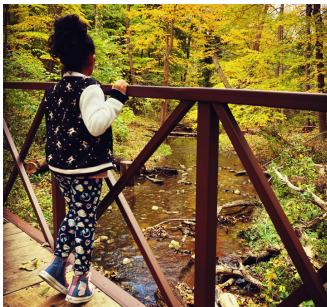


MUNICIPAL DIRECTORY



WAUKEGAN PARK DISTRICT



MUNICIPAL DIRECTORY

DESCRIPTION OF THE PUBLIC BODY, MISSION STATEMENT & SUMMARY OF PURPOSE

The Waukegan Park District operates as a special purpose unit of government pursuant to the Illinois Park District Code (70 ILCS 1205/1), with five elected Commissioners at large and an appointed Executive Director. The Waukegan Park District was established by local referendum on December 26, 1916.

The mission of the Waukegan Park District is to be committed to providing parks, facilities and leisure opportunities to our culturally diverse population through leadership with community involvement, dedicated staff and sound management.

An elected Board of Park Commissioners consisting of five members constitutes the governing board of the Park District. Commissioners are elected to serve a six-year term. Commissioners serve without receiving any compensation.

Commissioners elect from among themselves a President, a Vice President, and a Treasurer. These officers typically each serve a one-year term. Commissioners appoint an Executive Director and an Attorney/Secretary. The Executive Director serves as the chief executive officer for the Park District and carries out the policies of the Board.

CURRENT ELECTED & APPOINTED OFFICIALS & EMPLOYEES

The current members of the Board of Commissioners are:

- Anton L. Mathews, *President*
- George Bridges, Jr., *Vice President*
- Jeremiah Johnson, *Treasurer*
- Jacqueline Herrera Giron, *Commissioner*
- Janet E. Kilkelly, *Commissioner*

Amanda R. Florip, Attorney has been appointed as the Board Secretary.

The District's administrative staff is hired by the Executive Director.

TOTAL NUMBER OF WAUKEGAN PARK DISTRICT EMPLOYEES

74 authorized full-time staff, 222 part-time and more than 86 seasonal and temporary employees.

AFFILIATIONS

National Recreation and Park Association (NRPA), Illinois Association of Park Districts (IAPD), Illinois Park and Recreation Association (IPRA) and Park District Risk Management Agency (PDRMA).

