



Municipal Directory

Updated 08.2024

Table of Contents

Mission Statement.....	2
Organizational Chart	3
Operating Budget	4
Facilities And Parks Locations	7
Employees	8
District Goals.....	9
Freedom of Information Act.....	14
Freedom of Information Request Form	15

Mission Statement

Vision

The Skokie Park District envisions a community where all its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

Mission

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

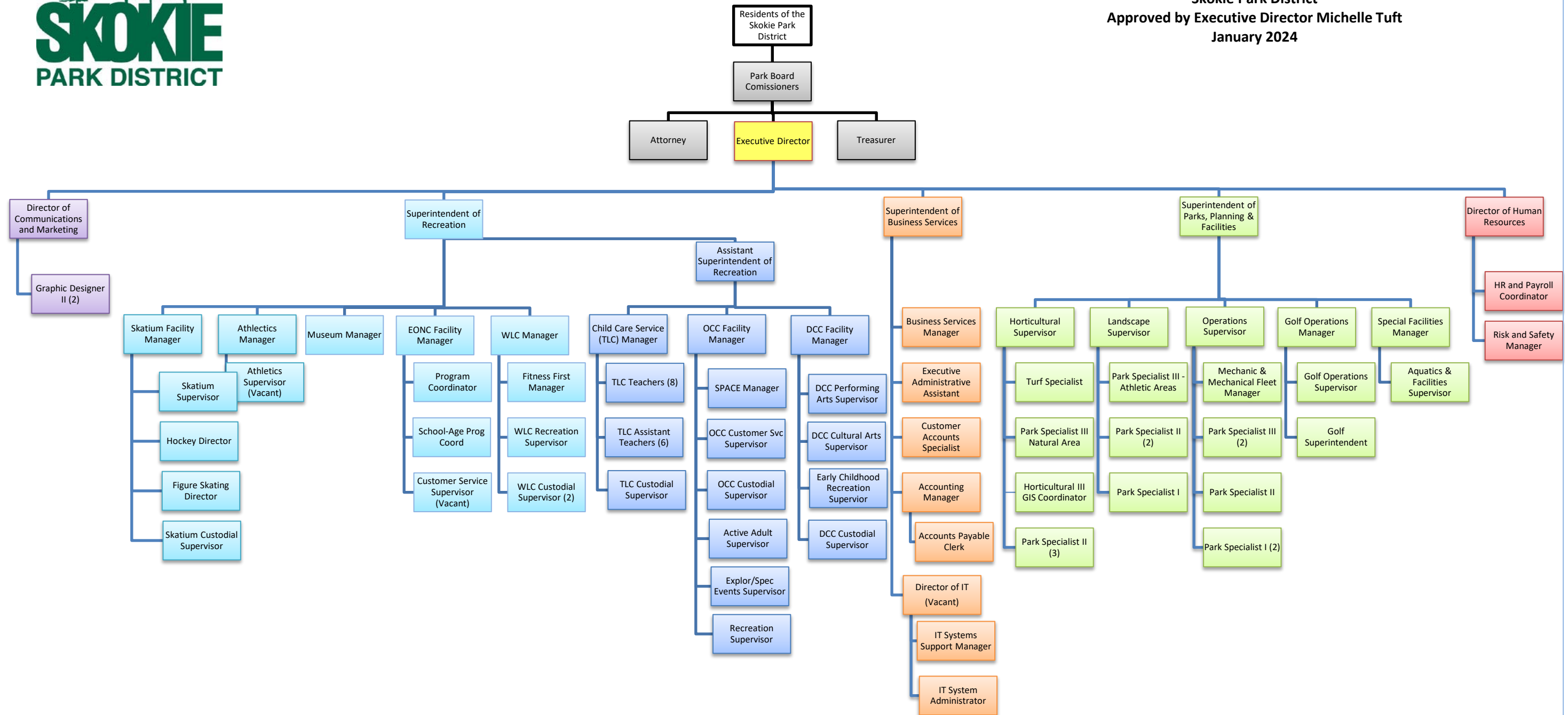
Core Values

The Skokie Park District will fulfill its mission through:

- Commitment
- Environmental Stewardship
- Inclusiveness
- Innovation
- Integrity
- Openness
- Service



Organizational Chart
 Skokie Park District
 Approved by Executive Director Michelle Tuft
 January 2024



2024-2025 Operating Revenue Budget - \$33,488,124
 2024-2025 Capital Expense Budget - \$3,121,396
 2024-2025 Total Expense Budget - \$31,890,353

Weber Leisure Center/Administrative Offices
 9300 Weber Park Place
 Skokie, IL 60077
 P: 847-674-1500

