

# City of Palos Heights

## Freedom of Information Act (FOIA)

### Information 2025

The City of Palos Heights, formerly called Harlem Heights, was incorporated on April 16, 1959. The City operates under a Mayor/Alderman form of government and is a non-home rule community as defined by the Illinois Constitution. Palos Heights is a bedroom community with a downtown business district. Palos Community Hospital and Trinity Christian College are also located in Palos Heights as well as many professional and service offices. The “gem” of Palos Heights is the Lake Katherine Nature Center and Botanical Gardens. The population of Palos Heights is 12,068.

The City of Palos Heights is committed to growth yet strives to preserve the quality of life and supports high-quality community facilities and services. The purpose of the City is to provide its residents and businesses the highest level of local government services within its corporate limits.

# CITY COUNCIL

MAYOR Robert S. Straz

CITY CLERK Shannon Harvey

CITY TREASURER James Daemicke

CITY ATTORNEY Tom Brown

## WARD 1

Jeffrey Key  
Dan Brennan

## WARD 2

Jack Clifford  
Robert Basso

## ALDERMEN

## WARD 3

Brent Lewandowski  
Heather Begley

## WARD 4

Michael McGrogan  
Patrick Scully

### Library Board of Trustees

Sue Jankowski  
Susan Snow  
Steven Foertsch  
Rose Zubik  
Hilary Rhodes  
Patrick Keough  
Geraldine Burek  
John Peltz

### Planning & Zoning Commission

Alderman Patrick Scully  
Edward Stevens  
William DeLeo  
Tim Cronin  
Michael Lombard  
Robert Rychlicki  
Todd Probasco

### Zoning Board of Appeals

John Shanahan  
Jim Hughes  
John Hanley  
Thomas Gregory  
Robert Starzyk

### Fire & Police Commission

John M. Doody, Sr.  
John Sexton  
Charles Doerr

### Police Pension Board

William Czajkowski  
John Parnitzke  
Bob Sterba (retired)  
George Jasinski  
Dan Liston

### Public Arts Commission

Lynda Schiappa  
Tara Oosterbaan  
Darlene Grigus  
Lisa Banos-Cruz  
Richard Cruz

### Recreation Advisory Board

Gayle Greenwald  
Lisa Pesavento  
Paul Hunt  
Angie Pope  
Meg Duggan  
Kristin Restivo

### Veterans Commission

Scott Kelly  
Scott Allen  
James Helsdingen  
Joseph Stachon

### Ad Hoc Cable Committee

Ron and Sue Jankowski  
Carol Stefan  
Jim Conerty

### Beautification Committee

Alderman Jeffrey Key  
Brian Bohne  
Jan Collopy-Majersky  
Lois Duran  
Gary Duran  
Anne Girzadas  
Bob Grossart  
John Hanley  
Denise Hyker

Eileen Lunter  
Joanne Miller  
Vince Petrusius, Jr.  
Bridget Provost  
Lynda Schiappa  
Bob Starzyk  
Sharon Vojtek

## Document/Record Categories

### Subject to Public Review

#### Administrative Office

- Agendas
- Meeting Minutes
- Ordinances
- Resolutions
- Agreements
- Contracts
- Legal Notices
- Business Licenses
- Liquor Licenses
- General Correspondence/Memorandums
- Newsletters
- Press Releases
- Forms
- Permits
- Municipal Code
- Comprehensive Plan
- Election/Voting Records
- Personnel Records (Employee names, title, employment date)
- City Owned Tax Exempt Properties
- Ward Maps
- Water Billing

#### Finance Department

- Audit Reports
- Annual Budget
- Financial Reports
- Treasurer's Reports
- Invoices/Bills
- Accounts Payable Reports
- Revenue Receipts
- Bonds

#### Police Department

- Police Reports
- Traffic Accident Reports

#### Building/Planning & Zoning Department

- Building Permits/Applications
- Building Plans
- Inspection Reports
- Occupancy Permits
- Contractor's Licenses
- Stop Work Orders
- Sign Permits
- Department of Public Health Reports
- Elevator Inspection Reports
- Code Complaints/Violations
- Zoning Applications
- Zoning Codes/Regulations
- Zoning Maps
- Plats of Surveys
- Flood Maps
- Legal Notices – Zoning
- Annexations
- Variations

#### Public Works Department

- Flood Maps
- MWRD and IEPA Permits and Reports
- Construction Improvement Projects
- Roads Program
- Water & Sewer Reports
- Staff Engineer Reviews/Reports
- Municipal Grounds & Property Reports
- Vehicle Maintenance Reports
- Vehicle Specifications

#### Recreation Department

- Capital Improvement Projects (Design, construction documents and bid specifications)
- Facility Rental Data
- Recreation Registration Dates

**City of Palos Heights Total Budget - FY 2025**     \$39,880,213

**Employees:**    Full-time = 73     Part-time & Seasonal = 234

### **Request Information and Public Records**

Requests for Public Records (FOIA) should be submitted in writing to the public body in person, by mail, or email. Requests will be responded to in accordance with the Freedom of Information Act as amended and effective January 1, 2010.

