



As provided by Section 4 of the Illinois Freedom of Information Act,¹ this packet includes:

- 💡 A brief description of the City of Naperville, which includes:
 - ✓ 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 separate 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.

- 💡 A brief description of the methods whereby the public may request information and public records.

- 💡 A directory designating the Freedom of Information officers.

- 💡 The addresses and website where requests for public records should be directed.

- 💡 The fees allowable under Section 6 of the Freedom of Information Act.

- 💡 A copy of this information will be mailed to you upon request.

- 💡 The City of Naperville also proudly posts this information on its Web site at www.naperville.il.us.

¹ 5 ILCS 140/4



General Information

The mission of the government of the City of Naperville is to preserve the quality of life by providing municipal services that are responsive to the needs of the residents and businesses and are reliable, efficient and fiscally responsible.

The City of Naperville (the City) is 28 miles west of downtown Chicago. This equates to a 35-minute trip to Chicago on an express Burlington Northern Santa Fe Railroad commuter train, or a 50-60 minute commute by car via Interstate 88 (East-West Tollway) and the Eisenhower Expressway. O'Hare International Airport is 26 miles from Naperville, Midway Airport 22 miles, and the DuPage Airport 15 miles.

Naperville operates under the Council-Manager form of government and is a home rule city operating under the Constitution and statutes of the State of Illinois.

Naperville is home to a number of high technology research centers, corporate headquarters, and facilities for many well-known national and international companies. The quality of life and business climate of the City are major reasons that a number of prominent companies have located here, including Lucent Technologies, BP, Crate and Barrel, Nalco Chemical Company, Nicor Gas, Kraft Foods, Travelers Insurance Companies, General Motors Corporation, Dow Jones Publishing, and Tellabs, Inc.

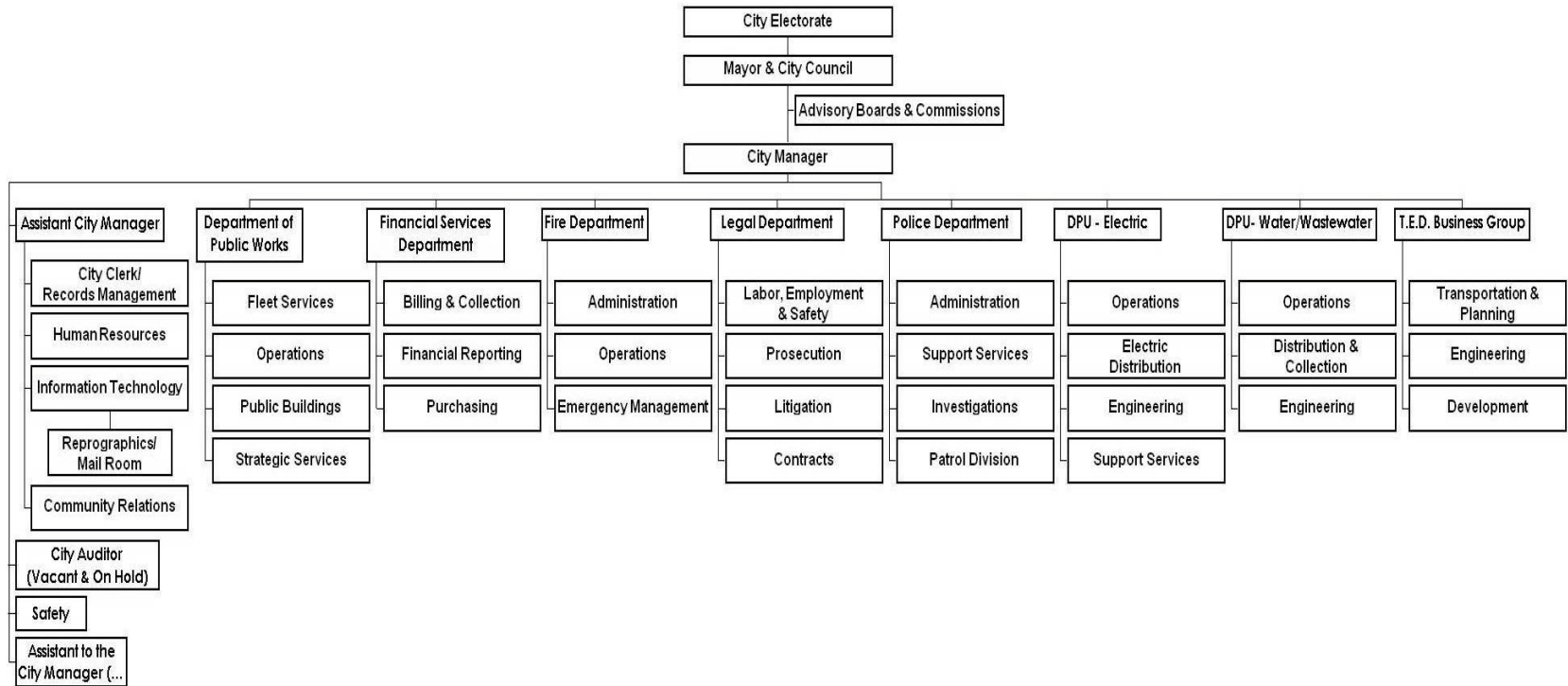
The City of Naperville has a historic past as the oldest settlement and original county seat of DuPage County, founded by Captain Joseph Naper in 1831. The Village of Naperville was incorporated in 1857 with Captain Naper as its first president. In 1890, Naperville was incorporated as a City, and operated under the commission form of government beginning in 1912. It adopted the council-manager form of government in 1969 resulting from a court ordered special election.

