PARK DISTRICT OF HIGHLAND PARK

POLICY MANUAL

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Approved July, 2019

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	
	Mission, Vision, and Value Statements
APPROVED: 7/23/2019	
REVISED: 3/20/2024	

MISSION STATEMENT

To enrich community life through healthy leisure pursuits and an appreciation of the natural world.

VISION STATEMENT

To be known as the most Welcoming, Caring and Extraordinary Park District.

VALUE STATEMENTS

WELCOMING

We welcome everyone, fostering supportive relationships through positive interactions that appreciate the best in others and create a sense of belonging.

CARING

We care about our relationships with others, as well as sustaining and improving our material, financial and natural resources, through best practices that foster trust and ensure long term health, safety, and wellbeing.

EXTRAORDINARY

We aspire to provide extraordinary experiences by thinking creatively, creating personal interactions, and delivering unique services that positively impact lives.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	**Policy #: 1.00**
APPROVED: 7/23/2019 **REVISED:**	**Introduction**

The Park District of Highland Park, hereinafter the “District”, is a separate unit of municipal government, established in 1909, governed by a Board of five elected commissioners, hereinafter the “Board”, who serve without pay. Management and control of business and property of the District shall be vested in the Board of Commissioners as created and established by State law. The Board acts as the legislative and policy making body of the District in the operation, control, improvement, and planning of its parks, recreation programs, facilities, personnel and fiscal operations.

It is the purpose of the District to effectively and responsibly provide for the residents of the District recreational programs, facilities, and open space which are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community.

The Park District of Highland Park Board of Commissioners recognizes the need for a manual that contains Board approved policies that facilitate the operation of the District on a day-to-day basis. The Board has reviewed and approved this manual and may periodically review and revise the policies contained in this manual as it deems appropriate.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	**Policy #: 1.01**
APPROVED: 7/23/2019 **REVISED:**	**Statement of 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	**Policy #: 1.02**
APPROVED: 7/23/2019 **REVISED:**	**Statutory Authority**

The District is governed by 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	**Policy #: 1.03**
APPROVED: 7/23/2019 **REVISED:**	**Legal Authority of the Policy Manual**

1.03.1 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."

1.03.2 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	**Policy #: 1.04**
APPROVED: 7/23/2019	**Definitions**
REVISED:	

1.04.1 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."

1.04.2 For the purpose of this Policy Manual, words in the masculine gender shall include all genders. 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	**Policy #: 1.05**
APPROVED: 7/23/2019	**Revisions**
REVISED:	

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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	**Policy #: 1.06**
APPROVED: 7/23/2019 **REVISED:**	**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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	**Policy #: 1.07**
APPROVED: 7/23/2019 **REVISED:**	**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.

- Board Policy Manuals
- Personnel Policies Manuals
- Operational Procedure Manuals
- Emergency Action Plan Manuals
- Board Orientation Manual
- Volunteer Manual
- Safety Manual
- Hazardous Communications Manual
- Safety Data Sheets Manual

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.00**
APPROVED: 7/23/2019 **REVISED:**	**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.

2.00.4 Inauguration

2.00.4A Inauguration. Newly elected or re-elected Commissioners shall be installed at the first Regular or Special Park Board meeting following the canvass for the official election results.

2.00.4B Inauguration. Newly appointed Commissioners shall be installed at the first Regular or Special Park Board meeting following their appointment.

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 Executive Director or designee 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, Workshop or Special meetings of the Board for a period of three consecutive calendar months, or neglects to attend a minimum of 10 Regular, Workshop 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.

2.00.8 Compensation. In accordance with statute, the Board serves without compensation. (Code, Section 4-1).

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.01**
APPROVED: 7/23/2019 **REVISED:**	**Ethics and Conduct**

2.01 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 is based 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.

Business entity means any business, business entity, 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:

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 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 or employee is on premises under the control of the District and any other time when the officer or employee is executing his 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 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 or action detrimental to the Park District, or that requires a license or permit by an agency.

Employer means the Park District of Highland Park.

Family 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.

Immediate family is defined as a spouse, children, parents, in-laws, brothers and sisters, and any other person living in the same household.

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 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 means any executive, legislative, or administrative-act of any public official or public employee of the Park District, or any agency, board, committee or commission thereof, which is within the scope of powers lawfully delegated thereto.

Person means any individual, entity, business entity, corporation, proprietorship, partnership, joint venture, firm, association, trade union, syndicate, committee, trust, 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

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

5. organization for political purposes or for or against any referendum question;

6. 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;

7. 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;

8. 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;

9. 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;

10. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;

11. Preparing or reviewing responses to candidate questionnaires;

12. 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;

13. Campaigning for any elective office or for or against any referendum question;

14. Managing or working on a campaign for elective office or for or against any referendum question;

15. Serving as a delegate, alternate, or proxy to a political party convention; or

16. Participating in any recount or challenge to the outcome of any election.

Prohibited Source means any person or business entity who:

1. is seeking an official act (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 the District with regard to the material details of how the work is to be performed.

Acts of any immediate 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 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 permits or licenses 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 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 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 recuse 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 act 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 to the fullest extent permitted by law.

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 immediate 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. Commercially 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 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 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 a court of competent jurisdiction 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 a court of competent jurisdiction.

    If a court of competent jurisdiction 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, 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 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 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 court of competent jurisdiction 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 authorities of the Park District if the act is found unconstitutional by the court of competent jurisdiction.

G. If the court of competent jurisdiction 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.

H. 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 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 business entity who has business transactions with the Park District unless such public official or public employee 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

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.

2.01.1 General Conduct of the Board

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

- Shall avoid making individual pronouncements and public conjectures outside of official Board Meetings about District matters not yet decided by the Board.
- Shall represent all the people of the District while avoiding partisanship based on special interests.
- Shall not utilize District monies or property to support political parties or persons seeking political office.
- Shall make decisions involving the welfare of the District based on study and evidence recognizing that personal feelings, opinions, and other such factors are not conducive to sound decision making.
- Shall be accountable to the residents of the District for competent, conscientious and effective accomplishment of Board obligations.
- Shall accept the principle of Board unity by supporting majority decisions of the Board.
- Shall respect the Board's commitment to work through the Executive Director or Designee by requesting desired information about the parks and recreation programs directly from him/her, by referring to his suggestions for new policies for his professional advice, by acting on any complaint until after Executive Director or Designee has had an opportunity to investigate fully and report to the Board, and by supporting Board approved actions of the Executive Director and key management staff.
- Shall recognize that, in the absence of action by the full Board, he has no more authority over park and recreation policies or operations than any other District resident, and shall speak or act for the Board only when specifically authorized to do

so by action of the Board.

- Shall understand and respect the separation of Board responsibilities and functions from those of the Executive Director and his/her staff.

- In the spirit of cooperation and professionalism, shall abide by the following "Commissioner's Creed", which has been adopted by the Board.

- Shall only use their title of Commissioner when specifically directed by the Board to represent the PDHP on an outside board or event.

As an individual member of the Board –

- I will listen.
- I will recognize the integrity of my predecessors and associates and the merit of their work.
- I will be motivated only by a desire to serve the people of my community.
- I will recognize that it is my responsibility together with that of my fellow Board members to see that the District services are properly run--not to run them myself.
- I will work through the Executive Director of the Board-- not over or around him.
- I will recognize that District business may be legally transacted only in open meetings legally called.
- I will not "play politics".
- I will attempt to inform myself on the proper duties and functions of a Board Member.

In performing the proper functions of a Board Member

- I will deal in terms of general District policies.
- I will function, in meeting the legal responsibilities that are mine, as a part of a legislative, policy-forming body, not as an administrative officer.
- I will consider myself a trustee of public parks and recreation and will attempt to protect and conserve them.

In maintaining desirable relations with other members of the Board

- I will respect the opinions of others.
- I will recognize that authority rests with the Board in its entirety, not in individual members of the Board.
- I will make no disparaging remarks in or out of meetings about other members of the Board or their opinions.
- I will recognize that to promise in advance of meetings how I will vote on any proposition under consideration is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- I will make decisions in Board meetings only after all sides of the question have been presented.
- I will insist that special committees be appointed to serve only in an investigating and advisory capacity.
- I will consider unethical and will thus void "star chamber" or "secret" sessions of Board members held without the presence of the Executive Director.

In meeting my responsibility to my community

- I will attempt to appraise fairly both the present and the future park and recreation needs of the community.
- I will attempt to procure adequate financial support for our parks and

recreation programs, facilities and services.

- I will interpret to the administration as best I can the needs and attitudes of the community.
- I will consider it an important responsibility of the Board to interpret to the community the aims and methods of the District.
- I will insist that business transactions of the District be on an ethical, open and above-board basis.
- I will not buy supplies for personal use at “District prices”.
- I will not consider a position on the Board as a “stepping stone” to political power.

In working with my chief professional executive and the staff

- I will hold the Executive Director responsible for the administration of the District.
- I will give the Executive Director authority commensurate with his responsibility.
- I will expect the District to be administered by the best-trained technical and professional people it is possible to procure.
- I will participate in Board legislation only after considering the recommendation of the Executive Director and only after he has furnished complete information supporting his recommendation.
- I will expect the Executive Director to keep the Board adequately informed at all times, through both oral and written reports.
- I will expect to spend more time in Board meetings on operational policies, programs and procedures than on business detail.
- I will refer all complaints in writing to the Executive Director or to the Board as a whole.
- I will present any personal criticism of employees to the Executive Director.
- I will provide adequate safeguards around the Executive Director and other personnel so they may perform the proper functions of parks and recreation services on a professional basis.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.01A**
APPROVED: 7/23/2019	**Commissioner Program**
REVISED:	

Please note the Commissioner Program is limited to Park District **Commissioners only.**

All items in the Program are limited to the availability of Park District programs and facilities. Commissioners must follow the registration guidelines and not displace any Park District **customers. Accessibility to programs and facilities is based on registrations, enrollments, and limits, and subject to** the Park District's review. The Park District commissioners gain valuable knowledge and information about the District from their and their family's actual participation and oversight of District Programs and Facilities. This Policy is to encourage such participation and oversight. The Park District commissioners will be permitted to participate as follows:

2.01A.1 - Program enrollment

- Registration for pre-registered programs at no cost- 20% discount off resident rates if program is full or has a wait list.
- Enrollment will not be counted towards the minimum number of required participants to have a class run. Therefore, if without the commissioner's enrollment the required minimum is not met to either run a class (or an additional class or session) then the class will not run unless the commissioner pays for the full registration and thereby creates enough paid participants to meet the required minimum.

2.01A.2- Food & Beverage Purchases

- 20% discount. Alcohol at full price – per Illinois Liquor Commission**.**

2.01A.3 - Merchandise Sales – such as Sunset Valley Golf Club, Deer Creek Racquet Club and Centennial Ice Arena

- 20% discount. Excludes merchandise sales from third party vendors.

2.01A.4 - All Facility Rentals

- Rentals at no charge during non-prime time hours (determined by Executive Director or Designee per facility).
- During prime-time hours – 20% discount off residents' rates.

2.01A.5 – Facility Specific

Lessons – 20% discount at facility

- **Centennial Ice Arena – 3100 Trail Way**
  - Public Skate –Skate rental included if skates are available.

- **Deer Creek Racquet Club – 701 Deer Creek Parkway**
  - Use of open tennis and racquetball court time during non-prime time hours.
  - During prime-time hours – 20% discount (guest must pay their portion of court cost).

- **Heller Nature Center – 2821 Ridge Road**
  - cross-country ski rental if skis are available.
  - Jar of Heller Honey – 20% discount

- **Hidden Creek AquaPark – 1220 Fredrickson**
  - Pool Membership.
  - Pool Party (guests pay for admission party rate).

- **Recreation Center of Highland Park – 1207 Park Avenue West**
  - Fitness Membership – used during non-prime time hours.
  - Personal Training (PT) – PT Promotional rate.
  - Fitness Classes – 20% discount.
  - Small Group Training – 20% discount.

- **Rosewood Beach – 833 Sheridan Road**
  - Fitness Classes – 20% discount.

- **Sunset Valley Golf Club – 1390 Sunset Road**
  - Unlimited rounds of golf and cart – during non-prime time hours.
  - During prime-time hours, course and cart rental – 20% discount.
  - Holiday rates are defined as any date the golf club charges weekend rates. If there is a doubt as to whether a date qualifies as a holiday, phone ahead to verify availability determined by Executive Director or Designee.
  - Private or group lessons – 20% discount.

- **Yacht Club – Park Avenue Beach – Boat Launch – 8 Park Avenue**
  - Usage of storage for non-motorized small watercraft – 20% discount, only if there is an open space.
  - Availability of storage will be determined on a season by season basis by the facility manager.
  - **Use of Boat Launch**

Executive Director will determine any other item that may arise be consistent with foregoing.

2.01A. 6 - Immediate Family Members -

- Benefits provided for immediate family members should be treated in the same manner as for Park District Full Time employees.

2.01A.7- Commissioner Attire –

- Due to the responsibilities related to the Commissioner position, there are occasions when it is necessary for Commissioners to wear proper Park District of Highland Park attire.
- The District will consider annual cumulative totals for certain non-recurring items to be de minimis if the total cumulative value of these items does not exceed $100.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.02**
APPROVED: 7/23/2019 **REVISED:**	**Primary Functions of the Park Board**

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

2.02.1 To select an Executive Director as chief administrative officer and professional advisor and properly delegate to him/her the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs and services.

2.02.2 To provide for the levy of taxes in order that funds may be available for the maintenance of the parks and operation of the recreation facilities, programs and services.

2.02.3 To adopt a park and recreation budget and appropriation ordinance so that the best possible facilities, programs and services may be provided in a fiscally responsible way.

2.02.4 To develop policies in accordance with the law, which-satisfy the needs of the community, the wishes of the people, and to approve means whereby the policies may be efficiently executed.

2.02.5 To assume responsibility for keeping the people of the District informed concerning the purposes, achievements, requirements and financial condition of their parks, recreational facilities and programs.

2.02.6 To access, use, review and evaluate District programs and facilities.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.03**
APPROVED: 7/23/2019 **REVISED:**	**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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.04**
APPROVED: 7/23/2019 **REVISED:**	**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 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. Subject to the terms of any contract, 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 will develop and approve the organizational chart for the District and be responsible for hiring his/her subordinates. 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/her actions and the operation and activities of the District since the previous Board meeting.

Executive Director shall be an unofficial member of all Park Board committees.

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 involved. 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.05**
APPROVED:	**Park Board Committees**
REVISED:	

2.05.1 Board Committees - The President of the Board may, from time to time, appoint, by and with the consent of the Board, special Board committees as the need arises.

2.05.2 Citizen Advisory Committees - The President of the Board may, from time to time, appoint, by and with the consent of the Board, special committees from District residents for the purpose of studying specific problems of the District, and affording help and assistance in the District's major undertakings

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

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.

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

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.06**
APPROVED: 7/23/2019 **REVISED: 1/11/2022**	**Meetings**

2.06.1 Annual Meeting. The annual meeting of the Board shall be the fourth Wednesday in May, or during election years the first regular meeting subsequent to receipt from the County Clerk 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) Wednesday of each month at a time to be determined in November 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 published as required by the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.). Special meetings may not be held on legal holidays.

2.06.4 Board Member Participation By Telephone. Park Board Commissioners may participate in Board meetings by electronic means provided the following requirements are met:

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 electronic means 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 electronic means.
D. The minutes of the meeting should identify any member of the Park Board who participates by electronic means.
E. When a commissioner participates by electronic means, 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 electronic means 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 electronic means 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 electronic means 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, Additions to the Agenda, Public Comment for Items on Agenda Consent Agenda including Minutes and Bills and Payroll, Unfinished Business, Treasurer's Report, New Business, Open to Public to Address Board, 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 Voting. A roll call vote shall be taken for the passage of all ordinances, and for all resolutions or 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.

2.06.11 Rules of Order. Robert's Rules of Order shall be referenced in all questions of procedure not otherwise provided for herein.

2.06.12 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.

2.06.13 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 minute's 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.).

2.06.14 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.07**
APPROVED: 7/23/2019	**Organizational Chart**
REVISED:	

The Executive Director has the ability to revise/update organizational chart as needed.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 2.08**
APPROVED: 7/23/2019	**Guidelines for the Development and Implementation of Policies, Procedures, and Regulations**
REVISED:	

2.08.1 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.

2.08.2 DISTINGUISHING CHARACTERISTICS OF POLICIES AND PROCEDURES

Policy	Procedure
Widespread application	Narrow application
Changes less frequently	Prone to change
Usually expressed in broad terms	Often stated in detail
Statements of “what” and/or “why	Statements of “how,” “when,” and/or and sometimes “who”
Answers major operational issue(s)	Describes process

2.08.3 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 to evaluate whether they are consistent with Board policy.

The list below reflects the governance responsibilities of the Park Board and Executive Director and/or staff, including those which are shared.

TOPIC/RESPONSIBILITY	BOARD	DIRECTOR
Amend the District's Policies	X	
Amend the District's Personnel Policies	X	
Adjust salary ranges	X	
Alter the fringe benefit package	X	
Create new positions (including drafting job description)		X
Approve job descriptions	X	X
Grant raises of merit within budget		X
Approve District's budget	X	
Set direction of the various funds or total budget	X	X
Determine priorities of capital items	X	X
Approve new leisure programs		X
Approve documents for disposal with Board's notification		X
Establish a revenue policy	X	
Establish and approve fees and charges		X
Set tax levy	X	
Select Park District Attorney	X	
Select Park District Audit Firm	X	
Determine special audit areas of investigation	X	X
Select members of focus groups/advisory committees	X	X
Determine components of a park design		X
Negotiate & enter into agreements with other govt units	X	X
Purchases $25,000 and over	X	
Purchases under $25,000		X

Approved: _____ Date: 7-23-19

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.00**
APPROVED: 7/23/2019	**Introduction**
REVISED:	

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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.01**
APPROVED: 7/23/2019 **REVISED:**	**Accounting Structure**

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: General, 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 operating 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.

a. 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.

b. 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

c. 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 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 taxes 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 economic resources measurement of focus.

