



Freedom of Information Act Information

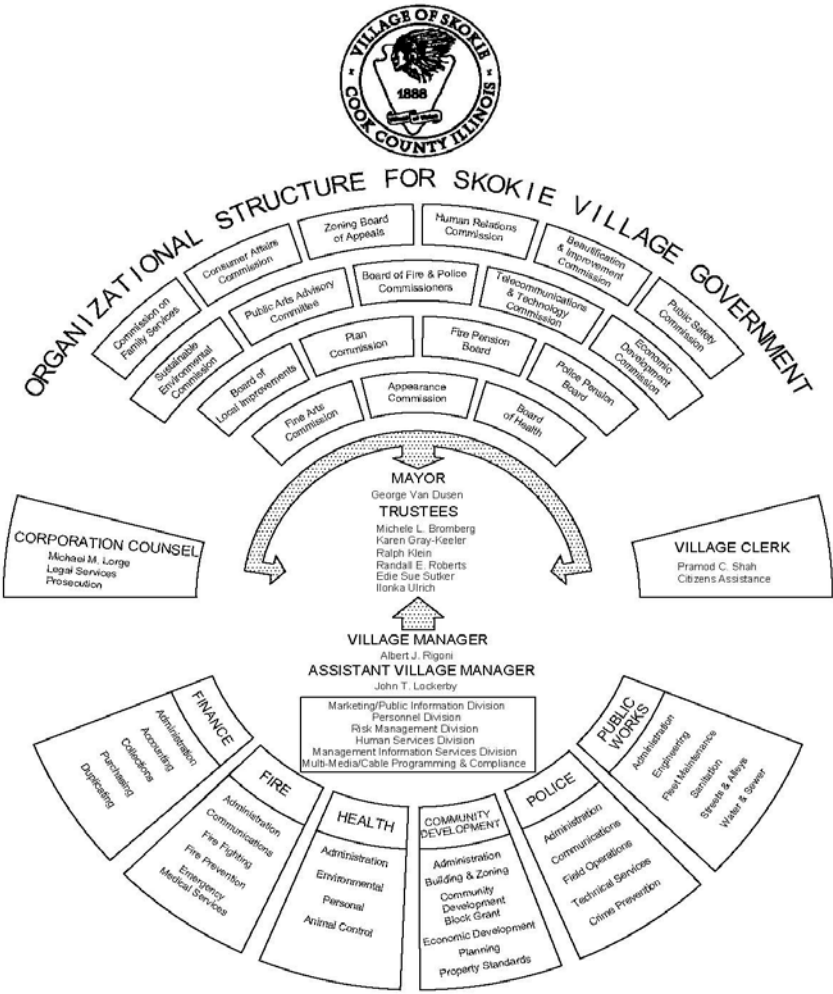


FOIA Posting

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

Peter Vadopalas
Village of Skokie
Village Manager's Office
5127 Oakton Street
Skokie, Illinois 60077
847/933-8258
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>Board of Trustees 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>Board of Fire & Police Commissioners Christa Ballowe Ralph Egloff David Jones Helene Levine Beryl Rebinowitz Michael Rotman George Van Dusen</p> <p>Consumer Affairs Commission Irv Abramson Noogahan Bhojani Michele Bromberg Ruhul Chowdhury Estelle Greenberg Joanne Haerberlin Biju Krishnan Clifford Levy George Mathew Gary Merrill Howard Meyer Brian Novak Terry Oline Anil Pillai Pratap Sampat Harshad Shah Nancy Steinfink Dimitrios Trivizas Judy Wolf</p>	<p>Zoning Board of Appeals Sean Arden Brian Augustine Cindy Franklin Alan Gerstner Elaine Jacobson Sharon Roos Kirkpatrick Ralph Klein Nate Kriska Brian O'Donnell Richard Perlin Peter Peyer Mike Shah David Solovy</p> <p>Commission on Family Services Rabbi Neil Brief Yvonne Davis Romeo Esangga Shajan Jose Lee Leibik Beth Lindley Dr. Edward McCarron Don Miner Maureen Murphy Heather O'Donnell Nicole Perry Stacey Porter Harold Primack Richard Reagen Annie Shear Edie Sue Sutker Brian Williams</p> <p>Fire Pension Board Dan Collins Richard Evonitz Michael Lorge Gabe Millard George Van Geem Bruce Wimer</p>	<p>Beautification and Improvement Commission Sherwin Ditlove Janette Enwia Dalya Horowitz Chuck Levine Edward Potash Mitchell Sandler Joshua Shpayher Ferdinand Soco Elaine Steiner Cathy Stevens Ilonka Ulrich Elizabeth Zimmerman</p> <p>Appearance Commission Brian Augustine Joel Bauer Thomas DaMario Carrie Haberstich Maryjane Klein Nate Kriska Michael Lynk Julie Naumiak Jay Pathak Peter Peyer Archana Shah Pramod Shah</p> <p>Telecommunications & Technology Advisory Commission Randall Cling Sam Corcione Douglas Gordon Ken Grossman Howard Kleinstein Frances Roehm Evan Jones Thorne Peter Vadopalas George Van Dusen</p>
