

TYPES AND CATEGORIES OF PUBLIC RECORDS – CONTACT INFORMATION

The Village of Wilmette keeps various public records by Department. The following is a list of Department contact persons to whom Freedom of Information requests may be directed, along with a *non-exhaustive* list of types or categories of public records available. The fact that a record may be generally described in this list does not mean that a particular document is either subject to disclosure or exempt from disclosure under the Illinois Freedom of Information Act, as amended from time to time. Each request is reviewed individually.

<u>Department</u>	<u>Contact Person</u>	<u>Types or Categories of Records</u>
Administration	Michael Braiman Asst. to the Village Mgr. (847) 853-7502 braimanm@wilmette.com	Contracts; labor agreements; publications (<i>Communicator</i> and other newsletters); public information and press releases; personnel records; cable television; public demonstration permits; public infrastructure construction bidding, Prevailing Wage Act records; other bid, contract and purchasing records; notices, agendas and minutes for Board of Fire and Police Commissioners, Community Relations Commission, Fine Arts Commission, Environmental Commission, Youth Commission; all other records not separately identified.
Village Clerk/ Law	Barbara Hirsch Deputy Village Clerk (847) 853-7511 hirschb@wilmette.com	Ordinances; Resolutions; municipal code; proclamations; declarations; franchises; boards and commission appointments; notices, agendas and minutes of meetings of the Village Board and its committees, and other boards or commissions not separately listed; intergovernmental agreements; leases; municipal property records; general public records and legal notices; election records, liquor licenses; raffle licenses.
Community Development	John Adler Dir. of Community Dev. (847) 853-7528 adlerj@wilmette.com	Zoning ordinance and map; comprehensive plan; variations; special use permits; temporary use permits; building permits electrical permits; plumbing permits, other building or construction permits and applications; code enforcement and inspection records; certificates of occupancy; affordable housing plan; records and meeting notices, agendas and minutes for: Zoning Board of Appeals, Plan Commission, Appearance Review Commission, Housing Commission and Historic Preservation Commission (landmark), Building Code Board

		of Review and other construction/permit review bodies.
Engineering	Brigitte Mayerhofer, P.E. Dir. of Engineering Serv. (847) 853-7627 mayerhoferb@wilmette.com	Street, alley, water, sewer and other public right-of-way/utility records; dumpster permits; right-of-way permits; grading permits; street atlases; Water Plant and water treatment/distribution records; FEMA floodplain maps; records and meeting notices, agendas and minutes for Transportation Commission and Bicycle Task Force.
Finance	Robert Amoruso Finance Director (847) 853-7601 amorusob@wilmette.com	Budgets; audits; vehicle stickers; purchase orders; accounts receivable; accounts payable; business licenses; animal licenses; water and sewer billing; real estate transfer tax; cash receipts and disbursements; bond transcripts and related documents; parking permits.
Fire	James Dominik Fire Chief (847) 853-7692 dominikj@wilmette.com	Fire suppression, prevention and records; EMS/ambulance records; fire prevention, safety and public information materials; vehicle and equipment maintenance records; fire pension fund records; Fire Department personnel and training records; mutual aid information.
Public Health & Sanitarian	Dianne Bader Nurse (847) 853-7507 baderd@wilmette.com	Public health records; public health-related informational materials; agendas, notices, minutes and meeting records for Board of Health and Commission for Persons with Disabilities.
	Lynn Hoette Sanitarian (847) 853-7508 hoettel@wilmette.com	Food handler/license inspections and sanitation records.
Information Services	Peter Skiles Dir. of Info. Services (847) 853-7631 skilesp@wilmette.com	Records concerning implementation of information technology; intergovernmental agreements concerning shared technology
Police	Brian King Chief of Police (847) 853-7552 kingb@wilmette.com	Crime reports; traffic accident reports; traffic, parking and ordinance violations; arrest reports and records; alarm permits; animal control records; taxi cab licenses and records; block party permits; disaster and emergency management; dispatch and

telecommunications records; police pension fund records; Police Department personnel and training records.

Public Works

Donna Jakubowski
Director of Public Works
(847) 853-7585
jakubowskid@wilmette.com

Vehicle maintenance and vehicle equipment specifications; street, sewer, sidewalk repair and maintenance records; snow removal; street cleaning; leaf collection; solid waste and recycling records; NPDES records, forestry and other tree matters.