
WAUKEGAN PARK DISTRICT

FREEDOM OF INFORMATION ACT REQUESTS

Prepared by:

FOIA officer:
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Waukegan Park District
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Waukegan, IL 60085
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ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)

HOW TO MAKE A FOIA REQUEST:

I need information from the Waukegan Park District, but I am not quite sure where to start or what to request. What can I do?

If you would like to obtain information from the Waukegan Park District, you should begin by thinking through and writing down a list of the information you are seeking. Then prepare a letter to the FOIA officer:

Greg Petry

Executive Director

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2000 Belvidere Road

Waukegan, IL 60085

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The Waukegan Park District requires that all FOIA requests be submitted in writing. Your letter should include your name, your address, the date and a daytime phone number so that the Waukegan Park District can contact you if they have any questions. Describe the information you are seeking with sufficient detail so that the Waukegan Park District can find the requested records. Providing as much information as possible in your request on the subject matter may expedite the Waukegan Park District's search process. You do not need to describe the document specifically and accurately by the same name the Waukegan Park District uses. The Waukegan Park District will accept requests by mail, personal delivery, fax, e-mail, or other means available. The Waukegan Park District may accept verbal FOIA requests, but is not required to do so by law. The Waukegan Park District also maintains a current list of all types or categories of records under its control, and it is available to aid persons in obtaining access to public records. This list is available for inspection and copying. Continue to scroll down to view a general list of records.

What should I include in the FOIA request?

On your written request, include your name, address, the date and a daytime phone number so that the Waukegan Park District can contact you if they have any questions. Provide as much information as possible on the subject matter. This will help expedite the search process.

Does the Waukegan Park District require that a FOIA request must be submitted on a certain form or in a certain format?

No. All requests must be submitted in writing. The park district also accepts requests by mail, personal delivery, fax, e-mail, or other means available.

What if I don't use the same name for a document that the Waukegan Park District uses? Can they deny my request for that reason?

No, the Waukegan Park District cannot deny the request just because you called the document by a different name. You do not need to describe the document specifically and accurately by the same name the Waukegan Park District uses. As long as the Waukegan Park District understands what you are requesting, they must release that information, even if you do not call it by the same name the Waukegan Park District uses.

How many days does the Waukegan Park District have to respond to my FOIA request?

A Waukegan Park District must respond to a FOIA request within 5 business days *after* it receives the request. Day 1 of the 5-day timeline is the first business day *after* the request is received by the Waukegan Park District. The date that the request was received by the Waukegan Park District does *not* count as "Day 1." That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;

- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the Waukegan Park District to consult with another Park District who has substantial interest in the subject matter of the request. If additional time is needed, the Waukegan Park District must notify the requestor in writing within 5 business days after receipt of the request of the statutory reasons for the extension and when the requested information will be produced.

When does the 5 business day time period start?

On the first business day *after* the Waukegan Park District receives the request.

What is a “business day” or “working day”?

A “business day” or “working day” is a regular day of the week (Monday through Friday) when public offices and most businesses are open. Saturdays, Sundays and state holidays are not business days and cannot be counted in the 5 business day time period.

Can the Waukegan Park District charge for copies?

Yes, but the fees are limited. For black and white, letter or legal sized copies (8 ½ x 11 or 11 x 17), the first 50 pages are free, and any additional pages can cost no more than 15 cents a page. For color copies or abnormal size copies, the Waukegan Park District can charge the actual cost of copying.

Can I request the documents in electronic form?

Yes and the Waukegan Park District must provide you those electronic documents in your requested format, if that is feasible for the Waukegan Park District. Copies will be provided in PDF format. If that format is not available to the public body, they must provide the documents in the electronic format in which they are kept or on paper, at the option of the requestor.

What must the Waukegan Park District include in a denial?

The denial must be in writing, and reference a specific legal reason under FOIA to justify the non-disclosure. The Waukegan Park District has the burden of proving by clear and convincing evidence that the information is exempt from disclosure. The denial must also inform the requestor of the right to seek review of the issue by the Public Access Counselor (PAC) in the Attorney General’s office, with the PAC’s contact information, as well as the right to seek judicial review by filing a court case.

What can I do if the Waukegan Park District denies my request for information?

You can either file a Request for Review with the Attorney General’s PAC or file a lawsuit in court.

WAUKEGAN PARK DISTRICT

PROFILE

Chartered

Established by local referendum on December 26, 1916 as a special purpose unit of government as provided by the Illinois Park District Code.

Governance

An elected Board of Park Commissioners consisting of 5 members constitutes the governing board of the Park District. Commissioners are elected to serve 6-year term. Commissioners serve without receiving any compensation.

Officers

Commissioners elect from among themselves a President, Vice President and a Treasurer. The President, Vice President and Treasurer serve 1-year terms.

