



**1125**

**MUNICIPAL DIRECTORY**

**PROCEDURES FOR REQUESTING INFORMATION  
UNDER THE FREEDOM OF INFORMATION ACT**

# 1125                    **MUNICIPAL DIRECTORY**

## **PROCEDURES FOR REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT (FOIA)**

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Date Approved by Executive Director: <u>05/2022</u> Executive Director’s Signature: <u>Rita Fletcher</u> Revised/Reviewed: <u>05/2013; 06/2016; 08/2021; 05/2022</u>
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# **1125 MUNICIPAL DIRECTORY PROCEDURES FOR REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT (FOIA) BARTLETT PARK DISTRICT**

## **A. MISSION STATEMENT**

“We Create Fun!...by providing the finest in Parks, Programs and Recreational Facilities for our Community.”

## **B. VISION STATEMENT**

“We strive to create lasting memories for our community by enthusiastically responding to and serving their recreational and leisure needs.”

## **C. CORE VALUES STATEMENT**

“Our core values guide our organization in everything we do. They represent who we are and what we believe in.

- We are committed to serving our community by operating with the highest principles of honesty, character, integrity, accountability, and fairness.
- We will strive to excel in all areas of operation, learn from our mistakes, challenge ourselves, persevere and show courage in times of adversity.
- We strive to continually improve our resident’s quality of life by providing ample open space and a wide variety of recreational programs based on the input of our diverse residents.
- We will strive to maintain and preserve all of our parks and facilities to the highest quality standards of safety, usefulness, and beauty.
- We will partner with volunteers and interested groups to encourage their support and advocacy, leverage our resources, manage our costs, and maximize the value of our parks and recreational programs.
- We will responsibly manage our fiscal resources to assure our ability to maintain our facilities, implement our long-term capital plan, and provide valued recreational programs.

Mission/Vision/Values Adopted by the Bartlett Park District  
Board of Commissioners on April 27, 2021

## D. PURPOSE

The Bartlett Park District was created in 1964 by a vote from the residents of Bartlett in accordance with the State of Illinois Statutes. Its purpose is to:

1. Acquire, preserve, and efficiently maintain acceptable land for public parks, recreation, open space, historical and scenic purposes; and
2. Provide a wide range of opportunities for wholesome recreational experiences that relate to leisure needs and desires of all citizens through the offering of recreational programs, services, and the development of recreational facilities.

## E. OPERATING BUDGET

The total annual operating budget for the fiscal year of the Bartlett Park District beginning **May 1, 2022**, and ending **April 30, 2023**, was adopted at the Annual Board Meeting on **May 10, 2022**, following a Public Hearing on the Budget that was noticed in a newspaper of local distribution no earlier than 14 days and no later than 7 days prior to said meeting; and the following sums of money in the total amount of **\$14,734,815** or so much thereof as may be authorized by law, and appropriated for the Corporate, Recreational, and other purposes of the Bartlett Park District for its said fiscal year.

## F. BARTLETT PARK DISTRICT FACILITIES

Thomas C. White Administration Building  
696 W. Stearns Road  
Bartlett, IL 60103-4504  
Phone: 630-540-4800  
Fax: 630-837-6608

Apple Orchard Golf Course  
692 W. Stearns Road  
Bartlett, IL 60103  
Phone: 630-540-4807

Bartlett Community Center  
700 S. Bartlett Road  
Bartlett, IL 60103  
Phone: 630-540-4800  
Fax: 630-540-4869

Villa Olivia  
1401 W. Lake Street  
Bartlett, IL 60103  
Phone: 630-289-1000  
Fax: 630-289-2934

Bartlett Nature Center  
James 'Pate' Philip State Park  
2054 W. Stearns Road  
Bartlett, IL 60103  
Phone: 847-608-3100

## G. BOARD OF COMMISSIONERS

Policy making and legislative authority are vested in the Bartlett Park District Board, which is comprised of seven duly elected or appointed Park District residents. The Board is elected on a nonpartisan, at large basis. Each Commissioner is elected to a term of six (6) years. This governing body is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the Park District Executive Director. The Executive Director is responsible for carrying out the policies and ordinances of the Board, for overseeing the day-to-day operations of the Park District, and for hiring and managing the Superintendents of the Park District departments.

