



Buffalo Grove Park District  
Workshop/Regular Board Meeting  
June 10, 2024  
Alcott Center – Room 24  
6 pm

WORKSHOP AGENDA

- I. Call to Order
  - A. Roll Call
  
- II. Introduction of Guests
- III. Approval of June 10, 2024 Workshop Agenda
  
- IV. Recognition of Past Park Board President (SC)
  
- V. Presentation of Recognition Resolutions (SC)
  - A. Resolution 24-6-1 Commending Lindsay Grandt on 20 Years of Service
  - B. Resolution 24-6-2 Commending Scott Spitz on 10 Years of Service
  
- VI. STEPS Project – Audience Engagement & Interpretation – Museum Registrar and Public Educator Marina Mayne
  
- VII. Finance (KP/SC)
  - A. June Warrant 2024
  - B. May Year to Date Statement
  - C. June Refunds
  - D. Board Travel and Conference Expense
  
- VIII. Policy and Legislation (LR/KP)
  - A. Business Manual Discussion
  - B. Non-Discrimination and Anti-Harassment Policy Updates
  - C. 1.05 Animals Ordinance Update
  
- IX. President and Commissioners Reports
- X. Old Business
- XI. New Business
- XII. Adjournment

REGULAR BOARD MEETING AGENDA

*(To Immediately Follow Workshop)*

- I. Call to Order
  - A. Roll Call
  
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Regular Board Meeting Agenda

- V. Approval of Minutes
  - A. Approval of May 13, 2024 Workshop Minutes
  - B. Approval of May 28, 2024 Workshop Minutes
  - C. Approval of May 28, 2024 Annual Board Meeting Minutes
  - D. Approval of May 28, 2024 Executive Session Minutes
- VI. Topics from the Floor
- VII. Correspondence
  - A. Written
  - B. Verbal
- VIII. Attorney's Report
- IX. Committee Action Items
  - A. Approval of Employee Recognition Resolutions
    - 1. Resolution 24-6-1 Commending Lindsay Grandt of 20 Years of Service
    - 2. Resolution 24-6-2 Commending Scott Spitz on 10 Years of Service
  - B. Finance
    - 1. Approval of the June Warrant 2024
    - 2. Approval of the May Year to Date Statement
    - 3. Approval of Board Travel and Conference Expense
  - C. Policy and Legislation (LR/KP)
    - 1. Approval of Business Manual Updates
    - 2. Approval of Non-Discrimination and Anti-Harassment Policy Updates
    - 3. Approval of 1.05 Animals Ordinance Update
  - D. Consent Agenda (Voice Vote)
 

All items on the Consent Agenda are considered routine by the Park Board and will be enacted in one motion. There will be no separate discussion on these items unless a Commissioner or resident so requests. At that time, the item will be moved and placed on the agenda under New Business.

    - 1. STEPS Project – Audience Engagement & Interpretation
- X. Executive Director's Report
- XI. Old Business
- XII. New Business
- XIII. Executive Session for the Purpose of:
  - A. Litigation
  - B. Land Acquisition
  - C. Personnel
- XIV. Action to be taken from Closed Meeting Session
- XV. Adjournment

*Mission Statement – Enriching life and community through premier parks, programs and facilities.*



**RESOLUTION 24-6-1  
COMMENDING LINDSAY GRANDT ON  
20 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT**

**WHEREAS**, Lindsay Grandt began her career with the Buffalo Grove Park District in 2004 as the Assistant Director of Clubhouse, and transitioned to the Performing Arts Department in 2005 as a Recreation Supervisor; and

**WHEREAS**, Lindsay is a driving force behind Big Deal Productions, which has established itself as a distinguished brand and is recognized as a premier community theater program. Lindsay's ability to foster a welcoming and inclusive environment has made Big Deal Productions a beloved program, attracting audiences of all ages and backgrounds; and

**WHEREAS**, Lindsay's efforts to build a robust professional network and guide emerging artists are invaluable contributions that strengthen our community; and

**WHEREAS**, Lindsay's pursuit of technical proficiency and artistic growth, coupled with her willingness to explore different genres and techniques, showcases her passion for innovation and creativity; and

**WHEREAS**, Lindsay has built a community within the performing arts program. Lindsay's compassionate and caring nature is a key reason participants, parent volunteers, and artistic staff return year after year; and

**WHEREAS**, Lindsay tirelessly works to produce high-quality musical productions, including Crescendo Show Choir, BG Singers, piano recitals, children's and teen musicals, and the ever-popular summer musical. On production days, Lindsay juggles many roles, including supporting production staff, selling day-of tickets, running the concession stand, and assisting parent volunteers; and

**WHEREAS**, the success of the District is dependent upon employees like Lindsay who are proud to represent the Buffalo Grove Park District and live out its mission and values in everything they do.

**NOW, THEREFORE, LET IT BE RESOLVED** by the President and Board of Commissioners of the Buffalo Grove Park District, Cook and Lake Counties;

- 1) That Lindsay Grandt is commended on behalf of the citizens of Buffalo Grove for her distinguished career at the Buffalo Grove Park District.
- 2) That this resolution be presented to Lindsay with best wishes on her future.

**DATED, AT BUFFALO GROVE, ILLINOIS THIS 10<sup>th</sup> DAY OF JUNE, 2024.**

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Steve Cummins, President  
Buffalo Grove Park District  
Board of Commissioners



**RESOLUTION 24-6-2  
COMMENDING SCOTT SPITZ ON 10 YEARS OF SERVICE  
TO THE BUFFALO GROVE PARK DISTRICT**

**WHEREAS**, Scott Spitz was first employed by the Buffalo Grove Park District as the first full-time Human Resources professional on May 12, 2014, and was later promoted to Human Resources and Risk Manager on July 26, 2023, and is now the Superintendent of Human Resources and Risk Management as of May 1, 2024; and

**WHEREAS**, Scott's professional knowledge and excellence in human resources have allowed the District to hire quality staff and provide guidance to his fellow employees; and

**WHEREAS**, Scott's willingness to accept new challenges by taking on the additional risk responsibilities has meshed well with his HR duties; and

**WHEREAS**, Scott's attitude toward the District and his fellow employees has made him a true team player and someone staff enjoy working with on a daily basis; and

**WHEREAS**, Scott's dedication to the profession is demonstrated by his commitment to being a member of the Society of Human Resources Management (SHRM) and has attained certification as a Professional in Human Resources (PHR) ; and

**WHEREAS**, Scott's many years of experience with Buffalo Grove has made him a valuable resource to all staff; and

**WHEREAS**, the success of the Park District is dependent upon employees like Scott who have taken pride in the Buffalo Grove Park District and its accomplishments.

**NOW, THEREFORE, LET IT BE RESOLVED** by the President and the Board of Commissioners of the Buffalo Grove Park District, Cook and Lake Counties:

- 1) That Scott Spitz is commended on behalf of the citizens of Buffalo Grove for his distinguished career at the Buffalo Grove Park District.
- 2) That this resolution be presented to Scott with best wishes on his future.

**DATED, AT BUFFALO GROVE, ILLINOIS THIS 10<sup>th</sup> DAY OF JUNE 2024.**

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Steve Cummins, President  
Board of Commissioners  
Buffalo Grove Park District



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: MARINA MAYNE, MUSEUM REGISTRAR AND PUBLIC EDUCATOR

RE: STEPS PROJECT – AUDIENCE ENGAGEMENT & INTERPRETATION

DATE: May 28, 2024

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## *Actions Requested:*

- None – Following information for Board educational purposes only.

## *Background Information:*

Marina has enrolled the Raupp Museum in the Standards and Excellence Program for History Organizations (STEPS) through the American Association for State and Local History (AASLH). This is a self-guided assessment program. This certificate project will help the Raupp Museum achieve basic standards of excellence in museum practice by the end of 2025.

This program requires the Board of Commissioners understand key concepts related to museum planning, management, and ethics. This memo and accompanying presentation discuss the museums audience, the key interpretive concepts of the Museum, and how the museum strives to present history accurately.

**Enclosed:** Summary of Museum Audience and School Visits Data  
Museum Key Interpretive Themes

# Raupp Museum Audience and Community

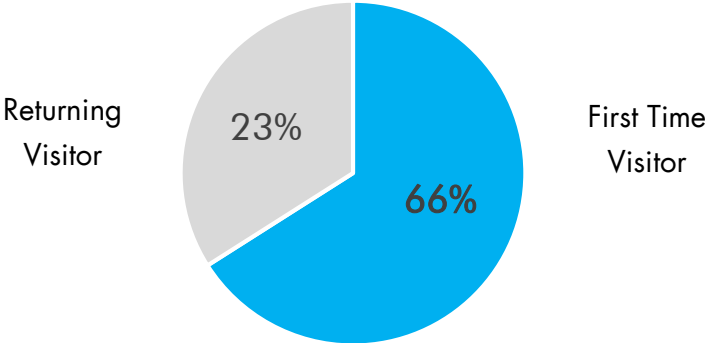
The Raupp Museum strives to make history accessible to all our community members in Buffalo Grove and Northwest Illinois. Featured below is a summary of our audience information from 2023, including walk-in visitors and school field trip visitors.

## Raupp Museum Audience Survey Data (2023)

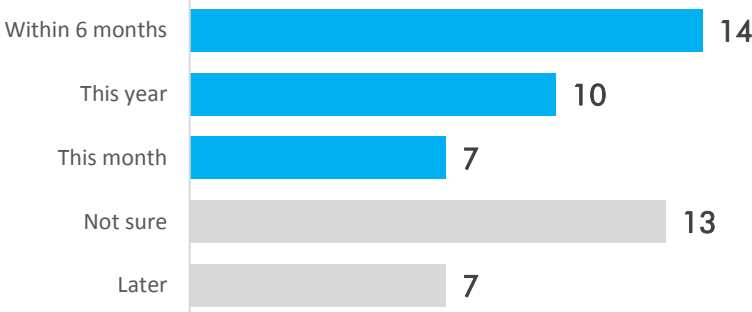
In 2023, the Museum had 2,085 walk-in visitors (did not attend for a program). General visitor surveys have been collected on an ongoing basis since the beginning of 2023. A total of 53 surveys have been collected. Surveys contain a few multiple-choice questions about the visitors experience at the Museum and demographic questions. Surveys are available at the Museum front desk for any visitor to complete. Below is a summary of the demographic portion of the survey.

### Summary of Findings

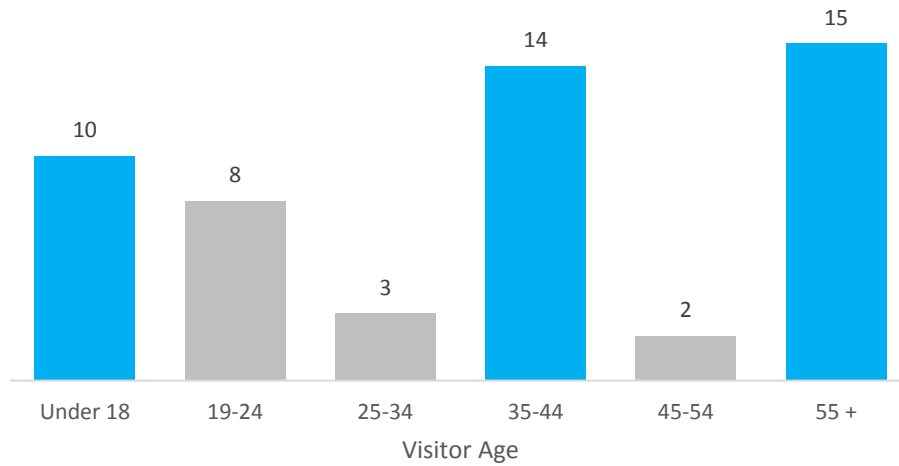
For a majority of visitors, it was their **first time** at the Museum.



Most people plan to visit again **within a year**

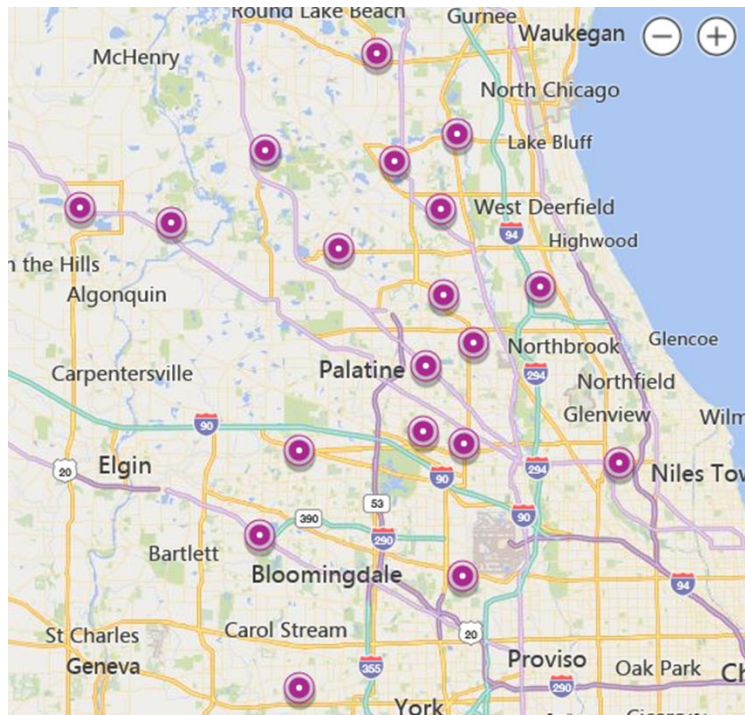


### Most visitors are families with young children



A majority of visitors are from local suburbs. **33% of visitors are from Buffalo Grove.**

