

**RULES AND REGULATIONS IN ACCORDANCE
WITH THE ILLINOIS FREEDOM OF INFORMATION ACT
5 ILCS 140/1 ET SEQ. FOR RESPONDING TO
REQUESTS FOR INSPECTION OR COPYING OF PUBLIC RECORDS**

Section 1: Introduction

The Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), requires all public bodies in the State of Illinois to make non-exempt public records available for inspection and copying. The Winnetka Park District not only strives to comply with the law, but also fully endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the Park District and the official acts and policies adopted by Park District officials and public employees. The Park District recognizes that its desire for active and informed participation of its citizens in the public policy process necessitates as full and as free an access to this information as possible. In determining the parameters of public access to information, the Park District also understands its obligations to protect legitimate privacy interests and maintain the efficiency of its administrative operations.

Pursuant to Section 3 of the Act, the Park District Board of the Winnetka Park District has the authority to promulgate rules and regulations pertaining to the availability of records and the procedures to be followed in conformity with the provisions of the Freedom of Information Act. The rules and regulations contained herein have been established by the Park District to ensure that its obligations under the law and its desire to promote openness and transparency are satisfactorily met. These rules are intended to serve as procedural guidelines for citizens and employees, and officers of the Park District in expediting the process of obtaining access to public records. In any instance in which these procedures conflict with language contained in the Illinois Freedom of Information Act as now existing or hereafter amended, the terms of the Act shall prevail.

Section 2: Procedures for Request for Inspection or Copying of Records

Requests for the inspection and copying of non-exempt public records pursuant to FOIA may be made in person at the Winnetka Park District Administrative Offices, 540 Hibbard Rd, Winnetka, Illinois 60093, Mondays through Fridays, between the hours of 8:30 am and 5:00 pm, except on holidays. The Winnetka Park District will also accept FOIA requests received by facsimile, electronic mail and through the United States mail. The Park District is only responsible for responding to requests that it actually receives and is not responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any requests received by the Park District after 5:00 pm shall be considered as received on the following business day.

Requests for inspection or copies of public records shall be made in writing. For the convenience of the requester, the Park District provides a form for use in submitting a written request. Use of this form is not required. All requests should state a physical address or email address to which the Park District should send its response. The Park District will not accept or respond to oral requests for inspection or copies of public records.

To ensure that each FOIA request is acted upon in a complete and timely fashion, the requester should ensure that the public record being sought is clearly identified in his/her request. Requesters should provide as much known information about the requested record as possible (e.g., type of record, approximate date of record, department where record may be located, etc.). The request should indicate whether the records are to be inspected, copied and/or certified. The Park District is not obligated to respond to requests that are overly broad or that would place an undue burden upon its operation; nor is the Park District obligated to interpret or advise requesters as to the meaning or significance of public records that may be provided.

If the request is being made for a commercial purpose, the Park District asks that the requester disclose that fact to the Park District at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure.

Section 3: Fee Schedule

Pursuant to 5 ILCS 140/6 the Winnetka Park District has the authority to charge reasonable fees for the duplication and/or certification of public records produced in compliance with FOIA requests. The FOIA Officer is given the authority to grant a waiver or reduction of fees for copying records if the requester's stated purpose is to obtain information regarding the health, safety, and welfare of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of any such waiver or fee reduction the Park District will also consider the number of records requested and the actual costs of copying.

For each request form filed, citizens shall be furnished with the first fifty (50) pages of black and white, letter or legal sized copies at no charge. Fees will not be waived for the first fifty (50) pages of color copies or copies (either black and white or color) exceeding 8 ½ x 14" unless a waiver or fee reduction is granted by the FOIA officer as a means of furthering the public interest. The FOIA officer shall cause records maintained in electronic format to be furnished to a requester in the electronic format specified by the requester, if feasible. The FOIA Officer may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium.

