

**Board of Park Commissioners
and Administrative
POLICY & PROCEDURE
MANUAL**

JUNE 2015



**SKOKIE PARK DISTRICT
BOARD OF PARK COMMISSIONERS AND ADMINISTRATIVE
POLICY AND PROCEDURES MANUAL**

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Amended and Restated by the Skokie Park District Board of Park Commissioners on June 19, 2015.

**Skokie Park District
Board of Park Commissioners and Administrative
Policy and Procedures Manual**

INTRODUCTION

The Skokie Park District Board of Park Commissioners (sometimes referred to as “Board” or “Board of Park Commissioners) recognizes that the Skokie Park District (sometimes referred to as the “District”) is a unit of local government created by state authority and authorized to acquire, maintain, and operate parks and recreational activities.

The Board of Park Commissioners is the local legislative body entrusted and empowered by law to exercise all of the delegated authority it deems essential for the successful planning, operation, and improvement of the parks and recreation programs within the District.

The Skokie Park District was organized in 1928. Since that time, the Board has established many important policies which serve to direct the operation of the District in an organized and purposeful manner. The Board has assembled the Board of Park Commissioners and Administrative Policy and Procedures Manual (Manual) in order to provide a reliable and quick reference to existing policies and administrative procedures.

This Manual is not intended to be comprehensive in nature; the Board maintains policies, rules, regulations and guidelines in addition to those set forth in this Manual. Nor is this Manual intended to be rigid and binding on all matters it addresses. Rather, the provisions of this Manual are an expression of the Board’s desire to establish basic standards for appropriate decision-making, protocol and conduct in the service of the public. Through its use of this Manual, the Board seeks to better ensure open, ethical, accountable, efficient and effective representation.

Should any conflict arise between any provision of the policies and procedures in this Manual and any federal or state 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.

From time to time, the Board may repeal, amend or supplement any of the policies set forth in this Manual as required by changes in federal or state law, as deemed desirable due to changes in economic or social conditions, and for other reasons the Board deems appropriate. A comprehensive review of all policies should be done every three years.

MISSION STATEMENT

VISION

The Skokie Park District envisions a community where individuals enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

MISSION

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

CORE VALUES

The Skokie Park District will fulfill its mission through:

- Commitment
- Service
- Integrity
- Openness
- Innovation
- Environmental Stewardship

1.00 BOARD OF PARK COMMISSIONERS

1.01 ROLE OF BOARD OF PARK COMMISSIONERS, EXECUTIVE DIRECTOR, AND STAFF

The Board recognizes the desirability to define the respective roles of the Board, Executive Director, and staff, as well as to distinguish the relationships between each.

The role of the Board is to provide guidelines and chart a general course of action for the Skokie Park District by formulating and approving the policies for the operation, control, improvement, and planning of the park and recreation facilities and activities within the District.

The Executive Director is hired by and is directly responsible to the Board. The Executive Director is the administrator who provides information and professional counsel to the Board while serving as liaison between policy formulation and implementation of same through administrative procedures.

As delegated by the Board, the Executive Director is primarily responsible for administering the operations and functions of the District within the policies and guidelines, as established by the Board. It is also the responsibility of the Executive Director to function as a liaison between the staff and the Board of Park Commissioners. The Executive Director will facilitate the concise and efficient communication of all direct questions, comments, and requests for information between the Board and the staff as well as similar requests between individual Board members and individual staff. Board members shall work directly with the Director, rather than other staff, and shall not participate in the day-to-day operations of the District. Individual Commissioners shall not make requests of staff or give direction to staff, other than to have such communications with the Director.

The District staff members are District employees engaged in the programs and/or services that directly meet the recreational needs of the District. The staff includes division heads, supervisors, and specialists in all areas and aspects of District responsibility.

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 "excellent" park and recreation services.

1.02 BOARD AUTHORITY

LEGAL AUTHORITY

The Park District Code (70 ILCS 1205/1-1 *et seq.*) provides for the election of a Board of Park Commissioners and vests with the Board the authority to transact the business of the Skokie Park District in compliance with Illinois law.

POWERS AND DUTIES OF THE BOARD

The duty of the Board is to approve basic policy for the operation, control, improvement and planning, present and future, of park and recreation facilities and activities within the District. Specifically included are the following:

1. To select and hire an Executive Director of Parks and Recreation as chief administrative officer and professional advisor and properly delegate to him the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs and services.
2. To provide for the levy of taxes in order that funds may be available for the maintenance of the parks and operation of the recreation facilities, programs and services.
3. To adopt a park and recreation appropriation in order so that the best possible facilities, programs, and services may be provided.
4. To develop policies, rules and regulations in accordance with the law that aid the District in operating efficiently, effectively, legally and ethically and that protect the District's assets and that reasonably ensure effective stewardship and management of the District's human, physical and financial resources.
5. To assume responsibility for keeping the public informed concerning the purposes, achievements, requirements, and financial condition of their parks, recreational facilities and programs.
6. 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.
7. To set a strategic direction that adopts goals relating to the District's Mission and Vision.
8. To stay informed about pending legislation that is of interest to the District. When appropriate, the Board shall encourage its members to contact county, state, and federal elected representatives to advocate the best interests of the District.

GOVERNANCE RESPONSIBILITIES: BOARD AND DIRECTOR

The following provides a more detailed list of Board responsibilities; this list is not intended to be exclusive and is provided for guidance purposes only.

<u>TOPIC/RESPONSIBILITY</u>	<u>BOARD</u>	<u>DIRECTOR</u>
Amend the District's Policies	X	
Amend the District's Personnel Policies	X	
Adjust full-time salary ranges	X	
Alter the fringe benefit package	X	
Create new positions (including drafting job description)	X	X
Approve full-time job descriptions		X
Approve part-time & seasonal job descriptions		X
Approve annual salary increase pool	X	
Salary administration: grant raises within budget		X
Determine priorities of capital items	X	X
Approve new leisure programs		X
Approve documents for disposal with Board's notification		X
Set fees for leisure programs		X
Set fees for special facilities	X	
Set Tax levy	X	
Approve budget and appropriation ordinance	X	
Approve monthly bills payable	X	
Approve annual financial statement (audit)	X	
Approve bond ordinances	X	
Approve prevailing wage ordinance	X	
Authorize hiring of consultants and professional services	X	
Select audit firm	X	
Determine special audit areas of investigation	X	
Select members of focus groups/advisory committees		X
Select Youth Foundation Board representatives	X	
Naming of parks, buildings & facilities		

OFFICERS OF THE BOARD: DUTIES

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 officers of the District are chosen annually by the Board at the annual meeting, pursuant to law. If the officers are not chosen at that meeting, they are to be chosen at another Board Meeting as soon thereafter as possible. Each officer holds office until the next annual meeting and until his successor is duly chosen and has qualified, or until his death, or until he shall resign or shall have been removed in the manner provided. Vacancies may be filled by the Board at any of its meetings. In case of temporary absence or inability of any officer to act as such, the Board may fill his office pro-tempore.

1. The President is the executive officer of the Board. It is his duty to preside at all meetings when present, to sign all contracts and other papers authorized by the Board, to see that all ordinances of the Board are enforced and that all orders of the Board are

faithfully executed and to exercise general supervision over all officers and the Executive Director and over the business and property of the District; all subject, however, to the direction and approval of the Board. The President represents the Board and the District at official functions, public meetings and community events.

2. The Vice-President in the absence of the President, or in the event of his refusal or inability to act, shall be vested with powers and perform the duties of the President.
3. The Secretary keeps the corporate seal and all books and a record pertaining to his office, attests and affixes the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board, and causes all ordinances, resolutions and other actions of the Board requiring publications to be duly published. He gives notice of and attends all meetings of the Board and keeps a full and true record of its proceedings, including all ordinances passed and executive session records. The Secretary need not be a member of the Board, but may be a paid employee, in which case the Board may fix his compensation.
4. The Treasurer receives and safely keeps all monies belonging to the District, depositing, in the name of the District, all monies belonging to the District and received by him in the bank or banks approved and designated by the Board. He disburses the same, only upon the authority of the Board, together with properly executed warrants. He makes monthly reports to the Board of all receipts and disbursements. Acting under the supervision of the Board, the Treasurer has charge of the District's bookkeeping and system of accounts. He furnishes information to any commissioner or officer, requested by same, regarding any matter relating to this office, including copies of records of receipts and disbursements, statements of account, audits and other record of the District under his control or supervision. The Treasurer need not be a member of the Board, but may be a paid employee, in which case the Board may fix his compensation.

BOARD APPOINTEES

1. The Attorney has charge of all legal matters and of the prosecution and defense of all litigation in which the District interested. He drafts all ordinances, resolutions and other instruments required by the Board, and gives opinions on all questions referred to him.
2. Main-Niles Association of Special Recreation Representative – the Board shall appoint a representative to the Board of the Maine-Niles Association of Special Recreation. The representative shall attend all meetings of the Board of the Association and shall act and vote on behalf of the Skokie Park District's interests in activities and policies undertaken by the Association. The Executive Director is the M-NSAR representative and the Superintendent of Recreation and Facilities is the alternative representative.

In addition to the duties herein above specified, each officer and employee performs such other duties as may be required of him by the Board or by law.

BOARD COMPENSATION

Members of the Board are prohibited by the Park District Code from receiving any remuneration or compensation for their services.

1.03 BOARD MEETINGS

Regular meetings of the Park Board of Commissioners are held the third Tuesday of each month at 7:00 p.m. If the day of any meeting falls on a legal holiday, the meeting is held on a date determined by the Board. The annual meeting of the Board is held the third Tuesday in April in each year at 7:00 p.m.

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 Board members. Written notice must be given to each Board member of the time and place of the special meeting at least seventy-two (72) hours prior to the date and time of the meeting. In the event of a special meeting, rescheduled regular meeting or any reconvened meeting, except as provided herein, public notice of the meeting must be given at least forty-eight (48) hours prior to date set for the special meeting. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. In the event of a bona fide emergency, notice shall be given as soon as practical, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for such notice

The meeting of the Board is held at the administrative offices of the Skokie Park District, Weber Leisure Center, 9300 Weber Park Place, Skokie, Illinois, unless otherwise specified by the Board.

Board packets including all action items will be prepared by the Board Secretary and distributed to the Board on the Friday prior to each Tuesday meeting, or for special meetings, at least 48 hours to the meeting.

A majority of the duly elected and qualified commissioners constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the Board members attending may adjourn the meeting from time to time until a quorum is obtained. In the event a Board member cannot attend a Board meeting, he or she must notify the Board Secretary of the absence at least twenty-four (24) hours in advance of the meeting.

The order of business at all meetings of the Board may be as follows:

Call to Order
Pledge of Allegiance
Roll Call
Approval of Remote Participation, if requested
Comments from Citizens

Approval of Minutes
Approval of Bills Payable
Treasurer's Report
Attorney's Report
Staff Action Items
Staff Reports
Presidents Report
Commissioners Comments
Executive Session
Action to Be Taken from Executive Session
Adjournment

The District encourages citizens and press attendance at all regular and committee meetings of the Board. All meetings are open to the public with exceptions permitted as outlined in the Illinois Open Meetings Act. 5 ILCS 120/1 *et seq.*. Notice of all meetings will be posted at Weber Leisure Center, and on the District's website. Copies of the notice will be sent to any news media that has filed an annual request for such notice a minimum of 72 hours prior to the meeting. Notice of the agenda will also be posted at the Weber Leisure Center on the District website a minimum of 72 hours prior to the meeting.

The Executive Director is designated as the OMA Officer and the Superintendent of Recreation and Facilities as the alternate OMA Officer. Both officers are required to complete the electronic training curriculum administered by the Attorney Generals Public Access Counselor.

Minutes will be created for all public meetings and approved by the Board at the next regularly scheduled meeting. Meeting minutes will be posted on the Skokie District website within seven (7) days of their approval.

Board Meeting Public Participation Policy

Pursuant to the Illinois Open Meetings Act, any person shall be permitted an opportunity to address public officials at a meeting open to the public under the rules established and recorded by the public body. The Board recognizes the need to establish a procedure for individuals and organizations to have the opportunity to present statements and/or information to the Board at its open meetings. The agenda for all regular meetings shall include a "Comment from Citizens" item. This is a time for the Board to accept input from the public about the District. Additionally, as appropriate, the Board President may allow comment at regular meetings on specific agenda items when they are under discussion by the Board. The agenda for each special meeting will allow for public comment on the agenda item(s) for which the special meeting is called.

During the public comment period of a meeting, the Board President will ask if any member of the public wishes to address the Board. When acknowledged, any such individual should stand and state his/her name and address. Each speaker is generally allowed three (3) minutes to make comments. If it becomes apparent that there are large numbers of speakers, the President may shorten this time. The Board President may also impose a limit on the total time allotted at a meeting for public comment in order to enable the Board to be able to complete the regular or

special business of the meeting. The Board President may also provide for other procedures, such as requiring written submission of questions by note cards provided at the meeting, or other reasonable means, depending on the nature of the agenda item, numbers of individuals seeking to provide comment, and need to facilitate orderly and efficient use of the public comment period.

Individuals or groups may also request to be added to the agenda of a regular meeting by notifying the Executive Director in writing of such request not later than 5:00 p.m. of the Tuesday of the week prior to the regular meeting. The request shall include the name, address, and telephone number of the individual or group representative making the request, and any relevant written materials. The individual or representative may then be placed on the agenda and generally allowed five (5) minutes to make his/her presentation. The Board President may exercise its discretion to reduce or extend this time limit based on the considerations mentioned above.

The Board normally will not respond to public comments at a meeting. Since most issues brought forth during "Comments from Citizens" are either accepted in their entirety or require Board members to gather additional information before deciding how to proceed, an issue may be referred to staff or a Commissioner for additional investigation and brought back to the Board as a New Business item at a future meeting. If "Comments from Citizens" concerns an item on the current meeting agenda "Action Items" list, the Board President may allow Commissioners to ask questions of the public for the purpose of clarification or to gather further input pertaining to the action item.

Lack of an immediate response to public comments or presentations should not be interpreted as anything other than a commitment by the Board to take the issue under advisement for possible future action.

Personnel matters and other confidential matters identified in Section 2(c) of the Illinois Open Meetings Act will not be addressed during "Comments from Citizens".

Rules Governing Recording of Meetings

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.

1. All recording equipment must be in place prior to the commencement of the meeting.
2. No equipment, wiring or accessory may be affixed or attached to any Park District property without the prior consent of the Executive Director, which consent may be withheld at the discretion of the Executive Director.

3. 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.
4. 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 hazard.
5. Equipment or devices used may not emit sounds that are distracting to members of the audience or the Board.
6. 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 President of the Board may require that such forms of artificial lighting not be used.
7. 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.
8. 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.
9. 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.

1.04 GENERAL CONDUCT OF THE BOARD

The Board of Park Commissioners recognizes the need for decision making and public responsiveness which requires a commitment to sound operating policies. In order to establish a high degree of efficiency among Board members in the performance of their duties, members:

1. Shall avoid making individual pronouncements and public conjectures outside of official Board Meetings about District matters not yet decided by the Board.
2. Shall represent all the people of the District while avoiding partisanship based on special interests.

3. Shall make decisions involving the welfare of the District based on study and evidence recognizing that personal feelings, opinions, and other such factors are not conducive to sound decision-making.
4. Shall act collectively as a Board and not as individuals. Commissioners should abide by the majority vote (or other vote as may be required by law) of the Board and support the determination of the Board.
5. Shall respect the Board's commitment to work through the Executive Director by requesting desired information about the parks and recreation programs directly from him, by referring to him suggestions for new policies, for his professional advice, by refraining from acting on any complaint until after the Executive Director has had an opportunity to investigate fully and report to the Board, and by wholeheartedly supporting Board approved actions of the Executive Director and his staff.
6. Shall speak or act for the Board only when specifically authorized to do so by action of the Board.
7. Shall understand and respect the separation of Board responsibilities and functions from those of the Executive Director and District staff.
8. Shall serve as an active, voting member of the Board in advancing the District's Mission and carrying out Board responsibilities; share the responsibility for effective Board leadership through participation; adhere to Board policies; regularly attend and be attentive at scheduled Board and committee meetings; attend Board retreats, in-service workshops, Board self-evaluations and other Board development activities; and attend and participate in special events and District functions and, as needed, community functions.
9. Shall review and become well-informed about issues and agenda items in advance of meetings; respect and consider the opinions of and input received from the public; respect the various points of view of fellow Board members and the principle of collective decision making; participate in Board and organizational decision making; and maintain the confidentiality of matters considered in closed sessions or closed meetings until the Park Board determines that the need for confidentiality no longer exists and votes to release the minutes of the session or meeting to the public.
10. Shall avoid potential conflicts of interest and the appearance of impropriety. Commissioners are subject to the State Officials and Employees Ethics Act (5ILCS 430/ *et seq.*), as now and hereafter amended, and District Ordinance No. 04-007, the Skokie Park District Ethics Ordinance. *See* Section 1.05 of this Manual. Commissioners are further subject to, and must comply with, the Public Officer Prohibited Activities Act (50 ILCS 105/0.01 *et seq.*), as now and hereafter

amended, and any and all other applicable conflicts of interest provisions, whether established by federal, state or local laws or by common law.

