

FREEDOM OF INFORMATION ACT

REQUIRED DATA

5 ILCS 140/4



CITY OF ROCK ISLAND

1528 THIRD AVENUE

ROCK ISLAND IL 61201

PHONE NUMBERS:

GENERAL ADMINISTRATION: 309-732-2012

CITY CLERK: 309-732-2010

FINANCE DEPARTMENT: 309-732-2000

PUBLIC WORKS DEPARTMENT: 309-732-2200

FAX: 309-732-2055

CITY OF ROCK ISLAND WEBSITE: [HTTPS://RIGOV.ORG](https://rigov.org)

PREPARED BY: JUDITH H. GILBERT, CITY CLERK

cityclerkmail@rigov.org

December 14, 2018

DESCRIPTION

The original City plat was filed on July 10, 1835 and was named Stephenson. The town was incorporated as a result of an election held on October 21, 1837. The city was renamed Rock Island on February 27, 1841. The original City Charter was approved on February 28, 1854.

The City of Rock Island is a municipal corporation and home rule unit of government. It adopted a council-manager form of local government in 1952 to bring a professional, less political approach to local government. The Mayor and the seven aldermen of the City Council are responsible for establishing policy direction for the City, deciding taxing levels to fund municipal services and deciding the level of services provided to the citizens. They appoint a full-time City Manager who has the responsibility of overseeing the day-to-day operations of the City.

The City Council meets on an annual basis to set goals and prepares a strategic action plan for the City.

Below are the City's goals for 2018-2019.

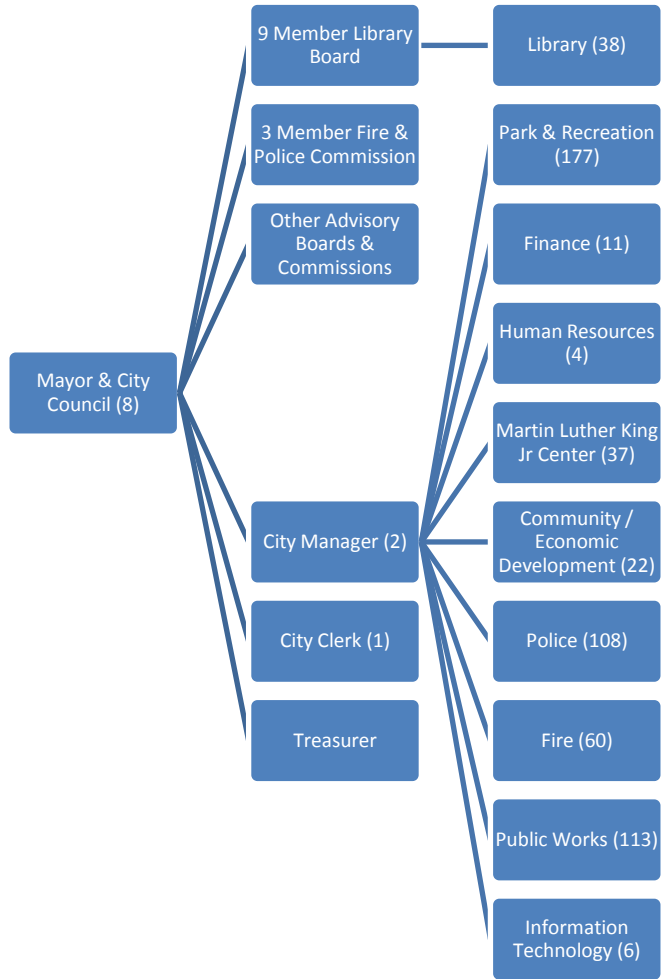
Goal #1: FINANCIALLY SOUND CITY PROVIDING HIGH QUALITY SERVICE AND INFRASTRUCTURE

Goal #2: EXPANDING LOCAL ECONOMY

Goal #3: REVITALIZATION OF STRATEGIC LOCATIONS

Goal #4: INCREASE POPULATION THROUGH LIVABLE NEIGHBORHOODS

CITY OF ROCK ISLAND ORGANIZATIONAL CHART



TOTAL AMOUNT OF OPERATING BUDGET: \$117, 170,810

NUMBER AND LOCATION OF ALL OF ITS OFFICES:

1) CITY HALL – 1528 Third Avenue

Departments at City Hall: Mayor and Council Offices, General Administration/City Manager, City Clerk, Finance Department, Community and Economic Development Department including Planning and Redevelopment Division and Inspection Division, Information Technology Department, Human Resources Department, Council Chambers, and Wellness Center.

