

Freedom of Information Act Required Postings

District and Community Profile

The Elmhurst Park District of Illinois is duly organized and operates under the provisions of the Illinois Park District Code (70ILCS 1-1 through 13-9e), compiled as part of the Illinois Compiled State statutes.

Chartered: In 1920, the residents of Elmhurst created a unit of local government to provide for the community's recreational and park interests. The establishment of the Elmhurst Park District and election of its first Commissioners took place on June 5, 1920.

Governance: A community-elected non-partisan Board of Commissioners consisting of seven (7) members constitutes the governing board of the Elmhurst Park District. Commissioners are elected to six (6) - year terms and serve without compensation.

Officers: The Commissioners elect from among themselves a President and a Vice President to serve a one (1) year term.

Appointed Officials: The Park Board of Commissioners appoint an Executive Director, a Treasurer, an Assistant Treasurer, an Attorney and a Secretary. The Executive Director serves as the Chief Executive Officer (CEO) for the Park District and carries out the policies of the Board.

Boundaries: The Park District currently encompasses 9.8 square miles covering Elmhurst and small portions of unincorporated Elmhurst and the cities of Addison, Berkeley and Northlake.

Elmhurst Demographics: The Park District's population is approximately 44,722 and the number of households is 15,965 (boundaries are not coterminous with the City of Elmhurst). The percent of families with children under age 18 is 36.8%, the median age is 40.1 years, and the percent of the population over 65 is 14.0% (2010 census). The average family income is \$81,486 and per capita income is \$32,015 (2010 Census).

Real Estate: The equalized assessed valuation (EAV) of real estate for 2013 is \$1,809,763,887.

Tax Rate: The tax rate for levy year 2014 is 0.4108 per \$100 of assessed value.

Bond Rating: Moody's Rating Service issued the District a bond rating of Aa1 in 2010.

Fiscal Year Budget: The budget for 2015 is \$22,319,006. The fiscal year is January 1 to December 31.

Park Resources: The Park District manages 463 acres of parkland within 28 parks ranging in size from small neighborhood parks to large parks with facilities for softball, baseball, soccer, tennis, in-line skating, basketball and playgrounds. Within the parks system, the District also maintains and operates the Wilder Park Conservatory and Museum and the Elizabeth Friendship Walk, which features flowers, exotic foliage, and tropical plants. The District is also responsible for the development of all entrepreneurial projects that include Courts Plus Fitness Center (multi-use fitness facility with indoor pool), Wilder Mansion (conference, banquet and community meeting center) and Sugar Creek Golf Course (9-hole, par 32 course and driving range) jointly owned and operated by the Elmhurst Park District and the Village of Villa Park.

Programs and Services: The District offers a diversity of recreational opportunities including sports, specialized summer camps, environmental programs, gymnastics programs, preschool programs, before and after school child activity programs, and performing art classes. The Abbey Leisure Center contains a multi-purpose recreation space where the District provides a diverse selection of activities and social services including programs for the senior population. The Wagner Community Center houses many recreation programs and includes the District's gymnastics center. The District is also a member of the Gateway Special Recreation Association, which provides recreational services for children and adults with disabilities. Additionally, the District has two outdoor, heated community pools and offers swim lessons at both locations.

The District also operates The Hub, which offers miniature golf, batting cages, a spray ground, and a concessions building with a multipurpose room.

Organizational Structure and Staffing: The District has six departments that include Parks and Facilities, Recreation, Enterprise Services, Marketing and Communications, Information Technology, Finance and Human Resources and an Administrative support function. The Park District employs 74 full-time, year-round staff, and over 700 part-time and/or seasonal workers.

Affiliations: The Park District is a member of the National Recreation and Park Association (NRPA), the Illinois Association of Park Districts (IAPD), the Illinois Park and Recreation Association (IPRA), and the Gateway Special Recreation Association.

