

SK  KIE

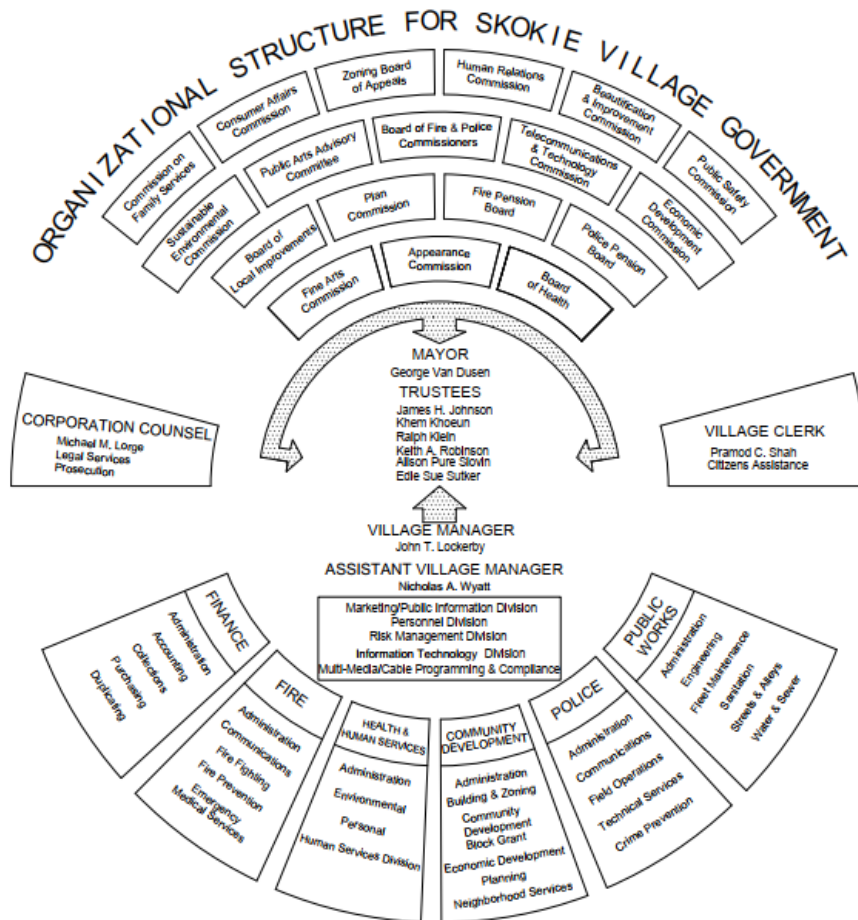
Freedom of Information Act Information

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 2022 is \$59.8 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
- **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 560 full-time and 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 writing. Forms are available online or 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 8:30 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><i>Board of Trustees</i> 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><i>Board of Fire & Police Commissioners</i> Debra Stinson Willard Evans, Jr. Helene Levine Nicole Potthast Beryl Rebinowitz Bruce Rottner George Van Dusen</p> <p><i>Consumer Affairs Commission</i> Brian Augustine Michele Bromberg Ruhul Chowdhury Joanne Haeberlin Biju Krishnan Clifford Levy George Mathew Gary Merrill Howard Meyer Anil Pillai Pratap Sampat Ted Lavine Syed Mahmood</p>	<p><i>Zoning Board of Appeals</i> Sean Arden Brian Augustine Matt Brandmeyer Alan Gerstner Bill Haido Elaine Jacobson Sharon Roos Kirkpatrick Ralph Klein Tyler Kobylski Brian O'Donnell Richard Perlin Mike Shah David Solovy Vijai Gupta</p> <p><i>Commission on Family Services</i> Rebecca Abraham Yolanda Bender Caroline Benjamin Romeo Esangga Wendy Gahm Jo Hammerman Shajan Jose Matt MacKellar Dr. Edward McCarron Angelo Militello Heather O'Donnell Joshua Orlan Arnie Oskin Nicole Perry Annie Shear Philip Shefren Michael Stiehl Edie Sue Sutker Melissa Versch Brian Williams Bonnie Eckstein Jaime Garcia, Jr.</p> <p><i>Fire Pension Board</i> Dan Collins Richard Evonitz Michael Lorge Gabe Millard George Van Geem Bruce Wimer Nick Eaglin</p>	<p><i>Beautification and Improvement Commission</i> Sherwin Ditlove Janette Enwia Dalya Horowitz George Hubchak Chuck Levine Edward Potash Mitchell Sandler Joshua Shpayher Ferdinand Soco Elaine Steiner Ilonka Ulrich Elizabeth Zimmerman Vernell Ellison-Smith Ann Goldshaft</p> <p><i>Appearance Commission</i> 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><i>Telecommunications & Technology Advisory Commission</i> Randall Cling Sam Corcione Jaime Gonzalez Vicker Ken Grossman Avi Nutkis Christopher Oh Seungjae Paik Frances Roehm Scott Shamberg George Van Dusen Christopher Whitaker Nick Wyatt Ninos Youkhana Alex Franz</p>
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<p><i>Fine Arts Commission</i> Mira Chander Pamela Garbarini Debra Hatchett Ralph Klein Doris Liberman Jacqueline Moses Sonya Osseny Jeff Rhodes Hope Salmanoff Judy Schutz Ann Tennes Michelle Thomas Vassilen Vasevski Sharon Vicker Ellen Waxberg Pamela Williams Alex Zikakis</p> <p><i>Plan Commission</i> Brian Augustine Matt Brandmeyer Jeffrey Burman Bonnie Eckstein Cindy Franklin Karen Gray-Keeler Carrie Haberstick Tyler Kobylski Sheila Lakhani Paul Luke Ross Mathee George Mitchell Bob Quane Keith Robinson Mike Voitik Talia Gevaryahu</p> <p><i>Public Arts Advisory Committee</i> Steve Bynum Tammi Finestone Andrea Horyn Susie Lorge John Maloof Barbara Meyer Zach Williams Nick Wyatt</p> <p><i>Economic Development Commission</i> 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 Katie Bulgrin Megan Bunimovich Michael Delanois Steve Franklin Scott Gendell</p>	