

# **CITY OF SPRINGFIELD, ILLINOIS**



# **FREEDOM OF INFORMATION DIRECTORY**

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**MAYOR**

J. Michael Houston

**CITY COUNCIL**

Frank Edwards	Alderman, Ward 1
Gail Simpson	Alderman, Ward 2
Doris Turner	Alderman, Ward 3
Frank Lesko	Alderman, Ward 4
Sam Cahnman	Alderman, Ward 5
Corey Jobe	Alderman, Ward 6
Joe McMenamin	Alderman, Ward 7
Kris Theilen	Alderman, Ward 8
Steve Dove	Alderman, Ward 9
Tim Griffin	Alderman, Ward 10

**CITY CLERK**

Cecilia K. Tumulty

**TREASURER**

James O. Langfelder

## **CITY OF SPRINGFIELD, ILLINOIS**

### **GENERAL INFORMATION**

#### **GENERAL PURPOSE**

The City of Springfield, Illinois, is a municipal corporation duly organized under the laws of the State of Illinois. It provides a variety of public services to its citizens, including but not limited to, the following: police protection, fire protection, street maintenance, snow removal, electric service, water service, recreation, community development, zoning, traffic safety, a municipal cemetery and library system.

#### **MAYOR/ALDERMANIC FORM OF GOVERNMENT**

As of December 1, 1987, the City of Springfield, Illinois, has operated pursuant to the Mayor/Aldermanic form of government, consisting of a Mayor, City Clerk, City Treasurer and ten Aldermen.

#### **OPERATING BUDGET**

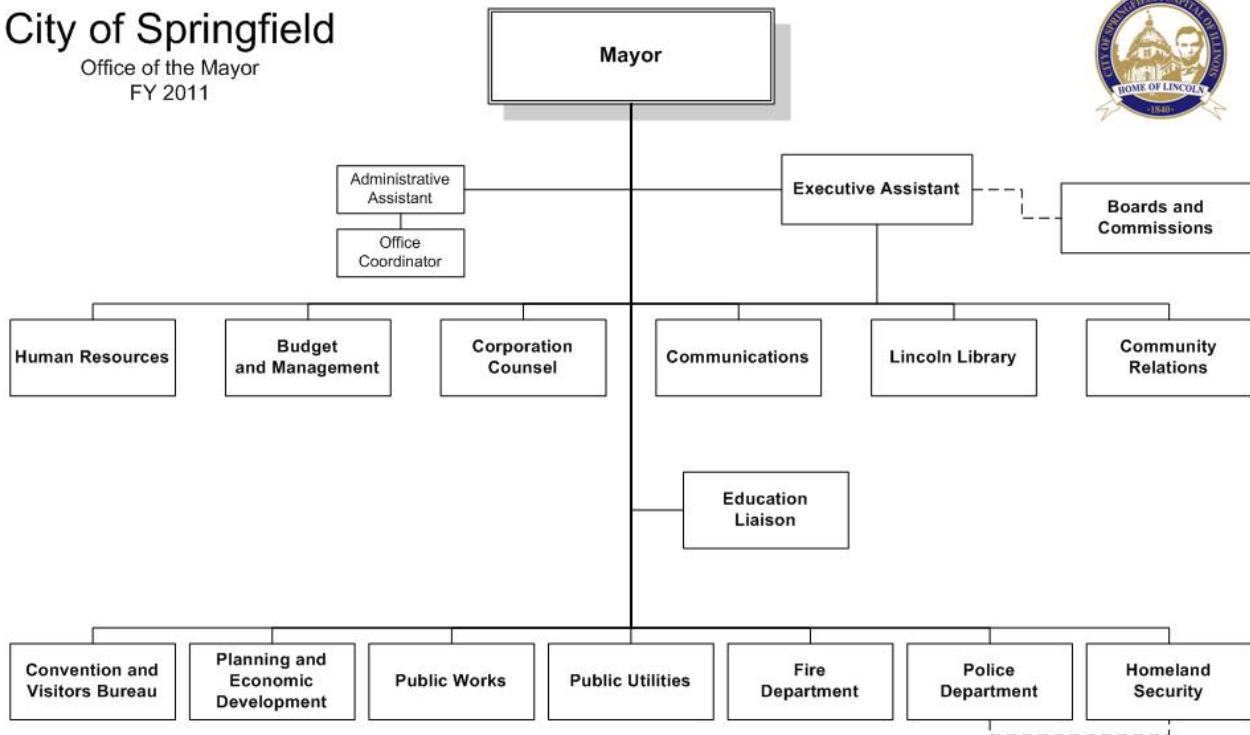
The City has a total operating budget of \$559,602,995.00 for Fiscal Year 2012.

#### **EMPLOYEES**

The City, as of January 20, 2011, has 1569 employees, which includes 13 elected officials.