Appointed Officials

Commissioners appoint an Executive Director and an Attorney/Secretary. The Executive Director serves as the chief executive officer for the Park District and carries out the policies of the Board.

Boundaries

Park District is approximately coterminous with the City of Waukegan north of Tenth Street. The Park District also includes most of the Waukegan Township and portions of Benton, Warren, Newport, and Libertyville Townships, and portions of Beach Park and Gurnee Villages. The Park District boundaries encompass approximately 21 square miles.

Population:

Park District population is approximately 90,900 (2000).

Real Estate

Equalized assessed value of real estate for 2008 is \$1,629,849,667.

Tax Rate

Levy year 2008 - \$0.616 per \$100 of assessed value.

Fiscal Year Budget

Proposed operating and capital budget for FY 2009-10 is \$30,636,978. The fiscal year begins on May 1 and concludes on April 30.

Bond Rating

Moody's Rating Service rates the 1999 Bond Issue, 2004 Bond Issue, 2005 Bond Issue A1 and 2008B Bond Issue as A1.

Park Resources

The district has 47 properties and control of 720 acres of land, which includes the 18-hole Bonnie Brook Golf Course and the 9-hole Greenshire Golf Course. Other park resources include a bird sanctuary, nature preserve and a greenhouse. The District operates 3 recreation centers: Belvidere Recreation Center, Bevier Center, the Community Recreation Center (leased by The Boys & Girls Club of Lake County) and the Field House Sports and Fitness Center at Hinkston Park, as well as the Jack Benny Center for the Arts, an outdoor swimming pool (Howard E. Ganster), the Haines Museum, 1 rental hall (Jane Addams Center), 15 ball diamonds, 6 soccer fields, 13 tennis courts, 12 picnic areas, 7 picnic shelters, 32 playgrounds, 14 basketball courts, 1 skate park, 1 BMX track, 1 disc golf course and 1 fitness center.

Programs and Services

Provides a full range of activities and services year round. Major recreation programs include athletics, music, visual arts, dance, drama, day camps, fitness, preschools, outdoor recreation, trips, and special events. Programs and services are provided for special populations such as senior citizens and individuals with disabilities. The District sponsors the Waukegan Symphony Orchestra and Concert Chorus. The District also sponsors the Bowen Park Theatre Company and the Bowen Park Opera Company.

Staffing

Sixty-one authorized full-time staff and over 250 part-time, year round, seasonal and temporary employees.

