



Naperville Park District
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BOARD POLICIES AND BY-LAWS

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NAPERVILLE PARK DISTRICT POLICY AND BY-LAWS MANUAL

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Naperville Park District Board Policy

GENERAL

Policy No. 1.0

1.0 MISSION

To provide recreation and park experiences that enrich the quality of life of our community.



2.0 VISION

To be a national leader in parks and recreation providing and promoting high quality experiences and facilities at a great value to our community.



2.1 VALUES

The Naperville Park District embraces the following values as we accomplish our mission:

- Throughout our decision-making, actions and interactions, we demonstrate ***Integrity and Respect***. We foster an open and honest work environment where different perspectives are welcome, people are afforded respect and personal dignity, and stated policies are observed.
- Throughout our facilities and programming, we are ***Safe, Accessible and Diverse***. We emphasize safety through the maintenance of our facilities and the training of our staff. We offer a wide variety of opportunities so that people from all demographic groups experience parks and recreation at a price that provides value. We locate facilities, events and programming with special attention to the balance of geographic desirability and physical accessibility – particularly for those with special needs.
- Our recreation services are imbued with ***Excellence, Accountability, and Wellness***. We accept responsibility for our decisions and actions. We encourage the pursuit of personal growth, good physical health, and community enrichment.
- As guardians of public assets, we are dedicated stewards, always considering ***Sustainability of Resources*** in our decisions and actions.

Collectively, these values are the code of ethics for the Board and Staff of the Naperville Park District. They are not mutually exclusive, but rather complementary. These values are not to be compromised.



2.2 PURPOSE OF MANUAL – DEFINING POLICIES, PROCEDURES AND BY LAWS

2.2.1 Purpose of Manual This Board Policies and By-laws Manual, adopted by the Board of Park Commissioners of the Naperville Park District sets forth many basic policies and tenets to guide the Board of Park Commissioners (the “Board”) as it governs the District. This Manual is not intended to be comprehensive in nature; the Board maintains policies, rules, regulations, and guidelines in addition to those set forth in this Manual. The provisions of this Manual are a manifestation of the Board’s desire to establish basic standards for appropriate decision-making, protocol, and conduct in the service of the residents of the District. Through the use of this Manual, the Board hopes to ensure good, honest, transparent and accountable representation of its constituents.

2.2.2 Policy A policy is any plan or course of action reflecting the mission to be achieved and officially approved by the Naperville Park District. Policies provide guidelines for the operation of the District and gives direction to the Board and staff in the discharge of their duties.

A policy must be approved by the Board and recorded in writing.

An inventory of current District policies that apply to the Board is set forth in Appendix C.

2.2.3 Procedure A procedure is any plan or course of action formulated, developed and implemented by the District to facilitate day-to-day operations within the respective policy guidelines. Procedures guide the staff in providing safe, efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of the policy.

The Executive Director shall have the responsibility of specifying the action required and designing the detailed arrangements under which the Park District operates, consistent with the Board policies, the Executive Director’s job description, and applicable law and agreements. These detailed arrangements and specific action shall constitute the procedures that govern the day-to-day operations of the District.

2.2.4 By-laws By-laws are general rules and regulations adopted by the Board to govern its meetings, committees, routine internal operations and specified operational matters.



Naperville Park District Board Policy

GENERAL

Policy No. 2.3

2.3 APPLICABILITY

This manual is binding on any and all Commissioners of the Naperville Park District. Staff regulations will conform to the provisions of these policies. This manual is intended to facilitate the Park Board's effectiveness and efficiencies.

The District will conduct a triennial review of this manual with the next scheduled review in 2012. In the event of any conflict between these policies and procedures and federal, state, or local law, the provisions of the applicable law shall take precedence.

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2.4 ENFORCEMENT

Any Commissioner who believes that a provision of the Board Policies has been violated may notify the Board of the alleged violation. Any Commissioner who is the subject of an alleged violation of the Board Policies may submit a statement in response to the allegation. The Board shall review the allegation and any statement by the accused Commissioner and, at its discretion, may review, investigate and evaluate the facts and circumstances of the alleged violation. Based on its findings and determination the Board may take no action or may take such lawful action as it deems appropriate in response to said allegation.



Naperville Park District Board Policy

PROFILE

Policy No. 3.0

3.0 THE NAPERVILLE PARK DISTRICT PROFILE

The Naperville Park District is a separate unit of municipal government established in 1966 through voter referendum, pursuant to the Illinois Park District Code, 70 ILCS 1205/1-1. The District is governed by a Board of seven publicly elected commissioners who serve for four year terms without compensation. The Board of Commissioners acts as the legislative and policy making body of the District. The Park District's principal responsibilities include acquisition of land and interests in land and improvements, provision of park and recreational programming, and the provision of leisure opportunities for the public. The Park District delivers its park, recreational and leisure opportunities through its commitment to its mission and vision, its highly trained professional staff, partnerships (public and private), transparency, effective open and honest communication, integrity and respect for all residents, employees, and vendors.



3.1 MEMBERSHIP

- 3.1.1 Number of Commissioners** The Board shall be comprised of seven (7) publicly elected officials.
- 3.1.2 Term Length** Commissioners shall be elected to serve for a term of four (4) years. Commissioners shall be elected biennially to take the place of those whose terms expire in accordance with the general election law of the state. Commissioners shall serve until their successors are duly elected and qualified.
- 3.1.3 Eligibility for Office** Candidates for the office of Naperville Park District Commissioner shall meet all statutory eligibility requirements of the office as described in the Illinois Park District Code section 70 ILCS 1205/2-11 and as amended by Public Act 096-458, and shall comply with all nomination, candidacy and election requirements as established by Illinois election law.
- 3.1.4 Vacancy** The Board shall establish by ordinance the length of time that a Commissioner may fail to attend meetings of the Board in order for said Commissioners office to be declared vacant, in accordance with the Illinois Park District Code.



RESPONSIBILITIES

3.2 BOARD RESPONSIBILITIES

Attached as Appendix B is a schematic diagram of the Park District Board's relationships with strategic partners, Board-hired employees and service providers/contractors (e.g., the executive director, legal counsel, and auditor) and board committees. It should be noted that the only park district staff responsible to the board is the executive director; all other staff personnel are the responsibility of the executive director. Legal counsel and auditor are hired by the board but work closely with the staff for operational matters. Guidance and direction is provided by the Board. The Board recognizes that its responsibilities include Leadership, Strategy, Community Focus, Financial Management, Operations, Learning and Growth as described herein.