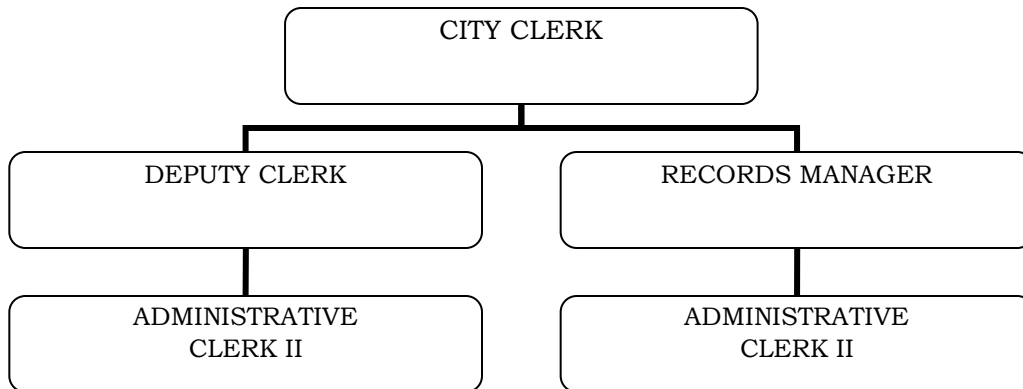
# ORGANIZATIONAL CHART

City of Springfield  
Office of the Mayor  
FY 2011

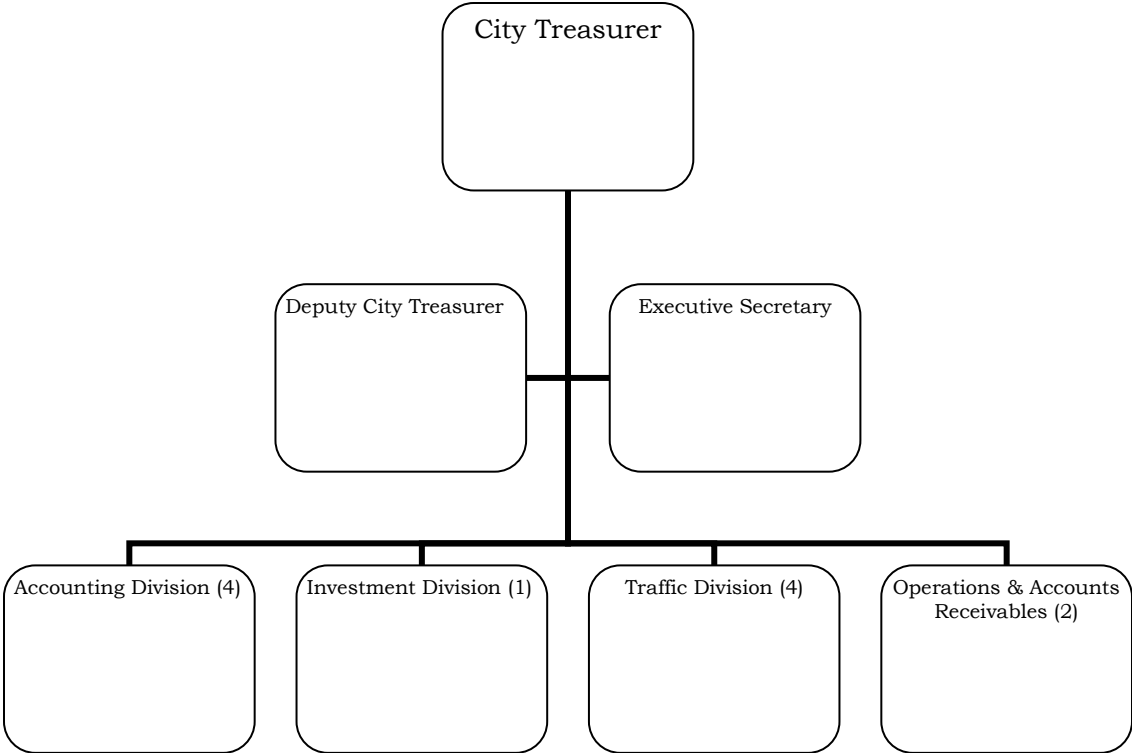


Rev: 01/09/11  
jdc

**Office of the City Clerk  
Springfield, Illinois  
FY 2011**



**Office of the City Treasurer  
Springfield, Illinois  
FY 2011**



This organizational chart only shows direct supervisory responsibilities for positions but does not show the flow of information. There is an open door policy in the office where communication flows among all positions.

# **CITY OF SPRINGFIELD MUNICIPAL FACILITIES**

## MAYOR'S OFFICE

Room 300 Municipal Center East

## CITY CLERK'S OFFICE

Room 106 Municipal Center West

## CITY TREASURER'S OFFICE

Room 104 Municipal Center West

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Municipal Center West  
300 South Seventh Street  
Springfield, IL 62701

Municipal Center East  
800 East Monroe Street  
Springfield, IL 62701

Office of Human Resources  
Room 309 Municipal Center West  
300 South Seventh Street  
Springfield, IL 62701

Office of Public Utilities  
4<sup>th</sup> Floor Municipal Center East  
800 East Monroe Street  
Springfield, IL 62701

Office of Public Works  
Room 201 Municipal Center West  
300 South Seventh Street  
Springfield, IL 62701

Office of Budget & Management  
Room 210 Municipal Center West  
300 South Seventh Street  
Springfield, IL 62701

Office of Corporation Counsel  
Room 313 Municipal Center East  
800 East Monroe Street  
Springfield, IL 62701

Office of Planning & Economic  
Development  
Room 107 Municipal Center East  
800 East Monroe Street  
Springfield, IL 62701

Lincoln Library  
326 South Seventh Street  
Springfield, IL 62701

Community Relations Board  
227 South Seventh Street  
Springfield, IL 62701

Community Relations Dept  
231 South 6<sup>th</sup> Street  
Springfield, IL 62701

International Visitors Comm.  
109 North Seventh Street  
Springfield, IL 62701

Convention & Visitors Bureau  
109 North Seventh Street  
Springfield, IL 62701

Oak Ridge Cemetery  
1441 Monument Avenue  
Springfield, IL 62702

Electric Division CWLP  
108 East Miller  
Springfield, IL 62702

Water Department CWLP  
401 North 11<sup>th</sup> Street  
Springfield, IL 62702

Property Management CWLP  
400 East Lake Drive  
Springfield, IL 62707

Springfield Police Department  
Municipal Center East  
800 East Monroe Street  
Springfield, IL 62701

Emergency Telecommunications  
Homeland Security  
Room 103 Municipal Center East  
800 East Monroe Street  
Springfield, IL 62701

Springfield Fire Department  
823 East Capitol Avenue  
Springfield, IL 62701

## **BOARDS AND COMMISSIONS**

### **§ 33.002. Boards, commissions, etc.; creation, appointment and removal.**

(a) The members of any city board, commission, bureau, agency or council shall, except as otherwise provided by this Code, be appointed subject to city council confirmation, by the mayor. Once appointed, the members shall, except as otherwise provided by this Code, be subject to removal by the mayor and shall serve at his pleasure.

(b) The members of any board, commission, bureau, agency or council created by statute or by some other governmental body, wherein the city is given the right to appoint and/or remove members thereof, shall be appointed and/or removed in the manner prescribed therein unless the city, pursuant to its home rule power, is entitled to and does in fact alter the manner of appointment and/or removal.

(c) Terms of office of all members of city boards, commissions, bureaus, agencies or councils shall be as specified in the ordinance creating them and until their successors are appointed and confirmed by the city council.

(d) A vacancy on any city board, commission, bureau, agency or council shall be filled in the same manner as the original appointment for the remainder of the unexpired term, unless otherwise provided by this Code.

(e) All city boards, commissions, bureaus, agencies or councils in existence on November 30, 1987, shall continue in existence unless and until changed by the city council. All members thereof shall continue to serve until their terms expire or they are removed in accordance with law or this Code. For the purposes of administrative supervision, the respective city boards, commissions, bureaus, agencies and councils shall be subordinate to the executive assistant to the mayor.