Awards:

- The National Gold Medal Award for Excellence in Park and Recreation Management Finalist (2006-08, 2010-11).
- Illinois Distinguished Agency (accreditation from Illinois Association of Park Districts and Illinois Park and Recreation Association (IPRA)) (1999-2005). Reaccredited (2006-2011, 2012-2017).
- Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award (2007-2013).
- GFOA Certificate of Achievement for Excellence in Financial Reporting (2007-13).
- Park District Risk Management Association Loss Control Review Award (Level A accreditation) (2002-2004). Reaccredited (2005, 2008, 2012).
- Governor's Sustainability Award (2010-11), Finalist (2013) and Honorable Mention (2014).
- Finalist for "Best Small & Medium Companies to Work for in America" sponsored by Great Place to Work® Institute and the Society for Human Resource Management (SHRM) (2008-2009).
- Department of Defense Employee Support Award (2008).
- IPRA: Agency Showcase 2nd Place Award for Annual Report (2009).
- IPRA Outstanding Facility Award: Wilder Mansion redevelopment (2009), East End Pool redevelopment (2008), Berens Park renovation (2004), Courts Plus expansion (2003), Norman P. Smalley Pool (2000), Safety Town (1999).
- Environmental Protection Agency and Chicago Wilderness Conservation Native Landscaping Award (2002).
- Willowbrook Wildlife Foundation Blazing Star Award (2004).
- National Recreation and Park Association: Healthy Community Award, Best Recreation Catalog Award, and Best Overall Communicator (2001).
- The International Awards for Livable Communities Second in the World for Nations in Bloom (2000).
- Special Kids Day Award (2013).

Elmhurst Park District History: The Elmhurst Park District was established on June 5, 1920 to meet the leisure and recreational needs of the community. Soon thereafter, negotiations were opened for the acquisition of the Wilder estate. The estate consisted of an undeveloped cow pasture to the north and the family home, gardens and clay tennis courts to the south. Original development of the gardens had begun much earlier in 1868 by Seth and Elizabeth Wadhams, who built their home, known as White Birch, along with a greenhouse and gardens. They planted numerous trees representing a variety of species to create a true garden spot in Elmhurst. The Park District acquisition of the Wilder property occurred in 1921, making it the first public park in Elmhurst. The Park District added the conservatory to the greenhouse in 1924, and the Wilder Park Conservatory then opened to the public.

In the late 1920s and early 1930s, three new parks were established at Salt Creek, East End and Butterfield. The original East End Pool opened on June 26, 1937 with a "Grand Splash" of 750 youths who had lined up along the edge of the pool in readiness for its big moment. The pool was an immediate success for the District, with 1,200 people showing up on its second day. The first recreation programs were offered for children in 1942 and included baton, handicrafts, archery, baseball and ballet. The early 1950s saw additional growth for the District as the Ben Allison Playground and Eldridge Park were opened. The Abbey was also established during this period as youth center for teenagers, but did not become part of the Park District until 1964. During the decade of the 1960s, seven new parks were opened, including the York Commons Pool which was dedicated in 1967.

Perhaps the most significant decade in the Park District's history was the 1970s, when the District blossomed into a full-service agency. In 1971, voters approved a \$3.9 million bond referendum for land acquisition and development. The majority of EPD's present land was purchased during this time, along with new park development. Five new special facilities were also opened during this period. The Courts, an indoor tennis, racquetball and handball facility, opened in 1972. Sugar Creek Golf Course was the result of collaboration in the early 1970s between the Elmhurst Park District and the Village of Villa Park who shared in the land acquisition and construction costs. The first Elmhurst Community Center opened its doors in 1979 at Eldridge School, leased from the School District. The youth center was converted into Abbey Leisure Center opened its doors on St. Charles Road for senior citizen leisure programming in 1975 in recognition of this growing segment of the community's population. The Depot on York Road was acquired from the Chicago and Northwestern Railroad in 1971 and renovated by the Park District as a bicentennial project in 1975.

The 1980s and 1990s constituted a period of redevelopment and continued partnerships with other agencies. The Courts Plus expansion in 1990 provided an important collaboration with Elmhurst Memorial Health Care to provide fitness, rehabilitation, and health programs for the community. In 1992, the District won the coveted National Gold Medal Award presented to outstanding park and recreation agencies.