2) POLICE DEPARTMENT – 1212 Fifth Avenue

3) FIRE DEPARTMENT – 1313 5th Avenue

4) PUBLIC WORKS DEPARTMENT – 1309 Mill Street

Including Engineering and Fleet Services.

Wastewater Treatment Plant – 1299 Mill Street

Water Treatment Plant – 2215 16th Avenue

Sunset Marina – 31st Avenue and the Mississippi River

Recycling Drop-Off Center – 2215 16th Avenue

Hydroelectric Plant – 5200 11th Street

Southwest Treatment Plant – 7101 38th Street West

5) PARKS AND RECREATION DEPARTMENT – 4303 24th Street

Rock Island Fitness & Activity Center (RIFAC) – 4303 24th Street

Highland Springs Golf Course & Driving Range – 9500 35th Street West

Saukie Golf Course – 3101 38th Street

Whitewater Junction Family Aquatic Center – 17th Street and 18th Avenue

Hauberg Estate – 1300 24th Street

Rock Island Alan Campbell Sports Complex – Andalusia Road and 29th Street West

6) MARTIN LUTHER KING JR. COMMUNITY CENTER – 630 Martin Luther King Drive

7) ROCK ISLAND PUBLIC LIBRARY – DOWNTOWN LIBRARY – 401 19th Street

30/31 Branch Library – 3059 30th Street

Southwest Branch Library – 9010 Ridgewood Road

NUMBER OF FULL-TIME EMPLOYEES: 354

NUMBER OF PART-TIME EMPLOYEES: 164

(The number of part-time employees includes seasonal employees.)

CITY OF ROCK ISLAND BOARDS AND COMMISSIONS:

Arts Advisory Committee
Beautification Commission
Board of Fire and Police Commissioners
Board of Zoning Appeals
Building Code Board of Appeals
Citizens Advisory Committee
Electrical Code Board of Appeals
Ethics Commission
Fire Pension Board of Trustees
Foreign Fire Insurance Tax Board
Health Code Board of Appeals
Human Rights Commission
Labor Day Parade Committee
Liquor Control Commission
Martin Luther King Jr. Center Board
Mechanical Code Board of Appeals
Planning Commission
Plumbing Code Board of Appeals
Police Pension Board of Trustees
Preservation Commission
Property Maintenance Code Board of Appeals
Rock Island Park and Recreation Board
Rock Island Public Library Board of Trustees
Stormwater Board of Appeals
Sunset Marina Boaters Advisory Committee
Water Pollution Control Board

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS:

Accessing the Records of a Public Body

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records unless there is an exemption in the statute that protects those records from disclosure.

Please Note: Freedom of information requests are not needed for copies of information readily available on the City's website, including minutes, agendas, ordinances, general information, and other details that are immediately accessible from the City.

Submitting a Request for Information

Freedom of Information Request online forms are not required but may be utilized for convenience. All requests for information must be submitted in writing, either by email to the Police Department or to the City Clerk's office (links to the right), or by mail / personal delivery to the Police Department or to the Office of the City Clerk. **Online FOIA Request Forms:** <https://rigov.org/foia>

Applicable Fees

No fee will be charged for the first 50 pages of black and white, letter- or legal-sized copies. A fee of 15 cents is charged for any additional pages, color copies, and abnormally sized copies. There is a fee of \$1 for information placed on a CD or DVD. There is a charge for information placed on a flash drive. Illinois Crash Reports carry a fee of \$5.00.

Processing of Requests & Notification

As requests are processed, the Police Department or the City Clerk's office will contact the requester when the information is available. If a request is denied, a letter will be sent explaining the reason for denial and the process for appeal of the denial. The Freedom of Information Act allows five business days (not including the day of receipt of request) for response and twenty-one (21) days for a commercial response.

Public Records List

Public records are available for inspection and copying from the City of Rock Island under the Illinois Freedom of Information Act. Exemptions for disclosure may apply in certain instances under state or federal statutes.

City Of Rock Island FOIA Officers:

Judith Gilbert, City Clerk – City Hall, 1528 Third Avenue (Processes and responds to all non-Police FOIA requests.)

Wayne Sharer – Rock Island Police Department, 1212 Fifth Avenue

Rhonda Schumacher – Rock Island Police Department, 1212 Fifth Avenue



FREEDOM OF INFORMATION REQUESTS

The following lists are types of Public Records that are available for inspection and copying from the City of Rock Island under the Illinois Freedom of Information Act. Exemptions for disclosure may apply in certain instances under State or Federal Statutes.

