



## **Municipal Directory**

Procedures for Requesting information under the  
freedom of Information Act.

February 2011

# **Municipal Directory**

## **Procedures for Requesting Information under the Freedom of Information Act. (FOIA)**

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### 1. Lisle Park District Mission Statement

It is the Mission of the Lisle Park District to enrich the quality of life for people of all ages by providing constructive and creative leisure opportunities.

### 2. Lisle Park District Vision Statement

#### To Advocate:

- Parks and Recreation
- Fiscal Integrity
- Innovative Solutions
- Civic Leadership
- Community Service

### 3. Park District Purpose

- a. The Lisle Park District was established by local referendum in 1967 as a special purpose unit of government as provided by the Illinois Park District Code.
- b. The Lisle Park District takes pride in the quality, variety, and maintenance of its 42 **parks and facilities**. With over **500 acres** of parkland located throughout Lisle, residents can find a neighborhood park within easy walking distance of their home.

### 4. Operating Budget

- a. The Operating budget for FY 2011 is \$9,219,317. The fiscal years begins on January 1<sup>st</sup> and ends Decemeber 31<sup>st</sup>.

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### 5. Lisle Park District Facilities

#### **Community Center**

1825 Short St.

Lisle, Il. 60532

Phone: (630) 964-3410

Fax: (630) 964-7448

#### **Meadows Center**

5801 Westview Ln.

Lisle, Il. 60532

Phone: (630) 969-0992

Fax: (630) 969-5296

#### **River Bend Golf Course & The View Restaurant & Bar**

5900 S. Route 53

Lisle, Il. 60532

Phone: (630) 968-1920

Fax: (630) 968-5057

#### **Parks Dept.**

1820 Short St.

Lisle, IL 60532

Phone: (630) 968-1012

Fax: (630) 829-5709

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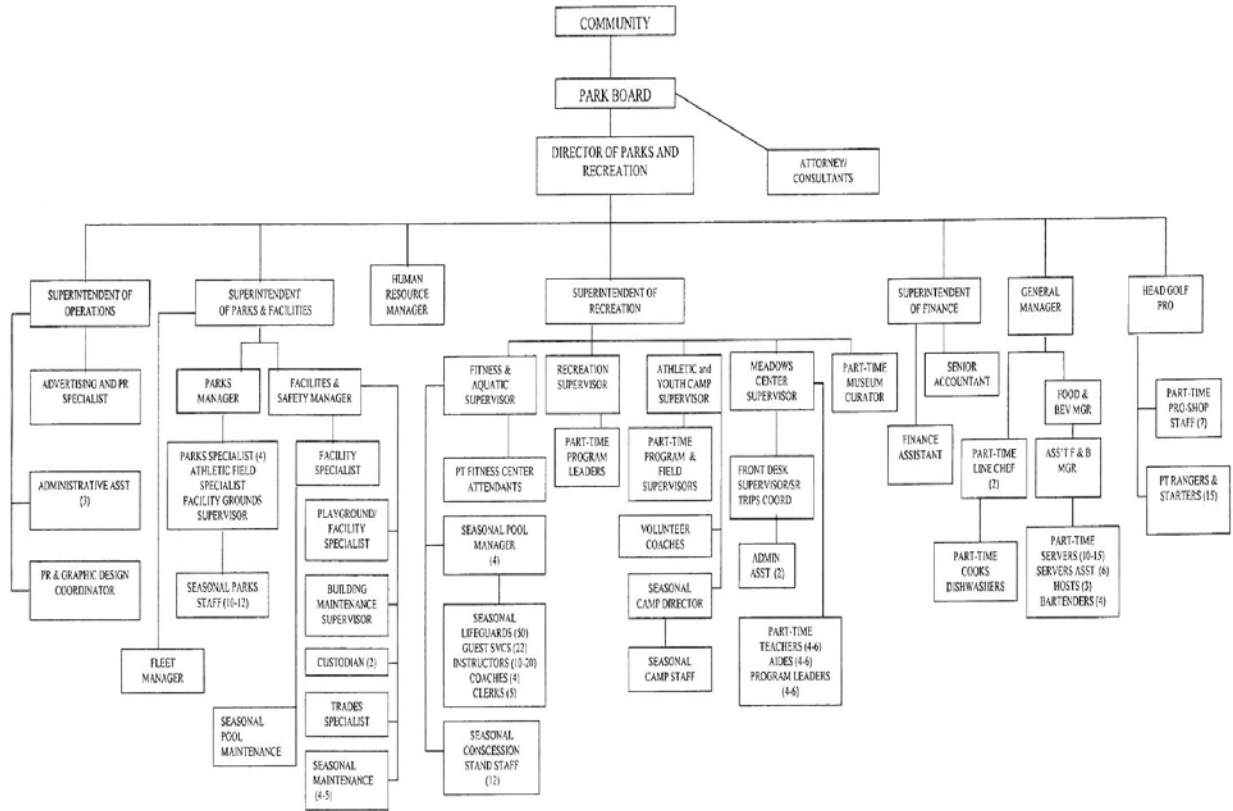
### 6. Board of Park Commissioners

