

YORK CENTER PARK DISTRICT  
DUPAGE COUNTY, ILLINOIS

# ADMINISTRATIVE POLICY MANUAL



APPROVED BY THE PARK DISTRICT'S  
BOARD OF COMMISSIONERS  
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YORK CENTER PARK DISTRICT  
ADMINISTRATIVE POLICY MANUAL  
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YORK CENTER PARK DISTRICT  
ADMINISTRATIVE POLICY MANUAL

**INTRODUCTION**

The York Center Park District (the “District” or “Park District”) is an Illinois unit of local government created by statutory authority for the purpose of acquiring, maintaining, and operating parks, facilities, and the activities and programs therein.

The York Center Park District Board of Park Commissioners (the “Board” or “Park Board”) is entrusted and empowered by law to exercise all of the authority delegated to it by the State of Illinois that it deems essential for the successful operation of the District.

The principal statutory authority governing the District is the Illinois Park District Code, 70 ILCS 1205/1 et seq. (“Park District Code”). The Park District’s authority to adopt this manual is set forth in Section 8-1 (d) of the Code, The District must also comply with numerous other local, state, and federal laws. The District only has such powers expressly granted to it by statute, or as necessarily implied therefrom, to give effect to the powers expressly granted.

The District was organized in 1971. Since that time, the Board has established many policies which serve to direct the operation of the District in an organized and purposeful manner.

**MISSION**

The York Center Park District (the “District”) is a public service agency, and, as such, strives to provide quality leisure services to our residents and add a sense of value to their lives. York Center Park District was organized in 1971 with specific goals:

- To conduct programs which will enhance the leisure life of residents and their families.
- To encourage groups to develop such programs.
- To conserve the area’s natural environmental values.
- To acquire, protect, and develop other valuable resources.
- To strive to protect the community from environmentally destructive and degrading influences.

In order to facilitate the achievement of these goals, the Board of Park Commissioners has approved a series of policies and ordinances governing the operation of the District. Accompanying procedures have been developed to carry out these policies. The Board has assembled this Administrative Policy Manual (“Manual”) in order to provide a reliable and quick reference to many of its existing administrative policies.

Through these policies and procedures, the Board of Park Commissioners and staff of York Center Park District maintain their commitment to provide a high quality of leisure service to all residents of the District.

**ADMINISTRATIVE PROCEDURES DISTINGUISHED**

Administrative procedures are the means, courses of action, methods, and systems formulated, developed and implemented by the Executive Director and District staff to govern the day-to-day

operations of the District consistent with the objectives and purposes of the policies of the Board. The Director shall have the responsibility of specifying the action required and designing the detailed arrangements under which the District will be operated to meet such objectives and purposes. Administrative Procedures are not included as part of this Manual.

## **LANGUAGE**

Where necessary in the context of these policies, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of these policies are for convenience only. They shall not affect the meaning or construction or be used to interpret these policies or any of its provisions.

## **RESOLUTION OF CONFLICTING PROVISIONS**

Although thorough scrutiny has been made of all records, minutes, reports, correspondence and memorandums available at the time of preparation of this Manual, certain policies may not have been included. Policies not included herein shall remain in full force and effect but are subject to all limitations, conditions and terms contained therein including provisions pertaining to termination, and all applicable law. Further, to the extent any District policy not included herein conflicts with the policies in this Manual, the policies included in this Manual shall control. Should any conflict arise between any provision of the policies and procedures in this Manual and any other federal or Illinois constitution, statute, ordinance, code, rule, regulation or other enactment (collectively, "federal or state law"), the provision of the federal or state law shall govern and control.

## **PROCESS FOR REVISING POLICY MANUAL**

The Board may periodically review the policies contained in this Manual and revise or amend them from time to time as required by changes in federal or state law and for other reasons the Board deems appropriate at any regular or special meeting of the Board by a vote of not less than a majority of the Board. It is the intention of the Board to perform a comprehensive review of this Manual no less than every three years for consistency with applicable law and the practices of the Board.

## **SEVERABILITY**

If any policy or part thereof contained in this Manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies or parts thereof.

## **ADDITIONAL POLICIES, REGULATIONS, PROCEDURES AND GUIDELINES**

Due to the specialized topic and the need for detailed procedures, the District has developed the following policies, all of which are expressly incorporated by reference as though fully set forth herein and which may be acquired from the District's administrative office:

- A. General Use Regulations
- B. Administrative Procedures Manual
- C. APPENDICES:
  - 1. Appendix A: Resolution No. 25-05: Procedures to Conduct Meetings Via Electronic Means **R**

2. Appendix B: Ordinance No. 25-02: Procedures for the Recording of Closed Sessions and review of Closed Session Minutes **R**
3. Appendix C: Prospective Board Candidate Manual
4. Appendix D: New Board Member Information Manual
5. Appendix E: Ordinance No.25-01: Providing for Declarations of Vacancy on Board of Park Commissioners **R**
6. Appendix F: Ordinance No. 25-04: Ethics Ordinance **R**
7. Appendix G: Ordinance No. 25-06: Regulating Travel, Meal and Lodging Expenses in Accordance with the Local Government Travel Expense Control Act. **R**
8. Appendix H: Naming Rights Policy
9. Appendix I: Service Animal Policy
10. Appendix J: Mobility Device Policy
11. Appendix K: Soccer Goal Policy **R**
12. Appendix L: Land Acquisition Policy

# **BOARD POLICY MANUAL**

## BOARD POLICY MANUAL

### 1.01 ROLE OF THE BOARD, EXECUTIVE DIRECTOR, AND STAFF

The Board recognizes the importance of defining the separate and distinct roles of the Board, Executive Director and District staff, and to explain the distinctions and relationships between each.

- A. The Board acts as the legislative and policy making body of the District in the operation, control, improvement, and planning of the District, including its parks, recreation facilities and programs, personnel, and fiscal operations. For purposes of this Manual, an individual(s) elected or appointed to the Board may be referred to as "Commissioner(s)" or "Board member(s)."
- B. The Executive Director shall be the chief administrative officer of the District and professional advisor to the Board. The Board shall establish a job description for this position and shall delegate to the Executive Director sufficient authority and responsibility to execute the Board's policies, establish standard operating procedures based on those policies, develop and amend as necessary an organizational chart and implement the hiring and firing of personnel to fulfill the budgeted staffing requirements of the District, enforce established rules and regulations, administer the daily operations of the parks, recreation programs, facilities, and services of the District for the benefit of the public, serve as the official representative of the District to all government as well as other public and private agencies and individuals, and perform all other duties and obligations as set forth in the Executive Director's employment contract with the District. The Executive Director may delegate his or her authority but he or she shall nevertheless be responsible to the Board.

It is the obligation of the Executive Director to keep all Board members well and timely informed about matters on which the Board may be called upon to act, vote or comment, or for which it may otherwise have responsibility. The Executive Director, in consultation with the President of the Board, shall, provide the Board with a calendar of all major Board actions and District activities for the coming calendar year. Said calendar may be updated and revised during the year, as may be required to ensure that the Board is adequately informed of major actions and activities. The Executive Director shall provide the Board with all relevant information and materials in sufficient advance of meetings in order to allow for responsible review and response or action. The Executive Director shall also provide well written and timely reports to the Board on disputes or material complaints that may come before the Board as well as matters of community concern affecting the Park District. The Executive Director shall be present at all meetings of the Board except when the Executive Director is excused by the presiding officer.

The Board shall perform an annual written evaluation of the Executive Director or more often as may be deemed necessary. Each Board member will complete a written evaluation of the Executive Director and will submit this document to the President of the Board no later than 30 days prior to the evaluation meeting. The President will compile the information on these forms into a consensus evaluation which will be presented to the Executive Director at the Executive Session.

In the event of any conflict with this provision and the Executive Director's employment contract with the District, the employment contract shall control.

- C. District staff are District employees engaged in providing the programs and/or services that directly meet the park and recreational needs of the public.

The primary function of the staff is to perform, under the direction of the Executive Director, the various duties and responsibilities required to provide well-balanced and high-quality park and recreation services for the public.

The Board recognizes that the Park District competes with private as well as other public agencies for quality employees. Thus, it is imperative that the Board encourage the Executive Director to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District, subject to approval of the Board.

## **1.02 LEGAL AUTHORITY**

The Park District Code provides for the election of a Board and vests with that Board the authority to transact the business of the District.

## **1.03 BOARD ROLE AND RESPONSIBILITIES**

The following sections provide a detailed list of Board responsibilities and are provided for guidance purposes and are not intended to be exclusive. The Board shall meet regularly and as otherwise necessary to carry out its responsibilities.

- A. Actions Taken in Representative Capacity

Commissioners, collectively and individually, act as leaders and representatives of the public in maintaining and promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources and other factors, the Board makes decisions that it determines best serve the District as a whole.

- B. Legislation and Policymaking

The Board acts as the legislative and policy-making body of the Park District in the management, operation, control, planning and improvement of its parks, facilities, recreation programs, personnel and fiscal operations.

- 1. Legislation

The Board is the legislative body of the Park District with authority to adopt ordinances which it deems are necessary or appropriate to exercise the powers of the Park District provided by law, including but not limited to those necessary or desirable to manage and control all officers and property of the District.

- 2. Legislative Advocacy

In addition to the promulgation of its own laws, many of the District's activities are affected by federal, state and local laws. Some of the District's activities are funded with

money from local, state, and possibly federal agencies. For this reason, it is desirable that the Board stay informed about pending legislation that is of interest to the District. When appropriate, the Board shall encourage its members to contact local, state, and federal elected representatives to advocate for the best interests of the District.

3. Policymaking

The Board concerns itself primarily with questions of policy rather than administrative matters. The District's Executive Director is charged with the administrative responsibility to implement the Board's policies. The Board shall enact and maintain appropriate policies, procedures, rules, and regulations related to the operations of the District and the District's facilities.

C. District Operations

The Board, in its discretion, shall adopt policies that aid the District in operating efficiently, effectively, legally and ethically, protect the District's assets, and promote effective stewardship and management of the District's human, physical and financial resources. As part of the District's operations, the Board will:

1. Study, develop and adopt policies intended to satisfy the park and recreational needs of the community and cause such policies to be properly administered.
2. Adopt ordinances, resolutions, laws and policies for the benefit of the District, and periodically review policies for needed revision.
3. Approve contracts, leases, annexations, partnerships and sponsorships that will enhance and further the District's mission. The Board may delegate authority to enter into certain contracts to appropriate staff as provided elsewhere in this Manual.
4. Review processes that measure and analyze organizational performance.
5. Approve plans for parks and facilities intended to promote the District's mission and strategy and meet the recreational needs of the community.
6. Approve the naming of parks, facilities and recreation areas in accordance with a policy for naming of parks and facilities approved by the Board. See Appendix H of this Manual for the Naming Rights Policy.
7. Review and provide feedback of customer and internal support processes.
8. Participate in efforts to achieve best practice operations in accordance with the District's mission and vision.
9. Discharge the duties and responsibilities of the Board by official action as a Board of the whole. When acting as such, the Board as a whole shall have District jurisdiction over the execution of state and federal statutes which directly govern or affect park districts.

D. Financial Management

The Board recognizes that the financial integrity of the District must be maintained through a sound financial plan outlining expected revenues and expenditures for all District funds. For the District's Financial Policies see Section 2.00 of this Manual. The Board shall exercise prudent financial judgment and practice so that the District remains financially sound. As part of the Board's financial management responsibilities the Board will:

1. Review and approve the proposed Annual Budget of the District and the B&A Ordinance.
2. Regularly review reports regarding the District's financial status and authorize disbursements
3. Annually comply with the Truth in Taxation Act, and consider, approve and direct the filing of the annual tax levy ordinance in accordance with applicable law.
4. Analyze financial reports and authorize expenditures that have been created through a sound fiscal program.
5. Develop and maintain a financing plan, evaluate and approve transfers to the capital improvements fund, and approve bonds and other debt instruments, referenda and grants that the Board has identified as appropriate means of raising capital for Park District purposes.
6. Review revenue growth for recreation and services.
7. Authorize an annual audit of the District's financial performance by a qualified, independent auditing firm.
8. Develop a 5-year capital improvement plan and capital replacement plan which forecasts the District's capital project needs and means of financing them will be reviewed annually and updated not less than every other year, or as necessary.
9. Cause an inventory of District capital assets to be prepared and maintained on a regular basis.
10. Consider and execute land acquisition projects and new capital development as deemed appropriate by the Board.

E. Comprehensive Master Plan

The Board shall interpret the District's mission, vision and values to the public and set a strategic direction that adopts goals relating to the mission. As part of this process, the Board will appraise and evaluate the District's recreational programs, the physical conditions of the buildings and grounds, the efficiency of the personnel, and will establish goals and objectives for recreational programs, land development, capital expenditures, and operations.

F. Strategic Plan

The Board shall provide for the planning, improvement, financing, construction and maintenance of the parks and other facilities, equipment, and property of the District.

G. Establish Leadership

The Board will:

1. Select an Executive Director to be the chief administrator and professional advisor for the District. Commissioners should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Commissioners should refer inquiries, information, complaints, and other communications made to them about District matters to the Executive Director or other appropriate management staff. Commissioners should support the actions of the Executive Director when those actions have been directed or approved by, or are otherwise consistent with, the policies of the Board.
2. Establish an effective working relationship with the Executive Director and provide timely and effective feedback on performance.
3. Develop succession planning for future Board members and officers.
4. Take reasonable steps to ensure ethical behavior of Board members and the Executive Director.

H. Land Acquisition, Annexation and Dedication

The Board understands that land acquisition and stewardship is of primary importance to the provision of leisure services and the proposition that open space, active and passive recreational use and benefit, and contributes to urban form. The Board will develop, update and maintain a comprehensive land acquisition plan that will be reviewed annually by the Board. See Appendix L of this Manual for the complete Land Acquisition, Development and Maintenance Policy, Land Annexation Policy and Land Dedication Policy.

I. Intergovernmental and Civic Cooperation

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that have the potential to enhance the Park District's delivery of services and reduce Park District expense through cost/asset sharing and act consistently with the best interests and well-being of the District.