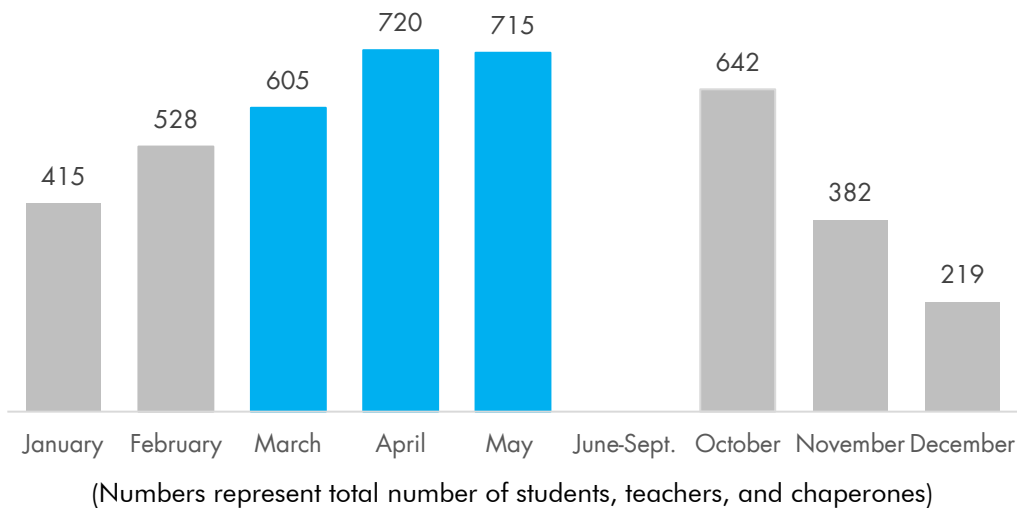
### Where visitors were from – Chicago Suburbs



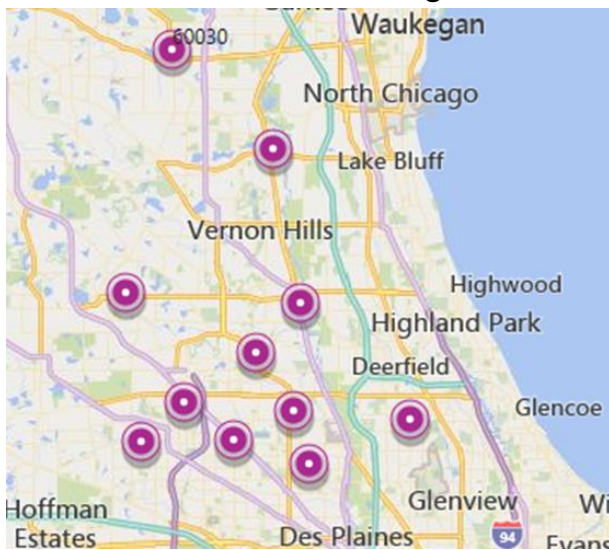
## Raupp Museum Audience: School Visits (2023)

The Museum’s largest audience is school groups, with 4,226 school visitors (students, chaperones, and teachers) in 2023. Spring is typically the highest visitation time for school groups, but fall has been growing steadily, with this past October reaching 642 students and teachers/chaperones. Almost all school groups are Kindergarten – 5<sup>th</sup> grade. We do offer some programs for 6-8<sup>th</sup> grade, but rarely have school groups from these grades. Programs are offered at the Museum and at schools. A majority of school programs happen at the Museum. The Museum also had 592 visitors for other programs (scout and other public museum programs).

Spring had the highest number of school visitors in 2023



## Where Schools Are Coming From



Zip code	# of Schools
60089	4
60047	3
60067	3
60069	2
60070	1
60048	1
60030	1
60062	1
60090	1
60004	1
60074	1



## Museum Key Interpretive Themes

**Community** – people form communities to have fun, work together, and provide a great place to live.

**Things Change over time** – places and people change over time. Change can come from new ideas, new people moving here, and new resources to make life better.

**People change the land and the land changes people** – People change the land by farming, building a house, creating a park, or building an entire town. Land also provides resources (Potawatomi, early settlers), care for different animals, and is important for community health and wellbeing.

**Sources of Information:** The Museum uses primary and secondary sources to interpret history and these themes in Buffalo Grove, including historic maps, land deeds, photographs and journals. We also use secondary sources like articles, books, and newspaper articles to provide additional context and understand our community history.

**Interpretation:** Some communities and groups have been misrepresented or omitted from museums in the past, by excluding their stories from exhibits and programming. One example would be indigenous groups. Often the stories and meaning behind their customs and objects have been misinterpreted or misrepresented, or simply excluded in museums and historic sites.

Sometimes we have interpreted things incorrectly in the past. For example, in the 1980s, we created a Town Square exhibit, with a few stores that did not ever exist in Buffalo Grove. This was removed in the early 2000s with the Crossroads exhibit, which was historically accurate representation of businesses in and around Buffalo Grove. Staff at the Raupp Museum strive to provide an accurate interpretation of history in programs, exhibits, and events. Staff frequently attend workshops, webinars, and classes to stay up to date on changes within the profession.

At the Raupp Museum, we strive to explore stories and narrative of new members of our community that make up Buffalo Grove. We build new exhibits with community partners, we support community events around the area and Park District, and we reach out to community members to incorporate their stories into exhibits. We also support local artists. Some specific examples include:

- Exhibit partnerships with the Korean Cultural Center of Chicago and National Indo-American Museum.
- Interviewing local community members to incorporate their stories into museum exhibits.
- Showcasing the artwork of NWSRA participants.

We hope that seeing oneself reflected in the museum or seeing the museum support community members will encourage others to become involved in the Museum. When you don't see yourself, it can be hard to imagine a place there. We continue to explore ways in exhibits and programming

that we can incorporate additional stories from our community, through topics like food history, clothing, and sports.

## Engaging Audiences and Communities in Equitable Ways

Museum and a few Park District staff brainstormed ways that the Museum can serve or engage with our audience in inclusive ways. Some examples include: signage or pamphlets in multiple languages, signage that uses symbols for younger audiences, and exhibits that incorporate stories of immigrant communities.

How has the Museum created accommodations to areas that are inaccessible to some audiences?

- For programming, we use signs and pictures to help portray key concepts, we provide programs online available with transcription, and we work with school groups to have key concepts translated ahead of time.
- For our collection and archive, we are working on digitizing all items in the Museum collection. Over 3,000 are already available online in our digital database with photos and information. We provide behind the scenes tours of collections. We also have online exhibits that rotate on the Park District website.

How might the Museum engage new audiences and communities? Through continued community partnerships with other cultural institutions, museums, schools, and community organizations. These partnerships could mean new exhibits, public programming, school field trips, and language resources.

Board Travel Conference Expenses 6-10-24 Meeting

<u>Date</u>	<u>Item</u>	<u>Name</u>	<u>Amount</u>
6/10/24	2024 Legislative Conference Springfield, IL	S. Jacobson	\$77.12
6/10/24	2024 Legislative Conference Springfield, IL	L. Reiner	\$443.06
	Total cost of travel, meals, conference and/or lodging:		<u><u>\$520.18</u></u>



BUFFALO  
GROVE  
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# Memo

TO: PARK BOARD OF COMMISSIONERS  
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR  
JOHN SHORT, DIRECTOR OF BUSINESS SERVICES AND HUMAN RESOURCES  
RE: BUSINESS MANUAL UPDATES  
DATE: JUNE 4, 2024

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## *Action Requested:*

Staff recommends approval of updated Business Policy Manual.

## *Background Information:*

Staff presented updates to the business manual for the board in May. Those revisions in addition to commissioner input received at the May workshop are included in this version for review. To recap all the changes made to this manual:

New policies / revisions that were added to this manual are:

- Section 2.2 – Signature Authority and Delegation \*New
- Section 2.6 – Small-Purchase Procurement \*New
- Section 2.7 – Noncompetitive Procurement \*New
- Section 2.8 – Competitive Procurement (Previously was 2.5 Bidding Procedures)
- Section 2.10 – Contract Retainage Limits \*New
  - Note: Section 2 edits are an effort to align our procedures with grant paperwork and contracts we are working through. Defining signatory authority, procurement practices, and contract retainage are all areas where we needed a defined process.

Changes based upon commissioner input:

- Page 15: Changed *Employee Contracts* to *Executive Director Employment Contract*
- Page 16: Changed *The Director of the Department* to *The Department Head*
- Page 17: Changed *The Director of the Department* to *The Department Head*
- Page 18: Updated sentence *All Contracts shall be managed by* added *Risk Management*

Changes to the two Appendix Items:

- Appendix A – Identity Protection Policy
  - Edits made to this policy come from IAPD recommendation policy and are minor in scope.
- Appendix B – Investment Policy
  - Page 7 – Allocation of Investment Income
    - Note: Interest earnings are credited to the General Fund rather than dispersed amongst all the funds. This was edited to align with actual practice.

***Fund Balance Policy Information:***

Original Fund Balance updates:

- Section 7.3 – Fund Balance
  - Note: Added policies for both the Social Security and Paving and Lighting Funds. Additionally, verified with our auditor at Lauterbach and Amen that having a range for fund balances are a best practice, and that given the larger expenditures in the Recreation Fund, lowering the range was appropriate and supported.

In addition, we put together a five-year (2019-2023) snapshot for you that provides the changes to our fund balances (and percentages) overtime.

A few things to note based upon our last board discussion:

- General (Corporate) Fund: 0-25% fund balance level
  - Fund has always been in compliance with this range (and for the majority well over 25%)
  - Lowest was 9.6% (2022)
- Recreation Fund: 0-10% fund balance level
  - Fund has dipped well below 0% over the past few years
  - When fund was healthy (2019 & 2020), it hovered around 10%
- Museum Fund: 0-10% fund balance level
  - Fund has always been in compliance with this range (and for the majority well over 25%)
  - Went well below 0% (2023) because of an outstanding payment from IDNR grant we were awarded for the Nature Classroom
- Special Recreation Fund: 0-10% fund balance level
  - Fund has always been in compliance with this range (and for the majority well over 25%)
  - Fund was 136% (2023) however will be spend down significantly over the next two years due to construction - OSLAD grants (2) and Rylko development
- Debt Service Fund: minimum and less than 5%
  - Fund balance has been negative since a change in accounting principle in 2019. It is projected to attain a positive balance by 4/30/25.

The funds that are not within the fund balance range as of the start of FY 23-24 are:

- Recreation
- Museum\* (as noted above will greatly improve)

Based upon this information, at this time, staff is comfortable keeping the ranges as they are. However, based upon board input, we would support increasing the lowest end of the range (0%) to 5% for all funds with the exception of Recreation and Museum.

As a reminder, the fund balance philosophy noted within this section of the manual is "fiscal sustainability is its first priority, while also building funds for future growth". We have made it through a very difficult period, and overall, are trending in a positive direction. We will continue to focus on fund growth by making fiscally responsible choices and building upon our current (and potential) revenue opportunities through the Recreation Department.

**Enclosed:**

Business Manual – Proposed Changes ("red-lined")  
Appendix A – Identity Protection Policy Changes ("red-lined")  
Appendix B – Investment Policy Changes ("red-lined")  
Fund Balance Summary FY2019-23



BUFFALO  
GROVE  
PARK  
DISTRICT

# Fiscal Operating and Business Policy & Procedures Manual

Revisions Approved by Board Action: April 2022

**Appendices in this Manual:**

**Appendix A** – Identity Protection Policy

Approved by Park Board: April 2019

**Appendix B** – Investment Policy

Approved by Board: August 2020

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- Appendix A – Identity Protection Policy
- Appendix B – Investment Policy

### **Statement of Intent**

The finances of the District are the exchange mediums by which the District serves the public. All financial operations shall be performed in accordance with written policies, procedures, ordinances, and manuals.

All financial operations and transactions of the district shall be recorded in the prescribed manner that will be conveyed in both oral and/or written format. Internal controls shall be such that accurate records of all transactions will be available for audit purposes.

*Buffalo Grove Park District*  
*Mission, Vision & Values*

*Mission:*

*Enriching life and community through premier parks, programs and facilities.*

*Vision:*

*To lead our diverse community with innovative and exceptional experiences.*

We have a commitment to:

- Character:** Build respect, integrity and trust  
Foster teamwork through communication and collaboration  
Demonstrate professionalism
- Excellence:** Promote staff development  
Follow best practices  
Provide quality experience through guest-centered services  
Exceed expectations  
Assure safety through a comprehensive risk management program
- Stewardship:** Demand fiscal responsibility to assure transparency  
Build green infrastructure  
Ensure resource efficiency  
Create and maintain effective partnerships  
Celebrate history
- Community:** Embrace cultural diversity  
Encourage inclusion  
Celebrate contributions of residents, board, staff and volunteers
- Innovation:** Implement new technology  
Communicate a shared vision  
Recognize trends by being responsive and adaptive  
Inspire creativity

The Mission, Vision and Values were adopted by the Board of Commissioners in January 2013.  
Last reviewed by staff and Board as a part of Strategic Planning in August, 2019.

## *Section 1 – Cash Receipting*

### 1.1 Invoicing

Invoices shall be processed on a quarterly basis, or as necessary, by the Finance Department only. No department of the park district will prepare and submit invoices without proper notification to the Finance Department, as all invoices must be prepared in numerical sequence for invoice control and the tracking of outstanding balances.

All supportive materials, including time sheets or actual bills, must be attached to a copy of the invoice for tracking.

Invoices must be retained by the park district for seven years, and then may be disposed of according to the Local Records Act.

### 1.2 Daily Cash/Credit Card Balance Reporting

The district shall prepare a statement at the end of each day showing the amount and source of all revenues received. The procedure for this report is as follows:

1. Daily cash receipts and credit card charges will be balanced on a daily basis against information inputted at each functioning work station for that day in the current registration software. All deposits are reconciled on a daily basis by the ~~Finance Business~~ Department.
2. Credit card charges will be inputted daily and held in a batch for electronic transmittal. Checks and cash transactions will be balanced daily by each receipting employee. These balanced batches will be kept in the front office safe overnight and submitted to the Finance ~~Department~~ for final reconciliation and deposit the following morning.
3. As part of the acceptance of credit cards, it is the policy of the District to comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the security and protection of payment card information. The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:
  - a. In order to minimize risk, only those data elements on the payment card that are needed for District business should be stored.
  - b. Access to payment card holder data should be limited to District employees requiring such information to complete assigned job tasks.
  - c. Payment card data on an internet connected computer or processed through the internet, should be protected through a secure network with periodic monitoring of its security.
  - d. Paper and electronic media that contain cardholder data should be physically secure

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and identified as confidential information.

