderman Andrew Chesney	Freeport Council Rep
Kay Halbin	Freeport Lodging Rep
Rose Kaseeska	Stephenson County Lodging Rep
Debbie Schwartz	Freeport At Large
Jeff Mikkelsen	Stephenson Co Board Rep
Tyson Terhune	Stephenson Co At Large Rep
Sharon Welton	Stephenson Co At Large Rep

**Water & Sewer Commission**

Brad Hartog	11/30/17
Jim Medendorp	11/30/18
Christopher Schneiderman	11/30/18
Mark Winter	11/30/18
Bobbie Yount	11/30/20