**1.04 OFFICERS**

The Officers of the Board are President, Vice-President, Secretary and Treasurer as prescribed by law, and such assistants and other officers as may be chosen by the Board. The President, Vice-President, Secretary, and Treasurer are elected annually by the Board at the Annual Meeting, provided that the newly-elected Commissioners' elections have been certified by the County. Each Officer holds office until the next Annual

Meeting, provided that the newly-elected Commissioners' elections have been certified by the County, and until a successor is duly chosen and has qualified. Elections and appointments of the Board Officers will take place as the last items of New Business at that meeting. Vacancies may be filled by the Board at any meeting.

A. President

The President is the executive officer of the Board. The President shall be the presiding officer at meetings of the Board, shall call special meetings of the Board on the President's own motion or on request of two or more of the Board members and cause notice of any such special meeting to be given to all Board members as required by law. The President shall appoint with Board approval annually, the committees and/or members and chairpersons of the standing committees of the Board. The President, with the consent of the Board, shall appoint members of special committees created by the Board. The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature. The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Commissioners. The President shall establish an effective working relationship with the Executive Director by meeting regularly to actively communicate with the Executive Director about special issues and problems affecting the District. The President shall work with the Executive Director to prepare Board meeting agendas and schedule an annual performance evaluation of the Executive Director. The President shall effectively communicate with the Board of Commissioners to ensure all members are kept abreast of important issues affecting the District and schedule an annual Board evaluation. As well as serving as the official spokesperson for the Board, the President or designee shall serve on committees, commissions, or boards representing the District and represent the Board at community and District events. The President shall also serve as the official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District. The President shall perform such other duties as usually pertain to this office as required by law or as delegated to President by the Board.

B. Vice-President

In the absence of the President, or in the event of the President's refusal or inability to act, the Vice-President shall be vested with powers and perform the duties of the President.

C. Secretary

The duties of the Secretary shall include but not be limited to the following: attend all meetings of the Board, distribution of the agenda to the Board in advance of the meeting, make and keep accurate records of all official proceedings of the Board, prepare and publish such reports as are required by law and pertain to the office, administer oaths and affirmations, maintain a correct and up-to-date copy of the District's policy manuals, keep the corporate seal of the District, cause publication of all ordinances required to be published by statute, give notice of all regular and special meetings of the Board in the manner provided by law, work with the Executive Director to

supervise elections and referenda within the District, sign all Board ordinances, resolutions and other official documents of the Board as needed, serve as official custodian of Board minutes, records and legal documents, and perform such other duties as usually pertain to the office, as required by law, or as delegated by the Board.

It shall be the duty of the Secretary to record all the ordinances and other proceedings of the Board and submit them in writing for approval or corrections by the Board before entering them in the permanent records of the District. The Secretary shall certify all ordinances, orders and resolutions approved by the Board of Commissioners under the seal of the Park District, placing them in the permanent record book with a memorandum showing the date of the passage and date of posting or publication if required by law.

The Secretary shall execute the duties enumerated in Ordinance 25-02 with respect to minutes of executive sessions of the Board.

It is the duty of the Secretary to verify that a certified copy of the annual tax levy ordinance is filed with the Office of the DuPage County Clerk on or before the third Tuesday in December. The Secretary shall also verify that a certified copy of each required document is filed with the Office of the DuPage County Clerk.

The Secretary shall serve as the District's Election Officer and is responsible for handling or delegating responsibility to handle all of the District's responsibilities relating to elections of Park District Commissioners including distribution of election materials to interested candidates, arranging for publication of a "Notice of Election" in the local paper, and certifying to the County Clerk the names of all candidates who have fulfilled all of the necessary legal requirements to be placed on the election ballot.

If the Secretary is not the Executive Director, then the Board may fix compensation for the Secretary.

D. Treasurer

The Treasurer shall be the chief financial officer and advisor to the Board. The duties of the Treasurer shall include but not be limited to the following: serve as primary liaison between the Board and Superintendent of Finance on financial matters, work with the Superintendent of Finance to report to the Board all monthly receipts, disbursements and submit such financial statements and detailed information as may be required by the Board, work with Superintendent of Finance to develop and monitor the financial policies and controls of the District, work with Executive Director and Superintendent of Finance to develop and monitor the annual budget, chair the auditor search committee as needed, sign vendor checks issued by the District if and as required, provided that each such check must first be reviewed and initialed by any other Board member designated by the Board as a check signer (if the Treasurer is not available, any Board member designated as a check signer may sign vendor checks following the review and initial by a different designated signer who is a member of the Board, sign all appropriate financial documents as needed), act as custodian of all monies and securities owned by the District and received by him, cause such monies to be deposited in such bank or banks as may be from time to time approved and designated by the Board and cause such securities to be held in a place of

safekeeping, cause to be prepared an annual statement of all receipts and disbursements of the District for the preceding fiscal year and cause the same to be published if required by law (publication of a Notice of Availability is sufficient if certain conditions are met), attend all meetings of the Board, perform all other duties, and prepare or cause to be prepared such other reports as designated by the Board. The Treasurer shall also oversee internal controls over the payment of vendor invoices through the means of electronic funds transfers. The Treasurer shall be designated as the chairman of any finance-related committees established by the Board. The Treasurer may serve as a member of various public finance disclosure working groups. The Treasurer shall be elected by the Board at the meeting of the Board designated for the election of officers or when the vacancy occurs.

E. Recording Secretary

The Recording Secretary shall be appointed by the Board at the Annual Meeting of the Board in the new fiscal year or when a vacancy occurs. The Recording Secretary shall help prepare, distribute and post meeting agendas, record all Committee and Board meeting minutes, maintain a filing and retrieval system for all confidential information, provide records to state offices as directed and to the public and press as needed, prepare correspondence when necessary and perform other duties as assigned, which includes a wide variety of complex clerical tasks requiring the application of independent judgment and knowledge of regulations, policies or procedures.

F. Attorney

The Attorney may be the advisor to the Board and for the District in all legal matters and may have charge of the prosecution and defense of all litigation involving the District or in which the District has an interest. The duties of the Attorney may include but not be limited to the following: draft or review of any ordinances, resolutions, agreements, and other instruments required by the Board, and provide legal opinions to the entire Board or to the President of the Board, when requested, and perform such other legal duties as are required by the Board or applicable law. The Board may appoint the Attorney on annual basis from May 1 to April 30 and shall review the compensation and working agreements of the Attorney every year.

**1.05 Board Meetings**

A. Regular Meeting

Regular meetings of the Board are normally held the third Tuesday of each month at 5:00 p.m. at the Park District's administrative offices, 1609 Luther Avenue, Lombard, Illinois 60148. The Annual Meeting of the Board is held at the regular Board meeting in May. Times and locations of all meetings of the Board are published and posted in accordance with the Open Meetings Act. The Board may, from time to time, change the day/date of a meeting in accordance with applicable procedures set forth in the Open Meetings Act. If the designated meeting falls on a holiday, the date may be changed by the Board.

The Board shall refrain from lengthy discussion of the items which come before it at a regular Board meeting. These detailed discussions may be allocated to committee meetings as determined by the Board. Thus, all the Commissioners are encouraged to attend all of the

committee meetings so that they are sufficiently informed about an issue before voting on it at the Board meeting. The regular Board meeting should be for discussions on final action only. This makes the Board meetings more efficient and more productive. Concerns of the public which are brought to the Board's attention will be considered at the appropriate committee meeting.

B. Special Meetings

Special meetings of the Board may be called by the President whenever he/she shall deem it necessary or may be called by the Secretary at the request of any two Commissioners. Notice of any such special meetings shall be given as required by the Open Meetings Act.

C. Annual Meeting

The Annual Meeting of the Board shall be held in May each year. This shall be the organizational meeting of the Board where the newly elected Commissioners shall be inaugurated, the President, Vice-President and Treasurer shall be elected, and the Secretary and Attorney shall be appointed. Other business may be transacted at this meeting.

D. Board Packets

Board packets consisting of the agenda, minutes from prior Board meetings and any other relevant information that will be discussed at a regular and special Board meeting will be distributed to the Board no less than 48 hours prior to the scheduled Board meeting to provide the Board adequate time to review the packet materials prior to the meeting.

E. Open Meetings

All meetings of the Board, and all Board committee meetings, shall be open to the public, except if the meeting is closed to the public as described in Section 1.05.F of this Manual. All open meetings shall be held in accordance with the Open Meetings Act.

F. Closed Meetings

The Board or any Board committee may hold meetings closed to the public or close a portion of any meeting to discuss matters exempted from public discussion under the provisions of the Open Meetings Act. Any such closed meetings shall be scheduled, conducted, and recorded in accordance with the Open Meetings Act. No final action may be taken at a closed meeting.

The Board Secretary or Acting Board Secretary is responsible for ensuring that an appropriate recording device in good working order is present at all closed meetings.

G. Location

The meeting of the Board is held at the Park District's administrative offices at 1609 Luther Avenue, Lombard, Illinois. However, the Board may, from time to time, change the place of any such meeting, in accordance with Open Meetings Act.

H. Quorum

Three members of the Board or committee physically present at the location of a lawfully scheduled and noticed open or closed meeting, shall constitute a quorum for each Board or committee meeting and for the transaction of business. The affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required by any law.

I. Commissioner Attendance at Meeting via Electronic Means

In certain circumstances, Commissioners may attend a Board or committee meeting by electronic means. See Appendix A for Resolution 25-05 Procedures to Conduct Meetings Via Electronic Means.

J. Citizens Comments

Members of the public shall be invited to participate in Board meetings during the "Comments and Communications" portion of the agenda and at other times during the meeting when recognized by the President of the Board. The following is the District's Citizens Comments Policy:

The Board President will chair the meeting.

Any individual from the public wishing to address the Board, an individual Board member or a guest presenter, must direct their questions and comments to the President at the appropriate time; according to the agenda.

The Board will hear an individual's comments only after the President has recognized the individual to speak.

In general, the Board will not comment or respond to issues requiring Board consideration until the issue has been reviewed by the Board/staff.

Each speaker will be allowed three minutes and may not yield their time to other speakers. Persons wishing to speak for a second time may do so with the consent of the President, but only after all others have had an opportunity to address the Board.

Please refrain from comments or questions at a Public Hearing until the presentation has been completed.

The President will strive to allow all individuals from the public equal opportunity to address the Board.

Copies of the agenda are posted on the Park District website and at the Park District's administrative offices. Additional information regarding the agenda may be obtained from our Administrative office at (630) 629-0886.

K. Agenda

The Executive Director, with the concurrence of the presiding officer, is responsible for the preparation of the agenda for all Board meetings including committee meetings. A Board packet for the regular Board meeting including the meeting agenda, the monthly bills to be approved and paid, an up-to-date account of all the income and expenditures listed by fund, an overall summary of the (unaudited) financial condition of the District, and all monthly staff reports will be provided (delivered or emailed) to all Commissioners as well as the Park District Attorney no less than 48 hours in advance of the meeting, or otherwise in accordance with the Open Meetings Act. The Meeting Agenda shall be posted in the building and the packet shall be posted online 48 hours in advance of every meeting, or otherwise in accordance with the Open Meetings Act. Also, a copy, for informational purposes will be emailed to the local press in accordance with the Open Meetings Act. The agenda for all meetings of the Board may be as follows:

- Call to Order
- Roll Call
- Pledge of Allegiance/ Additions/Changes to Agenda
- Citizens Comments/Correspondence
- Consent Agenda (Approval of Minutes, Treasurer Reports, Bills)
- Director's Report
- Attorney's Report
- Department Reports
- Unfinished Business
- New Business
- Commissioner Comments
- Closed Session
- Adjournment

L. Manner of Voting

The President is empowered to call for questions pertaining to any and all properly presented and seconded motions. Roll call votes shall be taken for all matters of business that deal with ordinances, resolutions, expenditure of money and in other cases at the request of a Commissioner. The Secretary shall call the roll and record the ayes and nays of the Commissioners with an "absent" or "abstain" indication for any Commissioner not present at the meeting or not voting on the motion before the Board. The roll shall be called in rotating order such that the voting order is different for successive roll calls. The Secretary shall also record initiation and seconding of motions and maintain these records. These records, except for the minutes and roll call of legally closed sessions shall be available for public inspection.

M. Rules of Order

The President is in charge of each meeting and shall chair the meeting as efficiently and fairly as possible, considering the specific agenda and people in attendance. Robert's Rules of Order shall govern in all questions of procedure not herein otherwise provided of meetings of the Board and committees.

N. Meeting Minutes

The Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act. Unofficial minutes of the preceding Board meeting shall be delivered to the Board members, Treasurer, and Attorney. The unofficial minutes of each Board meeting shall be approved by the Board by the second subsequent meeting and signed by the Secretary and Recording Secretary of the District after any required corrections are made. Approved minutes of all Board meetings shall be made available to the public as specified by the Open Meetings Act and the Freedom of Information Act.

Minutes of Board and committee meetings, open or closed, shall be prepared in conformity with the Open Meetings Act, and at a minimum shall contain: (1) the date, time and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed and deliberated, and in the case of an open meeting matters decided, and a record of any votes taken.

The Board shall cause minutes of closed meetings to be:

- a. Written;
- b. Approved by the Board within the time required under the Open Meetings Act;
- c. Reviewed semi-annually to determine whether a need for confidentiality continues to exist, or the minutes can be released to the public; and

Minutes of closed meetings are signed by the President and the Secretary or the designated Recording Secretary. Verbatim recordings of meetings shall be reviewed after 18 months from the date of the meeting to determine appropriate disposition. See Ordinance No. 25-02, Appendix B, establishing procedures for the recording and disposal of closed session recordings.

O. Rules Governing Recording of Meetings.

1. Pursuant to the Open Meetings Act, an individual from the public may record a Board meeting open to the public by tape, film or other means, subject to the rules as established by the Board for such recordings. The District's policy is to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the Board by tape, film or other means, so long as said recordings comply with the following rules, are not disruptive to the meeting, and do not violate the rights of the members of the Board, District staff and the public.
2. Any person desiring to photograph, or to audio or video record a Board or committee meeting open to the public may do so subject to the following rules. It is the intent of the Board in adopting these rules to provide reasonable access and opportunity to persons desiring to photograph or make such recordings while at the same time avoiding disruption to and interference with the conduct of the meeting, including the deliberative process, or the ability of other persons attending the meeting to see or hear the proceedings, or the creation of unsafe conditions or damage to property.
  - a. All recording equipment must be in place prior to the commencement of the meeting.

