



Freedom of Information Act Information

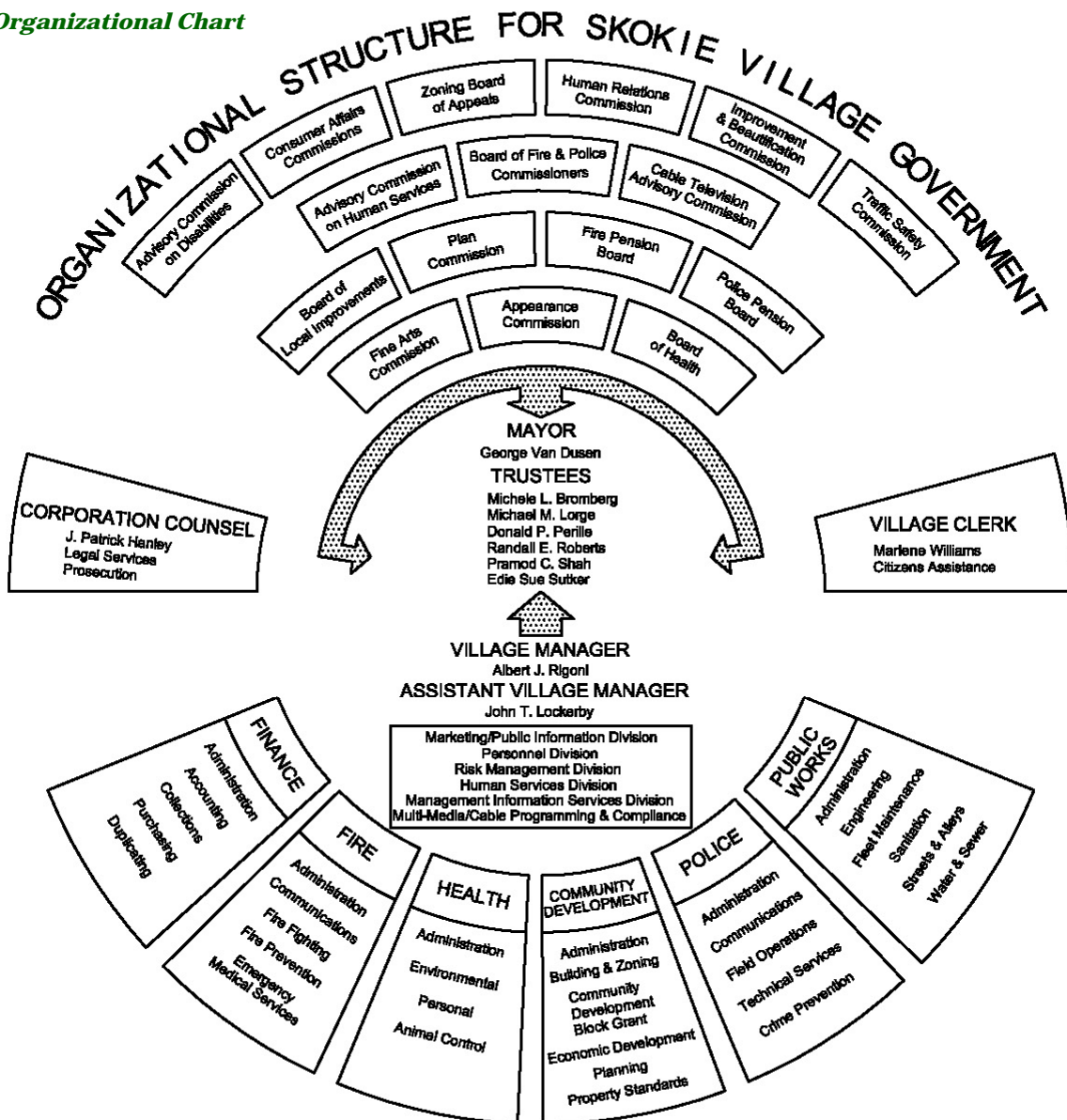


FOIA Posting

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
847/933-8219

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

Nick Wyatt
Village of Skokie
Village Manager's Office
5127 Oakton Street
Skokie, Illinois 60077
847/933-8283
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 Marlene Williams Trustee Michael M. Lorge Trustee Michele L. Bromberg Trustee Edie Sue Sutker Trustee Donald P. Perille Trustee Pramod C. Shah Trustee Randall E. Roberts</p> <p><i>Board of Fire & Police Commissioners</i> Christa Ballowe Ralph Egloff Gabriel Hostalet David Jones Michael Lorge Beryl Rebinowitz Randy Roberts Michael Rotman</p> <p><i>Consumer Affairs Commission</i> Irv Abramson Ruhul Chowdhury Joanne Haeberlin George Mathew Gary Merrill Howard Meyer Brian Novak Terry Oline Anil Pillai Pratap Sampat Gregory Smith Nancy Steinfink Babu Varma Judy Wolf Fran Young</p>	<p><i>Zoning Board of Appeals</i> Brian Augustine Subhash Bhatt Alan Gerstner Michael Halliburton Elaine Jacobson Sharon Roos Kirkpatrick Ralph Klein Nate Kriska Richard Perlin David Solovy Ilonka Ulrich</p> <p><i>Commission on Family Services</i> Rabbi Neil Brief Marla Chorney Mark Collins Leona Davis Yvonne Davis Arlene Doppelt Dr. Kirk Erickson Romeo Esangga Jay Goldman Gary Gustin Carolyn Halliburton Shajan Jose Julian Levy Beth Lindley Richard Marcus Dr. Edward McCarron Nicole Perry Harold Primack Julia Rath Richard Reagen Edward Reed</p>	<p><i>Improvement and Beautification Commission</i> Charlene Abraham Sherwin Ditlove Janette Enwia Igor Gerenrot Dalya Horowitz Joan Kelly Gerrie Levin Chuck Levine Bonnie Pershin Cecile Pfaff Edward Potash Mitchell Sandler Ferdinand Soco Elaine Steiner Elizabeth Zimmerman</p> <p><i>Appearance Commission</i> Sharon Abelman Brian Augustine Joel Bauer Ann Clark Thomas DaMario Steve Klocko Nate Kriska Michael Lynk Peter Peyer Debra Yampol</p> <p><i>Cable Television Advisory Commission</i> Murray Arnow Eric Biljetina Randall Cling Ashok Easwaran Douglas Gordon Ken Grossman Julian Prendi Roger Safian</p>