General Administration / City Council / Mayor

- Administrative files
- City Manager and Mayor travel files
- Council P Card Receipts
- Commission and Task Force Master List and Files
- Completed liquor license records

City Clerk

- Council travel files
- Business licenses/records
- Closed (Executive) Session Minutes released
- Final contracts and leases for goods, services and bargaining
- Illinois Department of Revenue sales tax verification locations (businesses)
- Illinois Department of Transportation notices to maintain (road maintenance)
- Illinois Department of Transportation notices appropriating Motor Fuel Tax funds (maintenance)
- Illinois and United States Environmental Protection Agency notices
- Legal notices received
- Local election records (Mayor and City Council)
- Miscellaneous insurances (businesses)
- Miscellaneous license records
- Official Oaths
- Records of persons required to file Statements of Economic Interest

Human Resources

- Employee Grievances-Final disciplinary action only
- Union contracts (available online)

Finance Department

- PA 097-0609 Compliance Report
- Account payable documentation
- Actuary reports for Police and Firemen's pension funds
- Audit records

- Bank transaction records
- Budget records
- Cash receipt records
- Citywide Budget records
- Completed Bond files
- Completed Request For Proposal files
- Financial statements
- Fire and Police Pension reports (wages only)
- Fixed asset reports
- Illinois Funds
- Investment records
- Journal entry records
- Liens (recent only)
- Management reports
- Miscellaneous billing reports other than Utility Billing
- Returned check records
- Stop payment records
- Wire transfers
- Utility Billing customer maintenance documentation (last five years)
- Utility Billing and miscellaneous receipt records
- Utility Billing shut-off reports (records compiled manually)
- Utility Billing work order reports (last ten years)

Community and Economic Development

- Administrative files-General correspondence
- Enforcement actions- zoning and preservation records
- Enforcement actions-inspections, photos and nuisance records
- CDBG-HUD reports and records
- Inspection permit records
- Property maintenance records

Fire

- Administrative files (correspondence, memos, convenience photocopies of reports from other city departments, State agencies, etc.)
- Department daily journal reports
- Department incident type report logs
- Equipment maintenance records
- Fire incident reports and arson investigation reports
- Fire inspection reports (code violation records, hazardous material storage, pre-plan premise information)
- Hose test records
- Personnel records (attendance, training certifications and licenses)

Parks and Recreation

- Park Board Agendas and Minutes (available online)

Martin Luther King Jr. Center

- 990 Tax Filing
- Martin Luther King Center Meeting Agendas and Minutes (also online)

Library

- Department budget records
- Finalized incident reports
- General department correspondence
- Patron comment sheets
- Personnel records (wages only)

Public Works

- Administrative files (general correspondence, memos etc.)
- Army Corp of Engineer public notice records
- Certified payroll records per prevailing wage
- Citizen complaint records per individual
- Contractors insurance records-bonds
- Completed permit files and reports
- Equipment/vehicle inventory and maintenance records
- Finalized construction drawings and plans
- Finalized construction project files (contracts, bids, costs, inspection reports etc)
- Finalized bids, proposals for all projects
- Finalized employee discipline reports
- Finalized soil boring reports
- Finalized special assessment records
- Finalized studies (engineering, streets etc)
- Finalized waterworks, sewers, and sewage treatment plant construction records
- Flood protection inspection reports
- Completed Grant files
- Illinois Commerce Commission records
- Illinois EPA violation records
- Illinois Pollution Control Board violation records
- Industrial sewage pretreatment records
- Management reports
- Personnel records (wages only)
- Real estate records (deeds and easements)
- Refuse records
- Right of Way files
- Sanitation reports

- Snow / Ice control reports
- Special action request-special service orders
- Street maintenance records
- Stormwater service records
- Traffic signal and street light maintenance reports
- Tree maintenance records
- Treatment Plant operation records
- Waste Water collection and treatment records
- Water service, distribution and treatment records
- Utility reports
- Weed reports

Police

- Abandoned vehicle investigation reports
- Animal control reports
- Alcoholic influence breathalyzer records
- Bicycle registration records
- Case files - investigation/incident reports
- Cash bond receipt records
- Completed Cab Drivers licenses records
- Completed Ride-Along and waiver records
- FBI uniform crime reporting records
- Finalized records (including evidence/traffic/booking)
- General complaint records (noise, loud music, abandoned vehicles, drug activity and animals)
- Illinois uniform crime reports
- Motor vehicle abandonment reports
- Motor vehicle traffic accident reports
- Motor vehicle traffic accident supplementary reports
- Offense-media reference reports
- Payroll (wages) and related reports
- Prosecution instruction records
- Roster of law enforcement personnel
- Sex Offender registration records
- Squad car accident reports
- Stolen vehicle reports
- Tow card reports