Unless otherwise waived, copying fees must be paid in advance of the records being made available to the requester. Fees are as follows:

8.5" x 11 documents:	\$0.15/page
8.5" x 14" documents:	\$0.15/page
Certification:	\$1.00/document

Fees to copy blueprints, oversized documents, pamphlets, manuals and any other records which are to be copied by an outside service shall be based on the actual costs incurred by the Park District, which actual costs shall not be deemed to include "the costs of any search for and review of the records or other personnel costs associated with reproduction of the records." *See* 5 ILCS

140/6(b). Information regarding these fees will be provided to the requester before copying. Additional fees for accident records may apply as permitted by law.

Section 4: Park District Response to Request for Inspection or Copying of Records

In accordance with the Act, the Winnetka Park District will respond to all non-commercial requests within five (5) working days of receipt. Responses will be provided to any commercial requests within twenty-one (21) working days of receipt. In processing requests for records made under the Act, the Park District shall give priority first to any non-commercial requests pending before it. The Park District must respond in one of the following methods:

A. Approval of Request

If the requested records are available and determined to be non-exempt, the Park District will advise the requester of the documents which are available and the cost to copy the records. For commercial requests, the Park District response will include an estimate of the time required to locate and compile the records requested, as well as the estimated fees to be assessed to the requester.

If the requester has asked to inspect the documents, the Park District will provide the requester with notice of a time and location in which the inspection will be conducted during normal business hours at the Park District's administrative offices unless another location is otherwise agreed upon by the Park District and the requester. The Park District may require that an officer or employee of the Park District be present during any inspection of public records. A requester may also be prohibited from bringing bags, brief cases, or other containers into the room in which the inspection takes place. Documents made available for inspection will be held for fourteen (14) working days from the date of the Park District's response and thereafter will be re-filed.

Fees for copies of records, unless waived, must be paid prior to inspection and copying. All copying of documents shall be done by an officer or employee of the Park District. Upon written request the Park District will mail copies of public records to the requester. Upon written request, the Park District will email or fax copies of public records to the requester unless emailing or faxing the records is not practical due to the number of pages being provided in response to the request.

B. Extensions of Time

B (i) Notice of Extension

Under certain circumstances, the Freedom of Information Act permits the Park District to provide notice of an extension of time for response to a request. This time period shall not exceed an additional five (5) working days or a total of ten (10) working days from the receipt of the original request. Any notice of extension must cite the reason why the extension is necessary.

B (ii) Agreement by Requester and the Park District to an Extension of Time

The requester and the Park District may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the Park District agree to extend the period for compliance, a failure by the Park District to comply with any previous deadlines shall not be treated as a denial of the request for records.

C. Denial of Request

Any denial of any part of a request shall be made in writing and shall state the reason(s) for the denial in accordance with Section 3(g), or if the record is determined to be exempt, pursuant to Section 7 of the Freedom of Information Act.

Section 3(g) of the Act allows the Park District to deny a request for a category of records if compliance with the request would place an undue burden upon the Park District. Before denying a request on the basis of a Section 3 (g) exemption the Park District will contact the requester to offer him/her an opportunity to confer with the Park District in an attempt to reduce the scope of the request to a manageable proportion. Any denial pursuant to Section 3(g) shall specify the reason(s) why it would be unduly burdensome to the Park District, and the extent to which the burden upon the operation of the Park District outweighs the public interest in the requested information. Repeated requests for the same public records by the same person shall be deemed unduly burdensome and shall be denied accordingly.

Section 7 of the Act enumerates a series of records that are considered exempt from public disclosure and, therefore, need not be produced by the Park District.

All full or partial denials of a FOIA request shall include the itemized “Denial Information” set forth below in Section 6 of these Rules and Regulations in the written response to the requester. In accordance with the provisions of the Act, copies of all denials shall be retained by the FOIA Officer and will be indexed according to the type of exemption asserted and, to the extent feasible, according to the type of records requested.

Section 5: Administrative and Judicial Review Procedures

Any requester whose request for information has been denied by the Park District may exercise his/her statutory right to petition the Public Access Counselor in the office of the Illinois Attorney General for review of said denial. A request for review must be filed with the Public Access Counselor not later than sixty (60) days after the date of the final denial. Any such request for review must be in writing, signed by the requester, and include copies of the original FOIA request and any responses received from the Park District.

Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines that the alleged violation of the Act is unfounded, he/she shall so advise the requester and the Park District and no further action will be taken with respect to the complaint. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the Park District within seven (7) working days after receipt and shall specify the records or other documents that the Park District shall furnish to facilitate the review. Within seven (7) working days after receipt of the request for review, the Park District FOIA Officer must provide copies of the records requested, and shall otherwise fully cooperate with the Public Access Counselor. To the extent that records produced by the Park District for the purposes of review contain information that is claimed to be exempt, the Public Access Counselor shall not further disclose that information.

Within seven (7) working days after he/she receives the request for review and request for production of records from the Public Access Counselor, the Park District may provide an answer to the allegations of the request for review in the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of any such written answer to the person submitting the request for review and the requester may respond in writing to such answer within seven (7) working days. If the requester chooses to file a written response to the Park District's answering of the allegations, he/she must also provide a copy of that response to the Park District.

The Public Access Counselor shall examine the issues and records submitted in conjunction with any request for review and shall, within sixty (60) days, issue to the requester and to the Park District an opinion in response to the request for review. The opinion shall be binding upon both the requester and the Park District, subject to administrative review under Section 11.5 of the Act. The Public Access Counselor may opt to extend the 60 day time period by up to twenty-one (21) additional working days, provided that he/she sends written notice of such extension to both the requester and the Park District. The Attorney General may exercise his/her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion.

Upon receipt of a binding opinion concluding that a violation of the Act has occurred the FOIA Officer shall either take necessary action immediately to comply with the directive of the opinion, or shall initiate administrative review under Section 11.5 of the Act. If the opinion concludes that no violation occurred the requester may initiate administrative review under Section 11.5 of the Act.

Any person denied access to inspect or copy any public record shall also have the right to file suit for injunctive or declaratory relief in the Circuit Court of Cook County.

Section 6: Winnetka Park District FOIA Administrative Procedures

In accordance with Section 3.5 of the Act, the Park District Supervisor shall designate one or more employees or officers of the Park District to serve as FOIA Officer (or Officers, as the case may be), with the advice and consent of the Park District Board. A designated FOIA Officer shall have the authority to assign to other employees of the Park District tasks that must be performed to

assist the FOIA Officer in properly and timely responding to a request for the inspection and copying of non-exempt public records pursuant to FOIA. An employee who is assigned such a task by a Freedom of Information Act Officer shall give the performance of that task priority over the performance of all other tasks, except other tasks that relate to the Park District's response to a public emergency. The FOIA Officer (or Officers) shall be charged with the responsibility for implementing these policies and procedures and processing all requests for information in accordance with the terms of the Act. Each individual designated as a FOIA Officer shall successfully complete an annual training curriculum through the State of Illinois, as provided in the Act.

All FOIA requests shall be date-stamped upon receipt. The FOIA Officer shall forward a copy of the request to the appropriate contact employee for the department in which the records are located. Upon forwarding the request to the appropriate department, the FOIA Officer shall also indicate the date by which the request must be approved or denied (five working days from the date of receipt, in most instances).

The employee responsible for providing the information on behalf of his/her department shall promptly either provide the requested records or indicate that no such records exist. If the employee responsible for providing the information on behalf of his/her department believes that the request should be denied, s/he shall advise the FOIA Officer of his/her opinion and provide facts in support of his/her assertion. The employee shall endeavor to notify the FOIA Officer of his/her recommendation on the request no later than three (3) working days after its receipt. The FOIA Officer shall then respond in writing to the requester accordingly. If denying the request, the FOIA Officer or other individual responsible for the denial must include, in writing, the following information (the "Denial Information"):

1. The statutory exemption used as the basis for the denial and the specific reasons for the denial, including a detailed factual basis and citation to supporting legal authority;
2. The names/titles of each person responsible for the denial;
3. The notice of the requester's statutory right to petition the Public Access Counselor for review of the denial; and
4. The notice of the requester's statutory right to judicial review under Section 11 of the Act.

