



www.CollinsvilleRec.com

10 Gateway Drive, Collinsville, Illinois 62234 • (618) 346-PLAY(7529) • (618) 346-7530 (fax)

Freedom of Information Act

The following information is made available in accordance with the Illinois Freedom of Information Act (FOIA):

1. Summary of purpose: The Collinsville Area Recreation District (CARD) was established in 1990 as a special purpose of government as provided by the Illinois Park District Code.

Five individuals are elected to serve on the Board of Park Commissioners, the District's governing board. Commissioners serve six-year terms without compensation. The commissioners elect a president, vice-president, secretary and treasurer to serve one-year terms. The commissioners appoint the District's executive director and legal counsel. The executive director serves as the District's chief executive officer and carries out the policies set forth by the Board.

CARD was created for the purpose of acquiring, maintaining and operating parks and activities therein, and creating and maintaining recreation opportunities.

2. Block diagram of functional subdivisions: See page 2.

3. Total amount of operating budget: The operating budget for the fiscal year starting May 1, 2013 and ending April 30, 2014 is: expenditures: \$6,593,163.00; revenues: \$8,779,317.00.

4. Number and location of all of offices:

Collinsville Area Recreation District
Activity Center and Administrative Offices
10 Gateway Drive, Collinsville, IL. 62234

Collinsville Area Recreation District
Maintenance Facility
1345 Pleasant Ridge Road, Maryville, IL. 62062

Splash City Waterpark
10 Gateway Drive, Collinsville, IL. 62234

Arlington Greens Golf Course
200 Arlington Drive, Granite City, IL. 62040

Willoughby Heritage Farm
and Conservation Reserve
631 Willoughby Lane, Collinsville, IL. 62234

5. Approximate number of full and part-time employees: full-time, year-round: 20 ; part-time, year-round: 10; part-time, seasonal: 178

6. Identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations:

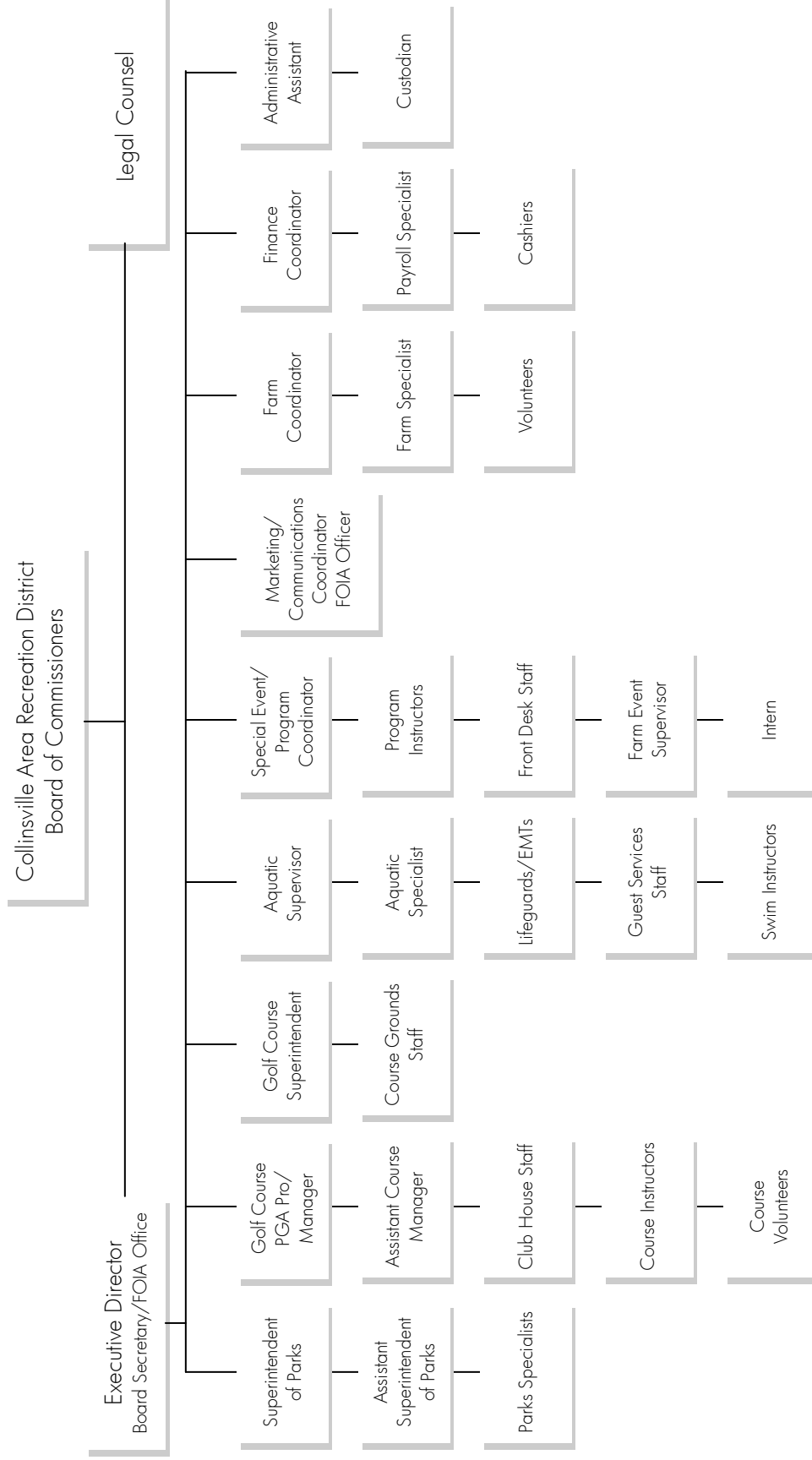
Board of Commissioners

(Elected to six-year term of office)

Mark Achenbach.....April, 2019
Mary Ann Bitzer.....April, 2015
Patrick Collins.....April, 2019
Jeanne Lomax.....April, 2015
David Tanzyus, president..... April, 2017

7. How the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable: See pages 3-5.

Organizational flowchart of the Collinsville Area Recreation District updated November 2013





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The Illinois Freedom of Information Act (FOIA) is a 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.

Exemptions are described under 5 ILCS 140, Section 7 and Section 7.5. In addition, some records may be subject to confidentiality provisions imposed by other state or federal laws; the FOIA process for disclosure of information does not supersede these other applicable statutory and judicial mandates.

The Freedom of Information Act is designed to allow a person to inspect or receive copies of records. It is not designed to require a public body to answer questions. For general questions regarding CARD, call (618) 346-PLAY(7529).

How to File a Freedom of Information Act Request with the Collinsville Area Recreation District

The following are instructions on how to file a Freedom of Information Act (FOIA) request with the Collinsville Area Recreation District (CARD):

1. Please make your request for records in writing. CARD does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax or e-mail. Please direct your request to:

FOIA Officer Elizabeth Davis
Collinsville Area Recreation District
10 Gateway Drive, Collinsville, IL 62234
Fax: (618) 346-7530
E-mail: edavis@collinsvillerec.com

2. Please be **as specific as possible** when describing the records you are seeking. Remember, 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 answer questions. To the extent that you wish to ask questions of a CARD representative, you may contact CARD at (618) 346-7529, to be directed to the proper person.

3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.

4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a per-page charge of .04671 cents.

5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, 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.

6. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your e-mail address.



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**Freedom of Information Act Request
to the Collinsville Area Recreation District
continued**

Do you want to receive copies of the documents? YES NO

Or do you want to review the documents in the CARD Activity Center/Administrative Office?
 YES NO

If you would like to receive copies of the documents:

Do you want paper copies or electronic copies? Paper Electronic

If you want electronic copies, please indicate the format in which you would like to receive them: _____

CARD will provide documents in the electronic format requested, if feasible.

Is this request for a commercial purpose? YES NO

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 it is requested to do so by the public body. 5 ILCS 140.3.1(c).

Are you requesting a fee waiver? YES NO

If you are requesting a waiver of any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).