. Under this

concept, sources and uses of financial resources, including capital outlays, long term & short term 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.

All governmental fund financial statements utilize a "current financial resources" measurement focus. Only current financial assets/deferred outflows and liabilities/deferred inflows are generally included on the governmental fund balance sheets. Operating statements present source and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

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 -Reporting: 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.02**
APPROVED: 7/23/2019 **REVISED: 10/26/2022**	**Fund Balance/Net Asset Policy**

3.02.1 **Purpose**

A Fund Balance/Net Assets Policy establishes a minimum level at which the projected end-of- year fund balance/net assets must observe; as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. 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.

It is the Districts' 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 funds balance/net assets to mitigate current and future risks and to ensure tax rates. Fund balance/net asset levels are also crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the District's continued creditworthiness.

3.02.2 **Definitions**

Governmental Funds

The fund balance will be composed of three primary categories:

1) Nonspendable Fund Balance – 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).

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

3) 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.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The District assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

3.02.3 **Authority**

Governmental Funds

1. Committed Fund Balance – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Board. 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.

2. Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the District's intent to use fund balance for a specific purpose. The authority may be delegated to members of the management team by the Board.

3.02.4 **Minimum Unrestricted Fund Balance Levels**

A target Spendable and Unassigned Fund Balance 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. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below, under "Minimum Targets." The fund balance can fluctuate above the minimum level depending upon inflation, recession, pandemic, anticipated capital spend, etc. Reserves are also needed for cash flow and potential property tax freeze.

The following parameters will be used as part of the budget process to establish targets for the following funds:

1. General Fund - The General Fund's unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 - 40% of annual Operating Expenditures. Balances above the target range may be transferred to other funds for capital projects.

2. Recreation Fund - The Recreation Fund's unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 – 40% of annual Operating Expenditures. No maximum is established for this fund, as any amounts in excess of the minimum may be transferred to any other fund at the discretion of the Board of Commissioners.

3. Special Recreation Fund – The unassigned fund balance should be a minimum of 15% of Operating Expenditures for this fund. The target range is 20 – 30% of annual Operating Expenditures. A significant portion of amounts levied are transferred to the North Suburban Special Recreation Association (NSSRA) to provide for the recreational needs of the special needs population. Balances above the minimum may be transferred to the capital projects fund for use in projects with ADA components proportionately with the cost of the accessibility component of the project.

4. Capital Projects Fund - The Capital Projects Fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project-type fund is 100% restricted, committed, or assigned for acquisition, construction, and development. Also, all of the expenditures in these funds are for Capital Assets. Increases and decreases in fund

balances are associated with the specific projects planned. Therefore, no specific target is established for this fund.

3.02.5 **Other Considerations**

In establishing the above policies for unrestricted fund balance/net asset levels, the District considered the following factors:

- The predictability of the District's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The District's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., Districts may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the District for a specific purpose)
- Spending Policy (Flow of Funds) - The District will spend the most restricted dollars before less restricted in the following order:
    1. Nonspendable (if funds become spendable)
    2. Restricted
    3. Committed
    4. Assigned
    5. Unassigned

If any of the above factors change, the District should readdress current unrestricted fund balance/net asset levels to ensure amounts are appropriate.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.03**
APPROVED: 7/23/2019 **REVISED:**	**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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.04**
APPROVED: 7/23/2019 **REVISED:**	**Annual Budget**

Adoption of the 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. In accordance with statutory requirements, the Board Secretary shall file a copy of the ordinance in the office of the county clerk within thirty days of its adoption.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.05**
APPROVED: 7/23/2019 **REVISED:**	**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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.06**
APPROVED: 7/23/2019	**Bank Designation and Deposit of Funds**
REVISED:	

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 235/6.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.07**
APPROVED: 7/23/2019	**Bank Reconciliation**
REVISED:	

Each bank and/or investment account will be balanced on a monthly basis. Records shall be retained in accordance with the Park District's records destruction schedule approved by the State Archivist.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.08**
APPROVED: 7/23/2019 **REVISED:**	**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 of $2,500 or more will require the signature of one Commissioner and either the Executive Director or Designee. The Executive Director or Designee are authorized to sign all refund checks, emergency checks, all utility and checks necessary to cover the payroll.

3.08.2 Payroll. Payroll checks are stamped with the signature of the District's Executive Director.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.09**
APPROVED: 7/23/2019 **REVISED:**	**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 Statues, 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.10**
APPROVED: 7/23/2019	**Financial Records**
REVISED:	

The District shall maintain all financial records in accordance with State Statutes and in coordination with the State Archivist rules. These records are open to inspection under the Freedom of Information Act (Illinois Compiled Statues, Chapter 5, Act 140, Sections 1, et seq.).

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.11**
APPROVED: 7/23/2019	**Fiscal Year**
REVISED:	

The fiscal year of the District shall begin on the first day of January of each year and end on the last day of December of each year.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.12**
	Inventory
APPROVED: 7/23/2019	
REVISED:	

The District shall conduct an inventory of merchandise sold at retail no less frequently than at the close of the fiscal year. The inventory accounting used shall be the average cost method. The responsibility for conducting the inventory is assigned to the Director of Finance or designated representative.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.13**
APPROVED: 7/23/2019 **REVISED:**	**Investment and Portfolio**

I. Scope

This investment policy, which was prepared in accordance with the Public Funds Investments Act (30 ILCS 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.

A. 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.

II. General Objectives

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

A. 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.

1. 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:

a. Limiting investments to the safest types of securities

b. Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the District will do business

c. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

2. 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:

a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

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

B. 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.

C. 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:

1. A declining credit security may be sold early to minimize loss of principal.

2. A security swap would improve the quality, yield, or target duration in the portfolio.

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

III. Standards of Care

A. 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.

1. Investments shall be made with judgement 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.

B. 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.

C. 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.

The Park District of Highland Park may engage the services of an investment advisor to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives. Subject to the standard of care established by this Investment Policy, the external manager may advise the Treasurer/Finance Director to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940. The investment advisor shall provide written investment reports to the Treasurer/Finance Director no less frequently than monthly.

IV. Safekeeping and Custody

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

1. 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.

2. Size
The Park District of Highland Park will not maintain deposits in any financial institution in which the District funds on deposit will exceed 10% of the institution's capital stock and surplus.

3. 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.

4. 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.

B. 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.

1. 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:

2. Control of collusion

3. Separation of transaction authority from accounting and recordkeeping

4. Custodial safekeeping

5. Avoidance of physical-delivery securities

6. Clear delegation of authority to subordinate staff members

7. Written confirmation of telephone transactions for investments and wire transfers

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

C. 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.

D. Competitive Transactions
The District shall seek competitive prices to ensure a diversified and competitive selection of investment instruments.

V. Suitable and Authorized Investments

A. 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:

1. 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;

2. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;

3. Short term obligations of corporations organized in the United States with assets exceeding $500,000,000 if (i) such obligations are rated at the time of purchase at the highest classification established by at least 2 standard rating services and which mature not later than 3 years days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations;

4. Repurchase agreements whose underlying purchased securities consist of paragraph (1) of this subsection;

5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) of this subsection and to agreements to repurchase such obligations

6. Local government investment pools;

7. Municipal bonds issued by a county, township, city, village, incorporated town, school district, park district, sanitary district, or other municipal corporation, or bonds and other interest bearing obligations of the State of Illinois, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the District, or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 3 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

8. Any other investment allowed by Illinois Compiled Statutes.

B. 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:

1. U.S. Government Securities

2. Obligations of Federal Agencies

3. Obligations of Federal Instrumentalities

4. Obligations of the State of Illinois

5. Obligations of the Park District of Highland Park

6. General Obligation Municipal Bonds rated “A” or better

7. 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.

C. Repurchase Agreement
Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

D. Third-Party Safekeeping
All assets and securities purchased for the District as collateral for moneys on deposit with any bank shall be held in the custody of a independent third-party custodian bank designated by the Finance Director in the name of the Park District of Highland Park and evidenced by supporting safekeeping records as determined by the Finance Director.

VI. Investment Parameters

A. Diversification
The investments shall be diversified by:

1. Limiting investments to 5% per issuer to avoid overconcentration of securities from a specific issuer (excluding U.S. Treasury and Federal Agency securities),

2. Limiting investment in securities that have higher credit risks,

3. Investing in securities with varying maturities, and

4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

B. 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.)

VII. Reporting

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

1. Listing of individual securities held at the end of the reporting period by fund,

2. Listing of investments by maturity date,

3. Interest rate of each investment,

4. Amortized book value and market value of each investment,

5. Par value of each investment.

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

B. 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.

C. Marking to Market
The market value of the portfolio shall be calculated at least quarterly.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.14**
APPROVED: 7/23/2019 **REVISED:**	**Petty Cash**

3.14.1 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. When feasible, 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. Make personal loans, salary advances or to serve as a check cashing fund.

8. Gratuity shall not exceed 15%.

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 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. Report 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.

K. 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).

L. 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.

M. 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.

N. 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 Finance Department.

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

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

4. The Finance Department 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.

O. 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.15**
APPROVED: 7/23/2019 **REVISED: 10/26/2022**	**Purchasing**

3.15.1 Introduction and Statement of Policy

The Purchasing Policy provides 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 will allow the District to obtain needed supplies and services efficiently and economically. 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 these policies should contact the Executive Director or Director of Finance.

The Executive Director, or their 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. Staff found to be non-compliant with this Policy may be subject to disciplinary action in accordance with the Park District of Highland Park Personnel Manual.

3.15.2 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 supplier 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 an employee believes that purchasing a particular brand is in the best interests of the District, the employee should first consult with the Executive Director and/or legal counsel regarding the authority of the Park District to do so and follow the procedures required in the Illinois Park District Code).
4. Never allow foreseeable purchases 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 and registered vendor is given to all interested and registered 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 and published 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.
9. Avoid impropriety or the appearance of impropriety.

10. Disclose to the Executive Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract.

The Executive Director is responsible for determining if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the District's personnel manual.

3.15.3 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.
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, in-laws, brothers and sisters, and any other person living in the same household as the employee.

A financial interest includes any contingent compensation or 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.

The Executive Director is responsible for determining 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. If the potential violation involves the Executive Director, the Park Board President will be responsible for determining 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.

3.15.4 Multi-Year Contracts

With some specific exceptions set forth in the Illinois Park Code, the Park District is not authorized to enter into contracts exceeding 3 years. Consult with legal counsel before agreeing to automatic renewal provisions and other terms seeking to extend a contract beyond 1 year.

3.15.5 Prompt Payment

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

3.15.6 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.

3.15.7 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.

3.15.8 Emergency Purchases Policy

The Executive Director, or their designee may override this Policy if they determine an emergency purchase is necessary in order to safeguard the public's health and safety. The Executive Director, or their designee must promptly notify the Board via email communication concerning the need for an emergency purchase. Emergency purchases over $30,000 should be ratified by a vote of 3/4 of the members of the Board.

3.15.9 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 must follow the appropriate procedures. 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 subject to compliance with the annual appropriation ordinance.

Contracts: The Board is responsible for signing all contracts. However, the Board may also 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 specific contracts less than $15,000 may be signed by a designee or appropriate Department Head. Contracts in excess of $14,999 must be executed by the Executive Director; or in the Executive Director's absence, by their designee with the Board President's oversight.

3.15.10 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, Postage and Maintenance Contracts
5. Small orders where the department head approves prepayment

6. Approval by the Executive Director or designee
7. Approval by the Board of Commissioners
8. Online ordering

3.15.11 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.

3.15.12 Independent Contractor Agreement

Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit.

3.15.13 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 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 by the Illinois Department of Labor shall be paid each craft or type of worker or mechanic needed to execute the contract or perform the work.

3.15.14 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 and Board.

PURCHASING/APPROVAL LIMITS- 3.15.15-3.15.20

The type of purchase (Labor & Materials, Equipment & Supplies, or Professional Services) and the amount of anticipated expenditure will determine if a Request for Proposal (RFP), Request for Qualifications (RFQ) or formal Bid is needed. The Purchasing Type Matrix and Project Purchasing Procedure Manual, both of which are incorporated herein by reference, provide procedures to follow, and should be reviewed in conjunction with the Purchasing Policy.

3.15.15 Purchases of less than $500

1. Authorized purchasers have the authority to purchase 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 the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor for approval and submission to the Finance Department.

3.15.16 Purchases of $500 to $2,499.99

1. Supervisors and other approved staff have the authority to purchase 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 the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor or designee for approval and submission to the Finance Department

3.15.17 Purchases of $2,500 to $4,999.99

1. Managers have authority to purchase budgeted items under $5,000.
2. Three written quotes should be obtained and documented.3 After the purchase is made, the purchaser will submit an invoice or a check request to their appropriate supervisor or designee for approval and submission to the Finance Department.

3.15.18 Purchases of $5,000 to $14,999

1. Assistant Directors and Directors have the authority to approve the purchase of budgeted items under $15,000.
2. Three written quotes should be obtained and documented.
3. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor or designee for approval and submission to the Finance Department .

3.15.19 Purchases of $15,000 to $29,999

1. The Executive Director has the authority to approve the purchase of budgeted items under $29,999.
2. Based on the purchase type, Labor & Materials, Equipment & Supplies or Professional Services RFP will be utilized. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction and should be followed. 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 should 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
3. After the purchase is made, the purchaser will submit an invoice or check request along with supporting documentation to the Executive Director for approval and submission to the Finance Department.

3.15.20 Purchases of Labor & Materials, Equipment & Supplies in Excess of $29,999

Purchases in excess of $29,999 may be subject to the bid process or RFQ process. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction and should be followed.

3.15.21 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 $29,999, 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 $29,999, the separate 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. Purchases which are foreseeable should not be separated for the purpose of exploiting the competitive bidding exemption (See the Code of Ethics).

3.15.22 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. Such purchases include contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part; contracts for the printing of finance committee reports and departmental reports; contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness; contracts for utility services such as water, light, heat, telephone or telegraph; contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, or services; contracts for duplicating machines and supplies; contracts for goods or services procured from another governmental agency; purchases of equipment previously owned by some entity other than the district itself; and contracts for the purchase of magazines, books, periodicals, pamphlets and reports. Requests for bid waivers will be made only when in emergencies or when items have been competitively billed through joint purchasing agreements. A recitation of the facts supporting the finding must be included in the information forwarded to the Board.

3.15.23 Sending out the appropriate package

Depending on the purchase type, with an amount of anticipated expenditure over $15,000, staff must determine the appropriate document template to use: Refer to the Purchasing Type Matrix and Purchasing Procedure Manual for more information.

RFP – Equipment and Supplies/Labor and Materials
The appropriate Request for Proposal template should be used for the procurement of equipment and supplies or labor and materials where the anticipated cost is $15,000 or more, but does not exceed $29,999.99.

RFP – Professional Services
The RFP-Professional Services Template should be used for the procurement of the services of individuals requiring a high degree of professional skill (e.g., auditors, consultants, construction managers) where the anticipated cost is $30,000 or more. 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.

With respect to Architects, Engineers or Surveyors the RFP-Professional Services Template should be used when the anticipated fee is between $15,000 and $39,999.99. An RFQ may be required when the anticipated fee is over $40,000.00. (This threshold will increase by the CPI each year beginning January 1, 2020 per SB 2328 / Public Act 100-0968).

With respect to firms whom the Park District already has a satisfactory relationship (including Architects, Engineers or Surveyors), the RFP-Professional Services Template is not required, and proposals may be solicited directly from the firm regardless of the anticipated fee for services.

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 $39,999.99 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 $39,999.99 threshold will increase by the CPI each year beginning January 1, 2020 per SB 2328 / Public Act 100-0968. 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 three 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 cannot be reconsidered.

Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if an emergency situation exists and a firm must be selected in an expeditious manner. Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if the District wishes to engage a professional with which the District has a satisfactory relationship.

BID
All purchase orders or contracts for supplies, materials, equipment or contractual services, and all public improvement contracts involving the expenditure of more than $29,999 will be awarded to the lowest responsible and responsive bidder. The District shall not be required to accept a bid that does not meet the District's established specifications, terms of delivery, quality, and serviceability requirements. The formal bidding process requires publication of a Notice of the Invitation to Bid, at least 10 days before the bid opening date in a newspaper of general circulation in the area of the District.

3.15.29 Summary

As stewards of public monies and for legal reasons, it is critical that all staff follow these policies as well as procedures outlined in the Purchasing Type Matric and the Project Purchasing Procedure Manual.

3.15.30 Purchasing Card

The Purchasing Card or P-card is intended to streamline and simplify the purchasing and payment processes. It is not intended to avoid or bypass appropriate purchasing or payment procedures. See PP 3.15A.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.15A**
APPROVED: 7/23/2019 **REVISED:**	**Purchasing-Purchase Card Policy**

3.15A.1 Statement of Policy

The Purchasing Card or P-card is intended to streamline and simplify the purchasing and payment processes. It is not intended to avoid, or bypass appropriate purchasing policies outlined in Policy #: 3.15.

The P card will be issued in the employee's name. The District's logo and tax-exempt number will appear on the card. The card is to be used only for official purchases and will enable purchases by telephone, fax internet or in person. Use of the card for personal items is prohibited, even when the user intends to or actually does reimburse the District. The cardholder is committing the District funds each time the card is used. The cardholder is the person responsible for all charges made to the card. Intentional misuse, fraudulent abuse and improper record keeping will subject the cardholder to disciplinary action in accordance with Park District of Highland Park's Policies and Procedures relating to disciplinary action and/or termination for cause.

