



Municipal Directory

Procedures for
Requesting
Information Under
the Freedom of
Information Act

Revised March, 2016

**MUNICIPAL DIRECTORY
AND PROCEDURES FOR REQUESTING INFORMATION
UNDER THE FREEDOM OF INFORMATION ACT (FOIA)**

TABLE OF CONTENTS

Mission Statement.....	2
Vision Statement	2
Values Statement.....	2
Purpose	2
Population	2
Assessed Valuation.....	2
Tax Rate.....	2
Current Budget.....	2
Board of Commissioners.....	3
Commissioner Listing.....	3
Staff.....	3
Administrative Staff	3
Location of Offices	3
Organizational Chart	4
Requests for Public Records.....	5
FOIA Officers	5
FOIA Request Form	6
Fee Schedule for Public Records	7
Categories of Records Available.....	8
Other Information Requests	9

OUR MISSION

The Plainfield Park District seeks to enhance lives through quality recreation opportunities.

OUR VISION

We aspire to be innovative in administration, recreation and preservation.

OUR VALUES

Our Values center on:

- **Community**
 - A commitment to working together in partnerships for betterment of the community
 - Development of an understanding of the recreational needs of the community
 - Effective communication across useful avenues to reach the community
- **Fiscal Responsibility**
 - Wise spending practices
 - Strategic budgeting process
 - An understanding of local economy
- **Stewardship of Natural Resources**
 - The preservation of open space
 - The development of parks in a respectful manner
 - A commitment to green and sustainable approaches
- **Health & Wellness**
 - Promotion of a lifestyle of fitness for different segments of the community
 - Provide programs that fulfill the needs and desires of a healthy community
 - Ensure recreational opportunities for healthy living with wellness partnerships

PURPOSE

The Plainfield Township Park District ("District") was organized and established as a separate unit of local government in 1966 by a majority vote.

POPULATION

The District's population is approximately 106,000 residents.

ASSESSED VALUATION

The equalized assessed valuation for real estate for 2014 is \$2,248,269,511.

TAX RATE

The property tax rate for 2014 is .2742 per \$100 of assessed value.

CURRENT BUDGET

The operating budget for the fiscal year 2016 is \$8,755,016. The fiscal year begins January 1 and ends December 31.

BOARD OF COMMISSIONERS

The District is governed by seven elected residents of the District who voluntarily give their services to the community. The Board sets policy for the District, adopts ordinances and resolutions, approves the annual budget and approves expenditures. The day-to-day operations of the District are managed by the Executive Director.

The Commissioners elect a President and Vice President and appoint a Treasurer and Board Secretary. The Park Board holds its regular meetings on the second Wednesday of each month at 6:00 p.m. at the Plainfield Township Community Center, 15014 S. Des Plaines Street, Plainfield. The public is invited to attend and are welcome to make suggestions or comments.

COMMISSIONERS

Mary Kay Ludemann, President	Term Expires 2021
Larry D. Newton, Vice-President	Term Expires 2021
Peter Hurtado, Commissioner	Term Expires 2017
Peter Steinys, Commissioner	Term Expires 2019
Rob Ayres, Commissioner	Term Expires 2017
Ridgley Ann "Mimi" Poling, Commissioner	Term Expires 2017
Heather Kazmark, Commissioner	Term Expires 2017

STAFF

The District has an appointed Executive Director responsible for administration of the District. The District employees 35 full-time staff, 57 part-time regular staff and approximately 115 part-time seasonal and temporary workers.

ADMINISTRATIVE STAFF

Carlo Capalbo, MPA, CPRE	Executive Director
Maureen Nugent, MBA	Director of Finance & Human Resources
Jennifer Rocks-Lopez, ASLA, LEED AP BD & C	Director of Parks & Planning
Cheryl Crisman, MA, CPRP	Director of Recreation

LOCATION OF OFFICES

The Plainfield Park District maintains two (2) separate offices

Recreation Administration Center
23729 W. Ottawa Street
Plainfield, IL 60544
Phone: 815-436-8812
Fax: 815-436-8935

Maintenance Facility
22500 W. Lockport Street
Plainfield, IL 60444
Phone: 815-436-2029
- Director of Parks & Planning

Administration

- Executive Director
- Executive Assistant
- Director of Recreation
- Director of Finance & Human Resources

REQUESTS FOR PUBLIC RECORDS

Following are instructions on how to file a Freedom of Information Act (FOIA) request with the Plainfield Park District:

1. We request that you make your request for records in writing. The Plainfield Park District does not require the completion of a standard form for this purpose although a form is available at our website www.plfdparks.org or from the Recreation Administration Center, 23729 W. Ottawa Street, Plainfield, IL 60544. You may submit your written request by dropping it off, mail, fax or e-mail. Please direct your request to:
Wendi Calabrese - FOIA Officer
Plainfield Park District
23729 W. Ottawa Street
Plainfield, IL 60544
Fax: 815-436-8935
E-mail: calabrese@plainfieldparkdistrict.com
Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. For questions, please contact the Recreation/Administration Center 815-436-8812 to be directed to the proper person. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
2. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a fee. See fee schedule.
3. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.
4. Please indicate if the request is being made for commercial purposes.
5. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.
6. All requests will be responded to in accordance with the guidelines set in the Freedom of Information Act, 5 ILCS 140/1, (*et seq.*)