1.05 BOARD MEMBER ETHICS AND CONFLICTS OF INTEREST

Board members 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 Board member 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, Board members will educate themselves about and comply with all other federal, state and local laws, regulations, and ordinances applicable to the conduct of the Park District's elected officials. These include but are not limited to, the Open Meetings Act, the Public Officials Prohibited Activities 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.

ETHICS ORDINANCE

The Skokie Park District adopted Ethics Ordinance No. 04-007 on May 17, 2004 ("Ethics Ordinance"). The Ethics Ordinance prohibits certain political activities, prohibits the solicitation or acceptance of gifts from certain sources, and provides a system for filing a complaint in the event of a violation of the ordinance. The following is a summary of the Ethics Ordinance as it applies to the Board of Park Commissioners (a copy of the entire Ethics Ordinance is available in the Personnel Policy Manual):

PROHIBITED POLITICAL ACTIVITIES

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Skokie District in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
4. Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are

undertaken by an officer or employee on a voluntary basis which are not prohibited by this ordinance.

5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he is a member or an officer of a political committee, of a political party, or of a political organization or club.

TYPES OF PROHIBITED POLITICAL ACTIVITIES

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.

11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

1. is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
2. does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
3. conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
4. has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

GIFT BAN

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

An exception to the above is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.

5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship -unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.

12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

CONFLICTS OF INTEREST

The Board of Park Commissioners recognizes that the Skokie Park District's success and reputation is dependent upon and entrusted to the honesty, integrity, and ethical standards of its Board members'.

Each action taken by a Board member in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self-interests. In addition, Board members shall not in any way be directly or indirectly vested in any aspect of the District's operations.

The determination of an act of conflict of interests and the action taken to impose a penalty will be the responsibility of the Board for one of their members as well as the Executive Director, and the Executive Director for one of the staff members.

In accordance with this policy, Board and staff members will comply with the following:

1. Board members must disclose all memberships or financial interest in companies or organizations doing business with the District.
2. Board members must abstain from voting on any action in which they have a financial interest.
3. Board members will file a Statement of Economic Interest annually with the county with a copy retained by the Board Secretary.
4. Board members will not accept any remuneration in money or services from any vendor or organization doing business with the District.

1.06 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.

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

- (1) in person;
- (2) by conference telephone call or other video or audio conference;
- (3) 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;
- (4) by participation in an internet "chat room," blog, social media, or the use of instant messages;
- (5) 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;
- (6) 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 park 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 Park 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.

1.07 REMOTE ATTENDANCE POLICY

The purpose of this remote attendance policy is to allow members of the Park Board of Park Commissioners of the Skokie District to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this policy.

1. Subject to the limitations set forth in Section 2 below, a Board member may attend any meeting by remote means if the Board member is prevented from physically attending the meeting because of a qualifying event.
2. No Board member may attend any portion of a meeting by remote means unless:
 - a. a quorum of the Board is physically present at the Meeting; and
 - b. he or she provides written notice to the Secretary specifying the qualifying event at least one hour prior to the meeting at the District's principal office; and

- c. the remote means being utilized is fully functional so as to allow all Board members and any member of the audience to hear all communications taking place at the meeting.
- 3. No Board member may attend a meeting by remote means for any reason other than a qualifying event. A qualifying event means;
 - a. personal illness or disability;
 - b. employment purposes or the business of the District; or
 - c. a family or other emergency
- 4. Rules of procedure when remote attendance is utilized
 - a. When any Board member attends any portion of a meeting by remote means as permitted by this policy:
 - i. the minutes of the meeting shall so reflect that such Board member attended the meeting by remote means and
 - ii. every Board member shall be identified during all Board discussions so that each Board member is aware of which Board member is speaking at all times.
 - b. A Board member attending a meeting by remote means shall:
 - i. be permitted to fully participate in the meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the meeting; and
 - ii. advise the Secretary and Board if he or she leaves or returns from the meeting; and
 - iii. advise the Secretary and Board of all other persons in the same room as such Board member attending by remote means and whether and to what extent such other persons are able to hear the discussions at the meeting.
- 5. If any provision of this policy conflicts with any provision of the Open Meetings Act, the provisions of the Open Meetings Act shall prevail.
- 6. This policy was approved by a majority of the Board at its meeting held on February 17, 2015 and becomes effective on February 18, 2015.
- 7. This Policy may be amended by a majority vote of the Board at any time.

1.08 VACANCIES DECLARED

Whenever any member of the Park Board of Commissioners shall:

1. die,
2. resign,
3. become insane,
4. cease to be a legal voter in the Skokie Park District
5. convicted of any infamous crime,
6. refuse or neglect to take his oath of office
7. neglect to attend the duties of his said;

may be declared vacant by the Board and may be filled by appointment by a majority of the remaining members of the board.

The failure of any member of the Board to be present at six (6) or more regularly scheduled meetings of the Board within any twelve (12) month period shall be cause for the President of the Board or the Board to convene a closed session meeting to consider whether the office of Board member of such a member shall be declared vacant as detailed on Ordinance No. 09-014.

1.09 COMMITTEES OF THE BOARD

The Board recognizes the use of **Standing Committees** of the Board as a means to involve the individual Board members in specific areas of the Skokie Park District operations and to provide opportunities for more in depth research and **Advisory Committees** of the Board, to encourage District resident participation in special interest, study or advice required. All committee meetings are subject to and shall comply with all notice, agenda, minutes and other requirements of the Open Meetings Act.

STANDING COMMITTEES

The purpose of standing committees is to provide the Board with a source of in-depth knowledge in areas that require time and study for comprehension. The standing committees of the Board shall be the Finance, Park Services, Recreation, and Marketing committees. The President of the Board appoints one or more Board member(s) to each of these committees annually, selecting one as Chair of the respective committee. All Board members are ex-officio members of all committees and the Executive Director is a non-voting member of the Standing Committees. The President or Chair shall call meetings as required. All committee meetings are subject to the Open Meetings Act and require an agenda be posted and minutes be created and approved by the Board at a regular Board meeting. All committee appointments must be approved by the Board as a whole. The Board shall act as a committee of the whole on subjects of a significant nature, including but not limited to: Capital improvement budget, policy review, levy ordinance, operating budget, etc.

ADVISORY COMMITTEES

The President is authorized to recommend to the Board special interest or special purpose and general District-wide advisory committees to provide assistance and advice on specific programs, activities, or projects of the District. The Board will make formal appointments to such advisory committees in conjunction with recommendations from the President and set the duration of term. These advisory committees will report to the Board on an as-needed basis.

The relationship and purpose of the Advisory Committees to the Board and staff is one of assistance and advice for the betterment of the District services. The unified efforts of the Board, staff, and advisory committee will result in the ability to provide the best District services possible.

1. The Advisory Committee will be composed of up to six (6) appointed by the Board, as recommended by the Board President. A quorum shall be a majority of the committee members, and all committee reports shall be approved by a majority of all committee members in attendance.
2. Members of the committee shall consist of citizens who reside in the District.
3. The Board President will appoint a Chair of the committee and a Secretary to maintain official minutes of their first meeting. All committee meetings are subject to the Open Meetings Act and require public notice of the meeting, an agenda be posted and minutes be created, approved by the Board at a regular Board meeting and subsequently posted on the District's website.
4. All committee members may be appointed or removed at the discretion of the Park Board. Vacancies (by resignation) on the committee will be filled by the Board President with the consent of the Board. Vacancies will be filled as soon as possible.
5. The District will provide meeting space for the committee and other support services as required.
6. Assignments and requests by the Board to the committee will be in writing, as well as committee responses and reports.
7. Communication with the public shall be through District staff.
8. In all cases and matters, which are not covered in these guidelines but are covered by Robert's Rules of Order, Robert's Rules will apply.

1.10 ORIENTATION OF BOARD MEMBERS

The Board of Park Commissioners recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the Skokie Park District as well as the roles and responsibilities of a member of the Board. The Board and the Executive Director shall assist each new member-elect 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 member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include but are not limited to: The Park District Code of the State of Illinois, the Board of Park Commissioners and Administrative Policy and Procedures Manual, any pertinent publications issued by the Illinois Association of Park Districts or the Illinois Park and Recreation Association, and a copy of the Board's policies, procedures and by-laws.
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. As soon as practical after the new Board member assumes office, an orientation meeting with the Executive Director will be held to acquaint the new member with details of the District operation. The new Board member will also receive a tour of the District's parks, building and other facilities.
4. The incoming member may also meet with the Executive Director and members of his/her staff to discuss services they perform for the Board and the District.
5. Each Commissioner must complete Open Meetings electronic training provided by the Illinois Attorney General Public Access Counselor's Office in accordance with the Open Meetings Act.

1.11 PROSPECTIVE CANDIDATE INFORMATION PACKET

The Board of Park Commissioners recognizes its responsibility in helping and assisting prospective Board candidates with the election process. The Board authorizes the Executive Director to prepare a candidate information packet for distribution on or before the first day that candidates can circulate nominating petitions for an elected Park Board seat. The following information shall be included in the packet:

1. "Candidate's Guide" as published by the Illinois State Board of Elections.
2. An introductory memorandum outlining the procedures, forms and time table necessary to comply with the State of Illinois Board of Election.
3. All legal copies of filing forms required by the Cook County Board of Election including:
 - a. Petitions
 - b. Statement of Candidacy
 - c. Statement of Economic Interest
 - d. Loyalty Oath

4. A statement outlining the procedures required for filing to include the necessary documents, minimum number of petitions required, the place of filing and the beginning date/time and ending date/time of filing.
5. All information provided in the prospective candidate information packet is provided as a courtesy to the prospective candidate only. All information on legal requirements is provided by the Illinois State Board of Elections at www.elections.state.il.us and/or at the Cook County Clerk's website at www.cookcountyclerk.com. The Skokie Park District disclaims any responsibility for any information provided to candidates. Specific questions about legal requirements regarding candidate filing, objections, or any other election subject should be referred to competent legal counsel.

1.12 PROFESSIONAL AND CIVIC MEMBERSHIPS

The Board of Park Commissioners recognizes the benefits derived from having memberships in various professional and civic organizations. Therefore, the Board shall subscribe to memberships for the Skokie Park District in the following organizations:

1. National Recreation and Park Association
2. Illinois Association of Park Districts
3. Skokie Chamber of Commerce
4. Other organizations the Board deems appropriate

The Board shall designate a representative of the District who shall be authorized to cast ballots for any action to be voted upon by the District as it relates to its membership in these organizations.

The Board shall be informed of substantial issues submitted by these organizations prior to the casting of a ballot, when possible, and then the Board will inform the representative as to action to be taken.

The Board is encouraged when appropriate, to attend workshops, conferences, seminars and any educational programs to advance the mission of the District. Therefore, Commissioners may attend approved national, state and local parks and recreation conferences, seminars or activities at the Park District's expense provided sufficient funds have been budgeted and are available.

1.13 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 associate events (for example, Village of Skokie, Skokie Chamber of Commerce 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.

1.14 CONSULTANTS

The Board of Park Commissioners recognizes the need from time to time to utilize the services of a consultant(s) for a special project or projects.

The Board shall appoint such attorneys, counsel, engineers, architects, accountants and others as the Board shall determine prudent.

The consultants shall have such powers and duties as hereinafter vested in them by the Board.

The Board shall determine the consultant's amount of compensation, if any.

The Executive Director shall be involved with the Board on all aspects relating to such an appointment, and shall work directly with the consultant in completing his/her assigned responsibilities and tasks.

1.15 LEGISLATIVE ADVOCACY

The Board of Park Commissioners recognizes the necessity and desirability to have local, state or federal legislation that is in the best interests of the Skokie Park District.

The Board and Executive Director shall study and research, when the need arises, any legislation existing or proposed that has or potentially could have an effect upon the District.

The Executive Director shall advise and/or recommend to the Board any action to be taken regarding said legislation, existing or proposed. The Board shall then decide the course of action to be taken and officially approve action at a regularly scheduled or special Board Meeting.

The Board must officially approve any action before the District's position can be related by the Board, the Executive Director, or the staff.

In the case of an emergency situation, where time does not permit Board study, research and/or approval at an official meeting, the Executive Director will attempt to obtain the informal consensus of the Board, make a decision and report back to the Board at the next regularly scheduled Board Meeting of the action taken.

1.16 DISTRICT CONTRACTS

The Board of Park Commissioners recognizes that to maintain continuity in the expeditious negotiation of contracts for the Skokie Park District, a procedure of execution must be established.

1. The Executive Director will have prepared the appropriate documents of contract for each situation.

2. The District attorney will review each of said documents, when appropriate, and comment to the Executive Director.
3. The Executive Director will have the responsibility for the finalization of the contract and presentation to the Board.
4. The Board will approve or disapprove any contract or lease at a regular or special meeting.
5. The contract will be signed by those authorized by the Board and/or the designee of the Board.

1.17 LEASES

The Board of Park Commissioners recognizes that from time to time it would be in the best interests of the Skokie Park District to become a partner in a lease agreement. The District may:

1. Lease from any public building commission any real or personal property for the purpose of providing office space for administrative functions for a period not to exceed 20 years, and may pay rental in accordance with the terms of the lease and enter a lease without making a previous appropriation for the expense.
2. Lease equipment and machinery for corporate purposes for a period not to exceed 5 years upon an affirmative vote of 2/3 of Board members.
3. Lease real estate for corporate purposes for a period not to exceed 99 years upon an affirmative vote of 2/3 of Board members.
4. Lease as otherwise authorized by the Illinois Park District Code.

1.18 ACQUISITION OF ASSETS

The Board of Park Commissioners recognizes that the means by which the Skokie Park District can secure assets is by lease, purchase, gift, bequest, exchange, and donations.

The Executive Director shall research and study the best method of securing an asset or assets at a given point in time while following the state statutes regarding the acquisition of any item for the District.

The Executive Director shall also determine whether or not an acquisition would be in the best interests of the District, and when an adequate budget is available for the acquisition, subsequently present a recommendation to the Board.

All acquisitions considered by the District for acceptance must include a long-term maintenance and/or funding plan to ensure their usefulness to all the constituents of the District.

1.19 FINANCES

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. The Board shall exercise prudent financial judgment and practice so that the District remains financially sound. The Board shall review and approve the proposed Annual Budget of the District (see below). The Board will also regularly review reports regarding the District's financial status. A separate, comprehensive set of purchasing policies have been created for the District to establish a process for purchasing materials, supplies, equipment and services for the District. These policies should be strictly followed by all employees and Commissioners of the District and remain updated at all times (*See Section 3.00 Business Services*). The Board has adopted a Fund Balance Policy to establish fund balance classifications for the District and to establish constraints upon the use of the resources that are reported as part of the fund accounting process (*See Section 3.18*). In accordance with the Illinois Public Funds Investment Act, the Board has adopted an Investment Policy providing guidelines for the prudent investment and management of the District's funds (*See Section 3.08*).

DEBT SERVICE

The Board of Park Commissioners recognizes that the Skokie Park District has a responsibility to develop and maintain payment of debt on a regular basis.

The District shall follow all applicable statutes on debt limits and restrictions. Debt shall be a suitable alternative means of financing capital asset acquisitions with the term of the debt no greater than the tangible life of the acquisition. Temporary debt of a short-term nature may occasionally be necessary for operations due to a lack of cash availability. However, it is the desire of the Board to finance all current expenses with the use of current available funds whenever possible. Any exception to this procedure must be by Board action.

ANNUAL WORKING BUDGET

The Board of Park Commissioners recognizes the need for a comprehensive annual financial plan indicating expected revenues and expenditures for all the Skokie Park District's funds. (*See Annual Budget and Appropriation Ordinance*).

The Superintendent of Business shall be responsible for the initial preparation of the annual working budget.

This budget document shall outline resources and indicate the authority for expenditures necessary to carry out activities consistent with goals and objectives set by the Board.

The Board may amend this working budget at any time as long as the amendment does not exceed, in part or in whole, the levy ordinance.

The adoption of the annual working budget shall take place at a Board meeting prior to the beginning of the fiscal year (May 1). This document shall be presented to the Board for preliminary review in March prior to the beginning of the fiscal year.

The budget document will be accompanied by related text describing:

1. Significant changes from the prior year budget, and actual expenditures and causes for such.
2. Influence of significant organizational, operational, or accounting changes.
3. Goals and objectives to be accomplished via this budget.
4. The major assumptions used in preparing the budget.
5. A report outlining the portion of the budget income from tax revenues.