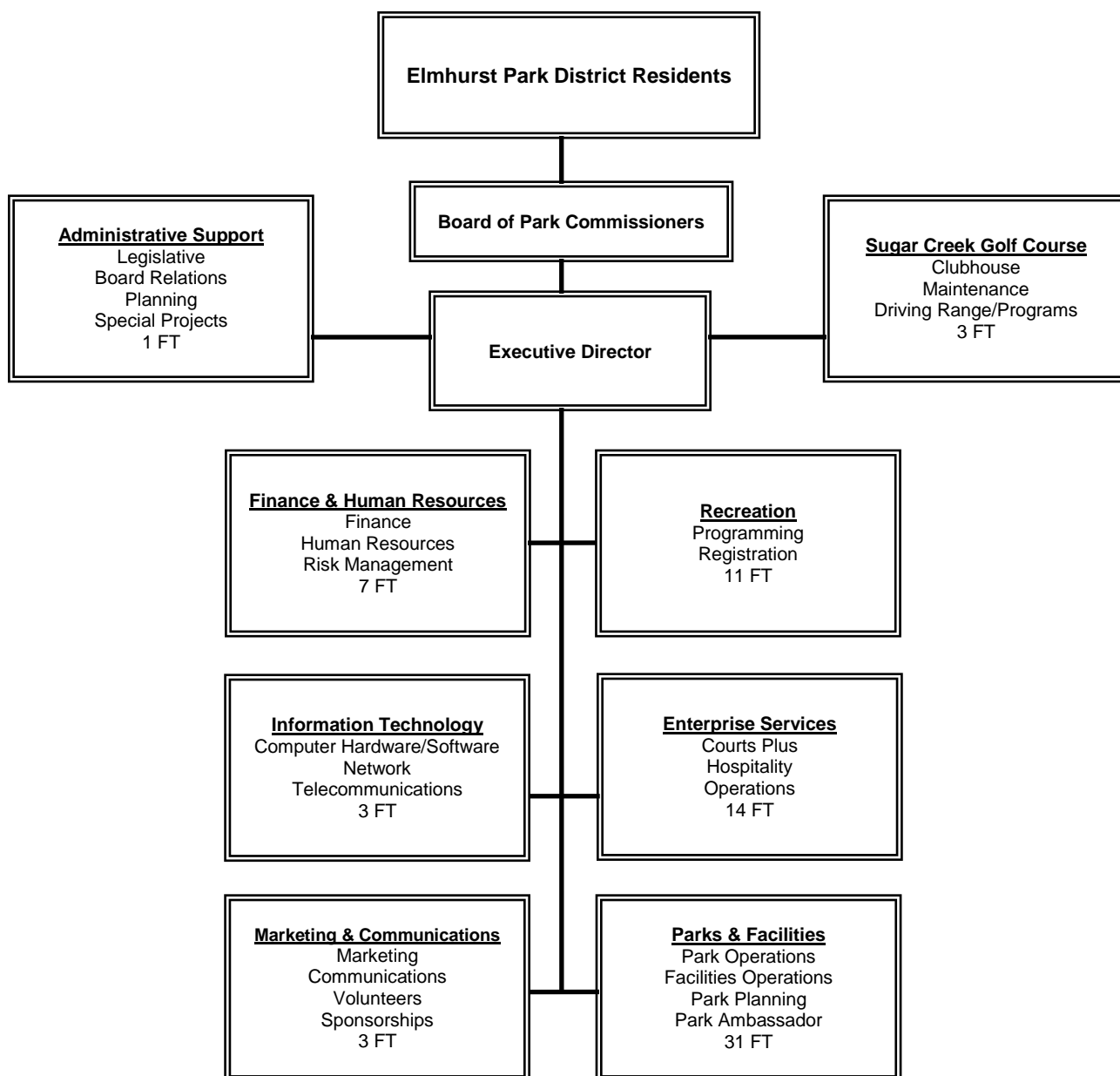
On September 6, 2003, the Elmhurst Park District opened the Joanne B. Wagner Community Center. This facility filled a great need for the community by providing a venue for indoor programming that is owned by the District. The redevelopment and opening of Berens Park and The Hub in 2004 came just in time for the District's 85th anniversary. In 2003, the new Elmhurst Public Library opened at the north end of Wilder Park following a land exchange agreement with the District and the City of Elmhurst and in 2007, the District received the keys to Wilder Mansion from the City, making its ownership official. The original 1860 home was remodeled without compromising the historic architectural features and provides an additional 14,000 square feet of multi-use space for the community.