ADVISORY COMMITTEES

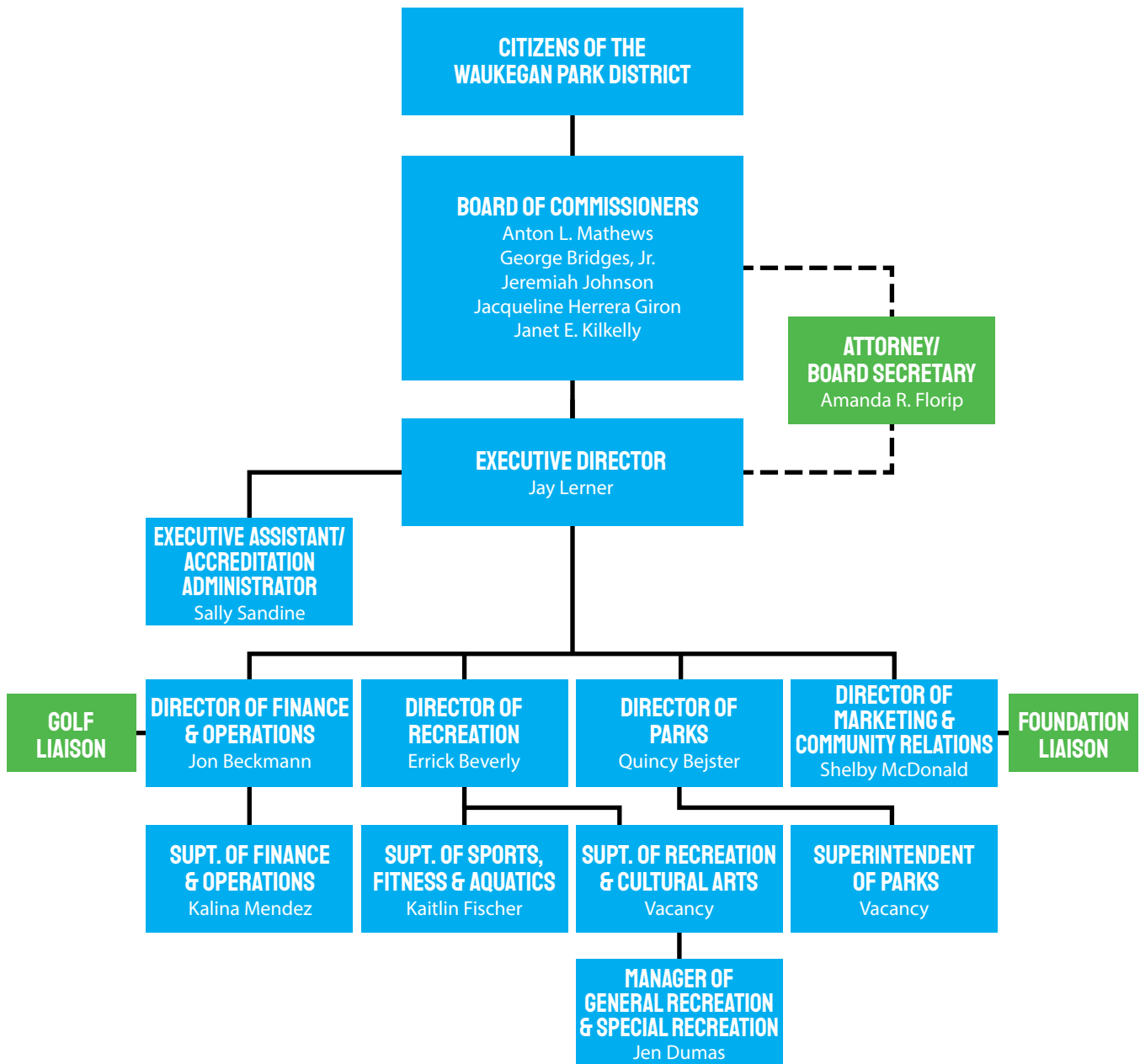
Recreation Advisory Committee

- Brian Cowart
- Jo Dooley
- Sam Johnson
- Melissa Juarez-Ehlers
- David Motley
- Lori Nerheim
- Martha Padilla-Ramos
- Mercedes Rivera
- Roxanne Swanson
- Sheryl Streicher
- Christian Torres
- Jane Waller
- Tina Yurik

Golf Advisory Committee

- Jack Bradbury
- Sandy Bradbury
- Joe Chess
- Sandy Chess
- Ed Holm
- Ellen Kiernan
- Tyler Shadden
- Chuck Shields
- Debbie Shields
- Steve Snarski

ORGANIZATIONAL CHART



PARK DISTRICT DIVISIONS

Office of the Executive Director

Under the Executive Director, this division provides policy implementation and compliance and executive management for the Park District. This division is responsible for supporting the Board of Commissioners, management of the Directors, recordkeeping, contracts, elections, as well as legal liaison, functions and records and intergovernmental liaison.

Marketing and Community Relations Division

Under the Director of Marketing and Community Relations, this division provides communication and promotion of services for the Park District. The Marketing and Community Relations Division is responsible for identity including brand ad graphic standards, print communication e.g. program guide, electron and social media, website, and subscriptions to communication platforms such as Constant Contact, Survey Monkey, and Calimeo Flip Book.

Finance and Operations Division

Under the Director of Finance and Operations, this division provides financial services for the Park District. The Finance and Operations Division is responsible for personnel and payroll, accounts payable, cash management, budgeting, capital, and debt planning, information technology, risk management, and the accounting functions of the Park District.