- e. Payment card data on documents should be redacted, if feasible, when no longer needed for District business. Documents with legible payment card data should be destroyed in accordance with the Local Records Act with appropriate security handling.
- f. Security awareness training should be provided for District employees involved in payment card processing.
- g. The District should assure that its relationships with payment card service providers comply with PCI-DSS.
- h. The Executive Director should be notified promptly of any information security breach.

- 4. The ~~Office Manager, Accounts and Front Office and Accounts Manager~~ or designee is responsible for opening the mail and date stamping the items. Checks received either by mail or at the front registration desk will be stamped "For Deposit Only" upon receipt.
- 5. Daily cash balance reports, with a final cash tape for final confirmation, will be run by the Registration Specialist for deposit to the bank on the next working day.

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Miscellaneous cash receipts including pool admission fees, soda machine receipts, special event fees and other incoming cash payments or reimbursements will also be inputted on a daily basis by the Finance Department. These miscellaneous cash receipts will be logged on a "cash deposit control" form. This form will be reviewed and confirmed by the receipting individual's supervisor before submitting the funds to the ~~Business~~ Finance department for deposit. No checks and/or cash will be accepted for deposit without this form. These funds are to be delivered to the Business department and not left in any mailbox or mail slot. Various types of receipts are received via direct posting to ~~Harris Bank, Harris Bank~~Northbrook Bank and Trust (i.e. County property tax payments, BGFC rent). These receipts are posted to the financial software by journal entry by the Director of Business and H.R. In addition, receipts for the Clubhouse program are generated by cash, checks, credit cards and EFT credits. These entries are created in QuickBooks and then entered into the financial software by the Director of Business and H.R. The EFT credits are initiated by either the ~~Recreation Accounting~~ Specialist ~~P/R~~ or the Director of Business and H.R.; next, the credits are approved by the person who did not initiate the credit. As seen above, the concept of separation of duties is important throughout the cash receipts process.

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- 6. Cash receipts and credit card receipts must be retained for two (2) years according to the Local Records Act.

### 1.3 Refunds

A full refund will be provided under the following circumstances:

- 1. The class registered for is full and the person does not want to transfer to another class that is open;

2. The district has canceled the program;
3. The person has requested a refund up to five business days before the program's first meeting.

Refund requests received with less than five business days' notice will only be issued for a medical problem when accompanied by a doctor's note.

Refunds for trips and contractual workshops will only be issued if the spot can be filled from the waiting list.

A \$5.00 administration fee will be deducted from all refunds including medical problems to cover clerical costs. The administration fee will not be charged when the park district cancels a program.

Registration fees paid by credit card will be refunded through charge account credits.

Refund requests will be processed by the Finance Department only after the Registration Change/Refund Request has been completed and signed by the appropriate staff member. In addition, the Office Manager or designee will approve the refund. Once all paperwork is completed and verified, refunds will be issued on an as needed basis.

Refunds will not be issued for amounts less than \$5.00. If this occurs, the participants' records will indicate a credit for that amount, and the participant will be notified.

Refund requests and registration change form forms must be retained for two (2) years, and then disposed of, as recommended by the Local Records Act.

#### **1.4 Returned Check Procedure**

The Board of Park Commissioners recognizes the need to service its residents by providing convenient methods for payment of programs or special services. The district accepts the following methods of payment: cash, check, money order, American Express, VISA, MasterCard, and Discover Card.

If checks are returned to the district because of insufficient funds or other reasons:

1. The Finance Department will submit the check for payment a second time. If the check is returned a second time, the individual will be notified in writing and a \$15.00 penalty will be assessed. The district reserves the right to refuse check payments from repeat offenders.
2. The original fee and penalty must be paid at the Alcott Center by cash, money order, or certified check within ten (10) days of issue of the letter of notification.
3. If the fee and penalty are not paid in full the district will not honor future registration or privileges requested by that person. ***The district reserves the right to remove a participant from a program if a check is returned.***

## **1.5 Revenue Policy**

### *Statement of Need*

The philosophy of the Buffalo Grove Park District is to offer year-round diversified recreational services, ensuring that all residents have equal opportunity to participate. It is impossible to rely upon property taxes to financially support the wide variety of programs desired. Therefore, the park district must utilize other sources of revenue to help supplement the tax base. Other sources of revenue may include grants, contractual receipts, land-cash donations, donations and endowments, as well as fees and charges. It is the function of fees and charges to not only help pay for programs, but to expand and continue to provide services on an equitable basis.

The Buffalo Grove Park District has an obligation to operate in a fiscally sound manner. Part of this responsibility extends to establishing policies and procedures in setting fees and charges. In addition, guidelines must be set on when and how the park district will generate revenues other than taxes.

### *Authority and Responsibility*

The revenue policy is a formally approved policy of the Board of Commissioners for the Buffalo Grove Park District. This Board can only approve revisions to this policy. The Board of Commissioners has authorized the Executive Director to provide oversight in the implementation of this policy, including the procedures necessary to administer the policy's goals and guidelines. The Board of Commissioners, on an annual basis, will approve all fee schedules.

### *Fees and Charges Goals and Guidelines*

#### 1. Basic Services

- a. As part of its operating budget, the Buffalo Grove Park District establishes a maintenance and development plan for its parks. This part of operation is paid for out of tax revenues for the benefit of the entire community.
- b. Public funds will be used to acquire, improve and manage all park lands whenever possible. Fees will not be charged to residents for entrance into parks, playgrounds, outdoor ice rinks, sled hills, informal use of outdoor athletic facilities (when not previously scheduled), or conservation areas.
- c. The park district will offer some programs without fees. These programs will primarily be community-wide events or programs where collections of fees would be impractical or would diminish the value of the activity.

#### 2. General Guidelines

- a. Charging fees is an equitable method of recovering costs of specialized or personal recreation services.
- b. Rental fees will be charged for the exclusive use of facilities or park areas by interested parties. Fees for this privilege will be based on a variety of criteria including facility used, number of visitors expected, length of rental, and other criteria such as

residency, non-for-profit status or corporate status.

- c. Program fees may be charged to offset supply, transportation, instructor, contractual fees, capital equipment, utilities (lights for ball fields), benefits such as workers compensation and instructor pension programs, capital projects, full-time staff support, and any other expenses related to the provision of leisure programs.
  - d. Admission fees may be charged to attend special performances or events that may include the cost of talent, extraordinary services, access to unique facilities, or to events requiring extra supervision and maintenance.
  - e. Entry fees will be charged for admission to special use facilities such as the Golf Dome, Willow Stream Pool, Natatorium and Spray N' Play during public use periods.
  - f. Membership fees may be charged for access to facilities whose operating expenses and debt service are not supported by tax dollars (Buffalo Grove Fitness Center). This will allow for the provision of these unique services without causing the taxpayer any undue financial burden.
3. Recovering Cost for Extraordinary Services
- a. On occasion, the park district may be requested to perform services that exceed the normal level of service provided to the general public. In general, these services would not be available except for "community-wide" events. Services may include special set up and clean up services, transportation support, design work, security, actual staff support, and use of park district equipment or costs for utilities. Requests for these services will be made in writing to the Board of Commissioners at least three (3) months in advance of the event. Staff will then compute the costs for provision of the service(s) at overtime rates, determine if staff are available, and make a recommendation to the Board on whether the services can be provided and how payment should be made.
4. Recovering Direct Costs
- a. In general, program fees will be established to pay the direct cost. The current definition of direct costs includes but is not limited to instructors/leaders, supplies, contractual fees, necessary equipment, Workers Compensation, FICA, IMRF for employees working 1000 hours or more in a program area, and other costs related to the administration of programs. However, the Board may approve subsidies for some programs if the program is a community-wide event, or if the program benefits the community. Examples of these programs and services include senior programs, Tots in the Park and Summer Concert Series.
5. Recovering Fixed Costs
- a. Fixed costs include electricity, custodial services, utilities, improvements and other costs.



These impact all park district programs and services. The Director of Recreation and Facilities annually reviews the Recreation budget to ensure fixed costs are covered in the overall balance.

6. Revenue Producing Facilities

- a. It is the policy of the district that revenues pay off debt, cover cost of operations, and fund general park district improvements, in that order. The Board should establish and review net revenue expectations along with how those revenues will be used each time the district constructs new revenue producing facilities.

7. Out of District Fees

- a. Out of District Fees will be established to assist the park district in paying for investments in staff, equipment, facilities and land development. As Out of District patrons do not support the park district through taxes, the Board of Park Commissioners has adopted a fee policy for out of district patrons. This way, all users of park district facilities and programs will share in these costs. For most programs and services, the Buffalo Grove Park District has set the Out of District fee at the base program fee, plus a 25% Out of District fee. At no time will the Out of District portion of a program fee exceed \$100.00.
- b. Because of special intergovernmental agreements, programs that heavily rely upon local school district facilities, will not pay the "Out of District fees" for programs held in the schools. However, they will be required to pay the Out of District fee for all other programs. All out of district patrons of the park district will register during Out of District registration periods.
- c. Because of an intergovernmental agreement with the Arlington Heights Park District, Arlington Heights residents will pay resident fees but will register during Out of District periods. Buffalo Grove residents may register for Arlington Heights Park District programs at resident rates.
- d. The park district may initiate other pricing strategies. These may include higher fees to corporations for rentals, lower fees to non-for-profit organizations, differences of fees depending on when the service is offered, group discounts, or discounts because of repeat business. These pricing strategies require prior approval of the Executive Director.

8. Fee Waivers

- a. Fee waivers for facility or park rentals must be presented to the Executive Director for approval. However, the Executive Director may authorize the Director of Recreation and Facilities to approve these requests.

9. Refunds

- a. The Buffalo Grove Park District reserves the right to cancel any class with insufficient enrollment. If the park district cancels a program, an automatic and total refund is given to each program participant. Once programs begin, refunds will only be issued when accompanied by a doctor's note. Refunds will not be issued for any reason once a program is over. Written requests for refunds must be received a minimum of five (5) business days prior to the program beginning. Refunds received with less than three business days' notice will only be issued for a medical problem when accompanied by a doctor's note.
- b. Athletic programs and leagues are considered to begin with their first practice.
- c. Refunds for trips and contractual workshops will only be issued if the spot can be filled from a waiting list.
- d. In any situation where a participant requests a refund, including medical requests, a \$5.00 administrative fee will be charged.
- e. Refund requests will be processed by the Finance Department only after the Registration Change/Refund Request has been completed and signed by the appropriate staff member. Refund processing will take 2 weeks.
- f. Check refunds will not be issued for amounts less than \$10.00. If this occurs, the participant's records will indicate a credit for that amount, and the participant will be notified.
- g. Fees paid by charge cards will be refunded through charge account credits. All other payment types will be refunded by check. The Director of Recreation and Facilities and the Executive Director are granted the flexibility to waive these policies in order to better serve the customer. They therefore have the authority to waive the service fee; pro rate fees for refunds processed in the middle of a term, process full refunds for individuals not satisfied with the program, or develop other reasonable solutions.

#### *Financial Assistance Guidelines*

##### 1. Grants

- a. The park district will seek grants for land development, acquisition and conservation. In addition, the park district will apply for grants that will provide assistance in meeting our mission statement. This may include grants for improvements in our facilities, staffing, training, expansion of program services, and other improvements. Grant proposals must be reviewed and approved by the Executive Director. Grants requiring matching funds will be approved by the Board of Park Commissioners as part of the Budget process.

##### 2. Gifts and Bequests

- a. The park district considers gifts and bequests as valuable opportunities to improve the physical and financial resources of the agency. Gifts and bequests of real property or of land must be accepted by majority vote of the Board of Park Commissioners based on the review and recommendations of park district staff. The acceptance of gifts and bequests should not place an undue burden on the resources of the park district.

### 3. Fund Raising Events

- a. Programs may undertake fundraising activities to help support or further program offerings. These may include Performing Arts, senior programs, Hurricane Swim Team, and other similar programs. Fundraising activities for recreational programs will be undertaken only with the approval of the Director of Recreation and Facilities.
- b. Fundraising activities for land development, facility development or for other capital expenses must be submitted to the Executive Director for review, and then submitted to the Board of Park Commissioners for approval. The Board of Park Commissioners may choose to work with the Friends of the Parks Foundation for implementation of these activities.

### 4. Friends/Organizations

- a. The park district does not restrict the activities of other organizations if they wish to raise funds for the benefit of the park district. However, if the park district name is used in the promotional materials, the park district must approve of the method of solicitation and all promotional materials. In addition, the method of the collection and accounting of receipts should be approved in advance.

#### *Guidelines for Waiver of Fees and Charges (Fee Assistance Program)*

It is the policy of the Board of Park Commissioners that every park district resident has the opportunity to participate in recreation programs. The park district will attempt to provide leisure opportunities for residents faced with financial hardship.

Proof of financial need and residency must be provided to qualify for consideration. Items that may be considered as demonstrating need include participation in public aid, food stamps, school lunch, or subsidized housing programs, excessive medical bills, unemployment, or other financial hardship.

Persons requesting fee assistance must complete the appropriate application form, provide copy of latest tax return and submit all documents to the Superintendent of Recreation or designated staff.

Applications will be individually reviewed and evaluated. Applicants will be notified of any decision within two (2) weeks of submission.

Fee assistance is not available for trips and contractual programs. The park district reserves the right to place fee assistance recipients in alternate sections of the requested program.

#### *Lease Contracts*

On a limited basis, the park district may choose to lease properties or facilities to private operators. All leases of facilities will be presented to the Board for approval.

#### *Accounting for all Revenues*

All funds will be deposited as per procedures established by the Finance Department. They will complete daily balance reports leading to monthly and annual "statement of accounts" reports. These statements, warrants showing expenses paid to vendors, refund check registers and other reports will assist the management team and Board in assuring the proper collection and distribution of revenues.