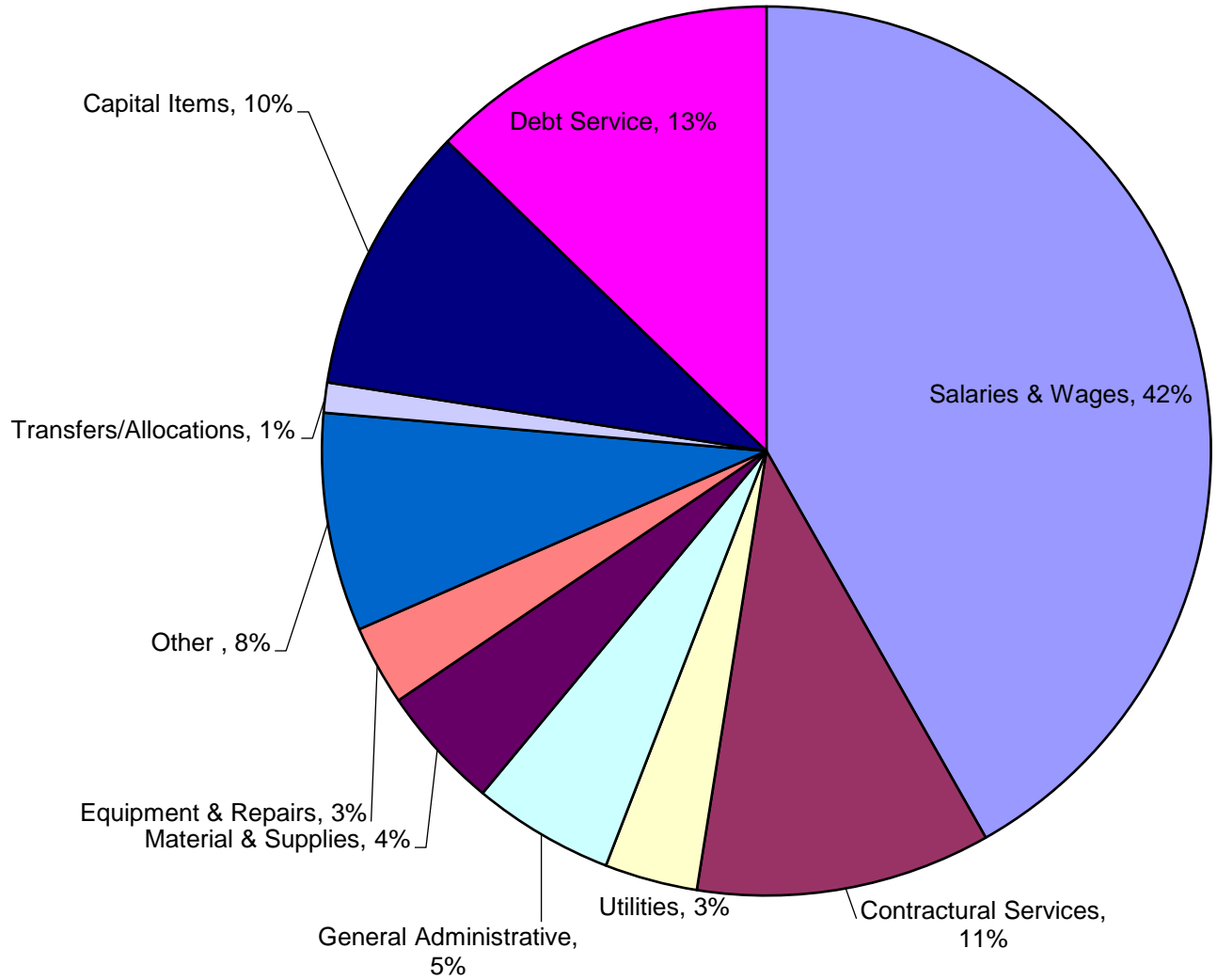
Operating Budget

3/8/2024
REV 03/14/2023

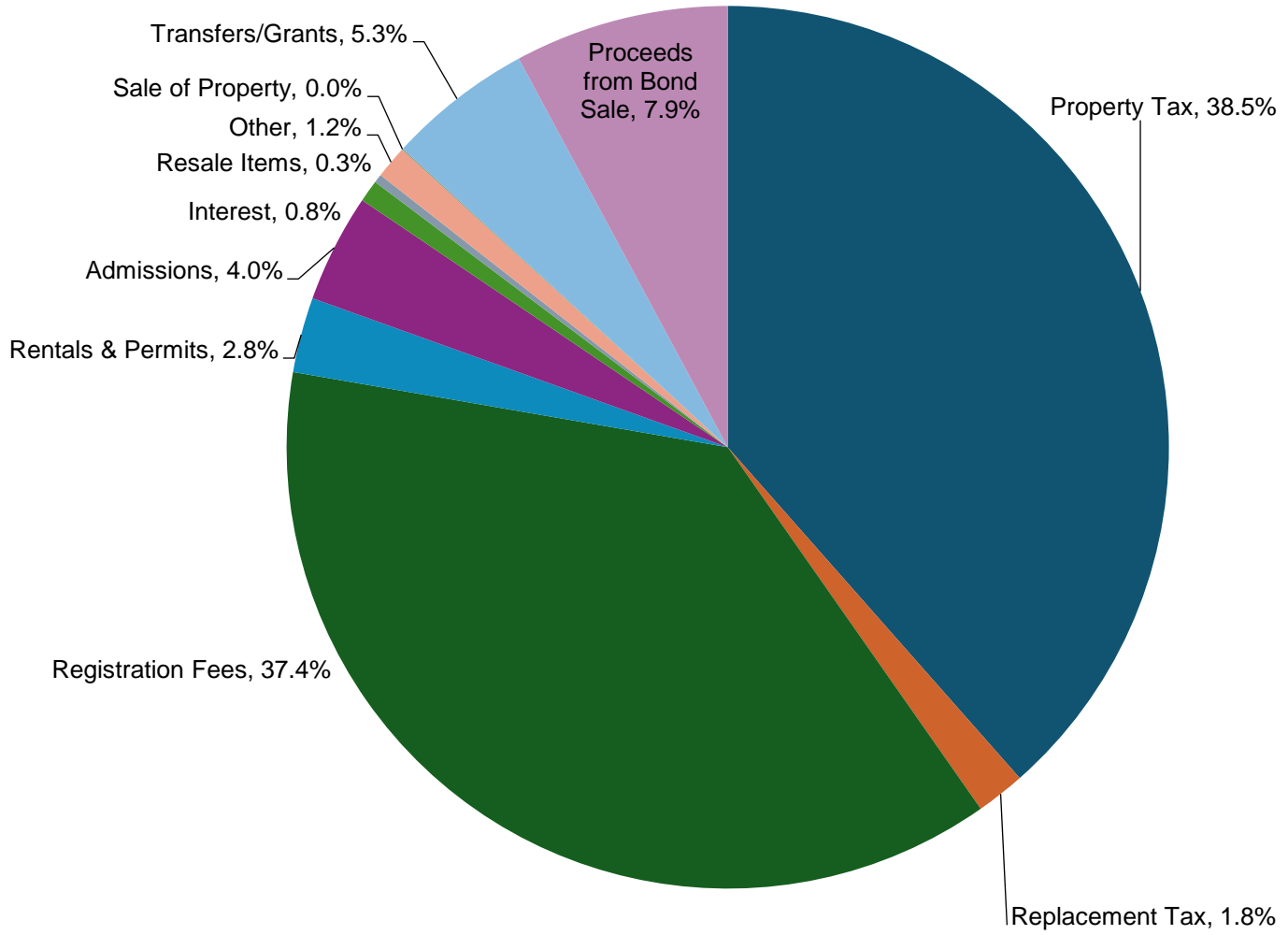
SKOKIE PARK DISTRICT
Revenues/Expenses
FY 2024-2025 Budgets