3.15A.2 Card Issuance/Limits

P-cards will be issued to employees who have a need as determined by their Department Head and approved by the Director of Finance. Card limits will be set for each person in accordance with Policy #3.16, the position within the district and purchasing needs.

1. Single Purchase Limit: This is the maximum dollar amount that can be spent on each purchase. If the purchase amount exceeds the limit the authorization is denied and the purchase cannot be made with the card. See Section 3.16A.6 for more information. Limits are set as follows:
    a. Executive Director & Deputy Director $ 24,999.99
    b. Directors & Assistant Directors $ 14,999.99
    c. Managers $ 4,999.99
    d. Supervisors, Trades and Specialty Staff $ 2,499.99
    e. Coordinators $ 499.99
2. Total Credit Limit- There is a maximum dollar amount that can be outstanding at any time. The credit limit is restored 1 day after the cutoff date, pending manager approval on prior transactions. Credit limits for cardholders will be established by need. If the limit is reached, new attempts for purchases will be denied.
3. Purchases of $2,500 and up require three written quotes. In lieu of completing the Price Quote Summary form, quotes can be entered in the comment section of P-Card website. See Section **3.15.17.**
4. If a fee is charged for using the credit card, do not make payment with the card.

3.15A.3 Cancellation of Card

Cardholders or supervisor must return P-cards to the Finance Director immediately upon request or upon termination of employment.

3.15A.4 Changes to Authorization

The Program Administrator must be contacted when changes need to be made to existing cards. All requests must be submitted in writing using the Request for Changes form. All changes in spending limitations or restrictions must be approved by the Director of Finance.

3.15A.5 Lost Cards

If a card is lost or stolen, the Cardholder must immediately notify the Finance Director.

3.15A.6 Request for approval for purchase above standard single purchase limit

Through Purchase Request function in Works, a cardholder, may request approval by their supervisor for a single purchase above their normal transaction limit. If the purchase request is greater than the supervisors purchase limit, the supervisor should initiate the purchase, by requesting a single purchase limit increase from their supervisor and completing the purchase.

3.15A.7 Purchase Card Security

Authorized use of the Card is limited to the person whose name appears on the face of the card. The Card cannot be loaned to another person; however, the card may be used to make purchases for an employee in the department. The holder of the Card is ultimately responsible for all purchases made with the Card.

The Card, or any documents containing the Card number, should be kept in an accessible but secure location. The account number and any passwords or P.I.N. numbers should not be posted or left in a conspicuous place.

3.15A.8 Returns

Returns must be handled as credits and must be treated as separate transactions. Returns are not to be handled as exchanges or combined with other purchases. A separate transaction must be placed to re-order. **Cash refunds are not allowed under any circumstance**.

3.15A.9 Disputed items or sales tax charged

Disputes should be resolved between the Cardholder and the vendor. If the Cardholder and the vendor cannot resolve an issue, the Cardholder should contact the Finance Department.

3.15A.10 Charge Card Purchase Transaction Sign-off/Approval

Each cardholder must sign off on purchases, entering the business purpose and GL account information. Approval is needed by supervisor on each transaction before credit limit is restored.

3.15A.11 Statement Reconciliation

The cardholder is responsible for retaining all documentation (a receipt, invoice or other appropriate support) for purchases and returns and reconciling to the monthly statement. All original support must be turned in with the statement to the Finance Department by 15th of month.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.16**
APPROVED: 7/23/2019 **REVISED:**	**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, and to publish a notice of the availability of the District's audit in accordance with the provisions of that Act. (30 ILCS 15/0.01 et seq.).

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.17**
APPROVED: 7/23/2019 **REVISED:**	**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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.18**
APPROVED: 7/23/2019 **REVISED:**	**Capital Assets**

3.18.1 Purpose

The purpose of the 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. Determination if an item should be budgeted in the Capital Fund or within operations is not addressed in this policy.

3.18.2 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

3.18.3 Inventory

The Finance Department will maintain an inclusive capital asset inventory and depreciation schedule through AssetMaxx. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory. Capital items that fall under the threshold, will be entered into AssetMaxx, for insurance documentation purposes.
Parks, Planning & Properties will maintain a district wide replacement schedule, for both capital and non-capital items. This information will be used to assist operating departments when assessing capital and repair needs. Some areas, such as Parks, Golf Maintenance & RCHP will maintain replacement schedule for area specific machinery and equipment.

Each Department will be responsible for control of capital assets for their department. The Department Head working with the Finance Department will ensure the capital asset inventory is updated for purchases and retirements. . The inventory schedule will include the following for each asset:

3.18.4 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

3.18.5 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.

3.18.6 Capitalizing

A. 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 more than one year.

B. 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.

C. 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)

D. Capital Assets include the following major classes of assets:

1. **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.

2. **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.

3. **Vehicles –** Costs include purchase price plus costs such as title & registration.

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

5. **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.

3.18.7 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.

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3.18.8 Capital Assets Useful Lives are as follows:

	Useful Life	Capitalization Threshold	Inventory Threshold
Land (and Inexhaustible Land Improvements)	N/A	$ 1	$ 1
Land Improvements	20	$50,000	
Buildings			
Buildings	45	$ 50,000	1
Building Improvements		$50,000	1
HVAC	20		
Re-Roofing	20		
Electrical/Plumbing	30		
Carpet Replacement	10		
Vehicles		$10,000	1
Vehicles – General	7		
Small Trucks	7		
Large Trucks	10		
Machinery & Equipment		$25,000	1,000
Police Equipment (comm. equip)	5		
Heavy Equipment	15		
Recreational Equipment	20		
Generators	20		
Furniture & Fixtures		$15,000	5,000
Office Furniture	20		
Office Equipment	5		
Phone System	10		
Kitchen Equipment	10		
Infrastructure	50	$250,000	

3.18.9 OTHER

A, 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 Business Office.

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

C. Surplus Property

Each Department must report all capital assets classified as surplus to the Finance Department. The Park District of Highland Park will scrap, donate or sell the property via an auction or sealed bid as needed to sell the surplus property. An ordinance identifying property as surplus must be passed by the Board before said property can be disposed of.

D. 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.19**
APPROVED: 7/23/2019	**Revenue Policy**
REVISED:	

3.19.1 STATEMENT OF PHILOSOPHY

The basic philosophy of the Park District of Highland Park is to offer diversified year-round leisure services, including recreational programs and facilities, ensuring that all citizens have an equal opportunity to take advantage of these services. However, since the demand upon the District is greater than the public's ability, or willingness, through tax dollars to support that demand, and, as future increases of tax revenues become greatly limited for all types of governmental services, it is necessary to charge fees and pursue other sources of revenue such as donations and grants, and make maximum utilization of the investment of available monies.

While fees and charges for facility and recreation services are a major source of funds for the District, they are supplemented by the other sources of revenue used by the District and are a means to expand and continue to provide basic services on an equitable basis. To be implemented, collections of these fees and charges must be practical and economical.

3.19.2 TAX REVENUES

A primary source of income for the Park District is derived from tax revenues which are levied on an annual basis. The property tax revenue that Park District collects is capped at the lesser of the % change in the Consumer Price Index or the lesser of 5% and New Property Growth. The Board, at its discretion, may choose to levy less than the maximum legal limit, or they may choose to not increase the levy at all based on the District's current and long-term needs as well as the Community's tolerance.

A secondary source of tax revenue is Corporate Personal Property Replacement Tax Revenue. These monies are collected by the State and distributed to local area governments. This source of revenue is subject to appropriation and the local distributive share is subject to change.

3.19.3 GRANT REVENUES

Grants can provide funding for both programming and capital projects. Because grants frequently come with special requirements that must be followed to receive the proceeds, grants must be reviewed prior to submission of an application. Consideration should be given to legal, finance and/or operations.

Grants should be evaluated to the extent to which a grant is consistent with Park District of Highland Park's mission, vision and strategic planning.

A multi-year cost/benefit analysis, determination of matching funds, record keeping, and future expenditures should be reviewed.

Evaluation of the impact of the grant, based on defined outcomes to determine whether to continue with the grant process.

3.19.4 FEES AND CHARGES GOALS AND GUIDELINES

The Park District has developed these goals and guidelines with the intention of uniformly defining the method used to determine pricing levels for fees and charges.

A. RECREATION/FACILITY SERVICE TYPE

The Park District of Highland Park, as part of its mission, will provide services to enrich community life through healthy leisure pursuits and an appreciation of the natural world. With this in mind, The Park District provides different fees and charges guidelines depending on factors such as the level of community versus individual benefit.

At a minimum, revenue should exceed direct operating cost by 30%. This is a district wide standard which applies to programs, memberships, & rentals. Pricing shall be reviewed annually by the by the Board of Commissioners.

1. Mission Critical Services
    a. These services benefit all the people of the community and are critical the Park District's Mission. These services are at no charge to residents in order to protect and conserve natural areas and promote physical and mental well being, and are subsidized by taxation. Examples of these services are Park District Parks, Playgrounds, Beaches, and Natural Areas.

2. Community Wide Services
    a. These services benefit all or most people of the community and used to promote the District, to build a sense of community, and to provide recreational and leisure activities to those who may not be able to participate in other programs. These services are generally either free or at a low fee in effort to encourage participation ,and are primarily subsidized by taxation. Examples of these services include Fourth Fest, Touch a Truck, Egg Hunt etc.

3. Recreation and Facility Programs and Services
    a. These programs and services mostly benefit the individual participants, but also provide community benefit. These services are charged fees that at comparable to their respective market and at a minimum, revenue should strive to exceed direct operating cost by 30%. Pricing shall be reviewed annually by the by the Board of Commissioners.
    b. Examples of these programs are Athletics, Performing Arts, and all recreation programs.

4. Revenue Programs and Services
    a. These services provide the most benefit to the individual participant only. At a minimum, revenue should exceed direct operating cost by 30%. Some areas will exceed 30% on a reoccurring basis. Pricing shall be reviewed annually by the by the Board of Commissioners.
    b. Examples of these services include tennis lessons, personal training and all memberships and/or rentals.

5. Definitions

a. Direct Cost: These are costs that are directly attributed to an individual service and may include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-District owned facilities, etc.
b. Indirect Cost: These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and restroom supply costs, etc.
c. Total Cost: This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.

B. RECREATION/FACILITY FEE TYPES

1. General:
   a. Charging fees is an equitable method of recovering a portion or all costs of recreation and facility services.
   b. Fees, will be based on minimum projected enrollments.

2. User Fees:
   a. User Fees will be charged for special use facility such as Hidden Creek Aqua Park, Sunset Valley Golf Club, Centennial Ice Arena, the Deer Creek Racquet Club, and Recreation Center of Highland Park. User Fees will be reviewed on an annual basis.

3. Rental Fees:
   a. Rental Fees will be charged for using Park district facilities and parks, such as a meeting room, field house, ice rink, athletic facilities/fields, or boat launch facility. A security deposit is required and will be returned barring no damages or excess hours. Rental Fees will be reviewed on an annual basis.

4. Sales Fees:
   a. Sales Fees charged for the unconditional transfer of merchandise ownership which passes from the District to the buyer of the goods sold, such as pro shop supplies or food and drink services. The District is responsible for collecting sales tax and submitting them to the State of Illinois.

5. Permit Fees:
   a. Fees charged for permission to use parks for picnics and similar activities.

6. Admission Fees:
   a. Fees charged for entrance to Special Events or ticketed events.

7. Registration Fees:
   a. Fee charges for processing refunds, transfers, or other administrative services.

8. Membership Fees
   a. Fees charges for membership at Recreation Center of Highland Park, Hidden Creek Aqua Park, or Sunset Valley Country Club that provide patrons with access to the facility.

9. Parking Fees
   a. Fees may be charged for nonresidents to park at lake front facilities.
   b. Charging fees also may serve an independent function to ration limited activities, allow residents to participate fully, aid in discipline or control, and promote respect for an activity such as an open gym activity.

3.19.5 RENTAL FEES

The minimum rental fees charged for use of Park District facilities shall exceed direct cost of the service by 30%. Most rentals will retain a larger percentage. Current market rate, operating costs, and demand will determine yearly fees. Nonprofit (501c3) organizations will be charged at a different rate than for profit groups per approval of the Executive Director. Likewise, residents will be charged at a different fee level than nonresidents. See Rental Policy, Commercial Policy for additional information.

3.19.6 SURPLUS REVENUE PRODUCING FACILITIES:

Surplus revenue producing facilities are defined as operations that cover their direct and indirect operating costs, supplementing the General and Recreation Fund revenue (property tax revenue) providing support for non-revenue producing facilities and activities.

a. While these facilities are capable of generating sufficient revenues to cover their operating costs, the general operating monies from the General and Recreation Funds could provide, if needed, adequate cash flow during fluctuations of revenue due to weather, seasonal changes and varied participation by the public.

b. Should financial constraints of the District not be able to ensure the maintenance of the high standard of service desired by the public, the District could provide these services through contractual agreements with the private sector.

c. All Park District programs held at Park District facilities (such as camp programs) will remit to the facility an agreed upon cost for use of such facility. This will promote greater understanding at the District relative to the true cost of running a program. This rate will be negotiated annually as the District prepares its budget.

3.19.7 WAIVER OF FEES:

On rare occasions, fees and charges may be reduced or completely waived when such action is determined by the Executive Director to be in the best interests of the Park District of Highland Park or a specific program.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.20**
APPROVED: 7/23/2019	**Bond Rating**
REVISED:	

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. As a general guideline, the District shall estimate and compare the cost of obtaining a rating and the savings resulting from selling an rated bond versus an unrated bond.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.21**
APPROVED: 7/23/2019 **REVISED:**	**Budgeting for Deficits**

3.21.1 Purpose

The purpose of this policy is to clarify the District's stance and willingness to accept a deficit in certain funds as a means of achieving its long-range goals.

3.21.2 Overview

This policy is herein established to allow the District's Board of Commissioners to approve a deficit as part of the annual budget for both an individual fund as well as District-wide.

There are many reasons why the District is willing to recognize a deficit in a particular fund or even District-wide. Among the reasons a deficit may occur include the following:

- To comply with the District's Fund Balance Policy and reduce (spend down) any excess balances.
- Without burdening taxpayers unnecessarily, continue progress towards the District's long-term capital goals.
- Timing differences. Specifically, costs incurred during a period of time that differs from when the matching revenues will be received.

3.21.3 Procedure

Should the District propose a budget deficit, it will be the responsibility of the Board of Commissioners if it chooses to approve it; to be able to, along with appropriate staff, understand the purpose behind the decision and communicate it, as necessary to the public as well as the rest of the staff.

At no time will the District support a budget deficit that allows for a negative fund balance in an individual fund or District-wide.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.22**
APPROVED: 7/23/2019 **REVISED:**	**Disclosure Compliance**

3.22.1 Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the *"Undertakings"*) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's

(i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the *"Official Statements"*), disseminated by the District in connection with any bonds, notes, certificates or other obligations,

(ii) Annual Financial Information, as required by and defined in the Undertakings (the *"Annual Financial Information"*) to be filed with the Municipal Securities Rulemaking Board's (*"MSRB"*) Electronic Municipal Market Access (*"EMMA"*) system, and

(iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an *"EMMA Notice"*) comply in all material respects with the federal securities laws.

Further, it is necessary and in the best interest of the District that the District adopt procedures to enable the District to create accurate disclosures with respect to its

(i) Official Statements,

(ii) Annual Financial Information, and

(iii) EMMA Notices.

Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the *"Disclosures."*

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.23**
APPROVED: 7/23/2019 **REVISED:**	**Bond Post-Issuance Compliance**

The Board of Park Commissioners recognizes the need 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 Officers (as hereinafter defined) shall at least semi-annually review the District's Contracts (as hereafter defined) to determine whether the Bonds comply with the federal tax requirements applicable to each issue of the Bonds.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.24**
APPROVED: 7/23/2019 **REVISED:**	**Gift Card**

3.24.1 Purpose

This Gift Card Policy establishes guidelines in the issuance and redemption of pre-paid gift cards. This policy is established to provide Park District staff with responses to questions from patrons and to assure adequate control over blank, unissued cards.

It is the Park District's policy to allow flexibility in use of Gift Cards while, maintaining control and adequate accounting records over outstanding, unused gift cards.

The District issues two types of gift cards. Park District of Highland Park and Sunset Valley Golf Club. See allowable uses and limitations below for further explanations.

3.24.2 Definitions

1) **Gift Card** – A plastic card with a stored value issued by the Park District in exchange for cash, check, credit card or, in limited cases, account credit or promotional deals.

2) **Non-Park District Operated Amenities**– Concessions, food service and other outside contractual arrangements between the Park District and a vendor to supply services to our patrons on a licensing basis for a set fee or percentage of sales.

3.24.3 Allowable Uses and Limitations

- **Park District of Highland Park Gift Card**
  - Gift Cards may be purchased in amounts up to $2,000. Gift cards may be reloaded with amounts in any denomination up to $2,000.
  - As an example, gift cards may be used as tender to pay for:
    - Any Park District program or special event (may exclude purchase at special event location).
    - Park District Memberships
    - Purchase of merchandise or service (Non- Park District Operated Amenities excluded)
    - Equipment Rental
    - Facility Rental
  - Gift Cards may be used for on line purchases.
  - Gift Cards may not be used to pay for food at concession stands with a third-party concession. Gift Cards cannot be used with parking auto attendant.