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<p><i>Fine Arts Commission</i> Mira Chander Pamela Garbarini Debra Hatchett Elishava Klein Ralph Klein Sonya Osseny Jeff Rhodes Hope Salmanoff Andrea Siegel Maya Snitman Carolyn Stein Sharon Vicker Liya Wang Ellen Waxberg Pamela Williams Nick Wyatt</p> <p><i>Plan Commission</i> Brian Augustine Scott Berman Jeffrey Burman Karen Gray-Keeler Carrie Haberstich Tyler Kobylski Dakshes Laxpati Paul Luke Steve Marciani David Marek George Mitchell Josina Morita Morton Paradise Peter Peyer Bob Quane Mike Voitik</p> <p><i>Public Arts Advisory Committee</i> Sonya Baysinger Michael Dorf Joe Folise Pamela Garbarini Barbara Meyer</p> <p><i>Economic Development Commission</i> Karen Gray-Keeler Michael Halliburton Colette Hands David Jacobson Sergey Khalimsky Shalom Klein Ross Mathee Howard Meyer Randy Miles Erica Minchella Leslie Murphy Kristen Murtos Sacha Patera David Putrus Bradley Rosen Michael Rosen Tom Thompson Edwin Vdovets</p>	<p><i>Board of Health</i> 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><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>Police Pension Board</i> Nick Greifer Jim Hart Daniel Ryan Terence Shiel Richard Wolfer</p> <p><i>Sustainable Environmental Advisory Commission</i> Christopher Buccola Tina DeAragon Andrew DeCanniere Michael Gershbein Vijani Gupta Adam Letendre Michael Lorge Olivia Mahoney Jim McNelis Rick Moskovitz Eric Parker Randy Roberts Charles Saxe Max Slankard</p>	<p><i>Human Relations Commission</i> Debra Arnold Jeffrey Butler David Donegan John Escobar Willard Evans, Jr. Krishna Goyal Dr. David Ko Marcos Levy Amy Memis-Foler Marie Monastero Maureen Murphy Swarupa Pahan Michelle Reitman Randy Roberts Pearl Rubenzik Joel Rubin Linda Sargon-Swenson Karen Sherman Victoria Yan</p> <p><i>Public Safety Commission</i> Carol Arkin Helen Bildires Marcie Claus David Freireich Carolyn Halliburton Frank Ippolito Chuck Kohn Paul Kruszynski Mitchell Kushner Julian Levy Amandeep Mann Edward McCarthy Earl Nicholas Deputy Chief Michael Pechter Mark Penning Linda Perlin Paul Pitalis Deputy Chief Robert Reichert Joel Reyes Howard Rosenberg Chief Anthony Scarpelli Max Slankard Edie Sue Sutker Ann Tennes Ilonka Ulrich Fire Chief Jim Walters</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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