(f) All city boards, commissions, bureaus, agencies or councils shall have authority to ratify, adopt and amend by-laws to provide internal governance, structure and rules to be applied during their respective meetings.

(Ord. No. 171-2-91, 2-19-91; Ord. No. 850-11-93, § 1(Ord. 526-6-87, § 5-3), 11-2-93; Ord. No. 670-9-95, § 1, (Exh. B), 9-19-95; Ord No. 395-7-00, § 1, 7-5-00; Ord. No. 585-10-03, § 1(Exh. 1), 10-21-03; Ord. No. 371-07-04, § 1, 7-6-04)

**AIRPORT AUTHORITY**

7 members, 5-year terms

Board members meet monthly and are paid \$150.00 for each meeting attended.

Herman Bodewes  
Timothy Bramlet  
Eric Hansen  
Drinda O'Connor

Kari Selinger  
Vince Toolen  
Frank Vala

**BICYLCE ADVISORY COUNCIL**

9 members, No Specified Term

Board members are not compensated.

Daniel Adair  
John Allen  
Janet Cooper  
Michael Cummins  
Terry Farmer

Kevin Greene  
Michael Higgins  
David Sykuta  
*Vacant*

**BOARD OF LOCAL IMPROVEMENTS**

3 members, No Specified Term

Board members are not compensated.

Mark Mahoney - Director of Public Works  
Tim Sheehan - City Engineer  
William McCarty- Director of Office of Budget and Management  
Eric Hobbie – General Manager of City Water, Light and Power

**BUILDING CODE BOARD OF APPEALS**

5 members, 5-year terms

Board members are not compensated.

Jeff Burnett  
Robert Cusick  
T. David Parker

Mark Vasconcelles  
Mike Von Behren

**Citizens Efficiency Commission**

**4 members, No Specific Term**

**Board members are not compensated**

Dan Cadigan  
Gary Plummer

Kenley Wade, Sr.  
Joan Walters

**CITIZENS INFRASTRUCTURE REVIEW BOARD**

7 members, No Specified Term  
Board members are not compensated.

Chrystal Alexander  
Daniel Cadigan  
William McCarty  
James Roth

Milton Sees  
Bruce Strom  
Michael Zahn

**CIVIL SERVICE COMMISSION**

7 members, 3-year terms  
Members meet monthly. Chairman is paid \$386.77 and Commissioners are paid \$331.52 for each meeting attended.

Brad Carlson  
Kent Gray  
Henry Harms  
Victor Pambianco

Thomas Pape  
Raymond Rowden  
Allen Williams

**COMMUNITY RELATIONS COMMISSION**

11 members, 3-year terms  
Commissioners are not compensated.

Julia Barrenzuela  
Clarence Ford  
Julie Hubbard  
Jilnita Johnson  
Silas Johnson

Michele Kuntz  
Frank Price  
Pete Roberts  
Marilyn Selby  
Nicholas Stojakovich

**COOL CITIES ADVISORY COMMITTEE**

9 members, No Specified Term  
Committee members are not compensated.

Robert Cusick  
Kevin Greene  
Bryan Cal Johnsrud  
Robert Kobylarz  
Melody Renee LaMar

Jay Neposchlan  
Will Reynolds  
Robert Ruff  
David Saladino

**DEFERRED COMPENSATION COMMITTEE**

5 members, Serve at the pleasure of the Mayor  
Committee members are not compensated.

Dick Branch  
William McCarty  
Matt Gairani

John Rogers  
Malina Tomaras-Collins

**DISABILITIES COMMISSION**

9 members, 4-year terms  
Commissioners are not compensated.

Beverley Beard  
Gerard Boeker  
Marion Dramin  
Quinetta Jackson Hale  
Phillip Litchfield

Tyler D. McHaley  
Ross Silverman  
Jill Steiner  
Kathie E. Wozniak

**ELECTRICAL COMMISSION**

7 members, 5-year terms  
Commissioners are not compensated.

Glenn Baugh  
Jerry Crabtree  
Chris Harney  
C. Michael Marsaglia

John Ruby  
Kenneth Tupy  
Paul Turczyn

**FIRE PENSION FUND BOARD OF TRUSTEES**

5 members, 3-year terms  
Trustees are not compensated.

Tracy Bachman  
R. Barry Helmerichs  
Jim Langfelder

John Sullivan  
Vince Zummo

**FOREIGN FIRE INSURANCE BOARD**

5 members, 2-year terms  
Board members are not compensated.

Michael Barletti  
Brad Deal  
Robert Helmerichs

Andrew Sandhaas  
Vince Zummo

**HISTORICAL SITES COMMISSION**

15 members, 3-year terms  
Commissioners are not compensated.

Robert Barker  
David Eldridge  
Nancy Evans  
Judith Feurer  
William Feurer  
Ron Ladley  
Grainne Mahoney

Ed Mahoney III  
Jeanette Malafa  
Stephen Myers  
James Terry Ransom, Sr.  
E. Norman Sims  
Kathleen Spindell  
Dave Steckel

**HOMELESS ROUND UP COMMITTEE**

7 members, 1-year terms  
Committee members are not compensated.

Marlene Liss  
J. Paul Moore  
Jacqueline Newman  
Victoria Ringer

Timothy F. Rowles  
Nicholas Stojakovich  
Rita Lynn Tarr-Scheibe

**INTERNATIONAL VISITORS COMMISSION**

18 members, 3-year terms  
Commissioners are not compensated.

Blanca M.C. Bernasek  
Mark Brudnak  
Brian Crowdson  
Sarah Dellert  
Dr. Jonathon Goldbergelle  
Mahnaz Hibib  
Veronica Halloway  
Terri Hempstead  
Cathy Locher

Bhikkhu Mahinda  
Bonnie Matheis  
Helen Midden Milito  
Peggy Ryder  
Nancy Scannell  
Ruth Slottag  
Kathleen Spindell  
Anne Sustik  
David White

**LINCOLN LIBRARY BOARD OF TRUSTEES**

9 members, 3-year terms  
Trustees are not compensated.

Mark Denzler  
Davida Fanniel  
Donna L. Ferguson  
Rev. Dr. Lee E. Fields II  
Gary Koch

Martin Ryan  
Anthony Schuering  
Stuart Shiffman  
Jennifer Walsh-Hammer

**LIQUOR CONTROL COMMISSION**

3 members, Serve at the pleasure of the Mayor  
Members meet monthly. Chairman is paid \$188.63 and Commissioners are paid \$161.88 for each meeting attended.