- **Sunset Valley Gift Card**
  - Gift Cards issued specifically from Sunset Valley, are limited to use at Sunset Valley Golf Course for:
  - Green Fees
  - Rentals- Club and Cart
  - Merchandise
  - North Shore Amateur
  - Handicap Service

  - **Park District of Highland Park Gift Card can be used at Sunset Valley for**:
    - Lessons
    - Camps
    - Programs

3.24.4 Gift Card Terms and Conditions

Gift Cards are neither returnable nor refundable for cash, without the Executive Director's permission. Resale of Gift Cards is strictly prohibited; however, Gift Cards are transferable.

Gift Cards may not be used in any manner that is misleading, deceptive, unfair or otherwise harmful to patrons or the Park District.

Lost, stolen or damaged Gift Cards will not be replaced. The Park District shall have no liability to the gift Card holder for 1) lost or stolen Gift Cards or 2) use of any Gift Card by third parties. Gift Card holders are solely responsible for keeping Gift Cards safe for any activity conducted under their account.

Gift Cards will expire 5 years after date of purchase. . Unused value will remain on the Gift Card and available until used or expiration date is reached. . Gift Cards may be used in combination with cash, checks, credit cards to pay for programs and memberships.

Gift Cards do not have any fees attached for unused balances.

Outstanding paper Gift Certificates may be redeemed/converted to Gift Cards.

Gift Cards may be used by the Park District to compensate individuals or volunteers as recognition awards or for tokens of appreciation. If used for such purposes, the IRS considers this as tax reportable compensation and therefore subject to tax withholding. Records of this compensation must be maintained on all individuals receiving a Gift Card

3.24.5 Internal Control

Non-valued Gift Cards are ordered by Registration. The Gift Cards have a random generated bar code that the RecTrac system uses to validate and load the Gift Card. The Gift Card also has numeric number that helps confirm the used quantities. A quantity of Gift Cards may be kept at each of the front desk locations and extra cards should be kept in a safe or a lockable file. Gift Cards have no value until activated by the RecTrac system.

A yearly report will be processed from RecTrac identifying outstanding amounts on the Gift Cards. This value will be reconciled to the Incode Accounting System value and adjustments made after review with the Executive Director.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.25**
APPROVED: 7/23/2019	**Outstanding Check**
REVISED:	

3.25.1 Purpose

The purpose of the Park District of Highland Park Outstanding Check Policy is to insure accurate cash reporting and management, and compliance with Illinois Revised Uniform Unclaimed Property Act 765 ILCS 1026.

3.25.2 Accounts Payable Checks

Any unclaimed property (vendor, or refund checks) will be presumed abandoned per the timelines established in the Act, currently 3 years from issue.

3.25.3 Payroll Checks

Any unclaimed property (wages) will be presumed abandoned per the timelines established in the Act, currently 1 year from issue.

3.25.4 Filing with State Treasurer

Yearly the District will file an annual report with the State Treasurer, per the procedures in the Revised Uniform Unclaimed Property Act. 765 ILCS 1026

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.26**
APPROVED: 7/23/2019	**Policy Governing Reimbursement of Employee and Commissioner Travel, Meal and Lodging Expenses**
REVISED:	

3.26.1 Purpose.

The Board of Park Commissioners of the Park District of Highland Park will reimburse employee and commissioner travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and commissioners are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

3,26.2 Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and commissioners of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

3.26.3 Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and commissioners of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or commissioner's official duties. If an employee/commissioner are unsure whether an expense is reimbursable, please contact the Executive Director.

3.26.4 Categories of Expenses.

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his personal funds.

2. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or

commissioner's residence. When attending a training event or other off-site official business directly from an employee's or commissioner's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or commissioner's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or commissioner will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or commissioners traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. **Public Transportation** – In the case of local training or official business where an employee or commissioner chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or commissioner's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will paid at the differential of the commute less the mileage of a normal commute to the workplace.

5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by the Executive Director or designee.

7. **Meals** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Park Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

9. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Park District.

10. **Parking** – Parking fees reimbursed only with a receipt.

11. **Entertainment Expenses** - No employee or commissioner of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

3.26.5 Approval of Expenses.

1. **Expenses for Members of the Board of Park Commissioners.** Travel, meal, and lodging expenses incurred by any member of the Board of Park Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

2. **Expenses for Officials or Employees Other than Members of the Board of Trustees**. Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Park Commissioners) in excess of $400 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Park Commissioners.

3. **Advanced Expenses.** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Park Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

4. **Other Expenses.** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

3.26.6 Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director or Department Head on a Travel, Meal, and Lodging Expense form:

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

3.26.7 Travel, Meal, and Lodging Expense Report Form.

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

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Attachment 1

Park District of Highland Park

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: _____

Title/Position of Official or Employees:_____

Name and Date of the Activity/Event:_____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:
_____
_____
_____

Reimbursement Expense (Estimated Costs or Actual Costs with receipts copy, if applicable):

Mileage:_____

Meals: _____

Parking: _____

Hotel/Lodging:_____

Car rental:_____

Airfare:_____

Other Transportation (bus, train, taxi, shuttle, etc):_____

Employee's/Commissioner's Signature:
_____
Date: _____

Finance Director's Authorization:_____
Date: _____

ATTACH ALL RECEIPT COPIES

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Park District of Highland Park

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY
IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)

WHEREAS, the Park District of Highland Park is a non-home rule unit of local government; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Board of Park Commissioners of the Park District of Highland Park finds it to be in the best it interest of the Park District of Highland Park to adopt such a policy;

NOW, THEREFORE BE IT ORDAINED, by the Board of Park Commissioners of the Park District of Highland Park that:

Section 1. The above recitals are incorporated into and made part of this Ordinance.

Section 2. The Board of Park Commissioners of the Park District of Highland Park adopts the "Reimbursement of Travel, Meal and Lodging Expenses Policy" attached as Exhibit A.

Section 3. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance is effective beginning _____, 2016.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this ____ day of _____, 2016.

_____

(President or Mayor)

_____

(Secretary or Clerk)

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.27**
APPROVED: 7/23/2019 **REVISED:**	**Punch Pass**

3.27.1 Purpose

This Punch Pass Policy establishes guidelines for the issuance and redemption of punch passes. This policy is established to create controls over the use of punch passes, provide Park District staff with responses to questions from patrons and to assure adequate control over blank, unused punches.

It is the Park District's policy to allow flexibility in use of Punch Pass while maintaining control and adequate accounting records over outstanding, unused gift cards.

3.27.2 Definitions

- **Punch Pass-** Punch Passes are sold via the registration system, to a specific person to redeem for a specific activity, service or item on a per use basis. A plastic scan card may be issued by the Park District in order for the patron to redeem the "punches." The value of a punch pass is measured by the number of uses it allows, not by the cost for each of those uses. A Punch Pass is non-transferable. A Punch Pass has no cash value and may not be redeemed for cash or other value.

3.27.3 Allowable Uses and Limitations

- **Park District of Highland Park Punch Pass**
  - Punch Pass for seasonal operations. - Punch Pass sold for seasonal operations such as Hidden Creek AquaPark or Sunset Valley Gold Club will expire when the facility closes for the calendar year,
  - Punch Pass for non-seasonal operations- Punch Pass for non-seasonal operations such as Recreation Center of Highland Park will expire one year from date of purchase.
  - Punch Pass entitles patron to the number of services purchased, and not a cash value.

- **Sunset Valley Gift Card**
  - Punch Pass issued specifically from Sunset Valley, are limited to use at Sunset Valley Golf Course for:
  - Green Fees
  - Rentals- Club and Cart
  - Merchandise
  - North Shore Amateur
  - Handicap Service

3.27.4 Punch Pass Terms and Conditions

Punch Pass is neither returnable nor refundable for cash, except in situations as outlined in the District's Refund Policy (see policy #5.03). Resale of Punch Pass is strictly prohibited; and Punch Pass is non transferable.

Punch Pass may not be used in any manner that is misleading, deceptive, unfair or otherwise harmful to patrons or the Park District.

The Park District shall have no liability to the Punch Pass holder for 1) lost or stolen Punch Pass or 2) use of any Punch Pass by third parties. Punch Pass holders are solely responsible for keeping Punch Pass safe for any activity conducted under their account.

Punch Pass do not have any fees attached for unused punches.

All punch passes shall have the expiration date printed on purchase receipt.

A Punch Pass may be used by the Park District to compensate individuals or volunteers as recognition awards or for tokens of appreciation. If used for such purposes, the IRS considers this as tax reportable compensation and therefore subject to tax withholding. Records of this compensation must be maintained on all individuals receiving Punch Pass.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Finance	**Policy #: 3.28**
APPROVED: 7/23/2019 **REVISED:**	**Payment Card Industry Data Security (PCI-DDS)**

The policy of the Park District of Highland Park shall be to fully comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card information.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Parks	**Policy #: 4.00**
APPROVED: 7/23/2019 **REVISED:**	**Statements of Purpose and Authority**

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 of the residents of the Park District 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Parks	**Policy #: 4.01**
APPROVED: 7/23/2019	**Land Acquisition**
REVISED:	

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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Parks	**Policy #: 4.02**
APPROVED: 7/23/2019 **REVISED: 10/26/2022**	**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 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 and as it is set forth herein.

B. Naming rights refers to the granting by the Park District the right to name a piece of property or portions of based on the following considerations. 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 three categories: civic naming rights, philanthropic naming rights and corporate naming rights.

1. Civic Naming Rights: Park Property may be named after individuals families 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, families 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 one year.
   - 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.

2. 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 an agreed upon dollar amount to fund all or a portion of the capital construction cost associated with developing the park, building, facility, or component.
   - Provision of an agreed upon term to fund an 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 5.24 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.
   - Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property, facility, or component.

3. 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,

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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 may be permitted, at the discretion of the Park Board, 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 5.19 Sponsorship and Advertising Policy.

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

D. 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.

E. 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Parks	**Policy #: 4.03**
APPROVED: 7/23/2019 **REVISED:**	**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 (Conduct Ordinance - Section 2.33.c.2). A 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. Use of these sites is on a first-come, first-served basis through the permit process.

Refund requests for Picnic Permits must be submitted at least 10 business days prior to the event and are subject to service charges in accordance with the then current administrative policy and procedure. Refunds will not be issued due to inclement weather; however rescheduling is permitted for an alternate date within the same calendar year.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Parks	**Policy #: 4.04**
APPROVED: 7/23/2019 **REVISED:**	**Policy Governing Agreements for the Commercial Use of Park Properties**

4.04.1 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 is to preserve natural features, vegetation, wildlife and landscape aesthetics for public enjoyment and the general environmental good.

4.04.2 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.

4.04.3 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.

4.04.4 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 Commercial User'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.

4.04.5 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. The term "commercial use" shall not apply to licensees or independent contractors providing programs for the Park District.

4.04.6 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.

4.04.7 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.

4.04.8 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, general liability insurance of not less than $2 million, with coverage for personal injury and property damage, auto liability insurance of not less than $1 million, and statutory worker's compensation insurance and employer's liability insurance with coverage of not less than $1 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 liabilities policies shall contain standard separation of insured provisions.

4.04.9 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Parks	**Policy #: 4.05**
APPROVED: 7/23/2019 **REVISED:**	**Agreements for Temporary Construction Access Across Park District Property**

4.05.1 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 that property owners to pursue all possible other alternatives rather than consider access on or across park property for construction purposes.

4.05.2 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 satisfactorily meet the concerns of the District. These concerns include, among others, 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.

4.05.3 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.

4.05.4 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 4.05.1.

4.05.5 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 or such amount determined at the discretion of the Executive Director. 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:

[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.

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.

4.05.6 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Parks	**Policy #: 4.06**
APPROVED: 7/23/2019 **REVISED:**	**Environmental**

4.06.1 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.

4.06.2 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 the District'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; reducing waste; consideration for alternative fuel and energy sources; and 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.

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

D. The District will comply with all other applicable federal, state and local regulations and guidelines.

E. When appropriate, 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.

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

1. Selecting appropriate plant species and their proper location.

2. Using of preventative maintenance procedures.

3. Promoting early detection of problems.

4. Utilizing, where possible, natural control methods.

5. Testing for better application methods.

6. Minimizing overall pesticide use.

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 for the Natural Areas and Parks 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. 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 leaves, grass, and other landscape materials.

   Recycle used oil.

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

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

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

8. Recycle batteries, antifreeze and Freon whenever feasible.

9. Other items as determined fit for recycling.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Parks	**Policy #: 4.07**
APPROVED: 7/23/2019 **REVISED:**	**Opening and Closing Hours for Parks Owned or Controlled by the Park District of Highland Park**

4.07.1 All parks owned or controlled by the Park District will open at 6:00 a.m. and will close at dusk, unless otherwise designated by permanent or temporary signs posted at the park or authorized by the Executive Director. Exceptions for this policy include parks or beaches during rentals, programming and/or special events. When District programming, events or rentals occur, parks will close no later than 10:30pm. These exceptions include, but are not limited to:

1. Athletic programming at Danny Cunniff, Sunset Woods, Olson, West Ridge and Fink Parks
2. Park and Facility rentals and Special Events at Heller Nature Center, Jens Jensen Park, Rosewood Beach and Park Avenue Boating Facility
3. Other events authorized by the Executive Director

A. The District may close District property, or any part or parts thereof, to the public whenever the Executive Director determines that such action is necessary to protect the public health and safety.

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

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.00**
APPROVED: 7/23/2019 **REVISED:**	**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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.01**
APPROVED: 4/26/2023 **REVISED:** 4/26/2023	**Fees and Charges**

Specific resident and nonresident fees are established annually through the budget process.

Nonresidents may be required to pay 50% higher than the resident rate. Fees will be formulated based on demand, market competition, program expenses, new program initiatives, etc. Priority registration may be given to Park District of Highland Park residents. Participants who reside within the boundaries of School District 112 and Highland Park High School may be charged resident rates and receive priority registration.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.02**
APPROVED: 7/23/2019 **REVISED:**	**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 may establish functional descriptions and goals which will be reviewed annually.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.03**
APPROVED: 7/23/2019	**Refunds of District Fees**
REVISED:	

5.03.1 General Guidelines

Refunds are issued to patrons under the following specific policy guidelines. This Policy applies to all programs, memberships, rentals and fees offered by the District.

A. Refunds will be issued back to the original form of payment submitted at the time of purchase; provided that cash payments will be refunded by check.
B. Refunds shall be issued in the name of whomever initially made payment, provided that cash payments shall be refunded in the name of an adult member of the participant's household address.
C. Direct fees, such as uniform, equipment or supply fees, are not refundable.
D. A refund will not be granted if the refund amount is less than $3.00.

5.03.2 Program Refunds

The Park District of Highland Park understands that schedules change and will grant a refund of program fees when possible. In order to be considered for a refund, a Refund Request must be submitted by filling out a Refund Request Form at a Park District facility or by utilizing the Activity Cancellation program available on the online registration website. All program refunds are subject to the established refund schedule and service charges (in accordance with the then current administrative policy and procedure) except under the following circumstances:

A. A refund initiated by the Park District due to program cancellations, inclement weather, facility closures or other circumstances affecting the program's schedule or ability to meet.
B. Injury or illness with a doctor's note prior to the start of the program. Once a program has begun, a partial refund (prorated based on the date of the cancellation) may be issued, provided a doctor's note is received within 7 days of the missed class. Participants who, due to acute illness or injury, are unable to attend individual sessions of a program are not eligible for a refund.
C. A program participant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the program, a partial refund (prorated based on the date of the cancellation) will be issued.
D. Report to military duty. A written notification must be received within 10 days of the date of the notice. If the request occurs after the start of the program, a partial refund (prorated based on the date of the cancellation) will be issued.
E. "Good Time Guarantee" Policy
   The Park District of Highland Park is committed to providing the public with high quality recreation programs. Under the "Good Time Guarantee" policy, a full refund will be issued if the participant is unsatisfied with the quality of instruction, they are unable to adapt emotionally in the class, or the skill level is not appropriate for the participant.

   This policy applies to recreation programs only. A recreation program is defined as a program

where Park District employees, but not independent contractors, teach activities or skills over a period of six or more class periods. This policy does not apply to camps, contractual programs, basketball, baseball, or programs less than five weeks in length.

Those requesting a “Good Time Guarantee” refund must attend the first two classes of the program. A “Good Time Guarantee” Refund Form must be filled out appropriately and received prior to the third-class meeting. Forms are available online or at the front desk of all Park District facilities. Upon receiving completed form prior to the third class, a full refund of all paid fees will be issued.

F. Participant Withdrawal from a Travel Sports Team

“Travel Sports” are defined as any sport that requires a tryout in order to be selected to a team. “Travel Teams” are any team that requires a “tryout” in order to be selected to that team.

If a child attends any “travel sport” tryout, is selected to a “travel team” and following the posting of that team voluntarily withdraws, quits, or is removed by Park District management for any reason other than family emergency or specific medical problem, that player will not receive any refund. Additionally, that player will be prohibited from participating in any “travel team” tryouts for the 12 months following the withdrawal date for all “travel sports”, including tryouts for the “travel sport” in which they withdrew, quit or were removed from for the following season.

G. Special circumstances evaluated and approved by a staff member as delegated by the Executive Director.

5.03.3 Room Rental Refunds

See Building Use Policy 5.07.

5.03.4 Picnic Permit Refunds

See Picnic Permit Policy 4.03.

5.03.5 Memberships & Passes

Due to the varying nature of memberships and passes in both their term and function, membership and pass refunds will follow the then current administrative policy and procedure established for the specific membership. Membership and pass refunds may be granted under the following circumstances:

A. Injury or illness when substantiated by a doctor’s note. If the illness occurs after the start of the membership or pass, a partial refund (prorated based on the date of the cancellation or the number of pass visits remaining) will be issued. Participants who, due to acute illness or injury, are unable to attend individual days or sessions within the membership period are not eligible for a refund.
B. Participant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the membership or pass, a partial refund (prorated based on the date of the cancellation or the number of pass visits remaining) will be issued.
C. Report to military duty. A note must be received within 10 days of the date of the notice. If the request occurs after the start of the membership or pass, a partial refund (prorated based on the date of the cancellation or the number of pass visits remaining) will be issued.
D. Special circumstances evaluated and approved by a staff member as delegated by the Executive Director.