The day-to-day operations of the City are managed by the City Manager, a chief administrator with experience in municipal government. The manager is hired by the City Council, which consists of the Mayor and eight Council members who are elected at large. The Council sets policy for the City, adopts ordinances and resolutions, approves the annual budget (FY 11-12 \$390,000,000), and approves all expenditures.

The City of Naperville currently retains 906 employees. The organizational chart below depicts the functional division of the city's employee population.



City of Naperville
Functional Organization Chart
7/15/2011



Location of Offices

City Clerk's Office

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

City Manager's Office

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Community Relations

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Department of Public Utilities

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Finance Department

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Mayor's Office

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Human Resources

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Information Technology

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Legal Department

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Transportation, Engineering and Development

Naperville Municipal Center
400 S. Eagle Street
Naperville, IL 60540
(630) 420-6111

Police Department

1350 Aurora Avenue
Naperville, IL 60540
(630) 420-6666

Fire Department

1380 Aurora Avenue
Naperville, IL 60540
(630) 420-6142

Department of Public Works

180 Fort Hill Drive
Naperville, IL 60540
(630) 420-6095

Board and Commission Members

ADVISORY COMMISSION ON DISABILITIES

11 MEMBERS

VACANT	07/21/09 – 05/30/12	FIRST TERM	JOHNSON	06/01/10 - 05/30/13	FIRST TERM
BUCKMAN	06/01/11 – 05/30/14	SECOND TERM	JERUE	06/01/09 – 05/30/12	SECOND TERM
BERG	06/01/11 – 05/30/14	FIRST TERM	PIENTA	06/01/11 – 05/30/14	FIRST TERM
BRENNER	08/17/10 – 05/30/13	FIRST TERM	VACANT	06/01/08 – 05/30/11	FIRST TERM
VACANT	04/21/09 – 05/30/11	FILLED TERM	FLEISCHEL	06/01/10 - 05/30/13	SECONDTERM
LULLO	08/17/10 – 05/30/13	FIRST TERM			

ADVISORY CULTURAL COMMISSION

9 MEMBERS

VACANT	07/15/08-05/30/10	FIRST TERM	DVORAK	07/15/08-05/30/12	FIRST TERM
GORECKI	06/01/11-05/30/14	SECOND TERM	VACANT	07/15/08-05/30/11	FIRST TERM
KAPELA	06/01/10-05/30/13	SECOND TERM	LYNCH	07/15/08-05/30/12	FIRST TERM
PENA	06/01/10-05/30/13	SECOND TERM	WUNSCH	07/15/08-05/30/11	FIRST TERM
ANDERSON-WILKINS	07/15/08-05/30/12	FIRST TERM			