FOIA OFFICERS

Wendi Calabrese, Executive Assistant
Maureen Nugent, Director of Finance & Human Resources
Carlo Capalbo, Executive Director

calabrese@plainfieldparkdistrict.com
nugent@plainfieldparkdistrict.com
capalbo@plainfieldparkdistrict.com

Plainfield Park District Recreation/Administration Center
23729 W. Ottawa Street
Plainfield, IL 60544

Phone: 815-436-8812

Fax: 815-436-8935

Office Hours:	Monday through Thursday	8:30 am to 6:00 pm
	Friday	8:30 am to 4:30 pm
	Saturday, Sunday & Holidays	Closed

**PLAINFIELD PARK DISTRICT
FREEDOM OF INFORMATION REQUEST FORM**

23729 West Ottawa Street
Plainfield, Illinois 60544
Telephone: (815)436-8812 Fax: (815)436-8935
Email: calabrese@plainfieldparkdistrict.com

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): _____ E-mail (Optional): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.* _____

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? YES or NO

(It is a violation 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, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the 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. 5 ILCS 140/6(c)).

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Signature of Person Making the Request Date

The Park District will respond to the request within five (5) working days from the date received unless a reason for a time extension as found in 5 ILCS 140/3(d) is invoked by the Park District

Accepted on Behalf of the Park District by:

Freedom of Information Act Officer Date Received

FEE SCHEDULE FOR PUBLIC RECORDS

When a person requests a copy of a record maintained in an electronic format, the District shall furnish it in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the District shall furnish it in the format in which it is maintained by the District.

Paper Format

The fee schedule for duplication of public records is as follows:

The first fifty (50) pages for black & white, letter or legal-sized copies shall be provided free of charge.

The charge for any additional black & white, letter or legal-sized pages shall be \$0.15 per page.

Other Paper Sizes / Finishes

Ledger-sized copies; black & white only (11" x 17")	\$0.25 per page
Letter-sized Color copies	\$0.25 per page
Legal-sized Color copies	\$0.25 per page

Plat copies up to 36" x 48" – black & white only (Needs at least two (2) business days notice)	Actual cost of duplicating from Fed/Ex/Kinko's (Approximately \$15.00 per sheet)
---	--

Plat copies up to 60" x 60" (Needs at least two (2) business days notice)	Actual cost of duplicating from FedEx/Kinko's (Approximately \$200.00 per sheet)
--	--

Recorded Format

The charge for recorded formats on computer disks or audio tapes will be at the Park District's actual cost of said disk or tape.

Certification / Notarizing Documents

The charge for certifying or notarizing records shall be \$1.00 per item, which is *in addition* to the copying fee.

Inspection of Records

There will be no fees charged for the visual inspection of records.

Copies will be mailed via certified mail at the current rate of the United States Postal Service. All Fees must be prepaid.

The Plainfield Park District intends to disclose public records in compliance with the Freedom of Information Act (5 ILCS, 140/1, et seq.)

What documents are immediately available?

Many documents are available on the District website, www.plfdparks.org, which you may download at this time (no FOIA request required):

- Americans with Disabilities Act Grievance Procedure
- Annual Report
- Bid Results
- Board Meeting Agendas, Minutes and Board Packets
- Board of Commissioners Listing
- Budget
- Comprehensive Annual Financial Report
- Comprehensive Master Plan
- Levy
- Mission, Vision, Value Statements
- Projects for Bid
- Public Social Media Policy
- Salary Information

Examples of Information Available through the FOIA

- Accounts Payable and Receivable Records
- Bids for Equipment or Services
- Bill, Check, Invoice, Voucher and Warrant Listings
- Bond Records
- Certificates of Publications, Meeting Notices, Legal Notices and Press Releases
- Contracts for Construction Projects
- Election Records
- Employee Manuals
- Insurance Policies
- Ledgers, Journals and Registers (General, Utilities, Accounts Payable and Receivable, etc.)
- Material Safety Data Sheets
- Officials' Oaths
- Ordinances
- Policies
- Plats of Survey for Parks
- Program Brochures
- Resolutions
- Safety Manuals
- Vendor Records

The above list is merely a listing of the most commonly requested documents. It is not to be construed as exhaustive or limiting.

Other Information Requests

For information or questions related to facility rentals, program dates and times, brochure questions, instructor questions, program registrations and payments, the individual should call or visit the Registration Counter in the main lobby of the Recreation/Administration Center.

Plainfield Park District
Recreation/Administration Center
23729 W. Ottawa Street
Plainfield, IL 60544
Phone: 815-436-8812
Fax: 815-436-8935

Office Hours:	Monday through Thursday	8:30 am to 6:00 pm
	Friday	8:30 am to 4:30 pm
	Saturday, Sunday & Holidays	Closed