Parks Division

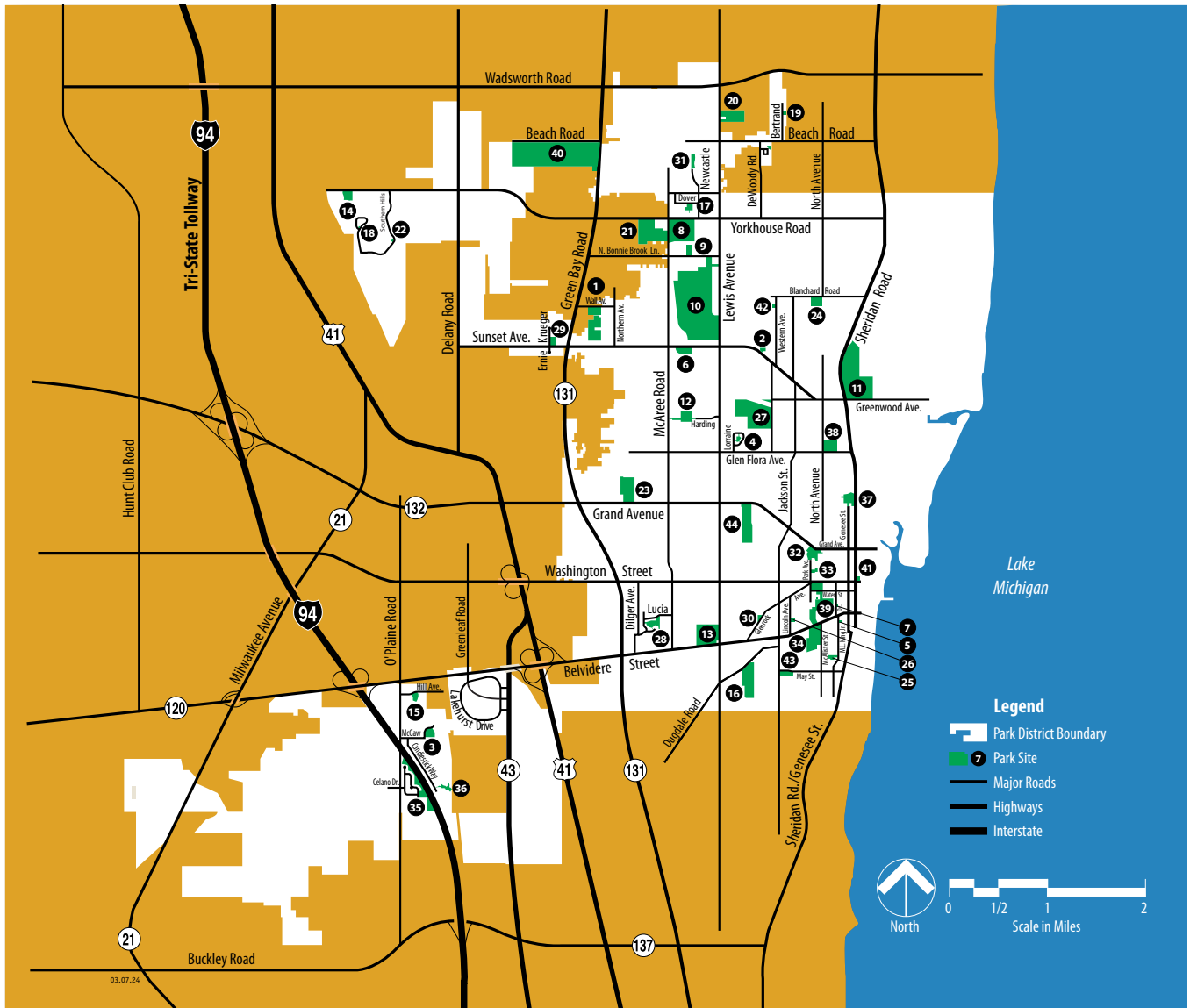
Under the Director of Parks, this division provides operational and maintenance for the District's parks, buildings, fleet vehicles, and equipment. This division is responsible for the implementation and oversight of the capital improvement plan.

Recreation Division

Under the Director of Recreation, this division provides recreational, historical and fine arts performance and educational programs, services, events, and facilities to the general public. This division is responsible for program planning and development, implementation and analysis, marketing and evaluation, facility scheduling and maintenance, fundraising and grant writing, administration and staff supervision.

AUTHORIZED STAFF LEVELS BY DIVISION					
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Executive Director					
Full-Time	2	2	2	3	3
Part-Time	0	0	0	0	0
Marketing & Community Relations					
Full-Time	4	4	4	5	5
Part-Time	0	0	1	0	0
Finance & Operations					
Full-Time	9	10	11	11	11
Part-Time	2	2	3	2	2
Parks					
Full-Time	22	22	23	25	25
Part-Time	28	28	20	19	15
Seasonal	19	19	26	16	23
Recreation					
Full-Time	26	26	26	29	30
Part-Time	118	118	108	112	112
Seasonal	69	69	69	70	70
Total					
Full-Time	63	64	66	73	74
Part-Time	148	148	132	133	129
Seasonal	88	88	95	86	93

WAUKEGAN PARK DISTRICT MAP



BUDGET—FISCAL YEAR 2024-25

The total proposed budget expenditures for FY2024-25 are \$44,906,946.