BOARD OF FIRE AND POLICE COMMISSIONERS

5 MEMBERS

WHITE	12/01/09 – 05/30/12	FIRST TERM	JONES	06/01/08 – 05/30/11	SECOND TERM
JOHNSON	02/17/09 - 05/30/12	FIRST TERM	BOYD-OBARSKI	06/01/10 - 05/30/13	FIRST TERM
KLEIN	06/01/10 – 05/30/13	SECOND TERM			

BUILDING REVIEW BOARD

9 MEMBERS

PETERSON	06/01/10 – 05/30/13	SECOND TERM	LENERT	06/01/08 – 05/30/11	SECOND TERM
MATTIODA	06/01/09 – 05/30/12	SECOND TERM	SETORK	06/01/11 – 05/30/14	SECONDTERM
JUNGELS	06/01/09 - 05/30/12	FIRST TERM	HABEL	12/01/09 – 05/30/12	FIRST TERM
DRENDEL	06/01/11 – 05/30/14	SECOND TERM	CODY	06/01/08 – 05/30/11	SECOND TERM
VACANT	03/18/08 – 05/30/11	FIRST TERM			

DOWNTOWN ADVISORY COMMITTEE

8 MEMBERS

MCELROY	COUNCIL REP		BRODHEAD	COUNCIL REP	
KRIEGER	CITY MANAGER		JEFFRIES	TERM OF OFFICE	
GREENE	TERM OF OFFICE		HITCHCOCK	01/06/09-05/30/12	FIRST TERM
BARRY	01/06/09-05/30/12	FIRST TERM	GROSSKOPF	06/01/11-05/30/13	SECOND TERM
JUNKROSKI	01/06/09-05/30/12	FIRST TERM	RUBIN	01/06/09-05/30/12	FIRST TERM
YACKLEY	06/01/10-05/30/13	FIRST TERM			

EMERGENCY TELEPHONE SYSTEM BOARD

6 MEMBERS

KRAUSE	COUNCIL REP		CONSIDINE	06/21/11 – 05/30/14	FIRST TERM
EISNER	06/01/10 – 05/30/14		FOWLER	06/01/11 – 05/30/14	SECOND TERM
DIAL	06/01/09 – 05/30/13		PUKNAITIS	06/01/09 – 05/30/13	

FAIR HOUSING ADVISORY COMMISSION

9 MEMBERS

FIESELER	COUNCIL REP		CARTER	06/01/09 – 05/30/12	FIRST TERM
VACANT	06/01/09 – 05/30/12	FIRST TERM	VACANT	05/01/06 – 05/30/09	FIRST TERM
NEAL	01/07/09 – 05/30/12	FIRST TERM	VACANT	06/01/09 – 05/30/12	SECOND TERM
SHALLOW	06/01/11 – 05/30/14	SECOND TERM	VACANT	06/01/09 – 05/30/12	SECOND TERM
ROSENBERG	06/01/09 – 05/30/12	FIRST TERM	SIDDIQUI	06/01/08 – 05/30/11	SECOND TERM

FINANCIAL ADVISORY BOARD

5 MEMBERS

KRAUSE	COUNCIL REP		RABINAK	06/01/09 – 05/30/12	SECOND TERM
BENTON	06/01/11 – 05/30/14	FIRST TERM	CAMPBELL	06/01/09 – 05/30/12	SECOND TERM
MCNICHOLAS	06/01/10 – 05/30/13	SECOND TERM	SCHMITT	06/01/11 – 05/30/14	FIRST TERM

HISTORIC PRESERVATION COMMISSION

10 MEMBERS

HARTNER	COUNCIL REP	11/03/09 – 05/30/12	FIRST TERM	MESSER	PLAN COMM REP
LARSEN	06/01/11 – 05/30/14	SECOND TERM	SMITH	06/01/11 - 05/30/14	SECOND TERM
RYAN	11/03/09 – 05/30/12	FIRST TERM	SCHOENECK	11/03/09 – 05/30/11	FIRST TERM
WILSON	06/01/11 – 05/30/14	SECOND TERM	ORY	04/07/10 – 05/30/12	FILLED
GRINNELL	NAPERVILLE HERITAGE SOCIETY		FISSINGER	04/07/10 – 05/30/11	FIRST TERM

