PARK DISTRICT OF HIGHLAND PARK

POLICY AND PROCEDURE MANUAL

Scott Meyers, President

Liza McElroy, Executive Director

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Mission Statement:

To enrich the quality of community life through a diversity of healthy leisure pursuits and a heightened appreciation of our natural world.
# Table of Contents

## Chapter I

1.00 Introduction

1.01 History

1.02 Purpose

1.03 Statutory Authority

1.04 Legal Authority of the Policy Manual

1.05 Definitions

   A. District
   B. Board
   C. Executive Director
   D. Code
   E. Policy
   F. Administrative Procedures
   G. Regulations

1.06 Revisions

1.07 Separability

1.08 Additional Manuals and Guidelines

## Chapter II

2.00 Organization and Operation of the Board of Park Commissioners

2.01 Ethics and Conduct

2.02 Primary Functions of the Park Board

2.03 Officers of the Board

2.04 Appointed Personnel

2.05 Park Board Committees

2.06 Meetings

2.07 Organization Chart

## Chapter III

3.00 Introduction

3.01 Accounting

3.02 Fund Balance Policy

3.03 Annual Audit

3.04 Annual Budget

3.05 Annual Tax Levy Ordinance

3.06 Bank Designation and Deposit of Funds

3.07 Bank Reconciliation

3.08 Check Signing

3.09 Statements of Economic Interests

3.10 Financial Records

3.11 Fiscal Year

3.12 Inventory Procedures

3.13 Investment & Portfolio Policy

3.14 Investment and Portfolio Administrative Procedures

3.15 Petty Cash
3.16 Purchasing
3.17 Publication of Statements of Receipts and Disbursements
3.18 Real Estate Exemption
3.19 Fixed Assets Capitalization Policy
3.20 Attendance and Expenses Incurred by Board or Staff Members at Conferences, Seminars, Training Institutes and Meetings.
3.21 Revenue Policy
3.22 Bond Rating Policy
3.23 Bond Post Issuance Compliance Policy

Chapter IV Parks.........................................................................................................................35
4.00 Statements of Purpose and Authority
4.01 Land Acquisition
4.02 Naming of Parks
4.03 Neighborhood Park Advisory Committees
4.04 Park Use Policy Regulations
4.05 Picnic Permits
4.06 Policy Governing the Issuance of Permits for the Commercial Use of Park Property
4.07 Agreements for Park District Temporary Construction Access Across Park District Property
4.08 Friends of the Parks
4.09 Environmental Policy
4.10 Opening and Closing Hours for Parks and Properties Owned or Controlled by the Park District of Highland Park

Chapter V General Policies.........................................................................................................47
5.00 Residency
5.01 Fees and Charges
5.02 Program Goals and Evaluation
5.03 Refunds of District Programs
5.04 Registration
5.05 Photography
5.06 Accidents
5.07 Building Use Policy
5.08 Alcoholic Beverages
5.09 Smoking in District Buildings and Vehicles
5.10 Policy for the Acceptance of Fieldwork Students from NRPA Accredited Institutions
5.11 Professional Certifications
5.12 Equal Opportunity Employer
5.13 Comprehensive Bloodborne Pathogens and Infectious Diseases Policy
5.14 Surplus Property
5.15 Fleet Safety Policy
5.16 Alcohol and Drug Abuse Policy
5.17 Prohibited Harassment
5.18 Drug-Free Workplace Act Policy
5.19 Guidelines for the Abused and Neglected Child Reporting Act
5.20 Personnel Policy Manuals
5.21 Compliance with the Freedom of Information Act
5.22 Citizen Input
5.23 Volunteers
5.24 ADA Grievance Procedure
5.25 Identity Protection Policy

Chapter VI-A Recreation..............................................................63
  6.00 Statements of Purpose and Authority
  6.01 Fees and Charges
  6.02 Employee Use of Programs and Facilities
  6.03 Grant-In-Aid
  6.04 Senior Citizens
  6.05 Cooperative Agreements
  6.06 Relationship with Affiliated and Sponsored Organizations
  6.07 Northern Suburban Special Recreation Association
  6.08 Program Goals and Evaluation Policy
  6.09 Statistics Policy
  6.10 Severe Weather and Lightning Procedure
  6.11 Behavior Management Policy and Procedures

Chapter VI-B Recreation Center Of Highland Park and West Ridge Center.......71
  6.12 Statements of Purpose and Authority
  6.13 Hours of Operation
  6.14 Maintenance
  6.15 Rules and Regulations/Fees and Charges
  6.15.5 Recreation Center of Highland Park Advisory Committee

Chapter VI-C General Recreation Programs........................................72
  6.16 Statements of Purpose and Authority
  6.17 Programming and Special Events
  6.17.5 Recreation Advisory Committee

Chapter VI-D Athletics.................................................................73
  6.18 Statements of Purpose and Authority
  6.19 Ball Field Maintenance
  6.20 Athletics Advisory Committee
  6.21 Winter Sports
  6.22 Fees and Charges

Chapter VI-E Aquatics.................................................................74
  6.23 Statements of Purpose and Authority
  6.24 Hidden Creek AquaPark
  6.25 Swimming Beaches
  6.26 Park Avenue
Chapter VII  
Sunset Valley Golf Course & Highland Park Country Club ……….. 76
  7.00 Statement of Purpose
  7.01 Statement of Authority
  7.02 Operating Season
  7.03 Fees and Charges
  7.04 Golf Advisory Committee

Chapter VIII  
Deer Creek Courts and Outdoor Tennis…………………………… 77
  8.00 Statement of Purpose
  8.01 Statement of Authority
  8.02 Operating Season
  8.03 Operating Hours
  8.04 Fees and Charges
  8.05 Tennis Advisory Committee

Chapter IX  
Centennial Ice Arena……………………………………………… 78
  9.00 Statement of Purpose
  9.01 Statement of Authority
  9.02 Operating Season
  9.03 Hours of Operation
  9.04 Fees and Charges
  9.05 Ice Rink Advisory Committee

Chapter X  
Walter E. Heller Nature Center & Preserve……………………….. 79
  10.00 Statement of Purpose
  10.01 Statement of Authority
  10.02 General Philosophy
  10.03 Operating Season
  10.04 Hours of Operation
  10.05 Fees and Charges
  10.06 Heller Advisory Committee

APPENDICES
Sponsorship and Advertising Policy-Appendix I……………………....81
Policy Naming or Renaming Parks, Buildings and Facilities
  –Appendix II………………86
Gifts, Donations and Donor Recognition Policy-Appendix III ………..90
Capital Asset Policy – Appendix IV……………………………………93
Purchasing Policy – Appendix V……………………………………….97
Investment Policy – Appendix VI………………………………………109
Comprehensive Needs Assessment Policy – Appendix VII ………….119
Military Personnel Program Discount Policy – Appendix VIII ………..120
Freedom of Information Act (FOIA) – Appendix IX ………………….121
Ethics Policy – Appendix X………………………………………………132
Guidelines for the Development and Implementation of Policies,
  Procedures and Regulations – Appendix XI………………………….146
Compensation Policy – Appendix XII ……………………………………148
CHAPTER I INTRODUCTION

1.00 INTRODUCTION

A park district is a unit of local government created for the purpose of providing park and recreation facilities and programs. A park district is an independent public agency and is separate and distinct from the city, county or any other body politic within which it lies. It is an agency through which in part the people of the State carry on government.

1.01 HISTORY

In July 1909, the Highland Park East Park District was created by a close citizen vote of 168-150. Five Commissioners, Ravine Drive Beach and a budget of about $1,000 comprised the beginnings of the Park District.

One of the earliest problems which plagued the infant Park District is still with us today - the dilemma of lakefront erosion. In 1918, the Park Board minutes relate an "exhaustive meeting" between the City, the Park Board and various "experts on lakefront work" was held, but understandably, no solutions were reached.

In 1920, Sunset Woods Park and Sunset Valley Golf Course (among the earliest public golf courses on the North Shore) were established. Gradually, the Park District holdings grew, until in 1959, over 200 acres of parks were available to the public.

Perhaps the most important administrative move for the District was the integration of the City Recreation Department with the Park District in 1973. Before this sensible reorganization, park and recreation functions were handled by two autonomous bodies. The District currently owns and maintains 600 acres of open space.

1.02 PURPOSE

This Policy Manual is intended to describe existing policies which guide the administration and operation of the District. The Board of Park Commissioners has reviewed and approved this Policy Manual and will in the future review and revise the policies contained herein as it deems appropriate.
1.03 STATUTORY AUTHORITY

The District is governed by numerous statutes of the State of Illinois. However, the principal statutory authority is the Park District Code (Illinois Compiled Statutes, Chapter 70, Act 1205, Sections 1-1, et seq.), which is a codification of the general law relating to park districts in Illinois. References to, and excerpts from the Park District Code and other related laws are contained in this Policy Manual. Other laws which supplement the authority granted by the Park District Code include, but are not limited to, the Intergovernmental Cooperation Act, Property Tax Extension Limitation Law, Local Government Debt Reform Act, Local Government Property Transfer Act and the Local Governmental and Governmental Employees Tort Immunity Act.

1.04 LEGAL AUTHORITY OF THE POLICY MANUAL

1.04.1 In particular, the legal authority of this Policy Manual is Section 8-1(d) of the Code, which states that a park district has the power: "(d) To pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which such districts are formed."

1.04.2 The statutes and administrative regulations of the State of Illinois or any final court decision that is in conflict with the provisions of the Policy Manual shall supersede the provisions of this Policy Manual.

1.05 DEFINITIONS

1.05.1 For the purpose of this Policy Manual, the following terms shall have the definitions given herein:

A. "District" is the Park District of Highland Park, Lake County, Illinois.

B. "Board" is the Board of Park Commissioners of the Park District of Highland Park.

C. "Executive Director" is the Executive Director of the Park District of Highland Park.

D. "Code" is the “Park District Code,” Illinois Compiled Statutes, Chapter 70, Act 1205, Sections 1-1, et seq., approved July 8, 1947, as amended.

E. "Policy" is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board. A policy must be formulated and approved by the Board and shall be recorded in the Policy and Procedure Manual.
F. “Administrative Procedures” is any plan or course of action formulated and implemented by the Park District staff to facilitate the day-to-day Park District operations within the respective policy guidelines. Administrative Procedures, when appropriate, will be documented and placed in the “Park District Policy and Procedure Manual.”

G. “Regulations” are rules governing the use of the parks and property owned, operated and maintained or controlled by the Park District as set forth in Ordinance No. 10-04, commonly referred to as the “Conduct Ordinance.”

1.05.2 For the purpose of this Policy Manual, words in the masculine gender shall include the feminine gender and words in the singular number shall include the plural number and vice-versa, and words in the present tense shall include the future tense.

1.06 REVISIONS

The Board may periodically review the policies contained in this Policy Manual and revise or amend them from time to time as it deems appropriate at a regular or special meeting of the Board by not less than three members, except where by law a greater vote is required.

1.07 SEPARABILITY

If any policy or part thereof contained in this Policy Manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies or parts thereof. Likewise, if the application of any policy is found unenforceable in a court of law, such finding shall not affect all other lawful applications of such policy.

1.08 ADDITIONAL MANUALS AND GUIDELINES

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

- Personnel Policy Manual
- Fleet Safety Manual
- Maintenance Employee Safety Handbook
- AIDS Infectious Disease Guidelines
- FOIA Policy
CHAPTER II BOARD AND ADMINISTRATION

2.00 ORGANIZATION AND OPERATION OF THE BOARD OF PARK COMMISSIONERS

2.00.1 Government. The governing authority of the District is vested in the Board. The members of the Board constitute the corporate authority.

2.00.2 Number. The Board shall be comprised of five Commissioners.

2.00.3 Term of Office. Each term of office for a Commissioner shall be six years or until a successor is elected and qualified. Terms are designated to expire on a staggered system.

2.00.4A Inauguration. Newly elected or re-elected Commissioners shall be inaugurated at the time required by law. The newly elected or re-elected Commissioners will be inaugurated as the last item under New Business.

2.00.4B Inauguration. Newly appointed Commissioners shall be inaugurated at the first regular Board meeting following their appointment. Inauguration of newly appointed commissioners shall be the first item under New Business.

2.00.5 Oath of Office. All elected and appointed Board members, before entering upon the duties of their office, shall take and subscribe to the Oath of Office.

2.00.6 Prospective Candidate’s Orientation: The Board should approve and distribute to those who file a nominating petition a prospective candidate’s orientation information packet. This packet should include items such as organizational charts, budgets, recent brochures and any other appropriate items.

2.00.7 Vacancies in Office. Whenever any member of the Board neglects or refuses to attend to the duties of his office or neglects to attend regular meetings of the Board for a period of three consecutive calendar months, or neglects to attend a minimum of 10 regular or special meetings in any 12-month period, or for any other reason now or hereafter specified by law, said office may be declared vacant by the Board.

2.00.18 Compensation. In accordance with statute, the Board serves without compensation. (Code, Section 4-1).
2.01 ETHICS AND CONDUCT

2.01.1 Legal Authority. The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal de facto or apparent authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.

2.01.2 Representation. Board members represent all of the residents of the District and should avoid representing special interest groups.

2.01.3 Board Decisions. Board members should make nonpartisan decisions regarding District policies and operations based upon reports, facts and study.

2.01.4 Ethics Ordinance. In compliance with the State Officials and Employees Ethics Act (Illinois Compiled Statutes, Chapter 5, Act 430, Sections 1-1, et seq.), the Board of Park Commissioners has adopted an Ethics ordinance to enforce ethics rules which are no less stringent than provided by such Act. The Park District of Highland Park Ethics Ordinance is incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

2.02 PRIMARY FUNCTIONS OF THE PARK BOARD

Although the Board is empowered to make all decisions affecting the operations of the District, it shall normally exercise its power by establishing policy and reviewing the implementation of policy by its officers and employees. In addition, the Board shall perform the following specific functions:

2.02.1 Tax Levy. Provide for the levy of taxes pursuant to the authority granted by State Statute. Such levies shall provide for the generation of sufficient revenue to pay the cost of the District's operation, subject to applicable legal limitations and the Revenue Policy described in Chapter 3 hereof.

2.02.2 Use of Funds. Decide upon the use of funds generated by revenue-producing facilities after operational and maintenance costs are paid.

2.02.3 Make Adjustments. Enact periodic adjustments in the operational policies of said revenue-producing facilities.

2.02.4 Hire an Executive Director. Employ an Executive Director as its chief administrative officer.

2.02.5 Policies, Rules and Regulations. Adopt and periodically review all policies, rules and regulations affecting personnel and operations. These documents will be known as the "Park District of Highland Park Policy and Procedure Manual" and the "Park District of Highland Park Personnel Policy Manual" respectively.
2.02.6 Monitor Operational Procedures. The Board shall regularly monitor whether operational procedures of the District as developed by staff, are effectively implementing the policies established by the Board, and make alterations or additions at regular Board meetings to improve how such procedures effectuate such policies. The individual Board members shall keep themselves informed of the activities and functions of the District by observation, comments from its citizenry and reports presented by the staff of the District. The Board may authorize a comprehensive needs assessment analysis and provide goals and purposes for maintaining statistics to assist in the development of meeting the recreational needs of the community. The Board shall act decisively in the best interest of the District as a whole.

2.02.7 Philosophy. Establish the operational philosophy of recreation programming for the District and set fees and charges from time to time.

2.02.8 Development. Develop a well-rounded and broadly-based park system which recognizes the diverse needs and interests of the community it serves.

2.02.9 Participation in District Programs and Activities. Board members are encouraged to participate in District programs and utilize District facilities according to the same policy that applies to full-time employees.

2.03 OFFICERS OF THE BOARD

The officers of the Board shall be President, Vice President, Secretary and Treasurer and such assistant secretaries, assistant treasurers and other officers as may be chosen by the Board (Code, Section 4-8).

A. The officers of the Board shall be chosen annually by the Board at the annual meeting or as soon thereafter as practicable. Each officer shall hold office until the next annual meeting, or until his successor is duly chosen and has qualified, or until his death, or until he shall resign as such officer, or until he shall have been removed in the manner provided in the "Park District Code." Vacancies created in any office by the removal of an officer or the creation of a new office may be filled by the Board at any of its meetings. In the case of temporary absence or the temporary inability of an officer to act as such, the Board may fill his office temporarily.

B. Before entering upon their respective duties, all officers and employees may be required to be bonded in such penal sum, and with such conditions and security as may be determined by the Board.

2.03.1 President. The President shall preside at all meetings of the Board, and shall call special meetings thereof on his own motion or on request of two or more of the members, and in the case of a special meeting shall cause notice to be given to all members as provided by law. He shall have the right to vote upon all questions coming before the Board and shall be a member thereof. The
President shall be the executive officer of the Board. He shall sign all documents authorized by the Board in its name and on its behalf. He shall also perform such other duties of the office according to State Statutes and the direction and approval of the Board.

2.03.2 Vice President. The Vice President, in the absence of the President, or in the event of his refusal or inability to act, shall be vested with the powers to perform the duties of the President.

2.04 APPOINTED PERSONNEL

The Board shall appoint a Secretary, Treasurer, Auditor, Attorney and Executive Director, prescribe their duties and establish the term of appointment. The Secretary, Auditor, Attorney and Treasurer need not be Board members, in which case the Board may fix their compensation (Code, Section 4-8).

A. The Board shall appoint annually an Executive Director and an Attorney in the manner provided for officers herein, and may further employ such other employees, from time to time, as may be required or deemed desirable, defining and prescribing their respective duties and compensation. Such duties and compensation shall be reviewed by the Board prior to the annual meeting. The Board may also retain consultants and other independent contractors, from time to time, as may be required or deemed desirable, defining and prescribing their respective duties and services and compensation.

B. Any officer or employee chosen or employed by the Board may be removed by the Board whenever in its judgment the best interests of the government of the District would be served thereby.

C. Notwithstanding the term described in paragraph A, the District may execute a contract with the Executive Director for a term not to exceed three (3) years.

2.04.1 Secretary and Assistant Secretaries. The Secretary shall have the custody of the Corporate Seal and of all books and records pertaining to the Secretary’s office; shall attest and affix the Corporate Seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances, resolutions and other actions of the Board requiring filing and/or publication, to be duly published. The Secretary shall give notice of and attend all meetings of the Board and keep full and true record of its proceedings. The Secretary shall have the power to administer oaths and affirmations. The Secretary shall perform all duties pursuant to State law and accept all other duties prescribed by the Board. The Secretary need not be a member of the Board, and may be a paid employee, and shall act under the general supervision of the President and Board. Assistant Secretaries may be appointed by the Board with full or limited powers as specified when the appointment is made.
2.04.2 Treasurer. The Treasurer shall be the chief financial officer and shall report to the Board all receipts and disbursements and submit such financial statements and detailed information as may be required by the Board. The Treasurer shall advise the Board on financial policies, practices and investments. Assistant Treasurers may be appointed by the Board, with full or limited powers as specified when the appointment is made. The Board may require such bonds as it deems necessary in connection with the office of Treasurer. The Treasurer need not be a member of the Board. The Treasurer shall have the power and responsibility to invest the Park District’s funds in a manner consistent with the Investment Policy adopted by the Board of Park Commissioners and the Illinois Public Funds Investment Act, 30 ILCS 235/1, et seq.

2.04.3 Executive Director. The Executive Director shall at all times be subject to and act in accordance with the policies, rules and regulations, and directions of the Board. The Executive Director is the chief administrative official of the District and shall be responsible for the administration of the District and its programs: the maintenance, construction and repair of the Park system and the employment of the Director of Recreation Services, Director of Parks Operations, Director of Finance, Director of Communications & Marketing, Director of Facilities, Director of Planning & Projects, Human Resources Manager and such other employees as are required for same. The Executive Director shall develop a succession procedure delineating the chain of command when the Executive Director or any other member of the Administrative Staff is incapacitated, out of town, ill or unable to perform his duties. The Executive Director shall recommend to the Board such rules, regulations and operating policy for the District as is deemed necessary and appropriate for the proper operation and use of the park system by the public, and the management and programming thereof, not inconsistent with applicable laws and ordinances. If these rules, regulations and statements of operating policy are approved and adopted by the Board, then the Executive Director shall promulgate and enforce them. The Executive Director may issue permits and grant permission in accordance with applicable ordinances, policies, rules and regulations of the District. He shall attend all meetings of the Board and report on his actions and the operation and activities of the District since the previous Board meeting.

The Executive Director shall be an unofficial member of all Park Board committees. The Executive Director shall be encouraged to reside within the boundaries of the District.

The Executive Director should:

A. Fully and constantly keep the Board members informed of the important aspects of the operation of the District in a straightforward manner.
B. Prepare all information, which is necessary for the Board to become fully informed. The Executive Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and the financial impact of same, if necessary. This information should be accompanied by a recommendation. The Executive Director should be prepared to justify the recommendation and discuss the rationale attendant to it.

C. Respect the judgment and ideas of each Board member realizing that the Board and its Commissioners are the democratic representatives of the community.

D. Enter into the day-to-day operations of the District with the spirit that administrative decision-making must be exercised within the policies that have been agreed upon by the Board. The Board should recognize that countless situations will arise which are not explicitly covered by adopted policies and which, therefore, require an administrative decision.

2.04.4 Attorney. The Attorney shall advise the Board concerning all legal matters and shall be responsible for the prosecution and defense of all litigation in which the District is interested. The Attorney shall draft all ordinances, resolutions and other instruments as may be required by the Board.

2.04.5 Auditor. The Auditor shall conduct the annual audit of the District and present the results of the audit and recommendations to the Board.

2.04.6 Additional Duties of Appointed Officers. In addition to the duties herein above specified, each officer shall perform other duties as may be required of him by the Board or by law.

2.05 PARK BOARD COMMITTEES

2.05.1 Standing Committees. At the meeting at which the President of the Board is elected, or the first regular meeting thereafter, the President, with Board approval, shall establish the standing committees of the Board and charge them with their assignments for the next year. The standing committees will sit for one year or until the next election of the Board President.
The Advisory committees of the Board shall include but are not limited to:

- Athletic Advisory Committee
- Ice Rink Advisory Committee
- Finance Committee
- Heller Nature Center Advisory Committee
- Hidden Creek AquaPark Advisory Committee
- Lakefront Advisory Committee
- Recreation Advisory Committee
- Recreation Center of Highland Park Advisory Committee
- Golf Course Advisory Committee
- Tennis Advisory Committee

2.05.2 Board Representation. At the meeting at which the standing committees are established, the President shall appoint the Commissioners to the respective standing committee and designate the chairperson. Each standing committee shall consist of at least one Commissioner. The President and Executive Director shall be unofficial members of each committee. All committee vacancies shall be filled by the President.

2.05.3 Special Committees. Special committees may be established by the President at any time. The President/Board shall appoint Commissioners to these committees and designate the chairperson. Such committees shall sit until the business of the committee is complete and its report accepted by the Board.

2.05.4 Committee Responsibility. The established committees of the Board shall advise the Board on matters of policy concerning their responsibility areas and shall have such further duties as shall from time to time be assigned to them by the Board and/or President.

2.05.5 Meetings. Meetings of committees shall be conducted in accordance with the Open Meetings Act.

2.06 MEETINGS

2.06.1 Annual Meeting. The annual meeting of the Board shall be the fourth Tuesday in May, or during election years the first regular meeting subsequent to receipt of the certified results of the official canvass of election. This shall be the organizational meeting of the Board where new Commissioners are generally inaugurated. The President and Vice President shall be elected; the Secretary, Treasurer, Attorney and Executive Director shall be appointed; and the standing committees of the Board shall be established. Other business may be transacted at this meeting.
2.06.2 Regular Meetings. Regular meetings (Workshop and Business Meetings) of the Board shall be held on the 2nd (Workshop) and 4th (Business) Tuesday of each month at a time to be determined in December of the previous year. If the day of any meeting falls on a legal holiday, the meeting shall be held when designated by the Board. In December of each year, the Board shall establish a calendar of meetings for the coming year and publish notice thereof as required by law.

2.06.3 Special Meetings. Special meetings of the Board may be called by the President whenever he shall deem it necessary or shall be called by the President at the request of any two Commissioners. Notice of any such special meetings shall be given as required by the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.).

2.06.4 Board Member Participation By Telephone. Park Board Commissioners may participate in Board meetings by telephone provided they meet the following requirements:

A. Notice of, and/or an agenda for the meeting must be posted in the same manner as required by the Open Meetings Act.

B. Commissioners participating by telephone must be able to hear all motions and remarks made by those Park Board members physically present at the meeting, and all comments by members of the public who attend the meeting.

C. All Commissioners and members of the public who are physically present at the meeting must be able to hear all motions and remarks made by the Park Board members participating in the meeting by phone.

