



# Freedom of Information Act Information

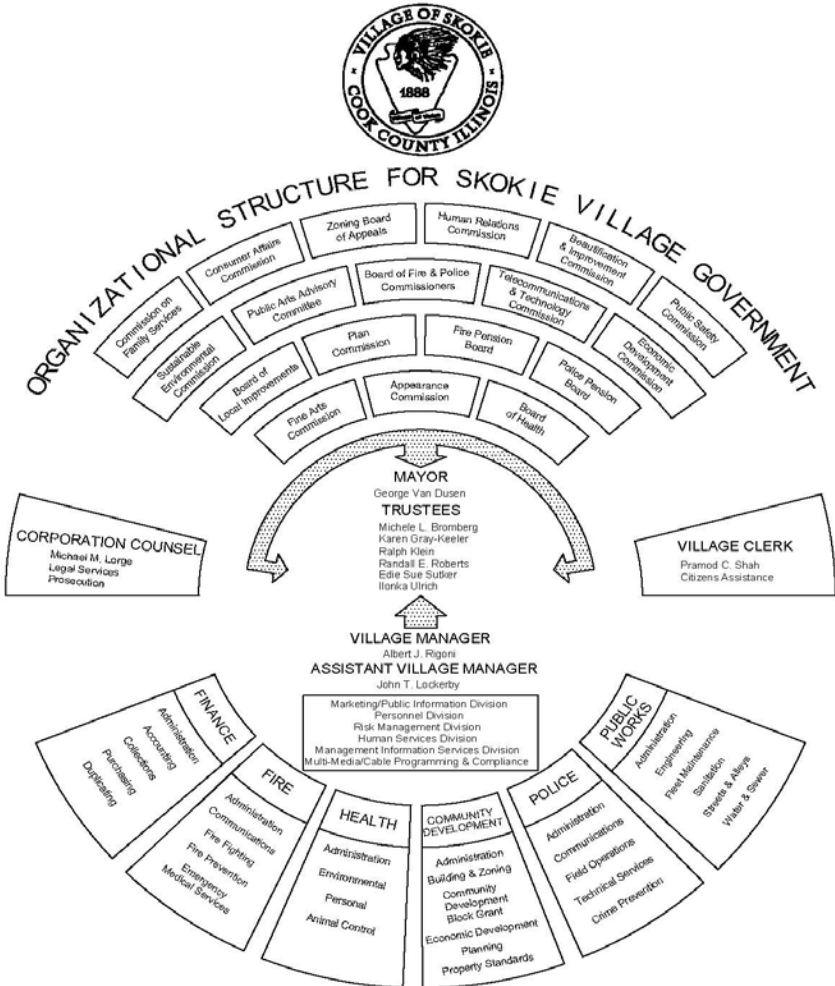


# FOIA Posting

## Purpose

The Village of Skokie is a local government with responsibility for orderly growth, development and the provision of services for its citizens. Village codes, ordinances and directives identify responsibilities and services. The primary goal of the Village is to accomplish these responsibilities and services effectively and efficiently while upholding the highest level of ethical conduct and standards.

## Organizational Chart



### ***Total Operating Budget***

The Village of Skokie's total operating budget for the Fiscal Year 2012 is \$48.7 million.

### ***Skokie Building Locations***

- **Village Hall**  
5127 Oakton Street
- **Fire Department #16**  
7424 Niles Center Road
- **Fire Department #17**  
8157 Central Park Avenue
- **Fire Department #18**  
9024 Gross Point Road
- **Human Services Division**  
5120 Galitz Street
- **Police Department**  
7300 Niles Center Road
- **Public Works**  
9050 Gross Point Road

### ***Number of Full-Time and Part-Time Employees***

The Village of Skokie has approximately 459 full-time employees and 63 part-time employees.

### ***How to Request Information and Public Records***

#### **Procedure**

The following is the Village of Skokie's procedure for obtaining information through the Freedom of Information Act. By following these steps, requests for information can be expedited in an effective and efficient manner.

#### **Step 1: Complete a Freedom of Information Act Request Form**

All requests for information must be made in written form. Forms are available for download from here, or from the Village Manager's Office, located on the second floor of Village Hall, 5127 Oakton Street, Skokie, IL 60077.