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<p><i>Fine Arts Commission</i> Sylvia Callistein Mira Chandler Pamela Garbarini Janice Goldstein Amy Greenwood Eva Gross Karyn Israel Esther Lang Myrna Petlicki Jeff Rhodes Barbara Ruber Hope Salmanoff Judy Schutz Andrea Siegel Maya Snitman Lynn Svoboda Ann Tennes Sharon Vicker Randie Von Samek Ellen Waxberg</p> <p><i>Plan Commission</i> Brian Augustine Angeles Carandang Karen Gray-Keeler Dakshes Laxpati Paul Luke Steve Marciani David Marek James McCarthy George Mitchell Brian O'Donnell Morton Paradise Peter Peyer Lawrence Stasica Mike Voitik</p> <p><i>Public Arts Advisory Committee</i> Sonya Baysinger Michael Dorf Joe Folise Pamela Garbarini Barbara Meyer</p>	<p><i>Board of Health</i> Dr. Catherine Counard Dr. Michael Drachler Bruce Gaynes Lloyed Gordon Bruce Jones Dr. Edward Kaplan Stanley Lapidos Dr. Herbert Lipschultz Lesley Luka Milton Nidetz Milton Nidetz Dr. Melvin Nudelman Rohit Pandya Dr. William Plotkin Dr. Stanton Polin Clifford Prince Mike Shah Dr. Nancy Topouzian Patricia Urbanus Dr. M. Zia Usman Ruth Varma Dr. Daniel Vicencio Dr. Marilyn Wideman</p> <p><i>Environmental Advisory Commission</i> Scott Berman Andrew DeCanniere Ben Harris Thomas Mannard Randy Roberts Fernando Ronderos Rachel Rosenberg Debra Shore Max Slankard Ramil Sood</p> <p><i>Temporary Zoning Commission</i> Paul Luke Peter Nicholas Bonnie Persin David Putrus Allen Ray</p>	<p><i>Human Relations Commission</i> Marcia Arenson Cesar Borja James Coney Jennifer Darling Maureen DiFrancesca Victor Dye Krishna Goyal Eileen Janowski Kirit Madhiwala Amy Memis-Foler Marie Monastero Alfred Nathan Don Perille Michelle Reitman Marion Rosenber Pearl Rubenzik Ralph Ruebner Zeeshan Salehjee Linda Sargon-Swenson Karen Sherman Ina Silvergleid Victoria Yan</p> <p><i>Public Safety Commission</i> Carol Arkin Marcie Claus Tom Dornback Frank Ippolito Chuck Kohn Earl Nicholas Paul Pitalis David Putrus Fred Schattner</p>
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Catalog of Departmental Records

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