D. The minutes of the meeting should identify any member of the Park Board who participates by phone.

E. All votes shall be taken by roll call.

F. A quorum must be physically present at the meeting location.

G. The reasons for participation by phone will be limited to personal illness or disability, employment purposes, the business of the Board, or a family or other emergency, or as otherwise permitted by law.

H. Any commissioner wishing to participate in a Board meeting by telephone must notify the secretary as far in advance of the meeting as possible.
I. A commissioner may be permitted to participate in a Board meeting by telephone only by a vote of a quorum of all sitting members of the Board physically present at said meeting.

2.06.5 Place of Meeting. The meetings of the Board shall be held at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois, unless otherwise provided by the Board.

2.06.6 Open Meetings. All regular, annual, special and committee meetings of the Board shall be held in accordance with the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.).

2.06.7 Schedule and Notice. The schedule and public notice of all regular, rescheduled or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.).

2.06.8 Quorum. Three (3) duly elected and qualified Commissioners shall constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time without further notice until a quorum is obtained.

2.06.9 Order of Business. The order of business at all regular meetings of the Board shall include the following agenda items: Roll Call, Approval of Minutes, Open to Public to Address Board, Communications and Correspondence, Consent Agenda including Bills and Payroll, Old Business, Treasurer’s Report, New Business, Commissioner, Committee and Staff Reports, and Adjournment. Meeting agendas and support materials will generally be sent to Park Board members the Friday prior to the meeting, but in no case less than 48 hours in advance.

2.06.10 Discussion. The President may limit discussion and public comments to matters pending before the Board and may suggest time limitations on discussion.

2.06.11 Voting. A roll call vote shall be taken for the passage of all ordinances and resolutions and for all propositions to create any liability or for the expenditure or appropriation of money, and in all cases at the request of any Commissioner, and shall be entered upon the minutes of the proceedings. The affirmative vote of three Commissioners is required to adopt any motion, resolution or ordinance regardless of how many Board members are in attendance at the meeting except as otherwise required by State law.
2.06.12 Rules of Order. Robert's Rules of Order shall be referenced in all questions of procedure not otherwise provided for herein.

2.06.13 Ordinances, Resolutions and Motions. All ordinances, resolutions and other proceedings of the Board shall be in writing and kept in a regular book of records, open to the public for inspection as prescribed by law.

2.06.14 Official Minutes. The Secretary or Assistant Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.). All action taken by the Board at all regular and special meetings of the Board shall be done in open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances in an official minutes book. All minutes will be considered unofficial until approved by the Board at a subsequent meeting.

The official minutes book of the Park District of Highland Park shall be open for public inspection as specified by the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.) and the Freedom of Information Act (Illinois Compiled Statutes, Chapter 5, Act 140, Sections 1, et seq.).

2.06.15 Rules for Public Comment. The Board of Park Commissioners shall adopt by ordinance, publish and make available for public inspection rules governing the manner in which attendees at public meetings may participate and make public comment during such meetings.
2.07 Organizational Chart.
CHAPTER III. FINANCE

3.00 INTRODUCTION

The Finance Department is responsible for the administration of the District's finances in accordance with the Code and all local, state and federal laws. The Finance Department handles the daily flow of cash and disbursement of payments based on the policies contained herein.

3.01 ACCOUNTING

3.01.1 Fund Accounting. The District's accounting system is organized and operated on a fund basis. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

3.01.2 Types of Funds. The following types of funds will be used in accounting for the District's financial operations: Corporate, Recreation, Special Recreation, Debt Service, and Capital Projects.

3.01.3 Basis of Accounting.
A. Accounting Methods
   The implementation of GASB 34 adds two “Government-Wide” financial statements as basic financial statements required for all governmental units. They are the Statement of Net Position, which presents the financial condition of the governmental and business activities of the Park District at fiscal year end, and the Statement of Activities, which presents a comparison between direct expenses and program revenues for each program or function of the Park District’s governmental and business activities.

   The reporting model for GASB 34 classifies funds as either governmental activities, business activities, or fiduciary funds. Further, all non-fiduciary funds are classified as major or non-major funds. In reporting financial condition and results of operations for governmental units, the new standard concentrates on major funds versus non-major funds.
Both new statements are prepared on the full accrual basis. Previously, in accordance with accounting standards for governmental units, the Park District used the modified accrual basis accounting for certain funds. The modified accrual basis of accounting continues to be the appropriate basis of accounting for governmental activity fund financial statements.

B. Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS
The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. They included all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The Park District does not allocate indirect expenses to functions in the Statement of Activities. Program revenues include charges to residents who purchase, use or directly benefit from goods, services, or privileges provided by a given function and grants and contributions that are restricted to meeting the operational and capital requirements of a particular function. Taxes and other income items that are not specifically related to a function are reported as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Interfund receivables and payables are eliminated in the Statement of Net Position.

FUND FINANCIAL STATEMENTS
Fund Financial statements of the reporting entity are organized into individual funds each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues and expenditures/expenses. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.
Funds are organized as major funds or non-major funds within the governmental, proprietary and fiduciary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operation fund of the entity or meets the following criteria:

- Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least ten percent of the corresponding total for all funds of that category or type and
- Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least five percent of the corresponding total for all governmental and enterprise funds combined.

**Governmental Funds (Governmental Activities)**

Governmental fund types are those through which most governmental functions of the Park District are financed. The Park District’s expendable financial resources are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position rather than upon net income determination. A brief explanation of the Park District’s governmental funds follows:

**General Fund**

The General Fund is the general operating fund of the Park District. It is used to account for all financial resources except those required, legally or by sound financial management, to be accounted for in another fund.

**Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than capital projects) that are legally restricted to expenditures for specific purposes.

Funds included in this fund category are:
- Recreation
- Special Recreation

**Capital Project Funds**

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

**Debt Service Fund**

The Debt Service Fund is used to account for the accumulation of resources for the payment of general long-term debt principal, interest and related cost.
Major Funds
The Park District reports the following major governmental funds:

- The General Fund, which accounts for the park district’s primary operating activities.
- The Recreation Fund, which accounts for the operations of the recreation programs offered to residents. Financing is provided by a specific annual property tax levy to the extent user charges are not sufficient to provide such financing.
- The Capital Projects Fund, which accounts for parks development and improvement projects.
- The Debt Service Fund, which accounts for the payment of long-term debt principal, interest and related costs.

Non-Major Funds
The Park District reports the following non-major funds:

- Special Recreation

C. Basis of Accounting
In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-type activities are presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The current financial resources measurement focus and the modified accrual basis of accounting are followed by the governmental funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., both measurable and available to finance the Park District’s operations. “Measurable” means the amount of the transactions can be determined, and “available” means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Property taxes, investment earnings, and charges for services are the primary revenue sources susceptible to accrual. The Park District considers property taxes available if they are due and collected within 60 days after year-end. Class registration fees received by the Park District are recognized as revenue when the class starts. Memberships and other yearly fees received by the golf course, indoor tennis courts, and fitness center are recognized as revenue in the fiscal year in which the services are provided. All other revenues are recognized when cash is received. Expenditures are recorded when the related fund liability is incurred.
The Park District reports deferred revenues on its Statement of Net Position and its Governmental Funds Balance Sheet. For government-wide financial statements, deferred revenues arise from taxed levied in the current year, which are subsequent year's operations. For governmental fund financial statements, deferred revenues occur when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period or when resources are received by the Park District before it has a legal claim to them. In subsequent periods, when both revenue recognition criteria are met, or when the Park District has a legal claim to the resources, the liability for deferred revenue is removed from the Governmental Funds Balance Sheet and revenue is recognized accordingly.

D. Measurement Focus
On the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the flow of economic resources measurement of focus as defined below.

The measurement focus of all governmental activities is the flow of current financial resources concept. Under this concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements, are reflected in operations.
Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or a reservation of fund equity. Liabilities for claims, judgments, compensated absences and pension contributions, which will not be currently liquidated using expendable available financial resources are included as liabilities in the government-wide and proprietary fund financial statements. The related expenditures are recognized in the governmental fund financial statements when the liabilities are liquidated.

3.01.4 Legal Compliance. The District's accounting system must make it possible to show that all applicable legal provisions have been complied with, and to determine fairly and with full disclosure the financial position and results of financial operation of the District.

3.01.5 Deviation. The financial position and the results of financial operation of each fund will be reported at the close of each fiscal year by an independent certified public accountant in the year-end financial audit.

3.01.6 Conflicts between Accounting Principles and Legal Procedures. If there is a conflict between legal provisions and generally accepted accounting principles applicable to governmental units, legal provisions must take precedence; however, the Park District's accounting system should make possible the full disclosure and fair presentation of financial position and operating results in accordance with generally accepted principles of accounting applicable to governmental units.

3.02 Fund Balance Policy

3.02.1 Purpose

The purpose of this policy is to establish the principles and parameters to which a fund balance target will be defined. This policy is established to provide financial stability, cash flow for operations and the assurance that the District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

In the event that unexpected situations may cause the District to fall below the minimum level, certain steps will be followed to correct the deficiency as outlined in the section below “Minimum Target Balances”.

3.02.2 Definitions

Governmental Funds – Governmental Funds are used to account for all or most of the District’s general activities, including the collection and disbursement or earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects...
fund/department), and the servicing of long-term debt (debt service funds). The General Fund is used to account for all activities of the District not accounted for in some other fund.

**Fund Balance** – Fund Balance is the difference between assets and liabilities in a Governmental Fund.

**Nonspendable Fund Balance** – Nonspendable Fund Balance is a portion of a Governmental Fund’s fund balance that are not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

**Restricted Fund Balance** – Restricted Fund Balance is a portion of a Governmental Fund’s fund balance that are subject to external enforceable legal restrictions (e.g., grantor, contributor, and property tax levies).

**Unrestricted Fund Balance** – Unrestricted Fund Balance is made up of three components:

A) Committed Fund Balance – the portion of a Governmental Fund’s fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.

B) Assigned Fund Balance – the portion of a Governmental Fund’s fund balance to denote an intended use of resources but with no formal Board action.

C) Unassigned Fund Balance – available expendable financial resources in a governmental fund that is not the object of tentative management plan.

3.02.3 **Fund Balance Philosophy**

It is the Park District’s philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are also a crucial consideration in long-term financial planning.

3.02.4 **Scope**

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the general fund to evaluate the Park District’s continued creditworthiness.
3.02.5 **Minimum Fund Balance Levels.** This Policy applies to the Park District’s governmental funds as follows:

**A. General Fund** - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, parks, planning, and recreation operations, and all financial resources except those that are accounted for in another fund.

Each year a portion of the spendable fund balance will be determined as follows:

a. **Committed** – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.

b. **Assigned** – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of three to four months (25-33%) of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of four months of expenditures not including capital, debt service and interfund transfers.

c. **Unassigned** – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of four months (33%) of annual budgeted expenditures may be transferred to the Capital Projects Fund to support future capital projects.

**B. Recreation Fund** – The Recreation Fund is a Special Revenue Fund. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Since much of the Fund Balance in Special Revenue funds is derived from property taxes they are legally restricted to the purpose of the fund. Financing is provided from fees and charges for programs and activities and an annual property tax levy.

Each year a portion of the spendable fund balance will be determined as follows:

a. **Committed** – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
b. Assigned – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.

The remaining fund balance for this fund will be assigned to future operations and improvements for recreation programs or may be transferred to the Capital Projects Fund.

C. NSSRA Special Recreation Fund - This fund is a non-major fund and established to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the North Suburban Special Recreation Association, to provide special recreation programs for the physically and mentally handicapped.

The targeted restricted fund balance of the NSSRA Special Recreation Fund shall be calculated as follows:

The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.

D. Debt Service Fund - This fund is a major fund and was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The Park District levies an amount close to the principal and interest that is anticipated to be paid per the outstanding bond ordinances filed with the County. Any fund balance accumulation should be minimal. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

E. Capital Projects Fund – This fund is a major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

This fund’s fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.
3.02.6 Flow Assumptions

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The Park District’s flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. If different levels of unrestricted funds are available for spending, the Park District considers committed funds to be expended first followed by assigned and, lastly, unassigned funds.

3.02.7 Authority

A self-imposed constraint on spending the fund balance (Committed Fund Balance) must be approved by ordinance or resolution of the Board of Commissioners. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end. The Executive Director will determine if a portion of fund balance should be assigned.

3.02.8 Monitoring Minimum Fund Balance Levels

Park District management staff will monitor revenue collection and available cash by reviewing monthly financial reports. During the year, if there is an expectation that fund balance levels will not be met by the end of the fiscal year, the Executive Director may review all projected operational and capital expenditures with the management team, and accordingly, present a plan to the Board of Park Commissioners for a modification of goals and projects established in the adopted budget.

3.03 ANNUAL AUDIT

The Board will annually cause an audit of the accounts of the District to be made by a licensed public accountant. This audit shall cover the immediately preceding fiscal year of the District and shall begin as soon as possible after the close of the last fiscal year to which it pertains. The audit report shall be filed with the Comptroller of the State of Illinois within six months after the close of such fiscal year unless an extension of time is granted by the Comptroller in writing.

One copy of the audit report (or financial report files in lieu of the audit report) shall be filed with the Comptroller and one copy thereof with the County Clerk.

Additional copies of the audit shall be filed with the Municipal Securities Rulemaking Board to the extent required to comply with any continuing disclosure undertaking requirements assumed by the Park District in relation to the issuance of any municipal securities.
3.04 **ANNUAL BUDGET**

Adoption of budget and passage of annual appropriation ordinance is required. The Board shall, within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance, by which ordinance the Board may appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the District, and in such annual budget and appropriation ordinance shall specify the objects and purposes for which such appropriations are made, and the account appropriated for each object or purpose.

3.05 **ANNUAL TAX LEVY ORDINANCE**

3.05.1 The District has the power to levy and collect taxes on all of the taxable property in the District for all corporate purposes. The Board may accumulate funds for the purposes of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes but subject to any lawful tax rate limitations. The accumulation of funds for capital improvements shall not exceed the maximum allowed by Section 5-1 of the Park District Code.

3.05.2 All general taxes proposed by the Board to be levied upon the taxable property within the District shall be levied by ordinance. A certified copy of such levy ordinance shall be filed with the Lake County Clerk not later than the last Tuesday in December in each year.

3.06 **BANK DESIGNATION AND DEPOSIT OF FUNDS**

The Board shall designate a bank or banks or other depository in which the funds of the District may be deposited. No bank shall be qualified to receive such funds or moneys unless and until it has demonstrated compliance with Section 6 of the Public Funds Investment Act, 30 ILCS 236/6.

3.07 **BANK RECONCILIATION**

Each fund will be balanced on a monthly basis. Records shall be retained for three years after annual audit.

3.08 **CHECK SIGNING**

3.08.1 **Payables.** Two signatures are required on all payables checks. All checks under the amount of $2,500 may be co-signed by the Executive Director and the Finance Director. All checks in excess of $2,500 will require the signature of one Commissioner and either the Executive Director or the Finance Director. The Executive Director and the Director of Finance are authorized to sign all refund checks, emergency checks, and checks necessary to cover the payroll.
3.08.2 Payroll, Payroll checks are stamped with the signature of the District's Executive Director.

3.09 STATEMENTS OF ECONOMIC INTERESTS

By April 30 of each year each elected or appointed officer is required to file with the Lake County Clerk a statement of economic interests, unless he has already filed a statement in relation to the District in that year (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 4A-105, 4A-101 (g),(h)).

Employees of the District must file statements by April 30 each year based upon the designated rate of pay or job responsibilities as required by Statute.

A copy of the statement shall also be filed with the Secretary of the Board of Park Commissioners, provided that failure to do so shall not affect the eligibility of a candidate for office.

3.10 FINANCIAL RECORDS

The Board shall keep a regular book of records of all ordinances or other proceedings which shall be open to public inspection in accordance with all provisions of the Freedom of Information Act (Illinois Compiled Statues, Chapter 5, Act 140, Sections 1, et seq.).

3.11 FISCAL YEAR

The fiscal year of the District shall begin on the first day of April of each year and end on the last day of March of the following year.

3.12 INVENTORY PROCEDURES

The District shall conduct an inventory of merchandise sold at retail at the beginning and at the close of the fiscal year. The inventory accounting used shall be the Perpetual Inventory using the first in first out method. The responsibility for conducting the inventory is assigned to the Director of Finance or his designated representative.

3.13 INVESTMENT AND PORTFOLIO POLICY

A. Investment Policy.

The Park District of Highland Park Investment Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.
3.14 INVESTMENT AND PORTFOLIO ADMINISTRATIVE PROCEDURES

Pursuant to the Investment Policy of the Park District of Highland Park (Section 3.13 above), the Finance Director has promulgated the following administrative procedures for the operation of the District's investment program consistent with the Investment and Portfolio Policy.

A. Reporting Requirements

The Investment Officer shall generate monthly reports for management purposes. In addition, the Board of Park Commissioners will be provided an annual report contained in the Comprehensive Annual Financial Report (CAFR), which will include data on investment instruments being held as well as any narrative necessary for clarification.

The Investment Officer shall monitor the marketplace and investments, making adjustments to portfolio from time to time as needed.

B. Surplus Fund Retention

The Investment Officer shall review annually the surplus fund retention amount for all fund categories in accordance with the District's policies.

3.15 PETTY CASH

These policies and procedures delineate custodial, accounting and control responsibilities associated with the operation of petty cash funds for the Park District of Highland Park.

A. The petty cash fund is a fund established for a designated amount from which payments and/or reimbursements for small, incidental dollar expenses may be made. At all times, the cash on hand plus the dollar amount of expenses supported by paid receipts should equal the designated amount of the petty cash fund. The petty cash fund should not be used as a method to bypass the District’s purchasing policy and procedures.

B. Cash advances are inherently risky and should be minimized. Cash should be advanced only to employees.

C. The maximum amount of petty cash to be expended, reimbursed and/or advanced per transaction (one item or multiple items at a single point in time) is $100.00. Reimbursements greater than $100.00 should be processed through Accounts Payable.

D. A receipt properly documenting the purpose of each expenditure is required for any reimbursement and/or payment.

E. All expenditures should conform within the District’s expenditure guidelines. The following transactions are prohibited as petty cash
reimbursements on any ledger, except when noted:

1. Travel reimbursements (except for local travel), as well as registration expenses are specifically excluded from authorized petty cash disbursements;
2. Sales tax is not an authorized reimbursable expense;
3. Consulting fees;
4. Reimbursements for alcoholic beverages, or tickets to social, cultural or athletic events;
5. Payments to individuals or other non-corporate entities for personal services that would be considered either wages (salary) or independent contractor payments;
6. Transactions for which original invoice is not available;
7. Expenses of any kind charged to a credit card;
8. Make personal loans, salary advances or to serve as a check cashing fund.

F. The Director of Finance or designee is responsible for administration of petty cash funds.

G. When a separate petty cash fund is established, the department head requesting the fund, or a designee assigned by the Director of Finance, will be the custodian of that fund. The department head may assign custodial duties regarding the operation and maintenance of the fund to another employee, but the responsibility of proper custodianship remains with the fund’s custodian.

H. The Director of Finance and the department head will determine the designated amount of cash in a departmental petty cash fund.

I. The fund custodian shall be responsible for the following matters relating to the operation of the fund:

1. Safe and secure storage;
2. Keeping the petty cash fund separate from all other funds such as cash receipts, change funds and other petty cash funds;
3. Ensuring that each transaction is for the established purpose of the fund and that the disbursement is appropriate and an allowable expense;
4. Providing proper documentation to support each expenditure;
5. Replenishing the fund in a timely manner;
6. Notifying the Director of Finance or designee when establishing a separate fund, changing a custodian, changing the location of the fund, or changing the physical security of the fund;
7. Balancing the fund each time a disbursement is made or a minimum of once a month if no disbursements have been made;
8. Reporting non-balance of the fund in a timely manner to the Director of Finance or designee;
9. Reporting theft from the fund to the Director of Finance or designee;
10. The District will hold the petty cash custodian liable for misuse or mismanagement of the funds;

J. The fund custodian will be required to sign a statement indicating responsibility for the petty cash cost center.

K. A properly completed “Check Request Form for Disbursement of Petty Cash” (See Exhibit “B” for sample form) and acceptable documentation is required for cash reimbursement.

L. The check request form shall be properly completed and include signatures of the authorizing signatory of the cost center charged, receiving party and fund custodian; date; description and purpose of expenditure; the dollar amount; and the budget cost center to be charged. The authorizing signatory of the cost center charged and the fund custodian should be different persons. The disburser is responsible for ensuring the completeness and accuracy of the “Check Request Form for Disbursement of Petty Cash”.

M. The reimbursement request must be supported by proper receipts. The following types of receipts are acceptable:

1. Original, numbered receipts with the company name and address imprinted thereon, which includes an itemized listing or description of items purchased;
2. Copies of receipts mentioned above are acceptable but must be certified by the department head as a valid receipt, which has not been previously reimbursed;
3. Numbered or non-numbered receipts that do not have a company's or individual's name imprinted thereon, provided name and address of individual or company is included by person seeking reimbursement;

4. COD charge lists are acceptable only if they are marked paid and signed by the individual delivering the items, or stamped paid with a company stamp and signed by the individual delivering the items;

5. Register tape from cash registers that have the company's name and date of purchase at the top of the tape, and all items are circled and described by individual seeking reimbursement;

6. Hand-written paper receipts which contain a full name, address and telephone number of person from whom purchased, and is signed by this person (provided they are verified by the department head, and a full description is made as to why no other type of receipt mentioned above can be obtained).

N. The petty cash fund should be replenished by the custodian on or before the last day of each month if the disbursements made since the last time of replenishing exceed $100.00. The fund must be replenished on or before the last day of the fiscal year no matter what the amount of disbursements made.

O. Requests for replenishment of petty cash funds should be made on a check request by the fund custodian and submitted to Accounts Payable. The request is to be accompanied by the receipts received during the accounting period. A check from the District will be issued to the custodian of the fund. The check acts as reimbursement to the fund for authorized disbursements of cash.

P. The following control procedures are in place and will be utilized to safeguard the Petty Cash Fund:

1. Petty cash funds are subject to unannounced petty cash counts by the Business Office.

2. The department and Business Office will be responsible for the reconciliation of petty cash with the general ledger;

3. Segregation of petty cash cost center from other funds should be monitored departmentally;

4. Business Office should verify that the proper accounting entry is used at the time the fund is set up;

5. The department should submit the reimbursement cash receipt to the custodian;

6. Petty cash shortages should be reported immediately to the Director of Finance or designee who will notify the Executive Director.
Q. The Director of Finance or designee is responsible for ensuring that each petty cash fund is audited at least once annually. Departments will not be notified in advance. The purpose of the audit is to ensure that the funds are properly safeguarded. This would, in turn, enable an effective verification of cash held by the custodian with the official records.

3.16 PURCHASING

The District's Purchasing Policy establishes the guidelines under which all purchases are made. Under the provisions of this Policy, the Park District adheres to all requirements of Section 8-1(c) of the Park District Code and outlines

The Park District of Highland Park's Purchasing Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

3.17 PUBLICATION OF STATEMENTS OF RECEIPTS AND DISBURSEMENTS

The District is required to annually prepare and file with the County Clerk a statement of receipts and disbursements which complies with the guidelines described in the Public Funds Statement Publication Act (30 ILCS 15/0.01 et seq.).

3.18 REAL ESTATE EXEMPTION

For real estate owned by the District, a petition must be filed for each parcel with the Lake County Board of Review requesting that the real estate be removed from the tax rolls and that no tax bills be issued in the future. Annually thereafter and prior to January 31, the District must reaffirm that the property remains exempt from real estate taxes.

3.19 FIXED ASSETS CAPITALIZATION POLICY

The Park District of Highland Park recognizes its fiduciary responsibility for maintaining adequate control over the assets entrusted to the District’s care. Capitalization is intended to focus on the District’s financial reporting needs alone and is neither designed for nor particularly suited to maintain appropriate control over all assets including lower cost items. Other more effective and efficient means (e.g. equipment inventories and maintenance schedules) are used at the department level, rather than capitalization, for ensuring control over these lower cost items.

The Park District of Highland Park Capital Asset Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.
3.20 ATTENDANCE AND EXPENSES INCURRED BY BOARD OR STAFF MEMBERS AT CONFERENCES, SEMINARS, TRAINING INSTITUTES AND MEETINGS

Authorized travel or other expenses incurred by either the Board or staff members which are related to and pre-approved by the District shall be reimbursed upon documentation of such expenses in accordance with the following policy and IRS Publication 463:

A. In conjunction with the preparation of the budget and appropriation ordinance of the Park District for each fiscal year, the Park Board will determine the aggregate amount of funds to be made available for Commissioner attendance at meetings and conferences.

B. Prior to each approved meeting, the Park Board will designate those Park Commissioners who will attend the meeting.

C. The Board shall designate approved meetings which may include but are not limited to the following:

   1. Meetings sponsored by the National Recreation and Park Association which include park commissioners’ educational sessions.