Overview of the City of Elmhurst: Elmhurst is a community that is rich in culture and history, dating back to its settlement in the 1840s. While the suburbanization of Chicago encompassed Elmhurst and many other regional communities, Elmhurst clearly developed as a community with its own distinct heritage and image, casting aside its suburban label. Celebrating its 132nd year, Elmhurst is a highly livable and sustainable community that has its own symphony orchestra, art museum, historical museum and various other cultural offerings that appeal to residents and visitors alike. Located approximately 16 miles west of the Chicago Loop, Elmhurst is easily accessible via highway and rail. Interstates 294 and 290 intersect on the City's east side, providing both north-south and east-west access that links with the City of Chicago to the east and O'Hare Airport 12 miles north. The community is served by commuter rail on Metra's Union Pacific West Line, with a station stop in the heart of Downtown Elmhurst. The City of Elmhurst has a healthy business and industry base, with numerous retail business areas outside the downtown area. The City is also home to three industrial parks located in the perimeter areas of the community.

Elmhurst has already realized the growth pressures of the past several decades, and is in a period of very slow growth that is fueled largely by redevelopment. In the past decade, numerous older homes and commercial buildings have been demolished to make way for new larger homes or townhouse/condominium developments. Luckily, much of this has been accomplished with architectural style that, while not necessarily historic in character, does not completely disregard the historic character of the community. According to the Chicago Metropolitan Agency on Planning, the population of Elmhurst is projected to grow to 43,075 by the year 2030, an increase of less than one percent. The 2010 Census already out shows that number has already been surpassed with 44,121 as the City of Elmhurst population. The boundaries of the District are largely co-terminus with those of the City, with limited exceptions.

Elmhurst offers its residents the conveniences and amenities that come with having access to one of the largest major metropolitan areas in the country, while providing its own services, character and amenities that provide a high quality of life for residents.

FUNCTIONAL SUBDIVISIONS



LOCATION OF DISTRICT OFFICES

Administrative Office

375 W. First Street
Phone: (630) 993-8900 Fax: (630) 993-8913

The Abbey Senior Center

407 W. St. Charles Road
General Information
Phone: (630) 993-8193
Seniors Information
Phone: (630) 993-8961

Courts Plus Fitness Center

186 S. West Avenue
Phone: (630) 833-5064 Fax: (630) 993-8966

Joanne B. Wagner Community Center (Registration Office)

615 N. West Avenue
Phone: (630) 993-8901 Fax: (630) 993-8929

Park Maintenance Facility

985 S. Riverside Drive
Phone: (630) 993-8944 Fax: (630) 993-8943

Sugar Creek Golf Course

500 E. Van Buren, Villa Park
Phone: (630) 834-3325 Fax: (630) 834-3354

Lee A. Daniels Pavilion at The Hub

493 Oaklawn Avenue
Phone: (630) 782-4955

BOARD OF PARK COMMISSIONERS

A community-elected non-partisan Board of Commissioners consisting of seven (7) members constitutes the governing board of the Elmhurst Park District. Commissioners are elected to six (6) - year terms and serve without compensation.

Carolyn Ubriaco, President (Term Expires 2015)
Vince Spaeth, Vice President (Term Expires 2019)
Mary E. Kies (Term Expires 2017)
Bob Howard (Term Expires 2015)
Colette M. Kubiesa (Term Expires 2015)
Patricia Morissette-Moll (Term Expires 2019)
Anthony Pelosi (Term Expires 2017)

Board Committees

Park/City/School Committee – (two Commissioners and Executive Director: Commissioners Howard, Commissioner Spaeth, Executive Director Jim Rogers) Meets every other month on the second or third Monday at 7:30 a.m. in alternating Park/City/School facilities to discuss topics of mutual interest.

Ethics Committee – (two Commissioners, one resident: Commissioner Pelosi, Commissioner Spaeth, Rev. H. Scott Matheney plus Ethics Officer and Attorney Charlene Holtz) Per the Gift Ban Act, the Board created an Ethics Board to enforce the provisions of the law. The committee shall meet as needed to perform its duties.

Finance /Audit Committee – (two Commissioners: Commissioner Howard, Commissioner Kies) Monitors District's finances, supervises the annual audit and reviews check registers weekly with Friday approval so checks can be sent to vendors weekly. Also meets on other financial issues on an "as needed" basis such as an annual meeting with the Board's auditor.

