



Hanover Park
Park District

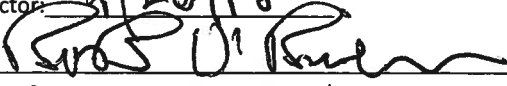
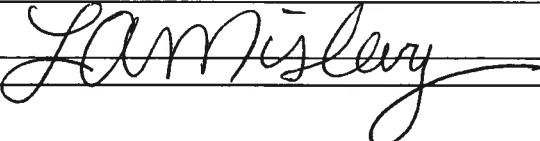
MUNICIPAL DIRECTORY
Fiscal Year 2018-19

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

HANOVER PARK DISTRICT
MUNICIPAL DIRECTORY
Procedures for Requesting Information
Under the *Freedom of Information Act* (FOIA)

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Date Approved by Executive Director:	9/26/18
Executive Director's Signature:	
Reviewed/Revised:	LEA ANN MISLEVY
	

MUNICIPAL DIRECTORY
Procedures for Requesting Information
Under the *Freedom of Information Act* (FOIA)

HANOVER PARK PARK DISTRICT

MISSION STATEMENT

We will become a vital asset serving the recreational and leisure needs of our citizens.

VISION STATEMENT

We will be the provider of choice for parks, recreation and fitness within our diverse community.

CORE VALUES

- We demonstrate the highest standards of personal and professional integrity, honesty, responsiveness and responsibility in the performance of our duties.
- We are committed to excellent customer service, high quality programs, accountability, creativity and the responsible management of human, financial and natural resources.
- We create and preserve a safe environment for our employees and the public who use our programs, facilities and parks.
- We cultivate a setting for employees that will stimulate and encourage a creative and caring work environment with mutual respect, open sharing of ideas and recognition of the need for professional growth.
- We partner with volunteers, sponsors and other community groups to encourage their support and advocacy.

PURPOSE

The Hanover Park Park District is a separate governing agency established for the purpose of providing parks, facilities and recreational programs for the community. The Park District is responsible for the maintenance, operation and administration of parks and park facilities under its jurisdiction.

OPERATING BUDGET

The total annual operating budget of the Hanover Park Park District for the fiscal year beginning May 1, 2018 and ending April 30, 2019 was adopted on June 25, 2018 in the total amount of \$5,194,278.

HANOVER PARK PARK DISTRICT FACILITIES

Hanover Park Park District
Community Center
1919 Walnut Avenue
Hanover Park, IL 60133
Phone: 630-837-2468
Fax: 630-837-9720

Centre Court Athletic Club
1919 Walnut Avenue
Hanover Park, IL 60133
Phone: 630-837-6300
Fax: 630-837-5043

Ahlstrand Fieldhouse
6800 Catalpa Street
Hanover Park, IL 60133
Phone: 630-837-2008

Seafari Springs Aquatic Center
1700 Greenbrook Blvd.
Hanover Park, IL 60133
Phone: 630-830-0300
Fax: 630-830-3180

Parks Maintenance Garage/Shop
1752 Maple Street
Hanover Park, IL 60133
Phone: 630-837-8800

Hollywood Activity Center
1529 W. Celebrity Circle
Hanover Park, IL 60133

Longmeadow
7173 Longmeadow Lane
Hanover Park, IL 60133

BOARD OF COMMISSIONERS

Policy making and legislative authority are vested in the Hanover Park Park District Board of Commissioners, which is comprised of five (5) duly elected or appointed Park District residents. The Board is elected on a non-partisan, at-large basis. Each Commissioner is elected to a term of four (4) years. The 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 appointing the heads of the Park District departments.