#### *Annual Review*

The park district will hire a certified public accounting firm to review the financial operation of the park district. They will provide the park district with all the necessary reports and recommendations required to assure that the park district is operating in a fiscally responsible manner.

In addition, the Director of Recreation and Facilities and the recreation department staff will review the financial performance of each recreation program during the budget preparation season. Included in this review will be the anticipated and actual figures for revenue, salaries, supplies, services, and other identifiable expenses.

## ***Section 2 – Purchasing***

### **2.1 Purchasing Policy**

The Board of Park Commissioners recognizes the need that materials, supplies, equipment and services of the quality and quantity required to operate the district be specified, described and procured in a manner that provides for the best economic use of district funds as possible. To that end, the Board directs staff to work with other local agencies, whenever possible, for the procurement of supplies and materials. These agencies may include the Village of Buffalo Grove, local school districts, townships, Friends of the Parks Foundation, ~~Northwest Community Hospital, and neighboring park districts, and IPRA.~~

All purchases must follow written purchasing procedures listed in section 2.2 of this manual.

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

1. Those that are clearly identified and justified in writing as "sole source."
2. Those purchases of an emergency nature that require immediate implementation in order to eliminate major problems and that are approved by the Executive Director of the park district.
3. Those whose cost is less than \$30,000.

The Board of Park Commissioners shall award contracts for supplies, materials and labor in excess of \$30,000.00, per the requirements outlined in Illinois Park District Code (70ILCS 1205/8-1) to the lowest responsible bidder after proper advertisement and receipt of sealed bids.

A bidder, offeror, or potential contractor may be judged as responsible based on financial stability, past transactions, experience, adequacy of equipment, ability to perform, time limits, and other necessary considerations.

The Board of Commissioners reserves the right to accept or reject any or all bids or portions thereof, in the best interests of the district and in compliance with Chapter 105 8.1,C of the Illinois Revised Statutes.

## 2.2 Signature Authority and Delegation

Only authorized individuals, as identified by this policy, may legally bind the Buffalo Grove Park District (District) or obligate District resources. This policy applies to all Contracts and other written instruments that obligate the District to reciprocate or to commit financial or other resources to any third party.

The term "Contract" is defined broadly to mean any document intended to set forth an agreement or arrangement between the District and an outside party. The document need not be labeled "Contract" to be covered by this policy. Amendments and terminations are also considered part of the Contract.

It is impermissible to fragment or split up Contracts in order to circumvent the requirements of the Policy.

Questions about defining a document as a "Contract" should be referred to the Director of Business and Human Resources.

Buffalo Grove Park District Staff and Commissioners designated by this Policy are authorized to execute Contracts and other written instruments on behalf of the District. Any Contract executed by a person not authorized to do so by this Policy is not binding on the District.

The identified positions are delegated authority to execute Contracts and other written instruments, subject to the scope of authority defined for each position. Special delegations of signature authority to specific persons, provided such delegations are only when necessary and do not defeat the centralized intent of this policy, may be given in writing (email is an acceptable method).

### Delegation of Authority by Position

1. The Board of Commissioners must execute all contracts that contain any one of the following:
  - a. Contracts with subjects that are of:
    - i. An intergovernmental relationship
    - ii. Real estate (including leases, easements, purchase/sale, and licenses)

- iii. Executive Director Employment Contract Contracts
  - iv. Affiliation
  - v. Allowing alcohol, religious activities, political activities or anything else stipulated in the Buffalo Grove Park District Ordinances
  - vi. Financing including bonds, loans, and guarantees
  - b. Commitments over \$30,000
  - c. Commitments over 5 years
2. The Executive Director must execute or give written authority to execute all contracts that contain any one of the following:
- a. Contracts with subjects that are of:
    - i. Sharing or an exchange of resources
    - ii. Joint programming
    - iii. Any cancelation regardless of dollar amount or term
    - iv. Developer Donation Agreements
  - b. Commitments over \$5,000 up to \$30,000
  - c. Commitments over \$30,000 when the following circumstances have been met:
    - i. The project has been approved as part of the current fiscal year budget and the project has followed small-purchase procurement procedures.
    - ii. The project has been approved as part of the current fiscal year budget, the project has gone through competitive procurement procedures, and the Board has approved the bid award.
  - d. Commitments over 1 year up to 5 years
3. The Director of the Department Head must execute or give written authority to execute all contracts that contain any one of the following:
- a. Contracts with the subjects that are of:
    - i. All other subjects not identified above
  - b. Commitments up to \$5,000
  - c. Commitments up to 1 year

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Employees executing contracts and other written instruments on behalf of the District are responsible for assuring that they have been given authority to act on behalf of the District in writing and that such authority is exercised in compliance with applicable conditions, restrictions and guidelines.

It is the responsibility of anyone who presents a contract for signature and who signs a Contract in the name of the District to:

1. Read and understand the terms of the Contract;
2. Assure that all documents referred to by or incorporated into the Contract are provided upon review and signature;
3. Assure that the Contract has been reviewed and approved as outlined in this Policy; and
4. Determine that the business terms of the Contract are fair and reasonable to the District.

Any employee or Commissioner having a conflict of interest with respect to a Contract does not have

the authority to sign and should not be involved in the approval process.

A person who signs a Contract on behalf of the District without authority or without following the approval process may be subject to disciplinary action up to and including termination. Unauthorized individuals may become personally liable for the obligations, debts, and risks under the Contract they signed; unless the Executive Director of the District subsequently agrees that the District will honor the Contract. However, if the contract falls within the scope of authority for board signature, then the Board of Commissioners must give approval for the District to honor the contract.

The exercise of signature authority provided by this Policy is subject to all applicable laws and regulations and any special instructions or guidelines issued by the Executive Director.

#### Approval Process

This process is not needed for a Contract that is in standard form as designated and previously approved by the District's Corporate Counsel. The terms have not been modified or additional terms added except for those related to the scope of work.

The approval process requires review by Corporate Counsel. Some agreements may require additional Counsel with expertise in those areas. The Superintendent of HR and Risk can assist with this process unless the Executive Director assigns someone else to this task. The Superintendent of HR and Risk, or assigned personnel, will work with the appropriate staff to compose the details of a Contract prior to presenting to Counsel. Staff presenting a Contract for review should:

1. Seek approval from the ~~Director of their~~ Department Head for actions that would require a Contract.
2. Ensure all attachments, including exhibits, appendices, and other documents referred to by or incorporated into the Contract, are included.
3. Carefully review and redline the document and the attachments to address all language that relates to their area prior to presenting to Superintendent of HR and Risk.
4. Work with Superintendent of HR and Risk to compose the details of the contract and a final redline.
5. Act as liaison with the counterparty to negotiate the details. When agreed to, Superintendent of HR and Risk may work directly with the counterparty. In some situations, legal counsel of the District and the counterparty will communicate to negotiate legal language.
6. Once all language negotiations are completed, the staff will make arrangements to get signatures by the authorized parties.

Some counterparties may ask for changes to the District's standard terms or may present their own Contract or Terms and Conditions to be used along with or instead of the District's contract. Unless this counterparty is essential to the operation of the District, the consideration for review of this request should not be considered. If it is essential for the District to enter into a Contract with this counterparty, Superintendent of HR and Risk should be consulted for a proper review of the request.

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No term of a Contract in excess of \$30,000 shall exceed one (1) year, however, an extension of up to three (3) additional one-year terms can be an option at the discretion of the District.

No term of Contract should include an indefinite automatic renewal unless approved by the Park District Board of Commissioners.

*Document Retention*

All signed Contracts shall be scanned and kept in an electronic format, including the documents that the Contract references. The Department who initiated the Contract shall be responsible for ensuring renewals are initiated and updated Certificates of Insurance and other documents requiring to be updated are obtained and properly retained per this section.

All Contracts shall be managed by Risk Management using a spreadsheet or another management tool to track termination dates, responsibilities, and other pertinent information. Risk Management and the Leadership Team shall be given access to the Contract management tool.

**2.32 Issuance of Purchase Orders**

Purchase orders shall be issued for internal control on expenditures. Purchase orders shall be issued for all services, repairs, supplies, and capital items procured for park district purposes in accordance with the following procedures:

1. Amount under \$500.00 - Requester shall submit a check request or coded and initialed original invoice— a proper account code must be included or the check request will be returned to the requester.
2. Amount \$500.01-\$2,500.00 - Requester shall submit a purchase order request detailing the expenses, and the proper account code. The appropriate department head shall countersign this.
3. Amount \$2,500.01-\$10,000.00 - Quotes can be taken by staff over the phone, however, all quotes, worksheets and written confirmations must be provided to the appropriate department head (or their designee) for approval. Once approved, a purchase order with proper account code must be submitted.
4. Amount \$10,000.01 - \$30,000.00 – All documentation required for the previous level must be provided in addition to a minimum of two quotes from different providers. The final approval must be obtained by the Executive Director before the purchase is made.
5. Amount \$30,000.01 and over – Requires that all bidding requirements specified by the State of Illinois Park District Code be followed.



Approved purchase orders must be submitted to the Finance Department on a daily basis.

Open account arrangements at local vendors may be made for items that by their nature are needed to perform normal office or maintenance operations based upon issuance of a blanket purchase order.

All purchase order requests must be forwarded to the Finance Department for preparation prior to purchases and must contain information regarding the account to be charged, quantity, unit, description, price and use, location, vendor name and address, and specific information related to special instructions and delivery location.

Purchase orders shall be issued for specific items and purposes, no additional items are authorized, nor are charges authorized which would significantly increase the cost of a purchase order.

Certain goods and services are supplied to the park district on a regularly recurring basis or are, by their nature, not adaptable to a purchase order control system. Such items would include: electrical, telephone, natural gas service, attorney retainer and attorney fees, contractual recreation programming services, and expense reimbursement to Board or staff members. These items will not require purchase orders if, in the opinion of the Director of Business and H.R., sufficient documentation is provided to warrant payment and provide a clear audit trail.

Duplicate purchase orders, invoices/vouchers, shipping orders, and duplicate checks must be retained for seven (7) years as stipulated by the Local Records Act.

If an existing purchase order has changes or revisions, an updated and revised purchase order must be forwarded to the accounting office.

#### **2.43 Circumvention**

Amounts in excess of the provisions set forth in the Purchasing Policy may not be split into smaller segments (string purchasing and/or string bidding) for the purpose of avoiding provisions of the purchasing policy.

#### **2.54 Receiving Report Procedure**

All goods received by the park district must be tracked, and proper documentation prepared, so that confirmation and receipt of goods and services are made prior to payment of vendor invoices. To accomplish this requirement, the following procedures must be followed.

1. Custodial staff will be responsible for the acceptance of all daily deliveries received at the Alcott Center. Parks division staff will be responsible for the acceptance of daily deliveries at the maintenance building.
2. All goods received must be recorded in the daily log. Information logged includes signature of the person accepting the goods, time of day, method of delivery (UPS, FedEx), department

receiving the purchase, and signature of the person that originally placed the order so that final acceptance can be confirmed. The only exception to this procedure is if the person who originally placed the order is on vacation or extended leave. In their absence that individual's supervisor may sign for the delivery on the log sheet. The Executive Secretary will have the authority to sign for the Executive Director.

3. All supporting documentation such as service receipts or bills of lading must be attached to the daily log.
4. Daily logs must be submitted to the Finance Department at the end of each day so that original purchase orders; receiving reports and vendor invoices can be matched and submitted for final payment approval.
5. If all materials ordered are not received, the person receiving shipment will note those items actually received on the packing slip. The receiver will retain the packing slip until the order is completed. The packing slip will be dated, initialed and sent to the Finance Department as authorization to pay for items received. The Accounts Payable clerk will note the items received on the unpaid invoice copy of the purchase, which is returned to the unpaid invoice file. The packing slip is marked as partial payment and attached to the vendor invoice for payment.
6. If there are questions regarding a vendor invoice, only a copy will be disbursed after being stamped "COPY." **The Finance Department will retain all original invoices.**
7. It will be the responsibility of the Finance Department to maintain a file for all unmatched documents. These will be reviewed as needed to ensure follow-up of all orders.

## 2.6 Small-Purchase Procurement

Per 30 ILCS 500/20-20 procurement of supplies or services, including construction, under \$30,000 may be made without competitive source selection. Alternative means of procurement for these services include:

### Request for Proposal (RFP) Procedure

1. Issuing a Request for Proposal (RFP) shall be distributed to a minimum of ~~three~~ ~~two~~ ~~(3-2)~~ bidders, offerors, or potential contractors when supplies or services are expected to be in excess of \$12,000. If there are no known bidders, offerors, or potential contractors, the request for proposal can be advertised on the Park District website or in the local newspaper.

a. Once a bidder, offeror, or potential contractor has been selected, they can become a preferred vendor. The RFP procedure for identified preferred vendors may be waived as long as pricing remains comparable for a maximum of three years.

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2. Cooperative Purchasing through a cooperative purchasing program. Cooperative purchasing is subject to the regulations set forth in the Intergovernmental Cooperation Act (5 ILCS 220/1) and the Joint Purchasing Act (30 ILCS 525/2).

Request for Proposal (RFP) Procedure

1. A request for proposal form shall be distributed to a minimum of (3) bidders, offerors or potential contractors. If there are no known bidders, offerors or potential contractors, the request for proposal can be advertised on the park district website or in the local newspaper.
2. Specifications shall be prepared and made available to all interested parties.
3. Instructions to applicants shall accompany each set of specifications issued, indicating all terms and conditions relative to the request for proposal.
4. For Capital Projects, proposals shall be reviewed by the Planning and Development Manager and recommendation for acceptance given to the Executive Director for final approval. For other projects, proposals shall be reviewed by the Superintendent overseeing the project and recommendation for acceptance given to the appropriate supervisor depending on final cost amount per section 2.2 Issuance of Purchase Orders.