- b. No equipment, wiring or accessory may be affixed or attached to any Park District property without the prior consent of the Executive Director, which the Executive Director may withhold or condition to ensure compliance with these rules.
- c. No person photographing or recording the meeting shall by position, location or movement of self or equipment interfere with or obstruct any person's view of the meeting or ability to hear the meeting.
- d. No person photographing or recording the meeting shall by position, location or movement of self or equipment block or obstruct access to or from the meeting or to or from the seating in the meeting or to or from any emergency exit in the meeting room or constitute a tripping or other safety hazard.
- e. Equipment or devices used shall not emit sounds that are distracting to members of the audience or the Board.
- f. While the use of special lighting necessary to photograph or video record a meeting is permitted, flashbulbs or other lighting that creates a glare or shines in the eyes of persons attending or participating in the meeting or is otherwise obtrusive or distracting is not permitted. The Executive Director or President of the Board may require that such forms of artificial lighting not be used.
- g. All recording equipment and wiring used shall conform to applicable electrical codes. No accessory shall be plugged in or attached to any electrical outlet that enables more equipment to utilize the outlet than would normally and safely utilize the outlet.
- h. Persons operating equipment necessary to photograph or record the meeting shall be given a reasonable opportunity to modify their actions in order to conform to these rules.
- i. Persons operating said equipment shall be solely liable for any injuries or losses sustained as a result of the presence, location, placement, use or misuse of said personnel or equipment.
- j. If any provision of these rules or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these rules or the application thereof to other persons and circumstances.

#### **1.06 Fiscal Year**

The fiscal year of the District is from May 1 through April 30.

#### **1.07 Board Membership**

A. Number of Commissioners

The Board shall be comprised of five (5) members.

B. Term of Office

Commissioners shall be elected to serve for a term of six (6) years. Terms are designed to expire on a staggered system. Commissioners shall serve until their successors are duly elected and qualified.

C. Qualifications

Any person who is a legal voter and who has resided within the District at least one year prior to election or appointment is qualified to be a candidate for the office of Commissioner. A person is not eligible to serve as a Commissioner if that person is in arrears in the payment of a tax or other indebtedness due to the District or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or felony.

D. Nomination

1. A candidate for the office of Commissioner must file a nominating petition with the Secretary of the District signed by qualified voters of the District, equal in number to not less than 2% of the number who voted at the last preceding election for Commissioners in the District but in no case by less than 25 voters.
2. The Secretary of the District shall make available nominating petition forms and the required number of signatures to any prospective candidate for the office of Commissioner and shall publicize the first and last day for filing such nominating petitions within 5 working days following the availability of petition forms from the County Clerk.
3. The Secretary of the District shall provide a commissioner information packet to prospective elective or appointive candidates. This packet of information will contain essential information about the Board and the District, and include at a minimum: the District's Mission and Vision Statements, Board policies, current brochures, Master Plan (when available), Resource Guide (when available), District organizational chart with staff responsibilities, budget information, a District facilities listing and map, a Commissioner's Job Description, and an invitation by the Executive Director to meet with the candidate and discuss the above and any other timely matters of interest. See Appendix C: Prospective Board Candidate Manual.

E. Election

Commissioners shall be elected biennially to take the place of those whose terms expire. Such elections shall take place at the election provided for by the general election law (Illinois Compiled Statutes, (10 ILCS 5/1.1 et. seq.).

F. Inauguration of Board Members

1. Newly Elected or Re-elected Commissioners

Newly elected or re-elected Commissioners shall be inaugurated at the Board's Annual Meeting held in May. At the Annual Meeting, the "old" Board shall meet first, conduct any unfinished business, then adjourn. The Secretary of the District shall then inaugurate the newly elected Commissioners and the new Board shall reconvene the meeting.

2. Appointed Commissioners

Newly appointed Commissioners shall be inaugurated at the first regular Board meeting following their appointment, unless otherwise determined by a majority of the Commissioners then holding office.

G. Orientation of Board Members

The Board recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and the Executive Director shall assist each new Board member to understand the Board functions, policies, procedures, and roles, duties and responsibilities of members of the Board. The following methods shall be employed:

1. The new Board member shall be given selected materials on the duties and responsibilities associated with Board membership. These materials shall include but are not limited to: The New Board Member Information Manual, attached as Appendix D, an on-line link to the Park District Code, all District and Board and Administrative Policies, and any pertinent publications issued by the Illinois Association of Park Districts or the Illinois Park and Recreation Association.
2. The Secretary shall supply material pertinent to the first official meeting of the Board following election or appointment and shall explain its function and utilization.
3. The incoming Board member will attend an IAPD New Commissioner Orientation ("Boot Camp").
4. As soon as practical after the new Board member assumes office, an orientation meeting with the Executive Director and others, as appropriate, will be held to acquaint the new Board member with details of District operation.
5. The President of the Board will arrange a meeting with the Executive Director, the Superintendent of Finance and the new Board member to explain financial and budget procedures of the Board. Existing Board members are encouraged to attend the orientation session and are asked to inform the Executive Director at least 72 hours in advance in order to ensure compliance with Open Meetings Act requirements in the event that three or more Board members are in attendance.
6. Open Meetings Act Electronic Training: Unless otherwise trained at a sanctioned IAPD OMA training event, Commissioner (elected or appointed) must complete Open Meetings Act electronic training provided by the Illinois Attorney General Public Access Counselor's Office as follows:

- a. Commissioners elected or appointed after January 1, 2012 must complete the electronic training no later than the 90th day after taking the oath of office.
- b. Commissioners that have taken the electronic training in accordance with the foregoing requirements need not complete the electronic training on an annual basis thereafter unless they are the designees of the District to receive such training in accordance with the Open Meetings Act.

#### H. Vacancies

1. A vacancy on the Board may be declared whenever any member (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted in any court located in the United States of any infamous crime, bribery, perjury or other felony, (6) refuses or neglects to take his oath of office, (7) neglects to attend regular and special meetings of the Board for a period of three consecutive calendar months or neglects to attend a minimum of six regular or special meetings in any twelve month period pursuant to Ordinance Number 25-01, An Ordinance Providing for Declaration of Vacancy of the Board of Park Commissioners (See Appendix E), or (8) for any other reason specified by law.
2. Vacancies shall be filled in any manner authorized by law and determined by the Board. The Board has the option to solicit candidates by: (a) advertising directly in a local newspaper of general circulation; (b) . inviting Of those submitting written applications to the Board, the most qualified, in the Board’s opinion, will be invited for an oral interview with the Board. The vacancy will then be filled by appointment, via majority vote of the remaining Board members, of the most qualified of the group of applicants. Any person appointed to the Board in this fashion shall continue to serve until the next regular election for this office, at which the vacancy shall be filled for the unexpired term or longer, subject to the conditions set forth in the Code. Per the Prospective Board Candidates Manual (See Appendix C) all Board candidates will receive a New Board Member Information packet, Appendix D, prior to an election or appointment.

#### **1.08 Board Compensation**

Members of the Board are prohibited by the Park District Code from receiving any remuneration or compensation for their services. Officers appointed by the Board who are not members of the Board, may receive such compensation for their services as the Board determines pursuant to law.

#### **1.09 Policy Regulating Communications Between Park Board Members**

Section 2(a) of the Open Meetings Act provides that the governing boards of units of local government, including boards of park commissioners, may discuss public business only at a public meeting held after giving public notice. This requirement does not apply to discussions between any two members of a five-member park board or board committee.

The requirements of the Open Meetings Act apply not only to in-person discussions, but to “other means of contemporaneous interactive communications,” including telephone calls, video or audio conferences,

electronic mail, electronic chat and instant messaging. The Board wishes to comply with both the letter and the spirit of the Open Meetings Act, and therefore adopts the following policy.

#### Policy

Three or more members of the Board shall not discuss the business of the District in any of the following ways, except after full compliance with the requirements of the Open Meetings Act:

- in person;
- by conference telephone call or other video or audio conference;
- by person-to-person telephone conversations in which the views, opinions or ideas of one or more commissioners are communicated to other park board members for comment, discussion or other similar response;
- by participation in an internet “chat room,” blog, social media, or the use of instant messages;
- by direct or forwarded e-mail messages in which the views, opinions or ideas of one or more commissioners are communicated to other park board members for comment, discussion or other similar response;
- by letters, notes or any other writings that are circulated or forwarded by mail or by personal or messenger delivery by one or more commissioners to other Board members for comment, discussion or other similar response.

Nothing contained in this policy shall be construed as prohibiting a Board member from disseminating information or messages about District business to any other Commissioner either in person, by telephone, by e-mail or in writing, provided that no comment, discussion or other similar response is requested or received from more than one Commissioner. Board members should retain hard copies of any such transmittals for a period of at least two years.

#### **1.10 Ethics and Conduct**

Commissioners of the District are expected to be of high moral and ethical character and work together as a team to serve the community by delivering top quality park and recreation opportunities. Each Commissioner is expected to act in the best interests of the District and be free of outside influence and self-interests. In accordance with this policy, Commissioners will educate themselves about and comply with this policy and all other federal, state and local laws, regulations, and ordinances applicable to the conduct of the District’s elected officials. These include but are not limited to, the Open Meetings Act, the Public Officer Prohibited Activities Act, the Government Ethics Act, the official misconduct and public contracts provisions of the Illinois Criminal Code, the Illinois Human Rights Act, and the District's own Ethics Ordinance, Ordinance No. 25-04 (See Appendix F).

##### A. Ethics Act

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of DuPage County. The Secretary of the District shall make available the statement of economic interest form.

##### B. Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, to act or speak for the Board unless specifically authorized to do so by official Board action, or to expend funds or incur liability of the District.

C. Representation

Board members must always keep the best interest of the District in mind and conduct themselves accordingly. Board members represent all residents of the District and should avoid representing special interest groups.

D. Board Decisions

Board members should make non-partisan decisions regarding District policies and operations based upon reports, facts, and study and not upon personal interest or prejudice.

E. Board Unity

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals, and objectives.

F. Relationship to the Executive Director

Board members shall honor and respect the delegation of authority and responsibility to the Executive Director. Board members shall work directly with the Executive Director rather than staff and shall not meddle in the day to day operations of the District. Requests for information concerning District operations and programs shall be directed to the Executive Director. Suggestions for new policies shall be referred to the Executive Director for study, appraisal and final recommendation. Complaints shall be turned over to the Executive Director for investigation and disposition or his recommendation as to disposition by the Board.

G. Compliance with Open Meetings Act and Freedom of Information Act

Board members shall review, understand and follow all provisions of the Illinois Open Meetings Act and the Illinois Freedom of Information Act and educational materials, memoranda and opinions provided by the District's legal counsel.

H. Communications and Preparation

Board members shall communicate with fellow Board members and the Executive Director prior to meetings and shall be prepared for Board deliberation at meetings.

I. Confidentiality

Board members shall respect the confidentiality appropriate to issues of a sensitive nature and maintain the confidentiality of matters discussed in closed session.

J. Conflict of Interest

When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must disclose the interest, and recuse him/herself from all discussion, deliberation and vote taking about the issue as required by applicable state and federal law. In some cases, it may be necessary for the Board to refrain from action that would disqualify a Commissioner from further service on the Board or, alternatively, the Commissioner may be legally obligated to resign.

K. Development

Board members shall endeavor to develop productive relationships with other elected officials at the federal, state and local level and shall participate in Board development opportunities.

**1.11 PROFESSIONAL AND CIVIC MEMBERSHIPS AND ATTENDANCE AT CONFERENCES**

A. Professional Associations

The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association and the Illinois Association of Park Districts or any other professional association approved by the Board. Because both the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) serve the educational, legislative, and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from commissioners from throughout the nation and the state, the Board encourages its Board members to serve on the boards and committees of NRPA and IAPD. The District shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their involvement with NRPA or IAPD boards or committees, unless said expenses are reimbursed by NRPA or IAPD.

B. Community Relations Activities

The Board encourages its members to participate in a variety of community relations activities and shall reimburse any and all usual and customary expenses incurred by Board members who attend such activities as the official representatives of the District when so designated by the President of the Board, and with consent of the Board.

C. Expense Reimbursement

Only those expenses necessary for training, development and other reasonable expenses incurred related to the exercise of official duties are reimbursable. Activities such as parks and recreation conferences, training sessions, and educational seminars are examples of and considered allowable expenses. Expenses by family members accompanying a Commissioner are not reimbursable. Commissioners may attend conferences and other training opportunities at their own expense if they are otherwise ineligible for reimbursement. Expenses for District representatives to participate in community and District associated events are also allowable. All expenses charged against the Board's budget allotment must be in compliance with and follow the required procedures as outlined in the District's current financial policies. When requesting reimbursement of any travel, meal or lodging expenses, Commissioners must comply with the District's Ordinance Regulating Travel, Meal and Lodging Expenses in Accordance with the Local Government Travel Expense Control Act, Ordinance No. 25-06. See Appendix G.

## **1.12 COMMITTEES OF THE BOARD**

- A. The Board recognizes that certain business of the District may be facilitated by the formation and maintenance of (a) standing committees to assist the Board, District staff, or either of them, on an ongoing basis in carrying out responsibilities with respect to identified areas of District operations, facilities or concern; and (b) various special project committees of more limited scope or directed focus in obtaining information and reviewing specific matters or projects that are under consideration by the Board. The Board may establish permanent standing committees (see Section 1.12.B below) and may appoint from time to time a limited number of additional committees for specific purposes as designated by the Board and have a specific date for concluding their duties.

The following procedures will be followed with respect to the formation and operation of such committees/teams:

1. The Board President will appoint the committee members and a chairman with approval of the Board.
2. The committee chairman may appoint Park District staff to serve as members of a committee.
3. The Board President shall serve as an ex-officio voting member of each committee, unless designated otherwise by the Board in a particular instance.
4. The President shall appoint at the Annual Meeting Board members to serve on each committee with no Board member being appointed to serve on more than two committees.
5. The Treasurer of the Board shall automatically be appointed to serve as chairman of any finance related committee.
6. The Committee chairman shall be responsible for establishing the date, time and location of Committee meetings and for causing notice to be given and an agenda to be posted in accordance with the Open Meetings Act.
7. Only committee members may vote on committee business. However, a committee is not authorized to take any action except for submitting report(s), either written or oral, to the Board and recommending action, if required, to be taken by the full Board. No committee member shall be bound by a majority report; any committee member may submit a separate report to the Board for consideration.
8. All official meetings of the Board and other committees duly appointed by the Board are subject to the rules and regulations set forth in the Open Meetings Act and shall be scheduled and conducted accordingly.
9. All minutes from committee meetings open to the public shall be in writing and kept in a regular book of records open to public inspection at all reasonable and proper times at

the administration office as prescribed by the Illinois Open Meetings Act and the Illinois Freedom of Information Act.