The budgetary timetable for development, public display, adoption, etc. will also be provided.

1.20 SALE OF REAL ESTATE

The Board of Park Commissioners recognizes that a situation might arise where consideration may be given to the sale of real estate when it is determined to be in the best interests of the Skokie Park District.

All disposition or exchange of assets shall be authorized by the Board following recommendation by the Executive Director outlining:

1. The cause for the action.
2. The economic impact of such.
3. The determination of value.
4. The statutory authority permitting such.

In the disposition of real estate, the Board shall comply with the Park District Code and other applicable Illinois law.

1.21 NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

The Board of Park Commissioners recognizes the need to properly identify all park and/or recreation areas within the jurisdiction of the Skokie Park District. The naming of all such park or recreation areas shall be a function of the Board.

Designation of such names shall be based upon geographical, historical, or ecological relationships indigenous or of significance to the region.

In cases where individuals have provided exceptional contributions and/or service to the District, the Board may, at its discretion, officially name a facility or area within a park, or the Park itself, after an individual or group of people. All maps, plats, and other official records and instruments of the District shall reflect the Board's action.

Upon officially naming a park or recreation area, the Board shall cause to have erected a suitable sign identifying the park or recreation area.

2.00 GENERAL ADMINISTRATION

2.01 ORGANIZATIONAL CHART

The Executive Director shall create a current organizational chart which shall be displayed at the Weber Center, made available for inspection and copying, and sent through the mail if requested. The organizational should be reviewed at least every three years.

2.01 ORGANIZATIONAL CHART (Cont.....)

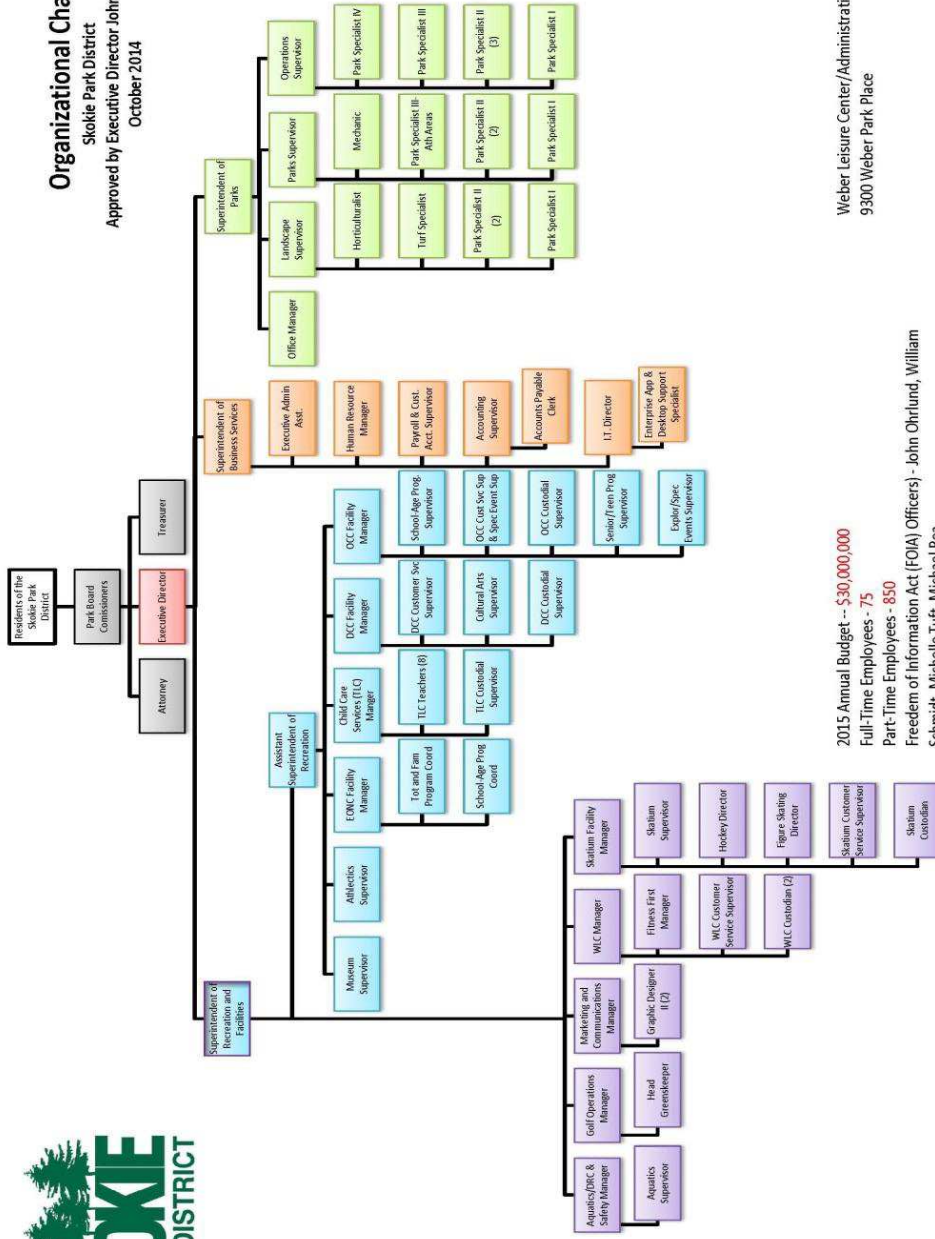


Organizational Chart

Skokie Park District

Approved by Executive Director John Ohrlund

October 2014



2015 Annual Budget -- \$30,000,000

Full-Time Employees - 75

Part-Time Employees - 850

Freedom of Information Act (FOIA) Officers - John Ohrlund, William

Schmidt, Michelle Tuft, Michael Rea

Requests under the FOIA may be submitted in writing to any of these

FOIA officers via email foia@skokieparks.org, fax (847-674-9201),

regular U.S. mail, delivered in-person. Black-and-white copies (50) are

available for free. Additional copies: (\$.15) per page.

Weber Leisure Center/Administrative Offices

9300 Weber Park Place

2.02 SUCCESSION POLICY

A change in executive leadership is inevitable for all organizations. Therefore, it is the policy of the Skokie Park District to be prepared for an eventual permanent change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization until such time as new permanent leadership is in place.

It is also the policy of the Board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community, a good fit for the organization's mission, vision, values, goals and objectives, and who has the necessary skills for the organization. To ensure the organization's operations are not interrupted while the Board of Directors assesses the leadership needs and recruits a permanent executive officer, the Board may appoint an interim executive leadership as described below. The interim chief executive officer shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed and that the duties of the Executive Director are carried out.

PROCEDURES FOR SUCCESSION

For a temporary change in leadership (i.e. significant illness or significant leave of absence) the Executive Director will appoint the Superintendent of Business Services to act and perform the duties of the Executive Director.

In the event the Executive Director of the Skokie District is no longer able to serve in this position (i.e., leaves the position permanently), the Board of Park Commissioners shall do the following:

1. Within 5 business days appoint an interim Executive Director according to the following line of succession:
 - a. Superintendent of Business Services
 - b. Superintendent of Recreation and Facilities
 - c. Superintendent of Parks
 - d. Assistant Superintendent of Recreation
 - e. An external consultant

2.03 POLICIES AND PROCEDURES DEFINITIONS

The Board of Park Commissioners recognizes that for operational purposes, a difference exists between Board policies and administrative procedures. For purpose of clarification, the following will be the definitions:

POLICY

A policy is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board of Park Commissioners of the Skokie Park District.

Policy reflects value judgments on issues related to the purposes of the recreation system and provides guidelines for the operation of the District and thus gives positive direction to the Executive Director and staff in the discharge of their duties.

A policy must be formulated and approved by the Board.

Policy statements can take the form of guidelines for the discretionary action of those to whom it delegates authority.

These guidelines for discretionary action shall constitute the policies governing the operation of the District. They shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in overseeing the operation of the District.

The formal adoption of policies shall be passed by either Board resolution or ordinance and recorded in the minutes of the meetings of the Board. Only those written statements, so adopted, shall be regarded as official Board policy.

All adopted and recorded policies will be placed in the Administrative Policy and Procedures Manual.

PROCEDURES

Administrative regulation is any plan or course of action formulated, developed, and implemented by the Executive Director to facilitate day-to-day District operations within the respective policy guidelines.

Administrative regulation directly guides the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy.

The Executive Director shall have the function and responsibility of specifying the action required and designing the detailed arrangements under which the District will be operated. These detailed arrangements and specific actions shall constitute the administrative procedures governing the day-to-day operation of the District. They must in every respect be consistent with the policies formulated and adopted by the Board.

2.04 EXECUTIVE DIRECTOR'S ACTION IN THE ABSENCE OF A POLICY

The Board of Park Commissioners recognizes the need to allow the Executive Director to act on emergency situations in the absence of policy.

The Executive Director is authorized to act in emergency situations, as he interprets them, within the District whenever the Board has not provided a policy to guide administrative procedure and action, and circumstances preclude obtaining a consensus from the Board prior to needed action.

In those instances where the Executive Director must take action, those actions will be reported to the Board at the next regular meeting together with a recommendation on the wording of a policy statement that will cover future situations.

2.05 DISTRICT INVOLVEMENT IN COMMUNITY EVENTS

The Board of Park Commissioners recognizes that from time to time there are various non-District sponsored community events conducted within the boundaries of the Skokie Park 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.

All such requests will be reported to the Board regardless of the dollar amount.

The District will consider the following factors to determine whether to participate in a community event:

1. Whether the event is consistent the District's mission and philosophy;
2. Whether the event is in the best interests of the District;
3. Whether the event enhances the park and recreation opportunities of the District;
4. If the event compliments and not competes with a District program;
5. If the event is open to all people;
6. Cost impact on the District;
7. The impact on any District staff involvement; and
8. Whether or not the event is sponsored or organized by a not-for-profit organization or other government entity.

Based on these criteria, the Executive Director will make a recommendation to the Board.

The Board notes that each case should be considered on its own merits, that there must be flexibility for consideration and that, in general, participation in community events is a legitimate and appropriate role of the District.

2.06 FREEDOM OF INFORMATION ACT (FOIA)

The Board of Park Commissioners recognizes the need to make certain that the open deliberations and votes of the Board and other District records are available to public. Records subject to disclosure include any materials prepared by, for, or in the possession of the District or in the possession of any agency/entity with whom the District has contracted to perform a governmental function on behalf of the District or that directly relates to the District's functions. The District can deny a request for records that are specifically exempt from coverage under the Act.

The Act requires that each public body appoint one or more FOIA Officers who annually complete an electronic training curriculum developed by the Illinois Attorney Generals' Office. Their responsibilities include receiving information requests from the public and sending responses in compliance with FOIA. The Executive Director is designated as the Freedom of Information Officer. Alternate FOIA officers designated are the Superintendent of Business, Superintendent of Recreation and Facilities, Superintendent of Parks and Assistant Superintendent of Recreation.

To review a record, a person must submit a request in writing via personal delivery, mail, e-mail, telefax, or other means available to the District at its main office, Weber Leisure Center, 9300 Weber Park Place, Skokie, IL 60077. The District cannot require that the request be submitted on a standard form or that the requester specify the purpose of a request, except to determine whether the records requested are for a commercial purpose in order to determine whether to grant a request for a fee waiver. A commercial request is when the requestor seeks to use public records for sale, resale or solicitation or advertisement for sales of services. For convenience, a FOIA Request for Public Records Form is available.

The District is not required to copy a public record that is posted on the District's website unless the requestor cannot reasonably access the record on the District's website. If a record is available on the District's website, the District must instruct the requester that the record is available online and direct the requestor to the website and where the document can be located on the website.

Within five (5) business days after the date the District receives a non-commercial request, one of the designated FOIA officers reviews and responds to the request. If the requestor asks for copies of the information requested, the Officer provides duplicate copies at no cost for the first fifty pages (in black and white or color, letter or legal size) and additional pages for \$0.15 per page. For abnormally sized copies, the District charges the requestor the actual cost for making the copies. Information may also be provided in an electronic format if requested and if available in electronic format.

Beyond the five (5) business days, the FOIA Officer can extend the response time for a non-commercial request no more than five additional business days. The time period can only be extended for the following reasons: if the requested information is stored at a different location, requires the collection of a substantial number of documents or an extensive search, the request is in categorical terms and requires extensive research to narrow, has not been located, needs to be reviewed further by staff to determine whether they are exempt from FOIA, cannot be produced without unduly burdening the public body or interfering with its operations or requires the public body to consult with another public body that has substantial interest in the requested subject matter or both parties agree in writing to an extension specifying when the request will be filled.

The District must respond to commercial requests within twenty-one (21) working days after receipt. The District's response to a commercial request shall either: (a) provide an estimate of the time required by the District to provide the records requested and an estimate of the fees to be charged, which the District may require the requestor to pay in full before copying the requested

documents; (b) deny the request pursuant to one or more of the exemptions under FOIA; (c) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or (d) provide the records requested. Unless the records are exempt from disclosure, the District must comply with the request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

The procedure for responding to “Recurrent Requestors” or a “voluminous requests,” as defined under FOIA (defined in 5 ILCS 140/2(g)-(h)), are not set forth in this Section 2.06. Please refer to Section 3.2 of FOIA (5 ILCS 140/3.2) regarding how to respond to Recurrent Requestors and Section 3.6 of FOIA (5 ILCS 140/3.6) regarding how to respond to voluminous requests and Section 6 of FOIA (5 ILCS 140/6) regarding the District’s ability to charge fees to the requestor in response to the same.

To redact exempt material or to deny the request, a FOIA Officer must provide a written response to the requestor that includes a detailed factual basis for the application of any exemption claimed as the reason for denying the request, a citation to supporting legal authority, and notice that the requestor has the right to review by the Public Access Counselor (PAC) in the Illinois Attorney General’s Office and the right to challenge the denial in court. The response should clearly state the names and titles or positions of persons responsible for the denial. For any denial of a FOIA request the following notification will be used in the denial:

You have a right to have a denial of a request reviewed by the Public Access Counselor (PAC) at the Office of the Attorney General. 5 ILCS 140/9.5(a).

You can file your Request of Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, IL 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of a denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

The notification of the denial must also include the names and titles of the individuals of each person responsible for the denial.

The Board President or Attorney can request that the Attorney General’s PAC issue an advisory opinion regarding compliance with FOIA (i.e. to verify if a record must be disclosed). This request must be in writing.

To encourage citizen participation in the government process, the District will disclose public records as required by the Freedom of Information Act (FOIA). Any public records are posted on

the District's website. Compensatory information pursuant to PA-97-609 is posted on the District's website.

2.07 PARTICIPATION IN PROFESSIONAL DEVELOPMENT PROGRAMS

The Board of Park Commissioners recognizes that there are benefits derived to the Skokie Park District by attendance of the Board members and staff at those professional society meetings, conferences, and seminars that are frequently offered in the various professional fields.

These activities provide a constructive forum for the exchange of ideas, the discussion of and frequent solution to common problems, and often result in stimulating creative thought and fresh approaches to District activities.

Conferences and seminars for which attendance is beneficial are those sponsored by the national, state, and local District affiliated organizations.

The Executive Director shall have the authority to approve seminars within the scope and intent of this policy and budgetary limitations.

The estimated cost for conference and seminar attendance and participation will be included in the annual budget.

Division heads and full-time professional staff shall be accorded the privilege to attend workshops, seminars, meetings and conferences at the discretion and with the approval of the Executive Director.

Longevity of service, membership in the sponsoring organization, recent attendance at meetings, value to the District, location of the meeting, effect on District operations, and available funds will be taken into consideration when the question of attendance arises. Administrative procedures, travel expenses and additional details on professional growth and continuing education for employees are included in the Personnel Policy Manual.

The District's regular full-time employees may be extended the privileges of further training at the District's expense, at colleges, universities, high schools, workshops, seminars, etc. Employees are encouraged to pursue formal and/or vocational education that is related to their position and where it would prove beneficial in areas of work performance, and as funds permit.

For full time employees wishing to enroll in advanced formal educational training (college classes, etc.), the approval of the Executive Director must be obtained in advance. See Personal Policy Manual for complete the District's policy on tuition reimbursement.

2.08 COOPERATION BETWEEN AGENCIES

The Board of Park Commissioners recognizes the need and desirability of cooperating with community agencies in order to best serve the residents of the District in the most economical manner. The Board members and staff of the Skokie Park District shall strive to cooperate to the

fullest extent with agencies and groups in the community, including governmental, public, private, and volunteer organizations.

The District may enter into cooperative agreements to include but not be limited to:

1. Intergovernmental Agreements with school districts
2. Intergovernmental Agreements with municipalities
3. Intergovernmental Agreements with other taxing bodies
4. Intergovernmental Agreements with other park districts
5. Public/Private Partnerships with private firms or enterprises

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

This cooperation, however, shall not be initiated or endured to the detriment or curtailment of the functions or operations of the District or to detriment or curtailment of prior commitments with individuals or groups.