Coping Cost: Fifteen (15) cents per page will be charged for more than 50 letter/legal sized copies. Any color and over-sized copies will be an additional charge as well as any additional costs incurred by the City to obtain information requested. Certified Copy cost is \$1.00

#### **Submitting a FOIA Request via Email**

##### **Police Requests**

Morgan Pukula, Admin Assistant, Police Department  
[mpukula@palosheightspd.org](mailto:mpukula@palosheightspd.org)

##### **City Requests**

Jan Tomaszewski, Deputy City Clerk  
[jtomaszewski@palosheights.org](mailto:jtomaszewski@palosheights.org)

#### **FOIA Officers**

Jan Tomaszewski, Deputy City Clerk  
[jtomaszewski@palosheights.org](mailto:jtomaszewski@palosheights.org)  
708-480-3003

Morgan Pukula, Admin Assistant, Police Department  
[mpukula@palosheightspd.org](mailto:mpukula@palosheightspd.org)  
708-448-5060

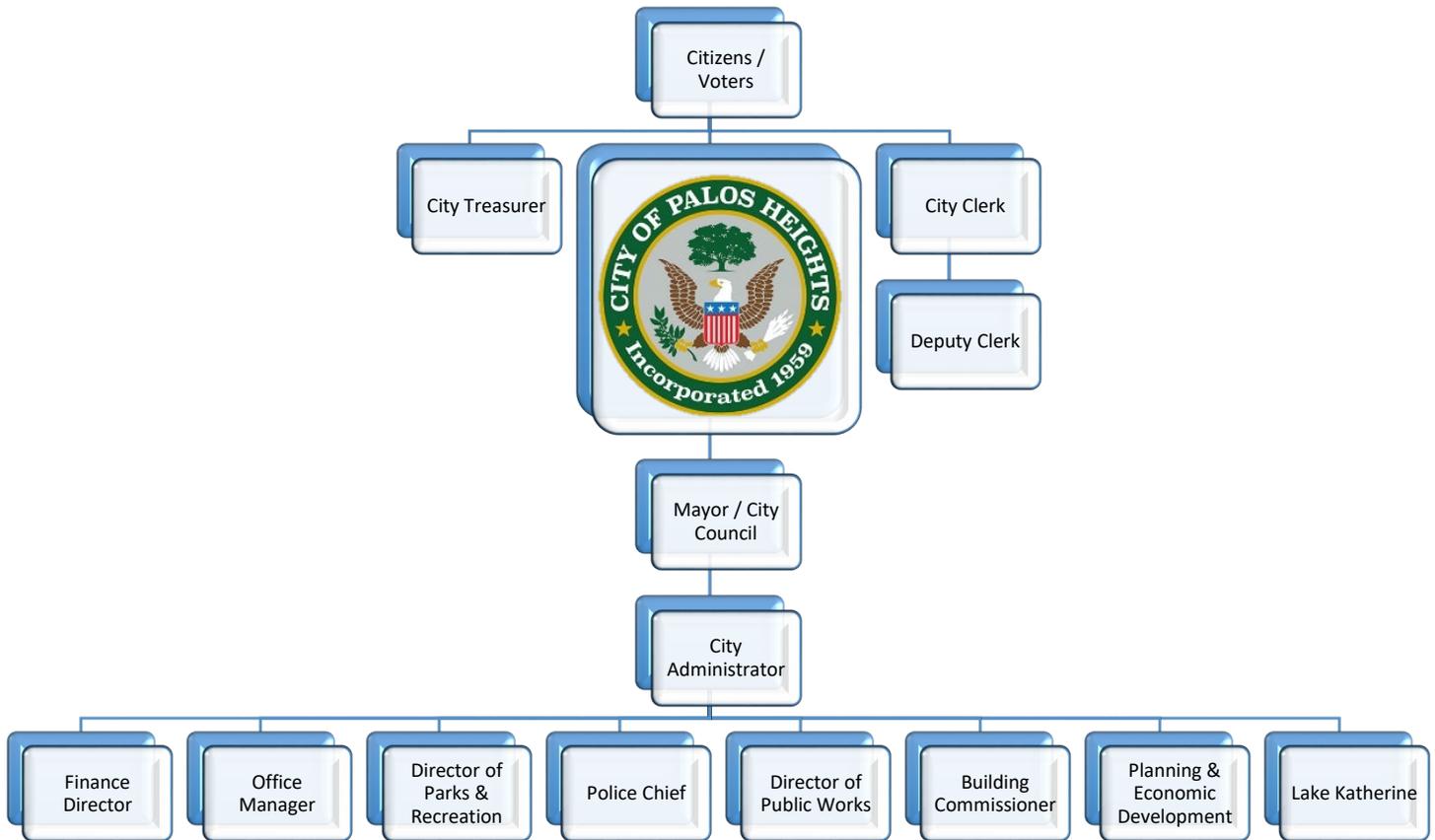
Shannon Harvey, City Clerk

#### **Open Meetings Act (OMA) Certifications**

Shannon Harvey, City Clerk

Jan Tomaszewski, Deputy City Clerk

## City of Palos Heights Organizational Chart



**Palos Heights Administration Building**                      **7607 W. College Drive**

**Palos Heights Public Works Department**                      **7607 W. College Drive (separate building)**

**Palos Heights Police Department**                      **7607 W. College Drive (separate building)**

**Palos Heights Recreation & Fitness Center**                      **6601 W. 127<sup>th</sup> Street**

**Lake Katherine NCBG**                      **7401 Lake Katherine Drive**