   2. Meetings sponsored by the Illinois Association of Park Districts which include park commissioner educational sessions; and

   3. Meetings sponsored by the Illinois Park and Recreation Association, which include park commissioner educational sessions.

D. The Park District shall reimburse delegates for, or advance to delegates, the actual and necessary expenses incurred for travel to and attendance at approved meetings in accordance with IRS guidelines.

E. Entertainment Expenses "Directly Related To" Park District Business. "Directly related" expenses to be deductible (or reimbursable) expenses must be accompanied by an explanation for each occasion including:

   1. Amount and description of each separate expenditure. Incidental items, such as parking, taxi and telephone calls, may be aggregated on a daily basis.

   2. The time and place that entertainment was provided.
The Park District business purpose of the activity. A description of any business benefit derived or expected, and the nature of any business discussion with the person entertained.

3. The business relationship. Name(s) of person(s) entertained, titles, company affiliation or other identifying designations.

An original receipt or equivalent evidence must be attached to the expense report for each occasion of entertainment exceeding $25. Such documentation must clearly designate the business nature of the transaction and be relatable to the amount claimed in the time and expense report. In no event shall all or any portion of an expense related to the consumption of alcohol be reimbursed as an expense directly related to Park District business.

F. If a delegate indicates his intention to attend an approved meeting and subsequently notifies the Park District of his intention not to attend such meeting, or fails to attend such meeting, for reasons other than illness or emergency, the delegate shall reimburse the District in full for all expenses incurred or monies advanced by the District on behalf of the delegate in connection with such meeting, within thirty (30) days.

G. No money for expenses shall be advanced to any delegate nor shall any delegate be reimbursed, for any expenses incurred on behalf of any person other than such delegate, unless authorized in advance by the Park Board. No authorization shall be given for any such expense which is not related to the business and affairs of the Park District.

H. Delegates shall provide the Park District with a report of educational sessions attended at approved meetings, which shall contain a brief description of subject matter and recommendations or ideas pertinent to the operations of the Park District, if any.

I. Use of personal vehicles for District business shall be reimbursed at the current IRS determined auto expense reimbursement rate.
3.21 **REVENUE POLICY**

The Budget philosophy of the Park District is to provide a balanced budget that meets the overall leisure needs of the Highland Park community. This is accomplished by a combination of user fees and tax dollars. Due to the advent of tax caps the District is moving toward less of its revenue coming from tax dollars and more from user fees and other sources. The preponderance of surplus monies generated is for capital projects that the District deem necessary to meet the overall needs of all residents. These would include park development, infrastructure improvements, new equipment, equipment replacement and a variety of other capital expenditures. Each fund has different legal restrictions on whether the District can levy taxes for the fund’s purposes, and what those purchases may be.

The Park District of Highland Park Revenue Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

3.22 **BOND RATING POLICY**

The Park District of Highland Park shall determine on a case-by-case basis the appropriateness of seeking a bond rating on the issuance of general obligation debt under the prevailing market conditions.

3.23 **BOND POST-ISSUANCE COMPLIANCE POLICY**

It is necessary and in the best interest of the District to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for bonds or debt obligations of the District (each a “Bond” and, collectively, the “Bonds”), certain of which the interest on which is excludable from “gross income” for federal income tax purposes. Further, it is necessary and in the best interest of the District that (i) the Board adopt policies with respect to record-keeping and (ii) the Compliance Officer shall at least semi-annually review the District’s Contracts to determine whether the Bonds comply with the federal tax requirements applicable to each issue of the Bonds.

The Park District of Highland Park Bond Post-Issuance Compliance Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.
CHAPTER IV. PARKS

4.00 STATEMENTS OF PURPOSE AND AUTHORITY

It is necessary and in the best interest of the District to maintain sufficient records to

4.00.1 Statement of Purpose. It is the purpose of the Parks Department to maintain safe and attractive park and recreation areas and facilities for the enjoyment, through leisure-time activities, of the residents of Highland Park.

This department is responsible for various activities of the District, including park and open space maintenance, landscaping, building maintenance, planning, design, construction and natural areas management and restoration.

4.00.2 Statement of Authority. Park operations shall be governed by policies established by the Board.

4.01 LAND ACQUISITION

Statement of Purpose. It is the policy of the Board to consider acquiring land adjacent to existing District-owned or leased land or any piece of property that clearly is in the public's best interest to acquire.

4.02 NAMING OF PARKS

It is the responsibility of the Board of Park Commissioners to select names for new parks, buildings or facilities ("Park Property"), or when appropriate, to change the name(s) of Park Property of the District. This statement of policy is intended to define the method of naming or renaming Park Property and to outline the conditions governing the selection of names.

The Park District of Highland Park Policy for Naming or Renaming Parks, Buildings and Facilities is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

4.03 NEIGHBORHOOD PARK ADVISORY COMMITTEES

The Board may, from time to time, authorize the formation of advisory groups to give local insight on neighborhood matters. Such groups shall be referred to as Neighborhood Park Advisory Committees. These committees are formed as single purpose groups and when that purpose is accomplished, the committee is dissolved.

4.04 PARK USE POLICY REGULATIONS

The Park District of Highland Park Criteria for Use of Outdoor Athletic Areas is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.
4.05 PICNIC PERMITS

The District has developed a Park Use Permit, which allows for enjoyment of the parks while controlling overuse of popular locations. Certain locations have been designated as permit-required picnic sites. Groups of 12 or more persons wishing to reserve a picnic site at these designated locations must acquire a park use permit in advance. Park Use Permit may be requested no earlier than March 1 of the year during which the picnic will be held. (Resident group requests shall receive priority over nonresident group requests). In addition, throughout the District there are picnic sites, which may not require a permit. Use of these sites is on a first-come, first-served basis and no reservations are taken.

4.06 POLICY GOVERNING AGREEMENTS FOR THE COMMERCIAL USE OF PARK PROPERTY

4.06.1 Statement of Philosophy. A purpose of District ownership of land and facilities is to provide public open space and recreational services. Another purpose of the District to preserve natural features, vegetation, wildlife and landscape aesthetics for public enjoyment and the general environmental good.

4.06.2 Statement of Purpose. It is the policy of the Park District to require evidence of persons seeking permission for commercial use of District-owned, leased or controlled property ("Park Property") to show clearly that the applicant has made satisfactory arrangements to meet the various concerns of the Park District. These concerns include the following:

A. Protection of the environment and the physical condition of park lands, vegetation and facilities, including restoration of the site if required;

B. Minimized disruption of public use and public enjoyment;

C. Avoidance of public safety hazards, public nuisance and public health problems, including engaging the services of park and public safety personnel during park use if necessary;

D. Limiting the Park District's potential liability exposure; and

E. Reimbursement to the Park District for damage to Park Property.

4.06.3 Agreements. Persons seeking to use Park Property for commercial purposes (a "Commercial User") shall submit an agreement for such use on standard forms provided by the Park District. Applications for an agreement must be completed in full, and all other documentary evidence required therein must be provided, in order for consideration to be given to the agreement. Additional information and assurances may be required, and conditions or restrictions may be placed on the Commercial User's use, by the Park District, as appropriate to the particular application.
4.06.4 Fees. Further, it is the policy of the Park District to charge fees for commercial use of Park Property. Such fees are not to be considered in any way a release from responsibility on the part of the Commercial User for repair and full redress of any and all damages, injuries or other undesirable effects experienced as a result of the permittee’s use of Park Property. The fees charged for commercial use of Park Property shall be determined by the Board of Park Commissioners. These fees shall be reviewed periodically by the Board and are subject to change from time to time. Except as otherwise provided in this Manual, the entire fee must be paid prior to commencement of use.

4.06.5 Definition of Commercial Use. For purposes of this policy “commercial use” is use of Park District Property to generate income or profit, including without limitation use in giving private lessons, in the production of a film, video, still photograph or other product or item which is intended to be marketed, sold, conveyed or distributed for consideration, or which is intended to be used in connection with the sale of a product.

4.06.6 Waived or Reduced Fees. The Park District may, in the Executive Director’s sole discretion, waive or reduce the required agreement and/or fee with respect to commercial use under the following circumstances:

A. Where the use, or product derived or made from such use, is for educational or instructional purposes in Park District or local school programs;

B. The use furthers (directly or indirectly) or the proceeds from the sale or distribution of the product derived or made from such use are used in support of public park, recreation or conservation programs or purposes, or other public purposes;

C. The use or product of such use is made by a 501(c)(3), not-for-profit organization which is affiliated with the Park District or the majority of whose members are residents of the Park District;

D. The use is made by a local business for the production of a commercial film or video for viewing exclusively on a local cable television station;

E. The user donates or contributes something of at least equal value to the Park District;

F. The waiver or reduction of fee is otherwise determined by the Park Board to be in the best interests of the Park District.

4.06.7 Additional Charges. In addition to the foregoing fees, the Park District will charge for the consumption of labor or materials, as applicable, such as electricity, labor for clean-up, required security or supervision, and rental charges for any Park District equipment required by the Commercial User, at rates established by the Park District. Further, depending on the nature/duration of the proposed use, the Park District may require a security deposit.
4.06.8 Certificate of Insurance. Evidence of appropriate insurance which protects the District from all liabilities and damages arising in any way from the activities of the Commercial User, the Commercial User's contractors or the Commercial User's agents. The certificate of insurance shall indicate that the Commercial User, or its contractor(s) or agent(s), will have in effect during the entire period for which the permit is sought, public liability insurance of not less than $2 million, and property damage insurance of not less than $2 million. The insurance must be provided by a carrier acceptable to the Park District. The Park District (and, if the property is leased by the Park District, also the lessor) must be named as a primary, non-contributory, additional insured under the policy or policies of insurance. All such general liabilities policies shall contain standard separation of insured provisions.

4.06.9 Indemnification. Commercial users will be required to sign an indemnification/reimbursement agreement provision as part of the application agreement in substantially the following form:

[T]he Owner further agrees to indemnify and hold harmless and defend the Park District of Highland Park, and its former, current and future officials, agents, servants, employees, attorneys and insurers and/or successors in interest of any kind, for and from any and all claims, actions, omissions, losses, injuries, lawsuits, counterclaims, debts, dues, obligations, judgments, awards, demands, liens, expenses, attorneys' fees, costs and expenses and costs of litigation, expert witness fees and consultant fees, and liability for damages of any kind and causes of action of any kind and nature, whether known or unknown at this time, whether present or future or contingent, that are brought or filed against the Park District of Highland Park, or any of its former, current and future officials, agents, servants, employees and insurers and/or successors in interest of any kind, by any person or entity arising out of, relating to, connected with, or in any way associated with this Agreement. In the event that such a claim, action, cause of action or lawsuit is brought or filed, the Park District of Highland Park, and its former, current and future officials, employees, servants, agents, attorneys, insurers, and/or successors in interest sued thereunder, shall have the right to determine the attorney(s) of its, his, her or their choice to represent and defend their interests in any legal or administrative action, all at the Owner's expense pursuant to this Agreement.
4.07 AGREEMENTS FOR TEMPORARY CONSTRUCTION ACCESS ACROSS PARK DISTRICT PROPERTY

A purpose of District ownership of lands, beaches and water bodies is to provide public open space and recreational services. Another purpose of District ownership of lands, beaches and water bodies is to preserve natural features and natural processes, vegetation, wildlife and landscape aesthetics for public enjoyment and the general environmental good.

Portions of some properties near District property, particularly nearby lakefront properties, are difficult for their owners to reach. These owners may often be restricted from convenient access to carry out construction projects.

The District seeks to meet its public obligations in every way and also seeks to be a good neighbor where there is no conflict in meeting both aims. However, the use of park properties to reach nearby properties for construction purposes has the potential of causing environmental or public safety hazards, disrupting public use of park property, and causing damage to the facilities, lands, vegetation and other features of the particular park property or beach. Further, various design features of a park such as path surfaces, parking lots, etc., are engineered to sustain their normal public use and are not designed to withstand the weight or wear and tear typically experienced from trucks and general construction machinery.

In view of these considerations, it is the policy of the District to encourage property owners to pursue all possible other alternatives rather than consider access on or across park property for construction purposes.

4.07.1 Concerns. The District requires persons seeking permission for access on or across District-owned property to show clearly that the applicant has made full arrangements to meet satisfactorily the concerns of the District. These concerns include, among others, particularly the following:

A. Protection of the environment;
B. Minimal disruption of public use and public enjoyment;
C. Protection of the physical condition of park lands, vegetation and facilities; and
D. Avoidance of public safety hazards, public nuisance and public health problems.

4.07.2 Fees. The District charges a fee for any license or easement to use Park Property. Such fees are not to be considered in any way a release from responsibility on the part of the applicant for repair and full redress of any and all damages, injuries or other undesirable effects experienced as a result of the applicant's use of District property.
4.07.3 Testing. The applicant may be required to pay for any testing or sampling required by the District before, during or after the work where such testing and sampling is useful to give the District assurance regarding its concerns as described in Section 4.07.1.

4.07.4 Agreement Requirements. The applicant shall additionally be required to provide the District the following:

A. Evidence of ownership of the property on which the construction is proposed.

B. Evidence of appropriate insurance which protects the District from all liabilities and damages arising in any way from the activities of the applicant, the applicant's contractors or the applicant's agents. The easement or license agreement shall indicate that the applicant, or its contractor(s) or agent(s), will have in effect during the entire period for which the permit is sought, public liability insurance of not less than $2 million, and property damage insurance of not less than $2 million. The insurance must be provided by a carrier acceptable to the Park District. The Park District (and, if the property is leased by the Park District, also the lessor) must be named as a primary, non-contributory additional insured under the policy or policies of insurance. All such general liability policies shall contain standard separation of insured provisions or endorsements.

C. A letter of credit adequate in amount to cover probable damages, which amount is arrived at according to the best estimate of District staff and, in addition to the letter of credit, the easement or license agreement shall require the applicant to cover all costs incurred to repair or replace any facilities, trees or other features of the park property being used which are any way damaged by the work or as a result of the work either during or following construction.

D. Indemnification. Easement or license agreements will require an indemnification/reimbursement provision as part of the agreement in substantially the following form:
The Owner further agrees to indemnify and hold harmless and defend the Park District of Highland Park, and its former, current and future officials, agents, servants, employees, attorneys and insurers and/or successors in interest of any kind, for and from any and all claims, actions, omissions, losses, injuries, lawsuits, counterclaims, debts, dues, obligations, judgments, awards, demands, liens, expenses, attorneys’ fees, costs and expenses and costs of litigation, expert witness fees and consultant fees, and liability for damages of any kind and causes of action of any kind and nature, whether known or unknown at this time, whether present or future or contingent, that are brought or filed against the Park District of Highland Park, or any of its former, current and future officials, agents, servants, employees and insurers and/or successors in interest of any kind, by any person or entity arising out of, relating to, connected with, or in any way associated with this Agreement. In the event that such a claim, action, cause of action or lawsuit is brought or filed, the Park District of Highland Park, and its former, current and future officials, employees, servants, agents, attorneys, insurers, and/or successors in interest sued thereunder, shall have the right to determine the attorney(s) of its, his, her or their choice to represent and defend their interests in any legal or administrative action, all at the Owner’s expense pursuant to this Agreement.

E. Written assurance from the applicant that Park Property shall in no way be used to transport across, store on or assemble on any materials, equipment or items which could pose a danger or hazard for the public health or the environment. Written evidence from other adjacent or nearby property owners to demonstrate that they have been approached and are either ready or unwilling to participate in the work proposed if such would in any way be appropriate to the work (as, for example, is often the case in lakefront projects to prevent erosion or bluff slippage). This is to help minimize the necessity of repeated use of a parcel of Park Property for similar construction projects. To further encourage such single-time use adjoining neighbors may apply together and share the fees, though separate assurances of performance and responsibility shall be required.

4.07.5 Approval of Agreement. The Executive Director may approve an agreement being applied for after careful consideration and after hearing the recommendation of District staff. The staff shall make recommendations regarding each application after adequate time and information have been provided.

Nothing in this Policy shall imply that the District is bound make an agreement regardless of the information or evidence provided by the applicant.
4.08 **FRIENDS OF THE PARKS**

The Friends of the Parks is an honorary association established by the Board to recognize individuals who have reliably and consistently provided outstanding voluntary service on behalf of the Park District of Highland Park.

A. Recognition shall be conferred by majority action of the Board of Park Commissioners.

B. Recognition shall be for the life of the individual unless withdrawn by two-thirds action of the Board.

C. Nomination shall be upon the recommendation of two or more Commissioners or upon the recommendation of the Executive Director.

D. Persons nominated must have given documented positive and distinct voluntary service to the parks and recreation system of the District over a period of years and have worked on one or more projects, parks or programs for the District.

E. Persons accepting the honor of membership in Friends of the Parks may be called upon individually or together from time to time by the Board or the Executive Director to advise or otherwise assist the District.

F. No monetary benefit shall accrue to individuals upon whom membership in Friends of the Parks is bestowed.

4.09 **ENVIRONMENTAL POLICY**

4.09.1 **Statement of Philosophy.** The community and the Park District are increasingly aware of the environmental issues which affect the quality of life within the District. It is the intent of the Park District of Highland Park to assume a leadership role in the development and use of sound environmental policies, practices and educational opportunities.

By incorporating the following environmental principles and practices and by prescribing to our Statement of Philosophy, the Park District of Highland Park shall set a high standard of leadership and competency in maintaining and improving the quality of the environment.

4.09.2 **Environmental Principles.** The Park District of Highland Park will to the greatest extent practicable:

A. Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas.

B. Protect, enhance and interpret the historic natural resource heritage exemplified by Highland Park’s lakefront, ravines, bluffs, prairie remnants and woodlands.
C. Design, develop and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing utilities in the most efficient manner possible.

D. Encourage recycling practices that utilize renewable resources and minimize the use of nonrenewable ones.

E. Practice integrated pest management which reduces or eliminates the District's dependence on pesticides.

F. Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.

G. Function as a role model within the community by actively promoting public awareness and educational programs which encourage environmentally sensitive lifestyles.

4.09.3 Environmental Practices.

A. The District may develop relationships and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and/or managed. Some examples of these types of relationships are:

1. Habitat preservation and restoration at Highmoor Park with the Illinois Nature Preserves Commission and the Volunteer Stewardship Program.

2. Management and operation of public open spaces through agreements with the City of Highland Park, School District 112, and cultural and historic committees, commissions and societies.

B. The District will plan and construct, using the latest available information, new and renovated open space areas and facilities. These projects will not unduly negatively impact the environment and will conserve soil, water and energy resources and protect indoor and outdoor air quality.

C. The District has determined that it is in the best interest of the health, safety and welfare of persons using District buildings, vehicles and outdoor parks that smoking be prohibited. The prohibition on smoking in outdoor parks shall exclude areas on golf courses within the area of play.

1. Buildings. Smoking is prohibited in all buildings owned or controlled by the District, and within 15 feet of any entrance, window that opens or ventilation intake for any such building.
2. **Vehicles.** Smoking is prohibited in all motor vehicles owned, leased or otherwise used by the Park District of Highland Park.

3. **Signs.** "No Smoking" signage shall be appropriately posted in all public areas of the District.

D. The District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:

1. Select appropriate plant species and their proper location.

2. Use of preventative maintenance procedures.

3. Promote early detection of problems.

4. Utilize, where possible, natural control methods.

5. Test for better application methods.


Where and when pesticide use is necessary, the standardized and uniform procedures for the application and safe handling of pesticides will be adhered to.

a. **Administration.** The District will comply with the Federal Insecticide, Fungicide and Rodenticide Act and the Illinois Department of Agriculture regulations governing the use of pesticides. Compliance includes state certification of all employees involved with the implementation of this program.

b. **Education.** Staff will participate in training sessions sponsored by affiliated park professional organizations designed to improve the supervision, safe handling and application of pesticides.

c. **Characteristics.** Pesticides used by the District in the form of herbicides, insecticides or fungicides will be of the "General Use" classification. "Restricted Use" pesticides are prohibited.

d. **Notification.** Pesticide application notices will be posted 24 hours prior to the treatment and will remain up until 24 hours after completion of treatment. Posting will otherwise comply with Illinois EPA requirements for the application of pesticides.

e. **Application.** General use pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage and disposal.
f. Calibration of equipment and application rates will be according to manufacturer's recommendations so that minimal amounts of pesticides are applied.

g. Tot lots and playground areas will be excluded from herbicide application.

E. The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its dependence on nonrenewable ones.

Achievement of the following objectives will be targeted:

1. Maximize aluminum and plastic collection at all indoor facilities and expand collection to all developed parks.

2. Increase paper collection by recycling newspapers and all office paper types at indoor facilities.

3. Continue recycling of trees as wood chips and firewood.

4. Compost all leaves, grass, aluminum, plastic and other landscape materials.

5. Maximize used oil collection.

6. Incorporate glass recycling at all indoor facilities and developed parks.

7. Use recycled paper to the greatest feasible extent.

8. Use recycled products, such as Durawood, biodegradable bags, recycled paper, etc., in all feasible situations.

9. Continue the use of paper products in place of Styrofoam or plastic and phase out environmentally damaging products.

10. Recycle batteries, antifreeze and freon whenever feasible.

F. Comply with all other applicable federal, state and local regulations and guidelines.

G. The Park District will attach this Environmental Policy to all bidding documents for all contractors and commercial users engaged in business with the Park District and will be required to comply with this Policy.

H. The District has assumed and will continue an environmental leadership role for public and private agencies by participation in the Model Community Program.
The District will encourage other park districts and affiliated agencies to adopt similar policies and become responsible environmental stewards.

4.10 OPENING AND CLOSING HOURS FOR PARKS AND PROPERTIES OWNED OR CONTROLLED BY THE PARK DISTRICT OF HIGHLAND PARK

A. District property shall be open to the public except at such time or times as provided by or determined in accordance with this paragraph. District property or any part or parts thereof shall be closed to the public during the hours and at such time or times as determined from time to time by the Board.

B. The District may close District property, or any part or parts thereof, to the public whenever the District in its judgment determines that such action is necessary to protect the public health and safety.

C. No person shall use, occupy or be or remain upon any District property or leave any personal property in or upon any District property after closing hours unless special permission therefor has first been obtained from the District.

4.10.1 Summer Season

All parks and properties owned or controlled by the Park District will open at 6:00 a.m. and will close at 9:00 p.m. during the summer season, April 1-October 31, except for the following:

Park Avenue Boating and Fishing Area: gates will remain open until 10:30 p.m. for boating and fishing activities.

Sunset and Danny Cunniff Parks will remain open until 10:30 p.m. for athletic programs.

Rosewood Beach will remain open until 10:30 p.m. for beach use.

4.10.2 Balance of the Year

All parks and properties owned or controlled by the Park District will be opened at 6:00 a.m. and will close at sunset from November 1- March 31.
CHAPTER V. GENERAL POLICIES

5.00 RESIDENCY

A person shall be considered a resident when he lives within the corporate boundaries of the Park District of Highland Park or provides proof of current ownership of property within those boundaries.

5.01 FEES AND CHARGES

Specific resident and nonresident fees are established annually by the Park Board for facilities such as Deer Creek Courts, Centennial Ice Arena, Walter E. Heller Nature Center, Sunset Valley Golf Course, Highland Park Golf Learning Center, Hidden Creek AquaPark and Park Avenue Boating Beach.

For recreation programs, nonresidents may be required to pay a maximum of 50% higher than the resident rate. Fees will be formulated based on demand, market competition, program expenses, new program initiatives, etc. In programs offered in cooperation with School District 112 and School District 113, such as High School Feeder programs, those participants who attend or will attend schools within these Districts may be charged resident rates. In high demand programs where a lottery comes in to effect, priority will be given to Park District residents.

5.02 PROGRAM GOALS AND EVALUATION

The District will, on a seasonal basis, distribute evaluations to program participants and/or staff to gain feedback on District operations to be improved, maintained or added. Evaluation of District services may, however, be conducted at any time deemed necessary. In addition, each fund center will establish functional descriptions and goals which will be reviewed annually at the time of budget preparation.

5.03 REFUNDS OF DISTRICT PROGRAM FEES

5.03.1 Recreation Program Refunds

Refunds are given to program registrants under the following specific policy guidelines. This Policy applies to all programs offered by the District including those at Sunset Valley Golf Course, Deer Creek Courts, Centennial Ice Arena and Heller Nature Center.

5.03.1.1 General Guidelines. Refunds will be issued as follows:

A. Refunds will be issued in check form to all registrants who paid the fee by check, cash or money order. Refunds take approximately two weeks. Credit card refunds will be issued to the credit card holder's
account.

B. Refund checks shall be issued in the name of the program registrant, regardless of who initially paid the fee.

C. No refunds are given for season passes.

5.03.1.2 Refund Categories. The following situations allow for a refund to be awarded:

A. Program Canceled or Status Changed

A full refund of the registrant's fees will be given if the program is canceled due to lack of enrollment.