Hanover Park Park District Board of Commissioners

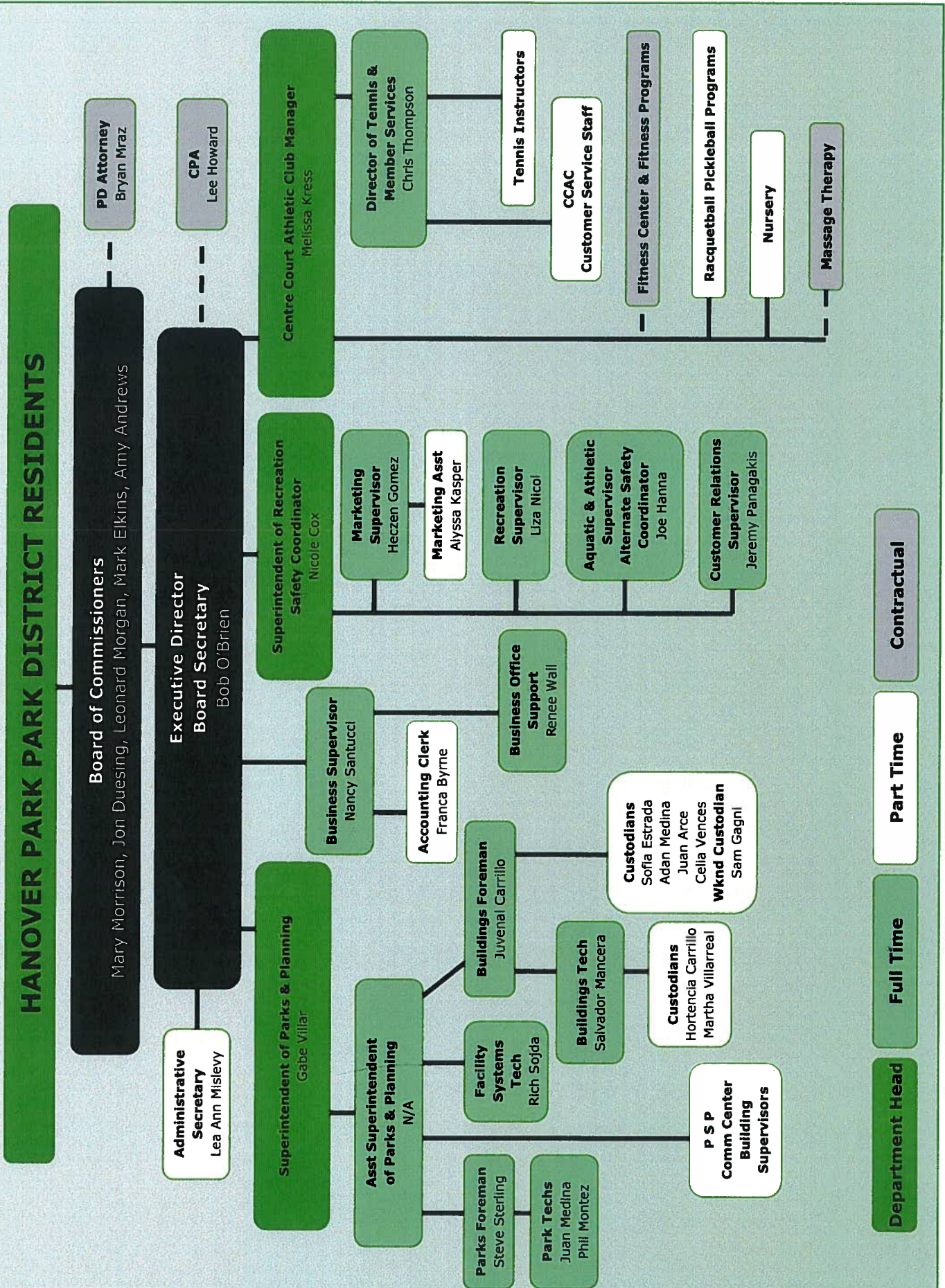
2018-19 Officers and Committee Responsibilities are listed.

<u>COMMISSIONER NAME</u>	<u>TITLE</u>	<u>COMMITTEE RESPONSIBILITIES</u>	<u>TERM EXPIRES</u>
Mary Morrison	President	Finance, Personnel, Maintenance, Recreation, Foundation	April 2021
Jon Duesing	Vice President	Ordinance, Rules & Regulations, Athletic Club, Long-Range Planning, Foundation	April 2021
Leonard Morgan	Treasurer	Finance, Maintenance, Athletic Club, Foundation	April 2019
Mark Elkins	Commissioner	Personnel, Long-Range Planning, Foundation	April 2019
Amy Andrews	Commissioner	Ordinance, Rules & Regulations, Recreation, Foundation	April 2019

EMPLOYEES

The Hanover Park Park District employs: 18 full-time, 86 part-time, and 56 seasonal employees for a total of 160 employees.