Kevin Crumly  
Jill Leka  
Jack Pfeiffer

**MECHANICAL COMMISSION**

5 members, 5-year terms  
Commissioners are not compensated.

Frank Buraski  
Lincoln Cochran

Mark Miller  
Mark Patrick

**MEDICAL DISTRICT COMMISSION**

11 members, 4-year terms  
Commissioners are not compensated.

Michael Boer  
Rex Brown  
Virginia Cooper  
Lu Ann Johnson  
Mitchell Johnson  
Jack Mazzotti

Tom McLaughlin  
Robert Ritz  
Bradley Schaive  
Charlotte Warren PhD  
Dr. Elvin Zook

**MUNICIPAL BAND COMMISSION**

5 members, 3-year terms

Members meet monthly. Chairman is paid \$100.00 and Commissioners are paid \$75.00 for each meeting attended.

John Crisp Jr.  
Jules Hainaut  
Gus Pflugmacher

Don Smith  
Derrick Stapleton

**OAK RIDGE CEMETERY BOARD**

5 members, 3-year terms

Board members are not compensated.

Richard Hart  
John Hine  
Leonard Lieberman

Mitchell Murdock  
M. Kates Peters

**PLANNING AND ZONING COMMISSION**

11 members, 4-year terms

Members meet monthly. Chairman is paid \$267.71 and Commissioners are paid \$237.96 for each meeting attended

Chrystal Alexander  
Dennis Herrinton  
Kiplund Kolkmeier  
Barbara Mason  
Brad Mills

Carl Oblinger  
George Sisk  
Charlie Stratton  
Bruce Strom

**POLICE COMMUNITY REVIEW COMMISSION**

7 members, 2-year terms

Commissioners are not compensated

Patricia Carpenter  
Heather Easley  
LaDonna Guest  
Douglas E. King

Michael Knox  
Charles Ludwig  
John Moyer

**REGIONAL PLANNING COMMISSION**

17 members, 5-year terms  
Commissioners are not compensated

Sam Cahnman  
Dick Ciotti  
Andy Goleman  
Larry Hamlin  
Eric Hanson  
Mike Houston  
Kiplund Kolkmeier  
William Looby

Brad Mills  
Leslie Sgro  
Kenneth Springs  
Frank Squires  
Doris Turner  
Frank Vala  
Andy VanMeter

**REGIONAL/URBAN DESIGN ASSISTANCE TEAM (R/UDAT)**

8 members, 3-year terms  
Commissioners are not compensated

Dan Cadigan  
Tom Cullen  
Cindy Davis  
Marilyn Kushak

Tim Mapes  
Richard McCord  
Paul O'Shea  
Mike Rapps

**SENIOR CITIZEN COMMISSION**

11 members, 3-year terms  
Commissioners are not compensated.

Karen Alsup  
Linda Ausmus  
Charlotte Berry  
Patricia Carpenter  
Tom Kelshmeimer

John Kimball  
Mae Marie Koster  
Katherine White  
Albert Wolff

**SPRINGFIELD HOUSING AUTHORITY**

5 members, 5-year terms  
Commissioners are not compensated

George Alexander III  
Donald Anderson  
Urlonda Briggs

Dan Long  
Tim Schweizer

**SPRINGFIELD POLICE PENSION FUND**

5 members, 2-year terms  
Commissioners are not compensated

Brian Davidsmeyer  
Rick Dhabalt  
Donald Kliment

Joseph Pisarek  
Tom Selinger

**VETERANS COMMISSION**

At least 3 but no more than 10 members, No Specified Term  
Commissioners are not compensated

William Branham  
DeAnna Cagley, M.D.  
Greg Curran

Roy Dolgos  
Alex Orama  
Mike Walton

**CITY OF SPRINGFIELD  
RECORDS INDEX**

**OFFICE OF CITY CLERK**

Agendas  
Minutes  
Minutes of Closed Sessions  
Roll Call Sheets  
Attendance Records  
Legal Notices  
Ordinances  
Resolutions  
License Applications  
Commercial Delivery, Service &  
Transportation Vehicle  
Applications  
Annexations  
Water Taps  
Board of Local Improvements  
Journals  
Certificates of Publication  
Final Plat  
Preliminary Plans  
Petitions  
Contracts  
Zoning Dockets  
Annual Financial Statement  
Monthly Budget Statements  
Comprehensive Plan  
City Maps  
Council Meeting Tapes & Audio Files  
Security for Subdividers  
City Treasurers' Bond  
Passed Ordinance Sheet  
Obstruction Permits  
Public Notices  
Fireworks  
Permits  
Applications  
Oak Ridge Deeds  
City Code  
Licenses & Permits  
Freedom of Information Requests  
& Responses

Records Disposal Information

**Vital Records**

Burial Permits  
Disinterment-Reinterment Permit  
Applications  
Monthly Report to County Clerk  
Fetal Death Certificates  
Death Certificates  
Birth Certificates  
Cash Books  
Cash Receipts Books  
Monthly Statistical Reports of Birth  
Quarterly Statistical Reports of  
Deaths  
Annual Statistical Reports of Births  
& Deaths for Residents of City  
of Springfield  
Annual Report of Total Fees  
Deposited in the Corporate  
Fund

**OFFICE OF CITY TREASURER**

Cancelled Checks  
Daily Cash Disbursements  
Special Assessment Payment Cards  
Delinquent Special Assessment  
Report  
Outside Receipts  
1. 4<sup>th</sup> & Capitol Ramp  
2. Moving Violations – County  
Report  
3. Daily Cash and Investment  
Reports  
4. Police Department  
5. Community Development  
Treasurer's Receipts  
Computer Reports  
1. Check Number Lists  
2. Check Reconciliation List

3. Special Assessments  
Credit Bureau Accounts List  
Credit Bureau Refunds  
Customer Refunds  
Paid Parking Tickets  
Unpaid Parking Tickets  
Fire Pension Payroll Records  
Individual Fire Pension Members  
Records  
Fire Pension Daily Ledger  
Fire Pension Tax Files  
Fire Pension Bank Statements  
Fire Pension Cancelled Checks  
Active Fire & Police Contribution  
Records  
Investment Records  
Miscellaneous Records  
Treasurer's Receipts