10. All closed session committee meetings shall be conducted in accordance with the Open Meetings Act including the following: the video or audio verbatim recording; the preparation of written minutes; the approval of written minutes within the time prescribed by the Open Meetings Act; the semi-annual review of closed meeting minutes to determine whether a need to maintain confidentiality still exists or the minutes can be released to the public; and, after the passage of 18 months from meeting adjournment, the determination with respect to destruction of the verbatim recording.

**B. Park Board Liaison**

The Board may appoint a presently serving Commissioner or Commissioners to the position of Park Board Liaison to any of the governmental entities within the boundaries of the Park District in accordance with Section 1.04 of this Manual. The Park Board Liaison(s) shall:

1. Maintain a thorough knowledge of the business of the governmental entity;
2. Monitor and coordinate strategic objectives of the governmental entity and the Park District;
3. Promote more frequent and constructive communications between the elected officials and staffs of the governmental entity and the Park District;
4. Advance the Park District's mission, vision, goals, policies, objectives and strategies with the governmental entity;
5. Seek to further enhance the cooperative working relationship between the governmental entity and the Park District;
6. Identify areas of mutual opportunity, risk and concern;
7. Compile reports and/or communicate to the Park Board about particular incidents, events and activities impacting the governmental entity and the Park District;
8. Report to the Park Board on liaison activities on a monthly basis;
9. Such additional or modified duties and responsibilities as the Board shall determine from time to time to be in the best interests of the Park District.

**1.13 CONSULTANTS**

The Board will seek, whenever appropriate, the advice and consultation of experts and will consider their recommendation as an aid in decision making.

**1.14 COMMISSIONER USE OF FACILITIES**

Commissioners must possess reasonable, first-hand knowledge of the District's facilities and operations in order to properly oversee the Park District's affairs and ensure that the District's operations are consistent with the expectations and desires of their constituents. Commissioners must be educated as to the condition and scope of all parks, facilities, programs, events, and recreational opportunities, and therefore must have more than a casual knowledge of the facilities and programs offered by the Park District. Commissioners have a duty to act as a resource, and as the "eyes and ears" of the citizens of the community, making sure that the agency is meeting their needs. The Park Board's functions include appraisal and evaluation of past and future recreational programs, physical conditions of its buildings and

grounds, efficiency of personnel and establishment of goals and priorities for recreational programs, land development, capital expenditures and operations.

Commissioner access to programs and facilities for free or at a discounted rate provides commissioners the full and fair opportunity to fully exercise these duties and their general fiduciary duty to oversee the Park District's operations. By participating in programs and using facilities, the elected official will be better positioned to deliberate and decide important questions regarding the District's plans, and to propose constructive policies intended to benefit his/her constituents. Requiring commissioners to always pay full resident rates for access to these facilities interferes with these duties including their legally recognized fiduciary duty and creates a significant disincentive for those considering service as a commissioner, a position served without compensation. Accordingly, the Park Board hereby finds and determines that the York Center Park District Commissioners, and in some cases, their immediate family members, are authorized to have access to and use of District facilities, as specified below.

- i. Free Registration for Special Events: Commissioners shall receive free registration for special events for themselves and one guest per event, provided that the minimum enrollment for the program is reached. A non-paying commissioner or family member will not count toward reaching the minimum requirement to hold the event.
- ii. Free Registration per Themed Outing: Commissioners shall receive free registration for one themed outing per year, excluding the cost of tickets, provided that the minimum enrollment for the outing is reached. A non-paying commissioner will not count toward reaching the minimum requirement to hold the outing.
- iii. Discount on Program Registration: Commissioners shall receive a 35% discount on registration for programs for up to two family members per year, applicable to non-contractual programs only. However, in no case may the discounted registration fee be less than the marginal cost of the commissioner's or family member's participation in the program.
- iv. Facility, Pavilion or Field Rental: Each Commissioner shall be entitled to one free time-limited rental per year. This free rental must be for personal use only and not for the use of any organization with which the Commissioner is affiliated. If the Commissioner uses the facility, pavilion or field for a longer period of time, they must pay the standard additional hourly fee.

Each Commissioner is responsible for any taxes imposed by the Internal Revenue Service or the Illinois Department of Revenue for the Commissioner's receipt of such free or discounted services or facilities use.

## **1.15 POLICIES**

The Board is the corporate authority of the District. Only the Board has the authority to determine policy, give direction to the Executive Director or to act or speak for the Board. The Board recognizes that certain policies and procedures need to be in place to ensure the effectiveness and efficiency of the District.

A. Requests of or Direction to Staff, Requests for Information

Individual Commissioners shall not make requests of staff or give direction to staff, other than to have such communications with the Executive Director. Additionally, no Board member shall inhibit, obstruct or otherwise interfere with any Park District employee in the performance of his/her assigned duties. All Board member inquiries regarding staff must be made to the Executive Director.

Subject to the Policy Regulating Communications between Board Members (See Section 1.09 of this Manual) and the requirements of the Open Meetings Act, when a Board member receives a written response to a request for information, all Board members should receive copies of the same information. Electronic means will be used whenever possible to disseminate the information within the parameters of the District's Electronic Communication Policy and the Open Meetings Act.

B. Procedures for Public Input

Public input on District matters is encouraged by the Board. Staff will widely publicize all appropriate means for citizens to communicate (questions, comments, complaints) with the District and Board, e.g., District telephone numbers, postal addresses, email addresses, website address, and will use bulletin boards and suggestion boxes where appropriate.

C. Employment of Relatives; Employment of Commissioners

The full-time employment of a relative of a Park District Commissioner for any position is prohibited. For this purpose, a relative is defined as: husband, wife, sister, sister-in-law, daughter, daughter-in-law, brother, brother-in-law, son, son-in-law, grandson, granddaughter, mother, mother-in-law, father or father-in-law or any other reasonable definition as deemed appropriate by District legal counsel. The enforcement of this policy takes precedence over merit employment.

Additionally, a District employee shall not be qualified to serve as a Commissioner during his or her time of employment with the District.

D. Fiscal Operations and Finance Policies

It shall be the policy of the Board to exercise prudent financial judgment and practices such that the Park District remains financially sound. Thus, the Board recognizes that it must balance current expenditures with current income, provide monies for capital improvements, and otherwise plan for the future without creating an excessive tax burden for the community.

The Board will avoid budgetary practices such as financing a current year operations deficit by selling debt. Such deficits shall be handled, if at all possible, by a combination of current year expense reduction and revenue enhancement (such as through increased fees and charges). Expense reduction should not include necessary maintenance or repairs. The Board shall review, on a line-by-line basis, the Annual Budget of the District including proposed capital expenditures

as well as the annual allocation to the Gateway Special Recreation. The Board shall also review, monthly, the current account status of each of the funds of the District.

For the District's complete set of finance policies, see Section 2.00 of this Manual.

E. Land Acquisition, Land Dedication, and Land Annexation Policies

See Section 5.00 for the Land Acquisition, Development and Maintenance Policy, Land Annexation Policy and Land Dedication Policy.

F. Master Plan

A Master Plan will be developed and maintained for every park and facility within the District. These Master Plans will be reviewed and, if necessary, updated not less than every five (5) years.

G. Fees

The Park District recognizes the need and desirability to establish program fees that are reasonable, but not prohibitive, in order to provide a variety of recreational programs and services to meet the leisure needs of the community and the surrounding area. District staff will determine program and service fees, on a program by program basis, for both resident and nonresident participants based upon the market feasibility, program costs, and demographic variables, with fee revisions based upon comparable seasonal data and program development.

H. Identity Protection

The Park District has adopted an Identity-Protection Policy [This has not yet been done. We need a draft of the policy.] pursuant to the Illinois Identity Protection Act. The Identity Protection Act requires local and State government agencies to draft, approve, and implement an identity-protection policy to ensure the confidentiality and integrity of social security numbers (SSNs) that these agencies collect, maintain, and use. It is important to safeguard SSNs against unauthorized access to protect against identity theft. See Section 3.19 of this Manual for the District's full Identity Protection Policy.

I. Soccer Goal Safety and Education

The Park District has adopted a Soccer Goal Safety and Education Policy pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law. The policy outlines how the Park District will specifically address the safety issues associated with movable soccer goals. See Section 4.07 of this Manual for the District's Soccer Goal and Safety and Education Policy.

J. Head Injury Education

Proper medical treatment following a sustained head injury by a Park District patron is extremely important. An individual is often disoriented and not necessarily able to make sound decisions regarding their medical treatment after a head injury. As such, and as encouraged by Section 8-24 of the Park District Code, the District will use reasonable efforts to make available to users of District facilities electronically or in written form, concussion and head injury educational

materials which may include those produced or distributed by the Illinois High School Association, the U.S. Centers for Disease Control and Prevention or other comparable materials.

K. Naming Rights Policy

See Appendix H for the District's complete Naming Rights Policy.

L. Non-Discrimination

The District shall not discriminate in the provision of its services or facilities, or in its employment practices, on any unlawful basis, including but not limited to race, religion, national origin, age, sex or sexual orientation, disability or association with a person with a disability, veteran status, or citizenship status and will not tolerate harassment or intimidation of any park patron, or District employee or volunteer. The District's "zero tolerance" policy extends to discriminatory conduct or harassment, including but not limited to sexual harassment, or intimidation by a District elected or appointed official or District employee, or by a patron, volunteer, vendor, contractor, customer, or affiliated organization or other business partner of the District. The policy applies to all District operations.

M. Special Recreation

The District acknowledges and supports the Americans With Disabilities Act ("ADA") and prohibits discrimination on the basis of disability in the services, programs, or activities of the District. The Board has adopted an ADA grievance procedure and authorizes, empowers, and directs the Executive Director to designate a responsible employee or employees to coordinate the District's efforts to comply with and carry out its responsibilities under ADA ("ADA Coordinator"). The Board recognizes the need to provide quality recreation for special populations that live within the District's boundaries, subject to available resources. The District will meet its responsibilities through participation in a cooperative special recreation association where such is more economical or viable than "in-District" programming. It is the Director's responsibility to monitor the performance of the Special Recreation Association and report to the Board accordingly.

The Executive Director shall require the chief executive of the Special Recreation Association to provide a written and oral report to the Board annually. The District will levy a separate tax authorized for this purpose. Payment obligations are governed by operational agreements between the Special Recreation Association and the Park District.

The District will adopt a policy of compliance in the construction of new facilities and will periodically evaluate its services, policies, and practices for compliance with the requirements of ADA.

N. Regulating the Use of Parks and Property

The Board shall have the authority to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways, and other property under its jurisdiction and to prescribe such fines and penalties for the violation of ordinances as it shall

deem proper not exceeding \$1,000 for any one offense. Exercising this authority, the Board has adopted, and may from time to time amend, Ordinance No. 17-03, General Use Regulations.

O. Personnel Policies

The Board shall adopt policies governing District employees. The Board may adopt and maintain a Personnel Policy Manual that establishes the terms, rules, and policies related to employment with the District. The Executive Director shall be responsible for enforcing employee policies and work rules and administering approved benefits pursuant to the Personnel Policy Manual. The Executive Director will cause the Personnel Policy Manual to be reviewed every three years.

P. Process for Amending Policies

Consideration of a new policy or the amendment of an existing policy may be proposed by any Board member or by the Executive Director at any time. A written draft of the proposed amendment or new policy must be: 1) submitted to the Board President to be considered for inclusion on a Board meeting agenda; and 2) approved either by motion, ordinance or resolution in accordance with applicable law. Prior to Board consideration the draft policy may be provided to the District's Attorney for review and comment. Any changes or additions to policies must be approved by a majority of the Commissioners presently holding office at a regular or special meeting.

# FINANCE

## **SECTION 2.00 FINANCE**

### **2.01 WORKING BUDGET**

The Executive Director shall be charged with overseeing the preparation of the annual working budget which will detail the expected sources and amounts of revenues and expenditures for each fund levied for the District. There are currently (11) separate funds levying and assessing taxes on property within limitations as specified in the Park District Code. The annual working budget will be presented to and reviewed by the Board no later than the regular March Board meeting. The presentation of the annual working budget will include a written description of the significant changes from the prior year's budget as well as review and actual revenue and expenditures for each fund in the preceding year, the results of significant organizational, operational or accounting changes, and timetable for review, revision, public display and adoption of the Budget and Appropriation Ordinance, the Annual Levy Ordinance and the Truth-in-Taxation Hearing (if one is necessary). Final approval of the working budget by the Board is scheduled to occur at a Board meeting prior to the beginning of the fiscal year (May 1), usually at the regular April Board meeting.

### **2.02 BUDGET AND APPROPRIATION ORDINANCE**

Upon Approval of the budget, in tentative form, by the Board, the Executive Director will supervise the preparation of the Budget and Appropriation Ordinance with input from the Superintendent of Finance and Attorney. The Budget and Appropriation Ordinance for the next fiscal year shall be released for public inspection by vote of the Board at an open meeting on or prior to the third Tuesday in March. After the tentative Budget and Appropriation Ordinance has been available for a period of at least 30 days, the Board will publish notice of a public hearing and conduct hearing on the Budget and Appropriation Ordinance pursuant to the requirements of the Illinois Park District Code. After the hearing is concluded, the Board shall vote on the Ordinance. Prior to the end of the fiscal year, the Board may make transfers between various funds and such other adjustments to the budget as are proper and necessary under the Park District Code and any other applicable state law, and in accordance with generally accepted accounting principles.

### **2.03 TAX LEVY ORDINANCE**

All general taxes proposed to the Board to be levied upon the taxable property within the District shall be levied by ordinance.

The Annual Tax Levy Ordinance shall be reviewed in November by the Board and adopted no later than the December Board meeting and must be filed with the County Clerk no later than the last Tuesday in December. The Board shall take such other appropriate action to comply with the legal requirements for the purpose of levying taxes in accordance with Park District Code, the Truth-In-Taxation Law, and any other applicable law.

### **2.04 CAPITAL PLAN**

The District will maintain and review annually a 5-Year Capital Plan which will be used to plan and budget for capital acquisitions, improvements and repairs as well as to project its equipment replacement and maintenance needs for that 5-year period. The Park District will identify the estimated costs and potential funding sources for each capital project proposal and will determine the least costly financing method for

the proposed project. The potential use of public and private grants to pay for these projects will be thoroughly explored. The Board will consider at its budget meetings revenue and expenditure figures projected for the next 5 years.