HANOVER PARK DISTRICT Organization Chart 2018



REQUESTS FOR PUBLIC RECORDS

In compliance with the *Illinois Freedom of Information Act* (FOIA), the Hanover Park Park District provides the following information to assist citizens who ask for access to records authorized under the *Act*.

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 ILCS140/3).
2. Subject to the fee provisions of Section 6 of the *Freedom of Information 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 9(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 Hanover Park Park District. Written requests may be submitted to a public body via personal delivery, mail, email, fax or other means available to the District. The 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.
4. Persons requesting records under the *Freedom of Information Act* are to be as specific as possible when describing the records being sought. The *Freedom of Information Act* is designed to allow requesters to receive copies of and/or inspect public records. It is not designed to require a public body to answer questions.

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 services. For purposes of this definition, requests 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 prior to copying the requested documents; (ii) deny the request pursuant to one or more of the exemptions set out in the *Freedom of Information 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.
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 *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.

FOIA OFFICER

Lea Ann Mislevy, Administrative Secretary
Hanover Park Park District
1919 Walnut Ave.
Hanover Park, IL 60133
Office: 630-837-2468 Ext. 129
Fax: 630-837-9720
Email: l.mislevy@hpparks.org

Office hours: 9 am to 2 pm Monday-Friday
 Closed Saturday, Sunday and Holidays

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 Hanover Park Park District Administrative Office at:

1919 Walnut Ave.
Hanover Park, IL 60133
630-837-2468

Office Hours: 8:30 am to 5 pm Monday, Tuesday, Thursday and Friday
 8:30 am to 8 pm Wednesday
 9 am to 12 Noon Saturday
 Closed Sunday and Holidays

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 requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, 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) copies for black & white, letter or legal sized pages shall be free of charge.

The charge for any additional black and white, letter or legal-sized copies 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 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) (requires at least 2 business days of notice)	Actual cost of duplicating from FedEx/Kinko's (approx. \$15.00 per sheet)
Plat copies up to 60" x 60" (requires at least 2 business days of notice)	Actual cost of duplicating from FedEx/Kinko's (approx. \$200.00 per sheet)

3. Recorded Format

The charge for recorded format 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.

CATEGORIES OF INFORMATION AVAILABLE THROUGH THE *FREEDOM OF INFORMATION ACT*

- Administrative Manuals
- Annual Treasurer's Receipts and Disbursement Reports
- Applications for use of Park District facilities
- Bids for Equipment or Services
- Canceled checks, bank statements, deposit slips
- Cash Receipts
- Check stubs and copies
- Contracts for construction projects
- Employee manuals
- General ledger and journals
- Insurance Policies
- Insurance waivers
- Minutes of Board meetings (except Closed Session Minutes unless and until Release to Public Record)
- Minutes of Committee meetings
- Miscellaneous correspondence
- Monthly financial statements
- Ordinances
- Paid bills and invoices
- Plats of survey for parks
- Policies
- Procedures
- Program brochures
- Resolutions
- Refund reports
- Safety Manuals

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



HANOVER PARK DISTRICT

1919 Walnut Avenue * Hanover Park, Illinois 60133 * Telephone: (630) 837-2468

REQUEST FOR PUBLIC RECORDS

TO: Lea Ann Mislevy
Administrative Secretary
FOIA OFFICER

FROM: _____
NAME

Hanover Park District
DEPARTMENT/AGENCY

ADDRESS

1919 Walnut Avenue
ADDRESS

Hanover Park, IL 60133

PHONE NUMBER

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 _____

FOR OFFICE USE ONLY:

Date Received: _____

Date Response Due: _____