2.7 Noncompetitive Procurement

Purchases of goods or services that are estimated to be less than \$30,000 can be purchased through noncompetitive procurement. These purchases must follow written purchasing procedures listed in section 2.2 Issuance of Purchase Orders.

For the selection of services provided by an Architect, Engineer and/or Land Surveyor, an RFP/RFQ is not required under any of the following circumstances (50 ILCS 510.01):

1. The firm has a previous and satisfactory working relationship with the Park District.
2. The contract amount is less than \$40,000.
3. The services are required for an emergency situation.

For the purchase of goods, materials, or services that are estimated to be more than \$30,000; noncompetitive procurement may be acceptable if the following conditions are met:

1. After solicitation of a minimum of three (3) sources, competition for the project requirements has been determined as inadequate.
2. The project requirements are only available from a single source.
3. There is a time requirement on the project and a delay from publicizing competitive solicitation cannot be permitted.

Request for Qualifications (RFQ) Procedure

Qualifications-based procurement shall be used where price is not used as a selection factor. This method can only be used in the procurement of architectural and engineering professional services. The following are intended for traditional design-bid-build capital projects where grant funding is applicable.

1. An advertisement shall be placed in publications that will bring notice of the park district's request for qualifications to those organizations best qualified to provide the needed goods or services—including but not limited to the Park District's website, LinkedIn Page, and local newspaper.
2. Specifications shall be prepared and made available to all interested parties.
3. Instructions to applicants shall accompany each set of specifications issued, indicating all terms and conditions relative to the request for qualifications.
4. The Planning and Development Manager shall review the qualifications packet and a maximum of six applicants will be invited to come in for an interview.
5. Applicants will interview with the Executive Director, Director of Parks and Planning, Director of Recreation & Facilities, Planning and Development Manager, and the Superintendent of Recreation who oversees the facility where the project will take place. If the project has a large parks component, the Superintendent of Parks shall be included in the interview process in place of the Superintendent of Recreation.
6. Park District staff included in the interview process will be provided with a scoring sheet to rank the applicants based on their qualifications packet and the outcome of the interview. The scoring sheet will be based on Key Personnel / Organizational experience in similar project types, ability to show how well they understand the project scope, planned project approach, and overall communication skills as observed through the interview.
7. The applicant who scores the highest will be contacted to provide a monetary proposal and contract negotiations for architectural and engineering services will begin. Final contract award shall be subject to approval by the Park District Board of Commissioners.
8. In the event of a tie, the final decision recommendation shall be made by the Executive Director.
9. Park District shall retain qualifications packets for a maximum of five years. Within

those five years, if another project arises that meets the requirements of a previous applicant's skill set, the park district reserves the right to reach out to them directly for a proposal.

For Design-Build Services, procedures outlined in 70 ILCS 1205/8-50 through 8-57 shall be followed for architectural, engineering, and construction services. For feasibility studies and facility planning, that are not applicable to grant funding sources, where the fee is estimated to be less than \$30,000. The district may reach out to potential architectural and engineering firms for proposals.

### 2.85- Competitive Procurement Bidding Procedures

Per 70 ILCS 1205/8-1(c)state law, the district is required to seek out competitively bid pricing for purchases of goods or services estimated to exceed \$30,000. Under the law, certain goods and services are exempted from the competitive bidding requirement. Some of these 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 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; and purchases of equipment previously owned by some entity other than the district itself.

#### *Sealed Bidding Procedure*

1. A legal advertisement shall be placed in publications which will bring notice of the park district's request for bids to those organizations best qualified to provide the needed goods or services.
2. Specifications shall be prepared and made available to all interested parties.
3. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.
4. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees. The nature of construction projects necessitates more clearly defined conditions.
5. Following the issuance of specifications and instructions to bidders, bids received prior to the

time and date specified will be opened publicly and contracts awarded in conformity with bid opening procedures.

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### *Bid Opening Procedure*

~~Sealed bids shall be opened in accordance with the following:~~

- ~~7.~~ 6. The location, date and time of the bid opening must be a part of the legal ad.
- ~~8.~~ 7. Bids will be opened in public session by a designated full-time staff member.
- ~~9.~~ 8. Bids will be opened and acknowledgment made of the receipt of each bid.
- ~~10.~~ 9. Bids will be qualified and recommended to the Board of Park Commissioners for final approval.

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Bid records must be retained for 10 years after acceptance or rejection, and then can be disposed according to the Local Records Act.

### 2.96 Rebid Policy

In the event that the Board of Park Commissioners rejects all bids, and notification made, the project may be rebid following Bidding Procedures. However, specifications shall be sufficiently altered to prevent reliance upon information obtained from the former bid process that may be used to unfair advantage in the rebid process.

#### 2.10 Contract Retainage Limits

For Construction projects, the district shall withhold a percentage of the contract value from each payment application received. Payment applications shall be AIA-G702 or equivalent acceptable to the park district. Per 30 ILCS 550/1 the following limits shall be followed when holding retainage on a project:

1. Prior to the completion of 50% of the contract, the park district and contractor may not withhold more than 10% retainage.
2. Upon 50% completion of the contract, retainage must be reduced so that no more than 5% is held
3. After 50% completion of the contract, no more than 5% of any subsequent payments made under the contract may be withheld.

### 2.117 Contracts

The park district shall award and enter into contractual arrangements with vendors primarily for completion of construction projects. Procurement of goods and services for non-construction projects may require contracts if it is determined to be in the best interest of the district.

Contract provisions shall follow AIA-A101 or equivalent acceptable to the park district and include:

1. A list of contract documents.
2. A description of the project.
3. The contract amount.
4. A clause permitting the district to take action in the event of delay or completion of the work specified.
- 4.5. AIA-A201 General Conditions or equivalent acceptable to the park district.

Said contract shall be dated and signed by the President of the Board of Park Commissioners, and an officer of the contracting organization, and attested to by the Secretaries of each organization.

All contracts for goods and services must be retained for ten years after termination or completion of the terms of the contract, and disposed of according to the Local Records Act.

#### **2.128 Bid Bonds**

The district may require, as a Bid Surety, a certified check or bid bond, equal to 10% of the contract as a proposal guarantee in conformity with Bidding Procedures. Such requirement shall be made on construction projects and other bidding procedures where it is determined to be in the best interest of the district.

The Board of Park Commissioners shall return bid sureties to the bidders within ten days following the acceptance or rejection of bids. However, the Bid Surety of the successful bidder shall be returned only after receipt of an acceptable Performance and Payment Bond.

#### **2.139 Performance and Labor Payment Bonds**

It shall be required that all contracts for public work, except small single payment types under \$25,000, or as approved by the Board, be advertised as requiring Performance Bonds.

The successful contractor shall furnish a Performance Bond in an amount equal to 100% of the contract awarded and payment of all obligations there under. Bond form shall be AIA-311 or equivalent acceptable to the park district. Failure to supply required bonds within ten days after the bid acceptance or within such extended period as the park district may grant shall constitute a default and the park district may award the contract to the next responsible bidder or elect to re-advertise for bids. A defaulting bidder may be deemed liable for the difference between the bid originally accepted and that amount for which an award is subsequently executed.

The Bid Bond, if required, is released upon the receipt of the Performance Bond. The Performance Bond is retained until the end of the guarantee period as specified in the bid documents.

### 2.140 Petty Cash

Funds for the procurement of supplies and services which by their nature require cash payment, represent purchases from vendors not normally utilized or are incidental (\$50.00 or less) in nature, are paid from petty cash funds maintained by the Finance Department. All petty cash disbursements are charged to the appropriate expense account and receipts are attached to the Petty Cash reimbursement voucher retained by the Finance Department. Petty cash balances of \$200.00, which are administratively determined, are established for Corporate, Recreation and Maintenance funds and upon presentation to the Finance Department of appropriate receipts and allocation of expense charges, reimbursement checks are prepared and presented for Board approval.

Petty cash accounts are reconciled monthly and audited annually.

## *Section 3 – Payroll*

### 3.1 Payroll Policy

The Personnel Policy Manual sets out payroll policies, such as sick leave, personal days, vacation days, hiring and termination procedures. The Board of Commissioners adopts the compensation plan for the District on an annual basis when it approves the Budget and Appropriations ordinance. It is the policy of the Buffalo Grove Park District to maintain a payroll checking account. It is also the policy of this district to invest in an interest-bearing account and transfer monies the day paychecks are issued.

Rates of pay will be approved, in writing, by the employee's supervisor prior to the pay period worked by the employee. Only the approved rates will be used in payroll calculations.

Finance Staff will provide payroll calculations to employees' supervisors for review prior to issuance of checks.

Payroll check register, totaled by fund, will be provided to the Executive Director and Board of Park Commissioners for their information as requested.

The software does not allow for the splitting of payroll expenditures for the payroll period(s) that crosses fiscal years due to the bi-weekly payroll of the District. The payroll period is set up to specify the percent of that payroll period which should be charged to each respective fiscal year. This requires a manual journal entry to record accrued payroll at fiscal year-end.

The vacation and sick accruals are established in accordance with the Personnel Policy manual. The leave balances are maintained by the Director of Business and H.R. on Excel spreadsheets for each employee. These reports are reviewed by the employees on a bi-monthly basis and are based on the anniversary date of each employee. The department heads receive a summary for all employees on a bi-monthly schedule. The leave balance reports form the basis of the reports generated at year-end to



adjust the compensated absences liability.

### 3.2 Payroll Procedures

All park district employees shall be paid on a biweekly basis. Pay periods end on Saturday at 12:00 midnight for check issuance the following Friday; some departments have a two-week pay period which ends on Thursday or Friday. These departments will be paid on Friday along with the rest of the employees.

When the Friday payday is a holiday, checks will be issued on Thursday. Employees who elect direct deposit of their check will have funds available on Friday – if Friday is a holiday, the funds will be available to the employee on Thursday.

An employee should not begin employment until all required paperwork has been submitted to the Finance Office for the establishment of the employee's personnel file. Documents required include an employment application, a properly completed Payroll Change Notice or New Hire/Re-Hire Payroll Form, New Hire/Re-Hire Information Form, Criminal Background Check Form, properly completed I-9 form, W-4 and IL-W-4 tax withholding forms. A new hire report will be completed on a bi-weekly basis and sent to the State of Illinois.

A Payroll Change Form shall be completed and approved by the employee's supervisor prior to the pay period worked by the employee. **All full-time changes are approved by the Executive Director.** The Payroll Change Notice shall include the date of hire, employee name, job/department, account code, rate(s), reason, authorization, and date. In addition, the payroll change must have an employee evaluation attached. Any change in pay will not be processed if the evaluation is not included.

Time sheets are filled out by each hourly employee to be paid. Salaried employees have their rates approved by their supervisor on a Payroll Change Notice. The timesheets are approved by the appropriate supervisor in TimePro and imported into the financial software by the Accounting Specialist P/R. After all of the timesheets are in the system, a Batch Report is generated; this report is reviewed by the Director of Business and H.R. to verify the hours and rates on the timesheets. Any differences are noted and corrected by the Accounting Specialist P/R. Next, a Pre-Calculation report is run to create the Print Check file; then, the payroll checks are created. This step processes the benefit and deductions and Labor Distribution by General Ledger account. A Check Journal report is created listing the net pay of the employees – this report is saved on our network. Any personnel with Direct Deposit have previously submitted a Direct Deposit form to the Finance department – these people receive a non-negotiable check stub. A file of Direct Deposit totals is generated by the financial software and is submitted to the bank via the Internet. The printer used to print checks is available to the Finance Department only. The checks are printed on check stock for the payroll bank account – the checks require two signatures which are printed on the checks through the financial software. The checks are printed on check stock, folded and put in a locking file cabinet until pickup on Friday at the front desk. The payroll check file is sent to the bank by the Accounting Specialist P/R for Positive Pay processing.

Deduction checks and remittances are prepared by the Accounting Specialist P/R. All payroll liabilities are sent via the Internet - the Accounting Specialist for Payroll initiates these transactions.

The Director of Business and H.R. will complete reconciliation of all payroll records.

Payroll time sheets must be retained for two (2) years, and then disposed of according to the Local Records Act.

### **3.3 State and Federal Withholding Taxes**

The collection of State and Federal Income taxes levied against employee earnings by the park district is authorized and stipulated by both State and Federal law. Method of collection is the withholding or deduction of the amount of the respective tax from wage payments to employees. Funds withheld for State Income Tax purposes shall be forwarded to the Illinois Department of Revenue, with complete IL-501. Additionally, Form IL-941 shall be completed and submitted for each calendar quarter prior to the last day of the month following the close of the preceding quarter.

Social Security and federal income taxes withheld shall be electronically deposited bi-weekly using the electronic federal tax payment system. Worksheet Appendix D shall be filled out for a hard copy record. Form 941, Quarterly Return of Withheld Federal Income Tax shall be filed following the close of each calendar quarter and an annual report Form W-3 filed prior to January 31 for the calendar year ended at December 31.

### **3.4 Illinois Municipal Retirement Fund (IMRF)**

The district is a member of the Illinois Municipal Retirement Fund (IMRF) under the 1000-hour rule. Employees who qualify to participate in the plan must contribute 4.5% of their gross earnings to IMRF. The employees' contributions are tax-deferred and as such reduce the employees' taxable wage base.

The district shall deposit all contributions (employee and employer) with IMRF, along with the appropriate paper work, on a monthly basis.

The park district shall retain designation of beneficiary forms until superseded by new designation or until terminated employees' seventy-eight (78th) birthday (whichever occurs first), then disposed. If employee has not retired by age seventy-eight (78), retain designation of beneficiary for ten (10) years after termination of employment, then disposed. The park district shall retain all other records contained in this record series for seven (7) years, then dispose.

## ***Section 4 – Resource Management***

### **4.1 Fixed Asset Ledger**

A capital item is defined as "property and/or equipment of a long-term character which is intended to continue to be held or used. Specifically, a capital item is an asset that is projected to last more than **five years** at a cost that exceeds **\$5,000.00**. This would apply to an item or project that is for a new

or renovated purpose.