All contacts with other agencies shall be handled through the office of the Executive Director, except where he may authorize such relations to be maintained by other staff members.

2.09 GRANT APPLICATIONS

The Board of Park Commissioners recognizes the importance of governmental and private grants to the Skokie Park District. Such grants serve to reduce the direct financial burden on District residents and may serve to make facilities available, which would not be without the financial assistance provided.

The District will only solicit grants when it is felt that the grant or grants will serve a specific need and is in the best interests of the District.

The Executive Director, will pursue the necessary grant application steps in order to secure such grants and keep the Board apprised of its progress.

The Executive Director will also develop and maintain an ongoing grant solicitation program.

2.10 RISK MANAGEMENT

The Board of Park Commissioners recognizes the need to protect Skokie Park District from financial loss due to risk exposure and provide a safe working environment for the District staff and users of the District's facilities and programs.

The Executive Director shall be responsible for the design and implementation of a risk management plan with sufficient insurance coverage to prevent unbearable financial loss to the District, subject to approval of the Board. As a part of that risk management plan, the District will make every effort to initiate an ongoing loss prevention program and continuing safety training program.

The risk management insurance plan will be reviewed prior to each annual renewal date and changes in coverage will be made when needed or financially desirable. All significant changes require approval of the Board.

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 activity participants and programming staff. To this end, a Safety Manual, which is distributed all employees, has been developed as a means to assist staff in obtaining a clear understanding of safety/risk management guidelines and procedures for the District. The Manual is to be updated by the staff, when required.

The overall effectiveness of this safety program relies upon the content of the Safety Manual and adherence to its policies and procedures by District staff and patrons.

2.11 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, 435 ILCS 145/1 *et seq.* The policy outlines how the Park District will specifically address the safety issues associated with movable soccer goals. Please refer to the District's Safety Manual for a complete copy of the District's Soccer Goal Safety and Education Policy.

2.12 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.

2.13 OPEN SPACE/PARK LAND USE POLICY

STATUTORY AUTHORITY

Statutory law directly governs the powers, duties, and purposes associated with the formation and operation of Illinois park districts. As a result, the Skokie Park District has the power to levy and collect taxes for authorized purposes on all taxable property in the District. Funds may be accumulated annually for purposes relating to the planning, establishing, and the maintaining of a park and recreation agency with related programs. The District, within its boundaries, may acquire by gift, grant, transfer, or purchase real estate and lands for parks, facilities, and playground purposes. This land may be improved, equipped, conserved, or maintained.

PURPOSE

The District shall acquire, develop, and maintain land in accordance with its adopted high standards, financial ability, and overall needs of the District.

LAND ACQUISITION

1. It is recognized that the vast majority of land within the boundary of the District is being used and that open space available for acquisition is at a minimum. Nevertheless, the District will analyze and evaluate any land or open space which becomes available for acquisition which may enhance its park/facilities system. Such land will be acquired by purchase or donation only as it fits the present or future recreation needs of the District.
2. The District will not accept or purchase land to prevent that land from being used for a specific purpose unless such land is needed for recreation purposes by the District.
3. The District shall assist in rendering any publicly owned land useable for recreation purposes by a written lease of this property. The only land that will be considered for leasing is land which is compatible with the plans of the District to provide recreational functions.
4. Park land leased by the District will be for any valid corporate purpose.

COOPERATIVE RESPONSIBILITY

1. The District may work with any other unit of government or other entities on land use projects in which there is a common interest.
2. The District will consider requests from other units of government to utilize park land for purposes other than recreation if such requests does not deter or alter from the original intent of recreational usage.

2.14 IMPROVING OR DEVELOPING LEASED LAND OR FACILITIES

The Board of Park Commissioners recognizes that it would be advantageous to the Skokie Park District to improve and/or develop leased land or facilities whereby such land or facilities would better serve the District.

It is the Executive Director's responsibility to study and research each lease situation and present to the Board the facts and a recommendation relating to what would be appropriate reimbursement.

No District properties leased to others may be developed without written permission of the Board. All improvements constructed on District properties will become the property of the

District and the District will maintain full control over their usage consistent with any written leases or agreements.

Under normal conditions, District facilities will be considered for development, improvement, and/or renovation prior to such consideration being given to a leased facility.

The minimum length of any such lease prior to development will vary depending on the unique condition of the facilities and the District's needs at a specific time.

2.15 EASEMENTS

The Board of Park Commissioners recognizes that the granting of easements on Skokie Park District's 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 determining the District's position relating to each individual easement situation taking into consideration the impact upon the site, residents, neighborhood, and the general best interests of the District.

The Executive Director will present the recommendations to the Board for its approval concerning the acquisition or granting of an easement.

2.16 PROVISIONS FOR SPECIAL RECREATION

The Board of Park Commissioners recognizes the need to provide quality recreation for special populations that live within the Skokie Park District within the financial resources available.

The District may meet its responsibilities through participation in a cooperative special recreation association where such is more economical or viable than an in-District program. It is the Executive Director's responsibility to monitor the performance of the Special Recreation Association and report to the Board accordingly.

The Board appoints the Executive Director and an alternate to serve on the Special Recreation Association Board.

1. The Executive Director will report on the Special Recreation Association's activities at the regular Board Meeting as needed
2. All minutes, program guides and other appropriate information from the Special Recreation association will be given to Board members on a regular basis.
3. The Executive Director of the Special Recreation Association may provide a written and/or oral report to the Board on a regular basis consistent with his/her reporting schedule.

The District will meet its financial obligations for the support of the Special Recreation Association primarily through a tax levy provided for this purpose. Payments of tax receipts will be forwarded to the Special Recreation Association following normal disbursement procedures.

The representatives from the District have the responsibility to act on behalf of the District in their actions with regard to the Special Recreation Association's Board. When possible, the Special Recreation Association representatives will consult with the Board prior to the making of major decisions affecting the District.

Effective 1972, the Skokie Park District became a member of the Maine-Niles Association for Special Recreation. M-NASR offices are located at 6820 West Dempster Street, Morton Grove, IL 60053.

2.17 MARKETING MATERIALS AND LOGO USE POLICY

The Board of Park Commissioners recognizes the need for professionally-designed marketing materials and the standardized use of all Skokie Park District logos on District publications, including but not limited to fliers, posters, pamphlets, news releases and any other print or electronic publications or web sites, and on District shirts, uniforms and vehicles.

PROCEDURES

1. A District Marketing Department has been established to design all marketing materials. Absent the Department's time or ability to design a marketing piece, publicity pieces designed by, or under the instruction of, a District manager or supervisor should then be approved by the Marketing Department before publication and dissemination.
2. The Marketing Department serves to design all needed new logos and consult on the use of all District logos on all District marketing materials, print or electronic, as well as logo use and design on shirts, uniforms and vehicles, according to the District's logo standards below.

LOGO STANDARDS

The following standards for usage of District logos will be followed:

1. The Skokie Park District "tree logo" will be used in black, white, and official SPD forest green (CMYK: 100-0-78-42) only. There will be no multi-colored use of the SPD tree logo.
2. The SPD tree logo will never be used at a smaller size than 1.25 inches.
3. The SPD tree logo will be used at an aesthetically-pleasing size according to the piece on which it is displayed, and at an aesthetically-pleasing distance from other design elements to which it is adjacent. When in doubt, the marketing department is

available to make these professional aesthetic judgments on all uses of the SPD tree logo.

4. The SPD tree logo will never be stretched to a proportion other than the proportion of its original design.
5. The preferred position of the SPD tree logo on print or electronic pieces is at the top or the bottom of a document or web page.
6. All approved SPD facility or program logos will be used keeping with standards 1-5 above.
7. As the clearing house for all sponsorship contracts, the marketing department will place all sponsor or affiliate logos on all District publicity materials.

Use of Park District Logos by Others

Use of Park District logos by other organizations or individuals is strictly prohibited without prior written approval of the District.

2.18 LIGHTED SIGN POLICY

The Board of Park Commissioners recognizes the need for a lighted sign policy at the Skokie Park District facilities (Oakton Community Center and Weber Leisure Center) featuring lighted display signs. These displays will contain publicity for programs and special events of the District.

1. All requests will be submitted to the Marketing Department. Requests will be prioritized and scheduled as needed.
2. The lighted signs will be used for District wide events (Festival of Cultures, 4th of July, Backlot Bash, Scream Scene, etc.), program messages, public service announcements etc., and coordinated by the Marketing Department.
3. Outside groups requesting use must be approved by the Executive Director. Appropriateness will be determined using a variety of criteria.
 - a. Local government including Village of Skokie, Skokie Public Library and school districts; and
 - b. Local service groups, Chamber of Commerce, Rotary, and Kiwanis.

2.19 TREE DONATION POLICY

The Board of Park Commissioners recognizes the need for a tree donation program in the community to provide for individual or group needs with regard to dedications, enhancement of parks and memorials.

1. The program will be coordinated by the Parks Division. All inquiries will be directed to the Superintendent of Parks.
2. The minimum donation is \$125.00 with a maximum level of \$500.00. All donations will be equally matched with District funds.
3. The donor can request a ceremony and type of tree. The final decision is made by the Landscape Supervisor including the date for planting.
4. The Landscape Supervisor will arrange for the ceremony and photographs when appropriate.
5. The Landscape Supervisor will order donor plaques to be displayed at the Weber Leisure Center
6. The District will replace dead trees for a period of three years. Trees will be replaced at similar value. There is no guarantee of same tree types.
7. Files and forms for this program will be kept in the office of the Superintendent of Parks.

2.20 GUIDELINES FOR AFFILIATE ORGANIZATIONS

The Board of Park Commissioners recognizes that within the Skokie Park District, certain activities or programs can be best implemented through the development of special interest organizations, hereafter referred to as Affiliate Organizations. The District shall determine those activities best provided through this programming method and further define the relationships that exist between these organizations and the District. The normal transition of an organization, which seeks affiliate status, may evolve from interest groups currently existing within the community, District programs that have demonstrated viable growth potential, and newly formed special interest organizations. The following 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 standards and philosophy of the Skokie District.

DEFINITION OF RESPONSIBILITIES

Affiliate Organizations shall provide their own basic leadership and delegate operational responsibilities to its membership. The utilization of District staff and administrative services shall be subject to the approval of the Executive Director. Affiliate Organizations and their respective activities shall strive to achieve and maintain the following objectives:

1. Activities sponsored by Affiliate Organizations must support the District's mission and demonstrate the following wholesome and worthwhile values of recreational and leisure pursuits:
 - a. The activity shall develop a sense of achievement and self-respect.
 - b. The activity should stimulate creativity while developing new skills.
 - c. Benefits shall include the improvement of physical health and/or general well-being of its participants.
 - d. The activity should provide for interesting, challenging and exciting experiences.
 - e. The nature of the activity should enhance avenues of socialization.
 - f. The existence of the organization shall be of value to the District community.
2. Activities sponsored by Affiliate Organizations must service a specialized interest group established to serve members/participants who are residents of the Skokie District. The Board recognizes that several Affiliate Organizations, due to the nature and provision of activities, could not exist if required to maintain residency standards with 100% representation. However, Affiliate Organizations must demonstrate that the enrollment for any and all programming is composed of at least 51% residents of the Skokie District community. Any exception to this standard must be approved by the Board of Park Commissioners.
3. Affiliate Organizations must promote activities, which supplement existing District programs or provide for viable activities not currently offered within the scope of the District and/or any of its affiliates.
4. Affiliate Organizations who choose to utilize the District for the purpose of registration of participants must adhere to the following:
5. Any and all refund policies must be clearly presented to the District and strictly adhered to. Refund policies must include circumstances under which full or partial refunds will or will not be given. Refund policies must also include information on the proper procedure(s) for requesting a refund. The District shall not accept or honor any refund request made related to an Affiliate Organization program.
6. Any Affiliate Organization that chooses to offer scholarships must provide the District with documentation of scholarship application and award policies and procedures, as well as an appropriate application form which will be distributed to

applicants. Affiliate Organizations are not required to provide scholarship information on registration forms.

7. Participant registration for Affiliate Organization programs may be accepted by the Affiliate Organization or by the District. The registration process for each Affiliate Organization will be defined in the Affiliate Organization agreement between the Affiliate and the District.
8. Payment(s) and or transfer(s) of funds to the Affiliate Organization from the District of program registration revenues shall be less any administrative and/or field services fees assessed by the District for the individual program. All payment(s) and or transfer(s) of funds to the Affiliate Organization from the District must be approved in writing by the Affiliate Organization Treasurer, or an otherwise delegated and previously identified officer of the Affiliate Organization.
9. Affiliate Organizations which offer recreational or competitive athletics programming must demonstrate through their individual by-laws, rules or special documentation that they are committed to the ongoing training and education of players, coaches, parents and spectators in the areas of sportsmanship, fair play, sporting and competitive structure and sport-specific coaching education. The District makes no recommendation as to which local, regional or national program(s) each Affiliate Organization may choose as their preferred educational and/or training tool(s). Each Affiliate Organization must agree to provide documentation of training by providing meeting dates and/or meeting minutes and/or participation rosters to the District and/or upon request. Affiliate Organizations, under all circumstances, shall have no less than thirty days to comply with any such request(s).
10. Activities sponsored by Affiliate Organizations shall not unlawfully discriminate against or exclude any individual participant or volunteer, from participation for reasons of race, color, creed, sex, religion, national origin or ancestry, citizenship status, sexual orientation, age (except as an appropriate division of programming levels for youth athletics programming), physical or mental handicap unrelated to ability, marital status or an unfavorable discharge from military service, or any other protected class recognized under local, state, or federal law. Registration for membership/try-outs must first be open to all residents of the District up to the group's registration deadline.
11. Affiliate Organizations must adhere to the inclusion policies governing public recreation programs as set forth by the Americans with Disabilities Act (ADA). Reasonable accommodations for inclusion of all participants must be provided for at the Affiliate Organization's own expense.
12. An entity shall not be eligible for status as an Affiliate Organization unless it first provides reasonable satisfactory evidence to the District that it is a "not-for-profit" organization as herein defined. A "not-for profit" organization is an organization

or group (i) the revenues of which are exclusively devoted to the development, continuation, promotion, operation and expansion of the specialized activities in which the organization is involved; (ii) the expenses of which are limited to the purposes to which it is devoted and may include but shall not be limited to the payment of reasonable salaries and compensation to its officers, agents, employees and contractors, and (iii) the assets of which will not, either during its operation or upon its dissolution, be distributable to or for the benefit of any individual or for profit entity, group or organization.

13. Affiliate Organizations must attain written approval from the Executive Director of the District to enter major sponsorship agreements with potential third party partners prior to the execution of a sponsorship agreement. The District has the right in its sole discretion to deny any major sponsorship agreement that may not be in the best interest of the District.
14. The Affiliate Organization will name the District as an additional insured on its insurance policy. The Affiliate Organization shall, at all times, maintain during its operations liability insurance in such amounts as determined by the affiliate agreement and with such insurers as shall be reasonably acceptable to District. A copy of this insurance policy must be provided to the District on an annual basis.
15. Affiliate Organizations agree to conduct criminal background checks for all employees and volunteers and directly supervising individuals under the age of eighteen. The Affiliate Organization is solely responsible for determining whether any conviction shall disqualify an employee or volunteer.
16. Affiliate Organizations agree to cross-reference any and all employees and volunteers with the federal, state and/or local child offender database.
17. Affiliate Organizations must provide the name and contact information of a primary liaison to the District for the purpose of communications regarding specific programs.
18. Affiliate Organizations are required to adhere to all ordinances governing the use of the District owned or controlled property, and are expected to acquire the required permits for all activities and functions.
19. Affiliate Organizations will comply with all other terms and conditions set forth in the Affiliate Organizational Agreement.

BENEFITS OF AFFILIATE STATUS

1. The District will provide a staff liaison to represent the interests of the Affiliate Organization to the District.
2. Use of District fields or facilities may include priority in scheduling and/or at reduced rates and/or without the requirement of a rental deposit and/or no charge.

Fees applied to the District will be passed on to the appropriate Affiliate Organization, for example, Commonwealth Edison charges, etc.

3. Access to a viable referral system as implemented through the District. This includes publicity through seasonal District brochures, flyers and posters, and use of District marquee lighted information signs. These opportunities will be provided without risk of interference or the impedance of routine/daily operations.
4. Access to an annual Affiliate Organization's meeting with staff of the District to provide a vehicle to evaluate services, acquire technical assistance, and provide input within the District and to coordinate facility use.
5. Opportunity to utilize professional staff expertise, equipment, operational logistics, and other in-kind services as may be available by the District. These opportunities will be provided without risk of interference or the impedance of routine/ daily operations.
6. The District shall serve in an administrative capacity and process and pay for those criminal background checks required by this Agreement.