5.03.6 Daily/Drop-In Fees

Daily fees are non-refundable. Special circumstances will be evaluated and approved by a staff member as delegated by the Executive Director on a case-by-case basis. Daily fees are non-refundable if the patron was removed from the facility or park by reason of misconduct, a breach of Park District rules or disobedience to a lawful order of a Park District employee.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.04**
APPROVED: 7/23/2019 **REVISED:**	**Registration**

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

A. Non-Discrimination
The Park District of Highland Park does not discriminate on the basis of race, color, religion, gender, (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), sexual orientation, age, national origin, parental status, political affiliation, genetic information, marital status, veteran status, disability, membership in an organization, age, reprisal, or other unlawful factors.

B. General Registration
All Park District programs require pre-registration, with the exception of select drop-in programs and special events. Registration may be completed online or in-person at a Park District facility. All participants (or their legal guardian if under 18 years of age) must sign a liability waiver before the registration is confirmed. Registrations are non-transferrable amongst individuals.

C. Age Requirements
Age requirements are established to ensure the integrity of the program and the quality of each person's experience. Proof of age may be required to register for a program. Falsifying participant's age or birth date will result in removal from the program with no refund or transfer given.

D. Proof of Identity
Individuals must register for programs and events using their current name, address, age, and gender by which they live. If any of these items are different than that which appears on their identification (driver's license, state ID or birth certificate) then the registrant may be required to provide additional documentation. In certain circumstances, such as discrepancies in either name or gender, the registrant may submit a notarized statement to the District, notifying the District that the registrant identifies with a gender which does not conform with information on government issued documents of identification. In the case of a transgender minor, a parent or guardian may execute this notarized statement. Individuals will be registered in their chosen name and gender although the Park District may keep a copy of that individual's identification which is different than their affirmed gender.

E. Improper Registration
Those who register for Park District programs and improperly use a Highland Park address or otherwise provide false information are removed from the program with no refund or transfer given. The Park District reserves the right to request and/or require supportive documentation to substantiate proof of residency, identity, guardianship, age or gender.

F. Waitlists
All Park District programs have a minimum and maximum enrollment number and will be filled on a first come, first served basis. Waitlists are available for programs that have reached their maximum capacity. There is no fee to join the waitlist. If space becomes available, those on the waitlist will be contacted by Park District staff to register. If registrant signed up for a second choice program, they will be able to transfer to their first choice program without penalty (but may be required to pay additional sums if the first choice program costs more).

G. 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.

H. Skill-Based Programs
All skill-based programs offer a free evaluation for new registrants. If registrant enrolls in a level that is not recommended, there is no guarantee that space in a class of the appropriate level will be available. If the level registered for is inappropriate, the student will be removed from the class. Every effort will be made to move the student to a class of the appropriate level. If no class is available, a refund may be requested (less any service fees in accordance with the then current administrative policy and procedure for refunds).

I. Priority Registration
Groups other than residents (such as pass holders or current participants) may be offered priority registration for certain programs. Priority registration opportunities will be determined based on demand, market competition, and new program initiatives.

J. 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.05**
APPROVED: 7/23/2019 **REVISED:**	**Photography**

Photos and videos are periodically taken of participants during programs and special events and at the District's facilities and parks. The Park District utilizes these photos and videos in the District's publications, website, advertising, videos and social media. Registration for a program or purchase of a membership shall be deemed consent to and consideration for, without further permission and without any other compensation to the participant, the Park District's use of photos, videos or other likeness. All photos are property of the Park District of Highland Park

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.06**
APPROVED: 7/23/2019 **REVISED:**	**Accidents**

The procedures followed by the Park District of Highland Park in the event of an accident are described in the Safety Manual.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.07**
APPROVED: 7/23/2019 **REVISED:**	**Building Use**

5.07.1 Rental Policy

A. Park District classes and Park District approved 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 in section 5.07.2. Rentals are scheduled according to the Park District's four yearly ***activity sessions***:
   1. January-March
   2. April-May
   3. June-August
   4. September-December

   Due to Park District class and activity schedules that are specific to each facility, rentals will not be booked more than 12 months prior to the date of the event and availability may not be known until 90 days prior to the start of each ***activity session***.

B. Types of Rental Usage
   1. One Time Only Request. Request is for usage for one date only.
   2. Permanent Weekly. Request is for usage each week for four or more consecutive weeks.
   3. Permanent Monthly. Request is for usage once a month for three or more consecutive months.

C. Residency Policy for Room Rental
   1. Proof of residency in the form of either an Illinois Driver's License, Real Estate Tax Bill or Illinois State ID is required.

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

   3. Individuals signing the permit must be twenty-one (21) years of age, be present during the rental period and assume responsibility for all actions of the group and usage of the room and equipment including the chaperoning of minors.

   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 may not be issued to group or individual(s) involved.

5.07.2 Application for Facility Rental

A. Application
   1. **Formal applications for a rental request** are required and accepted prior to booking. Completing a formal application does not guarantee a rental booking. Rental bookings are

confirmed only upon reception of rental Permit/Agreement and payment.

2. The Park District "Application for Rental Permit " 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 Permit " forms and all regulations as stated on the attached addendum apply.

B. Approval of Application for Facility Rental Permit
1. Applications will be received, reviewed and approved by the authorized personnel at each facility.

2. Processing Sequence Approval of applications will be on a first come, first served basis. However, in situations where multiple applications have been received prior to booking the following processing sequence will be used.

a. Resident Individual Application
b. Resident Not-For-Profit Organization Application
c. Resident For Profit Organization Application
d. Nonresident Individual Application
e. Nonresident Not-For-Profit Organization Application
f. Nonresident For Profit Organization Application

C. Denial of Application Facility Rental Permit - 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.
5. The function conflicts with another activity of higher priority, as described in paragraph B.2 above.

6. 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 written pre-approval is obtained by the Executive Director or designee.

D. Booking a Facility Rental
1. Booking Procedures will vary from facility to facility.
2. Payment
a. Scheduled payments may be permitted when the total sum of the contract is more than $1,000.
b. Full payment (or $1,000 if contract sum is greater than $1,000) is required to book and receive a Facility Rental Permit.
c. Full payment of the rental contract, including damage deposit and all applicable fees, is due either upon booking or 90 days prior to the rental date.

E. Cancellation of a Facility Rental
1. For one-time rentals, an individual or group must come in person and sign their rental permit "canceled". Upon such written notice:
a. 90% of the total rental fees, plus damage deposit, will be refunded if requested more than 30 days prior to the event.
b. 50% of the total rental fees, plus damage deposit, will be refunded if requested less than 30

days, but more than 10 days prior to the event.

c. 30% of the total rental fees, plus damage deposit, will be refunded if requested less than 10 working days prior to the reserved date.

2. The Park District reserves the right to cancel a facility rental permit at anytime due to unforeseen emergency circumstances/situations.

3. In the event that a request for facility use at a time other than the facility's normal operating hours is approved, an additional per hour charge will be assessed to cover operating costs. Permission for extended hours is subject to availability of custodial staff.

5.07.3 Not-For-Profit Rental 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. 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/Permit" form must be submitted. Confirmation of the request will be issued prior to issuance of the Facility Rental Permit/Agreement.

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/Commercial Rental Policy.

A. Park District facilities may be utilized for events or programs upon approval by the Executive Director. A cover letter stating the purpose and activity planned and the "Application for Rental Permit " form must be submitted for approval. Confirmation of the request will be issued prior to issuance of the Facility Rental Permit/Agreement.

B. The Park District may charge a higher rental rate (per schedule) for For-Profit programs/events.

C. No group, vendor or any other Person involved in rental shall charge admission, engage in the commercial sale, rental, exhibition, or distribution of goods or services, including charging entrance/admission fees, participation fees, or any other collection of fees unless he has received a contract therefor from the District. See additional Section 4.06 of the Board Policy Manual.

D. Insurance and Hold Harmless Agreement. Depending upon the activity for which the patron or organization is renting, renters may be asked to provide general liability insurance to protect themselves and the District from liability resulting from use of District Property and provide proof of such insurance to the District before the District will issue a Permit to an otherwise acceptable applicant. The District must be named on such policy as an additional insured. Where possible, an applicant may acquire a rider to the District's insurance policy at the applicant's cost and expense. Applicants should contact the District's administrative office for more information. The General Liability Insurance required hereby shall provide coverage for personal injury, property damage, and automobile liability (for owned and non-owned vehicles) with limits of not less than $1,000,000 per occurrence, $2,000,000 aggregate, and deductibles not to exceed $5.000.

5.07.5 Facility Rental Fee Schedules

A. A Fee Schedule for the various facilities is set on an annual basis and approved by the Park Board of Commissioners.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.08**
APPROVED: 7/23/2019 **REVISED:**	**Alcoholic Beverages**

The Park District of Highland Park recognizes 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 Conduct Ordinance 2.02 ; Also, to supplement the District's Conduct Ordinance in Relation Thereto. This policy highlights the provisions of Ordinance 2.02.

5.08.1 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 30 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. Proof of liquor license is required 48 hours in advance of events.

E. Certificate of Insurance. The applicant must present an endorsed 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 an endorsed 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.

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

5.08.2 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.

5.08.3 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.

5.084 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.08A**
APPROVED: 7/23/2019 **REVISED:**	**Alcoholic Serving**

It is the policy of the Park District of Highland Park to recognize that the serving of alcohol, when permitted, must be done safely and responsibly and at appropriate times and events, as part of the total service experience we provide for our guests.

5.08A.1 Local Ordinance Requirements

All persons selling/serving alcohol must comply with the City of Highland Park Ordinance regarding the sale of Alcoholic Beverages, Chapter 119.

5.08A.2 State of Illinois Requirements (235 IL CS 5/) Liquor Control Act of 1934

- Post license. The liquor license must be framed and hung in plain view in a conspicuous place on the licensed premises
- Beer taps must be clean and sanitary
- Proper display of the alcohol pregnancy warning sign
- Proof of Age sign must be posted
- Pre-mix alcohol beverage requirements
- Law prohibits happy hours
- Law prohibits anyone under the age of 21 to be served
- BASSET (Beverage Alcohol Sellers and Servers Education and Training) is required t for all alcohol servers.

5.08A.3 ID/Carding Practices

It is illegal to serve alcohol to minors and intoxicated individuals. The Park District of Highland Park has the right to protect its guests, its establishment, and staff. There is no penalty for refusing alcohol to someone you suspect is a minor or an intoxicated individual. Anyone who appears to be under the age of 40 years old), must show a valid picture ID. If in doubt of their age, ask to see I.D.!

- The following are acceptable forms of ID: driver's license; state I.D. card; military I.D.; or a current passport. Tickets will not be accepted in lieu of a valid driver's license or any of the other forms listed above.
- Have the individual take their ID out of their wallet or purse and hand it to you. If the license is not valid turn it over to verify if a renewal sticker is in place.
- All out of state IDs should be checked with an ID Checking Guide. The ID Checking Guides are available at each facility.
- Parents are not permitted to offer alcohol to their minor children.
- If the server/seller is not comfortable in verifying an individual's age, they may require the individual to sign the Age Identity Form or they have the right to refuse service. *(Refer to Appendix #1 for a sample form)*

5.08A.4 Prevention Practices/Techniques

The Park District of Highland Park has adopted the following prevention practices for Park

District Staff when serving alcohol at Park District events/programs.

A. Prohibit the sale of drinks with more than 2 oz. of alcohol.

B. Prohibit the sales of “doubles” or “triples”.

C. Require drinks to be sold by drink only, not in pitchers.

D. Prohibit customers from leaving premises with drinks.

E. An individual who appears to be intoxicated should not be allowed to drive from the establishment. Arrange for a ride (call a cab, a sober friend, or family member, etc.). If the individual does drive away, call the police!

F. Post the telephone numbers of local cab companies in the lobby and next to phones.

G. Prohibit employees from selling/serving persons who appear intoxicated or under-age patrons

H. Depending on the age requirement of the agency’s ID checking policy, the ID of all patrons should be checked.

I. All questionable cases should be addressed by the manager.

J. Establish clear and uniform penalties for violating beverage service policies.

K. Servers should receive training in responsible beverage service practices and policy.

L. Provide non-alcoholic beverages.

5.08A.5 Intervention Procedures

A. Never accuse guests of being drunk. Expressing concern is a good way to achieve empathy with a guest. He is more likely to feel that you really care about his welfare and safety. Never tell a customer “You can’t have a drink”; always say, “Our policy doesn’t allow me to serve you more alcohol.” Ask if you can serve them a nonalcoholic beverage. If necessary, contact your supervisor.

B. Never change your mind after discontinuing service. This can allow the guest to bargain “just one more”.

C. Remain patient and calm. Simply and clearly repeat the decision to discontinue alcohol service to the guest as often as necessary.

D. If a guest who appears to be intoxicated becomes verbally abusive or hostile and/or physical violence seem likely or occurs, immediately take the following steps:
   - Call the police and contact a manager. Do not assume that the situation will resolve itself.
   - Try to separate the affected guest from other guests.
   - Speak firmly and calmly. Repeat yourself as often as necessary to make the guest understand you.
   - Negotiate with the guest not to leave the establishment and to calmly wait for the police to arrive.
   - Never touch or try to physically restrain a guest who appears to be intoxicated.

5.08A.6 Training Staff

Staff who serves alcohol should receive annual training on the following:

- Overview of Dram Shop Laws
- Overview of Happy Hour Laws
- Checking ID's/proper forms of identification
- Overview of District's Prevention/Intoxication Procedures
- Signs of impairment
- Non-alcoholic alternatives
- Terminating Service
- Any other training required by any local City of Highland Park liquor control ordinance.

All program supervisors and employees serving alcohol must attend a formal BASSET (Beverage Alcohol Sellers & Servers Education and Training) course. For a list of the STATE approved training class directory, please visit:

http://www.state.il.us/lcc/basset/training_class_directory.asp

Please note: **The Liquor Control Act was amended to add Section 6-27.1, which requires all alcohol servers in to receive Beverage Alcohol Sellers & Servers Education Training (BASSET) certification within 120 days of their employment.** The definition of "alcohol servers" includes all bartenders, servers and bouncers who distribute alcohol or check identification in Cook County bars and restaurants.

BE SURE TO DOCUMENT ALL TRAINING

APPENDIX 1

Age Identity Form

The Age Identity Form is a tool to be used by retailers in the event they are unsure of whether a prospective customer is of legal age to purchase and consume alcohol.

Retailers who have checked the identification and compared the identification to the person presenting it, and are still unsure whether the person is of age, for whatever reason, may request the person to complete the form.

The practical result of this is that a person who is using another's identification, or has some form of illegal identification, may stop short of signing the form. If the person refuses to complete and sign the form, the person should be turned away. It may be that any number of persons, when asked to complete and sign the form, will simply turn and walk away.

In either of these events, a possible sale or service of alcohol to a person not legally entitled to purchase or consume same has been avoided.

If the person signs the form, and that person is actually under legal age, that person committed a Class A misdemeanor (fine up to $2500 and up to a year in jail) under 235 ILCS 5/10-1(e).

The form is not a "get out of jail" card, but may be used as evidence of the retailer's positive attempts to avoid service and sale of alcohol to a person not of legal age.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.09**
APPROVED: 7/23/2019 **REVISED:**	**Smoking Regulations**

The Board has determined that it is in the best interest of the health, safety and welfare of all to make Park District buildings, properties and vehicles smoke free including e-cigarettes or vapes

5.9.1 In accordance with the Smoke Free Illinois Act and the City of Highland Park, Smoking is prohibited in all buildings, properties and vehicles owned or operated by the District.

Smoking is permitted at Sunset Valley Golf Club on the course and not permitted within 25 feet of the clubhouse building.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.10**
APPROVED: 7/23/2019 **REVISED:**	**Personnel Policy Manuals**

The Director 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.11**
APPROVED: 7/23/2019 **REVISED:**	**Equal Opportunity Employer**

The Park District of Highland Park is an equal opportunity employer.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.12**
APPROVED: 7/23/2019 **REVISED:**	**Comprehensive Bloodborne Pathogens and Infectious Diseases**

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

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.13**
APPROVED: 7/23/2019	**Surplus Property**
REVISED:	

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

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.14**
APPROVED: 7/23/2019 **REVISED:**	**Fleet Safety**

The Fleet Safety Policy is in the Personnel Policy Manual.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.15**
APPROVED: 7/23/2019	**Alcohol and Drug Abuse**
REVISED:	

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

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.16**
APPROVED: 7/23/2019 **REVISED:**	**Prohibited Harassment**

The Prohibited Harassment Policy is in the Personnel Policy Manual.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.17**
APPROVED: 7/23/2019 **REVISED:**	**Drug-Free Workplace Act**

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

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.18**
APPROVED: 7/23/2019 **REVISED:**	**Guidelines for the Abused and Neglected Child Reporting Act**

The Guidelines for the Abused and Neglected Child Reporting Act is in the Personnel Policy Manual.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.19**
APPROVED: 7/23/2019	**Sponsorship and Advertising**
REVISED:	

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.

5.19.1 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 business and where no business relationship exists.

5.19.2 Policy

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

A. To facilitate 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 sponsorships will not result in any loss of Park District administrative rights, jurisdiction or authority.

E. Gifts, grants or unsolicited donations in which no benefits are granted to the donor and where no business relationship exists do not apply.

F. Advertising in Park District publications, at events, programs, or facilities or in conjunction with sponsorship agreements may not contain material that:

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

F.2. Promotes use of tobacco, drugs, or vaping.