Assets of a long-term character in excess of \$5,000.00 in purchase value and which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment shall be recorded at acquisition value, with the Finance Department, on a computerized ledger which shall include the description, serial or identification number, date acquired, vendor name and address and voucher number and other information which may aid in the description or valuation of the item. Notation shall be made on the ledger of the date, amount received and other specific details when such assets are disposed. The assets are entered into the Kroll software provided by our risk management insurer, PDRMA. Depreciation reports are created and the changes are entered into the financial accounting software.

The parameters for capitalization shall be established by the Board of Park Commissioners upon recommendation of the Executive Director and the Director of Business and H.R. along with the advice and consent of the contracted audit agency. These parameters shall be reviewed annually.

## *Section 5 – Financial Reporting*

### 5.1 Warrant (Accounts Payable) Prompt Payment

The district shall comply with the provisions of the Prompt Payment Act with regard to approval and payment of bills for goods and/or services received by the district. Based on the Act, bills are to be paid within 60 days (90 days in certain cases) after the date the bill is received or the date, on which the goods or services were received, whichever is later. The district and a particular vendor or contractor supersedes these time periods by any greater time periods as agreed to.

A Warrant shall be presented to the Board of Park Commissioners on a monthly basis that will facilitate the review and approval of all non-payroll expenditures. Invoices received by the 10th of the month will be included on that month's warrant. Such register will list the vendor name, amount, description of services provided as well as the fund and department. Following review of the warrant a motion shall be made approving it as submitted indicating the total amount. Accounts Payable checks will be issued the end of each month.

The computer facsimile signs checks. **Any check over \$10,000.00 is not signed by the computer, but is submitted to the Board for signature. Two signatures are required.**

It is the responsibility of the requesting supervisor to have all tax, insurance and waiver materials in place before contracting a service and/or requesting payment for such service. These materials include IRS form W-9, current certificate of insurance naming the Buffalo Grove Park District as additionally insured, proof of workman's compensation insurance and/or waiver. Additionally no vendor will be paid without a current address and phone number on file.

The finance department shall file the above documents, making these records available to outside

taxing agencies, auditors and insurance providers upon request.

A select group of individuals have been issued Fifth Third Bank BMO MasterCard's with pre-determined spending limits. Each cardholder is responsible for reconciling his/her monthly charge statements with proper account codes and detailed service descriptions. If the purchase amount to an individual entity is more than \$500, a purchase order will be needed for that individual transaction. For all amount over \$500 guidelines set forth in section 2.010 will be followed. An accounting spreadsheet will be returned to the Finance office within 3 days of receiving individual statements. Attached to this spreadsheet will be receipts and/or proper documentation for each transaction.

The finance department will compile a warrant entry of all charges on the BMO Fifth Third Bank cards for that month. A detailed report of all charges will be made available to the Director of Business and H.R., Executive Director, and Superintendents.

All bills, once approved by the department supervisor are entered into the accounting system as a voucher for payment. These vouchers are recorded on the monthly warrant and presented to the Buffalo Grove Park District Board for approval. All check runs are generated from this voucher report.

Specific guidelines have been set forth for check generating:

1. Check batches can be commanded/initiated for printing through the vendor listing report. Once check requests have been entered, a voucher journal is printed and review for accuracy. Vouchers are then selected for check printing based on payment scheduling. These checks are commanded to print through the computer accounting system as unsigned documents.
2. Checks are then printed on numbered laser check stock. A check register journal is then generated. These unsigned checks and check register journal is then reviewed by the Director of Business and H.R. for accuracy and approved for check signing. This approved check journal is held with the accounting documents for 7 years.
3. Each day, all A/P check batches are sent to the bank electronically to the Positive Pay center. All checks presented to the bank are matched by check number and dollar amount. Any differences noted at the bank are sent back to the park district for approval.
4. Checks under \$10,000 are then signed with a computer check signing system. This system is protected through password processes.
5. Checks over \$10,000 are held for Board signature.
6. Checks are distributed to individual vendors after board approval.

### 5.2 Emergency Expenditures Policy

In emergency situations when a purchase is \$30,000 and above, the Executive Director shall;

1. If time permits schedule a special board meeting to request the Board of Commissioners declare the need for emergency services/purchases in accordance 70 ILCS 1205/8-1(c) and authorize the Executive Director to approve such services/purchases, or;
2. if the emergency is such that the Executive Director cannot wait for a special board meeting, the Executive Director shall poll the Board via telephone and/or email for tentative approval by majority vote with formal adoption declaring the need for emergency services/purchase and ratifying and approving the expenditure by majority votes in accordance with 70 ILCS 1205/8-1(c) at the next regularly scheduled Park Board meeting.

For purchases below \$30,000, the Board of Commissioners authorizes the Executive Director to secure emergency services/purchases and bypass the normal procurement procedures to directly order minor amounts of goods, services or repairs which are needed to continue essential District/department operations. An emergency purchase may be made when the existence of an emergency condition creates an immediate and serious need for supplies, materials, equipment, or services that cannot be purchased by normal methods and the lack of which would seriously threaten the functioning of the District, the protection of property, or the health or safety of any person. The Executive Director shall notify the Board of Commissioners as soon as reasonably possible.

When an emergency purchase is necessary, the purchaser should notify their supervisor of the emergency situation and the amount of the service/purchase/repair required, who shall seek authorization from the Executive Director to proceed. If an emergency condition arises after office hours and circumstances will not permit any delays, then the Department Head or an authorized department representative should obtain whatever competitive pricing is practical (written, telephone, online pricing, etc.) and proceed, using discretion, with the purchase. A written report explaining the nature of the emergency must then be signed by the Department Head along with a completed purchase order form for the materials or services purchased. The report is required to be submitted to the Finance Department with copy to the Executive Director the following business day and must indicate the competition that was obtained or attempted.

### **5.3 Reporting - Monthly**

The following reports shall be presented to the Board of Park Commissioners for their review and acceptance at the meeting held subsequent to the month being reported.

1. *Monthly Warrant* - A report that lists the disbursements made to vendors on a monthly basis and reason for the disbursement.
2. *Refund Report* - A statement showing all participant disbursement checks and credit card refunds listed in sequential order, amount and reason for refund.
3. *Budget Comparison Report* - Compares a summary of budgeted revenues and expenses with actual for the month and year-to-date. Unrealized revenues and unused expenditure variances are also shown.

4. *Journal Entry Processing* – All journal entries are made by the Director of Business and ~~H.R.~~H.R. These entries are created from the bank reconciliations and other finance department reports. The bank reconciliations are verified with the Balance Sheet created by the financial software. Any necessary corrections are made and then the monthly Budget Comparison Reports are created. These Budget Comparison reports have the annual budget listed; the amounts for each line item are taken from the annual Budget and Appropriations ordinance. At the close of the fiscal year, the financial software allows for accruals on both the Accounts Payable and the Payroll areas. This allows for proper posting of transactions until all of the fiscal year transactions are recorded.

#### **5.4 Reporting - Yearly**

The Director of Business and H.R. is responsible for preparing an annual report that will be examined by an auditing firm selected by the Board of Park Commissioners. Once audited, the Annual Report will be distributed to district staff and Commissioners, the State of Illinois, Cook and Lake County, bond rating agencies, and other organizations that may request a copy.

#### **5.5 Internal Auditing**

The Director of Business and H.R. of the Buffalo Grove Park District shall conduct such internal audits and investigations as are needed to guarantee the proper conduct of the district's activities related specifically to collection and disbursement of funds, inventory of materials, supplies and equipment, employment records, authorizations, contracts, report of hours worked and wages paid. Periodically a payroll audit will be made to determine that all persons for whom hours have been submitted and paychecks prepared are present and performing duties as authorized.

#### **5.6 Auditor Selection Policy**

In furtherance of its duty to have the accounts of the park district audited annually and its power to engage an auditor, it is the policy of the district to review its selection of auditors every three years, and for the staff to make recommendations to the Executive Director based on qualifications and fees.

#### **5.7 Records Retention**

The Local Records Act (Ill. Rev. Stat., ~~ch.~~Ch. 116, par. 43.101, et seq.) assists the district in making decisions relative to retention of certain records.

1. A representative of the Local Records Unit inventories records maintained by the Buffalo Grove Park District, segregating those requiring permanent retention from those which would be marked for destruction.
2. An inventory record is filed with the State of Illinois by type, order of maintenance and storage required. The Local Records Act may require copies of specific types or records.
3. Guidelines provided by the Local Records Act are used in determining the retention of specific types of records. Records that may be destroyed after an elapsed period are marked with a

destruction date.

4. An application is filed with the Local Records Unit, which seeks permission to destroy certain records. Once such permission is granted, the burden of responsibility is passed to the State relative to the destruction of the records.

The Director of Business and H.R. will oversee the development and maintenance of the Local Records Act for the Buffalo Grove Park District. All district records shall be maintained in a safe, secure storage area(s) and shall be subject to the confidentiality and inspection regulations as stipulated in the Illinois Revised Statutes.

### **5.8 Bank Reconciliations**

The Director of Business and H.R. is responsible for overseeing the reconciliation of payroll, cash receipts and accounts payable. The Director of Business and H.R. will reconcile cash receipts. The Director of Business and H.R. will reconcile the Accounts Payable and Payroll checking accounts.

These papers will be retained for review during the annual audit and will be provided to the Commissioners, as they require. Bank statements will be verified monthly against returned checks and deposit records to account for all deposits made and checks issued. Canceled checks and deposit records will be retained by the Director of Business and H.R. as provided by law.

Stale Dated Checks – payees of outstanding checks which are more than 60 days old will be contacted to notify them of the outstanding check. After 90 days, the checks will be set up in a separate liability account.

## ***Section 6 – Treasury***

### **6.1 Investment of Funds**

Availability of funds for investment in interest bearing instruments is determined by the following and will adhere to the Investment Policy (**See Appendix B**):

Cash not required for payment of bills or wages is invested in interest bearing instruments for periods ranging from three days to one year.

Revenue and expense projections are made at the beginning of each fiscal year for all funds. The amount of cash available for investment is determined by comparing actual results to projection, and adjusting for current information that was not available at the time the projections were made.

The General checking account is comprised of cash for all funds. Interest earnings are credited to the General Fund.

Generally, the length of time for which cash is available for investment dictates the types of investment,

e.g., cash available for less than thirty days would be deposited in the Money Market account, and cash available for periods beyond thirty days would normally be invested in a Certificate of Deposit, dependent on current interest rates.

Money may not be deposited in any financial institution not previously designated as a depository by Board Resolution.

### **6.2 Bond Rating**

It is the policy of the Board of Park Commissioners of the Buffalo Grove Park District to utilize the financial advisor's opinion on whether the park district should seek a Bond Rating.

### **6.3 Deposit of Funds**

The Board of Park Commissioners shall designate a bank or banks, or other depositories in which funds of the park district may be deposited. A Resolution shall be adapted naming those institutions. Designated depositories must furnish copies of the statement of resources and liabilities required to be furnished to the Director of Financial Institutions or to the Comptroller of Currency.

A Depository Resolution shall be presented for adoption upon change of Treasurer or the addition or deletion of designated depositories. The Resolution remains in force until superseded by adoption of a new Depository Resolution.

The Director of Business and H.R. of the park district will deposit funds as deemed best for the park district's interests among the approved depositories.

### **6.4 Funds Depository Protection Agreement**

Public funds on deposit with financial institutions insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation are protected to \$250,000.00. Park District Code (105.8.8) further prohibits deposits in excess of 75% of the capital stock and surplus of any bank. Illinois law additionally provides authorization for a Treasurer or Custodian of Funds to enter into an agreement with a depository for the pledge of securities equal in market value to the amount of funds deposited.

The Buffalo Grove Park District shall require the pledge of US Treasury Notes or other government issued securities in an amount equal to or greater than the amount deposited in any bank where total deposits exceed \$250,000.00.

## ***Section 7 – Budget and Control***

### **7.1 Creation of Debt**

No Commissioner, committee, officer or any other person employed or not employed by the park district shall be authorized to create any financial liability on behalf of the park district except that said liability shall be approved in nature and amount by the Board of Park Commissioners at a duly



constituted meeting and recorded in the minutes of said meeting and/or accordance with the district's purchasing policy.

## **7.2 Bonding**

It shall be the policy of the Buffalo Grove Park District to obtain through PDRMA, and at district expense, Public Official Bonds in the amount of \$25,000.00 for the Board of Park Commissioners, Executive Director, Director of Business and H.R., and all Account Clerks, requiring they perform truly and faithfully all official duties as may be imposed upon him/her by law, to be enacted subsequent to the execution of this bond; such bond to indemnify the district against acts in violation of the law.

## **7.3 Fund Balance Policy**

### *Statement of Purpose*

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Park District must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Non-spendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

### *Definitions*

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

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

Non-spendable Fund Balance – the portion of a Governmental Fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

Restricted Fund Balance - the portion of a Governmental Fund's net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies).

Unrestricted Fund Balance is made up of three components:

1. Committed Fund Balance - the portion of a Governmental Fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making.
2. Assigned Fund Balance - the portion of a Governmental Fund's net assets to denote an intended use of resources

3. Unassigned Fund Balance - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments).

#### *Fund Balance Philosophy*

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

#### *Scope*

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the general fund to evaluate the Park District's continued creditworthiness.

#### *Minimum Unrestricted Fund Balance Levels*

This Policy applies to the Park District's governmental funds as follows:

1. General Fund - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, maintenance, parks and all financial resources except those that are accounted for in another fund. Each year a portion of the fund balance will be determined as follows:
  - a. Non-spendable – A portion of the fund balance will be non-spendable as an advance to the Fitness Center Fund.
  - b. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
  - c. Assigned – Fiscal Sustainability. It shall be the goal of the District to work towards an assigned fund balance level of 0 to 25% of annual budgeted expenditures. This may be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
  - d. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. A portion of the unassigned fund balance may be used for capital projects, if it is deemed necessary by the Board of Commissioners.
2. Special Revenue Funds - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees and charges for programs and activities. These proceeds are devoted

exclusively to the purposes of which the special tax was authorized. Fund balances in special revenue funds (other than the Recreation Fund) are derived from property taxes and are therefore legally restricted to the purpose of the fund. Additionally, per state statute, Museum Fund program revenue is legally restricted to the purpose of the Museum fund.