If any public record exempt from disclosure contains material which is not exempt, the Park District shall delete the exempt information and make the remaining information available for inspection and copying.

If the responsible employee determines that there is not adequate time to gather the requested information, the time limit may be extended by an additional five (5) working days. Extensions should be reserved only for extenuating circumstances. Appropriate reasons for extension include:

1. The requested record is in a place other than the office at which the record is being requested.
2. The request requires the collection of a substantial number of specified records.
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it.
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them.
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if the records are exempt from disclosure under Section 7 of the Act or should be revealed only with appropriate deletions.
6. The request for records cannot be complied with by the public body within the time limits prescribed by Section 3 of the Act without unduly burdening or interfering with the operations of the Park District.
7. There is a need for consultation, which shall be conducted with all practicable speed with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

When additional time is required for any of the reasons listed above, the responsible employee shall endeavor to notify the FOIA Officer as soon as possible, but no later than three (3) working days after receipt of the request. The FOIA Officer shall then immediately send written notice of extension to the requester, stating the reason(s) for the extension and the date by which the records will be available or that a denial will be forthcoming. Typically, extensions for a period exceeding five (5) working days are not permissible, except in the most unusual circumstances; provided that an extension beyond the additional five (5) working days period for extension will first be agreed upon in writing by both the requester and the FOIA Officer.

All requests for public records made under the Freedom of Information Act shall be maintained in a file in an office designated by the FOIA Officer and preserved in accordance with the provisions of the Local Records Act. Documents maintained in this file shall include, but not be limited to, the following: the original request, a copy of the written response, a record of written communications with the requester, and a copy of all other communications. Additionally all denials of FOIA requests shall by law, be indexed according to the statutory basis for the individual denial. To the extent practicable, these records should be further subdivided by type or category of record requested.

In accordance with the provisions of Section 4 of the Act, the FOIA Officer shall be responsible for publishing and maintaining a local FOIA manual, pamphlet or substantially similar document containing the following information:

1. A brief description of the Winnetka Park District, including but not limited to:
 - a. a short summary of its purpose

- b. a block diagram of its functional subdivisions
 - c. the total amount of its operating budget
 - d. the number and location of each of its separate offices
 - e. the approximate number of full and part-time employees
 - f. the identification and membership of any board, commission, committee or council that operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures.
2. A brief description of the methods whereby the public may request information and public records.
 3. A directory designating by titles and addresses those employees to whom requests for policy records should be directed.
 4. A schedule of local fees, as allowable under Section 6 of the Act.
 5. A reasonably current list of all types or categories of records maintained by the Winnetka Park District.
 6. A listing of all documents or categories of records that the Park District shall immediately disclose upon request.
 7. A description of the manner in which public records stored by means of electronic data processing may be obtained in a format comprehensible to persons lacking knowledge of computer language or printout format.

**WINNETKA PARK DISTRICT
CATEGORIES OF INFORMATION AVAILABLE
THROUGH THE FREEDOM OF INFORMATION ACT**

- I. ORDINANCES
 - A. Financial Ordinances
 - 1. Tax Levy
 - 2. Budget & Appropriations
 - 3. Abatement
 - 4. Bond
 - B. Other General Information

- II. RESOLUTIONS
 - A. Financial
 - B. Other

- III. BOARD MINUTES

- IV. BOARD MEETING PACKETS

- V. BOARD MEETING NOTICE

- VI. COMMITTEE MINUTES

- VII. DIRECTOR'S REPORTS

- VIII. CONTRACTS
 - A. Leases (as lessee)
 - B. Leases (as lessor)
 - C. Maintenance/Service Contracts
 - D. Intergovernmental Agreements
 - E. Real Estate Contracts
 - G. Employment Contracts

