

**MUNICIPAL DIRECTORY
URBANA PARK DISTRICT
PROCEDURE FOR REQUESTS FOR RECORDS**

Any person requesting records of the Urbana Park District under the Freedom of Information Act must make such a request in writing either by mail, by e-mail, or by hand delivery at the Administration Office, 303 W. University Avenue, Urbana, IL 61801 to the FOIA Officer, Vicki Mayes who is the Executive Director. Use of the Urbana Park District's FOIA Request Form will assist the district in responding to requests, but it is not required. Use of the term "FOIA" in the written request will also assist the district in responding to requests.

FOIA Officer

303 W. University Avenue, Urbana, Illinois 61801
vjmayer@urbanaparks.org

If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. Requests will be accepted during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m. A written notice will be forwarded within five working days to the person making the request specifying a date and time when the records will be released.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows: the first 50 pages of black and white, letter or legal size are without fee, additional pages are 15 cents per page if Park District employee copies records, and an additional 10 cents per certificate if the copies are to be certified. If the copies are requested in color, abnormal size or it is a copy of an electronic medium, the fee will be the actual cost of the copies.

Certain records are maintained electronically. If requested, a copy of electronic record or records will be provided in electronic or printed form.

FOIA OFFICER:

Vicki J. Mayes, Executive Director

ASSISTANT FOIA OFFICERS:

Dorothy Lierman, Business Manager

Donna Wilkerson, Office Manager

Dana Mancuso, Public Information Manager

Alexandra Ivanova, Human Resources Assistant

Betsy Pendleton Wong, Board Secretary

EXAMPLES OF INFORMATION AVAILABLE THROUGH THE FREEDOM OF INFORMATION ACT

Administrative

- Minutes of Board Meetings
- Ordinances
- Resolutions
- Park Code Book
- Miscellaneous Correspondence
- Plats of Surveys for Parks

Financial

- Comprehensive Annual Financial Reports
- Annual Treasurer's Receipts and Disbursement Reports
- Annual Budget
- Monthly Financial Statements
- Contracts for Construction Projects
- Bids for Equipment of Services
- Cash Receipts
- Canceled Checks, Bank Statements, Deposit Slips
- Paid Bills and Invoices
- General Ledger and Journals

Personnel

- Personnel Policies Manual
- List of Employees
- Salaries and Hourly Rates
- Job Descriptions
- Time Sheets

Insurance

- Insurance Policies
- Accident Reports
- Insurance Waivers

Recreation Programs

- Program Brochures
- Class Registration
- Class List
- Permission Slips

Parks and Facilities

- Application for use of Park District Facilities
- Park Maps

*This is a list of commonly requested documents; it is not to be construed as exhaustive or limiting. Many of these documents are available on the park district's website at www.urbanaparks.org.

**URBANA PARK DISTRICT
FREEDOM OF INFORMATION ACT (FOIA)
REQUEST FOR INFORMATION**

Requested by: Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____

E-mail address: _____

Information Requested: _____

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

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

Please indicate if you want a paper copy of the above captioned records or an electronic copy.

_____ **Paper** _____ **Electronic**

Request received by: _____

Request completed by: _____ **Date**

The request should be mailed to: Urbana Park District FOIA Officer, 303 W. University Ave., Urbana, IL, 61801 or e-mailed to vjmayer@urbanaparks.org.

The fees for records are as follows: the first 50 pages of black and white, letter or legal size are without fee, additional pages are 15 cents per page if Park District employee copies records and an additional 10 cents per certificate if the copies are to be certified. If the copies are requested in color, abnormal size or it is a copy of an electronic medium, the fee will be the actual cost of the copies.

Certain records are maintained electronically. If requested, a copy of electronic record or records will be provided in electronic or printed form.

INTERNAL URBANA PARK DISTRICT PROCEDURES:

Employees of the park district should be alert to requests for information. Requests must be made in writing including electronic communication. Requests do not need to be made on the official park district form.

Official FOIA Officers and Assistant FOIA Officers will use the "Out of Office Assistant" when they plan to be out of the office for more than 2 days. The Out of Office message should include the phrase: "If this is a request for information through the Freedom of Information Act please call 217 367 1536 for assistance."

As soon as any FOIA Officer receives a request, the Executive Director should be notified the day the request is received. If the Executive Director is not available, the Business Manager and Board Attorney should be notified of the request received immediately. The written request must be date stamped by the FOIA Officer or Assistant FOIA Officer.

Requests will be processed within the required period.