Officers are selected at the Annual Board Meeting in May by vote from the Board of Park Commissioners. The President of the Board assigns the various Committee Responsibilities to the Commissioners.

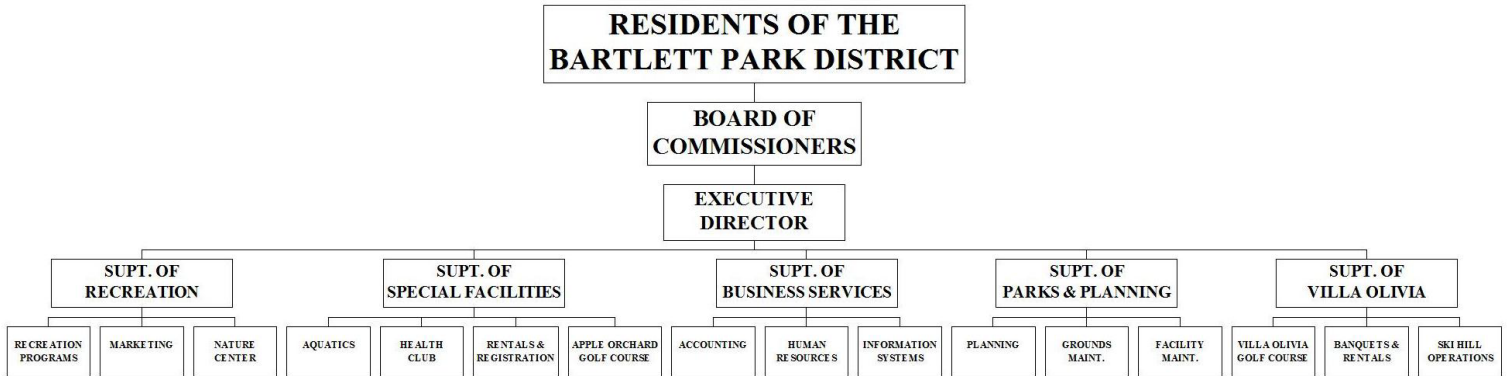
### **BARTLETT PARK DISTRICT BOARD OF COMMISSIONERS (2021-22 Officers and Committee Responsibilities Listed):**

<u>COMMISSIONER NAME</u>	<u>TITLE</u>	<u>COMMITTEE RESPONSIBILITY</u>	<u>TERM EXPIRES</u>
<b>Lori A. Palmer</b>	President	Community Relations & Legislative Issues	April, 2027
<b>Diana Gunsteen</b>	Vice-President	Planning	April, 2023
<b>Theodore J. Lewis</b>	Treasurer	Finance	April, 2025
<b>Stephen M. Eckelberry</b>	Commissioner	Villa Olivia Personnel	April, 2027
<b>Susan M. Stocks</b>	Commissioner	Building & Grounds	April, 2023
<b>Dale Ann Kasuba</b>	Commissioner	Special Facilities	April, 2027
<b>Jody E. Fagan</b>	Commissioner	Recreation	April, 2025

## H. EMPLOYEES

The Bartlett Park District employs: 50 full-time, and approximately 225 part-time and 400 seasonal employees for a total of approximately 675 employees.

# I. ORGANIZATIONAL CHART – Functional Subdivisions



# J. REQUESTS FOR PUBLIC RECORDS

1. Each public body shall make available to any person for inspection or copying all public records, except as otherwise provided in Section 7 of this Act. Notwithstanding any other law, a public body may not grant to any person or entity, whether by contract, license, or otherwise, the exclusive right to access and disseminate any public record as defined in the Act (5 ILCS 140/3)
  
2. Subject to the fee provisions of Section 6 of the FOI Act, each public body shall promptly provide, to any person who submits a request, a copy of any public record required to be disclosed by subsection (a) of Section 3 and shall certify such copy if so requested.
  
