

Naperville Park District™

FREEDOM OF INFORMATION ACT (FOIA) GUIDE

FILING A FREEDOM OF INFORMATION ACT (FOIA) REQUEST

FOIA requests must be submitted in writing. Although the use of a particular form is not required, a Request for Public Records Form is available on the Naperville Park District website. The Park District may provide records in an electronic format and must do so if available in such format and requested in that format. Individuals who do not have reasonable access to computers or printers may request a printed copy of the records.

FOIA Process

Upon receipt of the request, a FOIA Officer will note the date the request is received and calculate the appropriate response deadline before processing. All documents related to a request will be kept until it is complied with or denied, and files of all FOIA requests and the responses thereto will be maintained.

Fees are not charged for the first 50 pages of standard black and white copies. After the first 50 pages, the fee for black and white copies is \$.15 per page unless the actual reproduction costs (for color or oversized copies, for example) are higher. A fee equal to the actual cost may be charged for such copies.

Naperville Park District FOIA Officers

Marissa Kula, Lead FOIA Officer
(630) 848-3509 | mkula@napervilleparks.org

Jennifer Herrmann
(630) 848-2139 | jherrmann@napervilleparks.org

Sameera Luthman
(630) 848-3570 | sluthman@napervilleparks.org

Ashley Rowden
(630) 995-8916 | arowden@napervilleparks.org

Katie Sepe
(630) 848-3508 | ksepe@napervilleparks.org

Brad Wilson
(630) 848-3532 | bwilson@napervilleparks.org

Methods for Submitting a FOIA Request

- Mail or in-person delivery to a Naperville Park District Office (locations listed below)
- Email to foia@napervilleparks.org
- Fax to 630-848-5001

Categories of Organizational Records

- *Agendas (2019–present immediately avail.)
- *Minutes (2019–present immediately avail.)
- *Budgets (2016–present immediately avail.)
- Ordinances
- Resolutions
- Policies
- Reports
- Agreements
- Contracts
- Invoices
- Bids

*These records are immediately available for inspection for the years specified in digital format; additionally, copying of available records is available upon request at a Park District customer service location during regular business hours. Many of these records are posted and available online at: www.napervilleparks.org.

NAPERVILLE PARK DISTRICT OFFICES CUSTOMER SERVICE LOCATIONS

- Alfred Rubin Riverwalk Community Center – 305 W. Jackson Ave., Naperville, IL 60540
- Fort Hill Activity Center – 20 Fort Hill Dr., Naperville, IL 60540
- Knoch Knolls Nature Center – 320 Knoch Knolls Rd., Naperville, IL 60565

Office hours of the above facilities are available at www.napervilleparks.org

Additional Naperville Park District Facilities

- Administration Bldg – 320 W. Jackson Ave., Naperville, IL 60540
- North Maint. Facility – 219 Mill St., Naperville, IL 60540
- Central Maint. Facility – 427 Martin Ave., Naperville, IL 60540
- South Maint. Facility – 3415 Book Rd., Naperville, IL 60564
- Naperbrook Golf Course – 22204 Hassert Blvd., Plainfield, IL 60585
- Springbrook Golf Course – 2220 West 83rd St., Naperville, IL 60564

ABOUT THE NAPERVILLE PARK DISTRICT

Created in 1966, the Naperville Park District is an independent municipal agency serving the recreation needs of its residents. The District maintains and operates more than 2,400 acres with 140 parks and facilities and provides over 8,000 recreational classes, teams, events, and performances annually for a population of nearly 150,000. The Park District is an accredited agency through Commission for Accreditation of Park and Recreation Agencies (CAPRA) of the National Recreation and Park Association (NRPA).

The purpose of the Naperville Park District is identified through its

Mission, Vision and Core Values:

MISSION: We provide recreation and park experiences that promote healthy lives, healthy minds and a healthy community.

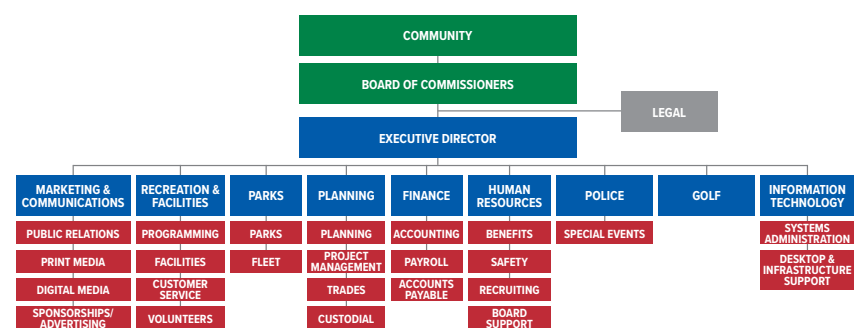
VISION: To be a national leader in parks and recreation providing and promoting high quality experiences and facilities at a great value to our community.

CORE VALUES: Health and Wellness • Community Enrichment • Public Safety Environmental Education, Stewardship & Sustainability • Accessibility Personal Growth and Enrichment

Membership of Park Boards and Committees:

- Park Board of Commissioners: Leslie Ruffing (president), Rhonda Ansier, (vice president), Aishwarya Balakrishna, Chris Jacks, Rich Janor, John Risvold and Alison Thompson
- Finance Committee: President Leslie Ruffing and Commissioner Chris Jacks
- Legislative Committee: Commissioners Alison Thompson, Aishwarya Balakrishna and John Risvold
- Parks and Recreation Committee: Commissioners Aishwarya Balakrishna and Rich Janor, and Vice President Rhonda Ansier
- Western DuPage Special Recreation Association. Board: Brad Wilson, NPD Executive Director
- Riverwalk Commission: President Leslie Ruffing and Tiffani Picco, NPD North Parks Operations Manager

Organizational Chart

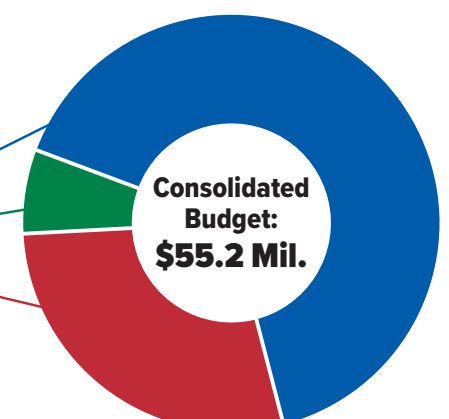


2026 Budget

Operating Budget: \$37.5 Million

Debt Retirement: \$3.7 Million

Capital Budget: \$14 Million



Approximate Number of Employees

Full-time & Full-time Equivalent (FTE) Employees

140

Part-time Employees

850