

BOARD OF COMMISSIONERS
Michael A. Brann, President
Mary Kay Ludemann, Vice-President
John M. Wilson, Jr., Commissioner
Larry D. Newton, Commissioner
Peter Hurtado, Commissioner

Gregory B. Bott, Executive Director



Serving all of Plainfield Township
and Portions of Na-Au-Say and
Wheatland Townships

www.plainfieldparkdistrict.com

As directed by 5 ILCS 140/4 (from Ch. 116, par. 204) this packet includes:

- A brief description of the Plainfield Park District including:
 - a short summary of its purpose,
 - the total amount of its operating budget, and
 - the approximate number of full and part time employees.
 - a block diagram identifying the functional divisions of the District.
- The number and location of Park District Offices.
- The identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations.
- Identification of FOIA Officers, Procedures for requesting Public Documents, and addresses where FOIA requests should be submitted.
- A Freedom of Information Request Form.
- Schedule of Fees for Duplication of Public Records.

GENERAL INFORMATION

The mission of the Plainfield Park District is to:

- Promote the development of a comprehensive park system that provides recreational opportunities for all residents, as well as to offer diversified programs and activities that provide personal enjoyment, contribute to a sense of self-fulfillment, and enhance the quality of life of its residents.
- Provide diversified recreation activities consisting of programs and facilities, which provide personal enjoyment, contribute to a sense of self-fulfillment
- Enhance the quality of life of District residents; and exercise effective stewardship for future generations.

The Plainfield Park District:

- is a separate and distinct public agency with the primary purpose of providing park sites and facilities, as well as recreation programs and services, to meet the needs of all residents of the district.
- is empowered by State statute to levy taxes, issue bonds, accept gifts and donations, and collect fees to provide park and recreation facilities and programs.
- encompasses all of Plainfield Township and portions of Wheatland Township in Will County and Na-Au-Say Township in Kendall County, including areas of Bolingbrook, Crest Hill, Joliet, Plainfield and Romeoville, as well as some unincorporated areas.
- covers more than 40 square miles and serves a population of more than 100,000 people.
- is the 9th largest park district in the state of Illinois based on population served.
- maintains more than 80 parks comprised of more than 1,500 acres.
- maintains seven building sites including the Recreation/Administration Center, Normantown Trails Equestrian Center, Ottawa Street Pool, River Edge Recreation Center, and Streams Recreation Center. The Park District also provides programming in leased space at St. John Lutheran Church.
- employs 39 full-time staff, 85 part-time staff and 119 seasonal employees.
- strives to provide as many recreational opportunities to its constituency as possible, encompassing all ages, interests, and abilities.
- has an annual operating budget of \$19,065,768.00 in FY 11-12.

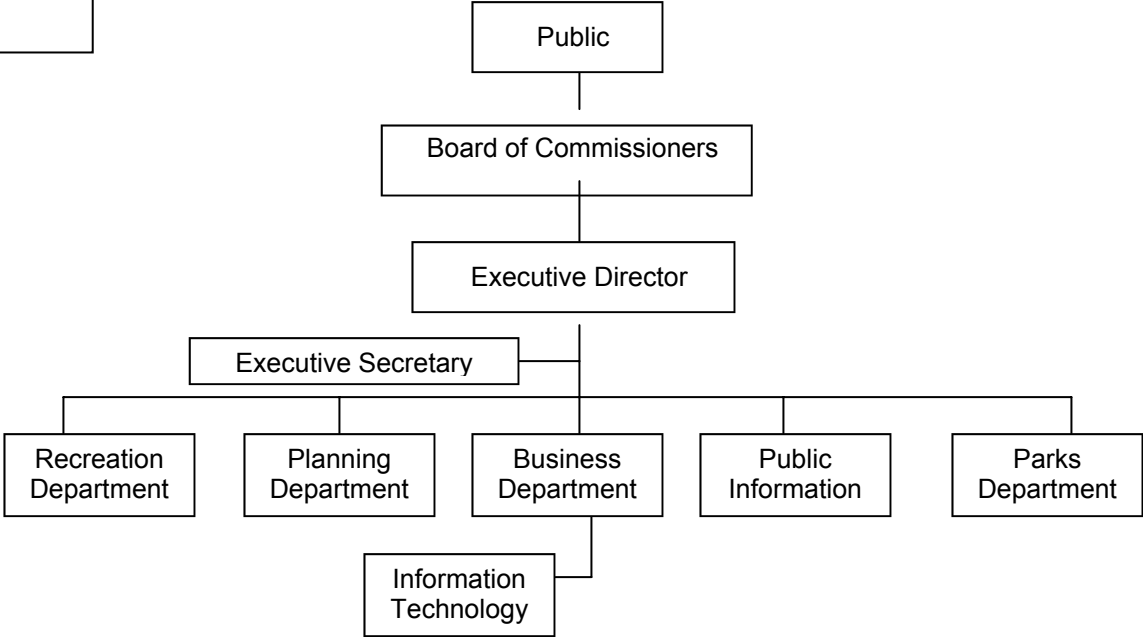
The Plainfield Park District is governed by an elected Board of five Commissioners. The Board sets policy for the District, adopts ordinances and resolutions, approves the annual budget and approves expenditures. The day-to-day operations of the District are managed by the Executive Director.

Board of Commissioners

Michael A. Brann, President	Term Expires 2013
Mary Kay Ludemann, Vice-President	Term Expires 2015
John M. Wilson, Jr.	Term Expires 2013
Larry D. Newton	Term Expires 2015
Peter Hurtado	Term Expires 2017

The Organizational Chart on the next page identifies the functional division of the District's employees.

Plainfield Park District
Organizational Chart



LOCATION OF OFFICES

The Plainfield Park District maintains three (3) separate offices

Recreation Administration Center
23729 W Ottawa Street
Plainfield, IL 60544
(815) 436-8812

Administration
Executive Director
Executive Secretary
Business Manager
Superintendent of Recreation
Information Technology

Planning and Marketing
23805 W. Ottawa Street
Plainfield, IL 60544
(815) 439-7940

Superintendent of Planning
Public Information

Maintenance Facility
22500 W. Lockport Street
Plainfield, IL 60544
(815) 436-2029

Superintendent of Parks

FOIA OFFICERS

Wendi Calabrese

Greg Bott

Maureen Nugent

FORM AND CONTENT OF REQUESTS

Requests for public records made in accordance with the FOIA and this Policy shall be made in writing. Such requests may be submitted, but are not required to be submitted, on a FOIA Request Form maintained by the Park District. The Park District's FOIA Request Forms shall be available on the District's website at www.plainfieldpark.district.com and at the Recreation/Administration Center, 23729 W. Ottawa Street, Plainfield, Illinois.

Requests for public records made in accordance with the FOIA and this Policy shall include the following information:

1. The requester's full name, address and phone number;
2. A description of the public records sought; and
3. Whether the request is for the inspection of public records, copies of public records, or both.

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

FREEDOM OF INFORMATION REQUEST FORM

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

SCHEDULE OF FEES FOR DUPLICATION OF PUBLIC RECORDS

Fees for copies in excess of fifty-one (51) pages:

Copies (Black & White) per side

- 8 ½ x 11 \$0.05
- 8 ½ x 14 \$0.10
- 11 x 17 \$0.15

Copies (Color) per side

- 8 ½ x 11 \$0.25
- 8 ½ x 14 \$0.30
- 11 x 17 \$0.35

Certification per document \$1.00

Plats & Maps larger than 11x17 (Actual cost of outsourced duplication)

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