Expenditure	Actual FY 2022-23	Budget FY 2022-23	Projected FY 2023-24	Budget FY 2023-24	Budget FY 2024-25	Budget % Change
Corporate Fund	\$ 2,378,564	\$ 2,534,720	\$ 2,513,726	\$ 2,731,583	\$ 2,876,381	5.3%
Special Revenue Funds						
Recreation	6,562,830	7,185,202	6,777,262	7,795,172	8,051,809	3.3%
Police Systems	188,605	168,256	210,128	228,898	244,157	6.7%
Special Recreation	991,373	1,088,283	981,288	1,138,127	1,258,174	10.5%
Paving & Lighting	48,020	49,500	54,351	50,500	52,000	3.0%
Museum	459,945	487,338	440,260	560,318	600,547	7.2%
Audit	44,923	44,000	44,010	45,350	56,432	24.4%
Insurance	546,650	581,818	521,108	570,788	613,438	7.5%
FICA	419,410	375,000	509,000	400,000	500,000	25.0%
IMRF	298,658	325,000	324,000	325,000	390,500	20.2%
Capital Projects Fund						
Capital Projects	1,685,205	2,142,638	1,238,328	1,504,885	1,637,880	8.8%
Master Plan Capital Projects	1,781,633	3,905,101	1,856,494	20,403,860	9,741,459	-52.3%
Trust Fund						
Endowment / Memorial	87,900	348,237	133,041	280,033	101,023	-63.9%
Working Cash	-	-	-	-	-	0.0%
Debt Service Fund	3,651,250	3,685,826	3,925,743	3,932,826	4,242,916	7.9%
Bond Fund	3,094,175	13,528,912	6,216,470	10,228,477	5,000,000	-51.1%
Total	\$ 22,239,141	\$ 36,449,831	\$ 25,745,208	\$ 50,195,817	\$ 35,366,716	-29.5%
Interfund Transfers	3,476,195	3,161,910	7,238,025	7,226,645	9,540,230	32.0%
Total (All Funds)	\$ 25,715,336	\$ 39,611,741	\$ 32,983,233	\$ 57,422,462	\$ 44,906,946	-21.8%

FREEDOM OF INFORMATION ACT

Procedure to Request Information Under the Freedom of Information Act

The Illinois Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. Exemptions are described under 5ILCS 140, Section 7 and Section 7.5. In addition, some records may be subject to confidentiality provisions imposed by other state or federal law; the FOIA process for disclosure of information does not supersede these other applicable statutory and judicial mandates.

For non-commercial purpose requests, a response will be provided within five (5) business days from the day after the request is received. For commercial purpose FOIA requests, a response will be provided within 21 business days from the day after the request is received.

The first day starts on the business day after the requested is "received". The date that the request was received does not count as "day one." Pursuant to 5 ILCS 140/3(d), that time period may be extended for an additional five business days from the date of the original due date. If additional time is needed, you will receive an extension letter. In addition, a written agreement with the requester can extend the deadline for response beyond the statutory time requirements.

FOIA requests must be in writing and sent to one of the Park District FOIA officers and include the following information:

- Requester's full name, address and phone number.
- A description of the records being requested.

Established Fees

Copies (8.5x11" or 8.5x14", B&W)

- First 50 pages Free
- Additional pages \$0.15/side

Other Types of Records with Set Fees

- Actual Cost

Certification

- \$1.00/record plus copy cost

Mailing

- Cost of Postage

If the requested records are of a type not listed above, then the fees charged for copying the records will be the actual charges incurred by the District, and the above fees will not apply. The above fees will also not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, then the Requestor must pay the actual cost of the medium.

Records Kept at the Park District Offices

All items are available immediately on the Park District website:

- Paid Invoices
- Purchase Orders
- Budget
- Annual Audit
- Tax Levy
- Master Plan

FOIA Officers:

Jay Lerner, Executive Director

Waukegan Park District 1324 Golf Road Waukegan, Illinois 60087

Sally Sandine, Executive Assistant/Accreditation Administrator

Waukegan Park District 1324 Golf Road Waukegan, Illinois 60087

Jon Beckmann, Director of Finance & Operations

Waukegan Park District 1324 Golf Road Waukegan, Illinois 60087



WAUKEGAN PARK DISTRICT
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WAUKEGANPARKS.ORG