**OFFICE OF THE MAYOR**

Administrative files  
Correspondence files  
Proclamations and Commissions  
Bookkeeping files  
Commission and Committee  
Members

**Community Relations**

Administrative Records  
Housing Discrimination  
Employment Discrimination  
EEO/Contract Compliance

**SPRINGFIELD FIRE DEPARTMENT**

**Administration**

Personnel Administrative Files  
Personnel Files  
Monthly Reports  
Payroll Records  
Labor Contracts  
Organizational Records  
Administrative Files  
Incident Reports

Department Incident Data  
Seniority List  
Special Teams Data  
Equipment Inventory  
Annual Hydrant Testing Data  
Fire Protection Information

**Fire Safety**

Arson Reports  
Inspection Reports  
Compliant Files on Buildings  
Building Records Regarding Fire  
Safety Issues  
Knox Box Records  
Department Grants

**Training**

Personnel Training Records  
Training Summary  
Monthly/Annual Training Activity  
Personnel EMT Files  
Personnel Safety Records  
Departmental Issued Inventory

**SPRINGFIELD POLICE  
DEPARTMENT**

**Chief's Office**

General Correspondence Files  
Special Services – Administrative  
Files  
Emergency Communications-Police  
and Fire Communications  
logging audio tapes

**Administrative Service Division**

Accident Reports  
Complaint Reports  
Criminal Histories  
Incident Reports  
Moving Violation Citations  
Clothing Records  
Supply Requests

Specifications for Clothing, Vehicles,  
Construction, etc.

Supply Manuals

General Files

Evidence Logs

Fleet Maintenance Records

Transfer Requests

### **Professional Standards Division**

Officers/Employees Training Files

Certified Course Files

Crime Prevention Surveys

### **Criminal Investigations Division**

Case Assignment Files

Case Closure Files

Correspondence

General Office Files

Manuals/Forms

### **Field Operations Division**

Attendance Monitoring

Awards Luncheon Program

Correspondence

D.U.I. Files

General Office Files

Manuals/Forms

News Media Releases

Ride-Along Program

Special Event/Units File

Transfer Requests

### **OFFICE OF CORPORATION COUNSEL**

Correspondence

Memoranda

Litigation Files

Financial Records

Cable Television

Liquor Violation Agreements

### **OFFICE OF HUMAN RESOURCES**

Current Employee Files

Past Employee Records

Current Employee Listings

Employee Salaries

Compensation Schedules

EEO Information

Civil Service Commission Rules

Civil Service Commission Agendas

Civil Service Commission Minutes

Monthly Transaction Reports

Police and Fire Eligibility Lists

Police and Fire Promotional Lists

Affirmative Action Policy

Employment Policies

Position Classification Standards

Correspondence Files

Union Contracts

Deferred Compensation Minutes

### **OFFICE OF BUDGET AND MANAGEMENT**

Wire Transfer Transmittal Forms

Springfield Chamber of Commerce

Municipal Band

New Library Building

Fire Pension

Motor Vehicle Parking

Police & Fire Pension Funds

Tax Increment Fund

Telephone

Defeased Sewer Bonds

Parking

Federal Revenue Sharing

Exchange of Payments

Corporate Fund

7<sup>th</sup> & Monroe Parking

Investment Forms

Special Assessments

Judgment & Interest

Industrial Revenue Bonds

Bond Issues

Franchises

Weekly Investments  
Correspondence  
Receipts  
Police & Firemen  
Park Towers  
Operating Budget & Financial Reports  
Monthly Treasurer's Reports  
Monthly Budget & Revenue Reports  
Cash Receipts & Disbursements  
General Interest Escrow  
Government Programs  
Vendor  
1099 Contractual Salaries  
Audited Fiscal Year Financial Reports  
Unaudited Monthly Financial Reports  
Cash Receipts & Disbursements  
Fixed Asset Vehicle Title File  
Garnishment Records  
Travel Expenses  
Unemployment Compensation  
Insurance Files  
Major Medical Files  
Retiree's Group Insurance  
Social Security Records  
Illinois Municipal Retirement Fund  
W-2 Information  
Medicare  
W-2 Employer Copy 1960 thru Current  
Police & Fire  
IMRF  
Seasonal  
Copies of Employee Maintenance Forms  
Finance Copy of Time Forms  
Vendor Report  
DCV's & P.O.'s

**Central Services/Purchasing**

City Inventory Records  
Security Control File  
Fleet Auto Insurance Records  
Bid Specifications

Contracts  
Specifications Committee Minutes  
Quotations  
Purchase Orders  
Sale of Surplus Property  
Vendors List

**Sales Tax**

Exemption from Registration  
Retailer/ Servicemen Affidavit  
Use Tax Payment  
Use Tax Return  
Municipal Motor Fuel Tax Returns  
Hotel/Motel Tax Returns  
Application for Certificate of Registration of Springfield Sales Tax  
Retailer's Occupation Tax  
Non-Resident Motor Vehicle Purchasers Exemption Certification  
Illinois Department of Revenue – Transaction Reporting Return  
Springfield Sales Tax Return

**OFFICE OF PUBLIC WORKS**

**Building & Zoning Department**

Zoning Petitions  
Zoning Complaints  
Correspondence  
Home Occupation Records  
Certificate of Occupancy Files  
Planning and Zoning Commission  
Budget  
Non-Conforming Use Records  
Subdivision & Parcel Address Files  
Sanborn Maps  
PUD Records  
Agenda & Minutes  
Building Codes Board of Appeals  
Electrical Commission  
Mechanical Commission  
Plumbing Commission

Backflow Installation and Location Files  
Building Address Files  
Building Related State Regulations  
Building Specs and Plan Files  
Fence Permits  
Computer Files  
    Electrical Contractor and Licenses  
    Mechanical Contractor and Licenses  
    Plumbing Contractors  
Contractor and License Holder Files  
    Electrical  
    Mechanical  
    Plumbing  
Daily Itinerary Files  
Dangerous Building Files  
Electrical Examination Results (Sealed File)  
Employee Equipment File  
General and Interdepartmental Correspondence  
I.C.B.O.  
Information Pamphlet File  
Inspector Qualification Files  
Insulation Ordinance File  
Inventories  
Labor Distribution Report File  
Master Forms  
Mileage Reports  
Monthly and Yearly Reports  
Office Layout Plans  
Permit Application Reports  
Permit Files  
Permit Index Card Files  
Procedure Files  
Registered Contractors and License Holders  
Sanborn Map File  
Septic Tank Ordinance File  
Sidwell Books File  
Subdivision Plat Files  
Tax Index Number/Owner File  
Training Records  
Word Processing Information Files