	Part of GnlFnd													Total	% age of Total Total	20 + 40
	Corporate 10	Capital 11	Capital 12	Capital 91	Recreation 20	Revenue Facility 40	Special Recreation 50	Museum 55	I M R F Pension 60	Part of Gnrl Liability 65	Social Security 70	Audit 80	Debt Service 90			
REVENUES:																
Property Tax	3,402,900				2,504,550	200,000	801,000	655,400	443,500	193,540	1,361,900	44,500	3,281,700	12,888,990	38.5%	2,704,550
Replacement Tax	600,000				-	-	-	-	-	-	-	-	-	600,000	1.8%	-
Registration Fees	57,000				6,320,345	5,642,968		520,044						12,540,357	37.4%	11,963,313
Rentals & Permits	-				161,553	743,375		17,545						922,473	2.8%	904,928
Admissions					298,750	1,031,829								1,330,579	4.0%	1,330,579
Interest	108,000	3,600	900	-	120,000	16,800	2,400	10,920	1,800	3,600	-	-	2,400	270,420	0.8%	136,800
Resale Items	-				450	103,719		1,500						105,669	0.3%	104,169
Other	154,372	2,000	-		160,309	80,200		295		4,860				402,036	1.2%	240,509
Sale of Property	-	-	15,000	-	-	-		-						15,000	0.0%	-
Transfers/Grants	166,200	1,263,500	175,000	-	134,150	40,850		2,900						1,782,600	5.3%	175,000
Proceeds from Bond Sale	-	-	-	-	-	-		-					2,630,000	2,630,000	7.9%	-
														-		100.0%
Total Revenue	4,488,472	1,269,100	190,900	-	9,700,107	7,859,741	803,400	1,208,604	445,300	202,000	1,361,900	44,500	5,914,100	33,488,124	100.0%	17,559,848
	4,488,472	1,269,100	190,900	-	9,700,107	7,859,741	803,400	1,208,604	445,300	202,000	1,361,900	44,500	5,914,100	33,488,124	100.0%	17,559,848
EXPENSES:																
Salaries & Wages	3,263,609				5,069,455	4,072,671		851,374			68,850			13,325,959	41.8%	9,142,126
Contractual Services	995,201	185,000	-	-	894,071	916,796	258,400	77,961		17,000		44,000	30,000	3,418,429	10.7%	1,810,867
Utilities	211,444				182,264	658,462		24,104						1,076,274	3.4%	840,726
General Administrative	964,967				384,297	186,366		94,747		9,312				1,639,689	5.1%	570,663
Material & Supplies	258,528				582,434	549,497		44,156						1,434,615	4.5%	1,131,931
Equipment & Repairs	563,840				90,932	247,877		26,248						928,897	2.9%	338,809
Other							775,000		381,100	422,635	947,400		6,600	2,532,735	7.9%	-
Transfers/Allocations	(1,321,060)	175,000		-	900,000	463,260		131,652				-		348,852	1.1%	1,363,260
Capital Items	-	1,987,875	209,521	-	848,000	76,000		-						3,121,396	9.8%	924,000
Debt Service	455,000				292,184	-		-					3,316,323	4,063,507	12.7%	292,184
	-				-	-		-						-	0.0%	-
Total Expenses:	5,391,529	2,347,875	209,521	-	9,243,637	7,170,929	1,033,400	1,250,242	381,100	517,797	947,400	44,000	3,352,923	31,890,353	100.0%	16,414,566
	5,391,529	2,347,875	231,989	-	9,243,637	7,170,929	1,033,400	1,250,242	381,100	517,797	947,400	44,000	3,352,923	31,890,353	100.0%	16,414,566
Net FY 2024 Budget Activity:	(903,057)	(1,078,775)	(18,621)	-	456,470	688,812	(230,000)	(41,638)	64,200	(315,797)	414,500	500	2,561,177	1,597,771		
Fund Balance 04/30/2023:	5,167,847	(1,749)	53,996	1,375,378	4,639,790	(286,501)	217,259	287,478	127,077	292,286	(134,087)	(70)	(2,363,573)	9,375,131		
Estimated Year End Activity FY 2024:	(668,959)	2,358,102	(27,339)	(1,375,378)	1,022,354	942,585	111,479	8,292	55,300	(78,460)	(20,400)	(300)	43,323	2,370,599		
Estimated Fund Balance 04/30/2024:	4,498,888	2,356,353	26,657	-	5,662,144	656,084	328,738	295,770	182,377	213,826	(154,487)	(370)	(2,320,250)	11,745,730		
Net FY 2025 Budget:	(903,057)	(1,078,775)	(18,621)	-	456,470	688,812	(230,000)	(41,638)	64,200	(315,797)	414,500	500	2,561,177	1,597,771		
Estimated Fund Balance 04/30/2025:	3,595,831	1,277,578	8,036	-	6,118,614	1,344,896	98,738	254,132	246,577	(101,971)	260,013	130	240,927	13,343,501		

