

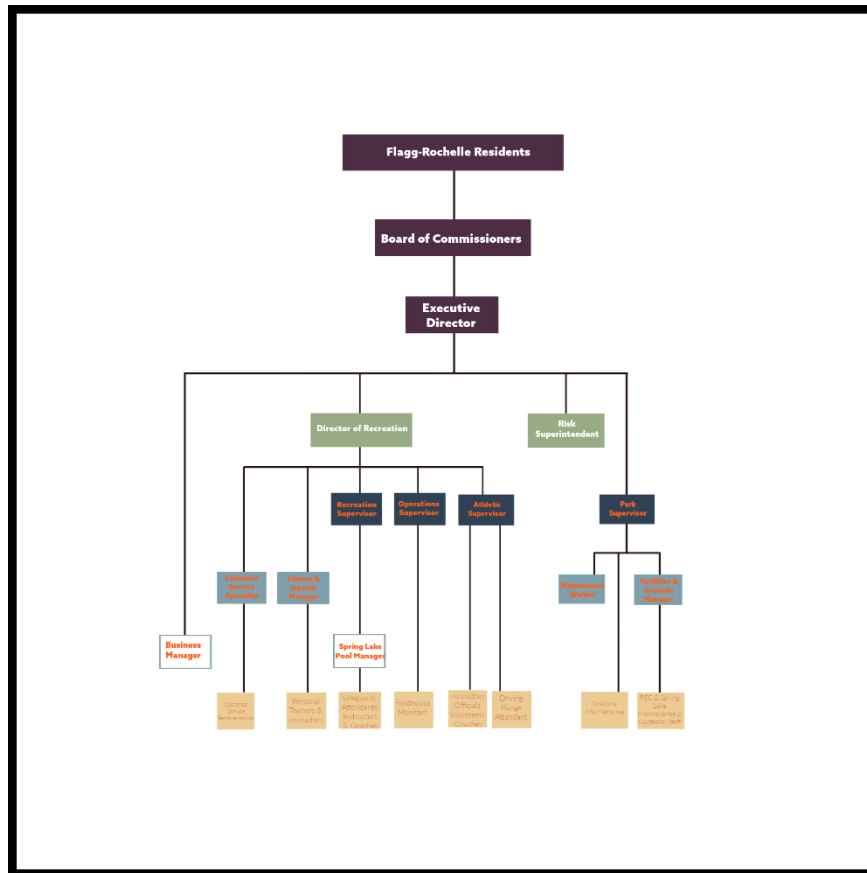
# Section 4



## Mission Statement

The Flagg-Rochelle Community Park District shall develop and maintain a responsive, efficient, and creative parks and recreation system for all citizens, composed of a variety of services, park areas, and facilities contributing to the well-being of the individuals, family, the attractiveness of the neighborhood, and the socio-economic health of the community.

## Organizational Chart



**Total amount of its operating budget:** Less than \$5,000,000.00.

**Main Office:** 802 Jones Road • Rochelle, IL 61068

**Approximate number of full and part-time employees:** 12 full time, approximately 60 part time

### Current Officials and their positions:

Tim Hayden - President

Jodie Hart - Asst. Secretary

Dale Wells - Treasurer

John Dobbs - Vice President

Brent Carmichael – Secretary

Melody Worthington - Commissioner

Joe Lenkaitis - Asst. Treasurer

# Section 4



## Committees:

Budget & Finance	Tim Hayden & Dale Wells
Planning & Capital	Tim Hayden & John Dobbs
Personnel & Administration	Tim Hayden & BT Carmichael
Programs & Recreation	Jodie Hart, Joe Lenkaitis & Melody Worthington
Public Relations & Ethics	Joe Lenkaitis & John Dobbs

## Requesting Information:

### How to Submit a FOIA Request

The Freedom of Information Act (FOIA) is an Illinois state statute that provides the public the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure.

The Flagg-Rochelle Community Park District has appointed a FOIA Officer to provide public records as expeditiously and efficiently as possible under the law. **The District's FOIA Officer is Brent Boardman, Risk Superintendent.**

1. All requests must be submitted in writing. You may use the District's FOIA form (see the following pages) but you are not required to use a specified form. The request may be delivered in person, by mail, by fax or by e-mail.
  - a. In person or via postal mail to the following:  
Freedom of Information Officer  
Flagg-Rochelle Community Park District  
802 Jones Road  
Rochelle, IL 61068
  - b. Fax to: (815) 562-5383 Attn: FOIA Officer
  - c. E-mail to: [foia@rochelleparkdistrict.org](mailto:foia@rochelleparkdistrict.org) must include 'FOIA Request' in subject line/body
2. Be as specific as possible when identifying the documents you wish to obtain so that the District can find the requested records. Providing as much information as possible in your request on the subject matter may expedite the search process.
3. Let the District know whether you wish to examine the records in person, have paper copies made, or receive the records in electronic format (if they already exist in electronic format).
4. Include your name, address, the date and a daytime phone number, so that the District can contact you if there are questions.

Questions regarding the FOIA process can be answered by calling the FOIA Officer at the Flagg-Rochelle Community Park District: (815) 562-7813.

The District must respond to a FOIA request within five (5) business days after the District receives the request. Day one (1) of the five (5)-day timeline is the first business day after the request is received.

## Section 4

802 Jones Road | Rochelle, IL 61068 ● Phone: (815) 562-7813 ● [rochelleparkdistrict.org](http://rochelleparkdistrict.org)



If additional time is needed, the District must notify the requestor in writing within five (5) business days after the receipt of the request. The statutory reasons for the extension and when the requested information will be produced shall be stated in the notification.

The following records are immediately available to the public on the District's website (no FOIA request required):

- Park Board Meeting Agendas (2010-current calendar year)
- Park Board Meeting Minutes (2010-current calendar year)
- Budget & Appropriation Ordinance (current year)
- IMRF Participation Notice (current year)

The District can charge for copies made after the first 50 copies (black and white, letter-sized or legal-sized). Additional copies will be 15 cents each. For color copies or abnormal size copies, the District will charge the actual cost of copying. The District will charge the cost of a CD, if requested and available, in electronic format.

If the FOIA request is denied, you will receive written notice with a specific legal reason under the Freedom of Information Act to justify the denial. You may contact the Public Access Counselor (PAC) in the Attorney General's office if you wish to file a Request for Review of the issue.

[publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)



**Public Records Request Form**

<b>PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT</b>	<b>Date of Request:</b> ____/____/____
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**Requestor Information**

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is this request for commercial purposes?      YES      NO  
        

Information being requested and in what format? Be as specific as possible.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If we have questions concerning your request, what is the best way to contact you?  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the District's FOIA Officer:**

Date Request Received: \_\_\_\_\_ Request Fulfilled Date: \_\_\_\_\_  
(If denied, letter of explanation attached)

Description of Documents Provided:  
\_\_\_\_\_  
\_\_\_\_\_

Charges for Requested Information: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Signature of FOIA Officer: \_\_\_\_\_ Date: \_\_\_\_\_