B. "Good Time Guarantee" Policy

A full refund under the stated policy as follows:

At the Park District of Highland Park, we are committed to providing the public with high quality recreation programs. Our residents are important to us and we feel they deserve quality at all times. We are so confident that our recreation programs provide high quality and enjoyment that we are backing it with a policy called the "Good Time Guarantee." Our promise and policy is as follows: The Park District of Highland Park will give you a full refund if requested by the beginning of the third class if you are unsatisfied with the quality of instruction, your child's inability to adapt emotionally in the class, or the skill level is not appropriate for the participant.

Guidelines
1. Participant must attend the first two classes of the program.
2. The "Good Time Guarantee" Refund Form must be filled out appropriately and received prior to the third class meeting. Forms are available at the front desk of all Park District facilities. The Park District will not fax, mail or e-mail copies. Upon receiving your completed form before the third class we will process a full refund of your paid fees.

C. Refund Policy

Except as provided in the "Good Time Guarantee Policy" above the Park District will grant a full refund of program fees as follows.

1. In order to receive a refund, a Refund Request Form must be obtained from a Park District facility. (This form must be returned in-person to the appropriate facility where the participant's program is held.) THE PARK DISTRICT WILL
NOT FAX, MAIL OR E-MAIL COPIES.

2. The amount of the refund shall be determined in accordance with the then current administrative policy establishing service charges for cancelled registrations.

3. Refund requests must be received by 5:00 p.m. the business day prior to the start of a program. NO REFUNDS WILL BE ISSUED AFTER THIS DATE, NO EXCEPTIONS!

4. In the event that a Park District class is canceled due to lack of enrollment or a registrant is placed on a wait list, a full refund will be issued.

D. Prorated Refund

If the program is canceled after some sessions have been held, a prorated refund shall be given based on the number of sessions held at the time of the cancellation. No service charge will be assessed.

E. Class Closed

When a program fills, the registrant is placed on the Waiting List for that program. If space does not become available, then a full refund will be issued.

F. Illness

A refund may be given in the case of illness substantiated by a doctor's certificate. If the illness occurs after the start of the program, a prorated refund will be given based on the number of sessions held at the time the request for a refund is received. Participants who, due to illness, are unable to attend individual sessions of a program are not eligible for a refund.

G. Moved

A refund may be given in the case where a program registrant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the program, a prorated refund will be given based on the number of sessions held at the time the request for a refund is received.

H. Double Registration

Refunds or transfers are not issued if two or more first-choice registrations are submitted for the same participant for the same program or a different section of the same program or when a participant is registered for two or more programs that meet at the same time, same day. These are considered double registrations.
I Special Circumstances

Refunds for reasons other than the aforementioned are considered special circumstances, are evaluated on a case-by-case basis and are subject to approval by the Executive Director.

5.03.2 Room Rental Refund

A. When a room rental is requested, a three part form "Application for Rental/Use" is initialed by the reservation clerk, facility supervisor, and the Executive Director.

B. The pink copy is mailed back to the applicant; the yellow copy is held by the reservation clerk until the function is over; and the white copy is held in the business office.

C. After the rental has taken place, a room rental/room condition form is filled out by the building supervisor, signed by the applicant, and returned to the reservation clerk.

D. The yellow copy of the room rental refund form together with the room rental/room condition form is checked by the building superintendent and then sent to the business office.

E. The white and yellow copies of the room rental form are stapled together with the room rental/room condition form and given to the accounts payable clerk for processing the damage deposit refund check and mailing.

5.03.3 Picnic Permit Refunds

A. A picnic permit is filled out by the applicant and given to the reservation clerk. The pink copy of the form is sent to the applicant after being approved by the director of parks. The reservation clerk files the yellow copy in the picnic rental book; the white copy and fee are sent to the business office and entered into the system by the accounts receivable clerk.

B. After the function has taken place the park ranger checks the park for excessive litter or any damage. If no damage has occurred the reservation clerk initials a check request.

C. The check request is signed by the parks director and sent to the business office where the accounts payable coordinator will process and mail the damage deposit refund check.
5.04 REGISTRATION

The following Park District registration policies are detailed in the District’s seasonal and specialty brochures.

A. Priority Registration

The goal of the Park District of Highland Park is to serve as many residents as possible within our means. We want to give residents who do not get into a program an opportunity to be in the program the following season. The priority registration is described below. Providing that lottery deadline and age requirements are met, residents placed on a wait list for their first choice will be given an opportunity to receive priority registration for that section of the program for the following season. This applies only to the fall or winter wait lists and for those who have not been in the class in the school calendar year.

1. This applies only to residents who register by the fall and winter lottery deadlines and are the appropriate age.
2. Applies only to non-skill oriented recreation programs and entry-level skill classes. Priority registration does not apply to tennis, golf, gymnastics, ice skating, swimming and dance.
3. The priority registration will be for the class on the same day and time the next season only.
4. Registrants who are on a wait list who have participated in any section of a program in a school calendar year of the same title will not receive priority registration.
5. The Park District notifies the patrons receiving priority processing for the next season’s registration by mail prior to that season’s registration period.
6. Priority is not given to registrants who are placed in a class and use our “good time guarantee” policy or receive a refund or transfer from the class. Priority registration is applicable only for the fall and winter wait list. Spring and summer wait lists are not given priority.

B. ADA Accommodation

The Park District functions in accordance with the Americans with Disabilities Act. ADA accommodation information is detailed in the District’s seasonal and specialty brochures.
PHOTOGRAPHY

On occasion, the District staff may take photos of program participants or people using the parks and facilities. These photographs are for District use in such areas as the brochure, slide shows, pamphlets or flyers. Before using a person’s image to promote any District programs, activities, or events for which a fee is charged, the District should obtain the written consent of that person or his/her authorized representative.

ACCIDENTS

The Park District of Highland Park has a detailed safety manual outlining procedures to be followed both in the case of an accident and to maintain a loss prevention program.

BUILDING USE POLICY

5.07.1 Rental Policy. Park District classes and Park District sponsored activities receive priority in the availability and scheduling of facility hours. Only after the Park District programs have been accommodated will rental hours be made available to individuals, not-for-profit organizations and profit organizations. Further, resident applications will have precedence over nonresident requests as outlined below.

A. Processing Sequence

1. Resident Individual Application
2. Resident Not-For-Profit Organization Application
3. Resident For Profit Organization Application
4. Nonresident Individual Application
5. Nonresident Not-For-Profit Organization Application
6. Nonresident For Profit Organization Application

B. Types of Rental Usage

1. One Time Only Request. Request is for usage for one date only. Typically includes rentals for birthday parties, anniversary parties, etc. Application may only be made 90 days in advance of requested date.

2. Permanent Weekly. Request is for usage each week for four or more consecutive weeks. Typically used by groups for basketball play, etc. See regulations below.*

3. Permanent Monthly. Request is for usage once a month for three or more consecutive months. Typically used by neighborhood associations, mosquito abatement, etc.*
Permanent weekly and permanent monthly rentals are scheduled according to the Park District's four yearly class sessions: January-March; April-May; June-August; September-December.

C. Residency Policy for Room Rental

1. If the rental is for the purpose of an event concerning a minor, the rental applicant must be the parent/guardian of that child.

2. A resident may not be the applicant and/or payee for a room rental for a nonresident.

3. Second party payments are not accepted.

4. A rental permit shall be denied or revoked due to the material inaccuracy or falsification of information, misuse of property, misconduct of individuals or failure to comply with facility/center and Park District rules and regulations. Rental payment will be forfeited to the Park District and future permits will not be issued to group or individual(s) involved.

5. Proof of residency in the form of either an Illinois Driver’s License, Real Estate Tax Bill or Illinois State ID is required.

5.07.2 Application for Facility Reservations

A. Application

1. The Park District “Application For Rental/Use” form must be completed and all the rules and regulations as stated on that form apply. Additional rules and regulations specific to the facility requested may be attached to the "Application For Rental/Use" forms and all regulations as stated on the attached addendum apply.

2. The full amount of rental fees, including damage deposit, is due upon application and must be submitted with the application form. Upon request, staff can prepare a written invoice for a group prior to their first date of use. This invoice would provide the user with the necessary documentation to prepare payment prior to usage.

3. Animals Present at Private Parties. Those people having parties in Park District buildings may not bring animals onto the premises as part of the entertainment or for any other reason unless deemed necessary as a function of daily living.

B. Approval

1. Applications will be received by the receptionist at each facility and
reservation will be entered on the calendar.

2. The application will be forwarded to the center supervisor and department head for review.

3. Upon approval a confirmed copy of the rental use form will be issued to the applicant.

C. Denial of Application. An application may be denied for reasons including but not limited to the following:

1. The function presents a conflict of interest with Park District programs and events.

2. The function unduly interferes with the general public enjoyment of the community center facility.

3. The function presents a clear and present danger to the health and safety of the community.

4. The function is of such nature or duration that it cannot be reasonably accommodated at the facility for which applied.

D. Cancellation

1. For one-time rentals, an individual or group must come in person and sign their rental permit "canceled" at least 10 working days prior to the reserved date. Upon such written notice, a 90% refund of fees will be granted. If individual or group cancels less than 10 working days prior to the reserved date, any fees paid to the District shall be forfeited.

2. For permanent weekly or permanent monthly rentals an individual or group must come in and sign their rental permit "canceled" at least 20 working days prior to the reserved date(s). Upon such written notice, a 90% refund of fees paid will be granted. If the individual or group cancels less than 20 working days prior to the reserved date, any fees paid to the District shall be forfeited.

3. The Park District reserves the right to cancel a facility rental permit within 10 working days after issuance.

E. In the event that a request for facility use at a time other than the facility's normal operating hours is approved, additional per hour charge will be assessed to cover supervision costs. Permission for extended hours is subject to availability of supervisory/custodial staff.
5.07.3 Not-For-Profit Policy

A. All groups whose applications for building rentals are approved, including not-for-profit, are assessed an hourly rate according to the rate schedule. The Executive Director may charge a reduced rental rate (per schedule) or waive all or a portion of full rental fees for fund-raising events where such use is not incompatible with the normal operation of the building.

B. If uncertainty exists as to whether a group qualifies as a not-for-profit organization, the Park District reserves the right to request 501(c)(3) not-for-profit status verification.

C. Fund-raising functions for 501(c)(3) not-for-profit organizations require approval from the Executive Director. A cover letter stating the purpose and activity planned and the "Application for Rental/Use" form must be submitted. Confirmation of the request will be issued a maximum of 90 days prior to the requested date.

D. Room rentals will not be granted to political or campaign organizations so that the Park District may avoid the appearance of using public property to promote or advance any particular candidate or proposition to be placed on the ballot.

5.07.4 For-Profit Organization Policy. Park District facilities may be utilized for fund-raising community events upon approval by the Board of Park Commissioners. A cover letter stating the purpose and activity planned and the "Application for Rental/Use" form must be submitted for approval. Confirmation of the request will be issued a maximum of 90 days prior to the requested date.

5.07.5 Room Availability and Rates

A. West Ridge Center (WR) rooms for rent include: the Multipurpose Room, Gym, The Studio, Kiddie Corner, Toddlin' Town, The Depot, Club Quarters, Port West Ridge, Board Room and the Kitchen.

B. Recreation Center of Highland Park (RCHP) rooms for rent include: Multipurpose Rooms 101 and 102, and Gymnasiums 1 and 2, the swimming pool, and other rooms as mutually agreed.

C. Heller Nature Center (HN) rooms for rent include: the Multipurpose Room and Classroom.

D. North Shore Yacht Club (PA) the indoor facility and surrounding deck are rented together.

E. Rosewood Beach: the multi-purpose building
F. Centennial Ice Arena
G. Deer Creek Tennis Courts
H. Hidden Creek AquaPark
I. Sunset Valley Clubhouse
J. Highland Park Golf Learning Center: miniature golf course and patio.

K. Rates. Rates for the various facilities are set on an annual basis and approved by the Park Board.

5.07.6 Model Community. The Park District is a Model Community. All rentals are expected to utilize recyclable products and to dispose of them in the receptacles provided in accordance with the Park District's Environmental Policy.

5.08 ALCOHOLIC BEVERAGES

It is the policy of the District that there are times when it would be appropriate and desirable to permit the sale, delivery and/or consumption of alcoholic beverages for use on a limited basis by persons attending organized group functions within buildings owned or controlled and operated by the District. Permission for such use may be given in accordance with all the provisions of Ordinance 83-3 - An Ordinance to Provide for Authority for the Sale and Delivery of Alcoholic Liquors on the Premises of Property Owned or Controlled and Operated by the Park District of Highland Park; Also, To Amend the District's Conduct Ordinance in Relation Thereto. This policy highlights the provisions of Ordinance 83-3.

5.08.1 Location. The sale, delivery and/or consumption of alcoholic beverages may be permitted within the following buildings:

A. Heller Nature Center
B. North Shore Yacht Club
C. Sunset Valley Golf Course
D. Rosewood Beach
E. Recreation Center
F. Deer Creek Tennis Courts
G. Centennial Ice Arena
H. West Ridge Center

5.08.2 Permit. A special permit is required in order for persons to exercise the privilege of having alcoholic beverages.

A. The permit application must be filed 60 days prior to the date intended for the function.

B. The application must be fully completed. An incomplete application will be rejected and must be resubmitted.

C. The applicant, or if a corporation or non-profit group then the designated representative, must be 21 years of age or older.

D. Certificate of Insurance. The applicant must present a Certificate of Insurance to the Park District one week before the event.

1. If the applicant is serving alcohol a Certificate must be obtained in the amount of one million dollars host liquor insurance listing the Park District as the additional insured.

2. If the applicant is selling alcohol a permit for a 24-hour liquor license must be obtained from the City of Highland Park and a Certificate of Insurance in the amount of one million dollars liquor liability must be obtained in addition to listing the Park District as an additional insured.

E. The applicant agrees to abide by all conditions of the permit application.

5.08.3 Compliance with Applicable Laws. All permit holders and attendees at approved functions shall strictly abide by all applicable state and local laws, policies, rules and regulations governing the sale, delivery, possession, use and consumption of alcoholic beverages.

5.08.4 Indemnification/Hold Harmless. Each applicant must sign a hold harmless agreement which fully indemnifies and holds harmless the District and any related persons or agencies from and against all claims, liabilities, injuries, losses and costs.

5.08.5 Fees. The applicant must pay all the required fees within 10 working days of approval of the permit application by the Executive Director or else the application will be considered void and the applicant must resubmit a permit application if the function is still desired.
SMOKING IN DISTRICT BUILDINGS AND VEHICLES

The Board has determined that it is in the best interest of the health, safety and welfare of all to make District buildings and vehicles smoke free.

5.9.1 Buildings. Smoking is prohibited in all buildings owned or controlled by the District and within 15 feet of any entrance, window that opens or ventilation intake for any buildings.

5.9.2 Vehicles. Smoking is prohibited in all motor vehicles owned, leased or otherwise used by the Park District of Highland Park.

5.9.3 Open Areas. Smoking is prohibited in all areas of the District property with the exception of Sunset Valley Golf Course.

POLICY FOR THE ACCEPTANCE OF FIELDWORK STUDENTS FROM NRPA ACCREDITED INSTITUTIONS

The District will permit park, recreation, leisure and conservation fieldwork by students from universities and colleges which:

A. Have submitted formal application for NRPA accreditation, or

B. Have received accreditation for their baccalaureate or master's program.

By adopting this Policy the Board is publicly affirming the importance of quality education for future practitioners in the public park and recreation profession. The need to maintain high standards in education for professional is hereby recognized by this Board.

Applicants will be considered on an individual basis.

PROFESSIONAL CERTIFICATION

Professional certification is a desirable element of employment with the District and preference will be given to those management employees who have attained certification.

EQUAL OPPORTUNITY EMPLOYER

The Park District of Highland Park is an equal opportunity employer.
5.13 COMPREHENSIVE BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES POLICY.

The Comprehensive Bloodborne Pathogens and Infectious Diseases Policy is in the Personnel Policy Manual.

5.14 SURPLUS PROPERTY

The District regularly identifies and disposes of surplus equipment and materials in accordance with statutory requirements.

5.15 FLEET SAFETY POLICY


5.16 ALCOHOL AND DRUG ABUSE POLICY

The Alcohol and Drug Abuse Policy is in the Personnel Policy Manual.

5.17 PROHIBITED HARASSMENT

The harassment policy is in the Personnel Policy Manual.

5.18 DRUG-FREE WORKPLACE ACT POLICY

The Drug-Free Workplace Act Policy is in the Personnel Policy Manual.

5.19 GUIDELINES FOR THE ABUSED AND NEGLECTED CHILD REPORTING ACT


5.20 PERSONNEL POLICY MANUALS

The Manager of Human Resources, under the guidance of the Executive Director, shall develop and maintain procedures to insure the distribution of an appropriate Personnel Policy Manual to every full-time and part-time employee of the District. All employees are required to sign an acknowledgement confirming that they have received, and are required to read, the Manual.

5.21 COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT

The Park District of Highland Park FOIA Policy is incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.
The Park District of Highland Park is committed to meeting the park and recreational needs of the community and values citizen input. The Park District may gather input from citizens in several ways. It is the policy of the Park District to conduct a comprehensive needs assessment of the community at least once every ten years. A firm specializing in statistically valid surveys will conduct this assessment. It will be done using the mail, telephone, the Internet or other manner as appropriate.

Advisory Committee
Advisory committees, upon which residents and program participants sit, are established for a variety of activities as described in section 2.05. These committees may be both standing and ad hoc.

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.

Neighborhood Meetings
Neighborhood meetings are held to provide an opportunity for input about parks and facility improvements. Residents who typically use a park or facility will be invited to attend.

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

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.

The Park District of Highland Park encourages the use of volunteers, where appropriate, to supplement and assist staff. The Human Resources Manager shall provide a general volunteer manual for use by various departments in orienting and managing volunteers. Departments may elaborate on these materials with other information specific to the volunteer's tasks. In all cases volunteers will undergo a criminal background check and other appropriate screenings, be provided with necessary equipment and training, and be recognized for their contributions to the District.
ADA GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Park District of Highland Park.

5.24.1 The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

5.24.2 The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Liza McElroy
ADA Coordinator and Executive Director
636 Ridge Road, Highland Park, IL 60035

5.24.3 Within 15 calendar days after receipt of the complaint, Liza McElroy or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Liza McElroy or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Park District of Highland Park and offer options for substantive resolution of the complaint.

5.24.4 If the response by Liza McElroy or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Director or his designee.

5.24.5 Within 15 calendar days after receipt of the appeal, the Director or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

5.24.6 All written complaints received by Liza McElroy or her designee, appeals to the Director or her designee, and responses from these two offices will be retained by the Park District of Highland Park for at least three years.
IDENTITY PROTECTION POLICY

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the “Act”), which requires all local governmental agencies to draft and approve an identity protection policy. In conformance with the provisions of said Act:

5.25.1 All employees who have access to social security numbers in the course performing their duties shall be required to attend training on the protection of confidentiality of social security numbers. The training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

5.25.2 Only employees who are required for the performance of their essential job duties to use or handle information or documents that contain social security numbers may access such information or documents.

5.25.3 Any request for social security numbers from individuals shall be done in a manner that allows the social security number to be easily redacted if a document is required to be released as part of a public records request.

5.25.4 Any request for social security numbers from individuals shall include a statement of the purpose or purposes for which the social security number is being collected and used. The Park District’s Statement of Purpose may be acquired from the Park District’s administrative office.

5.25.5 A written copy of this policy shall be filed with and maintained on file by the Board Secretary of the Park District of Highland Park.

5.25.6 This policy shall be made available to any member of the public upon request.

5.25.7 Violation of the provisions of this policy by employees of the Park District of Highland Park shall be grounds for discipline up to and including dismissal.
CHAPTER VI-A. RECREATION SECTION A RECREATION

6.00 STATEMENTS OF PURPOSE AND AUTHORITY

6.00.1 Statement of Purpose. To provide a comprehensive, year-round recreational program, which meets the needs of the individuals and segments of the population, that comprise the neighborhood, community and city and which makes the public a partner in the process.

To provide positive recreational experiences which contribute to the individual's physical, social, emotional, cultural and educational growth in order to enrich the quality of life. Respect for the dignity and self-worth of every individual shall be of paramount importance.

To coordinate leisure programs whenever financially and philosophically feasible with other community organizations to provide the maximum opportunity for leisure services throughout the community. Other community organizations with which the District may coordinate activities may include, but are not limited to, the schools, voluntary agencies, religious organizations, local commissions, associations and affiliate organizations.

To develop qualified staff to promote and expand interest in leisure-time programs which reflect concern for the personal worth of every individual from every segment of the District.

6.00.2 Statement of Authority. Recreation services shall be operated and maintained in accordance with policies and procedures established by the Board.

6.01 FEES AND CHARGES

Resident and nonresident fees are set in accordance with the policy outlined in Chapter V, 5.00, Residency.

6.02 EMPLOYEE USE OF PROGRAMS AND FACILITIES

It is the intent of the Board to make its programs and facilities available to full-time, regular employees and members of their immediate family (spouse and dependent children under age 21) at no cost. Employees, Board Members and their family members may not displace a member of the public nor participate in contractual programs. Regulations concerning the use of facilities will be established and reviewed by the Board annually.
6.03 **GRANT-IN-AID**

Grant-in-Aid may be awarded to District residents for designated recreation programs based upon need, contingent upon the Board appropriation of necessary funds. Eligibility for grant in aid shall be determined by reference to the requirements established from time to time by the Board of Park Commissioners and made available at the Park District’s administrative offices.

6.04 **SENIOR CITIZENS**

Resident Senior Citizens, 65 years of age and over, pay 85% percent of the normal registration fees for recreation programs.

Reduced daily and season privilege and membership fees are set annually by the Board for the golf, tennis and fitness facilities and the Recreation Center.

These reduced fees do not include excursions such as Day Away Tours, special activities at the facilities or contractual programs.

6.05 **COOPERATIVE AGREEMENTS**

It is the policy of the Park District of Highland Park to enter into mutually beneficial agreements with other public and/or private organizations to provide programs and facilities for the community.

6.06 **RELATIONSHIP WITH AFFILIATED AND SPONSORED ORGANIZATIONS**

**General Statement.** Certain Park District activities or programs can best be conducted by special interest organizations, hereafter referred to as affiliated or sponsored clubs. The District shall determine the activities best provided through this programming method and further define the relationships that shall exist between these clubs and the District. The following guidelines are intended to provide a clear understanding of the District's relationship to these organizations and a system of reporting to insure conformity to District recreational standards.

Under no circumstances shall any sponsored or affiliated club utilize any facility to the complete exclusion of the general public.

**6.06.1 Affiliated Organizations.** These organizations would not normally use District staff and administration services, but may, through special request, use District facilities.
6.06.2 Guidelines for Affiliated Organizations

A. All activities of affiliated organizations must be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District, subject to membership fees and general membership requirements. In such instances, where membership applications exceed the club's ability to handle such membership, the District, in conjunction with club officials, will determine the method of membership selection.

B. The District shall provide such services and/or facilities to accommodate the activities of these affiliated organizations commensurate with existing programs offered by the District. However, if the scheduled activity requires that the District bring in a supervisor or custodian to open the facility, or if added fieldwork must be completed, a reasonable charge will be assessed to the affiliate. This is in keeping with District policy governing the facilities.

C. Each affiliate must have a constitution and/or bylaws which shall be submitted for review and approval by the District.

D. If a membership fee is required to join the affiliated organization, those fees may be deposited in a separate account under that organization's name; however, an annual financial statement shall be provided to the District no later than March 31 of each calendar year.

E. Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the affiliated or sponsored organization's separate account.

F. Any work done by the Parks Department of the District on behalf of any affiliated or sponsored organization will be restricted to District limits.

G. If the affiliate's maintenance standards are higher than the District's standards, that organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
6.06.3 **Sponsored Organizations.** These organizations provide their own basic leadership and delegate functions to the membership. The District provides, on a limited basis, staff, facility and administrative services in the planning and operational functions of the recreational activity. In some instances, the District provides limited financial assistance to sponsored organizations.

6.06.4 **Guidelines for Sponsored Organizations**

A. All activities of sponsored organizations must be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District, subject to membership fees and general membership requirements. In such instances, where membership applications exceed the club's ability to handle such membership, the District, in conjunction with club officials, will determine the method of membership selection. The extent of participation by non-District residents in the organization shall be approved by the District.

B. The District shall provide such services and/or facilities to accommodate the activities of these sponsored organizations commensurate with existing programs offered by the District. However, if the scheduled activity requires that the District bring in a supervisor or custodian to open the facility or if added fieldwork must be completed, a reasonable charge will be assessed to the organization. This is in keeping with District policy governing the facilities.

C. Administrative guidance will be provided by the District but direct leadership will be provided by the organization's membership. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District.