## **2.05 CAPITAL FINANCE OPTIONS**

The District may finance capital improvements with limited tax bonds (non-referendum) or such other legally available public finance instrument as may be appropriate and satisfactory to the Park Board. The District may attempt to sell the full amount of the financing to one of the local financial institutions or the District may explore other options including engaging the services of a financial consultant to market the bonds. Single purpose bond issues of sufficiently larger dollar amounts will be submitted for voter approval when required by law.

## **2.06 FIXED ASSETS**

It is in the best interests of the District to have up-to-date knowledge of the fixed assets of the District. Such information will contribute to loss control, provide an organized replacement program, meet GASB Federal Accounting requirements, and allow for the complete up-to-date inventory of major District assets. The following definitions are helpful in determining the District's fixed assets:

- Buildings: any permanent structure built for the purpose of storage, shelter, office space, restrooms, shower rooms, recreational purposes. Useful life 120-468 months.
- Building Improvements: any fixture or addition to the building that becomes a permanent part of that building; i.e., fire alarm system, electrical wiring, air conditioning system, etc. Useful life 120-468 months.
- Land: any real estate owned by the District.
- Land Improvements: additions to land of a depreciable nature, such as paved surfaces, sidewalks, fencing, landscaping, shrubbery, and underground tanks.
- Equipment: any machinery or equipment purchased by the District.
- Vehicles: any vehicle purchased by the District. Useful life from date of acquisition of at least 84 months.
- Purchase Cost: the net purchase price of a fixed asset, excluding any associated delivery or installation costs.
- Installation Cost: any contracted installation costs associated with a fixed asset.
- Criteria/Procedures:
- The asset must have a useful life of five years or more and have a minimum value of \$5,000.00.

- Amounts capitalized for assets purchased by the District shall include the base cost of the fixed asset, plus acquisition costs, e.g., legal fees, brokers' commissions, title search or title insurance costs, recording fees, escrow fees, and for professional services expenditures for architects and engineers identified with the construction or property items capitalized.
- The Finance Department will be notified by completing a Fixed Asset Data Sheet whenever a fixed asset is purchased or disposed of. The following information is to be included for each fixed asset purchase: description, user, date acquired, service date, manufacturer name, model, serial number, cost, and location. When a fixed asset is disposed of, the Business Office is to be notified in writing with the following information: asset ID#, and user.

## **2.07 INVESTMENT POLICY**

The District will manage its debt, deposits and investments in a manner that best assists in providing the various public services.

The Investment and Portfolio Policy ("Investment Policy") of the District has been adopted by the Board to develop, implement and monitor guidelines for the prudent investment and management of the District's funds, in accordance with the Illinois Public Funds Investment Act.

This Investment Policy applies to the investment of the District's financial assets. All funds or monies of the District not needed for immediate disbursement shall be invested in accordance with this Investment Policy.

### **A. Scope**

This policy governs all of the District's investment activities. The financial assets subject to this policy include all funds accounted for in the annual financial report along with any new funds received by the District during the fiscal year unless specifically exempted.

### **B. Objectives**

The Board of Park Commissioners recognizes its responsibility as fiduciaries of the Public's funds. The District's objectives, in priority order are as follows:

#### **1. Safety**

Safety of principal. This is the foremost objective of the investment program. Investments of the York Center Park District shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

##### **a. Credit Risk**

Credit risk is the risk of loss due to the failure of the security issuer or backer. The Park District should evaluate the credit risk associated with all investments and the portfolio in general and take steps to mitigate credit risk on its investments where possible. Credit risk may be mitigated by:

- i. Limiting investments to the safest types of securities,
- ii. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business, and
- iii. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

2. Interest Rate Risk

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risks may be mitigated by:

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- b. By investing operating funds primarily in shorter-term securities.

C. LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

D. RETURN ON INVESTMENTS

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking in to account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. Investments shall be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

1. a declining credit security could be sold early to minimize loss of principal;
2. a security swap would improve the quality, yield, or target duration in the portfolio; or
3. liquidity needs of the portfolio require that the security be sold.

E. DELEGATION OF AUTHORITY

The establishment of investment policies is the responsibility of the Park District Board. The Superintendent of Finance is designated as investment officer of the District and is responsible for investment decisions and activities, under the direction of the Director and the supervision of the Finance Committee. The Superintendent of Finance will make certain that material, relevant, and decision-useful sustainability factors have been or are regularly considered by the agency, within the bounds of financial and fiduciary prudence, in evaluating investment decisions.

The Superintendent of Finance shall develop and maintain written administrative procedures for the operation of the investment program consistent with these policies. All investments must be denominated in U.S. dollars. Generally, it is expected that investments will be limited to non-interest bearing and interest bearing bank accounts, certificates of deposit, or other investments constituting direct obligations of banks as described in Paragraph N.1.iii. of this Section 2.07, so the written procedures must include those necessary to effectuate investments of this sort. In certain limited circumstances, investments may include others as described in Paragraph N.1.; however, before any such investments are effectuated, the Superintendent of Finance must develop written procedures tailored to these sorts of investment vehicles. In these cases, procedures should include references to such issues as safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of

authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Superintendent of Finance, which must be reviewed by the Finance Committee and approved by the Board in order to take effect. The Superintendent of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the investment activities of all persons, including all agents of the Park District. The Superintendent of Finance may from time to time amend, subject to review of the Finance Committee and approval of the Board, the written administrative procedures in a manner not inconsistent with this policy or with state law.

F. PRUDENCE

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent investor rule shall be applied in the context of managing the overall portfolio.

The investment officer or Director acting in accordance with the prudent investor rule and written procedures, and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately, and that appropriate action is taken to control adverse developments.

G. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.

H. MONITORING AND ADJUSTING THE PORTFOLIO

The Superintendent of Finance will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments and will adjust the portfolio as necessary in compliance with Paragraph D above. All portfolio instruments shall be carried out in the name of the District. The Investment Officer or Director shall have the authority to transfer any appropriate funds between only District accounts. Any transaction not between District accounts shall be deemed a disbursement and treated accordingly.

I. INTERNAL CONTROLS

The Superintendent of Finance shall establish a system of written internal controls, which shall be reviewed annually by the independent auditor. The controls shall be designed to provide reasonable assurance that the assets of the York Center Park District are protected from loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, cyber-crime, or imprudent actions. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived: and (2) the valuation of costs and

benefits require estimates and judgments by management. The internal controls shall address the following points:

1. Control of collusion
2. Separation of transaction authority from accounting and record keeping
3. Custodial safekeeping
4. Avoidance of physical delivery securities
5. Clear delegation of authority to subordinate staff members
6. Written confirmation of telephone transactions for investments and wire transfers
7. Development of a procedure for making wire transfers and other electronic funds transfers.

J. AUTHORIZED AND SUITABLE INVESTMENTS

1. The York Center Park District may invest in any type of security permitted under the Illinois Public Funds Investment Act or other applicable Illinois statute governing the investment of public funds. Authorized investments include but are not limited to:
  - (i) Bonds, notes, certificates of indebtedness, treasury bills, treasury strips, or other securities, which are guaranteed by the full faith and credit of the government of the United States of America;
  - (ii) Bonds, notes, debentures, or other similar obligations of the United States of America;
  - (iii) Non-interest bearing checking accounts and interest bearing savings accounts, interest bearing certificates of deposit, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act, provided that said deposits are insured by the Federal Deposit Insurance Corporation;

K. SHORT-TERM VERSUS LONG-TERM PORTFOLIO

Limitations on instruments, diversification, and maturity scheduling shall depend upon whether the funds being invested are considered short-term or long-term funds. All Park District funds shall be qualified for short-term investment except those reserved for capital projects (for example, bond sale proceeds, capital projects fund, etc.) that will not be spent for at least 11 years from the date of investment, subject to the Park Code accumulation limit.

L. SHORT-TERM PORTFOLIO DIVERSIFICATION

For short-term investments, the District will use the following investment instruments:

1. Instruments
  - U.S. Treasury Obligations (Bills, notes and bonds)
  - Certificates of Deposit (CDs) issued by Commercial or Savings Banks, limited to the amount of FDIC insurance
2. Maturity Scheduling:

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account: (i) large routine expenditures (payroll, vouchers, bond payments) and (ii) sizable blocks of anticipated revenue (tax receipts, bond proceeds). Maturities in this category shall not exceed one (1) year.

M. LONG-TERM PORTFOLIO DIVERSIFICATION

Diversification for the long-term portfolio shall be the same as for the short-term portfolio. Maturity scheduling shall be timed according to anticipated need. For example, investment of capital project funds shall be timed to meet contractor payments, usually for a term not to exceed

four years. Any investment purchased with a maturity longer than four years must be supported with written documentation explaining the reason for the purchase and must be specifically approved by the Park Board.

N. QUALIFIED INSTITUTIONS

The District shall maintain a listing of financial institutions, which are approved to provide investment services. The Finance Committee shall have the responsibility to qualify institutions. No public deposit shall be made except on qualified public depository as established by state statutes.

The Park District Board authorizes the Superintendent of Finance to invest up to \$250,000 in any approved federally insured U.S. financial institution, with FDIC coverage required for each account.

All financial institutions that desire to become qualified bidders for investment transactions must supply the Finance Committee with the following:

- audited financial statements
- proof of state registration
- certification of having read the District's investment policy
- depository contracts (signature cards, account information, etc.), including written procedures for adding or deleting authorized signers
- any other documentation reasonably required by the Committee to determine or rank the institution's qualifications.

An annual review of the FDIC insurance and membership of institutions in which the Park District has invested will be conducted by the Superintendent of Finance.

A current audited financial statement is required to be on file for each financial institution in which the District invests.

O. SAFEKEEPING AND COLLATERALIZATION

All investment securities purchased by the District shall be held in safekeeping by a designated third-party agent. The agent shall issue a safekeeping receipt to the District listing the specific instrument, rate, maturity, and other pertinent information. All security transactions, including collateral for repurchase agreements, entered into by the York Center Park District shall be conducted on a delivery-verses payment (DVP) basis.

It is the policy of the York Center Park District that bank deposits be covered by FDIC insurance except under extremely rare circumstances in which this is not practicable. If the amount of a bank deposit is not fully insured by the FDIC it is the policy of the York Center Park District, that deposit-type securities (i.e., certificates of deposits) shall be collateralized for any amount exceeding FDIC coverage. Other investments shall be collateralized by the actual security held in safekeeping by the agent. The Park District will accept any of the following assets as collateral:

- Government Securities

The Park District reserves the right to accept/reject any form of the above-named securities.) The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio

declines below the level required and collateral will be released if the fair market value exceeds the required level. Pledged collateral will be held in safekeeping, by an independent third-party depository, or the Federal Reserve Bank of Chicago, designated by the York Center Park District and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the York Center Park District.

**P. PERFORMANCE STANDARDS**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

**Market Yield (Benchmark)**

The District's investment strategy is passive. Given this strategy, the basis used by the Superintendent of Finance to determine whether market yields are being achieved shall be the three-month U.S. Treasury Bill less 0.5%.

**Q. REPORTING REQUIREMENTS**

The Superintendent of Finance shall generate monthly reports for management purposes. In addition, the Director and the Administration and Finance Committee will be provided quarterly reports. Such reports will be prepared in a manner that will allow the District to ascertain whether investment activities during the reporting period have conformed to the investment policy. The Report will include the following:

- A listing of individual securities held at the end of the reporting period
- Average weighted yield to maturity of portfolio on District investments as compared to applicable benchmarks
- Listing of investments by maturity date
- The percentage of the total portfolio which each type of investment represents
- The percentage of the total portfolio which each institution is holding
- The percentage of the total portfolio broken down by defined maturity periods

**R. MARKING TO MARKET**

A statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that the minimal amount of review has been performed on the investment portfolio in terms of value and subsequent price volatility.

**S. POLICY ADOPTION**

The Investment Policy shall be reviewed on an annual basis by the Superintendent of Finance and any modifications made thereto must be adopted by the Park District Board of Commissioners Pursuant to Section 1.15 hereof.

**2.08 REVENUE POLICY**

In order to maintain current services and to provide new ones, it is necessary for the District to develop sound and consistent policies that will serve as a tool for evaluating and establishing program fees and charges. The Board recognizes the need for a comprehensive Revenue Policy.

## **2.09 DEBT SERVICE PRINCIPLES AND PROCEDURES**

The issuance of debt will be necessary from time to time, in amounts and on terms acceptable to the Park Board, to accomplish the District's mission and can provide a mechanism to reduce Park District costs by allowing the prompt funding of land acquisition, capital projects, or equipment purchases, thus reducing or negating cost increases due to inflation and other market factors. The District also realizes that adequate funding to maintain and improve facilities and programs at a desirable level is essential to promote positive local property values and the public's health and welfare, and must be provided. Thus, the District shall adhere to the following general debt policies:

- The District will endeavor to maintain the highest possible bond rating.
- To the extent necessary, bonds, notes, and other debt of the District will be used to fund capital improvement needs described in the 5 Year Capital Improvement Plan and other projects, all as determined by the Board.
- No Commissioner, Committee, Officer, employee, or person otherwise associated with the Park District is authorized to create any financial liability on behalf of the District unless approved in nature and amount by the Board at a duly constituted meeting and recorded in the minutes of such meeting, or in accordance with the District's Purchasing Policy and Section 4-6 of the Park District Code.
- Planning for the issuance of debt will begin by reference to the 5 Year Capital Improvement Plan and will proceed via consideration of the annual working budget.
- Prior to the issuance of bonds, the District may secure a bond rating from a major bond rating agency, such as Moody's, Standard & Poor, or Fitch.
- Prior to the issuance of bonds, the District may seek to insure the bonds, when doing so will result in a net savings on interest expense.

All forms of public finance shall be issued in accordance with applicable Illinois constitutional and statutory requirements. At the Board's direction, the following process for marketing and sale of the Park District's securities will be followed: The Executive Director or his designee, may invite bids from financial institutions. The Ordinance authorizing the financing will be written by the Bond Counsel. The Park District's customary annual Park District limited tax "rollover" bonds will be authorized and sold in time to fund the payment of obligations planned for such issue or the obligation to which the bond's proceeds are pledged. Customarily, the Ordinance authorizing issuance of the Park District limited tax "rollover" bonds is adopted by the Park Board on or before the December Board meeting and the bond sale completed on or before December 31.

