

GLENVIEW PARK DISTRICT
1930 PRAIRIE STREET
GLENVIEW, IL 60025
847-657-3215
www.GlenviewParks.org

The Glenview Park District, incorporated in 1927, is a local taxing body whose primary purpose, through exceptional experiences, is to strive to build a sense of community, enhance people's lives and contribute to enrichment of the individual, family and the community and to provide a community in which everyone enjoys happiness, health and an appreciation of the environment on a daily basis.

REQUESTS FOR INFORMATION

Requests for Information and Public Records under the Freedom of Information Act are to be submitted **in writing** to the FOIA Officer. The Glenview Park District does not require that you complete a standard form for this purpose. You may submit your written request by mail, fax, email or in person. If sending your request by email, please indicate FOIA in the subject line to properly identify your request. The request must specify whether the intended use of the information is for commercial purposes, whether you would like to inspect the records or request that copies be provided and whether any copies need to be certified. Please be as specific as possible in your description of the information being requested so that the appropriate information can be provided efficiently and cost effectively. The Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to create new records or as a forum for asking questions. If you have a question about the Glenview Park District, please contact the Administration office at 847-657-3215 or send us an e mail at www.GlenviewParks.org.

Freedom of Information Act (FOIA) Officers:

Katie Skibbe, Deputy Executive Director (primary)

Phone: 224-521-2244 Fax: 224-521-2245 Email: Katie.Skibbe@GlenviewParks.org

Michael D. McCarty, Executive Director (secondary)

Phone: 224-521-2250 Fax: 224-521-2251 Email: Michael.McCarty@GlenviewParks.org

Joanne Capaccio, Executive Assistant (secondary)

Phone: 224-521-2282 Fax: 224-521-2283 Email: Joanne.Capaccio@GlenviewParks.org

Fees for providing copies of requested information:

- No fees will be charged for the first 50 pages of black and white, letter or legal sized copies
- 15 cents per page for additional black and white, letter or legal sized copies
- 50 cents per page for color, letter or legal sized copies
- \$1.00 for each certified document
- Photographs, plats, maps, specifications and other documents greater than 8 ½ x 14 will be reproduced at the market rate
- Fees for electronic records for voluminous requests, as defined by the Freedom of Information Act, are \$20 for not more than 20 megabytes of data, \$40 for more than 2 but less 4 megabytes of data and \$100 for more than 4 megabytes of data.
- In addition to the above fees, commercial requests are charged \$10 per hour (after the first 8 hours) for personnel costs incurred for searching, retrieving and examining the records.
- You may request a waiver of the copying of fees, but you must include a specific explanation as to why your request for information is in the public interest, not simply your personal interest, and merits a fee waiver.

Public Records: This is a list of commonly requested documents; it is not to be construed as exhaustive or limiting: Administrative Policies, Audit Reports, Approved Board and/or Committee Meeting Minutes, Bids for Equipment or Services, Cancelled Checks, Bank Statements, Comprehensive Master Plan, Strategic Plan, Ordinances and Resolutions, Intergovernmental Agreements, Meeting Notes of Advisory Committees, Plats of Survey for Parks, Program Brochures, Annual Treasurer's Report, Board and Committee Meeting Reports, Cash Records, Check Stubs and Copies of Contracts for Construction Projects, District Mission and Vision Statement, Insurance Policies, Monthly Financial Statements, Paid Bills and Invoices.

Please Be Sure to include your Name, Address, Phone Number and/or Email so that we can contact you with any questions and respond to your request.

GENERAL INFORMATION ABOUT THE GLENVIEW PARK DISTRICT

Highlights

- Operating Budget (2018-2019): \$40,573,543 (including capital and debt service)
- Full-time Employees: 110
- Part-time Employees: 900 (fluctuates seasonally)

Board of Park Commissioners: David Dillon (President), Angie Katsamakakis (Vice President), William Casey, Robert Patton, Dan Peterson, Jen Roberts, Dave Tosh,

Officials: William Moore (Treasurer), James Rock, associate at Ancel Glink (Attorney)

Executive Director: Michael D. McCarty

Advisory Committees (Fiscal Year 2018-2019)

Administrative Operations and Marketing

*(Human Resources/Technology/Training/
Planning/Legislative/Marketing/Public Relations)*

Chair: Bob Patton

Commissioners: Dave Tosh

Staff: Katie Skibbe

Attorney: Jim Rock

Finance

(Budget/Audit/Tax levy)

Chair: Jen Roberts

Commissioners: Dan Peterson, Bill Casey

Staff: Katie Skibbe

Treasurer: Bill Moore

Museums and Historical Preservation

*(The Grove, Wagner Farm, Air Station Prairie,
Schram Memorial Museum)*

Chair: Dave Tosh

Commissioners: Bill Casey, Angie Katsamakakis

Staff: Jim Warnstedt, Todd Price

Park & Facility Services/Environmental

*(Parks Maintenance/Renovations/Building
Maintenance/ Stewardship and Protection of Open
Space, Recycling-Eco Policy)*

Chair: Dan Peterson

Commissioners: Bob Patton

Staff: Jim Warnstedt

Recreation & Swimming Pools

*(Recreation Services/Park Center/Swimming
Pools)*

Chair: Angie Katsamakakis

Commissioners: Bill Casey, Dan Peterson

**Staff: Michael McCarty, Joanne Capaccio,
Todd Price**

Special Revenue Facilities

(Tennis/Golf/Ice)

Chair: Bill Casey

Commissioners: Jen Roberts, Bob Patton

Staff: Lori Lovell

Special Liaisons

Local Government: **Dave Dillon**

Foundation: **Dave Dillon, Jen Roberts**

Senior Center: **Dave Tosh**

NSSRA: **Dan Peterson**

Youth Sports Task Force

(Local Youth Sports Organizations)

Chair: Dave Tosh

Commissioner: Bill Casey

Staff: Jim Warnstedt, Todd Price

*The President of the Board shall serve as an ex-officio voting member of all committees and task forces.

MAJOR ORGANIZATIONAL DIVISIONS
(CHART IS ATTACHED)

The Glenview Park District has 5 functional subdivisions:

1. **Administrative Services** - includes Accounting, Technology, Human Resources, Payroll, Risk Management, and General Administrative Operations
2. **Park & Facility Services** - includes parks, playgrounds, sports fields and general park district infrastructure
3. **Special Facilities** - includes Golf, Racquet Sports and Ice Center operations
4. **Leisure Services** - includes Park Center, Aquatics, Schram Memorial Museum, The Grove, Wagner Farm and Evelyn Pease Tyner Center and Air Station Prairie operations
5. **Marketing**

Major Facilities

Administration Building	1930 Prairie Street, Glenview, IL 60025
Glenview Ice Center	1851 Landwehr Road Glenview, IL 60026
Glenview Prairie Club Golf & Paddle	2800 West Lake, Glenview, IL 60025
Glenview Park Golf Club	800 Shermer Road, Glenview, IL 60026
Glenview Tennis Club	1800 Wagner Road, Glenview, IL 60025
Flick Pool	3600 Glenview Road, Glenview, IL 60025
Roosevelt Pool	2239 Fir Street , Glenview, IL 60025
The Grove	1421 Milwaukee Ave. Glenview, IL 60025
Park Center	2400 Chestnut, Glenview, IL 60026
Schram Memorial Museum	1799 Patriot Blvd., Glenview, IL 60026
Wagner Farm	1510 Wagner Road, Glenview, IL 60025
Evelyn Pease Tyner Center/Air Station Prairie	2400 Compass Road, Glenview, IL 60026

Glenview Park District
Functional Organizational Structure