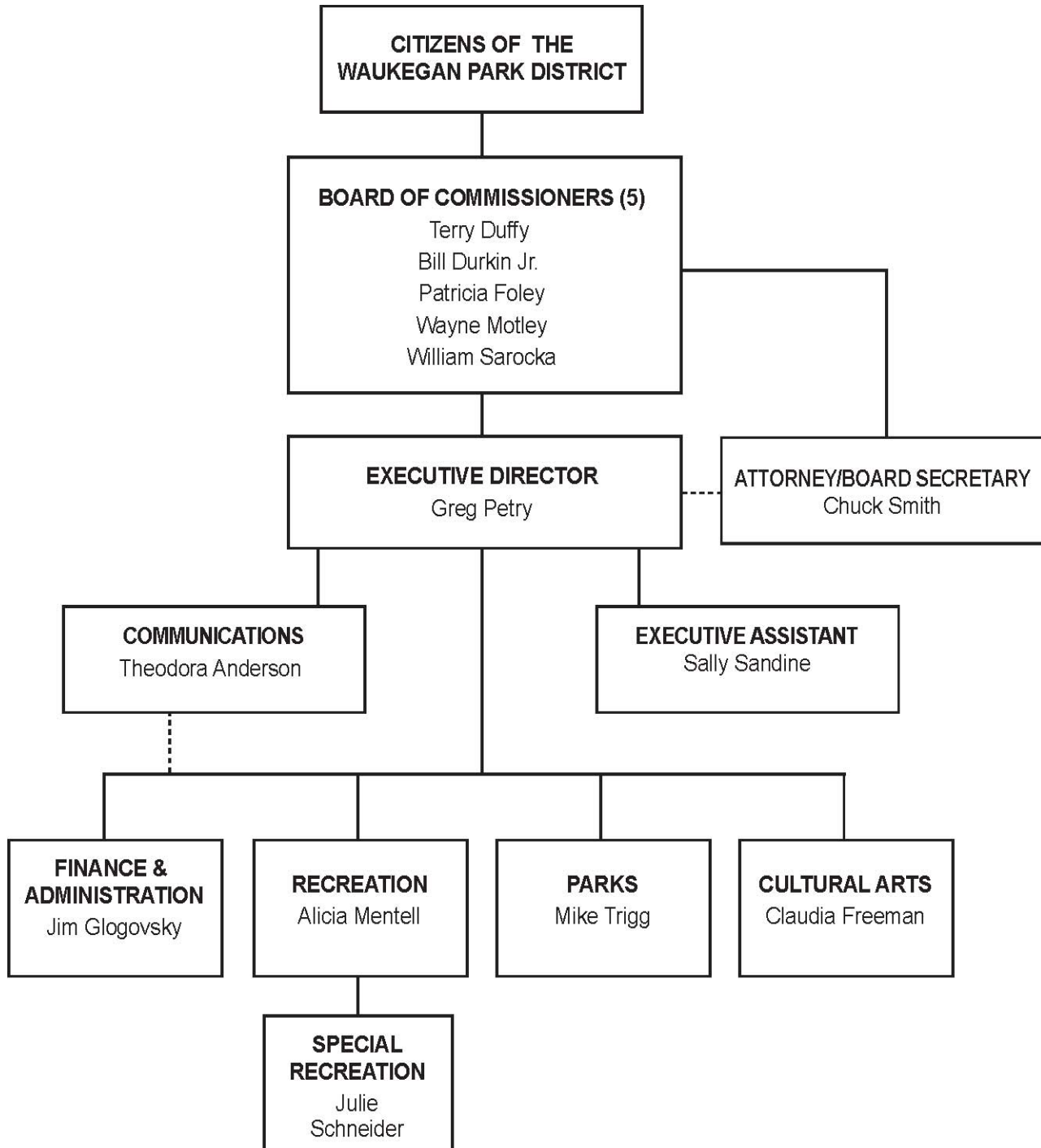
Affiliations

National Recreation and Park Association (NRPA), Illinois Association of Park Districts (IAPD), and Illinois Park and Recreation Association (IPRA).

Waukegan Park District
Telephone: (847) 360-4712
Fax: (847) 244-8270
Website: www.waukeganparks.org
04.16.09

WAUKEGAN PARK DISTRICT

ORGANIZATIONAL CHART



WAUKEGAN PARK DISTRICT
REVENUE: FISCAL YEAR 2009-10

Category	Amount	%
Real Estate Tax	9,939,798	48.92%
Bond Proceeds	1,510,000	7.43%
Replacement Tax	861,123	4.24%
Interest Income	467,675	2.30%
Fitness Center	569,873	2.80%
Food & Beverage	520,600	2.56%
Green Fees	557,950	2.75%
Recreation Program Fees	405,446	2.00%
Contributions/Grants/Shared Revenue	345,175	1.70%
Fees & Rentals	312,269	1.54%
Golf Passes	137,780	0.68%
Carts	218,700	1.08%
Cultural Arts Program Fees	95,618	0.47%
Fieldhouse Program Fees	15,054	0.07%
Golf Shop	79,765	0.39%
Miscellaneous	108,416	0.53%
All Other Revenue	125,905	0.62%
Total Revenue	\$ 16,271,147	80.08%
Interfund Transfers	4,047,801	19.92%
Total	\$ 20,318,948	100.00%

All Other Revenue Includes:

Special Recreation Program Fees	29,898	0.15%
Pool Admissions	25,320	0.12%
Leagues & Reserved Time	20,560	0.10%
Concessions	17,130	0.08%
Driving Range	13,000	0.06%
Symphony Fees	7,000	0.03%
Golf Rentals	6,300	0.03%
Museum Program Fees	1,660	0.01%
Pool Passes	2,037	0.01%
Golf Program Fees	3,000	0.01%
Total	125,905	

WAUKEGAN PARK DISTRICT

EXPENSE: FISCAL YEAR 2009-10

Category	Amount	%
Debt Services	4,821,110	13.90%
Capital Outlay	16,656,234	48.02%
Salaries & Wages	4,212,823	12.15%
Services	2,076,554	5.99%
Insurance	897,498	2.59%
Utilities	532,720	1.54%
Maintenance & Repair	417,600	1.20%
Materials & Supplies	318,060	0.92%
Recreation Programs	308,683	0.89%
Merchandise	203,995	0.59%
Cultural Arts Programs	72,003	0.21%
Fieldhouse Programs	23,756	0.07%
All Other	95,942	0.28%
Total Expenditure	\$ 30,636,978	88.33%
Interfund Transfer	4,047,801	11.67%
Total	\$ 34,684,779	100.00%

All Other Includes:

Miscellaneous	14,970	0.04%
Special Recreation Programs	40,507	0.12%
Contracted Services	34,040	0.10%
Museum Programs	4,425	0.01%
Golf Programs	2,000	0.01%
Total	95,942	

GENERAL LIST OF RECORDS: (*Records Immediately Available)