**SKOKIE PARK DISTRICT
FY 2024-2025
Budget Expenditures**



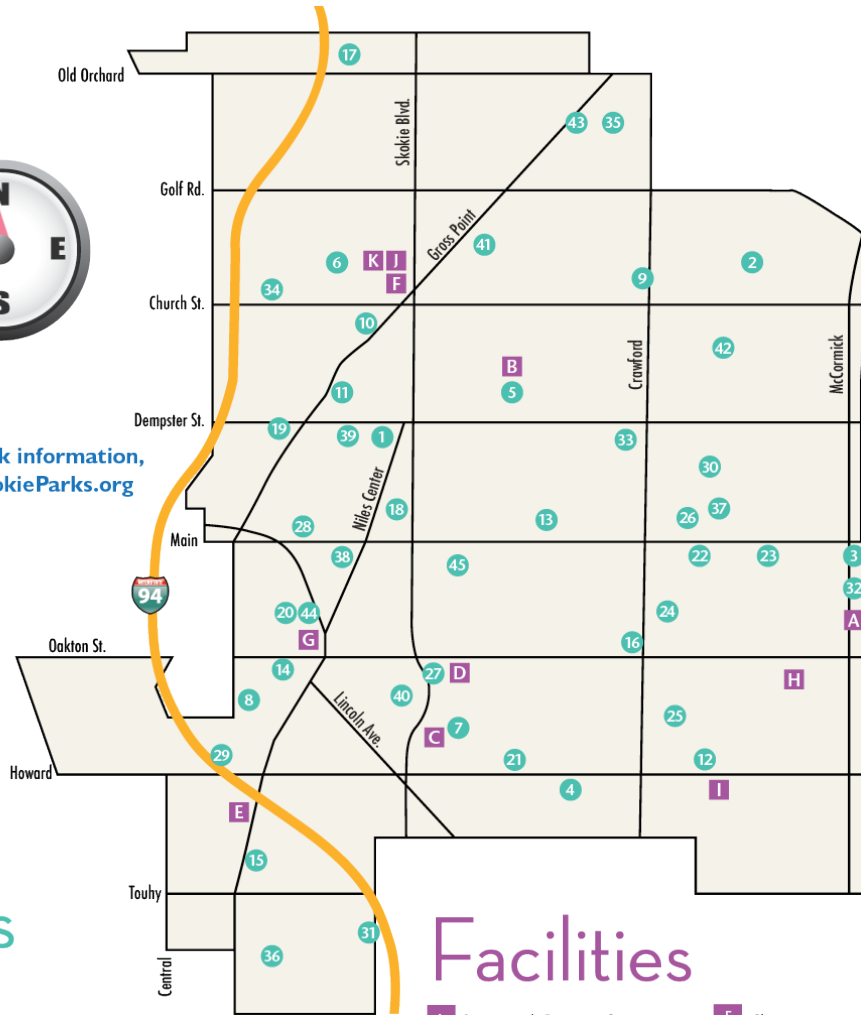
SKOKIE PARK DISTRICT
FY 2024-2025
Budget Revenues



Facilities And Parks Locations



For more park information,
visit www.SkokieParks.org



Parks

- 1 Carol Park
- 2 Central Park
- 3 Channelside Park
- 4 Chippewa Park
- 5 Devonshire Park
- 6 Emerson Park
- 7 Emily Oaks Nature Center
- 8 George St. Parkway
- 9 Gleiss Park
- 10 Gross Point Park
- 11 Gross Point & Terminal Park
- 12 Hamlin Park
- 13 Kawaga Garden
- 14 Klehm Park
- 15 Laramie Park
- 16 Lauth Park
- 17 Lawler Park
- 18 Lee Wright Park
- 19 Lockwood Park
- 20 Lorel Park
- 21 Lyon Park
- 22 Main Hamlin Tennis Complex
- 23 McNally Park
- 24 Menominee Park
- 25 Mulford Park

- 26 Navajo Park
- 27 Oakton Park
- 28 Pawnee Park
- 29 Peccia Park
- 30 Playtime Park
- 31 Pohatan Park
- 32 Pooch Park
- 33 Seneca Park
- 34 Sequoia Park
- 35 Shabonee Park
- 36 Schack Park
- 37 Shawnee Park
- 38 Skokie Park Tennis Center
and Garden Plots
- 39 Skokie Valley Trail
Exercise Station
- 40 Tecumseh Park
- 41 Terminal Park
- 42 Timber Ridge Park
- 43 Weissburg Park
- 44 Veterans Park
- 45 Winnebago Park