## **2.10 DISBURSEMENTS**

The District is committed to prompt disbursement of payables following approval of same and subject to vendor's right to payment under terms of contract or applicable law. Staff has the responsibility of paying all obligations on a timely basis (to include discounts when applicable) with the proper documentation. Staff shall comply with the Local Government Prompt Payment Act, unless other repayment terms apply.

by contract. Staff shall be responsible for timely collection of all revenues from fees and charges, permits, and registration fees.

The Superintendent of Finance shall prepare or cause to be prepared, for the Board's monthly review, a summary of the bills and requests for the Invoice Distribution Report. The Disbursement Summary shall be presented to the Park Board for approval.

The Park Board shall review and act upon the recommended disbursements as needed but not less often than monthly, based on its review of the Disbursement Summary and the Finance Committee's recommendation. All disbursements shall be subject to Board approval. The Board may approve and authorize Park District staff to disburse certain payments to specified vendors for standard and/or recurring expenses within a specified dollar range not to exceed \$10,000, for designated purposes, prior to board approval of the applicable disbursement summary ("Preauthorized Expenditures"). Thereafter, the Park Board shall ratify disbursements for Preauthorized Expenses at the next regular meeting following disbursement. Only Preauthorized Expenditures may be disbursed prior to Park Board approval.

### **2.11 OPERATING FUND BALANCES**

The District will endeavor to maintain a fund balance of at least four months' operating expenses. A reasonable attempt should be made to control costs so that all recreation programs and facilities operate with no more than a small deficit.

### **2.12 INTERNAL ACCOUNTING**

From time to time, certain internal accounting procedures may need to be maintained, improved and/or developed. All accounting and internal auditing procedures for the District shall be under the supervision of the Superintendent of Finance. These procedures shall comply with the Generally Accepted Accounting Procedures (GAAP) and/or recommendations contained in the annual audit management letter.

### **2.13 FINANCIAL REPORTING**

In order to be knowledgeable concerning the District's fiscal condition, a comprehensive and informative reporting system is required.

The Superintendent of Finance shall be responsible for providing a monthly financial report and analysis highlighting conditions that require specific Board action with the Board packet for the regular monthly Board meeting.

The Superintendent of Finance shall receive all communications and petitions addressed to the Board or its Secretary and present them to the Board at the next regular scheduled Board meeting succeeding the receipt of these communications or petitions.

### **2.14 ANNUAL AUDIT**

The Park District shall cause an audit of its accounts to be made by an auditor or auditors. The audit shall be performed annually and shall cover the Park District's immediately preceding fiscal year. The audit shall include all the accounts and funds of the Park District, including the accounts of any officer who receives fees or handles funds or who spends money of the Park District. The audit shall begin as soon as possible

after the close of the last fiscal year, and shall be completed and the audit report filed with the Comptroller within 180 days after the close of such fiscal year, unless an extension of time is granted by the Comptroller in writing. The auditor performing the audit shall submit not less than 3 copies of the audit report to the Park Board.

The audit report shall contain statements that set forth the financial position and results of financial operations for financial statements for governmental activities, business-type activities, discretely presented component units, and each major fund and aggregated nonmajor fund. The auditor shall be required to prepare the audit report in compliance with the requirements of the Governmental Account Audit Act and all other applicable law. The Park District shall retain the right of inspection of the auditor's working papers and shall make them available to the Comptroller, or his or her designee, upon request.

The audit report shall include the professional opinion of the auditor with respect to the financial statements or, if an opinion cannot be expressed, a declaration that he or she is unable to express an opinion and an explanation of the reasons he or she cannot do so. Each audit report shall include a representation by the auditor that the audit has been performed in accordance with generally accepted auditing standards.

The audit firm may be required to make a presentation to the Board at a regular Board meeting. The auditor shall provide the Park District with at least three signed copies of the audit report immediately upon its completion. The Park District shall cause the audit to be filed with the Comptroller electronically and shall file one copy with the DuPage County Clerk, as required by the Governmental Account Audit Act. A copy of the audit shall also be made available for public inspection. Copies of the audit shall be provided to the Board, the Treasurer, the Executive Director, all members of the Finance Committee, the Board's Financial Advisor and the Board's Attorney.

The audit must be completed in accordance with the accounting procedures established by the principals and standards of the Governmental Accounting Standards Board, and the Financial Accounting Standards Board and shall be completed in compliance with all applicable state law, including but not limited to the Governmental Account Audit Act.

## **2.15 PURCHASING POLICIES AND PROCEDURES**

The District recognizes the need to procure materials, supplies, equipment and services required for District operations in a manner that meets the District's specifications and in accordance with applicable law.

Formal competitive sealed bids consistent with this policy will be solicited on all procurements except:

1. Those purchases that are clearly identified and justified in writing as not adapted to award by competitive bidding.
2. Those purchases of an emergency nature that require immediate implementation in order to protect public safety, health or welfare, or are necessary to prevent further damage or loss to Park District property or Park District funds, or for other purposes deemed an emergency by the Board.
3. Those purchases excluded from the bidding process by the Park District Code. Such purchases may be solicited through the RFP process, by obtaining at least three quotes.

4. Those whose cost is more than \$10,000 and that are approved by the Director and authorized by the Board.
5. Those whose cost is more than \$60,000 for materials or more than \$30,000 for labor.
6. Selection of architects, engineers, land surveyors, which are subject to procurement pursuant to the Local Government Professional Services Selection Act.
7. Purchases through the State of Illinois Joint Purchasing Program, authorized by the Illinois Local Government Joint Purchasing Act, Illinois Park and Recreation Association Joint Purchasing Program and Federal Surplus Properties.

B. Authorization Levels:

1. Board: in excess of \$10,000;
2. Executive Director: up to \$10,000;
3. Division Heads: up to \$500
4. Supervisors: up to \$250

- C. Purchases in excess of \$30,000: - Requests for formal bids or requests for proposals for those procurements involving an expenditure in excess of \$60,000 for materials or \$30,000 for labor will be formally and publicly advertised, unless exempt from bidding in accordance with the Park District Code (See subsection A above and Superintendent of Finance for any clarification). See subsection G below for further details on competitive bidding.

Each procurement action will be fully documented consistent with District purchasing procedures. Any variance from the above policies must have prior approval of the Board.

- D. Purchases \$10,000 -- \$30,000: Requests for quotations for purchases costing \$10,000 - \$25,000 and less need not be formally and publicly advertised. Items in this range shall have at least three written quotes. Purchases must be approved by the Executive Director.
- E. Purchases \$1,000 -- \$10,000: Requests for informal quotations for purchases costing \$1,000 - \$10,000 need not be formally and publicly advertised. Items in this range shall have at least three quotes, whenever possible, that are solicited by either written or oral invitation.

Certain items (i.e. commodities) routinely purchased on a repetitive basis may be purchased from selected prequalified vendors. These items and vendors shall be reviewed annually, in April, by Department Managers with the Superintendent of Finance and approved by the Director.

- F. Purchases Less than \$1,000: Anyone authorized to purchase will obtain the appropriate Department Manager approval (signature) before purchasing items needed.

G. Competitive Bidding

Pursuant to the Park District Code, all contracts for supplies, materials or work involving an expenditure in excess of \$25,000 shall be awarded to the lowest responsible bidder, after due advertisement, following the procedures set forth in the Purchasing Policy located in the Finance Procedures Manual.

H. Award of Bid

The Board normally awards the bid to the lowest responsible bidder, as determined by the Board. Exceptions may be made with justification and after Board Attorney review. All exceptions must be documented.

I. Procedures for Purchases Considered an Emergency

An emergency situation is a sudden condition or state of affairs calling for immediate action in order to protect public health, safety or welfare or is necessary to prevent further damage or loss to Park District property or Park District funds, or is otherwise determined to be an emergency as defined by the Board.

J. Economy of Resources and Purchases

Staff will seek to economize resources and purchases to achieve cost savings for the District by Participating in cooperative purchasing programs offered through the Illinois Park and Recreation Association Joint Purchasing Program, Federal Surplus Properties, State of Illinois Joint Purchasing Program, and any national joint purchasing co-operatives that are in compliance with Illinois law.

K. CASH MANAGEMENT

The purposes of a Cash Management Policy are: 1) to have cash available when needed to support District operations; 2) to meet all legal obligations of the District; 3) to protect the District's assets; 4) to provide necessary liquidity; and 5) to document procedures and establish accountability. See the Finance Procedures Manual.

**2.16 INDEMNITY BONDS**

The District recognizes the need to protect the District from financial loss as a result of actions taken by its Commissioners and staff. The District shall indemnify and protect members of the Park District Board and employees of the District against civil rights damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the Board. Such indemnification and protection shall extend to persons who are members of the Park District Board or employees of the District at the time of the incident from which a claim arises.

The District will secure insurance or fidelity bond coverage or both, in the types and amounts recommended by the District's insurance risk pool or other insurance consultant, for all Commissioners and employees in their conduct of District business.

**2.17 GRANT APPLICATIONS**

Governmental and private grants serve to reduce the direct financial burden on the District's taxpayers and may enable the Park District to acquire land or build facilities that would otherwise be beyond its financial capability.

The Executive Director will apply for grants when it determines that the assistance sought will serve a specific need and the grant's purposes and terms are in the best interests of the District. The Executive Director will supervise the grant application process and keep the Board apprised of its progress.

## **2.18 PUBLIC FINANCE DISCLOSURE**

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information or Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*Event Notice*"), and (iv) website postings and press releases pertaining in any way to the issuance of securities ("*Public Statements*") comply in all material respects with the federal securities laws.

Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, (iii) Event Notices and (iv) Public Statements. Official Statements, Annual Financial Information, Event Notices and Public Statements are collectively referred to herein as the "*Disclosure Documents*."

In response to these interests, the District hereby adopts the following policies and procedures (the Disclosure Policy).

- A. Disclosure Officer. The Superintendent of Finance of the District (the "Disclosure Officer") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "Disclosure Procedures").
- B. Disclosure Procedures: Official Statements. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:
  - 1. The District shall select (a) a working group for the transaction, which group may include outside professionals such as bond counsel, disclosure counsel, local counsel, a municipal advisor and an underwriter (the "Working Group") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.
  - 2. At the beginning of the disclosure process the Working Group will (a) determine what information should be disclosed in the Official Statement to present fairly a description of the source of repayment and security for the securities being offered, including related financial and operating information; (b) assign responsibilities for assembling and verifying the information, and (c) establish a schedule for producing the information and the Official Statement, that will afford sufficient time for final review by the Working

Group and the Disclosure Officer and approvals required by this Disclosure Policy. While the information included in the last offering document may be used as a starting point, the Working Group should be encouraged to provide suggestions for improvement and not assume it represents a complete list of what is currently required.

3. The Disclosure Officer shall (a) identify officers or employees of the District who are likely to know or be able to obtain and verify required information; (b) request that they assemble, verify, and forward the information and also notify the Disclosure Officer of any other fact that they believe to be important to investors; and (c) establish a reasonable deadline for producing the information. The Disclosure Officer should produce (or caused to be produced) a draft of the Official Statement based on the information received. The Disclosure Officer shall assure that employees within their areas devote sufficient time and care to produce timely and accurate information, when requested. The Disclosure Officer or designee in the Working Group shall distribute drafts of the Official Statement to the Working Group for review, together with a description of the process used to compile it and a list of facts, if any, that employees forwarded as important but are not included in the draft.
  4. The members of the Working Group shall review the Official Statement drafts and the Disclosure Officer's or designee's process description to determine whether, based on information known or reported to them, (a) this Disclosure Policy was followed, (b) the material facts in the Official Statement appear to be consistent with those facts known to the members of the Working Group, and (c) the Official Statement omits any material fact that is necessary to be included to prevent the Official Statement from being misleading to investors. The Disclosure Officer shall take such action as may be necessary, based on feedback from the Working Group, to enable the Working Group to conclude that this Disclosure Policy was followed and that the Official Statement is accurate and complete in all material respects.
  5. The Working Group shall approve the final draft of the Official Statement. The approval of the Working Group, together with the Official Statement and the Disclosure Officer's or designee's description of the process used to prepare and check the Official Statement, shall be sent to the Board of Park Commissioners of the District (the "Board") for ratification, approval and authorization.
  6. The Disclosure Officer shall compile and retain a file of the action taken to prepare, check, and approve the Official Statement, including the sources of the information included, the comments and actions of the Working Group, the description of the process followed by the Disclosure Officer, and the approval of the Board.
- C. Disclosure Procedures: Annual Financial Information. The Disclosure Officer or designee shall (a) compile and maintain all financial information and operating data ("Annual Financial Information") required to be filed with the MSRB pursuant to the Undertakings entered into by the District (the "Annual Filing"); and (b) shall oversee the process of preparing the Annual Filing pursuant to the following procedures:
1. On or before December 15th of each year (or such date being at least 30 days prior to last date on which the Annual Financial Information is required to be disseminated pursuant

to the related Undertakings), the Disclosure Officer shall (a) compile and maintain (and update after every issuance or defeasance of Securities) a list of all financial information and operating data required to be filed with the MSRB pursuant to each of the Undertakings; (b) assign responsibilities to officers and employees for periodically assembling and verifying the data; (c) request that they assemble, verify, and forward the data to the Disclosure Officer and notify the Disclosure Officer if they have learned of any other fact that they consider to be material with respect to the information provided; and (d) establish a schedule for producing the data (and the Annual Filing document) that will afford sufficient time for final review by the Working Group and the Disclosure Officer, and sufficient time for the approvals required by this Disclosure Policy. The Disclosure Officer or its designee shall review drafts of the Annual Filing with disclosure counsel or the District's municipal advisor, including a description of the process used to compile it.