Human Resource Committee – (Board President & Vice-President: Commissioner Ubriaco, Commissioner Spaeth)

Coordinates the Executive Director's yearly evaluation. The committee reports to the Board relative to the progress being made in the various areas the Board has asked the Executive Director to address.

Legislative Committee – (one Commissioner: Commissioner Kubiesa)

Reports as needed on legislation affecting parks and recreation through the Illinois General Assembly.

Park/School Joint Committee – (Board President and Executive Director: Commissioner Ubriaco, Executive Director Jim Rogers)

Discusses topics of mutual interest, based on the Intergovernmental Agreement, to the Park and School Districts. A meeting is held in January to review the prior year. Other meetings can be called as needed.

Policy Review Committee – (two Commissioners and Executive Director: Commissioner Kies, Commissioner Morissette-Moll, Executive Director Jim Rogers)

The Board of Commissioners may request the Board President to direct committee members to meet to review various Board policies and recommend action to the full Board.

FREEDOM OF INFORMATION ACT REQUESTS

The District will disclose public records as required by the Freedom of Information Act (FOIA) pursuant to the Illinois Open Meetings Act 5 ILCS 120. The District can deny a request for records that are specifically exempt from coverage under the Act, including information that would constitute an unwarranted invasion of personal privacy or a compromise of security. For additional information, please see the District's FOIA policy on the following page.

SUBMITTING A FOIA REQUEST

To review a record, a person must submit a request in writing via personal delivery, mail, e-mail or telefax. The requestor must clearly state if the request is going to be used for commercial purposes (for the sale, resale or solicitation or advertisement for sales or services).

Requests can be submitted via the following means:

Drop-off or Mail:

Elmhurst Park District
FOIA Request
Administration Office
375 W. First St.
Elmhurst, IL 60126

Fax:

(630)993-8913 (fax)

E-Mail:

FOIAOfficer@epd.org

All requests must be submitted in writing to the attention of the Freedom of Information Act Officer. Applicants may use the Elmhurst Park District FOIA Request Form available at <http://www.epd.org/freedom-information-act>, or may submit their own written request for records. Applicants choosing not to use the provided form must provide their full name, current address, phone number, a detailed account of the documents they are requesting and whether or not they are requesting the documents for commercial use.

FOIA OFFICERS

The Elmhurst Park District appointed FOIA Officers are the Executive Director, Director of Finance and Human Resources and Administrative Office Manager. Their responsibilities include receiving information requests from the public and sending responses in compliance with FOIA.

RESPONSE TIME FOR FOIA REQUESTS

Within five business days after the date the District receives the request, one of the designated FOIA officers reviews and responds to the request. Beyond the five business days, the FOIA Officer can extend the response time for no more than five additional business days. Requests made for commercial purposes can be extended for no more than twenty-one additional business days. The time period can only be extended if the requested information:

- is stored at a different location;
- requires the collection of a substantial number of documents or an extensive search;
- has not been located;

- needs to be reviewed further by staff to determine whether the information is exempt from FOIA;
- cannot be produced without unduly burdening the public body or interfering with its operations;
- requires the public body to consult with another public body that has substantial interest in the requested subject matter; or
- both parties agree in writing to an extension specifying when the request will be filled.

When additional time is required for any of the reasons above, the Officer must, within 5 business days after the receipt of the request, notify the person making the request of the reason(s) for the extension and the date by which the response will be forthcoming. If the request is unduly burdensome for the District to complete, the Officer will work with the person making the request in an attempt to reduce the request to manageable proportions.

COPIES

If a public record is available on the District's website, the FOIA Officer will direct the requestor to the website where the records can be reasonably accessed. If the requestor is unable to reasonably access the record online, the requestor may resubmit his/her request, and the Officer must then make the record available for inspection or copying. If the public record is not accessible, available online or in an electronic format, the Officer provides duplicate copies at no cost for the first fifty pages (in black and white, letter or legal size) and for \$0.15 per each additional page. For color and/or abnormally sized copies, the District charges the requestor the actual cost for making the copies.

For additional information, please see the District's FOIA policy on the following page.