THE APPLICATION AND SELECTION PROCESS

Special interest organizations which desire consideration for affiliate status shall direct written notification of same to the Executive Director. In addition to a letter of application, the organization must submit:

1. Written by-laws/guidelines of the organization.
2. A statement of purpose and description of the specialized activities.
3. A list of current officers and membership/participants.
4. Proposed annual budget/financial statement/audit.

After receipt of the materials, organizational representatives are required to meet with the District staff representative. The staff of the District will evaluate and make recommendations to the Board with written reports for consideration. A majority vote of the Board at a regularly scheduled meeting, in favor of granting affiliate status, will convey conditional affiliate status.

All newly accepted Affiliate Organizations shall be granted conditional status for a period of twelve months after the approval of the agreement by the Board. After twelve months, the conditional status will be changed to full status pending a majority vote of the Board at the regular meeting following the above mentioned review. This is to ensure, within the first twelve months of operation, that the Affiliate Organization has met and upheld all criterions as established within these guidelines.

AFFILIATE ORGANIZATION AGREEMENT

Approved affiliate organizations will receive from the District an Affiliate Organization Agreement outlining responsibilities of the District/Affiliate as they pertain to their organization.

ANNUAL RENEWAL OF AFFILIATE STATUS

Those organizations, which have attained full affiliate status, shall be subject to an annual review based on compliance with the following items:

1. Representation at the annual meeting.
2. Remittance on an annual basis of a complete financial report as reported to the Internal Revenue Service.
3. Remittance of a list of current officers and complete membership profile.
4. Remittance of any changes to the guidelines of the Affiliate Organization.
5. Any changes to written by-laws beyond the original scope or intention shall require re-application for affiliate status.

Failure to comply with any of the abovementioned requirements by the end of the District's fiscal year will result in the designation of probationary status for a period of three months. If at the end of three months the Affiliate Organization fails to comply, all privileges and services as provided by the District shall be terminated.

CONDITIONS OF DISSOLUTION OF AFFILIATE STATUS

If an Affiliate Organization fails to maintain some form of affiliate status or chooses to terminate its relationship with the District, notification must be served in writing to the Board of Park Commissioners. Any and all assets shall remain with the respective members and officers of the Affiliate Organization.

The District retains the right to alter the terms and conditions of an Affiliate Organization's affiliate status or to terminate an Affiliate Organization's affiliate status at any time and for any reason, including, but not limited to misconduct of the Affiliate Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of the District residents, because the Affiliate Organization has breached any of its obligations under the Affiliate Organization Agreement, such as violation of the District ordinance(s), failure to adhere to the Affiliate Organization's own rules, regulations and/or by-laws, or as otherwise specified in the Affiliate Organization Agreement. Notification of any such changes or terminations shall be made in writing, and unless otherwise notified, will become effective immediately. Under such circumstances, any and all assets shall remain with the respective members and officers of the Affiliate Organization.

If an Affiliate Organization, for any reason, chooses to terminate its existence, all funds, supplies, and equipment shall be deeded to the District unless the Affiliate Organization's by-laws indicate Affiliate Organization's assets must be distributed in some other way or such distribution of assets is otherwise prohibited by law. The decision to liquidate and convey said items shall be presented in writing to the Board of Park Commissioners.

It is the intention of the District to enable an Affiliate Organization to provide programming services to distinct special interest groups. It is not the intention of the District to provide an Affiliate Organization with an opportunity to fundraise beyond the needs of that programming effort. Associations/organizations who report substantial cash balances will need to outline a plan for the distribution of those funds appropriate to the needs of the organization. The existence of surplus funds with no plan for disbursement will jeopardize both the existing District/Affiliate Agreement and the affiliate status of the association/organization.

When an Affiliate Organization fails to meet or maintain the requirements for affiliate status and further fails to clear probationary status, the process of re-application and re-acceptance shall follow the steps noted within these guidelines.

2.21 CITIZEN INPUT

The Skokie Park District is committed to meeting the park and recreational needs of the community and values citizen input. Citizens can attend any open public meetings and an agenda item named "Comments from Citizens" will appear on all regular meetings of the Board of Park Commissioners to provide a direct method for residents to address the Board.

The District may gather input from citizens in several ways:

1. Public Meetings

Citizens shall be invited to provide input and comments during the "Comments from Citizens" time of each Board meeting.

2. Advisory Committees

Advisory committees may be established for a variety of activities as described, may be both standing and ad hoc, and may have individuals of the public as members.

3. Survey and Focus Groups

The District periodically conducts surveys and focus group to gather input about community needs. These may be general as relates to parks and recreation or specifically targeted to a particular park or activity.

4. Public Hearings

Public Hearings are held to provide an opportunity for input about parks and facility improvements or concerns on specific topics which may arise. Residents who typically use or are neighbors to a park or facility will be invited to attend. An agenda is generally prepared and minutes are provided following the meeting.

5. Evaluations

Program evaluations will be provided to participants to solicit feedback about District programs.

6. District Website

Public input may be solicited via the District's website through formal or informal surveys, questionnaires, blogs, social media sites or other methods deemed appropriate.

7. Customer Comment Cards

Customer comment cards, at times, may be made available at facilities for citizen input. Comment cards may be facility specific or general in scope to measure customer satisfaction, condition of facilities and quality of services.

8. Informal Input

Staff shall be open to receiving feedback and input via telephone, email, regular mail, or in person. Input shall be passed to superiors, advisory committees, and the Park Board as appropriate.

9. Needs Assessment

It is the policy of the District to conduct a comprehensive needs assessment of the community at least once every ten years.

2.22 AMERICANS WITH DISABILITIES ACT

The Skokie Park District acknowledges and supports the Americans With Disabilities Act (42 U.S.C. 12131 "ADA") and prohibits discrimination on the basis of disability in the services, programs, facilities and parks activities of the District.

The Executive Director is the District's Compliance Officer.

The Board of Park Commissioners adopted the ADA grievance procedure and authorizes, empowers, and directs the Executive Director of the District to designate a responsible employee

or employees to coordinate the District's efforts to comply with and carry out its responsibilities under ADA. The Superintendent of Parks is the District designated ADA coordinator.

The District has adopted a policy of compliance in the construction of new facilities and will continually evaluate its services, policies, and practices in light of the requirements of ADA.

1. The District conducted an audit and created a transition plan which was completed in 2011 and adopted by the Park Board in February of 2012.
2. The transition plan identified many items throughout the District which required action; some immediate and others will take place in conjunction with planned or future renovation projects. The District updates the transition plan annually to coincide with the five year capital improvement timeline.
3. The District complies with all the Americans with Disabilities Act (ADA) guidelines. Should any participant have a disability and is interested in participating in or attending a District program, the District will make reasonable accommodations to facilitate that opportunity. The District has appointed an ADA coordinator, who when appropriate, will work with the Main-Niles Association of Special Recreation's Integration Specialists to provide for individual needs.

2.23 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 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.

2.24 ENVIRONMENTAL POLICY

It is the intent of the Skokie Park District to encourage its employees to set a high standard of leadership and competency in the promotion of sound environmental practices and lifestyles. Park and recreation employees, by the very nature of their chosen careers, have an obligation to set an example and assume a leadership position in the development and use of policies and procedures, which promote a healthy environment.

To meet this end, the District has approved this Environmental Policy to confirm the District's commitment to the environment and to provide a tool for staff to use when carrying out this commitment. This Environmental Policy compliments the Mission Statement of the District and is intended to help the District achieve excellence in programming and operations.

ENVIRONMENTAL POLICY GOALS

1. Purchase and use of environmentally safe and sensitive products

Purchase products for use in facility and park operations which minimize negative environmental impacts, taking into consideration the effects of product production, use safety, storage, disposal and cost.

2. Wise use and protection of air, water, soil and wildlife

Actively seek and implement ways to conserve and protect the water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect plant and animal life.

3. Wise use of energy resources

Actively seek and implement ways to conserve energy resources and investigate methods of applying alternative energy technologies.

4. Reduction and handling of waste

Reduce waste production, reuse and recycle materials from facility and park operations, and handle hazardous and all other wastes according to lawful and safe procedures.

5. Open space planning and preservation

Protect and restore indigenous natural communities such as grasslands, woodlands and wetlands, and promote the reclamation, acquisition, preservation, and management of other open space areas, including natural corridors, waterways, greenways and trails.

6. Environmental education and interpretation

Provide education and interpretation opportunities for staff and the public which increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.

3.00 BUSINESS SERVICES

3.01 FISCAL YEAR

The fiscal year of the Skokie Park District shall begin on May 1 and end on April 30.

3.02 CAPITALIZATION AND DISPOSAL OF DISTRICT ASSETS

The Board of Park Commissioners recognizes that it is in the best interests of the Skokie Park 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, and allow for the complete up-to-date inventory of major District assets.

PURPOSE

To establish criteria for the capitalization of the District property.

DEFINITIONS

Buildings - any permanent structure built for the purpose of storage, shelter, office space, rest rooms, shower rooms, recreational purposes, etc. also includes 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, furniture, etc.

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.

Base Cost - the net purchase price (excluding applicable taxes and freight charges, if applicable) of a fixed asset.

Acquisition Cost - the cost of acquiring fixed assets and preparing them for use.

POLICY

Expenditures for District owned fixed assets must be capitalized in accordance with the criteria set forth in this policy; all other such expenditures must be expensed.

CRITERIA FOR CAPITALIZATION

For an asset to be capitalized it must meet the following criteria:

1. The asset must have a useful life of three years or more.

2. The asset must have a minimum value of \$5,000.00 if it is a vehicle or a piece of Equipment.
3. The asset is an infrastructure addition it should have a minimum value of \$20,000.

DATE OF CAPITALIZATION

Property must be transferred from Construction in Progress (Capital Improvements Funds) to the General Fixed Asset Account Group at the end of the month in which:

1. Title to Land is obtained.
2. A Building, structure, or improvement under construction is substantially occupied or ready and available for use.
3. Land Improvements or other property is ready and available to perform its assigned function.

AMOUNT CAPITALIZED

Amounts capitalized for fixed assets purchased by the District consist of the following:

1. The Base Cost of the fixed asset.
2. Other costs of acquiring the fixed asset (such as land, buildings), such as legal fees, brokers' commissions, title search or title insurance costs, recording fees, escrow fees, and other applicable fees.
3. Expenditures for professional services of architects and engineers identified with the construction of property items or improvements to existing property capitalized. Such services include the design, development, and general supervision and detail inspection of construction.

DISPOSABLE OF ASSETS

If, in the opinion of three-fifths of the Board members, any personal property of the District is no longer necessary, useful to, or for the best interests of the Park District, the Park District, upon authorization of three-fifths of the Board members by ordinance, may convey or sell that personal property in any manner that the Board may designate, with or without advertising the sale.

The Executive Director should receive the approval of the Board for the disposal of surplus equipment and equals to or greater than the capitalization threshold.

3.03 FINANCIAL REPORTING

The Board of Park Commissioners recognizes that in order to be knowledgeable concerning the District's fiscal condition, a comprehensive and informative reporting system is required.

The Treasurer 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.

3.04 DISTRICT RECORDS

The Board of Park Commissioners recognizes the necessity to keep adequate and appropriate District records in order to fulfill legal requirements and develop and maintain the proper administrative functions.

The Superintendent of Business shall oversee the development and maintenance of an appropriate recordkeeping system that:

1. meets all of the requirements of the state and federal laws;
2. provides data required for annual audit;
3. meets the needs of the District in a timely manner.

The retention and disposal of all District records will be in accordance with the Local Records Act (50 ILCS 205/1 *et seq.*), the administrative rules and guidelines established by the Cook County Local Records Commission and the Illinois State Archivist, and any other Illinois statute governing the management of local government records.

3.05 TRANSFER OF APPROPRIATION ORDINANCE ITEMS

The Board of Park Commissioners recognizes that there may be a need to re-allocate certain appropriation items during the course of the Skokie Park District's fiscal year.

The Superintendent of Business Services is responsible for keeping accurate records of all appropriation items and making necessary recommendations for transfers when appropriate. The District may, from time to time, make transfers between the various items in a fund, not exceeding in the aggregate 10% of the total amount appropriated in such a fund.

The Board may also, after the first six months of the fiscal year, but prior to the end of the fiscal year, by a 2/3 vote, transfer from any appropriation item its anticipated unexpended funds to any other item of appropriation, and the item to which said transfer is made may be increased to the extent of the amount so transferred.

3.06 ANNUAL BUDGET AND APPROPRIATION ORDINANCE

The Board of Park Commissioners recognizes that, as required by the Park District Code, the Budget and Appropriation Ordinance will be presented to the finance committee for review and comment and then submitted for passage no later than the July regular meeting of the Board.

In developing the Budget and Appropriation ordinance, items of expense are to be included.

There are ten (10) appropriation funds:

1. Corporate Fund
2. Recreation Fund
3. Debt Service Fund
4. Audit Fund
5. Liability Fund
6. Special Recreation Fund
7. IMRF Fund
8. FICA Fund
9. Museum Fund
10. Capital Funds

The Budget and Appropriation Ordinance will be placed on file in the District offices and be available for public inspection for 30 days prior to the passage. Prior to passage of the Budget and Appropriation Ordinance, a notice must be published notifying the residents of Skokie Park District of a public hearing to discuss the proposed Budget and Appropriation Ordinance. Notice of the hearing must be given at least one (1) week prior to the hearing.

After adoption by the Board, the Budget and Appropriation Ordinance will be signed by the President and Secretary and certified by the Secretary. The Ordinance will be filed with the Cook County Clerk within thirty (30) days after passage.

3.07 ANNUAL TAX LEVY ORDINANCE

The Board of Park Commissioners recognizes that the Tax Levy Ordinance will be presented for passage no later than the December regular meeting of the Board.

Each District has the power to levy and collect taxes on all taxable property in the District for all corporate purposes. All general taxes proposed to the Board to be levied upon the taxable property within the Skokie Park District shall be levied by ordinance. A certified copy of such levy ordinance shall be filed with the Cook County Clerk no later than the last Tuesday in December of each year. The Board shall each year take appropriate action at a Board Meeting to comply with the legal requirements for the purpose of levying taxes in accordance with Article 5 of the Park District Code and the Truth-In-Taxation Law(35 ILS 200/18-55 through 35 ILCS 200/18-100).

There are nine (9) separate funds in levying and assessing taxes on properties within the District for the amount of tax needed to carry out the functions of the District:

1. Corporate Fund
2. Recreation Fund
3. Liability Fund
4. Audit Fund
5. Special Recreation Fund
6. Debit Service
7. IMRF Fund
8. FICA Fund
9. Museum Fund

The Superintendent of Business Services shall be responsible for the preparation of the proposed tax levy providing sufficient levies in each fund to ensure resources to fulfill goals and objectives set by the Board and be adopted and filled by the third Tuesday of December in the manner prescribed by law.

The President and Secretary will sign the Tax Levy Ordinance and the Secretary will certify the passage of the ordinance for filing with the Cook County Clerk.

3.08 INVESTMENT POLICY

PURPOSE

This investment policy is adopted in accordance with the requirements of the Public Fund Investment Act (30 ILCS 235/0.01 *et seq.*), to establish investment guidelines for officials of the Park District who are responsible for the financial management of Park District funds.

It is the policy of the Skokie Park District to invest public funds in a manner which will provide the highest investment return consistent with preservation of capital while meeting the daily cash flow demands of the District and conforming to all federal, state and local laws governing the investment of public funds. The District charter provides that the Board of Park Commissioners approves depositories.

SCOPE

This policy includes all funds governed by the Board.

PRUDENCE

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudence person” standard states that “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.”

INVESTMENT OBJECTIVES

This Investment Policy is intended to assure the maximum security of the principal of Park District investments, to comply with all legal requirements for the investment of Park District funds, and to maintain sufficient liquidity to meet the cash flow demands of the Park District. The primary objectives of investment activities, in priority order, shall be safety, liquidity, and yield.

1. Safety:

The safety of principal is the foremost objective of the Park District's Investment Policy. All investments shall be undertaken in a manner that seeks to insure the preservation of capital and protection of investment principal in the overall portfolio. The objective shall be to mitigate credit risk and interest rate risk.

a. Credit Risk

The Park District will minimize credit risk, or the risk of loss due to the failure of the security issuer or backer, by:

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

b. Interest Rate Risk

The Park District will minimize the risk that the market value of securities in the portfolio will fall, due to changes in the general interest rates, by:

- i. 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
- ii. Investing operating funds primarily in shorter-term securities, money-market mutual funds, or similar investment pools.