D. Each organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.

E. All public mailings and publicity by the organizations must meet with District standards and must state sponsorship by the Park District of Highland Park.

F. The District shall approve, on an annual basis, all fees for membership and events. All fees shall be deposited in the organization's account in accordance with accepted District standards.

G. If a membership fee is required to join the organization, those fees may be deposited in a separate account under that organization's name; however, an annual financial statement shall be provided to the District no later than December 31 of each calendar year.
H. Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the affiliated or sponsored organization's separate account.

I. Officers and leaders of sponsored organizations shall qualify as additional insureds under the District's liability insurance program.

J. Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.

K. Any work done by the Parks Department of the District on behalf of any affiliated or sponsored organization will be restricted to District limits unless authorized.

L. If the organization's need for maintenance standards are higher than District standards, that organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.

M. The District will not provide storage space for any affiliated or sponsored organization unless requested by the organization and approved by the Park District.

6.07 NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

The District shall work cooperatively with the Northern Suburban Special Recreation Association to provide recreation programming which will meet the needs and interests of all individuals.

6.08 PROGRAM GOALS AND EVALUATION POLICY.

The District will, on a seasonal basis, distribute evaluations to program participants and/or staff to gain feedback on District operations to be improved, maintained or added. Evaluation of District services may, however, be conducted at any time deemed necessary. In addition, each fund center will establish functional descriptions and goals, which will be reviewed annually at the time of budget preparation.
6.09  STATISTICS POLICY

The District will, on a regular basis, maintain statistics for recreation programs, to be used in planning for improvements to current programs, and the addition of new programs.

6.10  SEVERE WEATHER AND LIGHTNING PROCEDURE

The Severe Weather and Lightning Procedure is described in the Park District of Highland Park Code of Conduct.

6.11  BEHAVIOR MANAGEMENT POLICY AND PROCEDURES

It is the policy of the Park District of Highland Park to provide safe and rewarding programs to our participants. Appropriate behavior by participants is necessary to ensure successful programs.

The following shall be used to manage participant behavior.

I  EQUAL ACCESS

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

II  BEHAVIOR

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Participants shall:

A. Show respect to all participants and staff, and take direction from staff
B. Refrain from using abusive or foul language
C. Refrain from causing bodily harm to self, other participants, or staff
D. Show respect for equipment, supplies, and facilities

III  DISCIPLINE

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual’s situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of himself or others.
IV PROCEDURE
Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed (i.e., if the registration form asks, “Please describe any accommodations needed for the participant’s enjoyment of this program” and the parent/guardian indicates “positive role models for behavior” or a similar response, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

A. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
   1. Verbal warning
   2. A supervised time-out (10-15 minutes) from the program. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with staff member present away from view of activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report.

B. Any conduct reports made should be given to the full-time supervisor.

C. Parent should be contacted by the supervisor or leader in charge of the program.

D. If not already being utilized, a behavior modification program should be developed and implemented (those involved in development may include, but not be limited to, Park District staff, special recreation staff, parent/guardian, school personnel, other support professionals). The behavior modification program should be monitored and reviewed as needed.

E. Communication between staff (program leaders, supervisory and special recreation) and parent should be ongoing regarding any further incidences of inappropriate behavior. Documentation is recommended.

F. Other related professionals (teacher, social workers, psychologist, etc.) may be consulted for suggestions.
G. If inappropriate behavior persists, removal from program may be necessary. Options may include but are not limited to:

1. Transfer to another program where inappropriate behavior may be less prone to occur.

2. Limited/reduced time frame that participant is allowed to attend the program.

3. If a late charge policy exists, an additional charge assessed for overtime responsibility for the participant if he/she is detained beyond normal program hours.

4. Suspension from program for a designated time period.

5. Removal from program.

H. Appeals by the participant and/or participant’s parent/guardian may be directed to the Deputy Executive Director.

V. WHEN TO CONTACT THE POLICE

If a participant makes a direct threat of hurting himself, staff will call the parent/guardian immediately. If a parent/guardian is not available, call the police.

If a participant becomes overly aggressive and violent, staff will call the police.
CHAPTER VI-B RECREATION CENTER OF HIGHLAND PARK AND WEST RIDGE CENTER

6.12 STATEMENTS OF PURPOSE AND AUTHORITY

6.12.1 Statement of Purpose. The Recreation Centers will provide a broad and diversified recreation program for various ages to meet the needs and interests of the community. The Centers will provide registration and information regarding District activities. The Centers will be available for community use and for use by affiliated organizations.

6.12.2 Statement of Authority. The services of the Recreation Centers shall operate as a division of the Recreation Services Department of the District. The Centers shall be operated and maintained in accordance with policies established by the Board.

6.13 HOURS OF OPERATION

Hours of operation will be established to best accommodate public needs and interests.

6.14 MAINTENANCE

The Centers will be maintained to ensure a clean, safe and comfortable environment for patrons.

6.15 RULES AND REGULATIONS/FEES AND CHARGES

Rules and regulations, including fees, are established for all phases of operation and shall be reviewed annually.

6.15.5 RECREATION CENTER OF HIGHLAND PARK ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.
CHAPTER VI-C. GENERAL RECREATION PROGRAMS

6.16 STATEMENTS OF PURPOSE AND AUTHORITY

6.16.1 Statement of Purpose. The Recreation Services Department will provide a broad and diversified selection of programs for various ages and interests.

6.16.2 Statement of Authority. General programs are offered throughout the District and, in some instances, at sites outside of the District. All programs operate under the direction of the Recreation Services Department of the District.

6.17 PROGRAMMING AND SPECIAL EVENTS

Recreation Program Services will strive to provide recreation programming and special events with trained leadership, which shall accommodate the leisure needs and interests of the public on a nondiscriminatory basis. Such programming and special events will involve cooperation with affiliated and community groups as well as the school districts. The District, in planning recreational programming and special events, shall take into consideration the participants’ needs, geographic location, financial resources and safety.

6.17.5 RECREATION ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.
CHAPTER VI-D. ATHLETICS

6.18 STATEMENTS OF PURPOSE AND AUTHORITY

6.18.1 Statement of Purpose. Athletic Services will provide a broad and diversified athletic program for various ages to meet the needs and interests of the community.

6.18.2 Statement of Authority. Athletic Services shall operate as a division of the Recreation Services Department of the District. Athletic programs and facilities shall be operated and maintained in accordance with policies established by the Board.

6.18.3 Rules and Regulations. Rules and regulations shall be established and reviewed by the Board annually.

6.18.4 Philosophy. The District philosophy of participation in athletics and coaching is outlined in the American Coaching Effectiveness Program.

6.19 BALL FIELD MAINTENANCE

Field maintenance that involves motorized equipment or any work, which may be disturbing to neighbors, shall be performed in accordance with the schedule permitted by City of Highland Park Ordinance.

6.20 ATHLETICS ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

6.21 WINTER SPORTS

6.21.1 Temperature Requirement. All winter sports will be canceled when the wind chill is 20 degrees below zero or colder.

6.21.2 Cross-Country Skiing. Cross-country skiing is permitted at the Heller Nature Center when there is a minimum of four inches of snow on the ground.

6.21.3 Sledding Hill. The District does not provide a supervised sledding hill. Sledding and tobogganing are sports involving substantial risk of bodily injury and should District property be used for such purposes, the participants assume all risk.

6.22 FEES AND CHARGES

The Board shall establish fees and charges annually.
CHAPTER VI-E. AQUATICS

6.23 STATEMENTS OF PURPOSE AND AUTHORITY

6.23.1 Statement of Purpose. The purpose of Aquatics Services shall be to provide excellent aquatic facilities to residents of the Park District of Highland Park and other communities.

6.23.2 Statement of Authority. Aquatics Services shall operate as a division of the Recreation Services Department of the District and the maintenance of the aquatics facilities shall operate as a division of the Parks Department of the District. The aquatics facilities shall be operated and maintained in accordance with policies established by the Board.

6.23.3 Rules and Regulations. Shall be established by the Board.

6.24 HIDDEN CREEK AQUAPARK

6.24.1 Operating Season. The operating season of Hidden Creek AquaPark shall be determined annually and will generally correspond with the school calendar.

6.24.2 Hours of Operation. The hours of operation shall be established to best accommodate the public needs and interests within safe operating procedures.

6.24.3 Fees and Charges. The Board shall establish fees and charges annually.

6.24.4 Hidden Creek AquaPark Advisory Committee. The committee, chaired by a Board member, shall consist of member whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

6.25 SWIMMING BEACHES

6.25.1 Operating Season. The operating season of the swimming beaches shall be determined annually and will generally correspond with the school calendar.

6.25.2 Hours of Operation. The hours of operation shall be established to best accommodate the public needs and interests within safe operating procedures.
6.26 **PARK AVENUE**

6.26.1 **Operating Season.** The boating season has been established from May 1st through October 15th (weather permitting). The season may begin or end earlier or later.

6.26.2 **Hours of Operation.** The hours of operation shall be established to best accommodate the public needs and interests within safe operating procedures.

6.26.3 **Fees and Charges.** The Board shall establish fees and charges annually.

6.26.4 **Rules and Regulations.** Shall be established by the Board.

6.26.5 **Yacht Club.** The North Shore Yacht Club is located at the Park Avenue boat launching area and operates under a license agreement with the District.

6.26.6 **Lakefront Advisory Committee.** The committee, chaired by a Board member, shall be an appointed body whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.
7.00 STATEMENT OF PURPOSE

The purpose of Sunset Valley Golf Course and Highland Park Country Club (collectively, the “Golf Courses”) shall be to provide excellent public golf facilities to residents of the District.

7.01 STATEMENT OF AUTHORITY

The golf services of the Golf Courses shall operate as a division of the Recreation Services Department of the District and the maintenance of the Golf Courses shall operate as a division of the Parks Department of the District. The Golf Courses shall be operated and maintained in accordance with procedures established by the Board.

7.02 OPERATING SEASON

The operating season of the Golf Courses will be as weather permits.

7.03 FEES AND CHARGES

The Board shall annually establish fees and charges.

7.04 GOLF ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.
CHAPTER VIII. DEER CREEK COURTS AND OUTDOOR TENNIS

8.00 STATEMENT OF PURPOSE

The purpose of Deer Creek Courts and the outdoor tennis courts shall be to provide excellent public tennis and racquetball facilities to residents of the Park District of Highland Park and surrounding communities.

8.01 STATEMENT OF AUTHORITY

The services of Deer Creek Courts and the outdoor tennis courts shall operate as a division of the Recreation Services Department of the District. All courts shall be operated and maintained in accordance with procedures established by the Board.

8.02 OPERATING SEASON

The operating season of Deer Creek Courts shall be approximately from mid-September through May.

8.03 OPERATING HOURS

A. The hours of operation of Deer Creek Courts shall be established annually.

B. Holiday hours shall be established based upon community interest.

8.04 FEES AND CHARGES

The Board shall annually establish fees and charges.

8.05 TENNIS ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.
CHAPTER IX. CENTENNIAL ICE ARENA

9.00 STATEMENT OF PURPOSE

The purpose of Centennial Ice Arena shall be to provide an excellent skating facility to residents of the Park District of Highland Park and surrounding communities.

9.01 STATEMENT OF AUTHORITY

The skating services of the Centennial Ice Arena shall operate as a division of the Recreation Services Department of the District and the maintenance of the Centennial Ice Arena shall operate as a division of the Parks Department of the District. The Centennial Ice Arena shall be operated and maintained in accordance with procedures established by the Board.

9.02 OPERATING SEASON

The operating season of the Centennial Ice Arena shall be approximately September 1 through mid-April annually. The season may begin or end earlier or later.

9.03 HOURS OF OPERATION

The hours of operation shall be established to best accommodate the public's needs and interests.

9.04 FEES AND CHARGES

The Board shall annually establish fees and charges.

9.05 ICE RINK ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.
CHAPTER X. WALTER E. HELLER NATURE CENTER & PRESERVE

10.00 STATEMENT OF PURPOSE

The Walter E. Heller Nature Center will help visitors to develop a positive and lifelong relationship with the natural world. Within the Preserve itself a diversity of ecological communities shall be preserved and restored so as to protect valuable natural processes. The understanding of these environmental processes, which shape and form the life of the community of Highland Park, will be presented through earth education and environmental interpretation. In addition, the opportunity for both passive and active outdoor recreation will help ensure enjoyment of these natural processes of life. These shall be the four overall themes that guide the purpose of the Walter E. Heller Nature Center: preservation, education, interpretation and recreation.

10.01 STATEMENT OF AUTHORITY

The services of the Walter E. Heller Nature Center shall operate as a division of the Recreation Services Department of the District. The facility shall be operated and maintained in accordance with procedures established by the Board.

10.02 GENERAL PHILOSOPHY

10.02.1 The Preservation and Protection of Natural Environmental Processes

10.02.2 Presentation and Interpretation of the Environmental Processes Which Shape and Form the Life of the Community

10.03 OPERATING SEASON

The Walter E. Heller Nature Center shall be operated on a year-round basis.

10.04 HOURS OF OPERATION

The hours of operation shall be established to best accommodate the public needs and interests.

10.05 FEES AND CHARGES

The Board shall annually establish fees and charge
10.06 HELDER ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.
5.21 SPONSORSHIP AND ADVERTISING POLICY

The Park District of Highland Park welcomes and encourages sponsorships and advertising that support the programs and services the District provides to the public. All sponsorships and advertising shall be consistent with the Park District’s mission and goals and will conform with all ordinances and policies of the Park District and will not reflect negatively on the Park District’s public image.

5.21.1 Purpose

To establish a policy, criteria, guidelines and procedures to safeguard the Park District’s values, image, assets, and interests while increasing opportunities for revenue generation. This policy is not applicable to gifts, grants or unsolicited donations in which no benefits are granted to the corporation and where no business relationship exists.

5.21.2 Policy

It is the policy of the Park District of Highland Park:

A. To facilitate corporate sponsorships and advertising as an effective means of generating new revenues and alternative resources to help support Park District facilities and programs.

B. To enter into sponsorship and advertising agreements that are consistent with the mission and policies, as well as in harmony with, the goals of the Park District of Highland Park.

C. To enter into sponsorship and advertising agreements only if deemed in the best interest of the District by the Executive Director, or their designee.

D. That corporate or business sponsorships will not result in any loss of Park District administrative rights, jurisdiction or authority.

F. Advertising in Park District publications at events, programs or facilities or in conjunction with sponsorship agreements may not contain material that:
SPONSORSHIP AND ADVERTISING POLICY – APPENDIX I (Cont’d)

F.1. Is religious, political, cultural or theological in nature.

F.2. Promotes tobacco use.

F.3. Advertises alcohol at events or in publications geared to children or youth.

F.4. Promotes firearms, adult-use, or other businesses deemed inappropriate by the Executive Director or their designee.

F.5. Is false, misleading or deceptive.


F.7. Depicts violence and/or anti social behavior.

F.8. Does not specifically offer a commercial product or service for sale.

F.9. Implies or declares an endorsement by the Park District of any goods, services or activities.

G. All sponsorship and advertising agreements will ensure that the sponsor has no approval rights for a sponsored program or activity.

H. Sponsorship and advertising agreements will exist in accordance with criteria and procedures set forth in this policy.

5.21.3 Definitions

A. Sponsorship - a mutually beneficial business arrangement between the Park District and a second party, wherein the second party provides cash and/or in-kind services to the Park District in return for access to the commercial and/or marketing potential associated with the Park District. Sponsorships may include sponsorship of one or more of the Park District’s services, projects, events, facilities, equipment, or activities.

B. Sponsorship agreement - a mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of commercial and/or marketing benefits between the Park District and a second party for a specified period of time.

C. Sponsor - a second party that enters into a sponsorship agreement with the Park District.
SPONSORSHIP AND ADVERTISING POLICY – APPENDIX I (Cont’d)

D. In-kind sponsorship - a sponsorship received in the form of goods and/or services rather than cash.
E. Park Facilities - all facilities and land in the parks and recreation system under ownership, management and/or control of the Park District.

F. Sponsorship Categories

F.1. Site-Specific Program Sponsorship: A neighborhood business, local merchant or local branch of a corporation sponsors a time limited event or program at an individual Park District facility.

F.2 District-wide Program Sponsorship: A local corporation sponsors a time limited program that is held at multiple Park District facilities or has a District-wide presence.

F.3. Temporary Logo or Recognition Display Sponsorship: A sponsorship agreement that includes a display of recognition on park property for more than seven calendar days and less than one year.

F.4. Long-Term Sponsorship: A sponsorship agreement that includes the display of recognition of the corporate sponsor of a facility or portion of a facility for more than one year.

5.21.4 Signage and Advertising

A. The type, location, size, design, content, and duration of any advertising, advertising display or sponsor recognition must meet all applicable policies and ordinances and is subject to approval and therefore will be specified in the contract, permit or agreement.

B. Allowed signage and recognition display details, including type, location, size, design and content and duration of display, will be a component of the corporate sponsorship agreement; additional signage requests require approval of the Executive Director or their designee.

C. Freestanding billboards are not allowed on Park District property.

5.21.5 Sponsored Materials

All sponsored products, materials and services require the Director’s approval and must meet the specifications and standards used by Park District in the purchase of similar materials.
SPONSORSHIP AND ADVERTISING POLICY – APPENDIX I (Cont’d)

5.21.6 Employee Participation

No employee of the Park District is required to wear clothing with corporate logos or advertising.

5.21.7 Procedures

A. All proposals for sponsorships must be submitted in writing to the Executive Director or their designee. It will be the responsibility of the Executive Director to track all proposals.

B. The Executive Director will review the proposal, seek advice from the Park Board, if appropriate, and make a decision on the proposal.

C. The Executive Director, or their designee may use, but is not limited to, the following criteria when evaluating a corporate sponsorship proposal; in all cases, the Executive Director or their designee will have the prerogative to accept or reject the proposal.

   C.1 The compatibility of the corporation’s products, customers and promotional goals with the Park District’s mission;
   C.2 The corporation’s past record of involvement in community and Municipal projects;
   C.3 The desirability of association, i.e. the image;
   C.4 The timeliness or readiness of the corporation to enter an agreement;
   C.5 The actual value in cash, or in-kind goods or services, of the proposal in relation to the benefit to the corporation;
   C.6 Community support for, or opposition to, the proposal;
   C.7 The operating and maintenance costs associate with the proposal;
   C.8 The corporation’s record of responsible environmental stewardship and social responsibility.

D. If the Executive Director approves the proposal in principle, Park District staff will draft a sponsorship agreement for signature. This agreement will include the contract relationship; the term; description of fees, commissions, and/or in-kind services provided to the Park District; the marketing rights and benefits provided to the sponsor; and termination provisions. All contractual language will be consistent with applicable policies, ordinances and good business practices.
E. All contracts will be approved by the Board of Park District Commissioners.
POLICY FOR NAMING OR RENAMING PARKS, BUILDINGS, AND FACILITIES – APPENDIX II

4.02 POLICY FOR NAMING OR RENAMING PARKS, BUILDINGS AND FACILITIES

4.02.1 Purpose

To establish a systematic and consistent approach for the official naming or renaming of parks, buildings and facilities.

It is the responsibility of the Board of Commissioners to select names for new parks, buildings, or facilities ("Park Property"), or when appropriate, to change the existing name(s) of Park Property of the District. It is the objective of the Park District of Highland Park:

A. To ensure that that parks, buildings and facilities are easily identified and located.
B. To ensure that names will engender a strong public image and have public support.
C. To encourage gifts of lands and facilities or donations by individuals, groups and corporations without undue commercialization of the park or facility.

4.02.2 Policy

It is the policy of the Park District of Highland Park to reserve the naming or renaming of parks, buildings and/or facilities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the District’s park and recreation system.

A. Park Property may be named after streets, geographical locations, historical figures, events, or concepts.

B. Park Property may be named after individuals or groups who have made exceptional contributions to the Park District of Highland Park or City of Highland Park subject to the following.

- The contributions and good reputation of the individual or group are well documented and broadly acknowledged within the community.
- Naming for an outstanding individual is encouraged only after that person has been deceased or retired from service for at least three years.
- The agreement of the individual or next of kin in the case of deceased individuals or the elected board or other legal authority in the case of groups, shall be obtained.
POLICY FOR NAMING OR RENAMING PARKS, BUILDINGS, AND FACILITIES--
APPENDIX II (Cont’d)

• Naming rights may be granted as a result of a financial contribution (donation or sponsorship) to the Park District.

C. Naming rights refers to the granting by the Park District the right to name a piece of property or portions of property in exchange for financial consideration. The granting of naming rights is intended to support and promote investment in District facilities whereby:

• contributions result in significant and direct benefits to the District.
• the granting of naming rights does not compromise the Park Board’s ability to carry out its functions fully and impartially.
• the granting of naming rights will not entitle the naming entity to preferential treatment outside any specific naming rights agreement. Naming rights are divided into two categories: philanthropic naming rights and corporate naming rights.

C.1. Philanthropic naming rights. Park Property may be named after individuals or groups who have made substantial philanthropic donations of Park Property or who have made a substantial contribution toward the development of Park Property. The threshold for considering the naming of a park, building or facility will include one or more of the following:

• Land for the majority of the park was deeded to the District.
• Contribution of a minimum of 60% of the capital construction cost associated with developing the park, building, facility, or component.
• Provision of a minimum 20-year endowment for the continued maintenance and/or programming of the park, building, or facility.
• The donation is not required by the Park District or by reason of other ordinance, law or regulation.
• The donation is consistent with policy 5.26 Gifts, Donations and Donor Recognition Policy.

The Park Board may establish philanthropic naming rights plans for components of facilities (e.g. rooms within a building, athletic fields, gardens, playgrounds, etc.) subject to the following:

• Assets for which naming opportunities will be offered shall be valued as a function of capital costs, annual operating and maintenance costs, and desirability or marketability of the opportunity.
C.2. Corporate naming rights. Naming rights may be granted where a mutually beneficial business arrangement between the Park District and an external entity (for-profit, not-for-profit, or other organization) whereby the external entity provides financial or other support in return for access to the commercial and/or marketing potential associated with the external entity’s name on Park District property.

- Proposals for naming shall be evaluated against the District’s mission, vision and values.
- The naming entity products, services and business practices shall not contradict, to the extent reasonably ascertainable, the mandate, policies or objectives of the Park Board.
- The following industries and products are not eligible for naming rights: police-regulated businesses, faith-based and political organizations, companies whose business is primarily derived from the sale of alcohol, tobacco, firearms, adult-use or other businesses deemed inappropriate by the Park Board.
- Corporate logos, wordmarks and similar graphic identifiers will not be permitted on any signage related to naming rights.
- Assets for which naming opportunities will be offered shall be valued as a function of capital costs, annual operating and maintenance costs, and desirability or marketability of the opportunity.
- Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property or facility.
- The agreement is consistent with policy 5.21 Sponsorship and Advertising Policy.

D. The Park Board may solicit public input on proposed park, building or facility names through public meetings or other means.

E. The Board of Park Commissioners may hold public contests for the naming of Park Property. Such contests shall also be subject to the policies outlined above and are advisory, not binding.
POLICY FOR NAMING OR RENAMING PARKS, BUILDINGS, AND FACILITIES – APPENDIX II (Cont’d)

F. Renaming of parks, buildings or facilities is discouraged except as specified in philanthropic naming rights programs, corporate naming rights agreements or where it is found that an individual or group’s character is or was such that continued use of their name for a park, building or facility in not in the best interest of the Park District.

G. Park Property should be named only after discussion and then a wait of at least sixty days before voting. A four-fifths affirmative vote is needed to name a Park Property or to change the name of Park Property of the District.
5.26 GIFTS, DONATIONS AND DONOR RECOGNITION POLICY

The Park District of Highland Park encourages and gratefully accepts gifts and donations from private individuals and entities that support the programs and services the District provides to the public.

5.26.1 Purpose

To establish a policy, criteria, guidelines and procedures for the acceptance of gifts and donations and for the recognition of donors.

5.26.2 Policy

It is the policy of the Park District of Highland Park:
A. To facilitate publicly and privately funded park improvement proposals and encourage public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system.

B. To accept only those gifts, park improvements and donor recognition objects that are consistent with the mission, policies, park property restrictions, park master plans and most current Comprehensive Parks, Recreation, and Open Space Plan of the Park District of Highland Park.

C. To accept partial funding for park improvements only if deemed in the best interest of the District by the Executive Director, or their designee, in light of existing park master plans, current prioritized list of capital improvements, and other information deemed salient by the Executive Director.

D. To accept only those gifts, park improvements and donor recognition objects given with the full understanding that they become the property of the District and are subject to the laws, policies and procedures that govern the District.