- IX. FINANCIAL RECORDS
 - A. Annual Audit Reports
 - B. Annual Treasurer's Reports
 - C. Voucher Lists
 - D. Receipt and Disbursement Ledgers
 - E. Bills (filed by vendor)
 - F. Other

- X. CORRESPONDENCE

- XI. MEMORANDA
 - A. Staff (included in board packet)
 - B. Other (Filed by subject matter)

- XII. ASSET RECORDS
 - A. Property Records
 - B. Fixed Assets Inventory
 - C. Asset Purchase Records
 - D. Assets Maintenance Records
 - E. Maps, Aerial Photographs, Surveys
 - F. Exempt Property Affidavits
 - G. Tax Divisions
 - H. Applications for Exemption

- XIII. PLANNING DOCUMENTS
 - A. Long Range Plan
 - B. Master Plan
 - C. Strategic Plan
 - D. Other

- XIV. CAPITAL PROJECTS RECORDS
 - A. Bid Packages
 - B. Plans & Specifications
 - C. Bid Proposals (after contract award)
 - D. Bid Recommendations
 - E. Contracts
 - 1. Architect
 - 2. Contractor
 - 3. Engineer
 - 4. Payment Applications & Supporting Documents
 - 5. Surety Bonds

- XV. LIST, NAME, SALARY, TITLE, DATE OF EMPLOYMENT OF EMPLOYEES

- XVI. BOARD POLICY MANUAL

- XVII. GRANTS
 - A. Applications
 - B. Agreements
 - C. Reports

- XVIII. REPORTS
 - A. Grant Reports
 - B. Consultant Reports

XIX. ELECTION INFORMATION

- A. Abstract of Votes
- B. Certification of Results
- C. Referenda Materials
- D. Oath of Office

XX. INSURANCE RECORDS

- A. Policies
- B. Certificates of Insurance
- C. Other

WINNETKA PARK DISTRICT COMPOSITION

DESCRIPTION

The Winnetka Park District is a special district of local government with its own financial and legal responsibilities, established in 1904 for the purpose of providing park and recreational opportunities to residents of the community and public at large. It is governed by seven Park Commissioners who serve a four year term without remuneration. Regular Board meetings are generally held on the fourth Thursday of each month at 6:30 PM. Please check with the main office for particulars 847-501-2040.

BOARD OF PARK COMMISSIONERS

Ian Larkin, President

Mickey Archambault, Vice President

Teresa Claybrook

Warren James

Eric Lussen

John Peterson

John Thomas

Steven B. Adams, Park District Attorney

John Muno, Secretary

Christine Berman, Treasurer

OPERATING BUDGET

The total operating budget for fiscal year 2018 is approximately \$11,000,000.

OFFICES OF THE PARK DISTRICT

Administration and Facilities Offices

1. Administrative Office

540 Hibbard Road (501-2040)

2. A.C. Nielsen Tennis Center

530 Hibbard Road (501-2065)

3. Winnetka Ice Arena

490 Hibbard Rd. (501-2060)

4. Winnetka Golf Club

1300 Oak St. (501-2050)

STAFF

The Park District employs 38 full-time employees and 125-400 additional part-time employees, depending on the season. Full time employees are those working at least 30 hours per week year round.

WINNETKA PARK DISTRICT ORGANIZATION

MANAGING AUTHORITY

The Park District is an autonomous governmental agency, responsible directly to the people through the election and referendum process. The District receives its operating authority from the Illinois Park District Code, (Illinois Revised Statutes, Chapter 105, Sections 1 - 13). Through the Code, the Park District is empowered to levy taxes within specified limits, acquire and develop parks, build and operate recreation facilities, and conduct recreation programs.

PARK BOARD

The Park Board is made up of seven (7) elected commissioners who serve four (4) year terms. It is the responsibility of the Park Board to acquire, develop, maintain and protect park and recreation areas in Winnetka. This is accomplished by the development of policies and ordinances which govern the operation of the Park District and by the adoption of an operating budget. The Park Board meets on the second and fourth Thursday of every month at the Administrative Building, 540 Hibbard Rd., Winnetka. The Park Board employs an Executive Director to carry out the policies of the Board.