Facilities

- A** Dammrich Rowing Center
Pooch Park
3220 Oakton St., ext. 2200
- B** Devonshire Cultural Center
Devonshire Aquatic Center
Devonshire Playhouse
Devonshire Preschool
4400 Greenwood St., ext. 2400
- C** Emily Oaks Nature Center
4650 Brummel St., ext. 2500
- D** Oakton Community Center
Senior Lounge
The Exploritorium
Skokie Water Playground
4701 Oakton St., ext. 2700
- E** Park Services Center
7500 Frontage Rd., ext. 2800
- F** Skatium Ice Arena
9340 Weber Park Pl., ext. 2900
- G** Skokie Heritage Museum
8031 Floral Ave., ext. 3000
- H** Skokie Sports Park
3459 Oakton St., ext. 3100
- I** Tot Learning Center
3701 Howard St., ext. 3400
- J** Weber Leisure Center
Fitness First! Health Club
Administrative Offices
9300 Weber Park Pl., ext. 3500
- K** Weber Park Golf Course
9350 Weber Park Pl., ext. 3600

Also located on Skokie Park District website an interactive map:

[Facilities and Parks Interactive Map](#)

Employees



<i>Employee Type</i>	<i>Number of Employees</i>
Full-time	82
Part-time/Seasonal	845
	Total 927

District Goals

Skokie Park District Goals 2024-25						
May 1, 2024						
	Start Date	End Date	Responsible Staff	Core Value/Mission Statement Focus	Status	Comments
Administration						
Begin planning for comprehensive plan update, including a community wide survey	Sep-24	Apr-25	Tuft/Labus/Guynn	Commitment/Service		
Begin planning for Sports Park East Development	Jun-24	Apr-25	Tuft/Guynn	First Rate Facilities	Underway	
Continue addressing Native park names by meeting with tribes	May-23	Apr-25	Tuft/Guynn	Inclusiveness/Service/Openness	Underway	
Update Environmental Policy	Nov-23	Apr-25	Tuft/Guynn/Hansen	Environmental stewardship		
Implement an All Camp Staff Training for summer 2024 staff	May-24	Jun-24	Labus/Amato	Service	Completed	Over 250 seasonal camp staff were trained at Oakton Community Center on June 1. The training was an interactive training formatted similar to a typical camp schedule day.
Provide a 'Who's Who' document for the part-time and full-time new hire onboarding	May-23	Feb-23	Gualano/Labus	Commitment/Service	Underway	An interactive organization chart is being created. This will be used for on-boarding part-time and full-time staff to identify 'who's who'.
Create new format and send out participation surveys quarterly	May-24	Apr-25	Labus/Amato	Service		
Update the Skokie Park District Alcohol Policy for programs, events, and rentals	May-24	Apr-25	Labus/Amato	First Rate Facilities		
Create a welcome video to be included in the onboarding process for part-time and full-time staff.	May-24	Apr-25	Amato/Labus/Gualano	Inclusiveness		
Establish and execute DEI committee goals for 2024/2025 fiscal year	May-24	Apr-25	Amato	Inclusiveness		
Create an annual DEI survey for part-time and full-time staff to take	May-24	Jun-25	Amato	Inclusiveness		
Design and install 'Welcome' signs at Oakton, Devonshire, Emily Oaks, Park Services, Skatium, and Tot Learning Center.	May-24	Apr-25	Amato/Bottorff/Labus	Inclusiveness		
Complete review of job descriptions and benchmarking	May-24	Apr-25	Gualano	Service		
Redo staff evaluations	Jan-25	Apr-25	Gualano/Tuft	Service		
Reestablish a staff recognition committee	May-24	Apr-25	Gualano	Service		
Establish a staff wellness committee	Jan-25	Apr-25	Gualano	Service		
Capital Improvement Projects						
Note: Some capital projects are under facility goals						
Plan Lawler Park renovations and begin demolition	May-24	Nov-24	Guynn/Hacker	First Rate Facilities	Underway	
Renovate Pawnee Park	May-24	Jul-24	Guynn	First Rate Facilities	Completed	
Repair shop yard	Jun-24	Jul-24	Guynn/Hacker	First Rate Facilities	Underway	
Complete flooring improvements at WLC bathrooms/OCC Exploritorium/DCC Program 1 and 2	Sep-24	Mar-25	Guynn	First Rate Facilities		
Renovate Oakton Park concessions pickleball room	Feb-25	Apr-25	Guynn	First Rate Facilities		
Replace water fountains at Winnebago, Lyon, and Gleiss Parks	Jul-24	Oct-24	Haben	First Rate Facilities	Completed	
Repair and color coat tennis courts at Devonshire, Gleiss, Lauth, Lyon, Schack and Skokie Tennis Center	May-24	Sep-24	Guynn	First Rate Facilities		
Mill and repave basketball courts at Gleiss, Gross Point, Lauth, Lyon, Oakton, Playtime, and Winnebago Parks	Aug-24	Nov-24	Guynn	First Rate Facilities		
Repair asphalt at Gross Point path/parking lot, Tennis Center west lot, Devonshire path, and Oakton path	Aug-24	Nov-24	Guynn	First Rate Facilities		
Replace electronic signs at Weber Leisure Center and Oakton Community Center	Aug-24	Oct-24	Guynn/Bottorff	First Rate Facilities	Underway	
Replace backstop at Lauth Park	Jul-24	Dec-24	Guynn	First Rate Facilities		
Park Services						