3.2.1 Leadership

- The Board concerns itself primarily with questions of policy rather than with administrative matters. The District's Executive Director is charged with the administrative responsibility to implement the Board's policies.
- The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.
- The Board shall select a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District.
- Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the Executive Director rather than directly from other employees of the District. Board members also should refer inquiries, information, complains, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board.
- Employees' Performance of Duties. No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director.
- The Board shall establish an effective working relationship with the Executive Director and provide timely and effective feedback on performance.



RESPONSIBILITIES

- The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are very strongly encouraged to attend the retreat.
- The Board shall encourage ethical behavior of Board members and Executive Director.
- The Board shall provide strategic leadership in decisions affecting the District, including acquisitions, intergovernmental relationships, partnerships, etc.
- Commissioners will serve on committees, commissions, or Boards representing the District.

3.2.2 Strategy

- The Board shall review and approve the implementation of an overall strategic plan.
- The Board shall review and approve a measurement system for strategic plan progress.
- The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to District and act consistently with the best interests and well-being of the District. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of the District. The Board supports the following policies:
 - Promotion of Cooperation. The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.
 - Relationships with Particular Groups; Liaisons. The Board desires to maintain its valuable relationships with the Riverwalk Commission, Riverwalk Foundation, Millennium Carillon Foundation, and various sports and civic groups. Board members may be appointed to serve as liaisons between the District and some of these organizations.



RESPONSIBILITIES

- School Districts 203 and 204, City of Naperville, Forest Preserve Districts of DuPage and Will Counties. The Board encourages cooperation between the District and the City of Naperville, Naperville Community Unit School District 203 and Indian Prairie School District 204 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, and residents. Such cooperation may be memorialized in intergovernmental agreements between the District and a school district. The Board recognizes the value of open space under the stewardship of the Forest Preserve Districts of DuPage and Will Counties and works closely with these entities especially for mutual unstructured activities such as the use of multi-use trails.
- Western DuPage Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the District, including senior citizens and individuals with special needs or disabilities. In furtherance of that commitment, the District shall remain an active member of the Western DuPage Special Recreation Association. The Executive Director serves on the Board of WDSRA.
- The Board shall communicate strategy and the achievement of the District's mission throughout the community.
- The Board shall develop and maintain a legislative advocacy plan that enables the District to benefit from local, state and federal initiatives
- The Board will cultivate strong relationships with legislators, community leaders and governing bodies of other agencies to further the District's strategic mission and vision.

3.2.3 Community Focus

- Commissioners will maintain visibility at community and District events.
- The Board shall work to build public trust and confidence.
- Commissioners will network with strategic partners, legislators, and community leaders.
- The Board shall review District and community needs and ensure service delivery is aligned with those needs.



RESPONSIBILITIES

- The Board shall prepare an annual “State of the Park District” report.

3.2.4 Financial Management

The Board shall:

- Provide annual guidance to the Executive Director regarding District-wide goals during the annual budget process in alignment with the District’s Strategic Plan.
- Review and approve the monthly Treasurer’s Report and other financial reports.
- Review and authorize expenditures that have been created through a sound fiscal program.
- Approve and issue bonds, referenda and grants that have been identified as appropriate means of increasing revenue.
- Authorize and approve an annual audit of the District’s financial performance.

3.2.5 Operations

- The Board functions under the authority of the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.* and within the framework of applicable State of Illinois and federal laws.
- Board members, collectively and individually, act as representatives of the residents of the District in promoting the District’s parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, the Board makes decisions that it determines best serve the community as a whole. Support ordinances, laws and policies for the benefit of the District.
- The Board shall approve contracts, leases, annexations, partnerships and sponsorships that will enhance and further the mission of the District.
- The Board shall review strategic performance as measured by the approved system for monitoring strategic plan progress to ensure consistency with the District’s mission and vision.



RESPONSIBILITIES

- The Board shall approve annual budget that supports parks and facilities in accordance with the District's strategy to meet the recreational needs of the community.
- The Board shall approve the naming of parks, facilities and recreation areas with an emphasis on geographical, historical, economical or ecological relationships indigenous to or significant to the community.
- The Board shall conduct an evaluation of the Executive Director's performance on an annual basis.
- Only the President, the Executive Director, and other individuals as designated by the Board are authorized to represent the District as a whole in communications with the media. All Board spokespersons shall use their best efforts to coordinate any public remarks with the Executive Director and the Board. All spokespersons should determine all issues from the board's position prior to speaking and shall speak for the majority, regardless of any personal views. The Executive Director shall assist the spokespersons by providing staff assistance to draft position statements as appropriate. Commissioners who are not designated spokespersons may address the media, and should endeavor to insure that the media receives consistent, accurate information. Such Commissioners shall make it clear that they are not speaking for the Board or the Park District. All spokespersons and Commissioners shall use their best efforts to consult with the Executive Director about all matters pertaining to agency policies, programs, finances and public position statements before media contact to advance the objective of uniform, credible, positive media communication regarding the Park District.

3.2.6 Learning and Growth

- The Board shall develop a culture that promotes positive relations among Board members and between Board and staff.
- The Board shall support employee innovation, participation and agility.
- The Board shall develop open and on-going communication with the Executive Director.
- Commissioners will utilize professional development dollars to educate and improve understanding of recreation and leadership practices.



- The Board shall execute a self-evaluation on a yearly basis.

3.3 BOARD OFFICER RESPONSIBILITIES

3.3.1 President

The Board President shall:

- Serve as chief executive officer of the Board.
- Preside at all meetings of the Board of Commissioners except committee meetings where the appointed chair will preside. The President is considered to be a member of the full Board and therefore, able to vote on all matters.
- Call special Board meetings in accordance with the Illinois Open Meetings Act.
- Establish an effective working relationship with the Executive Director.
- Actively communicate with the Executive Director about special issues and problems affecting the District.
- Effectively communicate with Board Commissioners to insure all members are kept abreast of important issues affecting the District.
- Work with the Executive Director to prepare Board meeting agenda.
- Call for and schedule the annual self-evaluation and goal setting retreat.
- Schedule the annual performance evaluation of the Executive Director.
- Serve on committees, commissions, or boards representing the District.
- Serve as the primary spokesperson for the Board.
- Represent the Board at community and District events.
- Appoint the members and chairpersons of the standing and ad-hoc committees as needed, subject to Board approval.