3. Requests for inspection or copying of public records shall be made in writing and directed to the Bartlett Park District. Written requests may be submitted to a public body via personal delivery, mail, email, telefax, or other means available to the District. The public body may honor oral requests for inspection or copying. A public body may not require that a request be submitted on a standard form or require the requester to specify the purpose for a request, except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver. All requests for inspection and copying received by a public body shall immediately be forwarded to its FOIA officer or designee.

## K. FOIA OFFICER

Bartlett Park District FOIA Officer:

Rita Fletcher, Executive Director  
Bartlett Park District  
T. C. White Administration Building  
696 W. Stearns Road  
Bartlett, IL 60103-4504

Phone: 630-540-4800  
Fax: 630-837-6608  
rfletcher@bartlettparks.org

**Thomas C. White Administration Building: Office hours are as follows:**

Monday through Friday	8:30 a.m. to 4:30 p.m.
Saturday, Sunday & Holidays	Closed

(All FOIA requests must go through the Executive Director's Office at the Administration Building)

## L. REQUESTS FOR COMMERCIAL PURPOSES

1. "Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or academic organizations shall not be considered to be made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.
2. A public body shall respond to a request for records to be used for a commercial purpose within twenty-one (21) working days after receipt. The response shall (i) provide to the requester an estimate of the time required by the public body to provide the records requested and an estimate of the fees to be charged, which the public body may require the person to pay in full before copying the requested documents; (ii) deny the request pursuant to one or more of the exemption set out in the FOI Act; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or (iv) provide the records requested. (5 ILCS 140/3.1)
3. Unless the records are exempt from disclosure, a public body shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

4. It is a violation of the FOI 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.

## **M. 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 Bartlett Community Center.

**Bartlett Community Center**  
**700 South Bartlett Road**  
**Bartlett, IL 60103**  
**Phone: 630-540-4800**  
**Fax: 630-540-4870**

**RECREATION OFFICE hours are as follows:**

Monday through Friday	9:00 a.m. to 6:00 p.m.
Saturday, Sunday, Holidays	Closed



## N. 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.

### 1. 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 and white, letter or legal-sized pages shall be \$0.15 per page.

### 2. Other paper sizes / finishes

The charge for copies in color, or in a size other than letter or legal, will be the Park District’s actual cost for reproducing said colored or oversized records. Currently the cost is as follows:

Ledger-size copies; black & white only (11”x17”)	\$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”x48” – B&W only (Needs at least 2 business days’ notice)	Actual cost of duplicating from FedEx/Kinko’s (Approximately \$15 per sheet)
Plat copies up to 60”x60” (Needs at least 2 business days’ notice)	Actual cost of duplicating from FedEx/Kinko’s (Approximately \$200 per sheet)

### 3. 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.

### 4. Certification / Notarizing Documents

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

### 5. Inspection of Records

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

# 1125.1 REQUEST FOR PUBLIC RECORDS

**TO: Rita Fletcher, Executive Director  
 FOIA Compliance Officer  
 BARTLETT PARK DISTRICT  
 T. C. White Administration Bldg.  
 696 W. Stearns Road  
 Bartlett, Illinois 60103-4504  
 Office: (630) 540-4800  
 Fax: (630) 837-6608**

**FROM:** \_\_\_\_\_  
 (Please Print)  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_

**DESCRIPTION OF REQUESTED RECORD(S):**

**Please indicate if you wish to inspect the above captioned records or wish a copy of them:**

**Inspection**                                       **Copy**                                       **Both**

**Do you wish to have copies certified?**                                       **Yes**                                       **No**

**If so, which ones?** \_\_\_\_\_  
 \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
 Date Received

\_\_\_\_\_  
 Date Response Due