Complete Lawler OSRAD grant reporting	Sep-24	Dec-24	Guynn	Fiscal Management		
Replace ballfield sideline turf at Lauth/Oakton ballfields	Aug-24	Nov-24	Gacki/Hallm	First Rate Facilities		
Install solar panels at Park Services	Sep-24	Dec-24	Guynn	Environmental Stewardship/Sound Fiscal Management		
Revamp the Park Services onboarding process and implement	Jul-24	Apr-25	Guynn/Kirland/Hava	Service		
Install and manage apiary at Sports Park	Jun-24	Apr-25	Hallm/Kosiek	Environmental Stewardship	Completed	
Install tennis court hitting wall	Jul-24	Oct-24	Haben	First Rate Facilities		
Business Services/IT						
Meet or exceed FY 2024-2025 budget	May-24	Apr-25	Staff/WGS	Sound Fiscal Management		
Continue the Implementation of Multi Factor Authentication System	May-24	Oct-24	IT/WGS	Innovation/Commitment		
Hire/ organize the IT Department/IT Director	Aug-24	Oct-24	WGS/MT/SG	Innovation/Commitment		
Create a Server Maintenance Policy	May-24	Jun-24	IT/WGS	Innovation/Commitment		
Complete Audit by 09/01/2024	May-24	Jun-24	WGS/LL/NP	Sound Fiscal Management		
Support successful camp and seasonal registration processes	May-24	Apr-25	WGS/IT	Innovation/Commitment		
Begin upgrades to Windows 11	May-24	Apr-25	WGS/IT	Innovation/Commitment		
Begin transition to new Financial Software	Oct-24	Apr-25	WGS/LL/NP	Sound Fiscal Management		
Establish and manage new Ruhe scholarship program	Jul-24	Apr-25	WGS/BL	Sound Fiscal Management		
Recreation, Revenue Facilities, Safety and Marketing						
<u>Aquatics</u>						
Complete pump inspections and develop a repair/replacement plan	Jun-24	Nov-24	Runkle	First Rate Facilities		
Replace drop slide at Devonshire Aquatic Center	May-24	Jun-24	Runkle/Guynn	First Rate Facilities	Completed	
Renovate Devonshire Aquatic Center concessions area	Sep-24	Mar-25	Runkle/Haben/Guynn	First Rate Facilities		
Replace shade canopies	Sep-24	Apr-25	Runkle	First Rate Facilities		
Replace roof at Devonshire Aquatic Center	Sep-24	Nov-24	Guynn	First Rate Facilities		
Install solar panels at Devonshire Aquatic Center	Oct-24	Dec-24	Guynn	First Rate Facilities		
Paint pool at Devonshire Aquatic Center	Oct-24	Apr-25	Runkle	First Rate Facilities		
<u>Athletics</u>						
Develop and implement a new marketing plan and program schedule for Oakton's Outdoor Pickleball Courts	Aug-23	Jun-24	DeLeonardis/Bottorff/Labus	Service	Completed	Social media posts, program guide, QR schedules, and spotlight guide marketing pushes has been made. Signage has been designed and posted.
Research and review the implementation of court reservation system for pickleball and tennis	May-24	Apr-25	DeLeonardis/Labus/Khnanisho	First Rate Facilities	Underway	Researching different platforms to implement at the new Oakton pickleball courts.
Create and implement a streamlined and digitized system for scheduling, tracking, and payment of officials	May-24	Apr-25	DeLeonardis/Labus	Service		
<u>Devonshire Cultural Center</u>						
Replace classroom heaters	Aug-24	Sep-24	Haben	First Rate Facilities		

Reglaze windows	Jul-24	Oct-24	Haben	First Rate Facilities		
Construct/install dance room closet	Sep-24	Feb-25	Haben/Goldberg	First Rate Facilities		
Develop a consistent fundraising effort for the dance program	Dec-25	Apr-25	Horwitz/Goldberg	Sound Fiscal Management		
Purchase mobile stage lighting	May-23	Apr-24	Horwitz/Poulos	First Rate Facilities		
<u>Dammrich</u>						
Replace furnace/air conditioning units	Jun-24	Aug-24	Haben	First Rate Facilities	Completed	
Develop new boat arrangement plan	Nov-24	Feb-25	Gynn/Runkle	First Rate Facilities		
Update pricing structure and billing procedures	Nov-24	Mar-25	Runkle	First Rate Facilities		
<u>Emily Oaks Nature Center</u>						
Update the Emily Oaks Facility Operations manual with all information needed for annual operations, maintenance, and emergencies.	May-24	Apr-25	Hansen	Commitment	Underway	Updates in progress.
Pursue relations with neighboring utilities to work more cooperatively on reducing the influx of invasive species onto the Emily Oaks grounds. This would include ComEd, Nicor, CTA and Village of Skokie.	May-24	Apr-25	Hansen	Commitment/environmental Stewardship	Underway	Communicate with VOS contracted staff who manage the bike trail plantings during the growing season. Will involve new land management staff in this project, as well.
Develop a plan for thinning the oaks at Emily Oaks. This includes researching and calculating optimal tree density and identifying appropriate trees for removal by size, age and health. Monitor results.	May-24	Apr-25	Hansen	Commitment/Environmental Stewardship	Underway	Planning underway for winter 2024 thinning. To prevent the spread of disease, oak culling should only be done after/during a hard freeze.
Repair greenhouse	May-24	Oct-25	Gynn/Hansen	Environmental Stewardship/First Rate Facilities		
Repair masonry	May-24	Apr-25	Haben/Hansen	First Rate Facilities		
Repair fireplace	May-24	Apr-25	Haben/Hansen	First Rate Facilities		
Repair HVAC	Jul-24	Dec-24	Haben	First Rate Facilities	Completed	
Install carport	May-24	Apr-25	Haben/Hansen	First Rate Facilities		
<u>Marketing</u>						
Coordinate marketing message for facility rentals with alcoholic beverages	May-24	Apr-25	Bottorff/Labus/Gynn	First Rate Facilities/ Service		
Research, purchase and implement analytics for QR codes	Jun-24	Aug-24	Bottorff/Pozner	Innovation/Service	Underway	
Work with IT to implement a ticketing system for marketing jobs	Jun-24	Sep-24	Bottorff/Catania/Pozner	Innovation		
Prepare, implement and manage a marketing plan for the Oakton and Weber LED signs	Jul-24	Oct-24	Bottorff/Walker	Service/Innovation		
Increase diversity in photos for publications, websites and social media posts	May-24	Apr-25	Bottorff/Walker/Gomez	Inclusiveness/Creativity		
Attend continuing education through NRPA and IPRA marketing sessions	Oct-24	Jan-25	Bottorff/Pozner	Commitment		
<u>Oakton Community Center</u>						
Select and install Exploritorium toddler area exhibit	May-23	Jun-24	Fletcher/Mergler	First Rate Facilities	Completed	Due to delays in toddler zone equipment this goal was a carry over. All items received and set up in June 2024.
Replace Building Automation System (BAS)	Jul-24	Nov-24	Haben	First Rate Facilities		
Install new flooring throughout the Exploritorium, including lobby, water area, toddler area and theatre	Sep-24	Oct-24	Fletcher/Mergler	First Rate Facilities		
Renovate first floor and Exploritorium restrooms	Sep-24	Oct-24	Gynn/Fletcher	First Rate Facilities		
Install new exhibit for the theatre area of the Exploritorium	Dec-24	Apr-25	Fletcher/Merliger	First Rate Facilities		