E. To accept gifts of land or easements from private individuals, for-profit corporations, not-for-profit organizations and public entities when District ownership will further the objectives of the District as identified in the park and open space evaluation and acquisition procedures and current Comprehensive Parks, Recreation, and Open Space Plan of the Park District of Highland Park.
GIFTS, DONATIONS, AND DONOR RECOGNITION POLICY – APPENDIX III (Cont’d)

F. To accept donated facilities/structures proposed for construction on park land that:
   F.1. Comply with the existing park master plan.
   F.2. Meet District design standards.
   F.3. Are not of a religious, political, cultural or theological nature.
   F.4. Are useable and available to all segments of the population in a manner consistent with similar existing facilities.
   F.5. Are deemed to have no negative environmental or aesthetic impacts.
   F.6. Present an overall benefit, compared to alternative uses of the land, including green space.

G. Naming or renaming of parks, facilities/structures, or components of facilities (e.g. rooms) in recognition of donations is subject to Policy 4.02, “Naming of Parks and Facilities.”

H. To accept gift and park improvement proposals, other than land, from private individuals, for-profit corporations, not-for-profit organizations and public entities which:
   F.1 are given with no contingencies other than that they be used for a specific program, activity or area of programming. (Gifts from corporate donors who have a corporate sponsorship requirement fall under the Corporate Sponsorship Policy 5.21);
   F.2 the District is not obligated to replace an improvement if it is stolen, vandalized, worn out, irreparably damaged or destroyed except as agreed under donation guidelines when the gift was made.

I. To discourage gift and park improvement proposals that, in the judgment of the Executive Director or their designee, are incompatible with the park location, other park uses, or users.

J. To discourage donations that are memorial in nature, by emphasizing that the park system exists to meet the varied recreational, stewardship, and educational needs of park users. Exceptions are items purchased from a list commemorative gift opportunities maintained by the District for which:
   J.1. the cost provides important financial support for the Park District above the cost of the commemorative gift.
   J.2. the duration of the dedication is for a defined period.
   J.3. donor recognition is provided.
   J.4. preference for renewal of the commemorative gift will be given to the original donor. If the District is unable to contact the donor or the donor chooses not to renew any plaque or other recognition will be removed and the commemorative gift site offered to another donor.
GIFTS, DONATIONS, AND DONOR RECOGNITION POLICY – APPENDIX III (Cont’d)

K. To protect designated open space and green space areas as fundamental aspects of the quality of life in Highland Park, and to limit gifts and park improvements in those areas to benches, trees or other plant materials. Benches should be placed only where placement is deemed a park or recreational necessity as determined by guidelines developed, monitored, and evaluated by District staff and designated landscape architects.

L. To limit, as much as possible, plaques and visible recognition objects to areas of a park recognized as “built” environments, i.e., benches, picnic tables, water fountains, buildings, play areas, ballfields, tennis courts, etc.

M. To limit, as much as possible, the number of park improvements that involve surfaces that enhance the “gray” and detract from the “green” characteristics of our parks. Such projects may require a verifiable demonstration of community support.

N. To ensure that all donor recognition objects are consistent with design guidelines approved by the District.
INTRODUCTION

Purpose
The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Park District of Highland Park capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

Overview
This policy is herein established to safeguard and address the Park District of Highland Park’s investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect the Park District of Highland Park’s desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

INVENTORY, VALUING, CAPITALIZING, AND DEPRECIATION

Inventory
Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Finance Department shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

Each Department will be responsible for control of capital assets for their department. The Department Head shall ensure that such control is maintained by establishing a capital asset inventory schedule. The inventory schedule will include the following for each asset:
CAPITAL ASSET POLICY – APPENDIX IV (Cont’d)

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset
- Date asset was purchased/acquired and or disposed
- Cost of Asset
- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by the Department Head and given to the Finance Department on an ongoing basis.

Valuing Capital Assets
Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

Capitalizing

When to Capitalize Assets:
Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold (see schedule-page 3 & 4) and have a useful life of at least one year.

Assets not Capitalized:
Capital assets below the capitalization threshold (see schedule-page 3 & 4) on a unit basis but warranting “control” shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold (see schedule-page 3 & 4)

Capital Assets include the following major classes of assets:

**Land and Land Improvements** – Capitalized value is to include the purchases price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.

**Building and Building Improvements** – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.

**Vehicles** – Costs include purchase price plus costs such as title & registration.
CAPITAL ASSET POLICY – APPENDIX IV (Cont’d)

Machinery and Equipment – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment; phone system, and kitchen equipment.

Infrastructure Assets – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

Depreciation
Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

Park District of Highland Park
Capital Asset Policy – Continued

Capital Assets Useful Lives are as follows:

<table>
<thead>
<tr>
<th>Useful Life</th>
<th>Capitalization Threshold</th>
<th>Inventory Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land (and Inexhaustible Land Improvements)</td>
<td>N/A</td>
<td>$ 1 $</td>
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CAPITAL ASSET POLICY – APPENDIX IV (Cont’d)

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Park District of Highland Park
Capital Asset Policy – Continued

OTHER

Removing Capital Assets from Inventory
Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the department inventory listing and reported to the Finance Department.

Donations or Transfer
Each Department must add additions and deletions from donated or transferred assets to the inventory listing.

Surplus Property
Each Department must report all capital assets classified as surplus to the finance department. The Park District of Highland Park will have an auction or sealed bid as needed to sell the surplus property.

Lost or Stolen Property
When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, scrapping, surplus property. If the missing property is not found, the department must contact the Finance Department.
Introduction and Statement of Policy
The purpose of this purchasing manual is to provide the Park District of Highland Park staff with guidelines and directions for the acquisitions of goods and services. When used with good judgment and common sense, these policies and procedures will allow the District to obtain needed supplies and services efficiently and economically.

This document is divided into individual sections dealing with purchasing policies and procedures. The policy sections contain all the purchasing policies as reviewed and recommended by the Park District Board which must be adhered to by staff. The procedure sections provide a “how to” guide for processing purchases including the use of purchasing cards.

Employees as well as non-employees who carry out the functions of the District are expected to read the policy manual and provide the Department of Finance with feedback on its contents. This document is designed to be fluid in nature and will be modified from time to time to conform to changes in legislation, technology, and actual practice. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees with questions or who need assistance with specific situations not covered in this document should contact the Executive Director or Director of Finance.

The Executive Director, or designee, will be the final authority regarding interpretation and enforcement of any of the provisions contained herein. Failure to follow the procedures outlined in this document, can have ramifications which are detrimental to the District. As a result, staff found to be non-compliant with these policies are potentially subject to disciplinary action in accordance with the Park District of Highland Park Employee Manual.

Code of Ethics
All personnel engaged in purchasing and related activities must conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the District and the residents of Highland Park. Park District employees must strive to:

1. Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances and District policies.
2. Not accept gifts or favors from current or potential suppliers which might compromise the integrity of the purchasing process (See Ethics Act, 5 ILCS 430/10-10 et seq.).
3. Specify generic descriptions of goods, use performance specifications, and use "or equal" language whenever possible in lieu of brand names (however, if you believe that purchasing a particular brand is in the best interests of the District, you should consult with the Executive Director and/or legal counsel concerning the authority of the Park District to do so and the procedures required under the Illinois Park Code).

4. Never allow purchase orders for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.

5. Purchase without favor or prejudice.

6. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information provided to one interested vendor is given to all interested vendors.

7. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.

8. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.

It will be the responsibility of the Executive Director to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the District’s personnel manual.

Conflict of Interest Policy
Except as may be disclosed to and permitted by the Park Board, it will be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when the employee knows that:

1. The employee is employed by, or otherwise has a financial interest in, a bidder, vendor, or contractor involved in the procurement transaction; or

2. The employee, the employee’s partner, or any member of the employee's immediate family has a financial interest in, or holds a position with a bidder, or contractor, such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction; or

3. The employee, the employee’s partner, or any member of the employee’s immediate family has a financial interest arising from the procurement transaction; or

4. The employee, the employee’s partner, or any member of the employee’s immediate family is negotiating, or has an arrangement concerning prospective employment with a bidder, vendor, or contractor.
PURCHASING POLICY – APPENDIX V (Cont’d)

5. The employee has accepted gifts from a vendor in violation of the State Officials and Employees Ethics Act, 5 ILCS 430/10-10 et seq.

An employee’s immediate family is defined as a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee.

A financial interest includes any ownership or investment interest including stock, partnership shares and limited liability company memberships, as well as loans, bonds, or other financial instruments that are secured by an entity’s property of revenue.

It is the responsibility of the Executive Director to determine if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary in accordance with the District’s Personnel Manual.

Multi-Year Contracts
With some specific exceptions set forth in the Illinois Park Code, the Park District is not authorized to enter into multi-year contracts. Consult with legal counsel concerning automatic renewal provisions and other terms extending a contract beyond 1 year.

Prompt Payment
The Park District of Highland Park shall promptly pay its obligations in compliance with the Illinois Local Government Prompt Payment Act.

Policy Encouraging Economizing Purchases
The Park District of Highland Park shall endeavor to maximize its financial resources whenever possible. To this end, the District will seek to economize purchases in appropriate areas. Participation in programs such as the State of Illinois joint purchasing program or the utilities purchasing co-op to mutually share and lower cost is encouraged (there are several joint purchasing groups serving units of government in northern Illinois). Likewise, the District will work towards consolidating purchases of similar items such as office supplies in order to realize better pricing. **Whenever possible, the District will use Purchasing Cards to take advantage of their inherent efficiencies and to increase the rebate that comes to the District annually.** The District shall strive to be fiscally responsible in its purchases to the extent possible under prevailing market conditions and without jeopardizing any recreation program’s performance or customer’s satisfaction.
PURCHASING POLICY – APPENDIX V (Cont’d)

Sole Source Purchasing
Contracts for parts, supplies or equipment that are available only from a single source (such as equipment for which there is no comparable product, utilities, a replacement part for which only the manufacturer can deliver, or compatibility issues such as software) are referred to as sole source purchases. These items are not subject to quotes and bids but purchases must be approved by the Board of Commissioners. The appropriate form for Sole Source Purchases may be obtained from the planning office. (See Appendix A for sample)

Emergency Purchases Policy
The Executive Director may override all policy in the event of an emergency requiring the immediate purchase in order to safeguard the public’s health and safety.

Approval of District Purchases
An employee shall not purchase goods or services on behalf of the District without obtaining approval as required by this policy. All purchases require advance approval of the appropriate Department Head. All purchases must follow the appropriate procedures (no matter the anticipated cost). Any person responsible for approving purchases at any level may delegate their approval authority to a designee in the event they are unavailable to approve purchases. However, responsibility still lies with the person responsible for approving purchases, not the designee.

Department Heads bear the responsibility for operating within their annual budgets approved by the Board of Commissioners. Thus, items whose order would exceed the total budgeted amount within each Department’s budget may not be ordered, except with prior approval by the District Board. The Board may increase a department’s budget by approving an appropriate budget amendment. Department Heads also bear full responsibility for all expenditures charged to their individual operations, and accordingly, must document their approval of all disbursements before payment can be made.

Contracts: The Board is responsible for signing all contracts. However, it also has the authority to designate a member of the District to sign contracts or amendments to contracts on behalf of the District. The Board has designated the Executive Director to sign all contracts. However, in the interest of efficiency, the Executive Director is given the authority to designate that all contracts less than $10,000 may be signed by the appropriate Department Head. Contracts in excess of $10,000 must be executed by the Executive Director.

Prepayments
The District will not pay for goods and services until the goods are completely received and stored or the service is rendered. The District recognizes the following exceptions:

1. Deposits on certain jobs or activities.
2. Memberships, training, books, and periodicals
3. Payments to local, state, and federal agencies
4. Service and Maintenance Contracts
5. Small orders where the department head approves prepayment
6. Approval by the Finance or Executive Director
7. Approval by the Board of Commissioners

**Manual Checks**
Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles (after Commissioners have approved the voucher list) when an emergency or other extenuating circumstances as determined by the Director of Finance makes it impractical or unreasonable to process the payment following normal payment methods. As the name implies, manual checks are labor intensive and time consuming to issue, therefore, their use as a method of payment must be restricted to unique and special services.

**Independent Contractor Agreement**
Whether the goods or services are obtained by Request for Proposal (RFP), Invitation for Bid, or a Request for Qualifications (RFQ), or otherwise, the District must receive an executed copy of an approved written contract (typically a purchase order or invoice for modest purchases of goods; or typically one of its Independent Contractor Agreements (ICAs) for services; or an AIA form contract—with modifications—for large construction projects).

**Prevailing Wage**
The Park District of Highland Park requires all Contractors (and their subcontractors) performing work on Park District property, or performing maintenance work on the equipment that maintains District property; or performing other work paid for with Park District funds (e.g., intergovernmental agreements or public-private partnerships)) to comply, to the extent applicable, with all provisions of the Prevailing Wage Act (810 ILCS 130/1 et seq.). The Prevailing Wage Act further requires that the Park District expressly set forth this compliance requirement in writing in the Request for Proposals/Invitation to Bid and in the contract itself. The Prevailing Wage Act specifies that no less than the General Prevailing Rate of Wages as determined annually by the Park District shall be paid each craft or type of worker or mechanic needed to execute the contract or perform the work. A schedule of the current prevailing rate of wages is maintained in the Planning Department and should be included in each contract.
PURCHASING POLICY – APPENDIX V (Cont’d)

Budgeted vs. Non-Budgeted Purchases
All Capital items must be individually budgeted. If an item is to be purchased from a Capital account, the item must be specifically identified in the budget or else it is considered a non-budgeted item and subject to the approval of the Executive Director.

Purchases of less than $500
1. The purchaser’s direct report has the authority to approve the purchase of budgeted items under $500.
2. Telephone or written quotes are not required but staff is advised to make every effort to solicit the lowest price for items purchased.
3. After a price has been agreed upon, the purchaser will submit a check request to their appropriate supervisor for approval and submission to the Finance office.

Purchases of $500 to $2,499.99
1. Department Heads have the authority to approve the purchase of budgeted items under $2,500. As is the case with purchases less than $500, telephone or written quotes are not required but staff is advised to make every effort to solicit the lowest price for items purchased.
2. After a price has been agreed upon, the purchaser will submit a check request to their appropriate supervisor for approval and submission to the Finance office.

Purchases of $2,500 to $4,999.99
1. The Executive and Finance Directors have authority to approve the purchase of budgeted items under $4,999.
2. A minimum of three written quotes should be obtained. Solicitation of these quotes including all specifications of item(s) desired to be purchased should be using the Request for Proposals—Small Project Template. The Price Quote Summary form should be used to record all quotes received. An original copy from each individual/company submitting a quote on the item(s) must be attached to the Summary form. The form can be located in the personnel policy handbook. Note: Absent a formal bid scenario (see bids), the solicitation and subsequent responses may be sent through alternative means such as email or fax.
3. If authorized by the Executive Director, written quotes may be solicited in person or over the phone. Normally, such permission will only be given if the item can be identified by a specific brand and model number. It is the goal of the Park District that these types of quotes be rarely used (see code of ethics) but when used, they must contain the following information:
   a. Quantity
   b. Brand and Model Number
   c. Detailed Description of item or service to be purchased
PURCHASING POLICY – APPENDIX V (Cont’d)

d. Unit Price
e. Number of Days Quote shall be Considered Firm

4. After a price has been agreed upon, the purchaser will submit a check request to their appropriate supervisor for approval and submission to the Finance office.

Purchases of $5,000 to $19,999.99

1. The Executive Director has the authority to approve the purchase of budgeted items under $20,000.

2. A minimum of three written quotes should be obtained. Solicitation of these quotes including all specifications of item(s) desired to be purchased should be made using the Request for Proposals--Standard Template. (Be advised that per state statute, Contractors are required to provide surety bonds (performance and payment) for all contracts for labor and materials to improve Park District facilities that are $50,000 or more, and this is set forth in the Request for Proposals Template.) Staff discretion should be used on this requirement for projects of lesser value and bonds should be required for most projects where subcontractors are employed. Consult with the Director of Finance or Planning. The Price Quote Summary form should be used to record all quotes received. An original copy from each individual/company submitting a quote on the item(s) must be attached to the Summary form. The form can be located in the personnel policy handbook. Note: Absent a formal bid scenario (see bids), the solicitation and subsequent responses may be sent through alternative means such as email or fax.

3. If authorized by the Executive Director, written quotes may be solicited in person or over the phone. Normally, such permission will only be given if the item can be identified by a specific brand and model number. It is the goal of this Park District that these types of quotes be rarely used (see code of ethics) but when used, they must contain the following information:
   a. Quantity
   b. Brand and Model Number
   c. Detailed Description of item or service to be purchased
   d. Unit Price
   e. Number of Days Quote shall be Considered Firm

4. If authorized in advance by the Executive Director, in-person or telephone quotes may be used if deemed appropriate and beneficial to the District. A minimum of three quotes should be obtained. The Price Quote Summary Form should be used.

5. After a price has been agreed upon, the purchaser will submit a check request to their appropriate supervisor for approval and submission to the Finance office.

Purchases of item(s) and Service(s) in Excess of $20,000

Purchases in excess of $20,000 may be subject to the bid process.
PURCHASING POLICY – APPENDIX V (Cont’d)

Competitive Bidding Exemption
When in the ordinary course of business, no single purchase of, or individual contract for, specific types of supplies and materials exceeds $20,000, but the total dollar value of all purchases and/or contracts for said specific types of supplies and materials during the fiscal year does exceed $20,000, the purchases may not be subject to the competitive bidding requirement and may not require the Board approval of waiver of bids. Where a bid waiver is determined to not be necessary, said purchases will still be required to obtain best pricing through the quote process.

Waiver of Competitive Bidding
The Board of Commissioners, upon a finding that a particular purchase is by its nature not adapted to competitive bidding, may waive the competitive bidding procedures and enter into a contract or agreement. Requests for bid waivers will be made only when goods or services are proprietary where standardization is necessary or desirable, in emergencies, when items have been competitively billed through joint purchasing agreements, or when it is in the District’s best interests. A recitation of the facts supporting the finding must be included in the information forwarded to the Board.

Sending out the appropriate package
Depending on the type of service or goods to be procured and the amount of the anticipated expenditure, staff must make a determination as to the appropriate document template to use: Invitation to Bid, Request for Proposals (Small or Standard), or an Request For Qualifications.

RFP –
An RFP-Small Projects Template should be used for goods or services contracts for sums between $2,500 and $4,999.99; and an RFP-Standard Template should be used for goods and services contracts for sums between $5,000 and $19,999.99.

The RFP-Professional Services Template should be used for the procurement of professional services. These are services that are not adapted to award by competitive bidding and include contracts for the services of individuals possessing a high degree of professional skill where the education, experience, or character of the individual is a significant factor in determining their ability to meet the District’s needs (e.g., auditors, consultants, construction managers).

With respect to professional architectural, land surveying, or engineering services, the RFP-Professional Services may be used to solicit proposals from architects, land surveyors or engineers with whom the Park District already has a satisfactory relationship for the type of project or work to be performed. The RFP-Professional Services may also be used to solicit proposals from other architects, land surveyors, or engineers if the anticipated fee for their services for the project is less than $25,000.00.
Where architectural, land surveying, or engineering services in amount equal to or greater than $25,000.00 are required and the Park District desires to evaluate the qualifications of firms other than, or in addition to, those professionals with whom it has a satisfactory relationship, then staff must consult the Director of Planning and Projects concerning the RFQ the Park District will issue and the process that will be followed. The most significant difference between an Invitation to Bid and an RFP is that in an RFP setting, the District has the ability to negotiate based on price with all of the vendors submitting qualified proposals. Where an Invitation to Bid has been issued, the Park District must award the contract to the lowest responsive and responsible bidder (or reject all bids). Note: The Park District may still seek a further reduction in price from the apparent lowest responsive and responsible bidder if necessary to bring the project within budget.

RFQ-
A Request for Qualifications MUST be used anytime the District seeks submissions from an Architect, Engineer, or Surveyor where the anticipated fee is in excess of $25,000 and the Park District desires to evaluate the qualifications of firms other than, or in addition to, those professionals with whom it has a satisfactory relationship. This process is governed by the Local Government Professional Services Selection Act and staff must consult the Director of Planning and Projects concerning the RFQ the Park District will issue and the statutory process that must be followed.

With an RFQ, staff will review the top 3 candidates based on qualifications alone as fee is not considered. After the top candidate is selected, negotiations will ensue with the firm staff determines to be most qualified. If an agreement can’t be reached, the second firm and then the third firm (assuming agreement can’t be reached with the second firm) will have the opportunity to negotiate with the District. Once negotiations are cut off with a particular firm, it can’t be reconsidered.

When a Formal Bid is required
All purchase orders or contracts for supplies, materials, equipment or contractual services, and all public improvement contracts involving the expenditure of more than $20,000 will be awarded to the lowest responsible and responsive bidder. The formal bidding process requires publication of a Notice of the Invitation to Bid, use of the Invitation to Bid Template, and the opening of sealed bids and a specified time.

Preparing the Bid Document
1. It is the responsibility of the respective department to prepare the bid documents in conjunction with the Planning Department. The current version of the approved bid documents can be obtained from the planning department. The Department is responsible for answering all the questions related to a particular bid.
PURCHASING POLICY – APPENDIX V (Cont’d)

2. All bid documents must contain the following information:
   a. Invitation to Bid stating the project name, contract period, bid deposit, bond requirements, drawings requirement, and date, time and location of the bid opening.
   b. Bid legal notice.
   c. General Terms, Conditions, Instructions and specifications/drawings
   d. All contractor certification forms (e.g. certification that bidder has not been banned from bidding on contract as a result of a violation of state statute
   e. Bid Proposal forms
   f. Sample Contract and Sample Policy requirements (including FOIA requirements),

3. After these documents have been prepared, they will be reviewed and approved by the applicable department head. The department head shall consider the need for review by the Executive Director and/or legal counsel.

4. After approval of the bidding documents, the Department responsible for the bid is also responsible for forwarding the legal notice to a newspaper of local circulation for publication. Such advertisement must be published once. The publication cannot be less than ten calendar days prior to the day fixed for opening the bids. Where the advertisement is for a public improvement, the published notice need give only a general description of the work to be done or the materials to be furnished, but detailed drawings, plans, profiles and specifications must be made available and placed on file in the Planning Office prior to the first publication of such advertisement, and must be available during business hours for inspection. In such advertisement, the right to reject any or all bids will be expressly reserved.

5. The approved bid document will then be returned to the originator to be mailed to prospective bidders and made available from the District website.
Additional Requirements for the Bid Document

1. **Bid deposit** - A cashier’s check, certified check, or other approved security in an amount equal to 10% of the bid is required to guarantee the successful bidder will sign a contract. The bid deposit of all except the three lowest bidders on each contract will be returned within twenty calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted bidder, after the contract is awarded. The bid deposit of the successful bidder will be returned upon execution of the contract and receipt of performance and materials and labor bonds.

2. **Surety Bond** - When preparing the bid document, the originator should consider whether to require contractors to provide a surety bond if awarded the contract. In instances where the proposal or bid is for work over $5,000, it is customary to require the contractor to prove a surety bond. Occasionally, this requirement may apply to contracts with architects or engineers. A surety bond, issued by a surety company, stipulates a legal, written obligation to guarantee 100% payment for any financial loss caused by default of the contractor. When assigned to the Park District of Highland Park, it grants an assurance as to the performance and successful completion of the terms of the contract and assures the payment of the taxes, licenses, or assessments associated with the contract and payment of labor and materials to employees, subcontractors, and suppliers.

3. **Sealed Bids** - All companies or individuals who wish to bid on a good or service must submit their bids in a sealed opaque envelope with the following information on the face: bidder's name, address, subject matter of bid, designated date of bid opening and hour designated for bid opening. If a list of bidders is maintained, all vendors on the list should be sent a copy of the bid document. It is the responsibility of each department to maintain bid lists for those goods or services for which they are responsible.

4. **Pre-Bid Conference** - If a pre-bid conference is conducted, attendance is a mandatory condition of bidding if so stated. At the pre-bid conference, the responsible department should ensure that all attendees sign a “sign-in” sheet to ensure compliance with this requirement of bidding. Failure to attend a mandatory pre-bid conference will disqualify a bidder from being awarded the contract. Specification clarifications and questions material to the project answered during the pre-bid meeting will be published and sent to all plan holders.
5. **References** - The bid document must instruct the bidder to provide references.

**Summary** - A complete summary of items needed for RFPs, RFQs, and bids is available on the S Drive. For legal reasons, it is critical that all staff follow these policies. The District maintains standard forms for RFQs, RFPs, Independent Contract Agreement (including one for Professional Services), and contractors certification are maintained on the District’s S Drive. (S:\Planning\Agreement\Contract\RFP\RFQ Templates as well as appendices to this policy manual). These forms should be used at all times. A summary description of the appropriate procedures to use can be found in Appendix B. All questions for preparing an RFP or RFQ should be directed to the Planning Office.