URBANA PARK DISTRICT FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES

Background: The Illinois Freedom of Information Act (FOIA) is designed to ensure that Illinois residents can obtain information about their government. Revisions to the law were made by the Illinois General Assembly in 2009.

Basic Requirements:

FOIA Officer - The park district must appoint one or more individuals as FOIA Officer. It is the responsibility of the FOIA Officer to receive FOIA requests from the public and to send responses in compliance with FOIA. Each individual appointed as a public officer must annually complete the electronic training provided by the Illinois Attorney General's Office.

Public Records – This includes all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and other documentary materials pertaining to the transaction of public business regardless of physical form or characteristics.

Response Requirement – The park district must respond to a FOIA request within 5 business days after the public body receives the request. Day 1 of the 5-day timeline is the first business day after the request is received. Saturdays, Sundays and state holidays are not business days and are not counted in the 5 business day time period.

Extension of the Response Requirement – The 5-day response requirement may be extended an additional 5 business days after the original response due date. If additional time is needed, the park district must notify the requestor in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced. This extension is appropriate 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 public body to consult with another public body that has substantial interest in the subject matter of the request.

Fees – 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 park district can charge the actual cost of copying. The district can charge the actual cost of copying a recorded electronic medium.

Waiver of Fees – Fees may be waived if disclosure is in the public interest. A waiver is available if:

- The request is for information on the health, safety and welfare or the legal rights of the general public,
- There is an intent to disseminate the information,
- No personal or commercial benefit will be received from document disclosure.

Electronic Format – The park district may provide electronic documents in the format requested, if it is feasible. If that format is not available to the district, the documents must be provided in the electronic format in which they are kept or in paper, at the option of the requestor.

Database Information – If the park district has a database and the information requested requires a search of the database, the search must be conducted and no fee or charge is allowed.

Display of Information – The park district must prominently display at its main office the following information. This information must also be posted on its website.

- The name(s) of its FOIA Officer(s),
- Information regarding how to submit a FOIA request, and
- A brief description of the office, including its purpose, budget and number of employees.

Denial of a Request – If the park district denies a request, the denial must be in writing, and reference a specific legal reason under FOIA to justify the non-disclosure. The 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 in the Illinois Attorney General’s office, with the PAC’s contact information, as well as the right to seek judicial review by filing a court case. A request for review must be submitted to the PAC within 60 calendar days after the final denial from the park district.

The contact information for the PAC is:

Public Access Bureau
500 S. 2nd Street
Springfield, IL 62706
217-558-0486
publicaccess@atg.state.il.us

Exempt Information – FOIA presumes that all information is public, unless the park district proves otherwise. There are several exceptions to public disclosure that include but are not limited to:

Private information

- Unique identifiers, including social security numbers, driver's license numbers, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal e-mail addresses, and may also include home addresses and personal license plate numbers.
- Personal information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the person who is the subject of the information.
- Preliminary drafts or notes in which opinions are expressed or policies are formulated, unless the record is publically cited and identified by the head of the public body.
- Proposals and bids for any contract, until a final selection is made.
- Requests that are "unduly burdensome".

Commercial Purpose – A commercial request is when the requestor seeks to use part or all of the public records for sale, resale, or solicitation or advertisement for sales or services. Requests by the news media, non-for-profit organizations, scientific or academic institutions are not considered commercial information requests.

Response to a Commercial Request – The park district must respond to a commercial request within 21 business days. The same fee requirements exist.

FOR PARK DISTRICT USE – FOIA REQUEST RESPONSE

The request of _____ dated _____ is
(Check applicable response)

1. APPROVED/APPROVED IN PART

The following records are available at _____
 for inspection – or for pick up upon payment of copying fees of \$ _____

[First 50 pages of request are free, copying fee for subsequent pages not to exceed \$.15 per black and white 8-1/2" x 11" or 8-1/2" x 14" copies]

2. DENIED/DENIED IN PART [IF PARTIAL, LIST RECORDS DENIED:]

REASON FOR DENIAL:

Records are exempt under Section 7 of the Act for the following reason:

 Records are exempt under subsection (1) (c) or (1) (f) of Section 7 of the Act, and Written notice of this determination has been forwarded to the Public Access Counselor, Illinois Attorney General's Office for review pursuant to 5 ILCS 140/9.5.

Request is unduly burdensome and compliance will burden the operations of the Park District. The request is unduly burdensome because: _____, and will burden operations of the Park District as follows: _____.

You were given an opportunity to confer with the Park District in an attempt to reduce the request to manageable proportions on _____. Chose one:

You did not respond.

The conference did not result in a reduction of the request to manageable Proportions.