## **Lincoln Library**

Administrative Files  
Board of Directors Files  
Business Office Files  
Property Management Files

## **Housing/Environmental**

Application/Permit for Private Sewage/Disposal System  
Building and Zoning Department  
    Plumbing Permit  
Environmental Request 33  
Housing Program Legal Referral Form  
  
Mechanical Application/Permit  
Mobile Home Park Inspection Form  
Placard List  
Work Order  
Work Order Statement

## **Community Relations**

Administrative Records  
Housing Department  
Employment Department  
EEO/Contract Compliance Department  
Bookkeeping Department

## **Administration**

Administrative Files  
Department Budget & Records  
Departmental Programs  
Individual Subject Files  
Working Policies of the Department of Public Works

## **Engineering Department**

### Sewers

- Location Maps
- Specifications & Plans
- Emergency Repairs
- E.P.A. Permits

### Streets

- Specifications & Plans
- Length, Width, Type

### Motor Fuel Tax (State)

- Maintenance Records
- Construction Projects
- Audit Reports

### Special Assessments

### Miscellaneous

- Subdivision Records
- Drainage Permits
- Sewer Disconnection Permits
- House Moving Permits
- Annexations & Disconnections to City

Street Vacation & Dedication

Seeley Survey Notes

Outside City Water Applications

Street Names Changes

Street Opening Bonds

Street Replacement Charges

City Maps

## **Administrative Services**

Outstanding Requests for Service

Street Opening Requests &

Obstruction Permits

Employee Reports

Vehicle, Fleet & Equipment Files

Manpower Equipment Reports

Safety Information

Financial Records

Employee Payroll Records &

Attendance Records

Municipal Motor Fuel Tax Records

Correspondence regarding any or all of the above nine categories

## **Maintenance Department**

Street Maintenance

Sewer Maintenance

Backfills

Street Cleaning

Sidewalks & Curbs

Forestry

## **Traffic Engineer**

Bid Specifications and Contracts

Purchase Orders and DCV's

Receipts

Budget Books

Work Orders

Off Street Parking

Handicapped Identification Files

Motor Vehicle Parking Commission

Meter Locations

Ramp Activity Reports

Traffic Code

Correspondence

Agreements

Obstruction Reports

Traffic Signals

Traffic Signals Interconnect

## **Oak Ridge Cemetery**

Burial Records

Lot Owners Records

Plat Books, Maps and Blueprints

Lot Owners Correspondence

Affidavits

Foundations & Work Orders

Marker Orders

Deed Lists

Receipts

Ledgers

Paid Bills and Invoices

Board Minutes

Monthly Reports

Annual Reports

Trust Fund Reports

Specifications and Bids

Payroll and Time Records  
Fixed Asset and Inventory  
Administrative Files

**OFFICE OF PLANNING &  
ECONOMIC DEVELOPMENT**

Administrative  
Economic Development  
Community Development  
Housing Rehabilitation

**CONVENTION & VISITORS  
BUREAU**

Administrative  
Tourism Sales Department  
Convention Sales Department  
International Visitors

**OFFICE OF PUBLIC UTILITIES**

**Administrative Services Division**

Automotive Maintenance  
Lake Security  
    Enforcement Activity  
    Measures  
    Watercraft Registration Data  
Lake Services  
    Construction Activity  
    Maintenance Activity  
Parks & Recreation  
Personnel & Training  
    Apprenticeship Programs  
    Civil Service Rules  
    Education Programs  
    In-house Training &  
    Development  
    Employee Education  
Reimbursements  
    Employee & Work Force Data  
    Fair Labor Standards Act  
Property Liability & Workers  
    Compensation Claims  
Real Estate  
    Agricultural Reports

Lake Property Building &  
Remodeling  
Lake Property Leases  
Lake Property Rental Records

**Agreements & Contracts**

Consulting  
Electric Interconnection & Tie Lines  
Electric Wholesale  
Fuel  
General & Miscellaneous  
Insurance  
Joint Use of Poles  
Lake Springfield Fisheries  
    Management (with Illinois  
    Dept. of Natural Resources)  
Unions (12)  
Water Wholesale

**Association Memberships**

American Public Power Association  
American Water Works Association  
Illinois Municipal Electric  
Association  
Illinois Municipal Utilities  
Association

**Audits**

External

**Capital Improvements**

Electric Division  
Other Facilities  
Water Division

**Community Programs**

Partners in Education  
Project Relief  
Senior Citizens Discount

## **ELECTRIC DIVISION**

### **Generation**

Engineering  
Environmental Regulations &  
Compliance  
Fuel  
    Coal  
    Fuel Oil  
    Natural gas  
Flue Gas Desulfurization System  
    (Scrubber)  
Power Plant Units & Facilities  
    Dallman  
    Factory Street  
    Lakeside  
    Reynolds Street

### **Operations**

Analyses of Peak Load  
Consumption & Demand Reports  
Daily Energy Transactions with  
    Other Utilities  
Demand & Energy Projections  
Economic Dispatch Data  
Electric Production Data  
Energy Exchange Logs  
Fuel Cost Data  
Generation Planning Data  
Integrated Demand Readings  
Interconnections with Other Utilities  
Operational Logs  
Load Curves & Forecasts  
    Load Research Data  
    Strategic Planning  
    Wholesale Power Costs  
System Planning  
Transmission-Distribution  
Engineering  
    Annexations  
    Inventory  
    Substations  
    Transformers  
    Transformer Vault  
    Regulations

Transmission-Distribution System  
    Overhead Lines  
    Substations  
    Underground Lines  
Waste Recycling, Treatment &  
Disposal

## **FINANCE DIVISION**

Accounting Management Reports  
Budget Reports  
Commercial Office  
    Customer Service Policies &  
    Procedures  
    General Data & Activity  
    Measures  
Data processing (See Computerized  
Records)  
Energy Services  
    Alternative Energy  
    Technologies  
    Conservation Programs  
    Energy Conservation  
    Literature  
Home Energy Audits  
Rebate Programs  
    Air Conditioner  
    Heat Pump  
    Insulation  
Financial Reports  
Fiscal Services  
    Budget Documents  
    Comparison of Rates with  
    Other Utilities  
    Electric Demand Reports  
    Energy Information  
    Administration Reports  
    Financial Reports  
    Meter Reports  
    Revenue Reports  
    Rates (Electric & Water)  
Fuel Adjustments  
General Accounting Reports  
    Activity Summaries  
    Audits  
    Balance Sheets  
    Disbursements