**Bid Opening Procedures**

All bids and proposals will be kept in the finance office until the date of the opening. All sealed bids will be publicly opened by the Executive Director or a designee at the time stated in the legal notice. At least one other employee must serve as a witness and tabulate the bid results. A summary bid form must be completed. All proposals will be open to public inspection.

All bids must be received by the deadline on the day of the bid. Front desk personnel should be notified of the time and place of the bid opening for that day and reminded that no bids are to be accepted after the deadline for accepting bids. All bid deposits are forwarded to the Finance Department immediately following the bid opening.

**Post Bid Opening Requirements**

After the bid opening has taken place, the responsible employee must prepare an analysis summarizing the bids and a recommendation as to who should receive the award.

All bid files should be maintained for ten years following the completion of the project. Following the award, the originator of the bid results will contact the successful bidder to have contracts signed and notify all other bidders. The signed contract will be maintained in the administrative offices.

All contracts for work materials or supplies exceeding $5,000 must be executed in writing and must be signed by the Executive Director. One copy will be maintained by the Administration Department with a second copy delivered to the contractor. All signed contracts, certificates of insurance, and surety bonds must be obtained prior to work beginning.
# INVESTMENT POLICY – APPENDIX VI

## Park District of Highland Park

### Investment Policy

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Scope</td>
<td>1</td>
</tr>
<tr>
<td>A.</td>
<td>Pooling of Funds</td>
<td>1</td>
</tr>
<tr>
<td>II.</td>
<td>General Objectives</td>
<td>1</td>
</tr>
<tr>
<td>A.</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>1.</td>
<td>Credit Risk</td>
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</tr>
<tr>
<td>2.</td>
<td>Interest Rate Risk</td>
<td>1</td>
</tr>
<tr>
<td>B.</td>
<td>Liquidity</td>
<td>2</td>
</tr>
<tr>
<td>C.</td>
<td>Yield</td>
<td>2</td>
</tr>
<tr>
<td>III.</td>
<td>Standards of Care</td>
<td>3</td>
</tr>
<tr>
<td>A.</td>
<td>Prudence</td>
<td>3</td>
</tr>
<tr>
<td>B.</td>
<td>Ethics and Conflicts of Interest</td>
<td>3</td>
</tr>
<tr>
<td>C.</td>
<td>Responsibility for the Investment Program/Delegation of Authority</td>
<td>4</td>
</tr>
<tr>
<td>IV.</td>
<td>Safekeeping and Custody</td>
<td>4</td>
</tr>
<tr>
<td>A.</td>
<td>Financial Institutions</td>
<td>4</td>
</tr>
<tr>
<td>1.</td>
<td>Security</td>
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</tr>
<tr>
<td>2.</td>
<td>Size</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Location</td>
<td>4</td>
</tr>
<tr>
<td>4.</td>
<td>Statement of Condition</td>
<td>5</td>
</tr>
<tr>
<td>B.</td>
<td>Internal Controls</td>
<td>5</td>
</tr>
<tr>
<td>C.</td>
<td>Delivery vs. Payment</td>
<td>5</td>
</tr>
<tr>
<td>V.</td>
<td>Suitable and Authorized Investments</td>
<td>6</td>
</tr>
<tr>
<td>A.</td>
<td>Investment Types</td>
<td>6</td>
</tr>
<tr>
<td>B.</td>
<td>Collateralization</td>
<td>7</td>
</tr>
<tr>
<td>C.</td>
<td>Repurchase Agreement</td>
<td>7</td>
</tr>
<tr>
<td>VI.</td>
<td>Investment Parameters</td>
<td>7</td>
</tr>
<tr>
<td>A.</td>
<td>Diversification</td>
<td>7</td>
</tr>
<tr>
<td>B.</td>
<td>Maximum Maturities</td>
<td>8</td>
</tr>
<tr>
<td>VII.</td>
<td>Reporting</td>
<td>8</td>
</tr>
<tr>
<td>A.</td>
<td>Methods</td>
<td>8</td>
</tr>
<tr>
<td>B.</td>
<td>Performance Standards</td>
<td>8</td>
</tr>
<tr>
<td>C.</td>
<td>Marking to Market</td>
<td>9</td>
</tr>
</tbody>
</table>
INVESTMENT POLICY –APPENDIX VI (Cont’d)

Scope

This investment policy, which was prepared in accordance with the Public Funds Investments Act (30ILCS 235/0.01, et seq) applies to the investment activities of the Park District of Highland Park. All financial assets of the District, including the General Fund, Recreation Fund, Capital Project Funds, Debt Service Funds, Special Recreation Funds, and other funds that may be created from time to time, shall be administered in accordance with the provisions of this Policy.

Pooling of Funds

Except for cash in certain restricted and special funds, the District will consider consolidation of cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield:

Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Credit Risk

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

Limiting investments to the safest types of securities

Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the District will do business
Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

**Interest Rate Risk**

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

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

**Liquidity**

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

**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 is limited to relatively low risk securities in anticipation of earning a fair return relatively to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A declining credit security may be sold early to minimize loss of principal.
A security swap would improve the quality, yield, or target duration in the portfolio.

Liquidity needs of the portfolio require that the security be sold.

**Standards of Care**

**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 exceptions 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.

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.

**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.
Responsibility for the Investment Program/Delegation of Authority

The establishment of investment policies is the responsibility of the Park Board. Management and administrative responsibility for the investment program of the Park District of Highland Park is hereby delegated to the Treasurer/Finance Director who shall prepare and act in accordance with 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 Finance Director and approved by the Executive Director. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Finance Director 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.

Safekeeping and Custody

Financial Institutions

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

Security

The District will not maintain funds in any financial institution that is not a member of the FDIC or SIPC system. Furthermore, the Park District of Highland Park 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.

Size

The Park District of Highland Park 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.
Location

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

Statement of Condition

The Park District of Highland Park 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 Finance Director 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 District funds.

Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District of Highland Park 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 judgements by management.

Accordingly, the Finance Director 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 recordkeeping

Custodial safekeeping

Avoidance of physical-delivery securities

Clear delegation of authority to subordinate staff members
INVESTMENT POLICY – APPENDIX VI (Cont’d)

Written confirmation of telephone transactions for investments and wire transfers

Development of a wire transfer agreement with the lead bank or third party custodian

Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

Suitable and Authorized Investments

Investment Types

Consistent with the GFOA Policy Statement State Statutes Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state law where applicable:

U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;

Certificates of deposit and other evidences of deposit at financial institutions, bankers’ acceptances and commercial paper, rated in the highest tier (e.g., A-1, P-1, D-1, F-1 or higher) by a nationally recognized rating agency;

Investment-grade obligations of state and local governments and public authorities;

Repurchase agreements whose underlying purchased securities consist of the foregoing;

Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities;

Local government investment pools;
Any other investment allowed by Illinois Compiled Statutes.

Collateralization

Collateralization of all funds in excess of FDIC or SIPC limits is required. The District will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Obligations of the Wheeling Park District
- General Obligation Municipal Bonds rated “A” or better

The amount of collateral provided will be not less than 102 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 of Highland Park. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Park District of Highland Park.

Repurchase Agreement

Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.
INVESTMENT POLICY –APPENDIX VI (Cont’d)

Investment Parameters

Diversification

The investments shall be diversified by:

Limiting investments to avoid overconcentration of securities from a specific issuer or business sector (excluding U.S. Treasury securities),

Limiting investment in securities that have higher credit risks,

Investing in securities with varying maturities, and

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 Maturities

To the extent possible, the Park District of Highland Park shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Park District of Highland Park will not directly invest operating funds in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. (The Park District of Highland Park will attempt to adopt weighted average maturity limitations, consistent with the investment objectives.)

Reporting

Methods

The Finance Director will prepare an investment schedule quarterly. This report should be provided to the Park Board. The report will indicate:

Listing of individual securities held at the end of the reporting period by fund,
INVESTMENT POLICY – APPENDIX VI (Cont’d)

Listing of investments by maturity date,

Interest rate of each investment,

Amortized book value of each investment,

Par value of each investment.

A comparison of year to date earnings to the proposed budget.

Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

Marking to Market

The market value of the portfolio shall be calculated at least annually.
The District will conduct a community attitude and interest survey every 3-6 years in effort to provide statistical data pertaining to current and future needs relating to parks, facilities, programs and services. The survey will assist the District with identifying and prioritizing future projects that coincide with the Districts’ strategic and master planning process.
MILITARY PERSONNEL PROGRAM DISCOUNT POLICY – APPENDIX VIII

The Park District of Highland Park will provide all current military personnel and their family a 15% discount off of programs and memberships, effective immediately. Following are the specifics regarding the program:

Discount: 15% discount off of individual and immediate family resident rates for programs and memberships. Non-resident military individuals, and immediate family, will receive 15% off the non-resident rates.

Eligibility: Any active military personnel and immediate family.

Registration: Registrants must present an active military identification card while filling out the applicable paperwork, in person, at the respective facility.
This Policy ("FOIA Policy") outlines the Park District of Highland Park's (the "Public Body") procedures for compliance with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. ("Act"), by the Public Body and any person requesting public records from the Public Body ("Requestor"), and contains instructions and forms for the implementation of the FOIA Policy. The Public Body will respond to written requests for inspection, copying, or certification of public records in accordance with the Act, this FOIA Policy, and other applicable law. All notices and other communications in connection with a request to inspect, copy, or certify public records under the Act must be sent to: Freedom of Information Officer, Park District of Highland Park, 636 Ridge Road, Highland Park, Illinois 60035 ("Office").

I. REQUESTS FOR PUBLIC RECORDS

A. Responsibilities of FOIA Officer

The Public Body's Freedom of Information Officers (each a "FOIA Officer") are the people administratively responsible for receiving and processing all requests to inspect, copy, or certify public records under the Act and this FOIA Policy. The FOIA Officer is the person with authority on behalf of the Public Body to grant or deny requests to inspect, copy, or certify public records filed pursuant to the Act and this FOIA Policy, to extend the time for response, and to issue appropriate notices. The Public Body shall designate one or more officials or employees to act as its FOIA officer. The FOIA Officer shall not be considered to be an "officer" or "official" of the Public Body for any purposes other than those specified in the Act. If only one FOIA Officer is designated, the Public Body shall designate a Deputy who will act on the FOIA Officers behalf in the event that the FOIA Officer is unavailable.

B. FOIA Officer Training

The initial FOIA Officer(s) shall complete the electronic training curriculum developed and administered by the Public Access Counselor and shall successfully complete an annual training program pursuant to Section 3.5(b) of the Freedom of Information Act. Any FOIA Officer who is subsequently appointed shall complete the electronic training curriculum within 30 days after assuming the position.

C. Requests

All requests to inspect, copy, or certify public records must be in writing, directed to the Public Body and submitted via personal delivery, mail, fax, or other means available to the Public Body in accordance with Section 3(c) of the Act. FOIA Requests shall not be accepted through any of the Public Body's social media channels, including but not limited to Facebook or Twitter.
The Public Body prefers that a Requestor use the form attached as **FORM 1 ("Request Form")**, submitted to the attention of the Freedom of Information Officer at the Public Body’s primary address, but the Public Body will honor all requests lawfully submitted to the Public Body even if it is not submitted on the preferred form.

Any written request submitted to the Public Body for a public record shall be deemed to be a FOIA request and treated accordingly.

To facilitate the receipt and processing of Requests, the Public Body shall establish an email address dedicated to such FOIA requests and said email account shall be monitored daily by one or more FOIA Officers. The Public Body shall also include information on its web site and all social media sites directing the public to said email address and, where practical, establish a link on the web site and social media sites to that email account to assist the public in making a request and facilitate the processing thereof.

**D. Receipt of Requests**

FOIA requests submitted via personal delivery, mail, fax, or other means available to the Public Body must be addressed to the Public Body and will be deemed received only upon actual receipt by the Public Body on a working day, regardless of date of transmittal. Any request submitted via e-mail to the Public Body shall only be deemed received and proper when directed to the Public Body as specified in Paragraph I(C) above. An email sent during business hours will be deemed received on the day it is received by the Public Body. An email sent after business hours will be deemed received on the following business day.

**E. Request Form Processing**

All requests for inspection and copying received by the Public Body shall immediately be forwarded to its FOIA Officer or designee in accordance with Section 3(c) of the Act. Upon receiving a request for a public record, the FOIA Officer will note the Request with the date and time of receipt by the Public Body, compute the day on which the Response is due and note the date on which the Response is due on the Request. The FOIA Officer will maintain an electronic or paper copy of the Request, including all documents submitted with the Request, until the Request has been complied with or denied. The FOIA Officer will create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications related to the Request.
F. **Supplemental Requests**

Supplemental, amended, or additional requests to inspect, copy, or certify public records will not relate back to the time of receipt of the initial request. Supplemental, amended, or additional requests will be considered new requests for purpose of determining all applicable time periods and for determining whether "recurrent requester” criteria have been met.

G. **Interpretations or Advice**

The FOIA Officer(s) shall not interpret or advise Requestor as to the meaning or significance of any public records. The FOIA Officer is encouraged to contact the Requestor, if necessary, to clarify the Request. The FOIA Officer is also encouraged to seek advice on appropriate responses from the Public Body’s Attorney. The FOIA Officer(s) may seek advisory opinions from the Public Access Counselor as specified below.

II. **RESPONSES TO REQUESTS**

A. **Time for Response**

The Public Body will respond to any FOIA Request filed pursuant to Section I of this FOIA Policy within five working days after the Request is received by the Public Body, except for those Requests which seek records to be used for a commercial purpose which are governed by Section II.B. All responses and decisions required to be issued by the Public Body pursuant to the Act or this FOIA Policy will be conclusively deemed to have been given as of the date of personal delivery to the Requestor or to the residence of the Requestor entitled to a response or decision or, if mailed, as of the date of mailing, regardless of the date of actual receipt by the Requestor.

The time for responding to noncommercial requests may be extended to twenty one days, in accordance with Section 3.2 of the Act, when the requestor has become a recurrent requestor, as such term is defined in Section 2(g) of the Act.

B. **Responding to Requests**

The FOIA Officer may consult with the Public Body’s Attorney before responding to any request to inspect, copy, or certify public records. The FOIA Officer shall consult with the head of the public body or the Public Body's Attorney in the event that the FOIA Officer believes it would be beneficial to the Public Body to seek an advisory opinion from the Public Access Counselor regarding whether a request should be denied in part or in whole.
C. Requests for Records to be Used for a Commercial Purpose

The time lines specified above in Section II.A shall not apply to requests for records to be used for commercial purposes, as defined in Section 2(c-10) of the Act. The Public Body shall respond to a request for records to be used for a commercial purpose within 21 working days after receipt. In accordance with Section 3.I(a) of the Act, the response shall (i) provide the Requestor an estimate of the time required by the Public Body to provide the records requested and an estimate of the fees to be charged, which the Public Body may require the Requestor to pay in full before copying the requested documents, (ii) deny the request pursuant to a lawful exemption; (iii) notify the Requestor that the request is unduly burdensome and extend an opportunity to the Requestor to attempt to reduce the Request to manageable proportions, or (iv) provide the records requested. Unless the records are exempt from disclosure, the Public Body shall comply with a request within a reasonable period of time considering the size and complexity of the request, giving priority to records requested for non-commercial purposes. It is a violation of the Act for a person to knowingly obtain public records for a commercial purpose without disclosing it is for a commercial purpose.

D. Form of Response


(a) If the FOIA Officer determines that the Act requires disclosure of all or any part or portion of any public records requested on a Request filed under Section I of this FOIA Policy, the FOIA Officer will notify the Requestor in writing of that determination by use of FORM 2 or a substantially similar writing ("Approval Form").

(b) Except as otherwise specifically authorized by the FOIA Officer, only Public Body personnel will be permitted to search Public Body files, records, or storage areas; to use Public Body equipment; or to make copies of Public Body's public records. Original public records may not be removed from the Public Body's Office at any time.

(c) Public records requested under the FOIA may be inspected, or copies of public records obtained, during Business Hours at the Public Body's Office. Because space is limited, Requestors must make arrangements in advance with the FOIA Officer for a specific appointment to inspect public records at the Public Body Office.
(d) Requests for the reproduction of any public records that are tape recordings will be honored in accordance with the provisions of the Act and this FOIA Policy.

(e) The Requestor must pay all copying, certification, and postage fees permitted by this Policy in advance of receiving copies of any public records.

(f) When requested in electronic format, records will be furnished on the form of electronic media specified by the Requestor, if feasible, in accordance with Section 6(a) of the Act. If it is not feasible to furnish the records in the specified electronic format, then the Public Body will furnish the record in the format in which it is maintained by the Public Body, or in paper format at the option of the Requestor. Records furnished in electronic format shall be presented in read-only form whenever possible.

(g) In the alternative, where the records responsive to the request total more than 5 pages and copies have been requested by the Requester, the Public Body may produce the copies in electronic form in .pdf format unless the Requester has expressly requested paper copies. No charge shall be made for the cost of documents presented on electronic media, other than the actual charges of the media itself, unless the number of pages of the records provided exceeds 50 pages.

2. Extension of Time. If the FOIA Officer determines that additional time is needed, and allowed under Section 3(e) of the Act, to respond to a request filed pursuant to Section I of this FOIA Policy, the FOIA Officer will notify the Requestor in writing of that determination, the reasons requiring the extension, and the length of the extension, which will not in any event exceed five working days from the original due date. The FOIA Officer shall provide notice of the extension by use of FORM 3 or a substantially similar writing in accordance with Sections 3(e) and 3(f) of the Act ("Notice of Extension"). The Requestor and the Public Body may also agree in writing to extend the time for compliance for a period to be determined by the parties, by use of FORM 4 or a substantially similar writing ("Agreement to Extend").

3. Repeated Requests. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under the Act shall be deemed unduly burdensome in accordance with Section 3(g) of the Act.
4. **Categorical Requests.**

(a) If the FOIA Officer determines that a Request filed under Section I of this FOIA Policy for all records falling within a category will unduly burden the Public Body and that the burden of the Public Body outweighs the public interest in production of the public records sought, the FOIA Officer will notify the Requestor in writing of that determination, the reasons supporting such determination, and the right of the Requestor to meet with the FOIA Officer in an effort to narrow the request.

The notice will be given by use of **FORM 5** or substantially similar writings ("**Notice to Narrow Request**").

(b) If the Requestor agrees to meet and confer with the FOIA Officer regarding the request, the FOIA Officer will respond to the Request, or to the Request as narrowed at the meeting, within five working days following the date of the adjournment of the meeting. The response may take any form specified in this Section II.B.

(c) If the Requestor does not agree to meet and confer with the FOIA Officer regarding the request, the FOIA Officer may deny the request pursuant to Section II.D(6) below on the fifth working day after the date of the notice given pursuant to Section II.D(4)(a) above.

5. **Redacting Information.** When a request is made to inspect or copy a public record that contains information that is exempt from disclosure, but also contains information that is not exempt from disclosure, the FOIA Officer may elect to redact the information that is exempt, making available the remaining information for inspection and copying.

6. **Denial.** If the FOIA Officer determines that all or any part or portion of any public records requested on a Request filed pursuant to Section I of this FOIA Policy are not subject to disclosure under the Act or this FOIA Policy, the FOIA Officer will notify the Requestor in writing of that determination, including a detailed factual basis for the application of any exemption claimed, the reason for the denial, and the Requestor's right to judicial review and review by the Public Access Counselor, including the Public Access Counselor's address and phone number ("**Notice of Denial**"). In the event that a Request is denied on the grounds that the records are exempt under Section 7 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. The notice shall be given by use of **FORM 6** or a substantially similar writing.
E. Failure to Respond

If the FOIA Officer fails to respond to a Request properly filed under Section I of this FOIA Policy, the Request will be deemed to be denied as of the last day permitted for the response.

F. No Obligation to Create New Records

Except as provided in Section V below, in responding to Requests to inspect, copy, or certify public records, the Act and this FOIA Policy does not require the Public Body to create records that the Public Body does not already maintain in record form.

III. INTERACTION WITH PUBLIC ACCESS COUNSELOR

A. The Public Body’s Request for an Advisory Opinion

In the event that the Public Body desires an advisory opinion regarding whether it is obligated to comply with any FOIA request, or permission thereof, it may request an advisory opinion from the Attorney General by written request of the head of the public body or the Public Body’s Attorney pursuant to Section 9.5 (h) of the Freedom of Information Act.

B. Receipt of Request for Review

In the event that the Public Body receives a copy of a request for review from the Public Access Counselor which specifies records or other documents that the Public Body shall furnish to facilitate the review, the Public Body shall provide copies of the records requested within seven working days and shall otherwise fully cooperate with the Public Access Counselor in accordance with Section 9.5(c) of the Freedom of Information Act. Within seven working days after it receives any copy of a request for review and request for production of records from the Public Access Counselor, the Public Body may, but is not required to, answer the allegations of the request for review pursuant to Section 9.5(d) of the Act, including filing affidavits or records concerning relevant matters. Records that are obtained by the Public Access Counselor from the Public Body for purposes of addressing a request for review under Section 9.5 of the Freedom of Information Act will not be disclosed to the public by the Public Access Counselor. The Public Body may furnish affidavits or records concerning any matter germane to the review.

D. Mediation

In the event that the Attorney General chooses to resolve a request for review by mediation or by a means other than the issuance of a binding opinion in accordance with Section 9.5(f) of the Freedom of Information Act, the Public Body shall cooperate with the Attorney General in that endeavor.
E. **Adherence to Binding Decisions of the Public Access Counselor**

Upon the receipt of a binding opinion from the Public Access Counselor concluding that the Public Body has violated the Act, the Public Body, at its discretion, shall either take necessary action as soon as practical to comply with the directive of the opinion or shall have the option of filing an administrative review action pursuant to Section 11.5 of the Freedom of Information Act.

**IV. REVIEW OF DENIAL**

A. **Review by Public Access Counselor**

If a Requestor disagrees with a Notice of Denial, then the Requestor may file a request for review with the Public Access Counselor not later than 60 days after the date of the Notice of Denial. The request for review by the Public Access Counselor must be in writing, signed by the Requestor, and include a copy of the Request and the Notice of Denial and any other response from the Public Body. The Requestor shall also file a written notice of appeal with the Public Body by use of FORM 7 or a substantially similar writing ("Notice of Appear").

B. **Judicial Review**

A Requestor denied access to a Specified Record may file suit for injunctive or declaratory relief in the circuit court for the county where the Public Body’s Office is located.

**V. FEES**

A. **Fees Established**

Unless fees are waived or reduced pursuant to Section IV.C below, each Requestor must pay the following fees for copying, certification, and mailing of public records, which the Public Body has determined to be reasonably calculated to reimburse its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records:

1. **Copies -letter or legal**  --  $.15 per side.
2. **Copies-color or oversize**  --  Actual cost of reproduction.
3. **Certification**  --  $1.00 per document plus copy cost.
FREEDOM OF INFORMATION ACT (FOIA) POLICY– APPENDIX IX (Cont’d)

5. Statutory Fees -- Fees otherwise fixed by statute will be imposed at the rates authorized by statute.
6. Recording Media, whether -- Actual cost to the Public Body discs, diskettes, tapes or other media

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for Requests for commercial purposes. When the services of an outside vendor are required to copy a public record, the actual reasonable charges of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

In the event that the Public Body provides records in response to a Request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.

B. Method and Time of Payment

Payment of all required fees must be made in cash, by cashier’s or certified check, or by money order prior to the examination, copying, or certification of any public record.

C. Waiver of Fees

The fees provided in Section V.A above may be waived or reduced by the FOIA Officer or another appropriately authorized official if the Requestor states the specific purpose of the request on the Request and establishes to the reasonable satisfaction of the FOIA Officer that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request at the time the Request is filed. A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit to the Requestor. The FOIA Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.
VI. PUBLIC BODY OBLIGATIONS

A. Organizational Description

In accordance with Section 4 of the Act, the FOIA Officer will cause the Public Body to prominently display at each of its offices, make available for inspection, copying, and mailing to any person requesting it, the following information, which shall also be posted on the Public Body's website, if it has one maintained by the Public Body's full-time staff:

- a brief description of the Public Body identifying and describing the membership of the Public Body's Corporate Authorities and of all of its standing and special committees and other advisory bodies,
- a short summary of the Public Body's purpose,
- a block diagram of its functional subdivisions,
- the approximate number of its full and part-time employees,
- identification and membership of advisory boards, commissions, committees, or councils,
- the total amount of its operating budget,
- the number and location of each of its offices,
- a brief description of the methods whereby the public may request information and public records,
- a directory designating the Freedom of Information officer(s),
- the address where requests for public records should be directed, and
- any fees allowable under Section 6 of the Act, as set forth in Section V, above.

B. Records Stored by Electronic Data Processing

The FOIA Officer will prepare and furnish to any person requesting it a description of the manner in which public records of the Public Body stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.
C. **Summary of Procedures**

The FOIA Officer will create, maintain current, and make available for inspection, copying, and mailing a copy of this FOIA Policy containing at a minimum the following: a brief summary of the procedures established by this FOIA Policy, a directory designating the FOIA Officer, the address where requests for public records should be directed, and any fees allowed.