RESPONSIBILITIES

- Appoint Board representatives to outside organizations, subject to Board approval.
- Sign authorized contracts and all such other documents and papers that by law require a signature.
- Sign all vendor checks issued by the District.
- Be elected by the Board and serve a term for one (1) year or until a successor is elected.
- Appoint a Secretary *pro tempore* of the Board to serve in the absence of the Secretary.
- Oversee compliance with Board policies and verify that orders of the Board are faithfully executed.

3.3.2 Vice-President

The Board Vice-President shall:

- In the absence of the President, assume all the duties of the President.
- Serve as the official District representative to the Illinois Association of Park Districts, the Naperville Area Chamber of Commerce Legislative Committee, and any other official legislative committees that will enhance the mission and vision of the District.
- Lead a triennial review of Board Policies and By-laws. This review should be completed within three months following the election of officers for that year.
- Be elected by the Board and serve a term for one (1) year or until a successor is elected.

3.3.3 Secretary

- The Board may appoint an employee of the District to serve as Secretary.

The Secretary shall:



RESPONSIBILITIES

- Oversee the taking, completion, recording and maintenance of all minutes, ordinances, orders and resolutions of the Board.
- Serve as official custodian of Board minutes, records and legal documents.
- Attend all meetings of the Board unless otherwise directed by the Board.
- Serve as the Local Election Official for the District unless otherwise designated by law.
- During each election cycle, collect and make available, a packet of information for potential candidates comprised of essential information about the Naperville Park District and, as a matter of convenience only, reference information from and contact information for the Illinois State Board of Elections concerning eligibility requirements to stand for election to the Board of Commissioners.
- Administer oaths and affirmations as required.
- Sign all official documents of the Board as needed.
- Be appointed by the President with the approval of the Board.
 - In the absence of the President and the Vice-President, at a meeting at which quorum of Commissioners is present, call the meeting to order and call for the selection of a President *pro tempore* for that meeting by a majority vote of the Commissioners present.

3.3.4 Treasurer

- The Board may appoint an employee of the District to serve as Treasurer.

The Treasurer shall:

- Serve as primary liaison between the Board and staff on financial matters.
- Work with Business Services Manager to develop and monitor the financial policies of the District.
- Work with Executive Director or Finance Director to develop and monitor the annual budget.



Naperville Park District Board Policy

RESPONSIBILITIES

Policy No. 3.3

- Serve on the audit search committee as needed.
- Work with the auditor to insure compliance with financially related policies.
- Countersign all vendor checks issued by the District.
- Sign all appropriate financial documents as needed.
- Report to the Board monthly all receipts and disbursements of the District and submit such financial statements and detailed information as required by the Board.



3.4 EXECUTIVE DIRECTOR RESPONSIBILITIES

3.4.1 Leadership

The Executive Director shall:

- Establish an effective working relationship with the Board and provide timely and effective feedback.
- Develop and promote a value based leadership system.
- Develop and approve the Organizational Chart for the District.
- Cultivate leadership skills of direct reports and create an environment for organizational and employee learning.
- Promote ethical behavior throughout the organization.
- Provide strategic leadership in decisions affecting the District, including acquisitions, new services, partnerships, etc.
- Serve on committees, commissions, or boards representing the District.
- Advise the Board on matters of policy management.
- Develop and promote a culture of constant improvement.

3.4.2 Strategy

The Executive Director shall:

- Develop and recommend an overall strategic planning process.
- Create an annual work plan that supports the strategic plan for the organization and, with the leadership team, for departments.
- Formalize and approve goals for the leadership team and for each department.
- Develop and maintain a measurement system for strategic plan progress.
- Communicate strategy and the achievement of mission throughout the organization and with partners and the community at large.



RESPONSIBILITIES

- Develop and recommend strategic initiatives regarding parks, planning, recreation and support services.

3.4.3 Customer Focus

The Executive Director shall:

- Assess community needs and ensure service delivery is aligned with those needs.
- Develop and promote a customer focus for the organization.
- Establish an organization wide service system.
- Cultivate effective relationships with strategic partners, legislators, and community leaders.
- Serve as a primary spokesperson for the District.
- Maintain visibility at community and District events.
- Work toward continuously building staff morale, public trust and a strong corporate image.
- Manage a system wide internal and external communication process.

3.4.4 Financial Management

The Executive Director shall:

- Oversee the preparation of, and monitor the annual budget detailing sources and amounts of revenues and expenditures for each fund levied by the District, that advances the District's vision, mission and strategy.
- Oversee compliance with the District's Investment Policy. Create a sound fiscal program, including capital projects, budgeting, forecasting and on-going monitoring of financial performance.
- Identify ways to increase non-tax revenues.
- Oversee revenue growth for recreation and golf program and services operations.



RESPONSIBILITIES

- Pursue methods that continuously improve both customer and internal support processes.
- Research trends and develop innovation in the offering of park and recreation services.
- Continuously improve efficiency and effectiveness of operations.
- Develop processes to measure and analyze organizational performance.
- Establish and implement quantitative and qualitative methods of evaluation in the achievement of the mission and vision of the District.
- Approve, annually, the salary structure for all other employees.
- In conjunction with the Board, develop, implement and support ordinances, laws and policies for the benefit of the District.
- Identify methods of achieving best in class operations as identified in the District's vision.
- Perform such other duties as required by applicable law or contract.

3.4.5 Employee Learning and Growth

The Executive Director shall:

- Be responsible for the hiring, management, promotion, discipline, termination and other matters related to District employees.
- Be responsible for developing and maintaining a leadership team development and succession plan.
- Ensure that allocation of training dollars is aligned with building core competencies and skill sets of employees for the improvement of park district offerings, and .
- Lead initiatives to continuously improve the quality of park district offerings.
- Create initiatives to improve the quality of work life.



Naperville Park District Board Policy

RESPONSIBILITIES

Policy No. 3.4

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- Analyze organizational structure in support of the most effective and efficient use of taxpayers' dollars.

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3.5 LEGAL COUNSEL RESPONSIBILITIES

District legal counsel shall:

- Act as advisor to the Board and the District in all legal matters.
- Manage the prosecution and defense of all litigation in which the District is interested.
- Establish an effective working relationship with the Board of Commissioners and the Executive Director.
- Review all Board and District policies and regulations for compliance with existing laws and statutes.
- As required, draft and review District ordinances prior to adoption by the Board.
- Participate in contract preparation, review and negotiations as directed by the Executive Director or the Board.
- Participate in intergovernmental agreement preparation, review and negotiation as directed by the Executive Director or the Board.
- Attend meetings of the Board as requested.
- Serve as Ethics Advisor for the District.