Once a form has been completed, requests for information covered under the Act should be referred to the Village Manager's Office, specifically the Freedom of Information Act Officer. Any type of request for information should be accompanied by the request form. Forms should be completed even when there are concerns that the information may be exempt under the Act. It is important to be as direct and specific as possible when making a request. A request may be made in a letter format if it contains all the necessary information required on the forms.

#### **Step 2: Addressing the Request**

Requests may be emailed or mailed to the Public Information Officer in the following:

Village of Skokie  
Freedom of Information Officer  
5127 Oakton Street  
Skokie, IL 60077  
847/933-8258

Individuals may make information requests between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except on Village-observed holidays.

**Step 3: Village Response**

The Freedom of Information Officer shall determine whether the information is exempt or nonexempt under the provisions of the Freedom of Information Act. The Village shall respond to a written request within five (5) working days from the receipt of the request. It is possible that the Village will request an additional five (5) working days to fulfill the request. However, a written response informing the request of an extension will be made by the fifth (5th) working day.

- The Village shall respond to the request in the following manner:
- Approve the request
- Approve in part and deny in part / "Partial Denial"
- Deny the request
- Give notice of an extension
- Provide the requestor with an opportunity to appeal a response

**Response to Commercial Request:**

A requestor must inform the Village if a FOIA request is going to be used for a commercial purpose. It is a violation of the Act to attempt to procure a public record without disclosing that the use is for a commercial purpose. For requests for commercial purposes the Village has twenty-one (21) days to respond with an estimate when the request will be completed and the fees associated with it. However, these records must be provided within a reasonable time. The Village may require the requestor to pay in full before copying any documents.

Requests from the news media or non-profit scientific or academic organizations are not classified as a request for commercial purpose if the purpose of the information is to:

- Access and disseminate information concerning news and current or passing events
- Write articles of opinion or features of interest to the public.
- Use for the purpose of academic, scientific or public research/education.

**Approval**

Upon approval of a request for public records, the Village may either provide the materials immediately or up to five days after a request, give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records. Generally, public records will be made available for inspection during regular Village business hours. When inspecting records, a Village employee may be present throughout the inspection.

***Freedom of Information Act Officer***

Alex Franz  
Village of Skokie  
Village Manager's Office  
5127 Oakton Street  
Skokie, Illinois 60077  
847/933-8219  
FOIA@Skokie.org

***Applicable Fees***

Police Department

- Report . . . \$5.00
- Photographs . . . \$5.00

Fire Department Report (including ambulance calls) . . . \$5.00

Engineering Division: Blueprints, per page . . . \$1.00

Health Department

- Birth certificates: First copy . . . \$10.00; each additional copy . . . \$5.00
- Death certificates: First certified copy . . . \$10.00; each additional copy . . . \$5.00

All departments

- Photocopy . . . 0.15¢ (First 50 copies are free)
- A fee equal to the actual cost may be charged for color copies.