D. **Posting and Mailing of Information**

The FOIA Officer will keep posted at the Public Body Office, and will provide a copy to any person making a request therefore, the Organizational Description prepared pursuant to Section VI.A above and the Summary of Procedures prepared pursuant to Section VI.C above.

E. **Record Keeping**

The FOIA Officer will retain copies of all Requests and documents relating to a Request until the Request is complied with or has been denied. In addition, copies of Requests, any responses including Notices of Denial, and a copy of communications with the Requestor and other communications shall be maintained by the FOIA Officer for the period provided by law.

VII. **GENERAL**

A. **Conflicts and Invalidity**

This FOIA Policy does not supersede the provisions of the Act. In the event that this Policy in any way conflicts with the Act, the Act will control over the FOIA Policy. If any provision of the FOIA Policy is deemed illegal or unenforceable, all other provisions and their application will remain unaffected to the extent permitted by law.

B. **Definitions**

In addition to the definitions provided in the Act, the following definitions are applicable to this FOIA Policy:

1. **Business Hours**: 9:00 a.m. to 5:00 p.m. on a working day.

2. **Working Day**: Any day on which the Public Body Office is open and staffed for regular public business during Business Hours.
ETHIC POLICY – APPENDIX X

CODE OF ETHICS

Section 1. Code of Ethics--Declaration of policy and purpose.

A. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsive to the people they serve; government decisions and policy be made in the proper channels of the governmental structure; public office not be used for personal gain or to advance the interests of family or relatives; and the public have confidence in the integrity of its government. In recognition of such goals, there is established a code of ethics for all Park District public officials, whether elected or appointed, paid or unpaid, and for Park District employees. The purposes of this Code of Ethics are to establish ethical standards of conduct for all such public officials and public employees by setting forth the acts or actions which are incompatible with the best interests of the Park District and its inhabitants and by requiring disclosure by public officials and public employees of private financial or other interests in matters affecting the Park District.

B. This Code of Ethics are founded upon the principle that no individual shall receive any impermissible financial or other gain by reason of their serving as a public official or public employee of the Park District, and that no private person or taxpayer, including public officials or public employees, or their family members, should receive any benefits from Park District action beyond that which is available to any other private person or taxpayer due to their relation to or as a result of privileged information or support provided by any public official or public employee.

C. It is the legislative intent of the Board of Park Commissioners for this policy to be liberally construed to accomplish the purposes herein expressed to the greatest extent permitted by law.

Section 2. Definitions.

The following words, terms and phrases, when used in this Code of Ethics, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Whenever the context of this Code requires, the masculine gender includes the feminine or neuter and the singular number includes the plural.

Business entity means any business, proprietorship, firm, partnership, person in a representative or fiduciary capacity, association, venture, trust or corporation.

Campaign for elective office means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities:
ETHIC POLICY – APPENDIX X (Cont’d)

1. Relating to the support or opposition of any executive, legislative, or administrative action,

2. Relating to collective bargaining, or

3. That are otherwise in furtherance of the person's official duties.

**Candidate**

means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in 10 ILCS 511-3.

**Collective bargaining**

has the same meaning as that term is defined in the Illinois Public Labor Relations Act, 5 ILCS 315/3.

**Compensated time**

means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this chapter, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or public employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

**Compensatory time off**

means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

**Contribution**

has the same meaning as that term is defined in 10 ILCS 5/9-1.4.

**Doing business**

means engaging in an activity for profit or gain, or that requires a license or permit by an agency.

**Employer**

means the Park District of Highland Park.

**Family member**

means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses. All relations which arise by action of law or marriage shall be included within the meaning of Family Member, including step relatives, adoptees and half siblings. For the purpose of this Chapter the word spouse shall include a life partner.
ETHIC POLICY – APPENDIX X (Cont’d)

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee given without consideration or expectation of return.

Interest means any material direct or indirect benefit accruing to a public official or employee, or their family members, whether in the public official's or employee's own name, or the name of any person, from which the official or employee is entitled to receive any financial benefit as a result of a contract or transaction which is or which is known will become the subject of an official act or action by or with the Park District, except for such contracts or transactions which, by their terms and the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other citizens of the Park District. Notwithstanding anything to the contrary, any interest permitted or prohibited under 50 ILCS 105/3 shall be permitted or prohibited under the same circumstances and conditions as therein set forth.

Interest in real property Includes, but is not limited to, the following:

1. Legal or equitable title;
2. A beneficial interest in any trust, including a land trust;
3. Any assignment of any interest from a beneficiary or any other party of an interest;
4. A power to direct conveyance;
5. A right to receive rents or proceeds from property;
6. The obligation to pay rent;
7. A lien;
8. A tax sale certificate;
9. An option; or
10. Any other financial interest, real or personal, direct or indirect, in such property, including status as a nominee or undisclosed principal.
Intergovernmental gift means any gift given to a public official or public employee by a public official or public employee of another governmental entity.

Intragovernmental gift means any gift given to a public official or public employee from another public official or public employee.

Leave of absence means any period during which an employee does not receive:

1. Compensation for employment, and
2. Service credit towards pension benefits.

Lobbyist means any person:

1. Who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action; or
2. Any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

Official act or action means any legislative, administrative, appointive or discretionary act of any public official or public employee of the Park District, or any agency, board, committee or commission thereof.

Person means any individual, entity, corporation, proprietorship, partnership, joint venture, firm, association, trade union, syndicate, committee, bust, estate or group, as well as any parent or subsidiary of any of such entities, whether or not operated for profit, doing business with or participating in a transaction with or before the Park District or any commission or agency thereof.

Political activity means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:

1. Relating to the support or opposition of any executive, legislative, or administrative action;
2. Relating to collective bargaining; or
3. That are otherwise in furtherance of the person's official duties.
Political organization means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

Prohibited political activity means:

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; or

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 the member or officer or (ii) in the case of an employee, by the employee or by the member, officer, or other employee directing the employee;

2. does business or seeks to do business (i) with the member or officer or (ii) in the case of an employee, with the employee or with the member, officer, or other employee directing the employee;

3. conducts activities regulated (i) by the member or officer or (ii) in the case of an employee, by the employee or by the member, officer, or other employee directing the employee;

4. has interests that may be substantially affected by the performance or non-performance of the official duties of the member, officer, or employee;

5. is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. is an agent of, a spouse of, or an immediate family member who is living with a "prohibited source".

**Public employee** means (i) any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed.

Acts of any family member of a public official or public employee, when done with the knowledge and express, implied or tacit consent of the public official or public employee, shall be deemed to be acts of such official or public employee for purposes of applying the prohibitions and restrictions of this Code of Ethics.

**Public official** means any person elected or appointed to the Park District Board or persons appointed to any other Park District board.

**Transaction** means any matter upon which a public official or public employee performs an official act or action including, but not limited to, contracts, work or business with the Park District, the sale or purchase of real estate by the Park District and any requests for zoning amendments, variations, planned development approval or special permits pending before the Park District.
Section 3. Conflict of interest.

A. No public official or public employee shall perform or participate in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest.

B. Whenever the performance of an official act or action of a public official or public employee shall include deliberation, voting or the rendering of a decision on his part on any matter in which he has or knows he may acquire an interest, he shall publicly disclose the nature and extent of such interest and disqualify himself from participating in the deliberation and the decision-making process, as well as in the voting. In order to avoid the appearance of impropriety, the public official or public employee who has disqualified himself from participation under this subsection shall not be present in the same room during which the decision-making process, the deliberations or voting on the issue may occur.

C. No public official or public employee, or family member of a public official or public employee, or paid consultant of the Park District shall represent any person in any action or proceeding against the interests of the Park District or in any litigation in which the Park District is a party.

D. Any contract entered into or other official action of the Park District Board, a committee or other subdivision thereof, or of any Park District department, agency, board, commission or other body, applied for or in any other manner sought, obtained or undertaken in violation of any of the provisions of this Code of Ethics shall be void, invalid and without any force or effect whatsoever.

E. No public official or public employee, or family member of a public official or public employee, or paid consultant of the Park District shall appear on behalf of or represent any person or organization at any proceeding before any board or commission of the Park District, except on behalf of himself or a member of his household, or on behalf of an eleemosynary organization, when the expenditure of Park District funds are not an issue.

Section 4. Gift ban.

A. Except as permitted in subsection (b), no public official or public employee, as the case may be, and no family member, shall solicit or accept any gift from any prohibited source.

B. Subsection (a) is not applicable to the following exceptions which are mutually exclusive and independent of every other exception:

1. An award publicly presented in recognition of public service;

2. Commerically reasonable loans made in the ordinary course of the lender's business;

3. Complimentary copies of trade publications;
4. Holiday greeting cards;

5. Opportunities, benefits, and services that are available on the same conditions as for the general public;

6. Anything for which the public official or public employee or family member pays the fair market value;

7. 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;

8. Educational materials;

9. 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, party to a civil union, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse or partner in a civil union and the individual's fiancé or fiancée;

10. 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:

   a. 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;

   b. 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

   c. 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 public officials or public employees or family members;

11. 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 a public official or public employee), if the benefits have not been offered or enhanced because of the official position or
ETHIC POLICY – APPENDIX X (Cont’d)

employment of the public official or public employee, and are customarily provided to others in similar circumstances;

12. Intra-governmental and inter-governmental gifts;

13. Bequests, inheritances, and other transfers at death; or

14. Reasonable hosting, and food or refreshments not exceeding $75.00 per person in value on a single calendar day, furnished to the public official or public employee in connection with official Park District business, if furnished by the sponsor of the event relating to the official Park District business and the hosting, and food or refreshments are consumed on the premises from which they were purchased, prepared, or catered.

15. Any item or items from any one person during any calendar year having a cumulative total value of less than $100.

C. The foregoing regulations in this Section are intended to be no less restrictive than the State Gift Ban Act (5 ILCS 430110-10, et seq.) and represent the rules required to be adopted thereby, 5 ILCS 430/70-5.

D. If the State supreme court declares the State Gift Ban Act (5 ILCS 430/10-10, et seq.) unconstitutional in its entirety, then this section shall be repealed as of the date that the supreme court's decision becomes final and not subject to any further appeals or rehearings. This section shall be deemed repealed without further action by the corporate authorities of the Park District if the Act is found unconstitutional by the State Supreme Court.

If the State supreme court declares part of the act (5 ILCS 430/10-10, et seq.) unconstitutional, but upholds the constitutionality of the remainder of the act or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, the part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the Park District.

E. Any mandatory amendment to the State Gift Ban Act (5 ILCS 430/10-10 et seq.) that becomes effective after the passage of the ordinance(s) from which this Code of Ethics is derived shall be incorporated into this Code of Ethics by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by park districts shall be incorporated into this Code of Ethics by reference only after formal action by the corporate authorities of the Park District.

Section 5. Disclosure of information.

No public official or employee, with respect to any transaction which is or which is reasonably expected to become the subject of an official act or action, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs
of the Park District or use such information to advance the interest of such public official or employee, or his family members.

Section 6. Private use of public property.
No public official or employee shall request or permit the use of Park District-owned vehicles, equipment, materials or property for personal use or convenience except as allowed by administrative order of the Park District administrator or to the extent the same opportunity is available to other residents of the Park District.

Section 7. Special consideration, treatment or advantage of others.
No public official or public employee shall grant any special consideration, treatment or advantage to any person or business entity beyond that which is available to every other citizen.

Section 8. Prohibited political activities.
A. No officer or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property or resources of the Park District in connection with any prohibited political activity.

B. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:
   1. as part of that officer's or employee's duties,
   2. as a condition of employment, or
   3. during any compensated time off (such as holidays, vacation or personal time off).

C. 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.

D. 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 section.

E. The foregoing regulations in this Section are intended to be no less restrictive than the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) and represent the rules required to be adopted thereby, 5 ILCS 430/70-5.

F. If the State supreme court declares the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) unconstitutional in its entirety, then this section shall be repealed as of the date that the supreme court's decision becomes final and not subject to any further appeals or rehearings. This section shall be deemed repealed without further action by the corporate
ETHIC POLICY – APPENDIX X (Cont’d)

authorities of the Park District if the act is found unconstitutional by the State Supreme Court.

If the State supreme court declares part of the act (5 ILCS 430/5-15) unconstitutional, but upholds the constitutionality of the remainder of the act or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, the part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the Park District.

G. Any mandatory amendment to the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) that becomes effective after the passage of the ordinance(s) from which this Code of Ethics is derived shall be incorporated into this Code of Ethics by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by park districts shall be incorporated into this Code of Ethics by reference only after formal action by the corporate authorities of the Park District.

Section 9. Whistleblower protection.

A. No public official, employee or agency shall discharge, threaten or otherwise discriminate against a complainant, or public official or employee acting on behalf of a complainant, regarding compensation, location or privileges of employment because:

1. The complainant, or public official or employee acting on behalf of the complainant, reports or is about to report, verbally or in writing, a violation or a suspected violation of this Code of Ethics; or

2. A complainant, or public official or employee acting on behalf of the complainant, is requested to participate in an investigation, hearing or inquiry, or any related court action.

B. This section shall not apply to a complainant, or public official or employee acting on behalf of a complainant, who knowingly makes a false report.

Section 10. Disclosure of interest.

Any public official or employee who has, or whose family members have, an interest in a transaction which is the subject of an official act or action shall disclose on the record of the board or commission which performs such official act or to the Park District administrator, in the case of public employees, the nature and extent of such interest. Nothing herein shall be construed to permit the Park District, any public official or employee to participate in any transaction or do business with the Park District following such disclosure if it is otherwise prohibited by law.

Section 11. Incompatible employment.

No public official or public employee, or family member of such public official or public employee, shall engage in private employment with, or render services for, any private person
who has business transactions with the Park District unless such public official shall first make full public disclosure of the nature and extent of such employment or services.

Section 12. Accounting for benefits obtained in violation of article.

Any current or former public official or employee shall, upon demand of the Park District Ethics Advisor, account for all benefits accruing to such public official or employee as a result of any violation of this Code of Ethics.

Section 13. Ethics Advisor.

A. The Board President, with the advice and consent of the Board of Park Commissioners, shall designate an Ethics Advisor for the Park District. The duties of the Ethics Advisor may be delegated to an officer, employee or agent of the Park District.

B. The Ethics Advisor shall provide guidance to the officers and public employees of the Park District concerning the interpretation of and compliance with the provisions of this Code of Ethics and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Park District Board.

Section 14. Complaints.

All complaints for violations of this Code of Ethics shall be processed and adjudicated in the same manner as like crimes, offenses and ordinance violations, as may be applicable.

Section 15. Severability.

If any provision of this Code of Ethics or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity does not affect other provisions or applications of this Code of Ethics which can be given effect without the invalid application or provisions, and, to this end, each such invalid provision or invalid application of this Code of Ethics is severable, unless otherwise provided by this Code. It is hereby declared to be the legislative intent of the Park District that this Code of Ethics would have been adopted had any such unconstitutional or otherwise invalid provision or application not been included.

Section 16. Violations; penalties.

A. A person who is found guilty of intentionally violating any provision of Section 8 (Prohibited Political Activities) of this chapter shall be guilty of a Class A misdemeanor.

B. A person who is found guilty of intentionally violating any provision of Section 4 (Gift Ban) shall be guilty of a business offense and may be fined of at least $1,000 and up to $5,000.00.

C. Any person who is found guilty of intentionally making a false report alleging a violation of any provision of this chapter to the local enforcement authorities, the State's attorney or any other law enforcement official shall be guilty of a Class A misdemeanor.

D. A violation of Section 4 shall be prosecuted as a quasi-criminal offense by the Park District attorney.
ETHIC POLICY – APPENDIX X (Cont’d)

E. In addition to any other penalty that may be applicable hereunder, a public official who is found guilty by a court of competent jurisdiction of violating any provision of Section 4, Section 8, or subsection (c) herein, after a due process hearing before the Park District Board, may be subject to discipline, or removal from office as otherwise may be authorized by law.

F. In addition to any other penalty that may be applicable hereunder, a public employee who is found guilty by a court of competent jurisdiction of violating any provision of Sections 4, Section 8, or subsection (c) herein, may be subject to discipline and/or dismissal as may otherwise be determined by the Park District administrator.

G. The penalties provided in subsections (A) through (F) are not exclusive and are in addition to any other regulations relating to public official or public employee sanctions or disciplinary procedures as may otherwise be authorized in the Park District Code for violation of the Code of Ethics or analogous statutory provisions.
GUIDELINES FOR THE DEVELOPMENT AND IMPLEMENTATION OF POLICIES, PROCEDURES, AND REGULATIONS – APPENDIX XI

Guidelines for the Development and Implementation of Policies, Procedures and Regulations

DEFINITIONS

Policy: The formal guidance needed to coordinate and execute activity throughout the District. Policy statements help focus attention and resources on high priority issues - aligning and merging efforts to achieve the district's vision. Policy provides the operational framework within which the District functions.

Procedures: The operational processes required to implement District policy. Operating practices can be formal or informal, specific to a department or building or applicable across the entire District. Policy is “what” the District does operationally, its procedures are “how” it intends to carry out those operating policy expressions.

Regulation: A rule designed to control the conduct of those to whom it applies. Regulations can apply to patrons, visitors, and staff.

Ordinance: Legally enforceable regulations governing the use of parks and property owned or controlled by the Park District as authorized by article 8 of the Illinois Park District Code. The ordinance has precedence over all policies, rules and regulations of the District.

DISTINGUISHING CHARACTERISTICS OF POLICIES AND PROCEDURES

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
</tr>
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<tbody>
<tr>
<td>Widespread application</td>
<td>Narrow application</td>
</tr>
<tr>
<td>Changes less frequently</td>
<td>Prone to change</td>
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<tr>
<td>Usually expressed in broad terms</td>
<td>Often stated in detail</td>
</tr>
<tr>
<td>Statements of “what” and/or “why”</td>
<td>Statements of “how,” “when,” and/or and sometimes “who”</td>
</tr>
<tr>
<td>Answers major operational issue(s)</td>
<td>Describes process</td>
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</tbody>
</table>
DEVELOPMENT OF POLICIES, PROCEDURES, ETC.

It is the responsibility of the Board of Park District Commissioners to adopt District policies. A policy must be approved by a majority of the board at a regular meeting.

The Board will periodically review and revise the Conduct Ordinance and adopt it at a regular meeting.

Procedures and general regulations consistent with policy are developed and implemented by staff. They may be District-wide or specific to a department or facility. Although they do not require Board approval the Board may monitor the operational procedures of the District as developed by staff and make alterations or additions at regular Board meetings to improve procedures.

The list below reflects the governance responsibilities of the Park Board and Executive Director:

<table>
<thead>
<tr>
<th>TOPIC/RESPONSIBILITY</th>
<th>BOARD</th>
<th>DIRECTOR</th>
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<tbody>
<tr>
<td>Amend the District’s Policies</td>
<td>X</td>
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<tr>
<td>Amend the District’s Personnel Policies</td>
<td>X</td>
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<tr>
<td>Adjust salary ranges</td>
<td>X</td>
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<tr>
<td>Alter the fringe benefit package</td>
<td>X</td>
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<tr>
<td>Create new positions (including drafting job description)</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Approve job descriptions</td>
<td>X</td>
<td></td>
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<tr>
<td>Grant raises of merit within budget</td>
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<td>X</td>
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<tr>
<td>Approve District’s budget</td>
<td>X</td>
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<tr>
<td>Set direction of the various funds or total budget</td>
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<td>X</td>
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<tr>
<td>Determine priorities of capital items</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Approve new leisure programs</td>
<td>X</td>
<td></td>
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<tr>
<td>Approve documents for disposal with Board’s notification</td>
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<td>X</td>
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<tr>
<td>Set fees for leisure programs</td>
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<td>X</td>
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<td>Set fees for special facilities</td>
<td>X</td>
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<tr>
<td>Set tax levy</td>
<td>X</td>
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</tr>
<tr>
<td>Select Audit firm</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Determine special audit areas of investigation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Select members of focus groups/advisory committees</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Determine components of a park design</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Negotiate &amp; enter into agreements with other govt units</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Purchases over $20,000</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Purchases under $20,000</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Approving agreements over 1 year</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approving agreements less than 1 year</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Approved: [Signature] Date: April 17, 2013
COMPENSATION POLICY

It is the goal of the Park District of Highland Park to provide competitive wages and benefits to attract, recruit and retain outstanding employees to its workforce. The following Compensation Policy will establish the procedures by which this will be accomplished.

Annual Compensation Plan
Annually, staff will prepare, and the Board will approve, a Compensation Plan (Plan). The Plan shall contain a listing of every full-time, part-time and seasonal position, indicating the minimum and maximum salary ranges for each position.

In preparing the Plan, staff will conduct or participate in a Survey of the surrounding communities to provide comparable, market-based information on which to base its recommendation. Plan-wide increases or decreases will be considered based on economic changes indicated in the U.S. Bureau of Labor Statistics local consumer price index (or other approved third-party metric). Increases or decreases to the salary ranges of individual positions within the Plan shall be based on documented changes revealed by the annual Survey.

Adoption and Publication of the Plan
The Compensation Plan will be adopted by Board resolution and be included as an exhibit in the appendix of the adopted annual budget. Copies will be made available to the public pursuant to the District’s procedure in connection with the Freedom of Information Act.

Five Year Review
Every five years, the entire Plan shall be reviewed by a qualified third-party consultant.

Performance Evaluations
The Executive Director shall establish an annual evaluation system intended to identify such performance. Incomes are tied to satisfactory or above satisfactory performance.

Individual Pay within the Salary Ranges
Each employee’s individual training, experience and job performance as measured by his/her evaluations will be the basis for establishing that employee’s annual pay within the salary range of the position.

Payroll Taxes for Compensation
As a governmental body reliant upon tax revenue for its operation, it is inappropriate for the District to compensate any employee in a manner that requires the District to pay the individual’s portion of federal, state, or any other payroll taxes. It is therefore, the policy of the District that for any payment of salary, bonus or other compensation, the responsibility for payment of the employee share of any payroll tax or charge will not be assumed by the District.
Pension Spiking

It is the policy of the District that the practice known as pension spiking shall not be permitted for any of its employees. For the purposes of this policy, no salaried employee shall receive a bonus or any special payment which when added to the employee’s base salary would increase that employee’s total compensation, or any tax year by more than 10% over the maximum value for that employee’s position, as shown in the duly adopted Compensation Plan for that year.

Example:

<table>
<thead>
<tr>
<th>Compensation Plan</th>
<th>Min Range</th>
<th>Actual</th>
<th>Max Range</th>
<th>Max Comp. for Spiking Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position A</td>
<td>60,000</td>
<td>68,500</td>
<td>70,000</td>
<td>77,000</td>
</tr>
</tbody>
</table>

Annual Independent Audit to Determine Pension Spiking Compliance

The District will establish with its auditors an agreed upon procedure to confirm compliance with this policy. The auditor’s finding will be included each year in the Comprehensive annual Financial Report (audit).

Employee Use of District and Private Vehicles

The District recognizes that certain employees are required to travel by vehicles in the performance of their jobs. The District will provide vehicles whenever possible for that purpose. If a District vehicle is not available at the time of need, the employee may use his/her personal vehicle for travel, in which instance he/she will be reimbursed pursuant to IRS guidelines and District procedures. In certain limited circumstances where an employee’s job requires him/her to be available to report to work immediately, that employee may be assigned a District vehicle and permitted to drive said vehicle to and from work, in which case the IRS regulations for imputing taxable income shall apply. The sale of any surplus District vehicle shall be approved by the Board of Commissioners at fair market value.

In lieu of the use of a District vehicle, the Board may authorize the payment of a monthly car allowance to compensate the employee for the work related use of his/her automobile.

At-Will and Contractual Employment

All of its employees serve the District on an at-will basis with the exception of the Executive Director who will work under the terms of a negotiated employment agreement with terms consistent with this Compensation Policy. Copies of such agreement shall be available to the public pursuant to the District’s procedures in connection with the Freedom of Information Act.
Disclosure
A Disclosure Form will be completed by each Park Board member that acknowledges receipt for any employment contract or amendment that is entered into with the Executive Director. This form will detail the pension implications to the compensation package contained in the contract. Each Board member shall affirm on the Disclosure Form that they received the completed form and that they fully understand pension implications that have been set forth and in their capacity as a Commissioner, accept same.

IMRF Representative
Each year at the Board’s annual meeting, the Executive Director shall disclose in writing to the Board, the name of the District IMRF’s representative. If the Board enters into contract discussions with the IMRF agency representative regarding his/her position with the District, including, but not limited to compensation or pension issues, then the IMRF representative shall be suspended from acting in such capacity until such time as his/her employment situation is finalized. During such time, the Board shall appoint a temporary IMRF representative to assume those duties and responsibilities.