

FREEDOM OF INFORMATION ACT

In compliance with the Freedom of Information Act, the Belvidere Park District provides the following information to assist citizens who ask for access to records authorized under the act.

The request for access to public records must be made in writing. A written request can be made online or at the Park District's Administration Office at 1006 West Lincoln Avenue, Belvidere, Illinois 61008. You may submit your written request in person at the address listed below or via mail, fax, or e-mail.

Please submit your request to:

FOIA Officer – Executive Director

Belvidere Park District

1006 West Lincoln Avenue

Belvidere, Illinois 61008

Fax 815 544 4648

danroddewig@belviderepark.org

When submitting your written request, please be as specific as possible. The freedom of information act is designed to allow you to receive and /or inspect copies of records. It is not designed to require a public body to answer questions.

The first fifty pages of information, standard black and white copies, are free. For pages beyond fifty there is a .014606 cent per page charge. All color or oversized copies are the actual cost of reproduction.

When a written request for records has been submitted, the district must provide access to those records and/or copies of them within five business days. Under certain circumstances, this time limit may be extended for five more business days. Notice of this five day extension must be sent to the person requesting the records.

Please indicate if your request is for a commercial purpose. If, so the district must provide access to the records and/or copies of them within twenty-one business days. It is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

Include your name, mailing address, phone number where you can be reached and if you wish e-mail address.

BELVIDERE PARK DISTRICT

AGENCY PROFILE

The Belvidere Park District was established by referendum in 1919 as a special purpose unit of local government as provided by the Illinois Park District Code.

The Belvidere Park District is governed by a five member Board of Park Commissioners who are elected to four year terms by the residents of the district. Commissioners elect a President, Vice-President, Secretary and Treasurer to serve one year terms.

Commissioners	Term Expires
Mary Marquardt	2017
Jean Twyning	2017
John Ackman	2017
Eric Dahl	2019
Sam An	2019

The Belvidere Park District Board of Commissioners regularly meet on the second and fourth Tuesday's of each month, except December when they meet on the second Tuesday only, at 5:00 p.m. at the Baltic Mill Annex, 920 West Lincoln Avenue, Belvidere, Illinois.

The Belvidere Park District Administration Office is located at 1006 West Lincoln Avenue, Belvidere, Illinois. Office hours are Monday – Friday 9:00 a.m. till 5:00 p.m. the phone number is 815 547 5711, the fax number is 815 544 4648 and the web address is www.belviderepark.org.

The district population is approximately 34,491. The district consists of approximately 40 square miles located in Belvidere Township [36 square miles], portions of Flora, Spring, Bonus and Caledonia Townships [4 square miles]. Its boundaries are Winnebago/Boone county line on the West, Orth Road and Aberdeen Knolls subdivision in Caledonia Township on the North, Poplar Grove Road and Logan Square, Wycliffe, and Farmington Fields Subdivisions in Bonus Township on the East and U. S. 20 on the South plus various commercial and industrial tracts and Oakbrook Woods and Paradise Village subdivisions in Flora and Spring Townships.

The district operates 11 parks with 360 acres of property. Facilities include an outdoor swimming pool, tennis courts, outdoor basketball courts, softball fields, baseball fields, picnic shelters, skate park, fishing pier, recreation paths, disc golf course, boat launch, canoe launch, soccer fields, historic site, Recreation Center, and various playground areas.

The district has 19 full time employees, 70, part time employees and 126 seasonal employees. The fiscal year begins January 1 and concludes December 31. The 2016 operating budget is \$3,742,051.00, the bond and capital budget is \$2,457,475.00 with an Equalized Assessed Value of \$541,773,273.00 and a tax rate of .62885.

The district provides a year round full range of recreation and athlete programs. A complete listing of programs, events and activities can be found in our program brochure and on our website.

TYPES OF RECORDS AVAILABLE FROM THE BELVIDERE PARK DISTRICT

Ordinances	Resolutions
Board Meeting Agendas	Board Meeting Minutes
Annual Audits	Tax Levy
Accounts Payable and Receivable	Salary information
Inspection Reports	Letters received by the district
Letters sent by the district	Personnel Policies
Insurance Information	Board Meeting Packets
List of Park District Officials	Listing of Parks and Facilities
Administrative Ordinance	Master Plan
Job Descriptions	Agreements and Leases
Bond Information	Building and Facility Usage
Calendar of events	Certificates of Insurance
Election Records	Facility Rental Fee Schedule
Grant Records	Independent Contractor Agreements
Intergovernmental Agreements	Material Safety Data Sheets
Park District Brochures	Prevailing Wage