Other: _____ [specify]

YOU HAVE A RIGHT TO APPEAL A DENIAL IN WRITING TO: Public Access Counselor, Illinois Attorney General's Office, 500 S. Second Street, Springfield, IL 62705; telephone: 217-558-0486; email: publicaccess@atg.state.il.us

Pursuant to 5 ILCS 140/11 any person denied access to inspect or copy any public record By the Park District may file suit in circuit court for injunctive or declaratory relief. If you to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filling a Request for review with the PAC.

3. NO SUCH RECORDS EXIST

4. RESPONSE TO REQUEST IS DELAYED/DELAYED IN PART FOR NOT MORE THAN 5 ADDITIONAL WORKING DAYS

[for commercial requests the additional reasonable time to respond is _____]

IF DELAY IS PARTIAL, LIST RECORDS DELAYED

(Check all applicable):

- the requested records are stored in whole or in part at other locations than the office having charge of the requested records,
- the request requires the collection of a substantial number of specified records;
- the request is couched in categorical terms and requires an extensive search for the Records responsive to it.
- the requested records have not been located in the course of routine search and Additional efforts are being made to locate them.
- the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under the Section 7 of the Act or should be revealed only with appropriate deletions.
- the request for records cannot be complied with the Park District within the time Limits prescribed without unduly burdening or interfering with the operations of the Park District;
- there is a need for consultation, which should be conducted with all practicable speed, with another public body or among two or more components of the Park District having A substantial interest in the determination or in the subject matter of the request.

By: _____
FOIA Officer
Urbana Park District

FOR OFFICE USE:

Date Request Received:

Format in which Response is Requested: _____

Response Due: _____ [notion of that date made on the written request]

File No. _____ [file to include the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.]

Response Date: _____ [must be within 5 working days of receipt of the receipt of the request, except must be within 21 days for a commercial request]

Sent/Faxed/Emailed [choose one] to requestor on _____, 20____.

NOTICE OF INTENT TO DENY

TO: _____, Requestor

Please be advised that pursuant to 5 ILCS 140/9.5(b), it is the intent of the _____ Park District to deny your request, attached hereto:
(check applicable provision)

- 1. in whole
- 2. in part, for the following records:

Because the records are exempt under 5 ILCS 140/7(1)© or (1) (f).

The basis for asserting the exemptions:

- 1. (1)(c) The records are personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information, as more particularly detailed:

- 2. (1) (f) The records are preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, and has not been publicly cited and identified by the park board president; as more particularly detailed:

Times for response or compliance by the Park District under 5 ILCS 140/3 are tolled until the Public Access Counselor concludes her inquiry.

Date: _____ By: _____

FOIA Officer

cc: Cara Smith
Public Access Counselor
Illinois Attorney General's Office
500 S. Second Street
Springfield, IL 62705

Attachment: FOIA Request

URBANA PARK DISTRICT

ORGANIZATION AND OPERATION

The Urbana Park District, organized in 1907, is a separate unit of local government, a municipal corporation, which operates under the statutes of the State of Illinois. It is governed by a five member Board of Commissioners elected to six-year terms in biennial public elections. The Park District also has a board appointed Citizen Advisory Committee composed of fifteen to twenty members representing all areas of Urbana and a wide variety of interests.

MISSION STATEMENT

It is the mission of the Urbana Park District to:

- Improve the quality of life of its citizens through a responsive, efficient and creative park and recreation system.
- Pursue excellence by providing a variety of programs, parks and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment and the overall health of the community.