3.6 AUDITOR RESPONSIBILITIES

The District's independent audit firm shall:

- Audit the District's financial records in accordance with the laws of the State of Illinois using generally accepted auditing and accounting practices.
- Conduct an annual audit of the District's revenues and expenses and render the appropriate report to the Board of Commissioners.
- Advise the District on appropriate financial policies.
- Recommend appropriate funding reserve levels.



4.0 BOARD POLICIES GENERALLY

The Board of Commissioners, as a whole, is the legal corporate authority of the District. Only the Board has the authority to determine policy, or to act or speak for the Board. The Board recognizes that certain policies need to be in place to insure the effectiveness and efficiency of the District.



4.1 BOARD MEMBER ETHICS AND CONDUCT

4.1.1 Ethics Generally Board members of the Naperville Park District are expected to be of high moral and ethical character and work together as a team to serve the community by delivering best in class park and recreation opportunities. In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It would be improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board, or any matter that has been discussed in an executive session of the Board. Because each action taken by a Board member in the course of his or her duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. Board members shall abide by State laws related to conflicts of interests, financial or otherwise. A Board member shall advise the Executive Director of all memberships and financial interests that the Board member has in companies or organizations that are doing business with the District.

4.1.2 Applicable Ethics Law In accordance with this policy, Board members will educate themselves about and comply with all applicable federal, state and local laws, regulations, and ordinances governing the conduct of the Park District's elected officials. These include but are not limited to, the Public Officials Prohibited Activities Act, the Government Ethics Act, State Officials & Employee Ethics Act (and any related Park District ordinances), Official Misconduct, Bid Rigging Act, and the Illinois Human Rights Act.

In addition, Board members must:

- On a yearly basis, file a statement of Economic Interests with the County Clerk of DuPage County.
- Always keep the best interests of the Naperville Park District in mind.
- Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff.
- Refrain from communication and/or involvement with outside groups that interferes with on-going administrative activity by staff.



ETHICS AND CONDUCT

- Be available and responsive to the residents of the District.
- Represent all the residents of the District and avoid partisanship based on special interests.
- Communicate with fellow Board members and the Executive Director.
- Understand and follow all provisions of the Illinois Open Meetings Act, including executive session confidentiality.
- Be properly prepared for Board deliberation.
- Avoid public promises or statements regarding a vote or position on an issue prior to an official meeting.
- Publicly support the implementation of majority decisions of the Board while maintaining the right to disagree.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Recognize that an individual Commissioner has no legal 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.
- When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must observe all applicable ethical laws, rules, regulations and orders, including but not limited to, when applicable, disclosure of the interest, recusal from all discussion and deliberation, and abstention from any vote taking about the issue, or such other action as may be required by applicable state and federal law.
- Develop productive relationships with other elected officials at the federal, state and local level.
- Participate in Board development opportunities.



4.2 NEW BOARD MEMBER ORIENTATION

4.2.1 Orientation Meeting. The Board recognizes its responsibility to assist a newly elected or appointed Board member to understand the operation of the District, as well as Board member roles and responsibilities. Within 30 days following an election, The Executive Director will schedule an orientation meeting with each new commissioner. At that meeting, an Orientation packet will be given to each new commissioner which will include, but is not limited to:

- Park District Code of the State of Illinois
- Illinois Park District Law Handbook
- Board Policies and By-laws Manual
- Land Cash Ordinance and Open Meetings Act information
- Park District's Electronic Communication Policy

4.2.2 Orientation Tour, Executive Session Additionally, the Executive Director may set up a tour of parks and recreation facilities, and meetings with the leadership team of the district, in order for new Commissioners to become more familiar with the operations of each department. The Executive Director can also determine if an executive session is warranted to bring new members up to date on land acquisition, pending litigation and personnel issues.

4.2.3 IAPD New Commissioner Support New members are encouraged to take IAPD orientation classes and attend conferences to quickly increase their knowledge of park district and Board operations.



Naperville Park District Board Policy

BUDGET

Policy No. 4.3

4.3 BOARD BUDGET

The Board recognizes the need to properly educate, orient, and train Commissioners to insure the mission and vision of the District are achieved in the most efficient manner possible. The Board will allocate sufficient funds in the budget for these purposes and will be simply referred to as the "Board Budget". The draft of the Board's Budget will be developed by the Treasurer and approved by the Board as part of the total annual budget.



4.4 BOARD DEVELOPMENT

The Board recognizes the benefits derived from attendance at park and recreation conferences, leadership seminars and other educational opportunities that will enhance a Commissioner's ability to govern effectively. Therefore, Commissioners may attend national, state and local conferences, seminars or activities at Park District expense, in accordance with section 4.5 provided sufficient funds have been budgeted and are available. A written or oral report is due from each Commissioner in attendance at conferences or seminars within forty-five days of the conclusion of said event. The Board also recognizes the importance of productive evaluation so sufficient funds will be allocated for the Board to conduct an annual Board self evaluation and goal-setting retreat.



EXPENSE REIMBURSEMENT

4.5 EXPENSE REIMBURSEMENT

4.5.1 Training and Development Expense Reimbursement Expenses incurred by Commissioners for Commissioner or Park District training or development activities sponsored by NRPA, IAPD or similar organization devoted to education in the park and recreation industry (“Training & Development Activities”) shall be reimbursed in accordance with this subsection. Activities such as conferences, training sessions, and educational seminars in each instance relating to the parks and recreation industry are examples of and considered allowable expenses for Training & Development Activities. Expenses incurred by family members accompanying a Commissioner and expenses for alcoholic beverages are not reimbursable. Commissioners may attend Training and Development Activities at their own expense if they are otherwise ineligible for reimbursement. Prepayment and/or reimbursement for fees, tuition, travel and lodging expenses associated with Training & Development Activities is subject to limitations for same as are established in the annual Board Budget and the Reimbursement & Expense Policies of the District. Commissioner requests for such expenses shall be presented for approval by majority vote of the Board prior to the incurring of any such expense.

4.5.2 Other Expenses Related to Official Duties The Board shall designate a sum which shall be annually appropriated for the benefit of each Commissioner to defray expenses incurred by each individual Commissioner for events and activities incidental the exercise of official duties (excluding Training and Development Activities) (“Other Expenses Related to Official Duties”). Other Expenses Related to Official Duties shall include, but not be limited to, participation at recognized community and district associate events (e.g., WDSRA Foundation Sports Auction, Conservation Foundation luncheons, the Mayor’s Annual Golf Outing, etc). Sufficient funds shall be annually appropriated to enable the Board to disburse expenses incidental to the exercise of its official duties. The designated annual appropriation terminates each fiscal year and shall not accumulate or accrue, may not be disbursed as cash to any Commissioner, shall not be used by the Commissioner for non-Park District related expenses, shall not be transferred, and shall not be used for any other purpose.