NAPERVILLE COMMUNITY TELEVISION BOARD (NCTV)

11 MEMBERS

BRODHEAD	COUNCIL REP		MARTINEZ	09/15/10 – 05/30/13	FIRST TERM
	COUNCIL REP		PALIAN	09/15/09 – 05/30/12	FIRST TERM
CARROLL	08/17/10 – 05/30/13	FIRST TERM	SANDS	05/30/10 – 05/30/13	SECOND TERM
MCELROY	09/15/09 – 05/30/12	FIRST TERM	FEE	06/01/09 – 05/30/12	SECOND TERM
VACANT	08/17/10 – 05/30/11	SECOND TERM	BARRETT	05/01/07 – 05/30/10	FIRST TERM
WEST	06/01/11 – 05/30/14	SECOND TERM	MALM	08/17/10-05/30/13	FIRST TERM
SIGNORELLA	COMCAST REPRESENTATIVE		FEE	WOW REPRESENTATIVE	

NAPERVILLE PUBLIC LIBRARY BOARD OF TRUSTEES

9 MEMBERS

FIESELER	COUNCIL REP		BENSON	05/18/10 – 05/30/13	FIRST TERM
JOHNSON	06/01/09 – 05/30/12	SECOND TERM	FELDOTT	06/01/11 – 05/30/14	SECOND TERM
DAVIS	06/01/10 – 05/30/13	SECOND TERM	WILLS	05/18/10 – 05/30/13	FIRST TERM
VACANT	07/01/07 – 05/30/10	SECOND TERM	VACANT	06/01/08 – 05/30/11	SECOND TERM
KWOK	06/01/09 – 05/30/12	SECOND TERM	DAVIDSON	10/06/09 – 05/30/12	FIRST TERM

NAPER SETTLEMENT MUSEUM BOARD

7 MEMBERS *HERITAGE SOCIETY REP.

PRADEL	MAYOR		WEHRLI	COUNCIL REP	
TODD	06/01/10 – 05/30/13	SECOND TERM	ZHU	02/15/11 – 05/30/14	FIRST TERM
KELSCH*	06/01/10 – 05/30/13	FOURTH TERM	VACANT	08/19/08 – 05/30/11	FIRST TERM
BIRCK*	06/01/10 – 05/30/13	THIRD TERM	ADAMS	06/01/10 – 05/30/13	SECOND TERM
MURPHY*	06/01/10 - 05/30/13	SECOND TERM			

PLANNING AND ZONING COMMISSION

9 MEMBERS

GUSTIN	06/01/09 – 05/30/12	FIRST TERM	MEYER	06/01/11 – 05/30/14	SECOND TERM
MESSER	06/01/10 – 05/30/13	FIRST TERM	TROWBRIDGE	10/06/09 – 05/30/12	FIRST TERM
COYNE	06/21/11 – 05/30/14	FIRST TERM	HERZOG	06/01/09 – 05/30/12	SECOND TERM
WILLIAMS	06/21/11 – 05/30/12	FILLED TERM	EDMONDS	06/01/08 – 05/30/11	SECOND TERM
BRUNO	07/20/10 – 05/30/13	FIRST TERM			

POLICE PENSION BOARD

5 MEMBERS (two appointed by Mayor)

DEANGELIS	08/21/09 - TERM OF OFFICE	BISCH	05/30/08 - 05/30/10
DRISCOLL	05/30/08 - 05/30/10	SENNEKE	05/30/08 – 05/30/10
RICE	06/01/09 – 05/30/11		