Oversized documents . . . fee determined by size\*

**Village of Skokie Boards and Commissions**

<p><b>Board of Trustees</b>                  Mayor George Van Dusen                  Clerk Pramod C. Shah                  Trustee Michele L. Bromberg                  Trustee Karen Gray-Keeler                  Trustee Ralph Klein                  Trustee Randall E. Roberts                  Trustee Edie Sue Sutker                  Trustee Ilonka Ulrich</p> <p><b>Board of Fire &amp; Police Commissioners</b>                  Christa Ballowe                  Willard Evans, Jr.                  Helene Levine                  Nicole Potthast                  Beryl Rebinowitz                  Bruce Rottner                  George Van Dusen</p> <p><b>Consumer Affairs Commission</b>                  Brian Augustine                  Michele Bromberg                  Ruhul Chowdhury                  Joanne Haerberlin                  Biju Krishnan                  Clifford Levy                  George Mathew                  Gary Merrill                  Howard Meyer                  Anil Pillai                  Pratap Sampat</p>	<p><b>Zoning Board of Appeals</b>                  Sean Arden                  Brian Augustine                  Jessica Beverly                  Matt Brandmeyer                  Elaine Jacobson                  Sharon Roos Kirkpatrick                  Ralph Klein                  Tyler Kobylski                  Nate Kriska                  Brian O'Donnell                  Richard Perlin                  Mike Shah                  David Solovy</p> <p><b>Commission on Family Services</b>                  Rebecca Abraham                  Caroline Benjamin                  Romeo Esangga                  Wendy Gahm                  Shajan Jose                  Beth Lindley                  Matt MacKellar                  Dr. Edward McCarron                  Angelo Militello                  Heather O'Donnell                  Joshua Orlan                  Nicole Perry                  Stacey Porter                  Richard Reagen                  Annie Shear                  Edie Sue Sutker                  Brian Williams</p> <p><b>Fire Pension Board</b>                  Dan Collins                  Richard Evonitz                  Michael Lorge                  Gabe Millard                  George Van Geem                  Bruce Wimer</p>	<p><b>Beautification and Improvement Commission</b>                  Sherwin Ditlove                  Janette Enwia                  Dalya Horowitz                  George Hubchak                  Chuck Levine                  Edward Potash                  Mitchell Sandler                  Joshua Shpayher                  Ferdinand Soco                  Elaine Steiner                  Ilonka Ulrich                  Elizabeth Zimmerman</p> <p><b>Appearance Commission</b>                  Brian Augustine                  Matt Brandmeyer                  Thomas DaMario                  Carrie Haberstich                  Maryjane Klein                  Ralph Klein                  Nate Kriska                  Michael Lynk                  Julie Naumiak                  Jay Pathak                  Ross Sawyers                  Archana Shah</p> <p><b>Telecommunications &amp; Technology Advisory Commission</b>                  Randall Cling                  Sam Corcione                  Jaime Gonzalez Vicker                  Ken Grossman                  Avi Nutkis                  Seungjae Paik                  Frances Roehm                  Scott Shamberg                  George Van Dusen                  Christopher Whitaker                  Nick Wyatt                  Ninos Youkhana</p>
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<p><b><i>Fine Arts Commission</i></b>  Mira Chander  Shawn Gebhardt  Pamela Garbarini  Debra Hatchett  Ralph Klein  Sonya Osseny  Richard Reeder  Jeff Rhodes  Hope Salmanoff  Maya Snitman  Ann Tennes  Sharon Vicker  Liya Wang  Ellen Waxberg  Pamela Williams</p> <p><b><i>Plan Commission</i></b>  Brian Augustine  Scott Berman  Matt Brandmeyer  Jeffrey Burman  Cynthia Franklin  Karen Gray-Keeler  Carrie Haberstich  Tyler Kobylski  Dakshes Laxpati  Paul Luke  Ross Mathee  Steve Marciani  George Mitchell  Bob Quane  Melissa Villegas  Mike Voitik</p> <p><b><i>Public Arts Advisory Committee</i></b>  Steve Bynum  Tammi Finestone  Andrea Horyn  Susie Lorge  John Maloof  Barbara Meyer  Zach Williams  Nick Wyatt</p> <p><b><i>Economic Development Commission</i></b>  Marc Battista  Len Becker  Barbara Carley  Billy Haido  Karen Gray-Keeler  David Jacobson  Sergey Khalimsky  Shalom Klein  Howard Meyer  Erica Minchella  Leslie Murphy  David Putrus  Dave Rahija  Bradley Rosen  Michael Rosen  Edwin Vdovets</p>	<p><b><i>Board of Health</i></b>  Habib Abbasi  Michelle Bromberg  David Clough  Dr. Catherine Counard  Dr. Swapna Dave  Dr. A. Michael Drachler  Heidi Duggan  Dr. Bruce Gaynes  Bruce Jones  Milton Nidetz  Rohit Pandya  Dr. Stanton Polin  Dr. Clifford Prince  Dr. Romil Sood  Jessica Jones Thorne  Dr. Nancy Topouzian  Patricia Urbanus  Dr. M. Zia Usman  Ruth Varma  Dr. Michael Vernon  Dr. William Werner  Dr. Larry Williams, Jr.</p> <p><b><i>Environmental Advisory Commission</i></b>  Scott Berman  Andrew DeCanniere  Ben Harris  Thomas Mannard  Randy Roberts  Fernando Ronderos  Rachel Rosenberg  Debra Shore  Max Slankard  Ramil Sood</p> <p><b><i>Police Pension Board</i></b>  Nick Greifer  Jim Hart  Daniel Ryan  Terence Shiel  Richard Wolfer</p> <p><b><i>Sustainable Environmental Advisory Commission</i></b>  Christopher Buccola  Andrew DeCanniere  Michael Gershbein  Lisa Gotkin  Vijani Gupta  Richa Shah  Olivia Mahoney  Jim McNelis  Rick Moskovitz  Randy Roberts  Charles Saxe  Max Slankard  Elizabeth Zimmerman</p>	<p><b><i>Human Relations Commission</i></b>  Debra Arnold  Jeffrey Butler  Alexander Chaparro  Michael Delanois  David Donegan  Krishna Goyal  Marcos Levy  Beth Lindley  Amy Memis-Foler  Maria Monastero-Bueno  Swarupa Pahan  Michelle Reitman  Pearl W. Rubenzik  Randy Roberts  Pearl Rubenzik  Jeremy Segall  Karen Lise Sherman  James Specker  Victoria Yan  Maureen Yanes  Yesoe Yoon</p> <p><b><i>Public Safety Commission</i></b>  Deputy Chief Brian Baker  Alicia Case  Marcie Claus  Erik Cook  Kevin Frampton  David Freireich  Deputy Chief Kathy Furgala  Interim Chief Jeffrey Hoeflich  Scott Holtz  Frank Ippolito  Chuck Kohn  Paul Kruszynski  Mitchell Kushner  Julian Levy  Kenneth Mantel  Samantha Maximillian  Edward McCarthy  Earl Nicholas  Mark Penning  Paul Pitalis  Linda Perlin  Joel Reyes  Dennis Rizo  Howard Rosenberg  Chief Anthony Scarpelli  Max Slankard  Edie Sue Sutker  Ann Tennes  Ilonka Ulrich</p> <p><b><i>Centre East Authority Board</i></b>  Dave Baum  Janice Cichowlas  Terrence Guolee  Brian Hickey  Daniel Kelch  Barbara Reeder  Norman Rosen  Mike Shah  Ann Tennes</p>
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**Catalog of Departmental Records**