4.5.3 Enforcement If any Commissioner considers this section of the Board Policies or the Park District’s finance policies and procedures to have been violated, by another Commissioner, said Commissioner shall bring the alleged violation to the attention of the Board President (or the Vice President if the alleged violator is the President) who shall promptly notify the Board member in question. The Board President (or the Vice President) and the Commissioner alleged to have violated



Naperville Park District Board Policy

EXPENSE REIMBURSEMENT

Policy No. 4.5

the finance policies and procedures in question will determine the best method for resolution consistent with applicable law and this Policy. Upon resolution, the matter shall be promptly reported to the Board by memorandum. If the President and the Commissioner are unable to resolve the matter, or if any Commissioner objects to the means by which the matter has been resolved, the President will bring the matter to the full Board for deliberation and final resolution. Expenses that the Board finds to be in violation of this Section of the Board Policies or the District's finance policies and procedures will not be reimbursed to the Commissioner in question, or if the District has already issued a reimbursement, must immediately be paid back to the District by the Commissioner in question.



Naperville Park District Board Policy

REQUESTS FOR INFORMATION

Policy No. 4.6

4.6 REQUESTS FOR INFORMATION

The Board recognizes and respects the delegation of authority and responsibility to the Executive Director. Therefore, Board members shall work directly with the Executive Director rather than staff and shall not participate in the day to day operations of the District. Requests for information concerning District operations and programs shall be directed to the Executive Director. When a Board member receives a written response to a request for information, all Board members should receive copies of the same information. Electronic means will be used whenever possible to disseminate the information within the parameters of the District's Electronic Communication Policy.



4.7 PROFESSIONAL AND CIVIC MEMBERSHIPS

The Board shall subscribe to memberships for the District in the following organizations:

- National Recreation and Park Association.
- Illinois Association of Park Districts.
- Chicago Metropolitan Agency for Planning
- Naperville Chamber of Commerce.
- Conservation Foundation.
- Naperville Development Partnership.
- Other organizations which provide benefits to the District as approved by the Board.

When the membership allows, the Board shall designate a representative of the District who shall be authorized to cast ballots for any action to be voted upon by the District as it relates to membership in these organizations. Whenever possible, the Board will discuss any issues submitted by these organizations prior to a meeting where a ballot will be cast. The Board will inform the District representative what action it wants taken prior to the representative casting any ballots. If time does not allow for Board discussion, the District representative will cast a ballot that conforms to the best interests of the Naperville Park District. Each District representative will keep the Board fully informed of all activities and actions taken by said organizations.



4.8 ELECTRONIC COMMUNICATION POLICY

Each member of the Board shall follow the Park District's Electronic Communication Policy. Violation of this policy may result in adverse legal consequences for the violating Commissioner and the District. Any alleged violation should immediately be reported to the Board President and/or the District's Legal Counsel. If necessary the District may advise appropriate legal officials of any violations.



Naperville Park District Board Policy

EMPLOYMENT OF RELATIVES

Policy No. 4.9

4.9 EMPLOYMENT OF RELATIVES

The employment of a relative of a Park District Commissioner for any position is prohibited if, as a result of the employment, a Commissioner is in violation of any ethics law of the State of Illinois, or if the employment causes the related employee to come under direct supervision of the Board of Commissioners. For this purpose, a relative is defined as: husband, wife, sister, sister-in-law, daughter, daughter-in-law, brother, brother-in-law, son, son-in-law, grandson, granddaughter, mother, mother-in-law, father or father-in-law. The enforcement of this policy takes precedence over merit employment.



Naperville Park District Board Policy

AMENDMENTS

Policy No. 4.10

4.10 AMENDMENT OF BOARD POLICIES

Consideration to adopt a new policy or to amend an existing policy may be initiated by any Board member or by the Executive Director at any time. A written draft of the change or new policy must be submitted to the Board President to be considered for inclusion on the agenda. Any changes or additions to policies must be approved by a majority of the Board at a properly noticed meeting of the Board conducted in accordance with the Open Meetings Act. The foregoing amendment process shall not apply to the Board By-Laws which may be amended by a majority vote of the Board at any regular, special or emergency meeting of the Board held in compliance with the requirements of the Open Meetings Act and applicable law.



Naperville Park District Board Policy

BYLAWS

Policy No. 5.0

5.0 BOARD BYLAWS

The Naperville Park District Board of Commissioners acts as the legislative and policy making body of the Naperville Park District in the operation, control, planning and improvement of its parks, facilities, recreation programs, personnel and fiscal operations. The following board by-laws establish basic rules for the Board's meetings, committees, routine internal operations and specified operational matters.



BOARD MEETINGS

5.1 BOARD MEETINGS

5.1.1 All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act. All meetings shall be open to the public except when an executive session is called in accordance with the Act. Board members shall comply with the Commissioner Remote Attendance Policy established by Ordinance No. 646. Board meeting minutes will be available for public inspection within seven days of approval during regular office hours at the administrative office of the District. Roberts Rules of Order will govern questions of procedure. Legal Counsel will act as parliamentarian during the course of any meeting. Agenda, minutes, records and voting will be in accordance with procedures outlined in the Illinois Park District Code.

5.1.1.1 Notification of Absence. It is the duty of each Commissioner to notify the Board President as soon as reasonably possible that s/he will not be attending a meeting so that quorum issues may be addressed for the benefit of the public and those having business before the Board.

5.1.1.2 Remote Attendance. Board members shall comply with the Commissioner Remote Attendance Policy established by Ordinance No. 646.

5.1.1.3 Vacancies in Office. Absent good cause (e.g. serious health issues), whenever any member of the Board neglects or refuses to attend to the duties of his office, or neglects to attend 3 consecutive meetings of the Board, or neglects to attend a total of 6 meetings of the Board in any consecutive 12 month period, or for any other reason now or hereafter specified by law, the Board may declare that office vacant with a vote from 5 commissioners.

5.1.2 Unless otherwise scheduled in accordance with Illinois law, regular meetings of the Board will be held on the second and fourth Thursdays of each month. Unless otherwise specified, the regular meeting on the second Thursday shall be at 7:00 P.M. in City Council Chambers. Unless otherwise specified, the regular meeting on the fourth Thursday shall be at 6:30 pm at the South Maintenance Facility Lunch/Instruction Room. An annual notice of meeting dates will be posted at the beginning of the calendar year. The Board has invited NCTV and all local cable channel broadcasters to broadcast the meetings. Special meetings of the Board may be called by the President or on the request of two or more Board members. The Annual Meeting of the Board will be conducted on the second Thursday of June at which time the election of Board officers shall be completed. Other Board appointments may be made at this time, but must be completed by the end of the July Board meeting.