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.6. Is libelous.

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.

I. All sponsored products, materials and services require the Executive Director's approval, or designee, and must meet the specifications and standards used by Park District in the purchase of similar materials.

J. Each project or program that involves solicitation of sponsorship or advertising should, PRIOR to procurement, create a Sponsorship/Advertising Plan specific to that project, facility or program that is in line with the Sponsorship Levels. This plan needs to be approved by the Director of Marketing and Deputy Director of Operations. In addition, sponsorship and advertising agreements need separate approval if they exceed specified limits.

1) Any supervisor, for the purpose of special events, fairs or programs, may solicit gift certificates, coupons or small in-kind donations.
2) Up to $500: The sponsorship supervisor may approve this level of agreement.
3) $500 - $2,500: The agreement needs approval of the Director of Recreation and Facilities
4) $2,500 - $10,000: The agreement needs approval from the Deputy Director of Operations.
5) $10,001 - $25,000: The agreement needs approval from the Executive Director
6) $25,000 + : The agreement needs approval of the Park Board.

K. It will be the responsibility of the Executive Director or designee to track all proposals.

L. The Sponsorship and Advertising policy will not supersede any existing district policies, including, but not limited to:
   a. 4.02 Naming of Parks Policy

5.19.3 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. Advertising – Communication printed at or on Park District property or within Park District communication streams, paid for by a business.

C. Sponsorship or Advertising 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.

D. Sponsor - a party that enters into a sponsorship agreement with the Park District.

E. In-kind sponsorship - a sponsorship received in the form of goods and/or services rather than cash.

F. Park Facilities - all facilities and land in the parks and recreation system under ownership, management and/or control of the Park District.

5.19.4 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 sponsorship agreement;

C. Additional signage requests require approval of the Executive Director or their designee.

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

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.20**
APPROVED: 7/23/2019 **REVISED:**	**Citizen Input**

5.20. 1 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 3-6 years. A firm specializing in statistically valid surveys will conduct this assessment. It will be done using the means recommended by the selected vendor to obtain a statistically valid survey.

A. Survey and Focus Groups
The District periodically conducts surveys and focus groups to gather input about community needs. These may be general as related to parks and recreation or specifically targeted to a particular park or activity.

B. 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.

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

D. Informal Input
Staff shall be open to receiving feedback and input via telephone, email, regular mail, or in person. Input shall be passed to supervisors, department heads, and the Park Board as appropriate.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.21**
APPROVED: 7/23/2019 **REVISED:**	**Volunteers**

The Park District of Highland Park encourages the use of volunteers, where appropriate, to supplement and assist staff. Human Resources 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.22**
APPROVED: 7/23/2019 **REVISED:**	**ADA Grievance**

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.

5.22.1 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.

5.22.2 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:

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

5.22.3 Within 15 calendar days after receipt of the complaint, **the Executive Director** or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the **Executive Director** or 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.

5.22.4 If the response by ***the*** **Executive Director,** or 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 Executive Director or designee.

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

5.22.6 All written complaints received by **the Executive Director** or designee, appeals to the Executive Director or designee, and responses from these two offices will be retained by the **Park District of Highland Park** for at least three years**.**

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.23**
APPROVED: 7/23/2019 **REVISED:**	**Identity Protection**

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:

5.23.1 All employees who have access to social security numbers are advised of the confidentiality involved with handling that information and are made aware of the need to secure and protect said data.

5.23.2 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.

5.23.3 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.

5.23.4 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.

5.23.5 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.24**
APPROVED: 7/23/2019 **REVISED:**	**Gifts, Donations, and Donor Recognition**

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

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

5.24.2 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 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.

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 or Renaming Parks, Buildings and Facilities.”

H. To accept gift and park improvement proposals, other than land, which:

H.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 Sponsorship and Advertising Policy 5.21);

H.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 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 of 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.

K. To protect designated open space and green space areas as fundamental aspects of the quality of life in the Park District of 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.25**
APPROVED: 7/23/2019 **REVISED:**	**Compliance with the Freedom of Information Act (FOIA)**

5.25. 1 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 ***("Requester"),*** 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").***

5.25.2 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 Requester 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 Requester as to the meaning or significance of any public records. The FOIA Officer is encouraged to contact the Requester, 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.

5.25.3 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.C, or recurrent or voluminous requests which are governed by Sections II.D. 4 and 5, respectively. 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 Requester or to the residence of the Requester entitled to a response or decision or, if mailed, as of the date of mailing, regardless of the date of actual receipt by the Requester.

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 Requester has become a recurrent Requester, 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.l(a) of the Act, the response shall (i) provide the Requester 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 Requester to pay in full before copying the requested documents, (ii) deny the request pursuant to a lawful exemption; (iii) notify the Requester that the request is unduly burdensome and extend an opportunity to the Requester to attempt to reduce the Request to manageable proportions, or (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

1. Disclosure of Public Records.

   (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 Requester 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, Requesters 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 Requester 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 Requester, 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 Requester. 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 Requester 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 Requester 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. Recurrent Requests. Requests received from any person or persons that, in the 12 months immediately preceding the request, have submitted (i) 50 or more requests for records, (ii) 15 or more requests for records within a 30-day period, or (iii) 7 or more requests for records within a 7-day period, excluding requests made by news media and non-profit, scientific, or academic organizations for purposes outlined in Section 2(g) of the Act, will be reviewed as a recurrent request and treated in the following manner:

   Within 5 business days of receiving a recurrent request, the FOIA Officer will notify the Requester: (i) that the Public Body is treating the request as a request under section 2(g) of the Act, (ii) of the reasons why the Public Body is treating the request as a request under section 2(g) of the Act, (iii) that the Public Body will send one of the initial responses set forth below within 21 business days after receipt of the request; and (iv) of the following categories of initial responses that may be asserted pursuant to section 3.2(a) of the Act. The notice will be given by use of **FORM 5** or substantially similar writings ("***Recurrent Requester Notice***").

   Within 21 business days after receipt of a recurrent request, the FOIA Officer will issue one of the following initial responses:

   (i) Provide the Requester with 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 person to pay in full before copying the requested documents;

(ii) Deny the request pursuant to one or more exemptions set out in the Act;

(iii) Notify the Requester that the request is unduly burdensome and extend an opportunity to the Requester to attempt to reduce the request to manageable proportions; and/or

(iv) Provide the records requested.

Unless the requested records are exempt from disclosure, the FOIA Officer will comply with the request within a reasonable period considering the size and complexity of the request.

5. Voluminous Requests. Requests received from any person or persons that (i) includes more than 5 individual requests for more than 5 different categories of records in a period of 20 business days or (ii) require the compilation of more than 500 letter or legal-sized pages of public records unless a single record exceeds 500 pages, excluding requests made by news media and non-profit, scientific, or academic organizations for purposes outlined in Section 2(h) of the Act, will be reviewed as a voluminous request and treated in the following manner:

Within 5 business days of receiving a voluminous request, the FOIA Officer will notify the Requester: (i) that the Public Body is treating the request as a request under section 2(h) of the Act, (ii) the reasons why the Public Body is treating the request as a request under section 2(h) of the Act, and (iii) that the Requester has 10 business days to amend his or her request in such a way that it is no longer a voluminous request. The notice will be given by use of **FORM 6** or substantially similar writings ("***Voluminous Requester Notice***").

Within 5 business days after the receipt of the Voluminous Requester Notice or within 5 days from the last day for the Requester to amend his or her Request, the FOIA Officer will provide one of the following initial responses:

(i) Provide to the Requester an estimate of the fees to be charged, which the public body may require the person to pay in full before copying the requested documents;

(ii) Extend the time for response by not more than 10 business days from the final day for the Requester to respond to this notice.

(iii) Deny the request pursuant to one or more of the exemptions set out in the Act;

(iv) Notify the Requester that the request is unduly burdensome and extend an opportunity to the Requester to attempt to reduce the request to manageable proportions; and/or

(v) Provide the records requested.

6. 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 Requester in writing of that determination, the reasons supporting such determination, and the right of the Requester to meet with the FOIA Officer in an effort to narrow the request. The notice will be given by use of **FORM 7** or substantially similar writings ***("Notice to Narrow Request").***

(b) If the Requester 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 Requester does not agree to meet and confer with the FOIA Officer regarding the request, the FOIA Officer may deny the request on the fifth working day after the date of the notice given pursuant to this Section.

7. 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.

8. 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 Requester in writing of that determination, including a detailed factual basis for the application of any exemption claimed, the reason for the denial, and the Requester'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 8** or a substantially similar writing.

E. Records Available on the Public Body's Website

Pursuant to Section 8.5 of the Act, the Public Body is not required to copy a public record that is published on the Public Body's website, and in response to a Request may notify a Requester that the record is available online and direct the Requester to the website where the record can be reasonably accessed. However, if a Requester is unable to reasonably access the record online after being directed to the website, the Requester may re-submit his or her request for the record stating his or her inability to reasonably access the record online, and the record will be made available for inspection or copying.

F. 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.

G. No Obligation to Create New Records

Except as provided in Section VI 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. The public

body will not answer questions or interrogatories submitted as a FOIA Request as the answers are deemed to be a new public record.

5.25.4 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.

C. **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.

D. **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.

5.25.5 REVIEW OF DENIAL

A. Review by Public Access Counselor
If a non-commercial Requester disagrees with a Notice of Denial, then the non-commercial Requester 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 non-commercial Requester, and include a copy of the Request and the Notice of Denial and any other response from the Public Body.

Commercial Requesters, or persons whose Request was treated by the FOIA Officer as a request for a commercial purpose under this FOIA Policy, may not file a request for review by the Public Access Counselor with regard to the FOIA Officer's basis for denial. Commercial Requesters may only file a request for review for the limited purpose of reviewing whether the FOIA Officer properly determined the request was made for a commercial purpose.

A Requester whose Request was treated as a voluminous request may only file a request for

review with the Public Access Counselor for the limited purpose of reviewing whether the FOIA Officer properly determined that the request was a voluminous request.

B. Judicial Review

A Requester 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.

5.25.6 FEES

A. Fees Established

Unless fees are waived or reduced pursuant to Section V.E below, each Requester 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.
4. Mailing -- Actual cost of postage.
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 Requester, 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. Fees for Commercial Requests.

Commercial requests may be subject to an additional fee of $10.00 for each hour spent by Public Body personnel in searching for and retrieving a requested record. No fee will be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record.

Commercial Requesters may also be charged the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the Public Body.
If a fee is charged to a commercial Requester under this section, the Requester will be provided a receipt accounting for all fees, costs and personnel hours in connection with the Request.

C. Fees for Electronic Records (Voluminous Requests)

The Public Body will impose a fee for electronic records that fall under a voluminous request, as described in Section II.D.5 of this Policy. The fees are set forth below:

1. Records not in PDF format:

- up to 2 MB of data - $20.00
- more than 2 MB but less than 4 MB of data - $40.00
- more than 4 MB - $100.00

2. Records in PDF format:
   - up to 80 MB of data - $20.00
   - more than 80 MB but less than 160 MB of data - $40.00
   - more than 160 MB - $100.00

D. 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.

E. Waiver of Fees

The fees provided above may be waived or reduced by the FOIA Officer or another appropriately authorized official if the Requester 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 Requester. 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.

5.25.7 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 Officerwill 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 Requester and other communications shall be maintained by the FOIA Officer for the period provided by law.

5.25.8 <u>GENERAL</u>

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. <u>Business Hours</u>: 9:00a.m. to 5:00p.m. on a working day.

2. <u>Working Day</u>: Any day on which the Public Body Office is open and staffed for regular public business during Business Hours.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.26**
APPROVED: 7/23/2019 **REVISED:**	**Comprehensive Needs Assessment**

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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.27**
APPROVED: 7/27/2021 **REVISED:** 7/27/2021	**Military Personnel Program Discount**

5.27. 1 The Park District of Highland Park will provide all current and veteran military personnel and their family a 15% discount off of programs and memberships, effective immediately. Following are the specifics regarding the program:

A. Discount: 15% discount off of individual and immediate family resident rates for programs and memberships.

B. Eligibility: Any active or veteran military personnel and immediate family.

C. Registration: Registrants must present an active or veteran military identification card while filling out the applicable paperwork, in person, at the respective facility.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.28**
APPROVED: 7/23/2019 **REVISED:**	**Compensation**

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.

5.28.1 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 may 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.

5.28. 2 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.

5.28.3 Five Year Review

Every five years, the entire Plan shall be reviewed by a qualified third-party consultant.

5.28.4 Performance Evaluations

The Executive Director shall establish an annual evaluation system intended to identify and rate the performance of District employees. Merit increases are tied to satisfactory or above satisfactory performance.

5.28.5 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.

5.28.6 Payroll/Pension 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 pension contributions, 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 pension contributions, payroll tax or charge will not be assumed by the District.

5.28.7 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 for 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:

Compensation Plan	Min Range	Actual	Max Range	Max Comp. for Spiking Test
Position A	60,000	68,500	70,000	77,000

5.28.8 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).

5.28.9 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 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.

5.28.10 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.

5.28.11 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.

5.28.12 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 employment situation is finalized. During such time, the Board shall appoint a temporary IMRF representative to assume

those duties and responsibilities.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: General	**Policy #: 5.29**
APPROVED: 7/23/2019 **REVISED:**	**Transgender**

5.29.1 Discrimination Prohibited:

This policy is designed to create a safe and inclusive environment in which community members, visitors and participants can be honest and open about who they are and feel comfortable using District facilities, participating in programs and attending Park District events. This policy acts as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is the District's policy to treat everyone with dignity and respect and to provide facilities, services, programs and events that are free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an organization, age, reprisal, or other unlawful factors. The Park District offers programs, services, facilities and events consistent with its obligation to maintain an environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of District. These terms may or may not be used by transgender individuals to describe themselves.

- "Gender identity" or "Affirmed Gender" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all employees and supervisors.

- "Assigned Gender" refers to the gender assigned to a child at birth based on physical anatomy.

- "Intersex" is a general term used for a variety of conditions in which a person is born with sex characteristics that do not fit the typical definitions of male and female.

- "Cisgender" is a term used to describe people whose gender identity corresponds with their assigned sex at birth.

- "Transgender" describes people whose gender identity is different from their gender assigned at birth

- "Transgender Man" is a term used to describe an individual who currently identifies as a man.

- "Transgender Woman" is a term used to describe an individual who currently identifies as a woman.

- "Gender nonconforming" describes people whose gender expression differs from stereotypical societal expectations related to gender.

- "Gender expression" refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.

- "Transition" is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one's name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one's gender identity.

5.29.2 Restroom/Locker Room Accessibility

Individuals are allowed to choose to use the restrooms and locker rooms that correspond to the individual's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all individuals. Regardless of gender identity, any individual who has a need or desire for increased privacy should be provided access to an alternative restroom or changing area such as a single stall or staff bathroom. The objection of other individuals to a transgender or non-conforming gender individual using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender individual use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting individual if available and reasonable.

5.29.3 Participation in Park District Programs

Individuals are encouraged to contact the Executive Director prior to registration or participation in District programs to ensure a smooth and respectful process or with any questions regarding participation or registration.

1. Registration in Programs or for Events

Individuals are encouraged to register for programs and events in the name by which they live. If the name or gender identity of a registrant is different than that which appears on their identification (driver's license, state ID or birth certificate) then the registrant may submit a notarized statement to the District notifying the District that the registrant identifies with a gender which does not conform with information on government issued documents of identification. In the case of a transgender minor, a parent or guardian may execute this notarized statement. Individuals will be registered in their chosen name although the Park District may keep a copy of that individual's identification which is different than their affirmed gender.

2. Participation and Registration in Gendered Programs or Events

Generally, individuals are entitled to participate in gender specific programs and events consistent with their gender identity. This may be reviewed by the Executive Director or designee on a case by case basis when a question of competitive advantage exists, or when sports organizations and associations in which the Park District participates have specific policies or concerns related to gender and competitive advantage. In those cases, additional information may be sought from the registrant (or parent or guardian if registrant is a minor) to fully evaluate the situation.

5.29.4 Names/Pronouns

Individuals are entitled to be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name consistent with an individual's government issued identification. Intentional or persistent refusal to respect an individual's gender identity

through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and will not be tolerated.

5.29.5 District Responsibilities

The District remains supportive of all individuals to live consistent with their gender identity. The District enforces its non-discrimination policies uniformly.

The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning issues of all individuals who enjoy Park District services. Conversations will be kept confidential from anyone who is not directly involved with the issues. Individuals are encouraged to contact the Executive Director with any questions or concerns about these issues.

5.29.6 Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the District's Harassment Policy.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.00**
APPROVED: 7/23/2019 **REVISED:**	**Recreation and Facilities Statement of Purpose and Authority**

6.00.1 Statement of Purpose. To provide comprehensive, year-round facilities for recreation, sport, leisure, community gathering and engagement, and educational/interpretive purposes which meet the needs of resident 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 through programs, camps, memberships, drop-in services, private and group lessons, special events, leagues, tournaments, rentals, and other activities 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 recreation and leisure experiences whenever financially and philosophically feasible with other community organizations to provide the maximum opportunity for recreational 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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.01**
APPROVED: 7/23/2019 **REVISED:**	**Employee Use of Programs and Facilities**

It is the intent of the Board to make its programs and facilities available to employees per the employee ambassador program as outlined in the Employee Policy Manual. It is the intent of the Board to monitor, track and report employee access and use of District programs and facilities in a manner which complies with Internal Revenue Code regulations for fringe benefits.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.02**
APPROVED: 7/23/2019	**Grant-In-Aid**
REVISED:	

Grant-in-Aid may be awarded to District residents for designated recreation programs and memberships based upon need, contingent upon the Board appropriation of necessary funds during the annual budgeting process. The Park District of Highland Park follows the Federal Poverty Guidelines to determine eligibility for Grant-In-Aid. Scholarships may be for 50% or 100% and may not exceed the annual limit of $800-$2400 per household (based on family size). The annual limit will be reviewed and approved annually through the budget approval process.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.03**
APPROVED: 7/23/2019	**Senior Citizens**
REVISED:	

Resident Senior Citizens, 65 years of age and over, pay 15% percent less than the normal registration fees for recreation programs. These reduced fees do not include excursions, special activities at the facilities or contractual programs.