3. Recreation - This fund is a major fund and is used exclusively for planning, establishing, and maintaining recreational programs carried out by the Park District. Financing is provided from fees and charges for programs and activities and an annual property tax levy. Any accumulation of fund balance is considered attributable to fees and charges. Each year a portion of the fund balance will be determined as follows:
  - a. Non-spendable – A portion of the fund balance will be non-spendable as an advance to the Fitness Center Fund.
  - b. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
  - c. Assigned – Fiscal Sustainability. This assigned fund balance will be maintained at a level of 0 to 25.10% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of ~~three months~~ (25.10%) of expenditures not including capital, debt service and transfers.
  - d. The remaining fund balance for this fund will be assigned to future operations and improvements for recreation programs.

4. Clubhouse Fund - This fund is a major fund and is used exclusively for planning, establishing, and maintaining the Clubhouse operations of the Park District. Financing is provided from fees and charges - any accumulation of fund balance is considered attributable to fees and charges. Any available fund balance will be used for the operations of the programs and transfers to the capital improvements fund and/or ~~Recreation Fund~~Fitness Center, if available. Each year a portion of the fund balance will be determined as follows:

a. Non-spendable – A portion of the fund balance will be non-spendable as an advance to the Fitness Center Fund.

4-b. Therefore, fund balance is reported as assigned. The remaining fund balance for this fund will be assigned to future operations and improvements for Clubhouse recreation programs.

5. Museum Fund – This fund is a non-major fund established to account for revenues derived from a specific annual property tax levy and expenses of these monies for the maintenance and operations of the Museum. Per state statute, Museum Fund program revenue is legally restricted to the purpose of the Museum fund.

The targeted restricted fund balance of the Museum Fund shall be calculated as follows:

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- a. The fund balance for this fund will be targeted at a level of 0 to 10% of annual budgeted expenditures. This may be adjusted annually with the adoption of the annual budget and is calculated at (10%) of expenditures not including capital, debt service and transfers.
6. NWSRA Special Recreation Fund - This fund is a non-major fund and established to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the Northwest Special Recreation Association, to provide special recreation programs for the physically and mentally handicapped. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

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

- a. The fund balance for this fund will be targeted at a level of 0 to 10% of annual budgeted expenditures. This may be adjusted annually with the adoption of the annual budget and is calculated at (10%) of expenditures not including capital, debt service and transfers.
7. IMRF Fund - The IMRF Fund is a non-major fund and accounts for the activities resulting from the Park District's participation in the Illinois Municipal Retirement Fund. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Park District's contributions to the Fund on behalf of the Park District's employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the IMRF Fund shall be calculated as follows:

- a. The fund balance for this fund will be targeted at a level of 0 to 25% of annual budgeted expenditures. This may be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
8. Audit Fund - This fund is a non-major fund and accounts for the expenditures related to the Park District's annual financial compliance audit which is mandated by State statute. Financing is provided from an annual property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Audit Fund shall be calculated as follows:

- a. The fund balance for this fund will be targeted at a level of 0 to 15% of annual budgeted expenditures. This may be adjusted annually with the adoption of the annual budget and is calculated at (15%) of expenditures not including capital, debt service

and transfers.

9. Insurance Fund – This fund is a non-major fund established to account for revenues derived from a specific annual property tax levy and expenses of these monies are for the insurance and risk management activities of the District. Per state statute, Insurance Fund program revenue is legally restricted to the purpose of the Insurance fund.

The targeted restricted fund balance of the Insurance Fund shall be calculated as follows:

- a. The fund balance for this fund will be targeted at a level of 0 to 10% of annual budgeted expenditures. This may be adjusted annually with the adoption of the annual budget and is calculated at (10%) of expenditures not including capital, debt service and transfers.

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

The Park District levies an amount close to the principal and interest that is anticipated to be paid. Any fund balance accumulation should be minimum and less than 5%. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

11. Social Security Fund - - This fund is a non-major fund established to account for revenues derived from a specific annual property tax levy and expenses of these monies are for the employer's share of FICA and Medicare for the employees of the District. Per state statute, Social Security Fund revenues are legally restricted to the purpose of the Social Security fund.

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

The fund balance for this fund will be targeted at a level of 0 to 10% of annual budgeted expenditures. This may be adjusted annually with the adoption of the annual budget and is calculated at (10%) of expenditures.

12. Paving and Lighting Fund - This fund is a non-major fund established to account for revenues derived from a specific annual property tax levy and expenses of these monies are for the Paving and Lighting Capital Expenditures of the District. Per state statute, Paving and Lighting Fund revenues are legally restricted to the purpose of the Paving and Lighting fund.

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

The fund balance for this fund will be targeted at a level of 0 to 10% of annual budgeted expenditures. This may be adjusted annually with the adoption of the annual budget and is calculated at (10%) of expenditures.

~~10.~~

13. Capital Projects Fund – This fund is a major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds. Each year a portion of the fund balance will be determined as follows:

~~11.a.~~ Non-spendable – A portion of the fund balance will be non-spendable as an advance to the Fitness Center Fund.

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

#### *Flow Assumptions*

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

#### *Authority*

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

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.

2. Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the Park District's intent to use fund balance for a specific purpose. The authority may be delegated to the Executive Director.

#### *Proprietary Funds*

Proprietary funds include enterprise and internal service funds. The net assets will be composed of three primary categories:

1. Invested in Capital Assets, Net of Related Debt – portion of a proprietary fund's net assets that reflects the fund's net investment in capital assets less any amount of outstanding debt related to the purchase/acquisition of said capital assets. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to acquisition, construction, or improvement of capital assets of the Buffalo Grove Park District.
2. Restricted Net Assets – portion of a proprietary fund's net assets that are subject to external

enforceable legal restrictions (e.g., grantor, contributor and bond covenants).

3. Unrestricted Net Assets – portion of a proprietary fund's net assets that is neither restricted nor invested in capital assets (net of related debt).

#### *Enterprise Fund*

Purpose - Established to account for and report financial resources that are invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the fund. The focus of enterprise fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Financing – User fees, debt financing, or grants are used to finance operations, capital outlay and improvements, and debt service retirements.

Net Assets – Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets. Restricted net assets relate to bond covenant reserves as outlined in the bond ordinance. Unrestricted net asset targets should represent no less than three months of operating expenses (excluding debt service and capitalized asset expenses).

#### *Internal Service Fund*

Purpose - Established to account for and report financial resources that are invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the fund. The focus of internal service fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Internal service funds are used to account for the financing of goods or services provided by an activity to other departments, funds or component units of the Buffalo Grove Park District on a cost-reimbursement basis.

Financing – User fees charged to other departments, funds, or component units, or debt financing are used to finance operations, capital outlay and improvements, and debt service retirements.

Net Assets – Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets. Restricted net assets relate to bond covenant reserves as outlined in the bond ordinance. Unrestricted net asset targets should represent appropriate levels given the activity of the fund and the discretion of the Board and management (excluding debt service and capitalized asset expenses).

*Other Considerations*

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

- The predictability of the Buffalo Grove Park 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 Buffalo Grove Park 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., The Park District 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 Buffalo Grove Park District for a specific purpose)

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

**7.4 Budget Process/Budget & Appropriation Ordinance**

The park district has established its fiscal year as May 1 through April 30. Below is a time line of the district's annual budget process.

<i>October</i>	Staff begins developing budgets
<i>November/ December</i>	First draft of detailed budgets due to department heads
<i>January</i>	Department heads and Executive Director prepare final budget packet
<i>February</i>	Budget packet prepared for Board of Park Commissioners
<i>March/ April</i>	Budget workshops held
<i>March</i>	Budget Appropriation Ordinance on public display and Notice of Availability to press
<i>April</i>	Publish and post information for Budget and Appropriation



*May*

Hearing  
Approve working budget

File Annual Combined Appropriation Ordinance with Cook  
and Lake Counties 30 days after passage

Appendix A – Identity Protection Policy

Appendix B – Investment Policy



Ordinance 19-4-2  
IDENTITY PROTECTION POLICY  
Approved by Park Board: April 2019

~~Buffalo Grove Park District Policy with Regard to the Collection, Use and Communication of Individuals' Social Security Numbers~~

~~This policy is to comply with Public Act 096-0874 of the State of Illinois, cited as the Identity Protection Act.~~

1. Introduction and Identification of Act

This Identity Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 et seq., to protect social security numbers from unauthorized disclosure. The Identity Protection Act requires the Buffalo Grove Park District to draft, approve, and implement this Identity Protection Policy to ensure the confidentiality of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to protect SSNs because this private information can be used to facilitate identity theft and fraud.

All Buffalo Grove Park District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

3-2. Definitions:

"Person" means any individual in the employ of the Buffalo Grove Park District.

"Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

4-3. Prohibited Activities:

- a) No officer or employee of the Buffalo Grove Park District shall do any of the following:
  - i. Publicly post or publicly display in any manner an individual's social security number.
  - ii. Print an individual's social security number on any card required for the individual access products or services provided by the person or entity.
  - iii. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
  - iv. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic

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mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

- b) Except as otherwise provided in this policy, beginning July 1, 2010, no officer or employee of the Buffalo Grove Park District shall do any of the following:
  - i. Collect, use, or disclose a social security number from an individual, unless (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose.
  - ii. Require an individual to use his or her social security number to access an Internet website.
  - iii. Use the social security number for any purpose other than the purpose for which it was collected.
- c) The prohibitions in subsection (b) do not apply in the following circumstances:
  - i. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of the Buffalo Grove Park District or disclosure to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the officer or employee of the Buffalo Grove Park District must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy on the Buffalo Grove Park District to protect an individual's social security number will be achieved.
  - ii. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
  - iii. The collection, use, or disclosure of social security numbers in order to ensure the safety of: Buffalo Grove Park District employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a Buffalo Grove Park District facility.
  - iv. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
  - v. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a

consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

- d) Any standards of the Buffalo Grove Park District for the collection, use, or disclosure of social security numbers that are stricter than the standards under this policy with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this policy, the stricter standards adopted by the Buffalo Grove Park District shall control.

5-4. Public inspection and copying of documents:

Notwithstanding any other provision of this policy to the contrary, all officers and employees of the Buffalo Grove Park District ~~must shall~~ comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. All officers and employees of the Buffalo Grove Park District ~~must shall~~ redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

6-5. Applicability:

- a) This policy does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.
- b) This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the social security number from such document if such law, rule, or regulation permits.-

7-6. Compliance with federal law:

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the Buffalo Grove Park District shall follow that law.

8-7. Embedded social security numbers:

Beginning December 31, 2009, no officer or employee of the Buffalo Grove Park District may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

9-8. Identity-protection requirements:

- a) All officers, employees and agents of the Buffalo Grove Park District identified as having access to social security numbers in the course of performing their duties to be trained to protect the confidentiality of social security numbers. Training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- b) Only employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

- c) Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- d) When collecting a social security number or upon request by the individual, a statement of the purpose or purposes for which the Buffalo Grove Park District is collecting and using the social security number be provided.
- e) A written copy of this privacy policy and any amendment thereto, shall be filed with the Buffalo Grove Park District Board of Commissioners within 30 days after approval of this policy or any amendment thereto.
- f) The Buffalo Grove Park District shall advise its employees of the existence of the policy and make a copy of the policy available to each employee, and shall also make this privacy policy available to any member of the public, upon request. If the Buffalo Grove Park District amends this privacy policy, then the Buffalo Grove Park District shall also advise its employees of the existence of the amended policy and make a copy of the amended policy available to each employee.

10.9. Violation:

Any person who intentionally violates the prohibitions in Section 10 of the Identity Protection Act [Paragraph 2 of this policy] is guilty of a Class B misdemeanor.

This policy does not supersede any more restrictive law, rule, or regulation regarding the collection, use, or disclosure of social security numbers.



BUFFALO  
GROVE  
PARK  
DISTRICT

# Investment Policy

Resolution #99-12-1

Approved by Board Action: December 1999  
Revisions Approved by Board Action: October 2007  
Revisions Approved by Board Action: November 2017  
Revisions Approved by Board Action: August 2020

## Introduction

This investment policy of the Buffalo Grove Park District has been adopted by the Board of Park Commissioners to develop, implement and monitor guidelines for the prudent investment and management of the funds of the district.

## Scope

This policy applies to the investment of the financial assets of the district. All funds or monies of the district not needed for immediate disbursement shall be invested in accordance with the policy.

Except for cash in certain restricted funds, the district will consolidate 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.

## Investment Objectives

The Park Board recognizes its responsibility as custodian of the public trust to ensure the safety of the funds of the district. Safety of principal therefore is the foremost objective of this policy. 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 both credit and interest rate risk. Therefore, the investment portfolio shall be managed in a manner to attain the best available market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio.

The annual interest earnings goal is the average rate of return on the ninety (90) day Treasury Bill taking into account the need to meet all operating expenses. Investments should meet cash flow needs, and short and long-term goals.

Return on investment is of secondary importance compared to the safety and liquidity of the portfolio. Diversification is required, as appropriate, so as to minimize the effect of potential losses with respect to individual securities. Investments shall consist primarily of securities with shorter terms that have active secondary or resale markets, money market mutual funds or local government investment pools that offer same day liquidity for short-term funds. Investments shall be based on statutory constraints, prevailing market conditions and subject to the needs of the district. The commissioners and officers of the district should avoid any investment transaction or practice which in appearance or fact might impair public confidence in their stewardship of public funds.

### **Delegation**

Authority to manage the investment program is granted to the Treasurer. Responsibility for the operation of the investment program is delegated to the Director of Business and Human Resources.