BOARD MEETINGS

- 5.1.3** The agenda for each Board meeting shall be co-determined by the President and the Executive Director. A draft agenda will be provided to the full Board five (5) days prior to the meeting, for review and comment. Agenda items may be added upon the request of, or with the consent of at least two (2) Board Members. The final agenda with supporting documentation will be provided to the Board at least three (3) days prior to the meeting. A sample agenda is attached in Appendix A. The Executive Director shall cause the Board and the Park District Attorney to receive appropriate agenda materials no less than three days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, an account of the district's income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as set forth in Appendix A of the Board By-Laws.
- 5.1.4** The Executive Director, or if the Executive Director is unable to attend then his or her designees, shall be present at all meetings of the Board.
- 5.1.5** The Board is comprised of seven commissioners. Four Commissioners constitute a quorum of the Board. For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, creating a penalty or fine, creating a liability for the District, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the Commissioners shall be recorded. The initiation and seconding of motions also shall be recorded.
- 5.1.6** The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speech-making by Board members or members of public. Detailed discussions among Board members of matters coming before the Board generally should take place during workshop or committee meetings. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Executive Director prior to the meetings. Board Members and Staff should also give the proceedings their full attention and, accordingly, the Board discourages the use of personal electronic communication devices during the meeting as such devices interfere with amplification and broadcast of the meeting and impede the orderly progress of business.
- 5.1.7** The Board recognizes the need to establish a procedure for individuals and organizations to have the opportunity to present statements and/or information to the Board. A "Matters from the Public" agenda item will appear at all regularly scheduled Board meetings unless the business or circumstances of the Board at a particular meeting precludes public comment. This is a time for the Board to



BOARD MEETINGS

accept input from the public about the District. Individuals wishing to appear before the Park Board shall complete an “Issue Identification” sheet prior to the beginning of the meeting and submit the card to the Board Secretary. These sheets will be available in the meeting room prior to the meeting. When acknowledged, the individual should approach the lectern and state their name and address. Each speaker is allowed three minutes to make comments. The Board in its discretion may at any time establish new or different procedures for public participation at regular or special meetings (including work-shop meetings). Since most issues require Board members to investigate matters or gather additional information before deciding how to proceed, the Board may choose not to immediately respond to comments. The issue may be referred to staff for additional consideration or a Commissioner may pursue the issue as new business at a future meeting. Lack of an immediate response should not be interpreted as anything other than a commitment by the Board to take the issue under advisement for possible future action.

5.1.8 Personnel matters will not be addressed during “Matters from the Public”.

5.1.9 The Board may call executive sessions at such times and places as may be required for private discussion of personnel matters; pending, probable, or imminent litigation; land acquisition; and other matters as provided by the Illinois Open Meetings Act.

5.1.9.1 Recording Closed Sessions: Naperville Park District shall keep a verbatim record of all Closed Session meetings (also referred to as “Executive Session” meetings) of the Board of Commissioners or any subsidiary “public body” as defined by the Illinois Open Meetings Act, 5 ILCS 120/1. The verbatim record shall be in the form of an audio or video recording as determined by the Board of Commissioners.

5.1.9.2 Responsibility for Recording Closed Sessions and Maintaining Recordings: The Board Secretary or his/her designee shall be responsible for arranging for the recording of such closed sessions. In the absence of the Board Secretary or his/her designee, the Executive Director will arrange for the audio or video recording of the closed session of the Board of Commissioners. Each subsidiary public body of the Park District shall designate an individual who will be responsible for the recording of any and all closed sessions of the subsidiary body and for providing the Board Secretary with a copy of such recording. The Board Secretary, or his/her designee, shall securely maintain the verbatim recordings of all closed sessions of the Board of Commissioners and all subsidiary public bodies of the Park District.



BOARD MEETINGS

5.1.9.3 Closed Session Minutes: In addition to the recordings of the closed session, the Park District will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, 5 ILCS 120/2.06.

5.1.9.4 Procedure for Recording. At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, those present shall individually appear on camera and identify themselves by voice at the beginning of the closed session. The meeting Chair shall also announce the times the closed session commences and ends at the appropriate points on the recording.

5.1.9.5 Back-Up Equipment/Procedure for Equipment Malfunction. The Park District will maintain sufficient tapes, batteries and equipment for the Park District to comply with this Resolution. The Board Secretary or his/her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as time as the closed session may proceed with a functioning recording device.

5.1.9.6 Maintenance and Public Release of Recordings and Access to Tapes. The audio or video tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Board of Commissioners. Members of the Board may listen to the closed session recordings in the presence of the Board Secretary or his/her designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Board.

5.1.9.7 Procedure for Destruction of Recordings. The Board Secretary or his/her designee is hereby authorized to destroy the particular audio and video recordings of those closed sessions for which:

- A. The Board of Commissioners has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review; and
- B. More than 18 months have elapsed since the date of the closed session; and
- C. There is no court order requiring the preservation of such recording; and
- D. The Board of Commissioners has not passed a motion requiring the preservation of the verbatim recording of that meeting.



Naperville Park District Board Policy

BOARD MEETINGS

Policy No. 5.1

5.1.9.8 Review of Closed Session Minutes. In accordance with the requirements of Illinois law, Board committees and subsidiary bodies will meet in closed session to review the minutes of all closed meetings. At such meetings a determination shall be made, and reported in open session that (a) the Board finds that the need for confidentiality still exists as to all or part of those minutes or (b) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. With respect to minutes of the Board, the Executive Director shall, with advice from Legal Counsel, review those minutes (or portions thereof) that have not been released to the Public to determine whether any sufficient basis exists for continuing to withhold the minutes from release and the Executive Director shall make a recommendation to the Board of Commissioners concerning whether to release or withhold those minutes. The determinations of the Board shall be recorded in the minutes of the Open session.



5.2 COMMITTEES

The Board recognizes that certain business of the District may be facilitated by the formation of various standing and ad hoc committees that may be formed to undertake Board projects, elicit citizen input, or staff advice, or to assist the Board in the furtherance of any proper activity of the Park District. Each committee must comply with the provisions of the Illinois Open Meetings Act and observe Roberts Rules of Order.