<p><i>Board of Health</i> Habib Abbasi Michelle Bromberg Dr. Swapna Dave Dr. A. Michael Drachler Heidi Duggan Dr. Bruce Gaynes Juliet Haido Maureen Hanlon Bruce Jones Margaret Keeler Dr. Edward Linn Rohit Pandya Susan Reisberg Dr. Kyungran Shim Dr. Romil Sood Dr. Nancy Topouzian Patricia Urbanus Dr. M. Zia Usman Ruth Varma Dr. Michael Vernon Dr. William Werner Ashley Moy-Wooten Dr. Larry Williams, Jr. Sibyl Yau Michael Charley</p> <p><i>Police Pension Board</i> Nick Greifer Jim Hart Daniel Ryan Terence Shiel Richard Wolfer</p> <p><i>Sustainable Environmental Advisory Commission</i> Christopher Buccola Andrew DeCanniere Michael Gershbein Lisa Gotkin Vijani Gupta Olivia Mahoney Jim McNelis Rick Moskovitz Emily Okallu Robert Render Randy Roberts Charles Saxe Max Slankard Elizabeth Zimmerman Jennifer Grossman</p>	<p><i>Human Relations Commission</i> Iris Barrios Deborah Arnold Jeffrey Butler Alexander Chaparro Sheila Crumrine Michael Delanois David Donegan Krishna Goyal Marcos Levy Amy Memis-Foler Louis Mercer Swarupa Pahan Michelle Reitman Pearl W. Rubenzik Randy Roberts Pearl Rubenzik Jeremy Segall Karen Lise Sherman James Specker Victoria Yan Maureen Yanas Yesoe Yoon Daphnee Camilien Jaili Fajardo</p> <p><i>Public Safety Commission</i> Deputy Chief Brian Baker Alicia Case Marcie Claus Erik Cook Cornell Collins Kevin Frampton David Freireich Daniel Fink, Jr. Chief Jeffrey Hoeflich Frank Ippolito Paul Kruszynski Mitchell Kushner Julian Levy Kenneth Mantel Samantha Maximillian Edward McCarthy Earl Nicholas Linda Perlin Mark Penning Paul Pitalis Joel Reyes Dennis Rizo Howard Rosenberg Chief Anthony Scarpelli Max Slankard Bryant Smith Edie Sue Sutker Ann Tennes Ilonka Ulrich Melissa Villegas Leslie Post-Weissinger</p> <p><i>Centre East Authority Board</i> 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>Community Development: 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>Village Manager's Office: Budgets Contracts Agreements and Leases Publications (<i>NewSkokie and other Village materials</i>) Intergovernmental Agreements City Council Meeting Agendas and Minutes</p> <p>Mayor's Office/Corporation</p> <p>Counsel: Proclamations Resolutions Village Board Meeting Minutes and Video Recordings Board and Commission Meeting Appointments</p> <p>Village Mayor's Office: Ordinances Resolutions Proclamations Board and Commission Appointments</p>	<p>Finance Department: 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>Fire Department: <i>Fire Prevention Bureau</i> Ambulance Reports Fire Inspection Reports Fire Reports Hazardous Materials Records Underground Storage Tank Records</p> <p>Police Records Division: Crime Reported Licenses Persons Arrested Services Rendered Traffic Accident Report Police Reports Civil Defense</p>	<p>Public Information Division: Press Releases Legal Notices Village-issued Newsletters Village-issued Brochures and Flyers</p> <p>Public Works Department: Vehicle Maintenance Records Vehicle Specifications Contracts, Leases and Agreements Construction Improvement Projects Reports, Studies & Surveys</p> <p>Health Department: 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 & Landscape Waste Survey Water Quality Reports</p>
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