Reduced daily, season pass, and membership fees are approved in the annual budget by the Park Board of Commissioners.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.04**
APPROVED: 7/23/2019	**Cooperative Agreements**
REVISED:	

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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.05**
APPROVED: 7/23/2019 **REVISED:**	**Relationship With Affiliated and Sponsored Organizations**

The Park District of Highland Park recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership and operational structure.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible, and a public benefit may be derived. Through working relationships with outside Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish working relationships and cooperative agreements with designated Affiliate or Sponsored organizations. Within the terms of a written agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, these agreements shall serve only as a frame of reference to ensure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

Under no circumstances shall any sponsored or affiliated club utilize any facility to the complete exclusion of the general public unless otherwise approved by the Park Board of Commissioners

6.05.1 Sponsored Organizations: These organizations may be provided on a limited basis, staff, facility and administrative support in the planning and operational functions of the recreational activity. In some instances, the District provides limited financial assistance to sponsored organizations. 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.

Sponsored Organizations must have at least 90% of the members/participants and/or activities of the Sponsored Organization reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.

6.05.2 Affiliated Organizations: These Organizations may be provided facilities to accommodate the activities of these affiliated organizations commensurate with existing programs offered by the District. If the scheduled activity requires that the District provide a supervisor or custodian to open the facility, or if field or facility maintenance must be provided, a reasonable charge to cover expenses will be assessed to the affiliate. This is in keeping with District policy governing the facilities.

Affiliate Organizations must have at least 51% of the members/participants and/or activities of the Organization reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.

6.05.3 Criteria and Conditions for Affiliated and Sponsored Organizations

A. Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.

B. Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

C. Organization's activities, programs, and events conducted by Organization must:

- Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
- Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.

D. Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by August 31 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by August 31.

- Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.

- Any work done by the Parks Department of the District on behalf of any Organization will be restricted to District limits unless authorized. If the Organization's need for maintenance standards are higher than District standards, that Organization shall provide the additional maintenance at its own expense to meet its own standard provided that approval is granted by the Executive Director for this supplemental maintenance work.

- Costs for maintenance of equipment and/or facilities will be charged to the Organization

- Sponsored Organizations may be provided an annual stipend from the Park District. In such cases, 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 Sponsored 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.

E. If a fee for participation or membership is required to join the Organization or attend an event, program or recreational function conducted by the Organization, those fees may be collected and deposited in a separate account under that Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Organization's account in accordance with accepted District standards.

F. All public mailings and publicity by the Organizations related to activities which will occur at Park District parks or facilities must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.

G. Organization or members of the Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.

H. The Organization shall not to represent itself or members of the Organization as employees, volunteers, or agents of the Park District.

I. Fund-raising for the purpose of supporting an activity must be authorized by the Executive Director. The time, place and 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 Organization's separate account.

J. The Organization agrees and understands that neither the Organization nor its officials, officers, members, employees or volunteers (collectively “Organization”) are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers’ compensation insurance of the Park District and that any injury or property damage arising out of any Organization activity will be the Organization’s sole responsibility and not the Park District’s. Also, it is understood that the Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Organization will be solely responsible for its own actions. The Park District will in no way defend the Organization in matters of liability.

K. Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District’s insurer. Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any privileges under the Organization’s Agreement.

L. Organization agrees to conduct and show proof of criminal background checks for all employees and volunteers eighteen (18) years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.

M. Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.

N. Organization understands and agrees that it is solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.

O. Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Organization shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

P. Affiliated and Sponsored Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than $1,000,000 each

occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Affiliated or Sponsored Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than $1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Affiliated or Sponsored Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

6.05.4 Approval of Affiliated and Sponsored Group Agreements

A. Approval of Affiliated and Sponsored Group Agreements must be approved annually by the Park Board of Commissioners.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.06**
APPROVED: 7/23/2019	**Northern Suburban Special Recreation Association**
REVISED:	

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

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

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

In representing the District on the NSSRA Board, the Executive Director must act in the best interests of the District.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.06A**
APPROVED: 7/23/2019 **REVISED:**	**Northern Suburban Special Recreation Association (NSSRA) Inclusion**

6.06A.1 Objective

The Park District of Highland Park is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, we do not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The Park District of Highland Park is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.

6.06A.2 Northern Suburban Special Recreation Association (NSSRA)

The Park District of Highland Park is a partner agency of Northern Suburban Special Recreation Association (NSSRA). NSSRA's mission is to enrich the lives of people with disabilities in our partner communities through quality recreation services, including providing inclusion services to partner agencies. The Park District of Highland Park and NSSRA will work together with patrons, participants, and their families to assess, address, and provide reasonable accommodation for partner agency programs, events, and activities. NSSRA also provides programming which is available to its partner agencies' patrons.

6.06A.3 Eligibility

The Park District of Highland Park and NSSRA will engage in an interactive process to identify reasonable accommodations for eligible individuals with a disability to enable such individuals to participate in any public recreation opportunity, program, activity, or event provided or sponsored by the Park District of Highland Park.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.07**
APPROVED: 7/23/2019 **REVISED:**	**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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.08**
APPROVED: 7/23/2019	**Statistics**
REVISED:	

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.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.09**
APPROVED: 7/23/2019 **REVISED:**	**Severe Weather and Lightning**

All persons supervising outdoor activities be aware that when lightning or thunder is observed or heard, outdoor programs shall be suspended, and everyone should seek appropriate shelter. Supervisors shall strictly adhere to the procedures and guidelines for severe weather and lightning.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.10**
APPROVED: 7/23/2019 **REVISED:**	**Behavior Management**

6.10.1 Equal Access

No eligible participant shall, on the basis of race, creed, gender, gender identity, national origin, or disability, be denied equal access to programs, activities, facilities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity. If any special disability accommodations are necessary for participation in any program, the guardian should indicate through the ADA Accommodations prompt at the time of registration. Any patron concerns or questions regarding District policy, program participation or facilities use should be addressed to the Executive Director as early as possible prior to the event or program. These questions may include, but are not limited to requests for registration or use in a name if different than that which appears on official identification documents, privacy or other accommodation in restroom or locker room facilities or program participation.

6.10.2 Behavior

Patrons are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any park district program or activity. This includes participation in programs which may or may not require an admission fee. For the purpose of the Behavior Management Policy, the term “patron” refers to all users, participants, guardians, spectators, and park patrons and the term “program” refers to all park district recreational events and facility usage one may attend as a patron.

The following guidelines have been developed to help make programs safe and enjoyable for all patrons. Additional rules may be developed for specific programs and athletic leagues as deemed necessary by staff.

The agency insists that all participants comply with a basic behavior code. All patrons shall:

1. Show respect to all patrons, staff, volunteers, and themselves.
2. Follow program and/or facility rules and take direction from staff.
3. Refrain from using abusive, harassing, or foul language.
4. Refrain from threatening or causing bodily harm to self, other patrons, and staff.
5. Refrain from bullying other patrons or program staff and/or supervisors as explained in the Park District Anti-Bullying Procedure
6. Show respect for equipment, supplies, and facilities.
7. Not carry any weapons.

6.10.3 Discipline for all Patrons

A positive approach will be used regarding discipline. Staff may discuss the Behavior Management Policy and Procedure with all patrons and parents/guardians at the start of the program and may periodically review it. If inappropriate behavior occurs, staff will develop a solution specific to each situation as it arises. The Park District of Highland Park reserves the right to dismiss a patron whose behavior endangers themselves or others, or whose behavior diminishes the quality of experience for other patrons at any time.

6.10.4 Procedures

If behaviors are known to the guardian prior to the start of the program, upon registration or entry into the program, the parent/guardian should indicate through the ADA Accommodations prompt at the time of registration that additional support may be needed. Similarly, any parent/guardian who believes that their child may be at increased or special risk of receiving negative behavior, the parent/guardian should contact the Executive Director to discuss ways to reduce this risk. The family's main contact will be contacted by the Park District's NSSRA Liaison for information about the necessary support needed for the patron's success in the program and any behavior modification programs in place at school or home. The Park District's NSSRA Liaison will communicate the patron's needs to the program's supervisor and if deemed necessary, NSSRA. If the Park District was not notified of behavioral needs at the time of registration, the procedures below still apply and support from NSSRA may be explored with verbal consent from the parent/guardian.

Documentation should be maintained by the program supervisor regarding any problem behaviors, special accommodations, and behavior modification programs by the program's supervisor and communicated with the family throughout the program and the Park District's NSSRA liaison if necessary.

Program leaders should evaluate the action and immediately take steps to correct it. Steps may vary depending on the program's structure. If the participant exhibits inappropriate actions, the following responses may be adopted:

1. **A verbal warning**.
2. **A supervised break from the program.** The type, extent and person supervising any break may vary according to the situation and the program (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the break should be documented on an incident report and provided to the program's supervisor. These incidents will be communicated with the participant's parent/guardian and NSSRA if supported immediately following the situation.
3. If not already being utilized, **a behavior modification plan** should be developed and implemented (those involved in development may include but not be limited to, Park District staff, NSSRA staff, parent/guardian, school personnel, and other support professionals with written approval from the parent or guardian). The behavior modification plan is developed by reviewing documented incidents and behaviors and developing a strategy for the participant to meet the expectations of the program and the Park District. The behavior modification plan should be monitored and updated/adjusted when necessary by the program supervisor with assistance from NSSRA and signed by the participant's parent/legal guardian.
4. **A suspension from the program** for a designated time period. When determining the timeframes of suspension, the Park District should review and consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior. Documentation of the situation,

parameters of the suspension, and the communication with the parent/guardian is required and must be communicated with the department head.

5. **Dismissal from the program or activity.** If inappropriate behavior persists, the behavior completely disrupts a program or participants, or puts the safety of others at risk, removal from the program or activity may be necessary. If the participant is supported by NSSRA, the Park District and NSSRA will evaluate the placement, the staff or supports assigned, and review other options to determine the best course of action. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others. The reason for dismissal must be discussed by the program supervisor and the department head. Documentation of the reason for dismissal is required and must be shared with the parent/guardian.

If a participant receives a suspension or dismissal, the supervisor of the program must contact the parent/guardian. The supervisor should explain the inappropriate actions that were observed by the staff. Documentation of the behavior and the communication with the parent/guardian is required by the program supervisor. Depending on the behavior, guidelines will be set to determine participant preparations required prior to returning to the program by park district staff with the guidance of NSSRA if applicable.

Communication between staff, guardian, and NSSRA should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:

- Transfer to another program where inappropriate behavior may be less prone to occur due to structure, participants, and/or environment.
- Limited/reduced timeframe that participant is allowed to attend the program.

Appeals by the patron and/or patron's parent/guardian should be directed to the program's department head.

6.10.5 <u>When to Contact the Police:</u>

1. If a patron makes a direct threat of hurting himself, call the parent/guardian immediately. If a parent/guardian is not available, call the police and follow the internal chain of command.
2. If a patron becomes overly aggressive and violent, call the police, and notify the family of the police being contacted.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Recreation	**Policy #: 6.11**
APPROVED: 7/23/2019 **REVISED:**	**Movable Soccer Goal Safety**

6.11.1 Introduction

This policy presents guidelines for the use and storage of full-size or nearly full-size movable soccer goals. The Park District of Highland Park (District) believes these guidelines can help prevent deaths or serious injuries resulting from soccer goal tip over. Publication of the policy is intended to promote greater safety awareness among those who use and maintain movable soccer goals on fields owned or operated by the Park District of Highland Park.

These guidelines are intended to educate the public and reduce the risk of movable soccer goal tip over. They are not a District standard, nor are they mandatory requirements and the District will not supervise compliance. Therefore, the District does not endorse or recognize them as the sole method to minimize injuries associated with movable soccer goals.

6.11.2 Rules of Soccer

The guidelines contained in this policy are intended to be compatible with the recommendations for the design and construction of soccer goals, published by the Federation of International Football Associations (FIFA) and the National Federation of State High School Associations.

6.11.3 Design/Construction Guidelines

While a movable soccer goal appears to be a simple structure, a movable soccer goal should be constructed with counterbalancing measures incorporated into the product. The stability of a movable soccer goal depends on several factors. One effective strategy for supplementing the counterbalancing measures incorporated into the product is lengthening the overall depth of the goal to effectively place more weight further from the goal's front posts (more weight at the back of the goal). A second design selects lightweight materials for the goal's front posts and crossbar and provides much heavier materials for the rear ground bar and frame members. This tends to counterbalance the forces working to tip the goal forward. Another option uses a heavy rear framework and folds flat when not in use, making the goal much less likely to tip over.

Manufacturers of soccer goals can signify that elements designed to reduce the risk of tip over injuries have been incorporated into the product by indicating the goal is compliant with American Society for Testing and Materials (ASTM) standard F2673-08, or any successive standard, for tip-resistant movable soccer goals.

Following the adoption of this policy, the Park District will purchase only those movable soccer goals that are consistent with these guidelines; however, the Park District will continue to use those goals in its existing inventory until the end of their lifecycle in a manner consistent with this policy.

6.11.4 Anchoring/Securing/Counterweighing Guidelines

A properly anchored/counterweighted movable soccer goal is much less likely to tip over. There are several different ways to anchor a movable soccer goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The types of anchors recognized by the District to increase the safety of moveable soccer goals include but are not limited to: augers, peg or stake style anchors, J-hook style anchors and sandbags or other counterweights. Net pegs, by themselves, are not recognized as a means to effectively anchor or counterbalance a moveable soccer goal. The Park District of Highland Park encourages coaches/referees/league officials affiliated with each game to inspect the anchoring/securing/counterweighing measures used for each movable soccer goal and to immediately report any issues to the Park District. Coaches/referees/league officials are not to move or altar goals in any manner except in case of emergency or with the permission of the Park District.

6.11.5 Guidelines for Goal Storage or Securing When Goal is Not in Use

The majority of soccer goal tip over incidents occur when the goals are unattended. Therefore, when goals are stored in a safe manner it reduces the risk of tip over when not being used. When goals are not being used steps should be taken to secure the goals, such as locking goal frames face to face or chaining the face of goal frames to a permanent and fixed structure, including a fence. If it is a collapsible goal, fold the face of the goal down and lock it to its base. The Park District of Highland Park will move and/or store the soccer goals. The Park District of Highland Park does not permit coaches/referees/league officials to move the soccer goals and coaches/referees/league officials should not attempt to do so.

6.11.6 Safety Tips

Even well designed and counterbalanced goals are subject to tip over incidents. Additional steps may be taken to further reduce the risk of injury. The Park District of Highland Park encourages coaches/referees/league officials affiliated with each game to:

- Check for structural integrity and proper connecting hardware before every use.
- Report damaged or missing parts or fasteners immediately and do not use damaged or improperly anchored goals.
- Not allow anyone to climb on the net or goal framework.
- Instruct players on the safe handling of and potential dangers associated with movable soccer goals.

The District shall place safety/warning labels in clearly visible locations (placed under the crossbar and on the sides of the down-posts at eye level).

The District will deliver a copy of this policy to the representative of any leagues or teams permitted to use Park District of Highland Park parks and facilities for soccer purposes and encourage such league to distribute additional copies to each coach, referee and parent/guardian.

Any organization which is granted permission by the District, whether by permit, license or other agreement, to use the District's facilities for soccer purposes, shall be required to adopt a movable soccer goal safety policy and place it on file with the District.

6.11.7 Definitions

For the purpose of this policy, the following terms shall have the meaning ascribed thereto:

Movable soccer goal A freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed, intended and permitted: (1) to be used by adults or children for the purposes of a soccer goal; (2) to be used without any other form of support or restraint (other than temporary anchoring devices); and (3) to be moved to different locations.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.01**
APPROVED: 7/23/2019	**Destruction of Technology**
REVISED:	

7.01.1 Purpose:

The purpose of this policy is to establish general procedures for information security in disposal and recycling of unwanted technology equipment in accordance with Environmental Protection Agency (EPA) regulations (40 CFR 261).

7.01.2 Scope:

This policy applies to all technology within the Park District of Highland Park.

7.01.3 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's Destruction of Technology, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for reviewing the surplus log, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for updating the surplus log, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

d. Users are responsible for reporting technology surplus items in a timely manner to the Help Desk, reporting accurately and with as much detail as possible.

7.01.4 Policy:

To protect public and non-public information that may be stored on electronic equipment, hard drives and other devices must be sanitized of sensitive data prior to disposal. In order to properly dispose/recycle electronic wastes, the Park District will use an accredited recycle company that is in accordance to Department of Defense and NAID standards including R2 and the EPA.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.02**
APPROVED: 7/23/2019	**Employee Access Attempts**
REVISED:	

7.02.01 Purpose:
The purpose of this policy is to establish guidelines for access attempts and assure that the processes are consistent and identified.

7.02.02 Scope:
This policy applies to all Park District of Highland Park staff members.

7.02.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's Employee Access procedures, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for reviewing the Employee Access logs and documenting attempts along with notifying the Information Technology Manager.

c. Help Desk Specialist is responsible for reviewing the Employee Access logs and documenting attempts along with notifying the Information Technology Manager.

d. Users are responsible for accessing applications with the appropriate user identification.