5.2.1 Board Authority to Establish Standing and Ad HOC Committees The Board, by majority vote, or the President, with the approval of a majority vote of the Board, may establish standing and ad hoc committees of the Board from time to time. The President with the consent of the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its committees from time to time. The President shall appoint the Chairperson and members of each committee with the consent of the Board.

5.2.2 Other Standing Committees Generally Standing committees of the Board once established shall meet and discuss their business at times designated by the Chairperson of the committee, provided that notice of such times shall be established in accordance with the Illinois Open Meetings Act and communicated to all committee members, including the Board President. A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make any recommendations to the Board in writing. The committee chairman may appoint non-Board members to serve as members of the committee. The President of the Board shall serve as an ex-officio voting member of all committees. Each committee shall deliver a verbal or written report to the Board at each regular monthly meeting, unless otherwise directed in their charter. A written report is required at least every calendar quarter for each standing committee.

5.2.3 Finance Committee.

5.2.4 Legislative Committee.

5.2.5 Recreation/Parks Committee.

5.2.6 Board Development Committee.

5.2.7 Golf Committee



5.3 SPECIFIED OPERATIONAL MATTERS.

For the efficient and effective operation of the District, the Executive Director will develop and implement clear regulations, policies, and procedures for staff guidance. Such regulations, policies, and procedures will be reviewed annually. The Board will be informed that the regulations, policies, and procedures are in alignment with federal, state and board policies, statutes, and laws.

5.3.1 Special Recreation The District acknowledges and supports the Americans With Disabilities Act (42 U.S.C. 12131 “ADA”) and prohibits discrimination on the basis of disability in the services, programs, or activities of the District. The Board adopted the ADA grievance procedure and authorizes, empowers, and directs the Executive Director of the District to designate a responsible employee or employees to coordinate the District’s efforts to comply with and carry out its responsibilities under ADA. The Board recognizes the need to provide quality recreation for special populations that live within the District within the financial resources available. The District will meet its responsibilities through participation in a cooperative special recreation association where such is more economical or viable than an “in-District” program. The Executive Director shall serve as the Park District’s voting representative on the WDSRA board, and shall monitor the performance of the Special Recreation Association and report to the Park Board accordingly.

The Director of the Special Recreation Association will provide a written and oral report to the Board annually consistent with his/her reporting schedule. The District will meet its financial obligations for the support of the Special Recreation Association primarily through a tax levy provided for this purpose. Payments of tax receipts will be forwarded to the Special Recreation Association in accordance with operational agreements between the Special Recreation Association and the Park District.

The District has adopted a transition plan to achieve compliance with the requirements of the ADA in the construction of new facilities and will from time to time evaluate its services, policies, and practices in light of new ADA requirements.

5.3.2 Naming of Parks, Facilities and Recreation Areas Designation of park and facility names shall be based upon geographical, historical, economical or ecological relationships indigenous to or significant to the community or otherwise in the best interests of the Park District, including sponsorship opportunities. Park and facility names shall be unique to avoid confusion and create easily identifiable



OPERATIONAL MATTERS

spaces. The Naperville Park District also recognizes that parks and facilities within the jurisdiction of the District may be renamed. Providing there is no obligation to the contrary, the District may rename a park or facility, if renaming improves the community's knowledge and understanding of geographical, historical, economical, or ecological significance of the park or facility or is otherwise in the best interest of the Park District. Naming or renaming a park or facility shall require unanimous Board approval, with a minimum of 60-days between the making of a proper motion to name or rename a park and the vote on that motion.

5.3.2.1 Naming of Park Amenities (Philanthropic) Recreational amenities within parks may be named to honor an individual or organization for outstanding achievement or service to the community or by reason of a donation. Naming of park amenities and the length of time for the naming must be approved by a 5/7 vote of the Board of Commissioners.

5.3.2.2 Naming Facilities and Recreation Areas (Corporate) Recreational amenities within parks may be named by reason of a corporate sponsorship agreement. The Executive Director and Parks and Recreation Committee may evaluate a corporate naming proposal in terms of overall compatibility of the company's goals with those of the Naperville Park District, desirability of the association, its effect on the District's (or facility's) image, the actual value in cash, or in-kind goods or services, of the proposal, community support for, or opposition to, the proposal and the operating and maintenance costs associated with the proposal. Corporate naming proposals accepted by the Executive Director will be presented to the Park District Board of Commissioners for approval. Naming of park amenities must be approved by a 5/7 vote of the Board of Commissioners.

5.3.3 Park Development The Naperville Park District builds capital projects for the enrichment of the community, and recognizes that the support of users and project neighbors is important for the development of a successful project.

5.3.4 Fees The Naperville Park District recognizes the need and desirability to establish program, service, and facility fees that are reasonable, but not prohibitive, in order to provide a variety of recreational opportunities to meet the leisure needs of the community and the surrounding area.

In most cases Naperville Park District residents will pay a lower than or equal to fee than nonresidents. Each program season Naperville Park District residents



Naperville Park District Board Policy

OPERATIONAL MATTERS

Policy No. 5.3

will have the ability to register for programs, services, and facilities before nonresidents for a specified period of time.



5.4 LEGAL AFFAIRS

The Board recognizes that the law affects all operations of the Naperville Park District. As the legal corporate authority of the District, it is the Board's duty to approve legal documents and agreements. This includes but is not limited to leases, annexations, partnerships and contracts in excess of \$20,000, and the acquisition, sale or lease of assets. The Executive Director shall research and make informed recommendations to the Board on such matters and shall insure all documents and agreements are in accordance with applicable legal statutes.

- 5.4.1 Legal Advocacy** The Board recognizes the need for local, state and federal legislation that enhances the interests and goals of park districts. The Legislative Committee of the Board and appropriate staff members will work to create a yearly Legislative Advocacy Plan for Board approval. All Commissioners will work that plan when attending various legislative functions throughout the year.



5.5 FINANCES

The Board recognizes that the financial integrity of the District must be maintained through a sound financial plan outlining expected revenues and expenditures for all District funds. A separate, comprehensive set of financial policies have been created for the District to address specific financial issues. These policies should be strictly followed by all employees and Commissioners of the District and remain updated at all times.

5.5.1 General The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board also shall regularly review reports regarding the District's financial status, including accounts payable, current status of each of the funds of the District, and similar reports.