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Don Cook	President	April 2011
Margaret Hough	Vice President	April 2013
Janis Kanzler	Treasurer	April 2013
Tony Carballo	Commissioner	April 2011
Debra Morse	Commissioner	April 2013

### 7. Employees:

The Lisle Park District's staff consists of 38 full-time and more than 240 part-time/seasonal personnel. The elected Board of Park Commissioners appoints the director.

# 8. Lisle Park District Organizational Chart



DIRECTOR'S SIGNATURE *[Signature]* DATE 6/2/10

9. **Lisle Park District FOIA Officers**

Dan Garvy  
Director of Parks & Recreation  
Lisle Park District  
1825 Short St.  
Lisle, IL 60532  
[dgarvy@lisleparkdistrict.org](mailto:dgarvy@lisleparkdistrict.org)

Scott Silver  
Superintendent of Finance  
Lisle Park District  
1825 Short St.  
Lisle, IL 60532  
[ssilver@lisleparkdistrict.org](mailto:ssilver@lisleparkdistrict.org)

Michael Toohey  
Superintendent of Recreation  
Lisle Park District  
1825 Short St.  
Lisle, IL 60532  
[mtoohey@lisleparkdistrict.org](mailto:mtoohey@lisleparkdistrict.org)

Phone: (630) 964-3410  
Fax: (630) 964-7448

**Lisle Park District Community Center** office hours are as follows:

Monday – Friday	8:30 – 5:00 pm
Thursday	8:30 – 7:00 pm
Saturday	9:00 - Noon



Lisle Park District  
1825 Short St.  
Lisle, IL 60532

Phone: (630) 964-3410 Fax: (630) 964-7448

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## REQUEST FOR PUBLIC RECORDS

\_\_\_\_\_  
Requestor's Name (Please Print)

Date of Request \_\_\_\_\_

\_\_\_\_\_  
Address

I wish to: **Inspect Only** **Receive Copy Both**  
(circle one)

\_\_\_\_\_  
Purpose?  
City State Zip

Is this request for a Commercial  
Yes No (circle one)

(\_\_\_\_\_) \_\_\_\_\_  
Home Phone Number

(\_\_\_\_\_) \_\_\_\_\_  
Work Phone Number

X \_\_\_\_\_  
Requesters Signature

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5ILCS 140.3 (c)).

**Description of Requested Records:**

\_\_\_\_\_  
Your request has been approved \_\_\_\_\_

\_\_\_\_\_ Page @ .15 ea (after 50). \_\_\_\_\_

\_\_\_\_\_  
Your request has been denied \_\_\_\_\_  
(Please see attached letter of explanation)

Total Paid \_\_\_\_\_

\_\_\_\_\_  
Date of Response \_\_\_\_\_

There is no charge to inspect the records

\_\_\_\_\_  
Name \_\_\_\_\_

Requestor Notified \_\_\_\_\_

\_\_\_\_\_  
I have received and/or inspected the public records I requested

X \_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

## 11 Fee Information

### **Can the public body charge for copies?**

Yes, but the charges are limited. For black and white, letter or legal sized copies (8 ½ x 11 or 11 x 14), 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 public body can charge the actual cost of copying.

### **Can a public body charge for electronic copies?**

Yes, but only for the actual cost of the recording medium. For example, if information is produced on CDs, the public body may only charge the actual cost of purchasing the CDs.

### **Is it possible for a public body to waive the copying fees?**

Yes. Public bodies may waive or reduce copying fees at any time if disclosure is in the public interest. For example, a waiver or reduction may be 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; or

No personal or commercial benefit will be received from document disclosure.

### **Can we pass a vendor copy fee on to a requester?**

Only in certain circumstances. FOIA limits the copying charge to \$.15 per page for black and white copies on regular size paper, after the first 50 pages, which are free to the requester. A public body may only charge the actual cost of reproduction for oversized or color copies.