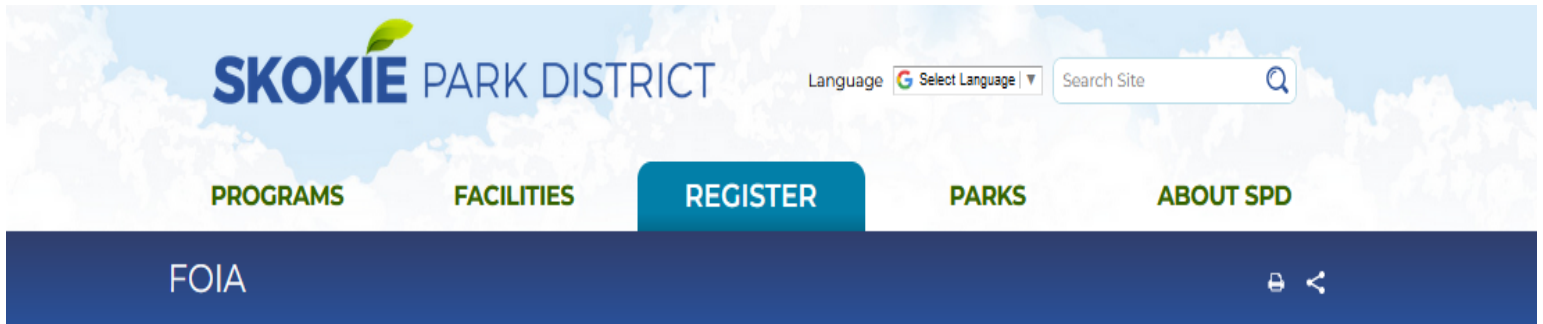
<u>Pooch Park</u>						
Complete Pooch Park renovations including asphalt path, shelter, fencing, new agility equipment, new benches, tables and garbage cans and landscaping	May-24	Dec-24	Guyann	First Rate Facilities	Underway	
Develop/Plan memorial feature						
<u>Skatium</u>						
Redevelop the hockey house league program	May-24	Apr-25	Von helms/Fiddler	Service	Underway	Hockey Director has started to implement new hockey format for learn to skate programs.
Improve concession operations and customer satisfaction through tracking, surveys, and marketing	May-24	Apr-25	Von helms/Labus	Service		
Research lighting enhancements for the Ice Rink to implement cosmic skating for open skates, birthday parties, and rentals	May-24	Apr-25	Von helms/Luecke	Innovation		
<u>Skokie Heritage Museum</u>						
Revamp museum's presence on webpages, brochure page, bookable offerings	May-24	Apr-25	England	Commitment		
Develop exhibit to coincide with new Village Seal, educating the public about appropriation of Native American images, words, etc. throughout Skokie history.	May-24	Apr-25	England	Commitment/Service		
Create new community partnership with one new school for volunteers and programs.	May-25	Apr-25	England	Service		
Apply for IMLS grant to support catching up on 21K+ hours of collections backlog and public access portal.	May-25	Apr-25	England	Commitment/Sound Fiscal Management		
<u>Sports Park/Golf</u>						
Purchase additional tarp walls/heaters for more stations	Sep-24	Nov-24	Guyann/Hejnowski	First Rate Facilities	Underway	
Expand new grass tee area	May-24	Aug-24	Savoie	First Rate Facilities	Underway	
Hire additional golf pros or instructors	May-24	Apr-25	Hejnowski	Service		
Hold two glow in the dark golf events at Weber Park Golf Course	May-24	Sep-24	Hejnowski/Quinlan	Innovation		
Hold two club event at Weber Park Golf Course	Jul-24	Sep-24	Hejnowski/Quinlan	Innovation	Completed	
Hold mini golf tournament at Skokie Sports Park	Jul-24	Aug-24	Hejnowski/Quinlan	Innovation		
Purchase new utility carts for Sports Park and Weber Golf Course	May-24	Nov-24	Savoie	First Rate Facilities	Underway	
Replace irrigation at Sports Park	Oct-24	Nov-24	Guyann	First Rate Facilities		
Refurbish kids play equipment on mini golf Kids Quest course	Sep-24	Nov-24	Guyann/Haben	First Rate Facilities		
<u>Tot Learning Center</u>						
Collaborate with marketing department to create new marketing tools and logo to advertise Tot Learning Center	May-24	Apr-25	Khan/Amato/Bottorff	Commitment		
Hire a mental health consultant to work directly the children and staff	May-24	Apr-25	Khan	Integrity and Openness		
Setup monthly observations and quarterly all staff meetings to ensure curriculum, classroom and behavior management is appropriate and supportive	May-24	Apr-25	Khan	Commitment		
<u>Weber/Fitness First</u>						
Renovate west corridor bathrooms and second floor bathrooms	Dec-24	Mar-25	Guyann/Bontly	First Rate Facilities		
Install solar panels	Jun-24	Sep-24	Guyann	Environmental Stewardship/Sound Fiscal Management	Underway	
Purchase and install new Fitness First equipment	May-24	Apr-25	Bontly/Bever	First Rate Facilities	Underway	In the process of ordering and replacing pilates reformers, large dryer, rotary hip machine
Revamp the Community Basketball League at Weber under new supervisor	May-24	Mar-25	Bontly/Kasper	Commitment	Underway	Anna Kasper the new recreation supervisor is now overseeing the league. A new marketing plan, format for K-2, and logo will enhance the program and registrations.