Elmhurst Park District Administrative Policy and Procedure Manual

Section 1.12 - Freedom of Information Act (FOIA)

The District will disclose public records as required by the Freedom of Information Act (FOIA) (5 ILCS140/1, *et seq.*). Records subject to disclosure include any materials prepared by, for, or in the possession of the District or in the possession of an agency/entity with whom the District has contracted to perform a governmental function on behalf of the District or that directly relates to the District's functions. The District can deny a request for records that are specifically exempt from coverage under the Act, including information that would constitute an unwarranted invasion of personal privacy or a compromise of security.

FOIA Officers: The Act requires that each public body appoint one or more FOIA Officers who annually complete an electronic training curriculum developed by the Illinois Attorney General's Office. Their responsibilities include receiving information requests from the public and sending responses in compliance with FOIA. The Board appointed FOIA Officers as defined by the Act are the Executive Director, Director of Finance and Human Resources and Administrative Office Manager.

Submitting a Request: To review a record, a person must submit a request in writing via personal delivery, mail, e-mail, telefax, or other means available to the public body. The District cannot require that the request be submitted on a standard form or that the requester specify the purpose of a request, except to determine whether the records requested are for a commercial purpose or whether to grant a request for a fee waiver. A commercial request is when the requestor seeks to use public records for the sale, resale or solicitation or advertisement for sales or services.

Review and Response: Within five business days after the date the District receives the request, one of the designated FOIA Officers reviews and responds to the request. If a public record is available on the District's website, the Officer directs the requestor to the website where the records can be reasonably accessed. If the requestor is unable to reasonably access the record online, the requestor may resubmit his/her request, and the Officer must then make the record available for inspection or copying. If the public record is not accessible, available online or in an electronic format, the Officer provides duplicate copies at no cost for the first fifty pages (in black and white, letter or legal size) and for \$0.15 per each additional page. For color and/or abnormally sized copies, the District charges the requestor the actual cost for making the copies.

If the request fits the FOIA definition of a voluminous request, the Officer must respond within 5 business days and notify the requestor that the request is being treated as a voluminous request and why. A voluminous request is defined as any request made by a person, other than the news media and non-profit, scientific or academic organizations, that (i) includes more than 5 individual requests for more than 5 different categories of records; (ii) includes a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or (iii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record, such as a memorandum, book or report, exceeds 500 pages. The law specifies the procedure for handling this type of request and the related fees that can be charged for copies of the requested records.

Beyond the five business days, the FOIA Officer can extend the response time for no more than five additional business days. Requests made for commercial purposes can be extended for no more than twenty-one additional business days. The time period can only be extended for the following reasons: if the requested information is stored at a different location, requires the collection of a substantial number of documents or an extensive search, has not been located, needs to be reviewed further by staff to determine whether they are exempt from FOIA, cannot be produced without unduly burdening the public body or interfering with its operations or requires the public body to consult with another public body that has substantial interest in the requested subject matter or both parties agree in writing to an extension specifying when the request will be filled. When additional time is required due to any of the reasons above, the Officer must, within 5 business days after the receipt of the request, notify the person making the request of the reasons for the extension and the date by which the response will be forthcoming. If the request is unduly burdensome for the District to complete, the Officer can work with the person making the request in an attempt to reduce the request to manageable proportions.

To delete exempt material or to deny the request, a FOIA Officer must provide a written response to the respondent that includes a detailed factual basis for the application of any exemption claimed as the reason for denying the request, a citation to supporting legal authority, and notice that the requestor has the right to review by the Public Access Counselor (PAC) in the Illinois Attorney General's Office and the right to challenge the denial in court. The response should clearly state the names and titles or positions of persons responsible for the denial. If the District intends to invoke either the "unwarranted invasion of personal privacy" exemption or the "preliminary drafts" exemption as a basis for denying a FOIA request in whole or in part, a FOIA Officer must notify both the requesting party and PAC. The PAC would then determine within five days whether further inquiry is required.

The Board President or Attorney can request that the Attorney General's PAC issue an advisory opinion regarding compliance with FOIA (i.e. to verify if a record must be disclosed). This request must be in writing.

Penalty for Non-compliance: If a court determines that the District willfully and intentionally failed to comply with this Act or otherwise acted in bad faith, it can impose upon the District a civil penalty of not less than \$2,500 nor more than \$5,000 for each occurrence (considering the budget of the public body and whether the public body has previously been assessed penalties for violations of the Act). (5 ILCS 140)