2. Liquidity:

The investment portfolio shall remain sufficiently liquid to enable the Park District to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent 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). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- a. A security with declining credit may be sold early to minimize loss of principal;
- b. A security swap would improve the quality, yield or target duration in the portfolio; or
- c. Liquidity needs of the portfolio require that the security be sold.

DELEGATION AND AUTHORITY TO MAKE INVESTMENTS

The establishment of investment policies is the responsibility of the Board of Park Commissioners. Management and administrative responsibility for the investment program is hereby delegated to the Treasurer of the District who, under the delegation of the Board of Park Commissioners, shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy.

Procedures include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer and approved by the Executive Director. The Treasurer will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Treasurer may from time to time amend the written procedures as approved by the Executive Director in a manner not inconsistent with this Policy or with State law.

Notwithstanding the foregoing, the Board of Park Commissioners shall approve the opening of any account with any security broker/dealer and the general allocation of Park District funds among (a) the Public Treasurers' Investment Pool established under the State Treasurer Act (15 ILCS 505/0.01 *et. seq.*), (b) accounts with any broker/dealer and (c) accounts with any bank.

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 that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests 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 the Park District

SAFEKEEPING AND CUSTODY

A. Financial Institutions

It shall be the policy of the Park District to select financial institutions on the following basis:

1. Security

The Park District will not maintain funds in any financial institution that is not a member of the Federal Deposit Insurance Corporation (FDIC) or the Securities Investor Protection Corporation (SIPC) system. Furthermore, the Park District will not maintain funds in any financial institution not willing to post, or not capable of posting, required collateral for funds in excess of the FDIC or SIPC insurable limits.

2. Size

The Park District will not maintain deposits in any financial institution in which the District funds on deposit will exceed 75% of the institution's capital stock and surplus.

3. Location

The Park District shall encourage investment in financial institutions within the Park District's boundaries whenever possible. However, the Board of Park Commissioners may approve qualified depositories regardless of location.

4. Statement of Condition

The Park District will maintain, for public and managerial inspection, current statements of condition for each financial institution named as depository. If, for any reason the information furnished is considered by the Treasurer to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of Park District funds.

5. Qualifications

Any financial institution which desires to handle the Park District's investments shall provide the Park District's Treasurer with audited financial statements, proof of qualification under State law for acceptance of investments of public funds, and certification of having read this investment Policy. The Treasurer shall review the information provided, and shall make a recommendation to the Board of Park Commissioners concerning use of such institution for deposit and investment of Park District funds.

B. Internal Controls

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Treasurer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion;
- Separation of transaction authority from accounting and record keeping;
- Custodial safekeeping;
- Written confirmation of telephone transactions for investments and transfers;
- Clear delegation of authority to subordinate staff members; and
- Development of a wire transfer agreement with the lead bank or third party custodian.

AUTHORIZED AND SUITABLE INVESTMENTS

Except as hereafter provided, investments shall be made only in the types of security allowed for pursuant to the Public Funds Investment Act (30 ILCS 235/1 *et seq.*) (the "Investment Act").

The funds of the district shall be invested as follows:

1. In bonds, notes, certificates of indebtedness, Treasury Bills or other securities that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. In interest bearing savings accounts, interest bearing certificates of deposits or any other investments constituting direct obligations of United States Banks and are insured by the Federal Deposit Insurance Corporation.
3. The District will not invest any of its funds in any company that produces or distributes alcohol and/or tobacco.

COLLATERALIZATION

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by a written agreement and held at an independent – third party institution in the name of the District.

The Park District will accept any of the following assets as collateral:

1. U.S. Government Securities;
2. Obligations of Federal Agencies;
3. Obligations of Federal Instrumentalities;
4. Obligations of the State of Illinois; and
5. General Obligation Municipal Bonds rated “A” or better by a nationally recognized rating agency.

The amount of collateral provided will be not less than 110 percent 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 quarterly, and additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third party depository designated by the Park District. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Park District.

NO HYPOTHECATION OF SECURITIES

No securities purchased by the District shall be hypothecated or otherwise borrowed against or pledged as security for any other person or account. Each security broker/dealer maintaining an account for the District shall observe this prohibition and shall not be authorized to pledge or collaterally assign securities purchased by the District in connection with margin loans to third parties, repurchase agreements or otherwise.

DIVERSIFICATION

The District shall diversify its investments to the best of its ability based on the types of funds invested and the cash flow needs of those funds. Diversification can be type of investment, number of institutions invested in and length of maturity.

To avoid unreasonable risks, investments shall be diversified by:

1. Limiting investments to avoid overconcentration of securities from a specific issuer or business sector (excluding U.S. Treasury securities);
2. Limiting investment in securities that have higher credit risks;
3. Investing in securities with varying maturities; and
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

MAXIMUM WEIGHTED MATURITY

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. The District's securities held in any account maintained with a security broker/dealer shall have an average weighted maturity that does not exceed five (5) years. Each separately maintained account with a security broker/dealer shall satisfy such test without regard to other funds or accounts maintained by the District (such as funds invested in the Public Treasurers' Investment Pool established under the State Treasurer Act (15 ILCS 505/0.01 *et seq.*)).

PERFORMANCE STANDARDS

This investment portfolio will be managed in accordance with the parameters specified within this policy. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. Applicable benchmarks will be the rate earned by the Public Treasurers Investment Pool for funds so invested or, in the case of actively managed accounts, the Lehman Brothers Intermediate Government Bond Index or a current comparable index. The portfolio should obtain comparable rates of return during a market/economic environment of stable interest rates.

REPORTING

The Treasurer shall prepare an investment report at least monthly. The report should be provided to the Board and available upon request. The report should be in a format suitable for review by the general public. This report shall include the following:

1. Listing of individual securities held at the end of the reporting period by fund;
2. Listing of investments by maturity date;
3. Interest rate of each investment;
4. Amortized book value of each investment;
5. Par value of each investment; and
6. A comparison of year to date earnings to the proposed budget.

An annual report should also be provided to the Board.

MARKING TO MARKET

A statement of the market value of the portfolio shall be issued to the Board of Park commissioners quarterly.

SELECTION OF INVESTMENT ADVISORS, MONEY MANAGERS

To the extent the Park District requires advice concerning its investments, the Park District's Treasurer may, from time to time, recommend contracting with investment advisors or money managers. Any such investment advisor or money manager shall provide the Treasurer with audited financial statements, proof of state registration, certification of having read this Investment Policy, and references of previous clients. The Treasurer shall review the proposals of such individuals or firms, and shall make a recommendation to the Board of Park Commissioners concerning a contract.

No investment advisor or money manager shall be retained except by contract approved by the Board of Park Commissioners.

INVESTMENT POLICY AMENDMENT

This Investment Policy shall be reviewed on an annual basis by the Treasurer, who shall make recommendations to the Board. The Board shall approve modifications to this Investment Policy by ordinance. The Investment Policy in effect from time to time shall be that with the latest revision date approved by the Board.

3.09 PURCHASING POLICY AND PROCEDURES STATEMENT OF INTENT

The Board of Park Commissioners recognizes the need for materials supplies, equipment and services of a quality and quantity necessary to operate the Skokie Park District. Requirements to that end shall be specified to provide full and free competition among potential suppliers.

Financial operations shall be recorded in an established manner and internal controls shall be such that accurate records of all procedures and transactions shall be available for audit purposes.

PROCEDURES

The objective of the purchasing policies and procedure is to set forth a general policy and procedure, which will assist the District in purchasing:

1. Material and services of sufficient quality at the most economical price available.
2. In an open, organized and ethical manner.
3. In a manner, which complies with all local, state and federal laws.
4. In a timely manner so that material and services are available when needed, without creating excess inventory.

These policies and procedures are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, they should be made in accordance with the objectives outlined above.

GENERAL POLICY

1. All purchases (including those made with a credit card) \$200 and greater are to be paid from the District funds and made through the Business Services Department. Additionally, all credit card purchases must be approved by the appropriate division head prior to contacting Business Services.
2. All purchasing shall be made, if possible, on competitive bids or quotations in order to secure commodities, materials, equipment or services at the lowest total cost and that meet the District's established specifications, terms of delivery, quality and serviceability.
3. The appropriate division head or designee shall furnish tabulations of all competitive bids received for purchases in excess \$25,000.00, along with a recommendation to the Board.
4. For all purchase order requests for public works projects as defined by the Prevailing Wage Act, the following language must be included on the purchase order: "To the extent the Illinois Prevailing Wage Act (the "Act") applies to the work performed pursuant to this Purchase Order, Vendor shall provide for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in said work in accordance with the current prevailing wage determination published by IDOL at <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>. Contractor is responsible for determining the applicable prevailing wage rates at the time of performance of the work. Vendor

shall also comply with all other requirements of the Act, including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll and inspection of records. Vendor agrees to indemnify and hold harmless the Park District for any violations of the Act.”

5. For all construction projects, additional language regarding compliance with Prevailing Wage Act will be required. *See* Section 3.10 of this Manual.
6. It shall be the duty of the appropriate division head or designee to:
 - a. Procure for the District all supplies and contractual services at the lowest total cost that meet the District’s established specifications, terms of deliver, quality and serviceability.
 - b. Endeavor to obtain as full and open competition as possible on all purchases and sales.
 - c. Prescribe and maintain such forms and records as shall be found necessary to maintain purchasing procedures.
 - d. Cause to be prepared or prepare as necessary, written specifications detailing the District's requirement on items to be purchased.
 - e. Keep purchasing records open for public inspection.
 - f. Give all salesmen a full, fair prompt courteous hearing.
 - g. Never allow a revision in a bid after the closing time.
 - h. Keep himself/herself free from obligation to any vendor.
 - i. Cooperate with and keep other departments informed as to the status of a requisition, bid or purchased items.

No District employee to order the purchase of any supplies \$200.00 or greater without their Supervisor’s approval. The District shall not be bound to any purchase order or contract made without said approval. In those cases of emergencies, see *Emergency Purchases in this section*.

PURCHASE AGREEMENTS

A Purchase Agreement is a form of contract (through Business Services) whereby the vendor obligates himself to supply all of the requirements of the District for a given commodity or service for a given period of time, usually one year.

PURCHASING CALENDAR

The Superintendent of Business Services works with all division heads to ensure a good cash flow of District funds. Large purchases, preferably, are spaced throughout the budget year in a manner that both benefit the departmental needs and the District's receipt of revenues.

PURCHASING PROCEDURE

1. Except as described under the sections "Emergency Purchases", a Purchase Order must be obtained for all purchases equal to or exceeding \$200.
2. All departments must obtain a Purchase Order before making any purchase equal to or exceeding \$200 (exception individual entertainment contracts or special service contracts). All purchase orders must be approved by the Business Services Superintendent and if the purchase order is equal to or greater than \$6,000, approval from the Executive Director must also be obtained.
3. In order to obtain a Purchase Order, an on-line Purchase Requisition shall be completed indicating: date, department, item number, description and account number.
4. All purchase requisitions shall be reviewed by the Superintendent of Business Services to determine that the appropriate account has been referenced and that sufficient funds are available.
5. All Purchase Orders require approvals as follows:
 - a. \$200 - \$5,999.99 – Superintendent of Business Services
 - b. \$6,000 - \$25,000 – Superintendent of Business Services and Executive Director
6. Upon receipt of the purchased goods, the receiving/packing slip must be signed and dated.
7. All invoices must be mailed to accounts payable.
8. After departmental approval, the invoice, receiving and packing slips are to be forwarded to accounts payable.
9. All invoices shall be paid in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* .

PETTY CASH FUND

The Petty Cash Fund is NOT to be used to avoid or circumvent the purchasing procedures of the District.

A Petty Cash Fund has been established to expedite miscellaneous small purchases and paying small bills. The fund can be used by all departments for facilitating transactions of District business.

Petty cash requests must be accompanied by a receipt and an account number. It should be noted that this fund is reimbursed via charge to user departments.

PURCHASE REQUISITION PROCEDURE

Purchase requisitions are to be used for the purchase of all material, supplies, equipment and services except minor (under \$200.00) materials and services.

Requesting department will:

1. Provide a listing (if available) of suggested vendors, including contact, e-mail, phone and fax numbers.
2. Furnish complete description of project material or service to be used.
3. Indicate exact delivery date (terms such A.S.A.P, and RUSH are too nebulous).
4. Show correct account # on requisition.

Purchases under \$200

Staff may purchase items within this dollar limit without the use of a purchase order. Division heads may require that they have verbal approval or designate someone for this purpose. The payment procedures for these types of purchases are as follows:

1. Sufficient funds must exist within the budget line item to which the purchases charge the expenditure. Exceptions must be approved by the appropriate division head and the Superintendent of Business.
2. When receiving materials, the packing slip or receiving document provided by the vendor must accompany the transmittal for authorization of payment. Any discrepancy between the materials received and the packing slip must be notated on the packing slip. If no receiving document or packing slip is received, the recipient of the materials must initial, date, and notate "received" on the invoice.
3. When the invoice from the purchase is received, the originator of the purchase reconciles receiving documentation and invoice and forwards the invoice to their division head with an invoice transmittal or stamp. Any items invoiced but not received must be deducted from the invoice.
4. The completed transmittal, invoice and receiving documentation, are then approved by the Superintendent of Business Services.

5. The approved transmittals are then entered into the computer by the accounts payable clerk.
6. Checks are cut on Wednesday and Friday and a check register is printed. After the register is approved by the Superintendent of Business, the checks are sent out.

Purchases in the \$200 - \$2,999 Range

These purchases must be made by purchase order. Orders are not to be placed until approved by the Superintendent of Business Services. The procedures for these types of purchases are as follows:

1. The originator completes an on-line purchase requisition form.
2. Sufficient funds must exist within the budget line item to which the purchaser charges the expenditure. Exceptions must be approved by the division head and the Superintendent of Business Services. In those instances where a vendor pricing discrepancy exists, the Superintendent of Business Services will make every effort to rectify the situation.

Purchases in the \$3,000 - \$24,999.99 Range

For purchases from \$3,000 to \$24,999.99 three (3) written quotes must be obtained and submitted to Business Services. These quotes will be provided by the appropriate division head or designee. This information must be sent in a timely fashion.

BIDDING PROCESS

Purchases in excess of \$25,000 must be in compliance with the Park District Code which provides that: "Every park district shall have and exercise the following powers... to acquire by gift, bequest or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of \$25,000.00 shall be let to the lowest responsible bidder, after due advertisement. No district shall be required to accept a bid that does not meet the district's established specifications, terms of delivery, quality, and serviceability requirements. Contracts which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part, contracts for the printing of finance committee reports and departmental reports, contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness, contracts for utility services such as water, light, heat, telephone or telegraph, contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, or services, contracts for duplicating machines and supplies, contracts for goods or services procured from another governmental agency, purchases of equipment previously owned by some entity other than the district itself, and contracts for the purchase of magazines, books, periodicals, pamphlets

and reports are not subject to competitive bidding. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by $\frac{3}{4}$ of the members of the Board.” 70 ILCS 1205/8-1(c).

Bids must be presented and voted on at a public meeting held by the Board. The Board will award the project/contract to the lowest most responsible bidder in accordance with 70 ILCS 1205/81-(c).

In determining responsibility of the bidder, the District shall consider, among other factors, the ability of the bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, conformity with the specifications, serviceability, quality, financial responsibility of the bidder, the performance of the bidder on other projects, and past transactions with the bidder. Any and all bids or portions thereof may be rejected if the bidder is not determined responsible or the character or quality of the services, supplies, materials, equipment or labor do not conform to requirements or if the Board deems the acceptance to be contrary to the best interests of the District. In addition, the bid document must be returned in its entirety and completed in black ink to the appropriate division head or designee. Bids that are not complete will be considered non-responsive and will not be considered.

The Appropriate Division Head or Designee:

1. Receives the request/authorization to bid six-eight weeks prior to the next regularly scheduled Board meeting unless this authorization has been previously approved by the Board.
2. Prepares (or causes to have prepared) the bid documents, including the technical specifications, standards of quality, standards of performance and certifications as required by law.
3. Places the ad for all bids in the local newspaper and on the District’s website. Compiles a list of vendors.
4. Prepares and distributes the bid documents via fax/e-mail, mail or web page.
5. Prepares and issues addenda to all bidders of record.
6. Presides over the bid opening, opens each sealed envelope and reads each vendor who has submitted a bid and the bid amount(s).
7. Analyzes the bids and prepares a recommendation to the appropriate Superintendent of the bid. Also submits copies of the bids received.
8. Awaits the Board's official decision and prepares a purchase order or contract in accordance with both the purchase requisition and bid. A copy of the bid is attached to the actual purchase order/contract mailed to the awarded vendor and all copies of the purchase order/contract are distributed.

9. Posts on the District's website the results of the bid and contract approval.

BID GUIDELINES

All bids shall be submitted on the bid forms as supplied by the District. Care should be exercised by the bidder that all amounts on the bid form are correct.