<p><b>Community Development:</b>                  Building Code Variations                  Building Permit Applications                  Certificates of Occupancy                  Zoning Verification                  Zoning Violations                  Special Use Violations                  Special Use Variances                  Building Permits, Plans and Specifications Maps                  Code Ordinances and Amendments</p> <p><b>Village Manager's Office:</b>                  Budgets                  Contracts                  Agreements and Leases                  Publications (<i>NewSkokie and other Village materials</i>)                  Intergovernmental Agreements                  City Council Meeting Agendas and Minutes</p> <p><b>Mayor's Office/Corporation</b></p> <p><b>Counsel:</b>                  Proclamations                  Resolutions                  Village Board Meeting Minutes and Video Recordings                  Board and Commission Meeting                  Appointments</p> <p><b>Village Mayor's Office:</b>                  Ordinances                  Resolutions                  Proclamations                  Board and Commission                  Appointments</p>	<p><b>Finance Department:</b>                  Audits                  Vehicle sticker water billing records                  Cash receipts and disbursements                  Animal licensing receipts and disbursements                  Liens                  Invoices                  Copies of purchase orders                  Copies of corresponding checks that paid the purchase orders                  Bid and request for proposal (RFP) solicitation documents                  Contracts, Agreements and Leases</p> <p><b>Fire Department:</b>  <i>Fire Prevention Bureau</i>                  Ambulance Reports                  Fire Inspection Reports                  Fire Reports                  Hazardous Materials Records                  Underground Storage Tank Records</p> <p><b>Police Records Division:</b>                  Crime Reported                  Licenses                  Persons Arrested                  Services Rendered                  Traffic Accident Report                  Police Reports                  Civil Defense</p>	<p><b>Public Information Division:</b>                  Press Releases                  Legal Notices                  Village-issued Newsletters                  Village-issued Brochures and Flyers</p> <p><b>Public Works Department:</b>                  Vehicle Maintenance Records                  Vehicle Specifications                  Contracts, Leases and Agreements                  Construction Improvement Projects                  Reports, Studies &amp; Surveys</p> <p><b>Health Department:</b>                  Food Inspection Reports and Violations                  Public Health Information Notices                  Food Borne Illness Reports                  Food Establishment Records                  Birth and Death Certificate Records                  Public Health and Nuisance Reports                  Radon &amp; Landscape Waste Survey                  Water Quality Reports</p>
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