7.02.04 Policy:
The Park District of Highland Park responsibility to provide a secure network environment to staff. As part of this policy and procedure it is the Park District's policy to ensure all Employee Access is monitored, documented and notified.

a. Information Technology Department must monitor daily Access Logs
b. Information Technology Department must document and store all Access Logs
c. Information Technology Department must notify the appropriate parties

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.03**
APPROVED: 7/23/2019	**Employee Exit**
REVISED:	

7.03.01 Purpose:
The purpose of this policy is to establish guidelines for termination process, as it relates to Information Technology, and to ensure that the processes are consistent and identified.

7.03.02 Scope:
This policy applies to all Employee Exits within the Park District of Highland Park

7.03.03 Responsibilities:
a. Information Technology Manager is responsible for evaluating the Information Technology Department's Employee Exit procedures, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for acting on an Employee Exit form, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for reviewing the Employee Exit form and applying the changes to the staff.

d. Users are responsible for submitting the Employee Exit form in a timely manner.

7.03.04 Policy:
The Park District of Highland Park is responsible to provide a secure network environment to staff. As part of this policy and procedure it is the Park District's policy to ensure all staff permissions are documented and approved.

a. All employees must have an Employee Exit form
b. All Employee Exit forms must be scanned into the appropriate folder
c. All Employee Exit forms must be approved by the appropriate Department Head or Manager

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.04**
APPROVED: 7/23/2019	**Employee Change & Hire**
REVISED:	

7.04.01 Purpose:
The purpose of this policy is to establish guidelines for the employment process, as it relates to Information Technology, and to ensure that the processes are consistent and identified.

7.04.02 Scope:
This policy applies to all change/new hires within the Park District of Highland Park

7.04.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's Hire and Change form, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for acting on a hire/change form, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for reviewing the hire/change form and applying the changes to the staff member.

d. Users are responsible for submitting the hire/change form in a timely manner.

7.04.04 Policy:
The Park District of Highland Park responsibility to provide a secure network environment to staff. As part of this policy and procedure it is the Park District's policy to ensure all staff permissions are documented and approved.

a. All employees must have a Hire/Change form
b. All Hire/Change forms must be scanned into the appropriate folder
c. All Hire/Change forms must be approved by the appropriate Department Head or Manager

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.05**
APPROVED: 7/23/2019	**Firewall and Router**
REVISED:	

7.05.01 Purpose:
Where electronic equipment is used to capture, process and store data identified as Park District.

7.05.02 Scope:
This policy applies to all technology within the Park District of Highland Park

7.05.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's Firewall and Router Configuration, Ruleset and Backup, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for reviewing the Firewall and Router logs and rulesets, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for reviewing the Firewall and Router logs and rulesets, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

d. Users are responsible for reporting firewall and router rulesets in a timely manner to the Help Desk, reporting accurately and with as much detail as possible.

7.05.04 Policy:

1. All network firewalls and routers installed and implemented must conform to the current standards as determined by the Park District. Unauthorized or non-standard equipment is subject to immediate removal or termination of network connectivity without notice.
2. Network Firewall and Router Rulesets
   a. The Request for Firewall and Router Ruleset Modification Form is used to:
      i. Request and document all changes to the Network Firewall or Router where Administration is performed by the Park District.
      ii. Document all changes to Network Firewall and Router Rulesets where is performed by the Park District
   b. All related documentation is to be retained by the Park District for three (3) years and subject to review by the Park District

3. All Firewall and Router implementations must adopt the position of “least privilege” and deny all inbound traffic by default. The ruleset should be opened incrementally to only allow permissible traffic.

4. Firewall and Router rulesets and configuration require periodic review to ensure they afford the required levels of protection
   a. Park District must review all Firewall and Router Rulesets during initial implementation
   b. Firewall and Router configuration and rulesets must be reviewed semi-annually
   c. The Park District must retain the results of the Firewall and Router reviews and supporting documentation for a period of three years

5. Firewall and Router rulesets and configuration must be backed up frequently to alternate storage. Multiple generations must be captured and retained to preserve integrity of data.

6. Firewall and Router logs and event logs are written to alternate storage and reviewed at least daily, with logs retained for ninety days.

7. The Park District will execute approved changes to the Firewall and Router ruleset during the scheduled maintenance.

8. The Park District will perform changes to the Firewall and Router Configuration according to approved production maintenance schedule.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.06**
APPROVED: 7/23/2019	**Internal and External Penetration Testing**
REVISED:	

7.06.01 Purpose:

The purpose of this policy is to conduct vulnerability assessments and penetration tests against the Park Districts assets. These activities involve scanning desktops, laptops, servers, network elements, and other computer systems owned by the Park District.

7.06.02 Scope:

This policy applies to all technology within the Park District of Highland Park.

7.06.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's Internal and External Penetration Testing, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for reviewing the results of the Internal and External Penetration testing, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for reviewing the results of the Internal and External Penetration testing, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

d. Users are responsible for reporting technology items in a timely manner to the Help Desk, reporting accurately and with as much detail as possible.

7.06.04 Policy:

The purpose of this policy is to conduct vulnerability assessments and penetration tests against the Park Districts assets. These activities involve scanning desktops, laptops, servers, network elements, and other computer systems owned by the Park District.

- Penetration testing will occur yearly by an accredited outside firm
- Internal and External Penetration Testing will include:
    - Network Scanning
    - Port Scanning
    - System Fingerprint
    - Services Probing
    - Application Layer Testing
    - Firewall and Router Testing
    - Password Strength Testing
    - Network Equipment Testing

    - Database Testing
    - Manual Weakness Testing
- Results will be stored for review by the Executive Director
- Modifications will be implemented based on results

The Executive Director or Department Head of Information Technology can request more frequent testing if preferred.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.07**
APPROVED: 7/23/2019	**Inventory Log**
REVISED:	

7.07.01 Purpose:
The purpose of this policy is to provide a detailed inventory log for the Park District of Highland Park applications and hardware.

7.07.02 Scope:
This policy applies to the Technology Department within the Park District of Highland Park.

7.07.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's Inventory Log, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for reviewing and updating the Inventory Log, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for updating the Inventory Log, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

d. Users no responsibly.

7.07.04 Policy:
The Park District of Highland Park responsibility to accurately maintain an Inventory.

1. All technology items will be recorded in the Inventory Log including
    a. Hardware Serial Number
    b. Park District ID Tag
    c. Purchase Date
    d. Warranty Information
    e. User Information
    f. Location

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.08**
APPROVED: 7/23/2019	**Telephone Support**
REVISED:	

7.08.01 Purpose:
To prescribe a procedure of troubleshooting Information Technology related problems; to enable effectiveness, consistency and continual improvement of the troubleshooting process.

7.08.02 Scope:
This policy applies to all Telephone Communications within the Park District of Highland Park

7.08.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's troubleshooting methods, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for acting on a user request for troubleshooting, knowing and consistently applying the procedure and recording troubleshooting activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for acting on a user request for troubleshooting, knowing and consistently applying the procedure and recording troubleshooting activities for the purpose of monitoring and improving the procedure.

d. Users are responsible for reporting problems to the Help Desk in a timely manner, reporting accurately and with as much detail as possible.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.09**
APPROVED: 7/23/2019	**Management of Network Components**
REVISED:	

7.09.01 Purpose:

Management of Network Components is a set of hardware and/or software tools that allow the Park District to supervise the individual components of a network within a larger network management framework.

7.09.02 Scope:

This policy applies to all technology within the Park District of Highland Park.

7.09.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's Management of Network Components, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for reviewing Network Components, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for reviewing Network Components, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

d. Users are responsible for reporting technology items in a timely manner to the Help Desk, reporting accurately and with as much detail as possible.

7.09.04 Policy:

Management of Network Components consist of:

- Network device discovery – identifying what devices are present on a network.
- Network device monitoring – monitoring at the device level to determine health and the extent to which their performance matches capacity plans.
- Network performance analysis – tracking performance indicators such as bandwidth utilization, packet loss, latency, availability and uptime.
- Intelligent notifications – configurable alerts that will respond to specific network scenarios by paging, emailing, calling or texting.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.10**
APPROVED: 7/23/2019	**Notification of all Parties**
REVISED:	

7.10.01 Purpose:
The purpose of this policy is to disclosure requirements for potential breaches of data.

7.10.02 Scope:
This policy applies to all technology within the Park District of Highland Park.

7.10.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's Internal and External Penetration Testing, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for reviewing the results of the Internal and External Penetration testing, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for reviewing the results of the Internal and External Penetration testing, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

d. Users are responsible for reporting technology items in a timely manner to the Help Desk, reporting accurately and with as much detail as possible.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.11**
APPROVED: 7/23/2019	**Software and System Patches**
REVISED:	

7.11.01 Purpose:
The purpose of this policy is to provide a secure network environment for the Park District of Highland Park applications, staff, patrons and contractors.

7.11.02 Scope:
This policy applies to all technology devices within the Park District of Highland Park.

7.11.03 Responsibilities:

a. Information Technology Manager is responsible for evaluating the Information Technology Department's software and system patches, approving the Information Technology Policy and Procedures and periodically reviewing the plan.

b. Network Specialist is responsible for reviewing software and system patches, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

c. Help Desk Specialist is responsible for acting on a user request, knowing and consistently applying the procedure and recording activities for the purpose of monitoring and improving the procedure.

d. Users are responsible for reporting software updates in a timely manner to the Help Desk, reporting accurately and with as much detail as possible.

7.11.04 Policy:
The Park District of Highland Park responsibility to provide a secure network environment to staff, patrons and contractors. As part of this policy and procedure it is the Park District's policy to ensure all devices.

1. All devices that connect to the Park District's network must have a current antivirus installed and running at all times.
2. Scanning the Park District's network to identify know vulnerabilities
3. Identifying and communicating vulnerabilities and/or security breaches to the Information Technology Manager
4. All patch releases will follow a define process for patch deployment that includes assessing the risk, testing, scheduling, installing and verifying

	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.12**
APPROVED: 7/23/2019 **REVISED:** 7/28/2020	**Video Surveillance System**

7.12.01 Purpose:

The Park District of Highland Park makes limited use of video surveillance systems at its facilities. Video surveillance systems can be used to provide a safe and secure environment for its patrons and staff. Video surveillance is primarily used to record access at building entrances as well as hallways and areas where monetary exchange takes place. Video surveillance may be used in collaboration with a third party vendor to provide a platform for hosting a livestream subscription service of athletic activities in designated locations.

Video surveillance cameras can be used to observe employee work areas and are never used in areas where employees would have an expectation of privacy, such as restrooms or locker rooms.

The primary purpose of the video surveillance system is either to investigate or for investigation of misconduct or crimes committed against the Park District of Highland Park. The system may also be used to investigate injuries allegedly suffered on Park District properties. The system can also be used to assist in the investigation of certain types of employee habits, occupational health and safety violations. The video surveillance system can be used as a method of security and tracking the work habits or productivity of individual employees. The video surveillance system can be used for the enjoyment and promotion of athletic activities in designated locations as part of a contract with a third party subscription service.

7.12.02 Scope: This policy applies to all Park District of Highland Park facilities and staff.

7.12.03 Policy:

Public signage must be displayed on all facility entrances within the Park District of Highland Park where video surveillance is available. The signage should state:

THIS AREA MAY BE SUBJECT TO VIDEO SURVEILLANCE AND RECORDING FOR SECURITY PURPOSES, UNDER THE AUTHORITY OF THE PARK DISTRICT OF HIGHLAND PARK.

In areas designated as subject to third-party hosting of live stream services, public signage must be displayed on all entrances. The signage should state:

THIS AREA MAY BE SUBJECT TO LIVE STREAM VIDEO SURVEILLANCE AND RECORDING FOR SECURITY, SAFETY AND ENTERTAINMENT PURPOSES. ALL EMPLOYEES AND PATRONS ARE NOTIFIED THAT THE PARK DISTRICT OF HIGHLAND PARK ENGAGES THIRD PARTY CONTRACTORS TO HOST LIVESTREAM SUBSCRIPTION SERVICES IN THIS AREA.

The Executive Director or designee must approve the review and/or download of surveillance footage prior to Information Technology staff accessing surveillance systems.

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	PARK DISTRICT OF HIGHLAND PARK
DEPT: Board	**Policy #: 7.13**
	Website Privacy Policy
APPROVED: 2/09/2022	
REVISED:	

7.13 Website Privacy Policy

Section 1. Privacy Policy Purpose

The privacy policy explains how the Park District of Highland Park collects, uses, and protects information shared by website users.

Section 2. Information Collected

A website user's name, e-mail address, or other information submitted to a Park District website may contain a user's real name or other personally identifiable information and, as a result, may appear to the Park District. Like many web sites, the Park District may also automatically receive general information that is contained in its server log files such as a user's IP address and cookie information.

A user's name, when linked with another identifier such as an address, telephone number or other personally identifying information, is considered "Private Information."

The Park District of Highland Park may collect the following information:

A. Name and phone number

B. Contact information, including email address

C. Demographic information, such as zip code, preferences, and interests

D. Other information relevant to surveys and/or offers

E. A small file, called a cookie, may be placed on the user's device to customize operations, and enhance the user's experience. The cookie helps analyze web traffic and stores user's site preferences.

Section 3. Use of Information

The Park District of Highland Park solicits some personally identifiable information to permit users of this site to register for programs and activities organized by the Park District. Likewise, if a user sends the Park District an email with questions or comments about our programs or services, we do collect the user's email address and any other information that the user volunteers.

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The Park District of Highland Park also solicits information to understand website users' needs and to provide better service. Except where consent is given or implied, the information which is automatically collected by the website to customize operations and enhance the user experience is not stored or used with personally identifiable information.

The following list describes how this information is used:

A. Internal record keeping

B. Information is used to improve programs and services

C. The Park District may send promotional email about the following:

   a. New programs

   b. Special Park District of Highland Park offers

   c. Offers from sponsors or partners

   d. Other information of interest to users

D. The Park District of Highland Park may use information to contact users by email, phone, or mail.

E. The Park District of Highland Park may use information to customize E-newsletters, electronic alerts, or other notifications of interest to users.

F. The Park District of Highland Park will not provide users' information to third party partners for marketing or promotional purposes.

G. The Park District of Highland Park will never sell, distribute, or lease users' information to third parties unless permission has been granted or required by law.

H. *Analytical Purposes.* The Park District uses cookies to analyze user activity to gain important insights about how to improve the functionality and user experience of the site.

I. *Your Preferences & User Experience.* The Park District also uses cookies to gather information about users, such as browser type, server, and language preference to store user preferences on our site to make the user experience more consistent and convenient.

Section 4. Security

The Park District of Highland Park is committed to ensuring the security of users' Private Information. To prevent unauthorized access or disclosure, appropriate physical, electronic, and managerial procedures are in place to safeguard and secure the information collected online.

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Section 5. Controlling Personal Information

Users can choose to restrict collection or use of Private Information in the following ways:

A. User may decline to fill in a website form by notifying the Park District of Highland Park by phone, email, or by submitting a Contact Us form.

B. Previous permission for use of personal information may be retracted at any time in writing or by email.

Section 6. Links to Other Websites

The Park District of Highland Park's website may contain links to other websites. The Park District of Highland Park does not have control over other websites and is not responsible for the protection and privacy of any information shared while visiting other websites not governed by this privacy policy. Users are advised to exercise caution and examine the privacy statements applicable to each website in question.

Section 7. Disclaimer

Although we work to provide reliable, accurate content on a timely basis, neither the Park District, nor any of its agents, officers, or employees warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity who relies on any information obtained from this system does so at their own risk.

Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name is for the information and convenience of the public and does not constitute the Park District's endorsement, recommendation, or favoring by the Park District, its officers, employees or agents.

The Park District of Highland Park's Website Privacy Policy demonstrates its firm and continuing commitment to the privacy of personal information provided by those visiting and interacting with this site. We hold the privacy of your personal information in the highest regard.

DocuSigned by:
Barnett Ruttenberg
D31088854DAB428...

Approved:_____ Date: 2/28/2022

	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	**Policy #: 7.14**
APPROVED: 2/28/2024	**Social Media Policy**
REVISED:	

7.14.01 Purpose:

This policy is to set forth guidelines for the utilization of social media and social network sites that enhance the Park District of Highland Park's communication and provides information to the public, without violating an individuals' right to free speech. Social media encourages followers to share thoughts, opinions, and other comments on our social media platforms. However, all "posts/comments" should be done in a respectful manner. The Park District designates its social media platforms as limited public forums subject to the terms and conditions of this Policy.

7.14.02 Policy:

A comment posted by a member of the public on any Park District social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the Park District, nor do the comments necessarily reflect the opinions or policies of the Park District. The Park District also does not endorse the opinions expressed in posts and/or comments left by users on its social media sites, or endorse the comments left on any sites that the Park District might link to.

The Park District retains the right to edit or remove any content that violates this or any other policy of the Park District or any applicable law, including but not limited to:

- Spam, malware or viruses
- Links to non-applicable sites
- Solicitation of goods or services
- Endorsement or opposition to political campaigns or ballot measures (applies to Federal, State, and Local campaigns)
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability or any other protected class
- Obscene/pornographic/sexual content or links
- Content that infringes upon any copyrights, trademarks, or legal ownership
- Content that violates any local, state, or federal laws
- Content that encourages illegal activity
- Clear and obvious threats to any person or organization
- Personally identifiable medical information

- Information that may compromise the safety, security or proceedings of public systems or a criminal or civil investigations will be removed, and the user will be blocked.

1. The Park District also reserves the right to deny access to Park District of Highland Park social media sites for any individual who repeatedly violates these policies, at any time and without prior notice.

2. The following phrase should be used to warn individuals about their content:
   "Your recent post is in violation of the Park District of Highland Park's Social Media Policy. Please refrain from posting content in violation of the Policy in the future. If you do not refrain, we will be forced to block you from this forum. Thank you for your understanding."