1. Taxes

The District is exempt from local and State of Illinois Sales Tax and from Federal Excise Tax and these must not be included in the bid or invoice price.

2. Delivery Date

All bids shall state the approximate delivery or completion date(s).

3. Terms

Payment terms shall be in compliance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) Notwithstanding the forgoing, in some cases (shall not apply to any contracts for construction), if specified in the Instructions to Bidders, the bidder may specify terms of payment the bidder wishes to offer to the District. Discounts, where available, will be deducted from the base bid in determining the low bidder, including cash discounts allowed for payments made within 10 days.

4. Shipping point

All bid prices shall be F.O.B. delivered and assembled (if necessary). Any and all shipping and delivery charges shall be included on all bids/proposals and specified as such. All deliveries require a telephone call 24 hours prior to delivery.

5. Samples

If samples are required to be submitted with the bid, or as part of the bid review process, they will be held until after an award is made unless otherwise specified. Should a vendor wish to submit a sample for trial use, the product must be presented at no cost or obligation to the District.

BID BOND

A bid bond or a bank cashier's check may be required in certain instances for projects competitively bid. Such security will be used as a guarantee that the successful bidder will enter into a contract with the District for the services/supplies required by the bid and provide a performance and/or labor and materials payment bond if required by the Instructions to Bidders.

The bid security deposit will be retained by the District such a period of time as is specified in the Instructions to Bidders. For all construction projects over \$50,000 the successful bidder will be required to furnish a performance and/or labor and materials payment bond in compliance with the Public Construction Bond Act (30 ILCS 550/1 *et seq.*). On all other projects, the successful bidder may be required to furnish a performance and/or labor and materials payment bond as determined by the District and as specified in the Instruction to Bidders. The extent of coverage and terms shall be included in the Instructions to Bidders.

SUBMITTING BIDS

All bids must be received in an envelope sealed and marked as indicated in the Legal Notice/Invitation to Bid and the Instructions to Bidders and must be delivered personally or mailed in time to be received by the District before the date and time stated for the opening of bids. Bids received after the designated time will be returned unopened and will not be considered. Faxed or emailed bids will not be accepted.

OPENING OF BIDS

Formal bids shall be opened publicly on the date and time specified in the Legal Notice/Invitation to Bid and the Instruction to Bidders. The appropriate division head or designee shall preside at the bid opening. Once opened, no bid shall be withdrawn for a period of time as specified by the Instructions to Bidders.

In addition to other prohibitions set forth in Section 33E-5 of the Illinois Criminal Code (720 ILCS 5/33E-1 *et seq.*), Section 33E-5 states that an official or employee of the District may not knowingly open a sealed bid at a time or place other than as specified, in the invitation to bid or as otherwise designated by the District, or outside the presence of a witness. An official or employee may not knowingly disclose to any interested person any information related to the terms of a sealed bid, or any bidder's responsiveness to the terms of a sealed bid, except as provided by law or as necessary to the performance of an official's or employee's responsibilities relating to the bid. Violation of this section is a felony. Any bid, offer or proposal for contract, sealed or otherwise, must be in compliance with Section 33E-6 of the Illinois Criminal Code. It is a felony for an official or employee to knowingly convey, outside of the publicly available official invitation to bid or pre-bid conference, to any person who has submitted or intends to submit any bid or proposal, any information concerning the specifications for such contract or the identity of any potential sub-contractors, where inclusion of such terms or contractors in the bid or offer would influence the likelihood of acceptance of such bid or offer. It is also a felony if a bidder or officer is knowingly informed that the bid or offer will be accepted only if specified subcontractors are included.

All contracts must otherwise comply with 720 ILCS 5/33E.

TABULATION AND AWARD

All bids received shall be tabulated. If an award is to be recommended to other than the lowest bidder, justification must be made in writing. A recommendation shall be prepared by the appropriate division head or designee and sent to the appropriate Superintendent with a copy of the bid. The Superintendent then prepares a cover memo and forwards this packet to the Board for their approval.

Following the award of contract, an on-line purchase requisition is prepared. Upon approval/s of said purchase requisition, a purchase order or contract will be issued to the successful bidder.

GENERAL PAYMENT PROCEDURE

1. Originator of purchase verifies goods are received and that goods received match the specifications. Accounts payable clerk compares invoice price/s against purchase order/contract price/s and makes any necessary adjustments, after consulting with the originating department and in compliance with the terms of the purchase order/contract. In the event of any discrepancy between the materials received and the packing slip, the discrepancy must be notated on the packing slip and reconciled on the invoice.
2. When receiving materials, the packing slip or receiving report provided by the vendor must be forwarded to accounts payable for attachment to the invoice.
3. Any invoice logged that is in excess of the amount of purchase authorized will be investigated to prevent a double payment.
4. Invoices are entered into the computer. Checks are cut, and a check register is approved by the Superintendent of Business and printed. After the check register has been approved the checks are mailed.

EMERGENCY PURCHASES

In the course of District operations, it will be necessary from time to time for employees to make purchases on an emergency basis. An emergency purchase shall be considered to be warranted when the purchase of supplies, equipment or service is necessary, without strict adherence to the purchase order procedure, to maintain continuation of vital District services, however if the cost is in excess of \$25,000.00 the bid approval process must be adhered to, unless $\frac{3}{4}$ of the members of the Board approve by resolution that the emergency is exempt from bidding.

In the case of an emergency purchase that does not require Board approval, a brief note on the purchase requisition indicating the need for the emergency purchase should be provided to Business Services not later than noon of the working day following the emergency purchase. (In those cases where the need occurs on a Friday, the purchase requisition shall be received by Business Services by noon of the following Monday.)

These requisitions must be marked "CONFIRMATION-DO NOT DUPLICATE". In all cases, the purchase requisition shall be approved by the appropriate division head.

FOLLOW-UP/EXPEDITING OF ORDERS

Business Services will maintain a record of all orders placed and will whenever practical and feasible follow or trace each outstanding order. However, it shall be the responsibility of the requestor to provide Business Services with a realistic delivery date on each requisition that in the user's opinion is required within a certain period of time.

ETHICS

The appropriate division head or designee shall not, directly or indirectly, solicit or accept any money, services or other valuable gifts and shall act in a capacity that demonstrates professional conduct by transacting business in a fair and impartial manner at all times.

PROMOTIONAL INCENTIVES

All promotional incentives and contest awards made available to District personnel by vendors, which are based on District purchases from those suppliers, automatically become the rightful property of the District. Incentives include, but are limited to: free goods offered as part of a "baker's dozen", quantity discounts, promotional allowances, cash prizes, special sales commissions, merchandise prizes, etc. Under no circumstances are payments of sales incentives, personal remuneration or contest awards of any kind to be made to District employees based on purchases from vendors.

3.10 PREVAILING WAGE ORDINANCE

The Illinois Prevailing Wage Act ("Wage Act") requires the Park District, in June of each year, to determine by ordinance, the prevailing rates of wages paid to laborers, mechanics and other workers employed on public works projects in the county in which the work is performed. There is no minimum project cost to which the Wage Act applies.

Additionally, the Wage Act requires the District, for any public works project, to incorporate certain language in both the bid specifications and the contract for the project that the prevailing rates of wages in the county in which the work will be performed shall be paid. If the project is not bid, the District must provide the notice of compliance with the Wage Act on the purchase order or by a separate document. The Wage Act also requires the District, for any public works project, to notify the contractor regarding the contractor's duty to comply with all other requirements of the Wage Act, including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll and inspection of records.

The District must also comply with the certified payroll record keeping requirements of the Wage Act.

3.11 PERFORMANCE BOND AND PAYMENT BOND REQUIREMENTS

For all District construction projects over \$50,000, the Public Construction Bond Act (30 ILCS 550/0.01 *et seq.*) requires that a performance bond and labor and material payment bond be provided by the contractors performing the work. Said bonds shall cover the faithful performance by the contractor of the work in compliance with the specifications and the proper payment all debts incurred by the contractor in the prosecution of the work, including those for labor and materials furnished for the work. The cost of each bond shall be included in the contract sum for the project. The amount of the bonds shall be equal to one hundred percent (110%) of the contract sum of the project. The contractor shall include in such bonds a provision that guarantees the faithful performance of the Prevailing Wage Act provisions of the contract. Bonds shall be written by surety, approved by the Park District, with a minimum rating of A-in A.M. Best's Insurance Guide, Moody's Investors Services, Standard & Poor's Corporation, or a similar rating agency. The company must also be licensed in the State of Illinois. Bonds shall be issued by a surety satisfactory to the Park District and shall name the Park District as a primary co-obligee.

At the discretion of the Skokie Park District, for trade contracts less than \$50,000,, the requirement of a performance bond and labor and material payment bond as referenced above may be waived, provided that the following conditions are agreed to, fulfilled, and documented in the contract. All requirements will be specifically spelled out in the Instructions to Bidders.

1. DEPOSIT: A deposit (certified check) in the amount of ten percent (10%) of the bid amount shall be required and retained by the Park District in an interest bearing account as partial security for the bidder's faithful performance of the contract and as partial security to secure payment from the contractor to underlying suppliers of labor and material. The deposit is in addition to any bid bond required for the project.
2. PAYMENTS AND RETAINAGE: One-half (1/2) of the contract amount, less retainage of ten percent (10%) of the pay request amount, shall be paid upon completion of fifty percent (50%) of the contract work. The remaining one-half (1/2) of the contract amount, less additional retainage of ten percent (10%) of the request amount, shall be paid at the completion of one hundred percent (100%) of the contract work.
3. DOCUMENTS REQUIRED FOR ONE HUNDRED PERCENT (100%) COMPLETION: The contract work shall not be considered one hundred percent (100%) completed until the following documents have been completed and approved by both the Park District and Architect:
 - a. Punch list and all punch list items have been completed;
 - b. Final waivers of lien and sworn affidavits are submitted;

- c. Certified payroll for each pay period during the duration of the project; and
 - d. Any and all other documentation required by the Park District and Architect.
4. **PAYMENTS TO UNDERLYING SUBCONTRACTORS AND MATERIALS SUPPLIERS:** When making a request for payment, contractor shall certify that no underlying subcontractor or materials suppliers exist, produce waivers of lien evidencing full payment to underlying subcontractors and material suppliers, or shall provide the name, address, and amount owed to such underlying persons or entities. If any underlying subcontractor or material supplier exists for whom a waiver of lien has not been received, and no dispute exists with the performance of said subcontractor or material supplier, the Park District may draft its check directly to same, crediting the amount against the total contract amount owed the contractor.
5. **PAYMENT OF DEPOSIT AND RETAINAGE:** Deposit plus accrued interest and retainage shall be paid to the contractor not more than thirty (30) days after completion of one hundred percent (100%) of the contract work and submittal and approval of all documentation. In the event the contractor fails to perform its obligations under the contract or otherwise fails to achieve one hundred percent (100%) completion of the contract work, then the Park District may retain the deposit and retainage, plus accrued interest, to complete or remedy the work. The Park District's use of deposit and retainage funds in this manner shall in no way limit the Park District's rights against the contractor.

If the amount of the contract is less than \$100,000 and the project is not funded by any federal aid funds, motor fuel tax funds, or other state funds, the Park District has the option under the Public Construction Bond Act to consider accepting a non-diminishing irrevocable letter of credit in lieu of the performance bond and labor and material payment bond. The letter of credit must be issued by an Illinois or United States bank which is authorized by law to issue letters of credit and maintain its principal office in Illinois, be in the principal amount of the contract, have an expiration date extendable by the Park District if the project has not been completed and/or the maintenance or warranty periods have not expired before the expiration date stated in the letter of credit, be non-diminishing in its principal amount, except for reduction by the amount of any drafts drawn and paid under the letter of credit, is in a form and from an issuer satisfactory to the Park District, and otherwise complies with the Public Construction Bond Act. If the contractor desires to submit a letter of credit for the Park District's consideration, the contractor must submit the form of the letter of credit and the proposed issuer within five (5) days of the Park District's acceptance of contractor's bid or proposal or as otherwise specified in the Instructions to Bidders. The Park District shall promptly advise the contractor of acceptance, rejection, or required modifications of the letter of credit and of the proposed issuer. If the letter of credit is rejected, the contractor shall provide the performance bond and labor and material payment bond, as outlined above, within five (5) working days of notice of such rejection. The

letter of credit may be drawn upon or the bonds enforced by the Park District upon default by the contractor in the performance of any of contractor's obligations under the contract.

Before drawing on the letter of credit, the Park District shall first provide the contractor at least three (3) days advance written notice of the intended draw, except if the default occurs within fourteen (14) days of the expiration of the letter of credit. The Park District need only attempt to provide such notice by telephone or facsimile. If the purposes for which the letter of credit are not fully completed thirty (30) days before the expiration of the letter of credit, the Park District may require the issuer to extend the letter of credit an additional one hundred eighty (180) days, as often as necessary, until the purposes for which the letter of credit has been presented are fully satisfied. The failure of the issuer to extend the letter of credit upon notice from the Park District or within five (5) days thereafter shall be deemed a default for which Park District may draw on the letter of credit.

The contractor shall deliver the required bonds to the Park District not later than three (3) days following the date the Agreement for the project is entered into, or if the work is to be commenced prior thereto, in response to a letter of intent, the contractor shall, prior to the commencement of the work, submit evidence satisfactory to the Park District that such bonds will be furnished. The contractor shall require the attorney who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

The Park District may require that all bid proposals be accompanied by a bid bond or bank cashier's check payable to the Skokie Park District for ten percent (10%) of the amount of the bid. The bid security of all except the three (3) lowest responsive and responsible bidders will be returned after the decision to accept or reject bids by the Skokie Park District Board of Park Commissioners. The bid security of the successful bidder will be returned after acceptance by the Park District of an acceptable performance bond, labor and materials/payment bond and a certificate of insurance naming the Skokie Park District as the certificate holder and as additional insured, and the successful bidder has executed and returned to the Park District the contract for the work presented by the Park District.

3.12 BOND RATING

The Board of Park Commissioners requires that the Skokie Park District apply and receive a Bond Rating from Moody's Investor Services when the District goes out for bid and sale of its municipal bonds.

3.13 CONSTRUCTION CHANGE ORDERS

The Board of Park Commissioners recognizes that change orders happen during the construction process. To address the approval of these change orders the following policy is in effect.

1. The Skokie Park District's project manager determines there is a valid need for a change order and negotiates costs and scope with the contractor.

2. A written change order is prepared for review with the appropriate division head and the Executive Director.
3. The Executive Director receives verbal approval from the Board President.
4. If approved, the change order work is completed by the contractor.
5. At the next Board meeting the change order is formally approved by the Board.

Notwithstanding the forgoing, in compliance with the Public Works Change Order Act (50 ILCS 525/1 *et seq.*), in the event the change order authorizes or necessitates an increase in the contract price that is fifty percent (50%) or more of the original contract price, then the portion of the contract that is covered by the change order must be resubmitted for bidding in the same manner in which the original contract was bid.

3.14 REVENUE POLICY

This policy is designed to serve as a guide in establishing a fee structure for recreation programs and for determining admission charges to facilities.

The Skokie Park District levies taxes to support recreational programs and facilities. However, tax funds are inadequate to cover all expenses, thus fees and charges are necessary in order to supplement available tax funds.

1. Revenue Facilities

Revenue facilities should be operationally self-supporting and should not require a tax subsidy. Total revenues derived from fees and charges should be established to meet all operating expenses as deemed necessary each year. Admissions and user fees are the major source of income and as a result, extreme care must be taken in establishing fees in order for financial requirements to be reached. These facilities include:

- a. The Skatium
- b. Weber Leisure Center and Fitness First
- c. Devonshire Pool
- d. Skokie Water Playground
- e. Dammrich Rowing Center
- f. Sports Park
- g. The Tot Learning Center

2. Recreation Facilities

Recreation facilities are partially supported by tax funds and fees and charges. Fees and charges will be established to partially offset the costs of running these facilities so they

are not completely reliant on tax revenue. However tax appropriations are needed to insure safe and adequate operation and maintenance. These facilities include:

- a. Emily Oaks Nature Center
- b. The Skokie Heritage Museum and Log Cabin
- c. Devonshire Cultural Center
- d. Oakton Community Center.

3. Programming

The Skokie Park District is committed to offering a wide range of recreational activities to meet the needs and interests of Skokie residents. The District establishes program fees based on a calculation of the direct expenses of the program. An additional 25% is added to the total cost of the program to help offset all indirect costs. The price per person is then determined by deciding what the minimum enrollment will be for the program.