PUBLIC UTILITIES ADVISORY BOARD

5 MEMBERS

KRAUSE	COUNCIL REP		MARINELLO	06/01/11 – 05/30/14	SECOND TERM
KRUMMEN	06/01/11 – 05/30/14	FIRST TERM	DAMUSIS	06/01/11 – 05/30/14	FIRST TERM
CAMPBELL	06/01/09 – 05/30/12	SECOND TERM	PANEK	06/01/09 – 05/30/12	SECOND TERM

RIVERWALK COMMISSION

13 MEMBERS *RIVERWALK FOUNDATION REP **CARILLON FOUNDATION REP

WEHRLI	COUNCIL REP		TODD	04/01/09 – 05/30/10	PARK BD. REP
NOVACK	06/01/09 – 05/30/12	CITY REP	PAPANOS	06/01/08 – 05/30/11	PARK REP
ANDERSON	11/16/10 – 05/30/13	FIRST TERM	SKEET	06/01/08 – 05/30/11	SECOND TERM
SIWIK	06/01/11 - 05/30/14	SECOND TERM	ULREY	06/01/10 - 05/30/13	SECOND TERM
EPP	06/02/09 – 05/30/12	FIRST TERM	HAVEL*	01/01/09 – 01/01/10	FNDTN PRESIDENT
VACANT	05/01/07 – 05/30/10	SECOND TERM	GIBSON	06/01/09 – 05/30/12	SECOND TERM
DARFLER**	07/31/06 – 05/30/09	FIRST TERM			

SISTER CITIES COMMISSION

15 MEMBERS

KRAUSE	COUNCIL REP		AMBRE	06/01/11 – 05/30/14	FIRST TERM
VACANT	08/04/08 – 05/30/11	FIRST TERM	STEVENS	06/01/10 – 05/30/13	FIRST TERM
BIEN	06/01/11 – 05/30/14	SECOND TERM	VACANT	06/01/08 – 05/30/11	SECOND TERM
FITTERER	06/01/11 – 05/30/14	FIRST TERM	WEHRLI	06/01/11 – 05/30/14	SECOND TERM
RAMIREZ	06/01/11 – 05/30/14	SECOND TERM	SCHWINN	09/21/10 – 05/30/13	FIRST TERM
RUSSELL	06/01/11 – 05/30/14	SECOND TERM	KLASSEN	06/01/11 – 05/30/14	SECOND TERM
SIDDIQI	06/01/11 – 05/30/14	SECOND TERM	LEE	06/01/11 – 05/30/14	FIRST TERM
DAVIDSON	06/01/10 – 05/30/13	SECOND TERM	STAMM	06/01/11 – 05/30/14	SECOND TERM

TRANSPORTATION ADVISORY BOARD

11 MEMBERS

AMBERG	06/01/11 – 05/30/14	FIRST TERM	PERILLO	06/01/09 – 05/30/12	SECOND TERM
WENCEL	06/01/09 – 05/30/12	SECOND TERM	CHIGLO	06/01/09 – 05/30/12	SECOND TERM
FROST	06/01/08 – 05/30/11	SECOND TERM	JAYNES	06/01/11 - 05/30/14	FIRST TERM
STAMM	06/01/09 - 05/30/12	SECOND TERM	MCINTOSH	02/01/11 – 05/30/14	FIRST TERM
COLLINS	02/01/11 – 05/30/14	FIRST TERM	BENSON	03/15/11 – 05/30/14	FIRST TERM
POLITES	09/15/09 – 05/30/12	FIRST TERM			

Red indicates Mayor & Council

Bold indicates Chairman

Blue indicates Student Reps

DOCUMENTS NOT REQUIRING A FOIA REQUEST

The records listed below are available without submission of a FOIA request. Please direct your request for these records to the particular department that serves as the keeper of the particular records requested per the list below. If you have any questions, please contact either Lynn Zilinsky, Records Specialist/FOIA Officer at (630) 305-5226 or via email at zilinsky1@naperville.il.us, or Pam LaFeber, Ph.D., City Clerk/FOIA Officer at (630) 420-6047 or via email at lafeberp@naperville.il.us.