General Ledgers & Subledgers  
 Inventories  
 Receipts  
 Registers  
 Various Schedules &  
 Statements  
 Vendors  
 Vouchers  
 Grants & Project Management  
 Inventory Management  
 Master Table Reports  
 Open Items Reports  
     Aged Open Invoices  
     Aged Open Payment Vouchers  
     Aged Open Purchase Orders  
     Cleared Invoices  
     Cleared Payment Vouchers  
     Cleared Purchase Orders  
     Invoice Activity  
     Outstanding Purchase  
     Requisitions  
     Payment Voucher Activity  
     Purchase Order Activity  
 Public Information  
     Freedom of Information  
     Requests  
     General Information  
     Publications  
         Annual Reports  
         Assorted Brochures &  
         Pamphlets  
     Customer Newsletter  
     Employee Newsletter  
     News Releases  
 Revenue Bond Issues

**History of City Water, Light &  
Power**

(See the Sangamon Valley Collection  
in the main branch of Lincoln  
Library)

**Regulatory Affairs**

Environmental, Health & Safety  
     Air Sampling  
     Environmental Procedures  
     Manual  
     Fire Prevention & Protection  
     Handicapped Accessibility  
     Industrial Hygiene Monitoring  
     Job-Site Safety Inspections  
     Material Safety Data  
     Safety Manual  
     Safety Meetings  
 Internal Audit  
 Operations  
     Community Outreach Center  
     Policies & Procedures  
     Public Utilities Regulation &  
     Policies Act  
     Utility Ordinances & Other  
     Legislation  
     Telecommunications

**WATER DIVISION**

Source of Supply  
     Dredging & Sediment Retention  
     Project  
     Hunter Lake (under development)  
     In-lake Monitoring  
     Lake Springfield  
         Lake Maintenance Programs  
         Land Use Plan  
         Lake Springfield Watershed  
         Management Plan in Case of  
         Drought  
         Prairie Restoration  
         Soil Conservation Service  
         Projects  
         Supply Alternatives  
 Water Distribution & Engineering  
     Cross-connection Inspections  
     Pumping & Storage Facilities  
     System Data  
 Water Treatment  
     Channel Dam  
     Chemical Inventory

Emergency Procedures  
Emergency Water Supply  
Source  
Environmental Reporting  
Procedures  
Lake Level Data  
Operation & Production Activity  
Measures  
Spaulding Dam  
Water Quality Analyses & Data

**Miscellaneous**

Correspondence (Non-proprietary)  
Easements (Electric & Water)  
Employee Assistance Program  
Reports, Studies & Surveys  
    Electric Use  
    Energy Resources  
    Incidental Operating Reports  
    & Summaries  
    Revenue Requirements &  
    Rates  
    Various External Studies  
    Conducted for the Utility  
Water Needs  
Water Supplies

## **RECORDS INSPECTION PROCEDURE**

Any person requesting records of the City of Springfield, Illinois, which records are not customarily made available, may make such a request in person with the Springfield FOIA Officer, Office of the City Clerk, Room 106, Municipal Center West, 7<sup>th</sup> and Monroe Streets, Springfield, Illinois 62701, during normal business hours. Request for records forms will be made available at the Office of the City Clerk.

A request for records may also be presented by mailing a written request to the address stated above. A request can be made electronically to the City Clerk's office at [cityclerk@cwlp.com](mailto:cityclerk@cwlp.com) or via facsimile to the Office of the City Clerk at 217-789-2144.

To aid in processing, a request for records should specify in particular the records requested to be disclosed and copied. If the requester desires certification of any record, the request must specify the particular record or records to be so certified.

The fees for such records, if the person requesting the records wishes them to be copied, are as follows:

### **Copies:**

For traditional black and white, letter or legal sized copies (8 ½ x 11 or 11 x 14), the first 50 pages are free, and any additional pages are \$0.15 cents per page. For color copies or abnormal size copies, the charge is the actual cost of copying. Whenever possible, the response can be provided in electronic format via the requestor's email.

**CITY OF SPRINGFIELD, ILLINOIS  
FREEDOM OF INFORMATION ACT  
RULES AND REGULATIONS**

**ARTICLE I  
GENERAL REQUIREMENTS**

**Section 1.1. Purpose and Scope**

These regulations are promulgated pursuant to the Freedom of Information Act (FOIA), 5 *ILCS 140/1*. These regulations are intended to provide information concerning the procedures by which public records may be obtained from all departments of the City of Springfield.

Public records of the City of Springfield made available pursuant to the requirements of the FOIA shall be furnished to members of the public as prescribed by these rules and regulations. Officers and employees of the City may continue to furnish to the public, informally and without compliance with the process prescribed herein, information and records which prior to the enactment of the FOIA were furnished customarily in the regular performance of their duties.

**Section 1.2. General Limitations.**

These rules are 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 the City of Springfield.

**ARTICLE II  
PROCEDURES BY WHICH RECORDS MAY BE OBTAINED**

**Section 2.1. Public Records Office.**

The Office of the City Clerk, Room 106, Municipal Center West, Springfield, Illinois, will process requests to inspect and copy public records. The normal business hours of the Office of City Clerk are 8:00 a.m. to 4:30 p.m. – Monday through Friday.

**Section 2.2. Requests for Records and Copies.**

- (a) How made and addressed. A request for a record of the City which is not customarily made available or which is not available at the City Clerk's Office may be made personally at the Office of the City Clerk on forms provided by the City Clerk or by mail, with the envelope and the letter clearly marked "Freedom of Information Request" or "Information Request." All requests received by mail shall be addressed to the City Clerk, Room 106, Municipal Center

West, Springfield, Illinois 62701. Requests can be made electronically via the City Clerk's website at [www.springfieldcityclerk.com](http://www.springfieldcityclerk.com). Requests can be made via facsimile to 217-789-2144.

- (b) Description of records sought. A request to inspect or copy a record should reasonably describe the record by reference to the subject matter, approximate date of issuance, if known, and the department, board, commission, or agency within the City which is responsible for maintaining the record, if known.
- (c) Information may be requested. Where the information supplied by the requester is not sufficient to permit location of the records with a reasonable amount of effort, the requester may be asked to supply additional necessary information which will enable the City department to locate the document.