Expand program participation and revenue by 15% by adding a minimum of four new programs	May-24	Apr-25	Bontly/Kasper	Innovation		
Create and implement two trainings per year for part-time staff and a monthly highlight email to part-time staff	May-24	Apr-25	Bontly	Commitment		
Safety						
Continue confined space assessment and training	May-24	20-Aug-24	Amanda Green	Service		
Complete ammonia assessment to ensure safety and overall training	May-24	30-May-24	Amanda Green	Service	Completed	
Update facility supervisor inspection reports to increase consistency with reporting and information	May-24	1-Nov-24	Amanda Green	First rate facilities		
Update the Safety Manual and Policies	May-24	1-Nov-24	Amanda Green	Commitment		
Creating and implementing a annual safety training calendar	May-24	1-Jan-24	Amanda Green	Service		

Freedom of Information Act

This information is on the Skokie Park District website.

<https://www.skokieparks.org/about-spd/foia/> - Freedom of Information Act



Freedom of Information Act

In compliance with the Freedom of Information Act, the following are the Skokie Park District's Freedom of Information Officers:

FOIA Officers

Executive Director Michelle Tuft

Superintendent of Business Services William Schmidt

Superintendent of Recreation Breanne Labus

Superintendent of Parks, Planning & Facilities Corrie Guynn

To request records via the Freedom of Information Act

Email foia@skokieparks.org.

or

[Download this form.](#)

A fee of 15 cents will be charged for every reproduced page after the first 50 pages.

See Skokie Park District public business information here:

- [Board of Commissioners Business](#)
- [Annual Report](#)
- [Bidding & Projects](#)
- [Compensatory Information](#)
- [Fee Assistance Program](#)
- [Financials, Forms & Manuals](#)
- [Freedom of Information Act](#)
- [Goals](#)
- [Head Injury Education](#)
- [Inclusion & ADA Plan](#)
- [Master & Capital Plans](#)
- [Municipal Directory](#)
- [Policies & Ordinances](#)
- [Registration, Cancellation & Refunds](#)

Freedom of Information Request Form



Freedom of Information Request Form

Submit requests to: FOIA Officer, Skokie Park District, 9300 Weber Park Place, Skokie, IL 60077 Fax: 847-674-9201 Phone: 847-674-1500 ext. 2100 E-mail: foia@skokieparks.org

Requester's Name _____ Signature _____

Street Address _____ City/State/Zip _____

Telephone* _____ Fax _____ Email Address* _____

*Optional, but if you provide this information, we can more easily contact you if we have questions about your request.

Records Requested

Please provide as much specific detail as possible, so that we can identify the information you are seeking. Attach additional pages if necessary.

Delivery format (How do you want the documents provided?)

Via email to the email address listed above in PDF format
 Via fax to the fax number listed above Sent via U. S. Mail
 Inspect at the Park District office Other (please specify): _____

Note: Under the Illinois Freedom of Information Act, except for a request for a commercial purpose, the Park District has 5 business days to respond to this request. The Act allows the Park District to charge for the costs of reproduction. At the present time, the charge is 15 cents per hard copy for every page over 50 pages, prepared in-house. Charges for copies that need to be professionally printed shall not exceed the park district's actual costs for reproduction.

Is this request for a commercial purpose? Yes No
 (It is a violation of Sec. 3.1 of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.)

Are you requesting a fee waiver? Yes No
 (If yes, you must attach a statement of purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public.)

Park District Use Only	
Date request was received: _____	Date response is due: _____
Date response was provided: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Denial exemption _____
Date Extension Requested: _____	Date Extension Granted _____
Date Now Due: _____	Fee Waiver Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of FOIA Officer _____	