ACCIDENT REPORTS

- * ACCOUNTS PAYABLE AND RECEIVABLE
- * ADMINISTRATIVE CORRESPONDENCE FILES (INCLUDING E-MAIL)
A.D.A. COMPLIANCE RECORDS
AGREEMENTS AND LEASES
- * ANNUAL FINANCIAL STATEMENT FOR PUBLICATION
APPLICATIONS FOR EMPLOYMENT
APPLICATION FOR USAGE OF WPD FACILITIES
- * APPOINTMENT CALENDARS
- * AUDITS AND BACKUP WORKSHEETS
BACKGROUND CHECKS (CRIMINAL HISTORIES)
BEHAVIORAL INCIDENT REPORTS
BID RECORDS
- * BOARD PACKETS
- * BUDGETS AND/OR BUDGET WORKSHEETS
BUILDING AND FACILITY USAGE
- * CALENDAR OF EVENTS
CANCELLED BONDS AND COUPONS
CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS
CERTIFICATES OF INSURANCE
- * CERTIFICATES OF PUBLICATION, NEWSPAPER CLIPPINGS, NOTICES OF HEARINGS, LETTERS, ETC.
CERTIFICATES OF STATUS OF EXEMPT PROPERTY
- * COMPREHENSIVE PLAN FOR THE PARK DISTRICT
CONSTRUCTION RECORDS
CONTRACTS, LEASES AND AGREEMENTS FOR GOODS AND/OR SERVICES
DONATION RECORDS
- * ELECTION RECORDS
ELEVATOR INSPECTIONS
- * EMERGENCY RESPONSE PLAN
EMPLOYMENT ELIGIBILITY VERIFICATION RECORDS / I-9'S
EQUIPMENT CHECK OUT/IN RECORDS
- * FACILITY RENTAL FEE SCHEDULES
FEDERAL CENSUS RECORDS
FIELD USAGE SCHEDULES
FIRE ALARM AND SPRINKLER INSPECTIONS
FITNESS CENTER AND OPEN GYM CHECK IN/SIGN IN RECORDS
- * "FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS

- * GOALS AND OBJECTIVES OF THE PARK DISTRICT
- GRANT RECORDS
- HEALTH DEPARTMENT INSPECTIONS/PERMITS
- IL MUNICIPAL RETIREMENT FUND RECORDS
- INDEPENDENT CONTRACTOR AGREEMENTS
- INSPECTIONS
- INVENTORIES OF EQUIPMENT AND SUPPLIES
- INVESTMENT RECORDS
- * JOB DESCRIPTIONS
- KEY ISSUANCE RECORDS
- LEDGERS AND JOURNALS
- LEGAL CASE FILES/OPINIONS
- LISTS OF ASSETS/CAPITAL EQUIPMENT REPLACEMENT SCHEDULES
- * LONG RANGE PLANS AND GOALS
- * MAPS, PLATS AND BLUEPRINTS OF PARKS BUILDINGS
- MASTER PLAN FOR THE PARK DISTRICT
- * MATERIAL SAFETY DATA SHEETS
- MILEAGE LOGS
- MINUTES AND AGENDAS
- * MONTHLY/YTD REPORTS
- NEEDS ASSESSMENT SURVEYS
- ORDINANCES AND RESOLUTIONS
- * PAID BILLS
- PARK DISTRICT PAMPHLETS AND BROCHURES
- * PARK DISTRICT PROPERTY AND BOUNDARY MAPS
- PARK MANAGEMENT STUDY
- PARTICIPANT WAIVERS AND REGISTRATION RECORDS
- PATRON COMPLAINTS
- PAYROLL REPORTS AND RECORDS
- PETITIONS
- PLANT LISTS
- POLICY AND PROCEDURE MANUALS
- PREVAILING WAGE
- PROGRAM CLASS AND TRIP LISTS
- PROGRAM RECORDS AND REGISTRATIONS (ALL PROGRAMS)
- PROPERTY APPRAISALS
- PROPERTY RECORDS
- PURCHASE ORDERS

- * RECEIPTS (ALL AREAS)
- * RECORDS OF MEETINGS MINUTES
REFERENDUM RECORDS
- * REFUNDS
SCHOLARSHIP RECORDS
LEAVE REQUESTS
EMPLOYEE TAX STATEMENTS, RECORDS AND REPORTS
SAFETY TRAINING
STATEMENT OF ECONOMIC INTEREST LISTS
SURVEYS, QUESTIONNAIRES AND PARTICIPANT FEEDBACK
TAX LEVIES
- * TAX PROTEST/COMPLAINTS/OBJECTIONS
THEFT/VANDALISM REPORTS
TIME SHEETS
BOND RECORDS
UNEMPLOYMENT RECORDS
VEHICLE AND EQUIPMENT MAINTENANCE FILES
VENDOR LIST
- * VISITOR/GUEST SIGN-IN SHEETS
WORK ORDERS
WORK AND VACATION SCHEDULES
WORKER'S COMPENSATION RECORDS