2. Disclosure counsel or the District's municipal advisor, as appropriate, shall review the Annual Filing drafts and Disclosure Officer's process description to determine whether, based on information known or reported to them, (a) this Disclosure Policy was followed, (b) the material facts in the Annual Filing appear to be consistent with those known to the members of the Working Group, and (c) the Annual Filing omits any material fact that is necessary to be included to prevent the Annual Filing from being misleading to investors. The Disclosure Officer shall take such action as may be necessary, based on feedback from the Working Group, to enable the Working Group to conclude that this Disclosure Policy was followed and that the Annual Filing is accurate and complete in all material respects.
3. The Working Group shall approve the final draft of the Annual Filing. Its action, together with the Annual Filing and the Disclosure Officer's report regarding the process used to prepare and check the Annual Filing, shall be sent to the Executive Director of the District (the "Executive Director"). The Annual Filing shall not be issued until approved by the Executive Director.
4. The Disclosure Officer or designee shall file the Annual Filing with the MSRB through EMMA by the deadline established by the Undertakings. The Disclosure Officer shall exercise reasonable care to file the Annual Filing in the format and with the identifying information required by the Undertakings, including applicable CUSIP numbers for the District's securities.
5. The Disclosure Officer shall compile and retain a file of the actions taken to prepare, check, and approve the Annual Filing, including the sources of the information, comments and action of the Working Group, the Disclosure Officer's report regarding the process used to prepare and check the Annual Filing, and approval of the Executive Director.

D. Event Notices and Public Statements.

1. The Disclosure Officer shall maintain a list of events of which the District is required to provide notice to the MSRB pursuant to the Undertakings. The Disclosure Officer (with the assistance of the Working Group) shall (a) identify the officers and employees of the District who are most likely to first obtain knowledge of the occurrence of such events and (b) request in writing that they notify the Disclosure Officer immediately after

learning of any such event, regardless of materiality, and repeat such request in a quarterly reminder.

2. The Disclosure Officer or designee shall (a) assess the materiality of any reported event with the assistance of legal counsel (reportable under the Undertakings if material) and, if notice of the event must be given (or if no materiality standard applies to that particular event); (b) prepare an Event Notice giving notice of the event; and (c) except for notices of a rating change, bond call, or defeasance, forward the draft Event Notice to the Executive Director for his review.
  3. The Executive Director shall promptly review and approve or comment on the Event Notice. The Disclosure Officer shall incorporate such comments into the Event Notice to be filed with EMMA. The Disclosure Officer shall not file the Event Notice Statement until it is approved by the Executive Director, unless the Event Notice (a) gives notice of a rating change, bond call, or defeasance or (b) such approval has not been received by the applicable Undertaking's filing deadline.
  4. The Disclosure Officer shall file the Event Notice with the MSRB through EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing by the deadline established by the Undertakings or, if the facts cannot be correctly and fairly described by the deadline, then as soon thereafter as possible. The Disclosure Officer shall exercise reasonable care to file the Event Notice in the format and with the identifying information required by the Undertakings, including CUSIP numbers of the applicable Securities.
  5. Whenever the District releases Public Statements or information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, District officials must be sure that said Public Statements or released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
- E. Additional Responsibilities of the Disclosure Officer. The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:
1. Scheduling email reminders with EMMA to help ensure timely filing of the District's Annual Financial Information;
  2. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;
  3. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and
  4. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

F. Training.

1. The Disclosure Officer, each member of the Working Group, the Executive Director, and each officer or employee of the District designated as a source of data for a Disclosure Document pursuant to this Disclosure Policy shall undergo periodic training.
2. The training program and materials shall be prepared by or with the assistance of the District's legal counsel or outside bond counsel and approved by the Executive Director. The training program shall impart the requirements of federal and state securities laws and the Undertakings, the meaning of "material", and the duties of such officers and employees under this Disclosure Policy.
3. Each affected officer and employee shall undergo training (a) promptly after being appointed to a position described herein, and (b) annually as necessary to address any changes in law or this Disclosure Policy.

G. Updates to Policies and Procedures.

1. This Disclosure Policy shall be reviewed annually by the Working Group. In addition, at any time, all officers and employees of the District are invited and encouraged to make recommendations for changes to this Disclosure Policy so that it fosters better compliance with applicable law, results in better information to investors, or makes the procedures required by this Disclosure Policy more efficient.
2. Following receipt of any such recommendation, the Disclosure Officer shall give advice regarding the recommendation to the Working Group. The Working Group shall consider the recommendation and advice, determine whether to propose any change to this Disclosure Policy, and submit each proposal to the Executive Director.
3. The Board, with advice from the Disclosure Officer, the Executive Director and the District's legal counsel, shall approve and adopt any changes to this Disclosure Policy that it deems appropriate, based on said advice; provided that any such change shall not modify the fundamental policies or procedures established by this Disclosure Policy.

H. General Principles

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.
2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.
4. This Disclosure Policy is intended for the internal use of the District only and is not intended to establish any rights or duties in favor of any person or entity other than the District.
5. The officers and employees charged by this Disclosure Policy with performing or refraining from any action, may depart from this Disclosure Policy when they and the Disclosure Officer in good faith determine that such departure is in the best interests of the District and consistent with the duties of the District under federal and state securities laws. If the Disclosure Officer is charged by this Disclosure Policy with taking or refraining from such action, any such departure shall require approval of the Executive Director, upon the consultation and advice of the District's legal counsel or disclosure counsel.

# **GENERAL OPERATIONS**

## **SECTION 3.00 – GENERAL OPERATIONS**

### **3.01 Structure of Authority**

The Board shall establish an Organizational Chart, which shall be reviewed and updated by the District at least every three years.

The Organizational Chart will be easily accessible to the public, the Board, and staff, using the District's comprehensive annual audit report, its website, and its bulletin boards.

### **3.02 Comprehensive Needs Assessment**

In order to ensure that the District has a thorough understanding of the social and economic conditions as well as an awareness of population shifts in the community, the District will conduct a comprehensive needs assessment no less than once every five years. This may be done by various means, including but not limited to, community input meetings, phone surveys and direct mail pieces.

### **3.03 District Records**

The Executive Director shall oversee the development and maintenance of an appropriate recordkeeping system that: 1) meets all applicable local, state and federal law requirements; 2) provides data required for annual audit; and 3) meets the needs of the District in a timely manner.

All District records shall be retained in a safe, secure storage area(s) and shall be subject to release in accordance with the Illinois Freedom of Information Act (see Section 3.03) and subject to retention and disposal in accordance with the Illinois Local Records Act. The Local Records Act designates the period of time each public record must be retained and prohibits the disposal of any public record without the approval of the Local Records Commission. Each District staff member at its respective facility is responsible for maintaining accurate records and complying with the Local Records Act.

### **3.04 Public Inspection of District Documents**

The District recognizes the need to openly conduct business and, accordingly, will provide the public access to District public records, in accordance with the Illinois Freedom of Information Act, as may be amended from time to time.

### **3.05 Cooperation – Economy of Resources**

The District recognizes the need for and desirability of cooperating with units of local government and other community agencies in order to best serve the public in the most economic manner. The Board members and District staff shall strive to cooperate to the fullest extent with other agencies and groups in the community, including governmental, public, private, and voluntary organizations to the extent consistent with the District's mission, vision and values as determined by the Park Board.

All cooperative efforts should be instituted when it is believed that such cooperative efforts will better serve the District and its patrons, while making the best utilization of District revenues.

This cooperation, however, shall not be initiated or continued to the detriment of the District's operations,

to the extent such cooperation will displace prior contractual obligations or is in violation of law. All contracts and requests for intergovernmental or cooperative agreements with other agencies shall be submitted to the office of the Executive Director, except where he/she may authorize such contracts and requests to be received by other staff members. Once received, all contracts and requests for agreements are reviewed by the Executive Director for submission to the Board, if applicable.

### **3.06 Joint Use**

Where and when feasible, the District and school facilities may be developed, designed and operated jointly via an agreement between the Park Board and the appropriate school district board for the most efficient and best use of the fiscal resources of both the Park District and school district.

### **3.07 Volunteers**

The Park District maintains opportunities for people of all ages to volunteer. The Park District is always looking for volunteers to provide assistance with our many programs and activities to help enrich the quality of life for the health and well-being of our community. All volunteers must complete an application in accordance with Section 8-23(a) of the Park District Code. 70 ILCS 1205/8-23(a).

All volunteers must complete a volunteer waiver form prior to beginning volunteer services with the District. As part of the process of weighing a volunteer's qualifications and determining his/her suitability for volunteer positions, the District requires background checks. Each volunteer is asked to sign a release authorizing the checks. Any volunteer who refuses to sign a release form will not be considered eligible for volunteer work with the District.

As required by law, the volunteer will be asked the question whether the he/she has been convicted of, or has been found to be, a child sex offender.

### **3.08 Special Recreation Association**

The District recognizes its obligation to provide for the recreation needs of special populations within the District, including senior citizens, and physically, socially, and/or mentally handicapped individuals. Accordingly, the District shall remain an active member of and participate in the Gateway Special Recreation Association (See Chapter 4, Section 4.01 of this Manual).

### **3.09 District Involvement in Community Events**

The District recognizes that from time to time there are various non-District sponsored community events conducted within the boundaries of the District. The Executive Director has the responsibility of determining whether or not, and to what extent, the District will become involved in a community event. Guidelines: The study of proposed District participation in an event must consider 1) cost impact, 2) District philosophy and/or theme concept, 3) whether it is in the best interests of the District, 4) whether it enhances the park and recreation opportunities, 5) if it complements and does not compete with a District program, 6) if it is open to all people and does not discriminate based on a protected class pursuant to law, 7) whether or not it is sponsored by a not-for-profit organization.

Each case should be considered on its own merits. The Board shall retain the authority to make a final decision on District participation.

### **3.10 Americans With Disabilities Act**

It is the policy of the Park District to comply with all aspects of the Americans with Disabilities Act (ADA) that pertain to District operations. The District strives to make its programs and facilities accessible to all interested persons, including those with physical or mental disabilities.

#### **A. Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

- The Executive Director shall be responsible to establish policies and procedures that comply with the Americans with Disabilities (ADA) Act of 1992, as revised.
- External public communications materials created by the District should notify the public of the District's compliance with the Act and accommodations available in accordance with it.
- All Park District Board and Board committee meetings, Citizen's Committee meetings and Task Force meetings must be held in compliance with the requirements of ADA.
- All parks, facilities, policies, programs and services should be in compliance with the requirements of ADA per the District's ADA Transition Plan (as updated).
- The Executive Director will serve as the Park District's ADA Compliance Officer.
- The District has adopted the following grievance procedure to provide prompt and equitable resolution of complaints alleging any action that would be prohibited by the U.S. Department of Justice regulations implementing Title II of the ADA. The procedure was established to provide persons with disabilities with a mechanism to voice concerns, to resolve disputes and differences relating to the ADA, and to ensure compliance by the District.

#### **B. Grievance Procedure**

The District has established the following set of procedures to resolve grievances.

Complaint or grievances should be filed in writing and contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations. Complaints should be addressed to the ADA Compliance Officer, York Center Park District, 1609 South Luther Avenue, Lombard, Illinois 60148.

When appropriate, an investigation shall be made of all complaints relating to the District's compliance with the ADA by the ADA Compliance Officer when brought to his/her attention by any District employee, constituent, visitor, or participant.

The District's primary objective in complaint resolution is to resolve the complaint's allegations of discrimination promptly and appropriately. The District will initiate immediate action to investigate and resolve any complaint as soon as it is received in writing. In addition to its formal complaint investigative process, the District may also utilize an expedited complaint resolution process called Early Complaint Resolution (ECR), whereby the District attempts to resolve the

outstanding complaint issue(s) through mediation. The ECR process provides both parties involved the opportunity to immediately resolve the allegations prompting the complaint. Both the District and the Complainant must be willing to participate in this mediation process. Either party may end the process at any time, if it appears that a resolution cannot be reached. In that case, the more formal investigation procedure described below will be conducted. The Complainant has the right to file a complaint directly with the appropriate state and/or federal agencies even if a complaint has been or will be filed with District. The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by the person's pursuit of other remedies.

If the Complainant or District chooses to enter into a formal investigation process, the District must begin the investigation within five working days of notification by the Complainant. The Complainant shall be notified in writing by the Executive Director of the successful resolution of the grievance, the reason why the grievance cannot be resolved, or the time schedule for its resolution within 15 working days after notification by the Complainant.

The Complainant may appeal the Executive Director's decision to the Board. The Board shall hear the appeal and recommend confirmation, modification or revocation of the Executive Director's decision. The decision of the Board shall be final and shall be sent in writing to the Complainant. All Board actions shall be completed within 20 working days following written notice of appeal.

The ADA Compliance Officer shall maintain a record of all complaints filed.

### **3.12 Service Animal Policy**

See Appendix I.

### **3.13 Mobility Device Policy**

The Park District, as a public entity is required by Title 2 of the Americans with Disabilities Act of 1990 to establish and/or modify policies and procedures to avoid unreasonable discrimination in the provision of public services and benefits against persons with mobility disabilities. See Appendix J.

### **3.14 Donations**

The Park District will accept donations, gifts and bequests in the form of money and/or other materials with the understanding that the District shall have sole and complete control of the donation, gift or bequest.

The Park District will try to comply with the wishes of the donor; however, the Board will use discretion to determine whether the donation, gift or bequest meets Park District standards.

Criteria for the consideration for not accepting donations, gifts and bequests include but are not limited to:

- Contains hazardous substances;
- Cost of accepting or maintaining would exceed benefit to Park District;
- Contains indecent language or obscenity;

- Property is subject to unacceptable encumbrances or defects of title or competing claim(s);
- Acceptance or maintenance of the donation/gift would conflict with the District's compliance with any applicable local, state or federal law; and
- Acceptance would establish or favor, or appear to establish or favor, any one religion or religious belief.

Prior to acceptance, all donations valued over \$1000 will be brought to the Board for approval. The donations, gifts and bequests accepted by the District shall be managed in accordance with District policies and procedures and, therefore, may be used, converted or disposed of in the manner determined to be most beneficial to the District. The District cannot guarantee that any gift will permanently be a part of the Park District.

The Park District will only accept materials that are in a usable physical condition. The Park District will not accept material that are not outright gifts or are subject to conditions deemed by the Board to be unacceptable. The Park District maintains an ordinance implementing required gift ban rules applicable to individual commissioners and staff. No gift shall be made personally to a commissioner(s) or staff in violation of the Park District's Gift Ban Ordinance.

### **3.15 Tree and Memorial Bench or Boulder Donation Recognition**

The District recognizes the need for a tree, bench and boulder donation program in the community to provide for individual or group needs with regard to dedications, enhancement of parks and memorials. The District shall provide a plaque for recognition of all individual and groups who donate sufficient monies to allow the planting of a tree (plaque to be placed on a memorial panel at PVCC), or the addition of a bench with a plaque or a plaque on a memorial boulder. Information included on the plaque is limited to the following: a) name of individual or group being recognized, and b) any significant dates associated with the dedication. The type and size of the tree, bench or memorial may be determined by the individual or group donating the funds, but the District reserves the right to determine the tree species along with the quality and location of the tree, bench or memorial. The date of tree planting, within the appropriate planting season, or the date of bench installation can be personalized for each donor.