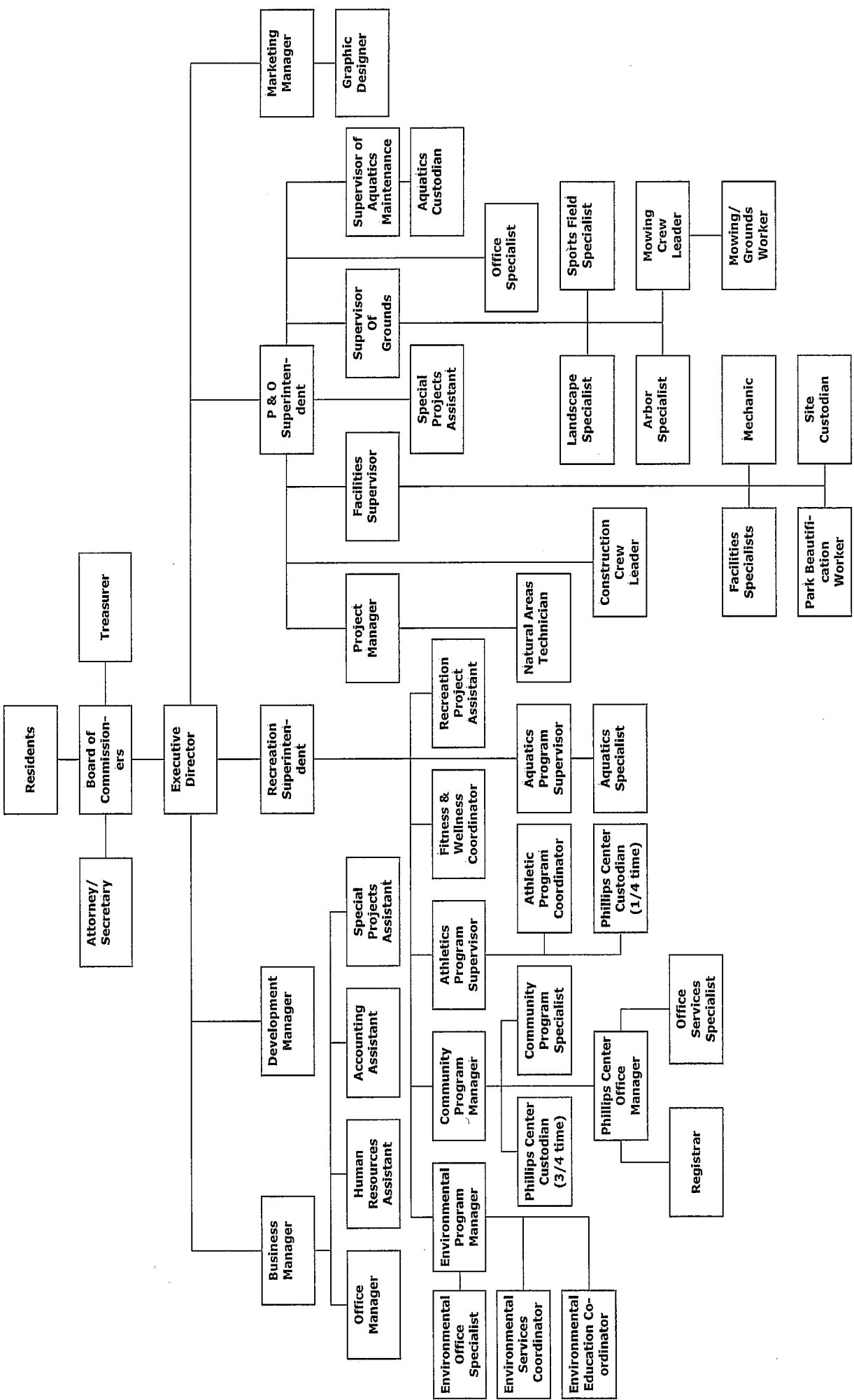
URBANA PARK DISTRICT BOARD OF COMMISSIONERS

Michael Walker, President
Nancy Delcomyn, Vice-President
Deborah Rugg, Commissioner
Bob Stewart, Commissioner
Meredith Blumthal, Commissioner

URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC)

Deb Aronson	Carl Larson
Phillip Anders	Robert (Bob) Mandra
Gary Bernstein	Beverly Rauchfuss
Maria Capps	Scott Santeler
Alice Englebretsen	Tom Schmacher
Edward Garrett	Martin Srajek
Neal Gibbens	Christy Uden
Bob Kacich	Gary Wzalek

URBANA PARK DISTRICT ORGANIZATIONAL CHART -- FULL TIME -- JUNE 2011



URBANA PARK DISTRICT OFFICES

Administration Office – Leal Park – 303 W. University Avenue, Urbana, IL 61801
(217) 367-1536 FAX: (217) 367-1391

Recreation Department - Phillips Recreation Center – 505 W. Stoughton St., Urbana, IL 61801
(217) 367-1544 FAX: (217) 367-1592

Operations and Maintenance Department – 901 N. Broadway, Urbana, IL 61801
(217) 344-9583 FAX: (217) 344-9585

Anita Purves Nature Center – 1505 N. Broadway, Urbana, IL 61801
(217) 384-4062 FAX: (217) 384-1052

Brookens Gymnasium – 1776 E. Washington, Urbana, IL 61802
(217) 255-8601 FAX: 255-8603

Urbana Indoor Aquatic Center – 102 E. Michigan, Urbana, IL 61801
(217) 384-7665 (217) 384-0895

Approximate number of full-time employees	45
Approximate number of part-time and seasonal staff	294
Total 2009-2010 Operating Budget	\$6,639,660