

Wauconda Park District

The Wauconda Park District, incorporated in 1959, is a local taxing body whose primary mission purpose is enriching the lives of Wauconda residents by providing quality recreational and leisure time opportunities through our parks, programs, and services. Created as a separate unit of government, the Wauconda Park District is a municipal corporation and local taxing authority for its stated purpose. It is authorized by legislation to levy and collect taxes, and to establish local policy, ordinances, and resolutions to enact and complete its purpose. It serves approximately 12,500 people within the Village of Wauconda. The Wauconda Park District's annual budget for the fiscal year beginning May 1, 2010 and ending April 30, 2011, is \$3,724, 135. The Park District employs 11 full time employees and approximately 135 part-time employees.

The Wauconda Park District Board of Commissioners governs the agency's affairs. There are five members on the Board, and they are elected for four-year terms of office, without compensation, pursuant to the provisions of the Park District Code found in 70 ILCS 1205/2-12; 70 ILCS 1205/12a. The Board of Commissioners approves policies and plans for the operation of the Park District. The Wauconda Park District Board of Commissioners meets regularly on the 2nd and 4th Tuesday of each month at 7:00 PM, at the Administrative Offices located at 600 N. Main Street, Wauconda, Illinois 60084.

Requests for Information:

Requests for Information and Public Records under the Freedom of Information Act are to be submitted in writing to the FOIA Officer at the Wauconda Park District Administrative Office, 600 N. Main Street, Wauconda, Illinois 60084. The request must specify whether the intended use of the information is for commercial purposes, whether you would like to inspect the records or request that copies be provided and whether any copies need to be certified. Please be as specific as possible in your description of the information being requested so that the appropriate information can be provided efficiently and cost effectively.

Freedom of Information Act (FOIA) Officer: Nancy Burton, Director of Parks & Recreation

Fees for providing copies of requested information:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies.
- 15 cents per page for additional black and white, letter or legal sized copies
- 50 cents per page for color, letter or legal sized copies
- \$1.00 for each certified document
- Photographs, plats, maps, specifications and other documents greater than 8½ x 14 will be reproduced at the market rate

All fees for copying or certification of documents are payable at the time copies are made or certified.

PUBLIC RECORDS: This is a list of commonly requested documents; it is not to be construed as exhaustive or limiting. Audit Reports, Approved Board Minutes, Bids for Equipment or Services, Cancelled Checks, Bank Statements, Deposit Slips, Cash Receipts Control, Comprehensive Master Plan, District Goals and Objectives, Employee Manuals, Intergovernmental Agreements, Meeting Notes of Advisory Committees, Ordinances, Plats of Survey for Parks, Program Brochures, Safety Manuals, Application for Use of Park District Facilities/Equipment, Annual Treasurer's Report, Approved Committee Meeting Minutes, Board and Committee Meeting Reports, Cash Records, Check Stubs and Copies of Contracts for Construction Projects, District Mission and Vision Statement, General Ledger and Journals, Insurance Policies, Monthly Financial Statements, Paid Bills and Invoices, Resolutions, Time Sheets.

Approved By Board of Commissioners on _____

WAUCONDA PARK DISTRICT

Suggested Freedom of Information Act Request Form

For Inspection or Copying of Public Records

A written Wauconda Park District Freedom of Information Act request must be presented. You do not need to use this specific form although all required information must be included in any written request. The Wauconda Park District reserves the right to charge a fee for reproduction of public records consistent with the schedule of fees (5ILCS 140/1, et seq.) on the reverse of this form. Payment for copying or certifying public records is due at the time records are copied or certified.

1. Name of person making request: _____

2. Address of person making request: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Describe in detail, below, the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified or for commercial use.

The Wauconda Park District will respond to the above non-commercial requests within five (5) working days from the date of receipt unless an extended time period is required.

(FOR OFFICE USE ONLY)

Date Received: _____

Request Denied: _____

Date Completed: _____

Denied By: _____

600 N. Main Street – Wauconda, Illinois 60084 – (874) 526-3610 – (847) 526-3791 Fax