### **3.16 Intentionally left blank**

### **3.17 Identity Protection Policy**

The Park District has adopted an Identity-Protection Policy pursuant to the Illinois Identity Protection Act. The Identity Protection Act requires local and State government agencies to draft, approve, and implement an identity-protection policy to ensure the confidentiality and integrity of social security numbers (SSNs) that these agencies collect, maintain, and use. It is important to safeguard SSNs against unauthorized access to protect against identity theft. The complete Identity Protection Policy can be found in Section \_\_\_\_\_ of the Personnel Policy Manual.

### **3.18 Payment Card Industry Data Security**

It is the policy of the District to comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card information. See the Finance Procedures Manual

### **3.19 Use of District Logo**

The District's logo must appear on all District publications including, but not limited to official correspondence, flyers, posters, brochures, pamphlets, and news releases. Shirts, uniforms, and vehicles will also carry the District's logo.

Individual District facility logos must be used in conjunction with the District logo. The District's logo may not be altered in any way except for proportional re-sizing. The logo must not be used in a way that implies the District's endorsement of opinions or views unrelated to the District's mission, including political and religious positions, or in violation of any law.

No third parties are authorized to use any District logo or mark unless authorized by written agreement approved by the Board.

### **3.20 Website Content**

The District website will be used primarily for the publicity for programs and special events of the District and, on a space available basis, may include links to other non-profit community or municipal websites or the websites of approved corporate partners, event sponsors, or affiliates. The website shall include all content required by law. Park District shall adopt legally sufficient policies and procedures regulating employee and citizen participation on website and social media pages.

### **3.21 Environmental Policy**

#### **A. Mission Statement:**

To wisely use and protect earth's limited natural resources; to dispose of all refuse in an environmentally friendly manner; to use environmentally friendly supplies and materials when practical and feasible, including herbicides and pesticides; to follow the law with regard to the mandatory recycling of specified materials; and to support the voluntary recycling of plastic, cans, glass, fiber, and paper products in District facilities. See the Maintenance Guidelines and Procedures.

#### **B. Leadership Role**

The community and the District are increasingly aware of the environmental issues that affect the quality of life. It is the intent of the Park District to Assume a community leadership role in the development and use of sound environmental policies, practices, and educational opportunities. For the complete Environmental Policy see the Maintenance Procedures Manual.

### **3.22 Risk Management**

It is important to protect the District from financial loss due to risk exposure and to provide a safe working environment for all District staff and users of the District's facilities and programs.

It is the responsibility of the Executive Director, in conjunction with the Safety Coordinator and Department Heads, to develop and implement a proactive safety and loss control program, to provide and maintain safe and healthy working conditions, and to develop safe operating procedures that will provide all employees safe working conditions and efficient operations.

The District is a member of Illinois Parks Association Risk Services (IPARKS), a member-owned risk management pool. Coverage provided by IPARKS includes general liability, employment practices liability, cyber liability, automobile liability, public officials liability, auto physical damage, property, accidental death and dismemberment, rental vehicle coverage, and active assailant.

IPARKS conducts in-depth reviews of the District's Loss Control measures annually with the Park District to evaluate, develop, maintain and enhance risk management best practices. Additionally, IPARKS has assigned a risk control specialist to the Park District and maintains resources that are available to the Park District including education and training, field inspections, loss control recommendations, safety programs and web-based resources.

The administrative and supervisory personnel of the District are committed to a firm stance regarding the daily assurance of a safe, well-maintained environment for District participants and employees. To this end, safety policies have been developed to assist in obtaining a clear understanding of the risk management plan and other safety procedures for the District.

The overall effectiveness of the District's safety program relies upon the value and priority given to it by the District administration and each employee. Therefore, the contents of the District's Risk Management/Loss Control Manual ("Risk Management Manual"), contained in the Human Resources Guidelines and Procedures and strict adherence to the Risk Management Manual's contents, is considered extremely important.

### **3.23 Automated External Defibrillators**

Under normal conditions and in appropriate circumstances, it is the policy of the District to provide emergency care to a victim of sudden cardiac arrest. The use of an automatic external defibrillator ("AED") will enable trained employees of the District to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Such employee use of the AED should not replace the care provided by emergency medical services ("EMS") providers but is meant to provide a lifesaving bridge during the first few critical minutes it takes for EMS providers to arrive. Upon arrival of the EMS providers, care of the victim should be transferred to the EMS providers. Staff at facilities with AED's should call 911 for medical emergencies, including each time an AED is used. (Source: Illinois Department of Public Health: Physical Fitness Facility Medical Emergency Preparedness Code, 2005). See the Human Resources Procedures Manual.

The District's AED's are currently located in the basement and first floor levels of its administrative building at 1609 Luther Avenue, Lombard.

### **3.24 Non-Discrimination**

The District shall not discriminate in the provision of its services or facilities, or in its employment practices, on any unlawful basis, including but not limited to race, religion, national origin, age, sex or sexual orientation, disability or association with a person with a disability, veteran status, citizenship status, or any other protected class, and will not tolerate sexual harassment, harassment of any kind, or retaliation against any park patron, Park District employee or volunteer. It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, vendor, contractor and affiliated organization of the Park District as well as anyone using the Park District's facilities, to refrain

from any type of discrimination, sexual harassment, harassment of any kind and retaliation. The policy applies to all District operations.

### **3.25 Reporting Suspected Child Abuse and Neglect Procedures**

The Reporting Suspected Child Abuse and Neglect Procedures (Abuse and Neglect Reporting Policy) have been established to ensure that the District remains in compliance with applicable provisions of the Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/4 et seq.). The District will make every reasonable effort and precaution to prevent, detect and handle cases of suspected child abuse and neglect for children who participate and use District programs, areas and facilities and to report such cases to the Illinois Department of Children and Family Services (“DCFS”) in accordance to the Act. Please refer to the Personnel Policy Manual Section 3.19, Mandated Reporting.

### **3.26 Personnel Policies**

For the District’s comprehensive personnel policies, see the Personnel Policy Manual.

### **3.27 National Standards**

Statement of Purpose: The National Recreation and Park Association (NRPA) is a nation-wide non-profit organization dedicated to the advancement of public parks, recreation and conservation. As part of its services to its members, NRPA promulgates and publishes standards and metrics to guide park and recreation agencies in making decisions related to the facilities, programs, and services those agencies provide to their communities. Reliance on those standards and metrics, when appropriate, can assist the York Center Park District and its staff and Board, in reaching informed decisions consistent with national standards, metrics, and trends.

Policy: In those instances where NRPA has promulgated and published standards or metrics relevant to a topic that is being researched or considered by the York Center Park District, the staff and Board will rely on the most recent version of the NRPA standards or metrics as a primary source of information and guidance. This policy shall not supersede the District’s duty to comply with any standards or metrics otherwise required by law, regulation, policy, or ordinance.

# **RECREATION**

## **SECTION 4.00 – RECREATION**

### **4.01 PROVISIONS FOR RECREATION FOR SPECIAL POPULATIONS**

The District recognizes the need to provide quality recreation for special populations utilizing the financial resources available.

The District meets its responsibilities through participation in a cooperative special recreation association, the Gateway Special Recreation Association, where participation is more economical and viable than an “in District” program. It is the Executive Director’s responsibility, as the Board’s designated representative to the Gateway Board of Directors, to monitor the performance of Gateway and report to the Board accordingly. All minutes and stated information from Gateway will be available to the Board when requested.

The Director of Gateway will provide a written and/or oral report to the Board on an annual basis. The District will meet its financial obligations for the support of Gateway primarily through a tax levy provided for this purpose. Payments of tax receipts will be forwarded to Gateway following normal disbursement procedures.

In representing the District on the Gateway Board, the Executive Director will act in the best interests of the District.

### **4.02 RECREATION PROGRAM PHILOSOPHY**

The District will provide diverse, community-based recreational opportunities for all ages and abilities that enhance the quality of life for participants of all ages. These year-round program opportunities shall be in a variety of areas including, but not limited to: sports and athletics, creative and performing arts, environmental and outdoor recreation, leisure learning, active and passive recreation, and special events. The District believes that all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability and will make every effort to provide inclusion into existing agency programs by working directly with the Gateway Special Recreation Association (See Section 4.01 of this Manual).

### **4.03 COMMUNITY INPUT FOR RECREATION PROGRAMS AND SERVICES**

The District encourages members of the public to submit their ideas and suggestions to improve the programs and services offered to the community. The District initiates feedback by creating community focus groups and community surveys as well as other means of communication. For specific users, the District also periodically distributes program evaluations to receive more in-depth information regarding ways to improve programs and services. Community input is an integral means of understanding the wants and needs of the public.

The District may collaborate with York Township and surrounding park districts to offer programs and services to the community.

### **4.04 PROGRAM EVALUATIONS**

It shall be in the interest of the District to conduct evaluations of its various recreation programs and services on an annual basis. These evaluations should be conducted in a timely manner. Participants will be strongly encouraged to complete program evaluation forms in order to better meet their needs and interests as well as to improve and refine the program being evaluated.

All program evaluations that are submitted will be reviewed and summarized by recreation staff. The results will be used to determine common themes, areas of programming weakness, and opportunities to create new and/or additional programming.

The summarized results of the program evaluations will be shared with the Superintendent of Recreation and recreation staff will keep these records on file for a minimum of three years.

#### **4.05 SEASONAL PROGRAM STATISTICS**

In order to ensure that the District is fulfilling its purpose and meeting the recreational needs of the community, recreation staff will review and maintain seasonal and year-end participation reports of its programs.

#### **4.06 AFFILIATE GROUPS**

The District recognizes that certain activities and programs can best be implemented through the development or existence of special interest organizations, hereafter referred to as Affiliate Groups. Guidelines have been established to provide a clear understanding of the District's relationship to these organizations and a reporting system to ensure conformity and consistency with the policies of the District.

An Affiliate Group is an outside organization that supplements District services and meets the District's mission and benefits but is independent from the District's operations.

#### **4.07 SOCCER GOAL POLICY**

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, ILCS 097-0234 (the "Act"). The Act requires the District to create a Policy to outline how it will specifically address the safety issues associated with movable soccer goals. See Appendix K for the entire Soccer Goal Policy and guidelines.

#### **4.08 DISPENSING OF ORAL MEDICATION**

It is the policy of the Park District to distribute prescription medication that may be taken orally as well as administer epi-pins to children participating in Park District programs upon receipt of the proper signed forms from the child's parent or guardian.

Only paid and trained District staff will be allowed to dispense medication. Park District staff will administer only those medications that may be taken orally (e.g., pills, tablets, capsules, liquids), and administer an epi-pin. Park District staff will not administer injections by syringe, or any means other than epi-pin and will not draw or sample any bodily fluids including blood. See the Human Resources Procedures Manual.

#### **4.09 FOOD ALLERGY POLICY**

The District requests the cooperation of parents with children participating in District programs to partner with the District in promoting a safe environment for children with food allergies. The District will attempt to reasonably accommodate each program participant who has such an allergy and has established operation practices to manage the risk of food allergies for District program participants. See the Human Resources Procedures Manual.

#### **4.10 BEHAVIOR MANAGEMENT**

The Park District encourages and promotes the concept of fun for everyone. All participants are expected to exhibit appropriate behavior at all times. Guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff. See the Human Resources Procedures Manual

#### **4.11 ANTI-BULLYING POLICY**

The Park District recognizes that an agency that is physically and emotionally safe and secure for all participants promotes good citizenship, increases attendance and supports achievement. To protect the rights of all participants and groups for a safe and secure environment, the Park District prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits involvement. All administrators, staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for participant behavior.

**LAND AQUITION, DEVELOPMENT AND MAINTENANCE,  
LAND ANNEXATION AND DEDICATION**

## **SECTION 5.00 – LAND ACQUISITION, DEVELOPMENT AND MAINTENANCE POLICY, LAND ANNEXATION POLICY AND LAND DEDICATION POLICY**

### **5.01 Land Acquisition**

The Board may seek to acquire additional land for park purposes when such land acquisition is in the interest of the District and contributes to the accomplishment of the District's mission, goals, and objectives. See Appendix L, the Land Acquisition Policy.

### **5.02 Annexation**

The Board will consider annexation for purposes of extending its service area to any and all land appropriately available.

### **5.03 Property Leases**

The District may enter into a real estate lease agreement for any corporate purpose for a period not exceeding limits established in the Park District Code, and pay for the use of this leased property in accordance with the terms of the lease if: a) the proposed rental payments have been included as part of the current fiscal year's approved budget; and b) the nature of the lease agreement is such that the agreement can be renegotiated by the Park District should the financial condition so dictate.

### **5.04 Sale of Real Property**

When determined to be in the best interest of the District, the Park Board may consider the sale or lease of real estate owned by the Park District. Any sale or exchange of real property shall occur only in strict compliance with applicable state law and shall be authorized by the Board following recommendation by the Executive Director and legal counsel, outlining the reason for the sale or exchange, the financial impact on the District, the value of transaction, the long and short term benefits to the District, the legal authority for such sale or exchange, and any other information the Board requires or may be relevant for the Board to consider in its review of the proposed sale or exchange.

### **5.05 Easements and Licenses**

The Park District Code specifies a park district's power to grant easements and licenses to municipalities, corporations or persons for the construction, operation and maintenance of facilities upon, under or across any property of such district for water, sewer, telephone, electric, gas or other public service.

The Board recognizes that the granting of easements on District property or the requesting of land for an easement for the District may from time to time be in the best interests of the District.

The Executive Director has the responsibility for recommending the District's position relating to each individual easement and license request, taking into consideration the impact upon the site, residents, neighborhood, and the general best interests of the District. An applicant's request for an easement or license must meet the following terms and conditions:

- Not interfere with existing or intended development plans of the requested site.

- Not place undue use restrictions on the site during the construction phase or once the ground is repaired and available for public use.
- Fully restore at grantee's expense, all landscape items such as trees, shrubs, turf, flowers, and other items to their original condition or better as determined by the District.
- Serve the District's interests, as well as the grantee, if possible. The Executive Director should review each request and determine if the grantee can provide some improvement for the benefit of the residents of the District.
- Any other requirements as specified by the Board.