5.5.2 Fiscal Year The fiscal year of the District commences on January 1 and ends on the following December 31.

5.5.3 Annual Budget and Appropriation Ordinance The Board shall review and approve an annual budget after presentation by the Finance Director. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget and appropriation ordinance and, as described in subsection D below, the annual tax levy ordinance, and the Truth-in-Taxation hearing (if required). The Executive Director shall supervise the preparation of the proposed budget and appropriation ordinance in consultation with the Finance Director and the Park District's attorney. The proposed budget and appropriation ordinance shall be released for public inspection in tentative form in the manner provided by law. The Board will hold a public hearing on the proposed budget and appropriation ordinance. The Board shall approve a budget at a Board meeting not later than the end of the first quarter of each fiscal year, usually at the regular meeting of the Board in December.

5.5.4 Annual Tax Levy The Board shall consider and approve a tax levy ordinance annually in accordance with the schedule and procedures established by law, including the procedure established under the Truth in Taxation Act 35 ILCS 200/18-55 (et seq.). At least twenty (20) days prior to adopting the levy ordinance each year, the Board shall adopt a resolution determining the amount of money exclusive of election costs, to be raised by the property tax levy. In the event that the levy is estimated to be greater than 105% of the prior year's levy, the Board



shall publish a notice and conduct a public hearing pursuant to the requirements of the Truth in Taxation Act, prior to adoption of the tax levy ordinance. The annual tax levy ordinance shall be approved by the Board no later than the third week in December and filed with the applicable County Clerk not later than the last Tuesday in December. A certificate executed by the President stating either that the Truth in Taxation Act does not apply or that its requirements have been met shall be filed with the tax levy ordinance.

5.5.5 Annual Audit The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. The District's accounting procedures shall conform to all applicable standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board. The independent auditing firm will not be engaged to provide other consulting services for the District.

5.5.6 Debt Service Principles and Procedures Inappropriate levels of debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that the District is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business community. Reasonable levels of debt, however, provide a mechanism to reduce costs for the District by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchase were paid with current funds, thus reducing or negating cost increases due to inflation. Issuing debt also is a mechanism for spreading the costs of capital improvements equitably among current users and future users of the improvements. The Board also recognizes that the condition of the District's facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of the District's facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

- The Board will endeavor to achieve and maintain the highest possible bond rating for the District.
- Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund to capital improvements included in the District's Capital Projects Plan.



- Because the District's authority to issue certain bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates instead of bonds.
- No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved in nature and amount by the Board or in accordance with the District's purchasing policy.
- The Capital Projects Plan shall be the primary basis for the planning and consideration of issuance of bonds or other instruments.

5.5.7 Bond Sales Bonds may be issued by private placement or through an open bidding process. The District may invite proposals from particular financial institutions and, if so, shall invite financial institutions within the boundaries of the District to be a part of that proposal process. Depending on the market circumstances as determined by the Board, the Executive Director, and any financial consultants advising the Board, bonds may be marketed publicly. The District shall be represented by the District's general counsel acting as issuer's counsel, and the District also shall retain bond counsel.

5.5.8 Grants The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.



5.6 DISTRICT PROPERTY

5.6.1 Tours of Facilities The Board shall endeavor to tour the District's key parks and other facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

5.6.2 Land Acquisition The Board may seek to acquire additional land for park purposes. The following matters should be considered as part of the Board's overall determination whether to acquire land:

- The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the District can provide to its residents.
- Acquisition, development, and maintenance of the land is not inconsistent with the District's Open Space and Recreation Master Plan and can be undertaken without violating the Board's fiscal and funding policies.
- Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.

5.6.3 Property Leases The District may acquire interest in additional lands through the lease of real property when the Board determines that such a lease would enhance the ability of the District to provide quality services to its residents. Each such lease shall be made in accordance with the provisions of the Illinois Park District Code.



5.7 COMMISSIONER USE OF DISTRICT FACILITIES AND PROGRAMS

5.7.1 Purpose Commissioners are encouraged to experience park district facilities and programs on a frequent basis, including the audit of programmed activities, so that they are able to reach sound decisions for budgeting and necessary changes to maintenance and operations of these facilities and programs. When interested in a scheduled program, the Commissioner shall notify the Executive Director at least seven days prior to the scheduled event to determine if there are any openings. If openings exist the Commissioner shall be free to attend the program. For restricted activities, such as park police patrols, commissioners will coordinate with the executive director for auditing such activities. The Board encourages the commissioner, upon completion of the activity, to provide the Executive Director with feedback concerning the experience.

Such first-hand experiences and interactions with users provide them with valuable background information to supplement customer evaluations and staff analyses.

5.7.2 Restrictions Seated and Former Commissioners, and eligible family members, may use park district programs and facilities per the Policy set forth in Appendix D. A Commissioner shall not use a park district facility or participate in a Park District program if such use or participation will have the effect of excluding a paying resident or non-resident user.



5.8 ADDITIONAL MATTERS

5.8.1 Staff and Board Education and Training The Board believes that it is in the best interests of the District to maintain an informed and educated District staff. The Board thus believes that the District should pay appropriate costs and expenses for the Executive Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Executive Director.

5.8.2 Membership in IAPD and NRPA Based on the determination that the programs, services, and information provided by the IAPD and NRPA are beneficial to the District, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

5.8.3 Annual Calendar of Actions and Activities The Executive Director, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in December, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

5.8.4 Acceptance of Donations The Board may accept donations of land, equipment, and other items when the Board determines that the acceptance would be in the best interests of the District and only when the District will attain full control of the donated item.

5.8.5 Recognition of Outgoing Board Members Service on the Board shall be recognized, upon completion of each Commissioner's term, by presentation to outgoing Commissioners of a plaque or small gift at the last regular Board meeting attended by the outgoing Board Member, typically the regular meeting in May of each year in which Board Members are elected.

APPENDIX A

Suggested Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Agenda Additions and Deletions
- V. Introductions and Recognitions
- VI. Matters from the Public
- VII. Updates and Reports
- VIII. Treasurer's Report
- IX. Consent Agenda
- X. Unfinished Business
- XI. New Business
- XII. Future Meetings
- XIII. Closed Session (*when necessary*)
- XVI. Reconvene Open Meeting
- XVII. Call to Order
- XVIII. Roll Call
- XIX. Action (if any) Taken in Open Session
- XX. Adjournment

APPENDIX C

The following is an inventory of ordinances and related policies that regulate, govern or otherwise pertain to Board operations. These documents are separately maintained by, and in the custody of the Board Secretary:

1. Electronic Communication Policy
2. Remote Attendance Policy
3. Ordinance Fixing the Length of Time a Park Commissioner May Fail to Attend Regular Meetings of the Park Board in Order for Declaration of Vacancy (not adopted)
4. Resolution Authorizing Destruction of Verbatim Records