- a. Definitions:
 - i. Direct costs - Include items such as class instructors, class supplies, equipment, transportation rentals or admission tickets.
 - ii. Indirect costs - Include items such as utilities, maintenance allocations, facility operational costs or administrative expenses.
- b. Formula:
 - i.
$$\frac{\text{Direct Costs} \times 1.25}{\text{Minimum \# of Participants}} = \text{price per resident participant}$$
- c. Other factors considered when establishing fees and charges are:
 - i. Market Value. The cost of Skokie Park District programs are compared to other programs in the area including neighboring park districts and local providers. Comparison of cost per hour and program content are analyzed. Content analysis is very arbitrary as content varies significantly.
 - ii. Demand. Programs that traditionally fill or have a high demand can more easily absorb a fee increase. Programs with lower enrollment should be analyzed to determine if the fee is a contributing factor.
 - iii. Economy. In poor economic climates program fees must remain reasonable.

- d. Certain programs may be exempt from the 25% revenue policy.
 - i. Senior Citizen Programs – In order to make programs affordable for senior citizens on a fixed income, senior programs may have lower fees and may not be required to make the additional 25% to cover indirect costs. These programs will be analyzed yearly as part of the budget process.
 - ii. New Programs - When developing a new program, it may take time for the program to meet the minimum enrollment to run the class. Staff can make the decision to run the class at break even for a specified time to encourage registration. These programs will be analyzed yearly as part of the budget process.
- e. Certain programs and activities may be deemed free of charge.
 - i. Playgrounds, fields, and courts (at times there are charges for fields and courts)
 - ii. Community-wide special events

3.15 RESIDENCY POLICY

Since residents contribute to the total operation of the Skokie Park District through tax levies, fee structures for non-residents are higher. Boundaries for the District are specific and are different from those of the Village of Skokie. The chart below represents all addresses within the District.

60201 (Evanston)	
Greeley Avenue	2501 North to 2553 (both odd & even)
Gross Point Road	2520 North to 2548 (even only)
Gross Point Road	2555 North to 2559 (odd
only) Harrison Street	3425 West to 3467
60203 (Evanston) All of this zip code	
60053 (Morton Grove)	
Central Avenue	7815 North to 7847 (odd only)
Central Avenue	7844 North to 7848 (even only)
Central Avenue	7900 North to 7935 (both odd & even)
Kirk Street	5446 West - one address
Linder Avenue	7800 North to 7949 (both odd & even)
Long Avenue	7800 North to 7940 (even only)
Long Avenue	8000 North to 8080 (even only)
Lotus Avenue	7800 North to 7947 (both even and odd)
Luna Avenue	7800 North to 7845 (both even and odd)

Luna Avenue	7901 North to 7931 (odd only)
Luna Avenue	7904 North to 7936 (even only)
Oakton Street	5411 West to 5419 (odd only)
Oakton Street	5435 West to 5519 (odd only)
Oakton Street	5527 West to 5545 (odd only)
60646 (Chicago) Only these addresses	
Ionia	6751
Ionia	6755
Ionia	6759
Ionia	6765
Ionia	6769
Ionia	6773
Ionia	6777
Ionia	6781
Ionia	6783
Ionia	6787
Ionia	6793
Ionia	6797

In order to qualify for a resident rate when registering for a District program or purchasing a facility pass or membership, the individual's primary residence must be within the Skokie Park District boundaries. Any owner of real estate paying taxes to the District will be considered a resident, as will his immediate family. Immediate family is defined as husband, wife, civil union partner, life partner and children who reside at the owner's household.

1. Resident Fees

- a. Individuals - In order to be eligible to use the District's programs or facilities at the lower resident fee, participants must reside within Skokie Park District boundaries and pay taxes to the Skokie Park District. Proof of residency is required. Any of the following items may be submitted as proof of residency: utility bill, tax bill, or driver's license (additional proof of residency may be required).
- b. Business Owners – Business owners (and their immediate families) who own a business in Skokie and pay taxes to the Skokie Park District are eligible for resident rates. Business owners must show a copy of their tax bill as proof that they pay taxes to the Skokie Park District.
- c. Residents will receive priority registration and will register before non-residents.

2. Non-Resident Fees

- a. Non-residents will pay 25% higher fees than residents for all program registration fees (unless indicated differently below).
- b. Non-residents will pay 25% higher fees at facilities for admission/entrance fees and membership fees (unless indicated differently below).
- c. Non-residents will register after District residents who receive priority registration.

3. Exceptions to the Residency Policy

- a. Morton Grove residents whose children attend Skokie School District 69 schools will pay resident rates for camp, before and after school program (SPACE) and pool passes. However, they must wait for non-resident registration to register.
- b. Skatium
 - Non-residents will pay 15% higher program fees for figure skating programs than resident fees.
 - Non-residents will pay 10% higher program fees for hockey programs than resident fees.
 - Residents and non-residents pay the same fee for public skate and room rentals.
 - Morton Grove, Lincolnwood and Golf residents are eligible for resident rates for hockey programs.
 - Morton Grove residents are eligible for resident rates for figure skating programs.
- c. Aquatics
 - Per an intergovernmental agreement (1991) with the City of Evanston:
 - Evanston residents can purchase a pool pass at a Skokie resident rate. However, there is no discount for daily admissions.
 - Skokie residents can purchase Evanston beach tokens at an Evanston resident rate.

- Per an intergovernmental agreement (2013) establishing a joint swim lesson program with School District 219, all School District 219 residents who pay taxes to School District 219 will pay the resident rate for swim lessons and register during resident registration.
- d. Sports Park, Pooch Park, Channelside Park and the Dammrich Rowing Center programs
 - Sports Park, Pooch Park, Channelside Park and the Dammrich Rowing Center are situated on property leased from the Water Reclamation District of Greater Chicago. As part of the lease agreement the Skokie Park District is prohibited from charging non-resident fees. Thus all fees and charges at these facilities are the same for residents and non-residents.

3.16 ANNUAL AUDIT AND ANNUAL FINANCIAL REPORT

ANNUAL AUDIT

The Board of Park Commissioners authorizes an independent auditing firm to audit the books of the Skokie Park District for the past fiscal year. All accounts, receipts, disbursements, etc., are audited and a report is received from the auditing firm by the Board of Park Commissioners at a regular meeting thereafter.

Copies of the audit are provided for the Board of Park Commissioners, the Treasurer, and the Executive Director. A copy of the audit must be filed with the State Comptroller's Office within six (6) months of the close of the fiscal year, and one copy must be filed with the Clerk of Cook County.

ANNUAL FINANCIAL REPORT

The Park District must also file an Annual Financial Report with the Comptroller's Office in compliance with 50 ILCS 310/3. This report will be filed on forms provided by the Comptroller's Office and does not require professional accounting services for its preparation.

A copy of the Annual Financial Report must be filed with the State's Comptroller's Office within six (6) months after the close of the fiscal year. One report will also be filed with the County Clerk and one report will be retained for District records. The Treasurer will also ensure that a copy of the Annual Financial Report is posted on the District's website within 30 days after approval of the Report by the Board.

Both the Annual Audit and the Annual Financial Report must comply with the requirements of the Governmental Account Audit Act (310 ILCS 0.01 *et seq.*)

3.17 INTERNAL ACCOUNTING PROCEDURES

The Board of Park Commissioners recognizes that 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 Skokie Park District shall be under the supervision of the Superintendent of Business, in coordination with the Business Services Division.

These procedures will be developed and followed as stated in the District's Accounting Procedures Manual and/or as recommended in the annual audit and management letter.

3.18 FUND BALANCE

The Board of Park Commissioners has determined that the fund balances for each taxing fund will be **no less than 25%** of the expenses for one year in the Recreation and Museum Funds. The Board of Park Commissioners has determined that the fund balances for each taxing fund will be **no less than 50%** in the Corporate Fund. The Board of Park Commissioners has determined that the fund balance for each taxing fund will be **no more than 10%** of the total expense in the Revenue Facilities Fund. To the extent permitted by law, fund balances that exceed these levels at the end of the District's fiscal year, may be transferred to the Building Improvement and Equipment Replacement Funds at the discretion of the Board of Park Commissioners in accordance with 70 ILCS 1205/8-1.

3.19 PAYMENT CARD INDUSTRY DATA SECURITY STANDARD COMPLIANT

As an organization that accepts credit card payment, the Skokie Park District is required by law to be PCI DSS (Payment Card Industry Data Security Standard) compliant. PCI DSS compliance is required of all organizations that accept credit cards, online or offline, in order to keep customer payment card data secure. Remaining PCI DSS compliant is an on-going process not just a one-time event.

PCI DSS compliance means that the District adheres to the PCI DSS requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. Operationally it means the District is playing its role to make sure their customers' payment card data is being kept safe throughout every transaction and that we have confidence that our customers are protected against the pain and cost of data breaches.

3.20 BUDGET OVER-EXPENDITURE CONTROLS

The Board of Park Commissioners recognizes the need for control of expenditures through the budget process. It also recognizes that occasional activity will occur differently than originally planned, resulting in an over-expenditure of certain budget line items.

It is the responsibility of the Executive Director to ensure that adequate controls are established to ensure that all expenditures occur in a responsible manner as consistent with the budget as is practical.

3.21 REVENUES AND EXPENDITURES

The Board of Park Commissioners recognizes an integral aspect of the financial operations of the District is the collection of revenues and the disbursement of payables.

Staff has the responsibility of paying all obligations on a timely basis (to include discounts when applicable) with the proper documentation. Staff also has the responsibility of the timely collection of all revenues from fees and charges, permits, and registration fees. Disbursements shall be subject to Board approval.

The Superintendent of Business Services is authorized to issue purchase orders up to \$5,999.99, and purchase orders from \$6,000 to \$25,000 must be approved by both the Superintendent of Business Services and the Executive Director.

Disbursements requiring payment prior to Board approval shall be authorized by the Executive Director utilizing the most appropriate method of payment. All such payments shall be authorized by the Board at a subsequent meeting.

Any disbursement to an employee of the District, other than payroll, shall be fully documented and supported by third party verification (Superintendent of Business Services).

After the close of the fiscal year, the District shall produce the annual listed disbursements as prescribed by law.

3.22 VEHICLE INSURANCE FOR DISTRICT OWNED VEHICLES

The Board of Park Commissioners recognizes that vehicle owners in Illinois are required to have liability insurance and that proof of such liability insurance is evidenced by producing an insurance card that is issued by an insurance company.

If an employee is stopped for a traffic violation or involved in an accident while driving a Skokie Park District owned vehicle and he is asked about insurance, he should be aware of the following:

1. Copies of each vehicle's registration card are placed in the vehicle's glove box. This will show the vehicle is owned by a governmental agency.
2. A copy of the following Vehicle Insurance Coverage is also placed in the glove box of each vehicle:

Vehicle coverage provided by: Park District Risk Management Agency

2033 Burlington Avenue
Lisle, IL 60532-1646
(630) 769-0332

Coverage limits are \$3,000,000 per occurrence combined single limit for bodily injury and property damage.

All employees (full and part-time) and volunteers who drive a District owned vehicle on District business shall be informed of this and how to respond if they are asked for insurance information.

All employees (full and part-time) and volunteers who drive their own personal vehicle or a vehicle not owned by the District on District business must purchase and maintain their own auto liability insurance.

3.23 FEE ASSISTANCE GUIDELINES

The Skokie Park District is committed to providing recreation services to all residents of Skokie who wish to participate in programs. In the event that families or individuals are in financial difficulty, a fee assistance program has been established for Skokie Park District residents. A resident who cannot, or whose family cannot, reasonably afford a program fee because of financial difficulties can apply for fee assistance in accordance with the following guidelines:

- All requests for fee assistance must be submitted to the Fee Assistance Administrator;
- The Superintendent of Business Services will make final decisions on all fee assistance;
- Only current residents of the Skokie Park District taxing district are eligible for fee assistance;
- Any resident regardless of race, gender, religion, national origin, sexual orientation, civil union, marital status or disability can apply for fee assistance;
- Request for fee assistance must be submitted at least two weeks prior to the beginning of a class;
- All information is confidential and will be used only to determine eligibility for fee assistance;
- Forms needed to apply for fee assistance are:
 - Fully completed fee assistance application
 - Completed 1040 form
 - Any applicable schedules (Social Security eligibility letters, etc.);
- Fee Assistance request forms are available to residents at all Park District facilities and on the Park District's website; and

- Periodically, the Skokie Park District may adopt revised standards based upon criteria as approved by the Board of Park Commissioners.

The following fee assistance eligibility guidelines are based on the U.S. Department of Health and Human Services federal poverty levels and will be updated annually when the data is released.

	50.00%	25.00%	15.00%
Family of 4 & fewer	Under \$24,250	\$ 24,251 - \$ 33,950	\$ 33,951 - \$ 38,800
Family of 5	Under \$28,410	\$ 28,411 - \$ 39,774	\$ 39,775 - \$ 45,456
Family of 6	Under \$32,570	\$ 32,571 - \$ 45,598	\$ 45,599 - \$ 52,112
Family of 7	Under \$36,730	\$ 36,731 - \$ 51,422	\$ 51,423 - \$ 58,768
Family of 8	Under \$40,890	\$ 40,891 - \$ 57,246	\$ 57,247 - \$ 65,424

All Park District programs are eligible for fee assistance unless specified below.

Programs and Services eligible for a maximum of 25% reduction:

- Devonshire Preschool
- Scoutin' Around Homeschool Program
- Contractual programs and camps
 - Examples include (but not limited to)
 - Hot Shots Sports classes and camps
 - Shotokan Karate
 - Lego Camps

Programs and Services NOT eligible for fee assistance:

- Tot Learning Center
- Fitness First Memberships and services (massage, personal training, etc.)
- Sports Park (driving range, batting cages and miniature golf)
- Skokie Water Playground (admissions and passes)
- Devonshire Aquatic Center (admissions and passes)
- Exploritorium (admissions and birthday party rentals)
- Trips
- Special Events
- Growing Sprouts (early childhood nature education program)
- Rentals (birthday party, room rentals, etc.)
- Ticket sales
- Outdoor Challenge Camp
- Urban Adventure Camp
- Skatium (admissions)

- Admissions
- Skate rentals

3.24 PERSONNEL POLICIES

The Board of Park Commissioners recognizes the need for comprehensive, secure, personnel policies and records pursuant to the operation of the District. Staff shall produce and distribute to all employees upon hiring, all relevant personnel policies adopted by the District. Any additions or updates to personnel policies will be approved by the Board of Park Commissioners and distributed to employees in the most effective manner as determined by the Executive Director.

3.25 PERSONNEL RECORDS

The District shall maintain a personnel file for each employee. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions and other official employment records will be contained in this secured, locked file. All employee medical records, insurance and retirement account enrollment forms will be maintained in a separate locked file. All Form I-9's for all employees will be maintained in a separate locked file. All files are located in the Human Resource Office.

Each full-time employee file shall contain the following:

1. Employment Application
2. Resume (Required for professional positions.)
3. Accepted offer letter
4. Reference Check Forms and documentation
5. Approved full-time staff payroll entry form
6. Illinois W-4 and Federal W-4 forms
7. Employee Information and Emergency Contact Form
8. Signed Employee Acknowledgement form acknowledging receipt of the following the District Manuals: Personnel Policy Manual for All Staff, Safety and Crisis Management Plan Manual, Appearance Guidelines Manual, Skokie Park District Standards Guide, and DCFS Manual for Mandated Reporters. The Employee Acknowledgement form also acknowledges that the employee is aware of and will comply with all policies, rules and guidelines within these manuals and specifically the: Non-discrimination and Anti-Harassment Policy; Alcohol and Drug Abuse Policy; Criminal Background Check Policy; Driver Abstract Policy and the Technology Use Policy.
9. Performance evaluations and other documents relating to employee performance.

Each part-time employee file shall contain the following:

1. Employment Application
2. Resume (optional)

3. Reference Check Forms and documentation
4. Part-time/Seasonal New Hire/Reactivation Form
5. Employee Information and Emergency Contact Form
6. Illinois W-4 and Federal W-4 forms
7. Signed Employee Acknowledgement form acknowledging receipt of the following District Manuals: Personnel Policy Manual for All Staff, Safety and Crisis Management Plan Manual, Appearance Guidelines Manual, Skokie Park District Standards Guide, and DCFS Manual for Mandated Reporters. The Employee Acknowledgement form also acknowledges that the employee is aware of and will comply with all policies, rules and guidelines within these manuals and specifically the: Non-discrimination and Anti-Harassment Policy; Alcohol and Drug Abuse Policy; Criminal Background Check Policy; Driver Abstract Policy and the Technology Use Policy.

Except as provided herein, information contained in personnel files will not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to an order in a legal action or arbitration, a request by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency, or as otherwise required by law. Any disciplinary report, letters of reprimand or other records of disciplinary action contained in a personnel file which are more than four (4) years old shall not be released or disclosed to a third party unless ordered for a legal proceeding or arbitration or is otherwise required by law to be released or disclosed.

All personnel records for part-time personnel shall be maintained for a five year period after termination of the employee, and shall be maintained for ten years for full-time employees.