NAMES AND LOCATIONS OF PARKS (both owned & leased)

NAME OF PARK	ACRES	LOCATION
1. Arbor Vitae Park	.09	N.W. Corner Elm St. and Arbor Vitae
2. Bell Woods	2.57	Bell Lane and Tower Road
3. Centennial Park	5.22	225 Sheridan Road
4. Crow Island Park	17.91	Willow to Sunset, Euclid to Glendale
5. Dwyer Park	1.23	Elm to Oak, Birch to Dwyer Court
6. Elder Lane Park	4.56	East of Sheridan at Elder Lane
7. Franklin Dunbaugh Park	1.42	North side of Hubbard Place
8. Glencoe Park	.39	Woodlawn and Glenwood
9. Green Bay Trail	9.38(miles)	Wilson Ave. and Maple St.
10. Happ Road Park	.38	Happ Road and Holder Lane, Northfield
11. Hill Road Park	.30	Green Bay Road to Railroad at Hill Road
12. Hubbard Woods Park	1.38	Merrill to Gage, Linden to Railroad
13. Indian Hill Park	3.36	Hill to Winnetka Ave., east of Railroad
14. Library Park	.26	Oak to Green Bay, east of Library
15. Lloyd Park	9.53	East of Sheridan at Lloyd Place
16. Maple Street Park	3.0	East of Sheridan at Maple Street
17. Merrill Park	.13	Merrill Street and Gordon Terrace
18. Nick Corwin Park	6.05	West of Grove at Edgewood Lane
19. Northfield Park	1.99	Edens Pkwy. to Lockwood at Sunset
20. Parks Service Center	1.24	1390 Willow Rd.
21. Robert E. Burke Memorial Park	.23	Church & Green Bay
22. Sheridan Park	1.2	Park Lane to Maple at Sheridan Road
23. Skokie Playfield	162.01	West of Hibbard, Pine to Oak
24. Tower Road Park	3.75	East of Sheridan at Tower Road
25. West Elm Street Park	3.74	Spruce to Elm, Berkeley to Glendale
26. Winnetka Station Park	.83	Elm to Oak at Green Bay Road
27. Village Green Park	3.36	Elm to Oak, Maple to Cedar Street



Form of Freedom of Information Act Request to the Winnetka Park District

Note to Requester. This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Winnetka Park District. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Request Submitted to:

FOIA Officers

John Muno, Executive Director

Mary Cherveney, Administrative Services Manager

Winnetka Park District

540 Hibbard Rd.

Winnetka, Illinois 60093

Fax: (847) 501-5779

mcherveney@winpark.org

Date Requested: _____

Request Submitted by: _____ E-mail _____ U.S. Mail _____ Fax _____ In Person

Name of Requester: _____

Street Address: _____

City, State, Zip: _____

Telephone (Optional): _____ E-mail: _____

Fax (Optional): _____

Records Requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.

Do you want to receive copies of the records? _____ YES _____ NO

Do you want Electronic Copies or Paper Copies? _____

If you want Electronic Copies, in what format? _____

Reproduction and Certification Fees Copies of records: For black and white, letter or legal sized copies, the first 50 pages are free, and any additional pages cost 15 cents a page. See Winnetka Park District's FOIA Rules and Regulations for additional information on fees for copying and certification.

INFORMATION REQUESTS SHALL BE IN WRITING, PREFERABLY ON THE FORMS PROVIDED, AND SENT OR DELIVERED TO:

John Muno
Executive Director
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093

Or

Mary Cherveney
Administrative Services Manager
Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093

Information, if available, will be ready for review or pick-up during regular working hours Monday thru Friday from 8:30 a.m. to 5:00 p.m., at the Administrative Office, 540 Hibbard Rd., Winnetka, Illinois, within five (5) business days after receipt of the request (subject to extension pursuant to law upon the Park District's notice of a time extension).

To sufficiently "narrow down" a request for information, discussion with one for the above listed persons may be necessary.