### **ARTICLE III PROCESSING REQUESTS**

#### **Section 3.1. FOIA Coordinators.**

The Mayor shall appoint a FOIA coordinator for the Office of Public Works, Office of Human Resources, Office of Public Utilities, Office of Corporation Counsel, Office of Planning and Economic Development, the Office of Budget and Management, Springfield Fire Department and Springfield Police Department. The City Treasurer and City Clerk shall appoint a FOIA coordinator for their respective offices. The Mayor and City Treasurer shall notify the City Clerk in writing of the name of the FOIA coordinator for their respective offices.

#### **Section 3.2. Referral to Appropriate Office.**

The City Clerk shall make and retain a copy of each request for records. The Clerk shall forward a request-for-records via the electronic FOIA Tracking System to the FOI coordinator for the office which has primary concern with the records requested. Within five (5) working days of receipt of a request, the Freedom of Information coordinator of the concerned office shall comply with or deny the request via the FOIA Tracking System.

#### **Section 3.3. Extension of Time.**

The FOI coordinator may request an extension of time for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;

- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the City must notify the requestor in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced. If the City does not respond to the request within 5 business days after receiving it, that inaction is considered a denial of the request. If that occurs, the requestor can either file a Request for Review with the Attorney General's PAC or file a case in court. If you choose to file a Request for Review, the request must be sent to:

Public Access Bureau  
 500 S. 2nd Street  
 Springfield, IL 62706  
 217-558-0486  
 Email address: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

**Section 3.4. Delay Treated as Denial.**

Failure to comply with a written request, extend the time for response, or to deny the request within five (5) working days from the receipt of the request is considered a denial of the request.

**ARTICLE IV  
 RESPONSE TO REQUESTS**

**Section 4.1. Form of Grant.**

When a requested record has been identified and is available, the City Clerk shall notify the requester as to where and when the record will be available for inspection or copies and of any applicable fees.

**Section 4.2. Form of Denial.**

The City Clerk shall notify the requester in writing whenever the request for records has been denied. The notice of denial shall include:

- (1) The reasons for denial;
- (2) Notification of the requester’s right to and instructions on the appeal process.

**Section 4.3. Commercial Requests.**

The City has 21 business days to respond to a request for information that is made for a commercial purpose. The City may do one of the following:

- (1) Provide the requested records;
- (2) Advise when the records will be provided and the costs;
- (3) Deny the request (if it falls under an exception); or
- (4) Advise the requestor that the request is unduly burdensome.

**Section 4.4. Repeated Requests.**

Repeated requests for the same records may be deemed unduly burdensome under this provision.

**Section 4.5. Record Cannot be Located.**

If a requested record cannot be located from the information supplied or is known to have been destroyed or otherwise disposed of or does not exist, the City Clerk shall so notify the requester.

**ARTICLE V  
APPEAL PROCEDURE**

**Section 5.1. Appeal.**

Whenever a request for records is denied in whole or in part, the requester may file a notice of appeal in writing. The Request for Review is filed with the Public Access Counselor at the Attorney General’s Office.

The requestor may also seek judicial relief by filing a lawsuit in the State Circuit Court (5 ILCS 140/11). If you choose to file a Request for Review with the PAC, the request must be sent to the address below within 60 calendar

days of the date of the denial letter. (5 IOLCS 140/9.5(a). The Request for Review must include a copy of the original FOIA request and the denial letter.

Public Access Bureau  
500 S. 2nd Street  
Springfield, IL 62706  
217-558-0486  
Email address: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

The PAC will review the request and will do one of three things:

1. Decide that no further action is necessary. If the PAC decides that the alleged violation is unfounded and no further action is necessary, the PAC will inform the requestor and the City of that decision.
2. Request more information from the City. If more information is needed to review the issue, the PAC may, within 7 working days after receiving the Request for Review, send a copy of the Request to the City and ask for any records the PAC needs to complete the review. The City has 7 working days to provide the requested information. The Attorney General, through the PAC, has the authority to issue a subpoena if the City fails to fully respond.
3. The PAC may also try to resolve your FOIA dispute with the City through mediation or other informal efforts.

If the PAC decides to issue a binding opinion, the PAC will issue that opinion within 60 calendar days after receiving all the information needed to decide the matter. The PAC may extend the 60-day time period by 21 working days by sending a written notice to the requestor and the City. This written notice must include the reasons for the extension.

## **ARTICLE VI MAINTENANCE OF FILES**

### **Section 6.1. Files of Denied Requests.**

Copies of all notices of denial shall be retained by the City Clerk in a single central office file that is open to the public and indexed according to the type of exemption asserted and, when feasible, according to the types of records requested.

## **ARTICLE VII**

### **SCHEDULE OF FEES**

#### **Section 7.1. Fees.**

Fees are limited. For traditional black and white, letter or legal sized copies (8 ½ x 11 or 11 x 14), the first 50 pages are free. Additional pages shall be charged at \$0.15 per page. For color copies or abnormal size copies, charges shall be the actual cost of copying.

#### **Section 7.2. Copies**

15 cents per page;  
Certification - \$1.00 Each.

#### **Section 7.3. Tape Recordings and Other Audio Records.**

Cassette Tape -	Actual Cost
CD-	Actual Cost

#### **Section 7.4. Form of Payment.**

Payment shall be made by cash, check, or money order payable to the City of Springfield. The Office of the City Clerk also accepts MasterCard, Discover and American Express. A convenience fee (2.10%) will apply.

## **ARTICLE VIII**

### **DISSEMINATION OF INFORMATION ABOUT THE CITY OF SPRINGFIELD**

#### **Section 8.1. Municipal Directory.**

The City Clerk shall make available for inspection and copying, the following information about the City of Springfield:

- (1) A brief description of the City;
- (2) A block diagram of the City's functional subdivisions;
- (3) The number and location of all its offices;
- (4) The approximate number of City employees;

- (5) The identification and membership of all City boards, commissions, committees or councils;
- (6) The total amount of its operating budget.

**Section 8.2. Records Inspection Procedure.**

The City Clerk shall make available for inspection and copying a brief description of the City's record inspection procedure.

**Section 8.3. Index.**

The City Clerk shall make available for inspection and copying, a current index of City records.

**Section 8.54 Public Display of Information.**

The City shall prominently display at the Municipal Building, 7<sup>th</sup> and Monroe Streets, a copy of the municipal directory, records inspection procedures and City index of records.