<p><u>CITY CLERK'S OFFICE</u> City Council agendas and agenda items City Council meeting minutes Ordinances Resolutions Workshop packets & audio recordings</p> <p><u>FIRE DEPARTMENT</u> Fire incident reports</p> <p><u>PURCHASING</u> Bid Tabulations RFP Opening Tabs City Council, CMO or CPO Awarded Items Recommendations Notices of Award or Rejection</p> <p><u>FINANCE</u> Workshop materials Vendor listing Copy of your personal utility statement Copy of miscellaneous receivable statement Tenant bills for owners/landlords</p>	<p><u>DEPARTMENT OF PUBLIC UTILITIES</u> Sewer concerns (for a single address only) Water concerns (for a single address only) Sprinkling violations Completed Work Orders JULIE Tickets</p> <p><u>TRANSPORTATION, ENGINEERING & DEVELOPMENT</u> Traffic counts Traffic studies – prepared by staff Grading plan – owner/engineer FEMA maps/flood plain information Transportation Advisory Board agenda items Engineering drawings (not architectural) Subdivision plats Easement plat PUD plat Intersection crash data (summaries only) Zoning verification</p>
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SUBMITTING A FOIA REQUEST

The Freedom of Information Act (FOIA) is a state statute (5 ILCS 140) that provides a straight-forward, easy-to-use method for the public to gain access to government records.

Except for the records described above, which are available without a FOIA request, any person who wishes to inspect and/or obtain copies of public records from the City of Naperville may submit a FOIA request to FOIA Officers at the City Clerk's Office or the Police Department (see below). FOIA requests may also be submitted online on the city's Web site at <http://www.naperville.il.us> and by clicking on the [Citizen Support](#) link at the top right of the page. A computer is located at the counter of the City Clerk's Office (400 S. Eagle Street) for FOIA submissions. Requests for police documents must be submitted directly to the Police Department.

FOIA OFFICERS – CITY CLERK'S OFFICE

Lynn Zilinsky, Records Specialist
400 S. Eagle Street
(630) 305-5226
zilinskyl@naperville.il.us

Pam LaFeber, Ph.D. – City Clerk
400 S. Eagle Street
(630) 420-6047
lafeberp@naperville.il.us

FOIA OFFICER – NAPERVILLE POLICE DEPARTMENT

Kim Stoner – Records Manager
1350 Aurora Avenue
(630) 305-7068
stonerk@naperville.il.us

FEES FOR FOIA DOCUMENTS

Department	Document/Material	Fee
NPD	Photo CD	\$2.50
NPD	Photo DVD	\$5.00
NPD	VHS	\$3.50
NPD	4x6 Photo	\$0.60
NPD	Photo Proof Sheet	\$1.35
NPD	Paper Copies (B/W or Color)	\$0.15 (after the first 50 pages)*
NPD/City Clerk's Office	Paper Copies (B/W)	\$0.05(after the first 50 pages)*
City Clerk's Office	Plat	\$0.50
City Clerk's Office	Data CD	\$1.00
City Clerk's Office	DVD	\$1.00

** No fee shall be charged for the first 50 pages of black and white letter or legal sized copies.*

Unless a different timeframe is agreed upon between you and the city, the city will respond to Freedom of Information requests within five working days of their receipt. If additional time is needed, you will be notified of the city's intent to respond within an additional five working days as permitted under the Act.

Day 1 of the five-day response timeline is the first business day after a FOIA request is received. The day the request is received does not count as Day 1. FOIA officers will immediately forward all requests to appropriate staff to maximize the response time.

If any of the materials you have requested are exempt under the Act, you will be notified in writing of the specific exemption(s) which apply to the documents and you will be provided with all non-exempt materials.

You may seek review of any denial, or partial denial, of your request by judicial review pursuant to Section 11 of the Illinois Freedom of Information Act, or by submitting a request for review to the Public Access Counselor in the Office of the Attorney General at the address set forth below. Any request for review to the Public Access Counselor must be in writing, signed by you, must include a copy of your request and the response, or responses, you have received from the City, and must be filed not later than sixty days after the date of the denial.

Public Access Counselor
Public Access Bureau
Office of the Illinois Attorney General
500 South Second Street
Springfield, IL 62706