

DUNDEE TOWNSHIP PARK DISTRICT
21 N. Washington Street, Carpentersville, IL 60110
(847) 551-4300 Fax: (847) 551-4302 Email: foia@dtpd.org
FREEDOM OF INFORMATION ACT (5 ILCS 140)
REQUEST FOR INSPECTION OR COPYING OF RECORDS

Date of Request _____ Printed Name of Requestor _____

Requestor's Address _____ City _____ State _____ Zip _____

Requestor's Organization (if applicable) _____ Requestor's Daytime Phone Number _____

Are the requested records to be used for commercial purposes? Yes _____ No _____

I request to inspect the following records (please be as specific as possible):

I request the following services:

_____ Inspection of records only

_____ Certification of records

_____ Paper copy of records

_____ Compact Disc copy of records, if applicable

_____ Cassette tape copy of records, if applicable

_____ Electronic copy of records (if available) Email: _____

Signature of Requestor _____

For Office Use Only
Date/Time Received _____ Received By _____
Request Received By: In Person _____ U.S. Mail _____ Email _____ Fax _____
Date Response Due (5 business days after request receipt): _____
Date Response Given/Initials _____
Date/Time of Inspection _____
Witness to Inspection _____
Copy Costs Received _____ Cash _____ Check # _____
Request Denied _____ Date Denial Letter Mailed _____

CERTIFICATION OF RECORDS

1. If the requestor requires certification of records the District will present the requestor a certificate that will state the following:
 - a. A list of the records.
 - b. Who determined the records as authentic.
 - c. Where records were located.
 - d. Date and time when records were authenticated.
 - e. Contain the authenticator's signature.
2. The certificate will have the District's seal placed upon it and the authenticator's signature will be notarized.
3. The cost of certifying records is \$1.00.

APPEAL OF RESPONSE

1. The requestor has the right to appeal the District's response to any request.
2. Appeals may be filed with the State of Illinois Public Access Counselor at:

Cara Smith
Public Access Counselor
500 S. 2nd Street
Springfield, IL 62706
312-814-5526 or 877-299-3642
Fax: 217-782-1396
Publicaccess@atg.state.il.us.

3. The requestor also has the right to file suit for injunctive or declaratory relief in the Circuit Court of Kane County.

DUNDEE TOWNSHIP PARK DISTRICT

FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES/RULES

The following procedures/rules have been established to assist in the access of District records.

REQUEST FOR INSPECTION OF RECORDS

1. A written request (preferably on the District supplied form) must be submitted to a Freedom of Information Officer at Dundee Township Park District, 21 N. Washington St. Carpentersville, IL 60110, or faxed to 847-551-4302, or emailed to foia@dtpd.org.
2. The written request must specifically delineate the type of records requested for inspection.
3. The District will respond to the written request for records within five business days of receipt of the written request and within 21 business days for commercial requests. The District may seek an extension of time as provided in the FOIA 3(e).
4. The District within the designated time period will contact the requestor to determine a date and time for inspection or will send a letter to the requestor denying the request. The denial letter will explain the reason for denial, will give the name and title of the person responsible for the denial and will explain the appeal process.
5. The District's FOIA Officers are: Tom Mammoser (Executive Director), Jim Miller (Deputy Director), Don Kappel (Deputy Director), and Greg Gannon (Director of Finance). Please contact any of these Officers @ 847-551-4300.

INSPECTION OF RECORDS

1. Records will be inspected at the Administration Building, 21 N. Washington, Carpentersville, between the hours of 9:00 am and 4:30 pm, Monday through Friday during days the office is normally open for business.
2. Records will be inspected in the presence of a FOIA Officer or their designee.
3. Records may only be inspected on any one occasion for no more than one hour. If additional time is required another inspection date will be determined.
4. The requestor may receive copies of the records. The following fee schedule applies:
 - a. Paper copies:
 - 1) Black/white letter/legal: first 50 copies no charge. Copies over 50 are 15 cents per page side.
 - 2) Black/white larger than legal or letter are 15 cents per page side.
 - 3) Color copies are 15 cents per page side.
 - b. Compact Disc, if applicable: \$1.00 per disc.
 - c. Cassette Tape, if applicable: \$1.50 per tape.
 - d. Electronic copies (if available): no charge

DUNDEE TOWNSHIP PARK DISTRICT

FREEDOM OF INFORMATION DOCUMENTS

The following is a list of documents that may be available for review. The list should not be considered as exhaustive or limiting.

Documents Immediately Available Upon Written Request

1. Board Meeting Minutes
2. Monthly Payment of Bills
3. Monthly Expense Reports

Document Categories

1. Ordinance
2. Resolution
3. Audit
4. Budget
5. Code of Conduct
6. Employee Manual
7. Treasurer's Receipts and Disbursement Reports
8. Contracts for Projects/Equipment
9. Bids for Equipment/Services
10. Program Brochures
11. Plats of Survey
12. Cash Receipts
13. Bank Statements, Deposit Receipts, Cancelled Checks
14. Time Sheets
15. Invoices
16. General Ledger/Journals
17. Insurance Policies
18. Application for Use of Park District Facilities
19. Class Registration/Lists (personal info redacted)
20. Facility Use Schedules
21. Status of Exempt Property
22. Election Information
23. Maintenance Records
24. FOIA Requests/Denials
25. Licenses
26. Levy Information

**DUNDEE TOWNSHIP PARK DISTRICT
GENERAL INFORMATION
JANUARY 2010**

Organization

The Dundee Township Park District is a separate government agency established to provide parks, facilities and recreation programs for Park District residents. The Park District has powers of taxation and is governed by a five member elected Board of Commissioners. The Park Board establishes the goals and policies of the Park District.

Mission Statement

Dundee Township Park District is committed to providing quality park areas, facilities and services for the present and future benefit and enjoyment of our entire community.

Service Area

- Population: 53,000
- Agency Boundaries: 36 Square Miles
- Villages Served: Carpentersville, East Dundee, West Dundee, Sleepy Hollow, and portions of Algonquin, Barrington Hills, Elgin, and Gilberts

Park District Statistics

45 Park sites covering over 728 acres

Facilities Under the Supervision of the Superintendent of Recreation

2 Outdoor swimming pools, Dolphin Cove Family Aquatic Center and Sleepy Hollow Pool

1 Indoor pool located at the Recreation Center

1 Recreation center, 62,500 square feet, including:

- Fitness Center
- 3 Racquetball courts
- Indoor pool, 8 lane, 25 meter
- Day care center with four individual classrooms
- Fieldhouse with indoor track
- Recreation staff offices
- Various classrooms
- Senior center

4 Preschool buildings

Park District Facilities Not Under the Supervision of the Superintendent of Recreation

2 18-hole golf courses, 12,000 square foot clubhouse

1 Petting zoo and park

Various outdoor tennis courts, ball diamonds, and soccer fields

Number of Full-Time Employees – 64

Number of Part-Time Employees – 800 (approximately)

Current Park District Board

President	Frank Scarpelli
Vice President	Jim Bonkoski
Secretary	Erin O’Leary
Treasurer	John Meschewski
Commissioner	Craig Rakow

Equalized Assessed Valuation (2008) - \$1,987,030,661

Total Operating Budget - FY 2008/2009

Revenue - \$23,818,905

Expense - \$19,309,584

DUNDEE TOWNSHIP PARK DISTRICT ORGANIZATION CHART