The Executive Director is designated as the Investment Officer of the District and is responsible for investment decisions and activities. The Director of Business and Human Resources shall develop and maintain written administrative procedures for the operation of the investment program consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedure established by the Director of Business and Human Resources. In order to optimize total return through active portfolio management, the district shall allocate resources to its cash management program that are sufficient for all necessary personnel and consulting services.

### **Financial Advisor/Manager**

The Executive Director may retain the services of a financial advisor or manager to administer professionally the portfolio of the district. Any professional investment advisor or money manager retained by the district must be a fiduciary, who has the power to select, manage, acquire or dispose of any financial assets of the district, shall acknowledge in writing that he or she has read and understands the Investment Policy and will adhere to all of the principles and standards set forth in the policy and is one or more of the following: (1) registered as an investment advisor under the federal Investment Advisor Act, (2) registered as an investment advisor under the Illinois Securities Law of 1953, (3) a bank as defined in the federal Investment Action of 1940, or (4) an insurance company authorized to transact business in this state. Investment advisors, money managers and banks will be selected based on their size, professional expertise, fees and services. All investment advisors, money managers and banks will be required to show proof of a financial institution bond or equivalent in the amount of the assets under management.

The Executive Director shall determine the amount of the portfolio to be managed under this provision.

### **Prudence**

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

The Executive Director acting in accordance with applicable law, this policy and written procedures and exercising due diligence and prudence, shall not be held personally responsible for a specific credit risk or market prices change of a security, provided that they have complied with this policy and applicable law. A specific security's credit risk or market price change shall be reported immediately to the Board of Park Commissioners so that appropriate action can be taken to control adverse developments.

### **Sustainability**

The Executive Director and Director of Business and Human Resources shall seek to invest all funds under its control in a manner that provides the highest risk adjusted investment return using authorized instruments. To achieve this objective, the Executive Director has a responsibility to recognize and evaluate risk factors that may have a material and relevant financial impact on the safety and/or performance of investments. Consistent with achieving the investment objectives set forth herein, the Executive Director shall prudently integrate sustainability factors into its investment decision-making, investment analysis, portfolio construction, risk management, due diligence and investment ownership in order to maximize anticipated financial returns, minimize projected risk, and more effectively execute its fiduciary duty.

The sustainability analysis adds an additional layer of rigor to the fundamental analytical approach and helps assess the reliability of future cash flows and debt repayments. Similar to financial accounting, sustainability accounting has both confirmatory and predictive value, thus, it can be used to evaluate past performance and be used for future planning and decision-making. As a complement to financial accounting, it provides a more complete view of an investment fund or portfolio company's performance on material factors likely to impact its long-term value.

Sustainability factors may include, but are not limited to, the following:

- a) Corporate governance and leadership factors, such as the independence of boards and auditors, the expertise and competence of corporate boards and executives, systemic risk management practices, executive compensation structures, transparency and reporting, leadership diversity, regulatory and legal compliance, shareholder rights, and ethical conduct.
- b) Environmental factors that may have an adverse or positive financial impact on investment performance, such as greenhouse gas emissions, air quality, energy management, water and wastewater management, waste and hazardous materials management, and ecological impacts.
- c) Social capital factors that impact relationships with key outside parties, such as customers, local communities, the public, and the government, which may impact investment performance. Social capital factors include human rights, customer welfare, customer privacy, data security, access and affordability, selling practices and product labeling, community reinvestment, and community relations.
- d) Human capital factors that recognize that the workforce is an important asset to delivering long-term value, including factors such as labor practices, responsible contractor and



responsible bidder policies, employee health and safety, employee engagement, diversity and inclusion, and incentives and compensation.

- e) Business model and innovation factors that reflect an ability to plan and forecast opportunities and risks, and whether a company can create long-term shareholder value, including factors such as supply chain management, materials sourcing and efficiency, business model resilience, product design and life cycle management, and physical impacts of climate change.

The Executive Director and Director of Business and Human Resources shall develop policy guidelines to integrate material sustainability risks relevant to particular financial products, investment funds, companies, or government bodies, which shall be provided to internal and external investment managers to factor into their investment decision-making. The policy guidelines for integrating sustainability factors shall be reviewed and updated every two (2) years at a minimum to ensure consistency within the rapidly evolving global economy.

### **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 investment decisions. Employees and investment officials shall disclose to the Board of Park Commissioners any material interest in financial institutions that conduct business with the district. They shall further disclose to the Board any personal, financial or investment positions that could be related to the performance of the district's investment transactions with the same entity with which the district is conducting business.

### **Monitoring and Adjusting the Portfolio**

The Director of Business and Human Resources, under the direction of the Executive Director, will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly. All portfolio instruments shall be carried, whenever possible, in the name of the district. The Executive Director, Director of Business and Human Resources, or their designee (other finance staff), shall have the authority to transfer any appropriate funds between only district accounts. Any transaction not between district accounts shall be deemed a disbursement and handled accordingly.

### **Internal Controls**

The Director of Business and Human Resources shall establish a system of internal controls, which shall be reviewed at least annually by the district's independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

### **Short-term Versus Long-term Portfolio**

Limitations on instruments, diversification and maturity scheduling shall depend upon whether funds being invested are considered short-term or long-term funds. All funds shall be considered short-term except those reserved for capital projects, (i.e., bonds sales and installment contract proceeds) reserved for future years.

### Short-term Portfolio Diversification

The district will select investment instruments, individual financial institutions in accordance with the following guidelines provided in the Illinois Compiled Statutes, Chapter 30, Section 235/2 and Chapter 5, Section 220/15 when choosing appropriate investments, limited to:

1. Treasury bills, notes and bonds including STRIPS (zero coupon treasury obligations) or other securities guaranteed by the United States.
2. Interest-bearing savings accounts, certifications of deposit, interest-bearing time deposits or any other investments that are direct obligations of banks and savings and loans that are either:
  - A. Fully insured by the appropriate U.S. government agency.
  - B. Fully insured by an AAA rated U.S. corporation.
  - C. Collateralized by investment securities authorized under The Investment Act and authorized under this policy. Such collateral is to be held by a neutral third-party, registered in the name of the district, priced to the market on a weekly basis and be valued at 110% of the uninsured portion of the deposit. The Director of Business and Human Resources will monitor the adequacy of collateralization monthly.
  - D. Investments in any one particular bank or savings and loan shall not exceed 10% of the investment portfolio, nor 10% of that financial institution's capital unless fully insured.
3. Commercial Paper is limited to the following requirements:
  - A. A1 by Standard & Poor's and P1 by Moody's.
  - B. A2 by Standard & Poor's and P2 by Moody's if fully insured by an AAA rated U.S. corporation.
  - C. No single commercial paper investment shall exceed 10% of the portfolio; may not have a maturity longer than 180 days; may not exceed 5% of the corporation's outstanding commercial paper debt and are limited to no more than one-third of the district's portfolio.
4. The short-term discount notes of the Federal National Mortgage Association, and other U.S. agency securities specifically reported in The Investment Act.
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 securities guaranteed by the U.S. government or issued by U.S. governmental agencies and which have as their stated objective the maintenance of \$1.00 per share net asset value.
6. The investment pools and fixed-term securities that meet the district's investment guidelines offered by the Illinois Park District Liquid Asset Fund Plus (IPDLAF).
7. The Illinois Funds Investment Pool.

8. Insured accounts of an Illinois credit union chartered under United States or Illinois law.
9. Investments in derivative securities are not permitted. A derivative security is any security whose value is based on the performance of any underlying financial asset, index or other investment. Some commonly traded derivatives are: Structured Notes, Index Amortizing Notes and certain tranches of Collateralized Mortgage Obligations (CMOs).
10. Additional investments may be added to this list as changes to the statutes occur.

### **Financial Institutions**

Financial institutions will be selected based on their size, professional expertise, credit quality, location, fees and service.

The district shall maintain a listing of financial institutions that are approved for investment purposes. The Director of Business and Human Resources shall select only qualified institutions to be listed for this purpose.

### **Due Diligence**

All approved depositories must provide the district with their annual audited financial statement in a timely manner as well as their quarterly statements.

### **Maturity Scheduling**

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, vouchers, debt payments) as well as considering sizable blocks of anticipated revenue (tax receipts and bond proceeds). Final maturity dates in this category shall not exceed one (1) year from the date of purchase.

### **Long-term Portfolio Diversification**

Instruments and diversification for the long-term portfolio shall be the same as for the short-term portfolio. Maturity scheduling shall be timed according to anticipated need. For example, investment of capital project funds shall be timed to meet contractor payments, usually for a term not to exceed three (3) years from the date of purchase. Mortgage-backed securities may not have a final maturity date greater than ten (10) years nor an average life at purchase of five (5) years as calculated on a 100 P.S.A. (Public Securities Association).

### **Surplus Fund Retention**

The district shall retain an appropriate amount of surplus moneys from all fund categories to protect the district from adverse developments. These funds shall be incorporated into and invested according to this policy. Except under special conditions in which the accumulation of a surplus would be necessary and advantageous to the district, (e.g., Capital Projects Resources, IMRF Early Retirement Resources, etc.), the district will endeavor to limit the total assets of any fund, including any surplus in that fund and any taxes extended for the fund but not collected, to an amount no greater than twice the average annual expenditure from the fund for the prior three (3) fiscal years.

### **Allocation of Investment Income**

Interest earnings are credited to ~~all funds, depending on their fund balance, at year-end. Funds with a negative balance are not included in this calculation. Inter fund transfers are made back to the~~ General Fund.

### **Selection of Investment Instruments**

The district shall invest any surplus funds from a specific maturity date that is required for either cash flow purposes or for conformance to maturity guidelines, in such instruments that would be most advantageous under prevailing market conditions.

Records will be kept of all investments purchased or sold by the district as required by law.

### **Reporting Requirements**

The Director of Business and Human Resources shall generate monthly reports for management purposes. In addition, the Board of Park Commissioners will be provided with an annual report, which will include data on investment instruments being held, as well as any narrative necessary for clarification.

### **Severability**

The provisions of the policy shall be deemed severable. Should a court of competent jurisdiction declare any section or part of the policy invalid, or conflict with any applicable state or federal statute, the remainder of the policy nevertheless shall be valid, binding and subsisting. This policy shall remain in full force and effect until repealed or amended by the Board of Park Commissioners. If after adoption of this policy there is any conflict with the Public Funds Investment Act, the intergovernmental Cooperation Act or any other applicable statute, current law shall control.

This policy shall be in full force and effect immediately upon its passage and approval according to the law.

**Buffalo Grove Park District  
Fund Balance Summary  
FY 2019-23**

	Corporate	Recreation	Museum	Audit	Debt Service	Insurance	Paving & Lighting	Social Security	Special Recreation	Capital Improvements	IMRF	Clubhouse	Total
Fund Balance @ 4/30/19	3,795,197	2,861,941	170,990	12,601	(47,604)	108,273	19,093	21,832	357,685	977,677	38,175	801,915	9,117,775
Loan to Fitness Center	1,899,050	2,177,725										325,000	4,401,775
Available Fund Balance @ 4/30/19	1,896,147	684,216	170,990	12,601	(47,604)	108,273	19,093	21,832	357,685	977,677	38,175	476,915	4,716,000
Expenditures at 4/30/19	2,759,339	6,104,809	224,673	16,915	1,760,972	484,265	73,914	402,634	558,929	2,276,594	484,449	1,243,428	
Avail. Fund Balance % at 4/30/19	68.7%	11.2%	76.1%	74.5%	-2.7%	22.4%	25.8%	5.4%	64.0%	42.9%	7.9%	38.4%	
Fund Balance @ 4/30/20	3,911,389	2,782,074	163,621	7,129	(142,496)	123,000	44,688	29,828	472,693	979,874	31,906	483,251	8,886,957
Loan to Fitness Center	1,899,050	2,177,725										395,000	4,471,775
Available Fund Balance @ 4/30/20	2,012,339	604,349	163,621	7,129	(142,496)	123,000	44,688	29,828	472,693	979,874	31,906	88,251	4,415,182
Expenditures at 4/30/20	2,857,210	6,179,498	239,673	19,410	1,821,602	523,552	37,640	393,071	543,967	2,135,668	507,293	2,070,041	
Avail. Fund Balance % at 4/30/20	70.4%	9.8%	68.3%	36.7%	-7.8%	23.5%	118.7%	7.6%	86.9%	45.9%	6.3%	4.3%	
Fund Balance @ 4/30/21	4,154,930	1,610,004	154,265	5,122	(116,803)	214,638	39,188	164,687	180,122	1,447,370	73,819	394,530	8,321,872
Loan to Fitness Center	2,929,050	2,177,725								1,200,000		390,000	6,696,775
Available Fund Balance @ 4/30/21	1,225,880	(567,721)	154,265	5,122	(116,803)	214,638	39,188	164,687	180,122	247,370	73,819	4,530	1,625,097
Expenditures at 4/30/21	2,710,729	3,445,542	223,314	17,811	1,738,727	474,264	68,260	287,056	949,697	2,983,355	547,747	508,879	
Avail. Fund Balance % at 4/30/21	45.2%	-16.5%	69.1%	28.8%	-6.7%	45.3%	57.4%	57.4%	19.0%	8.3%	13.5%	0.9%	

**Buffalo Grove Park District  
Fund Balance Summary  
FY 2019-23**

	Corporate	Recreation	Museum	Audit	Debt Service	Insurance	Paving & Lighting	Social Security	Special Recreation	Capital Improvements	IMRF	Clubhouse	Total
Fund Balance @ 4/30/22	4,589,946	1,518,197	57,190	3,556	(64,377)	179,389	91,634	118,156	310,883	1,941,311	129,326	534,799	9,410,010
Loan to Fitness Center	4,329,050	2,177,725								1,200,000		390,000	8,096,775
Available Fund Balance @ 4/30/22	260,896	(659,528)	57,190	3,556	(64,377)	179,389	91,634	118,156	310,883	741,311	129,326	144,799	1,313,235
Expenditures at 4/30/22	2,731,239	4,482,123	541,466	17,440	1,729,979	487,935	10,945	333,433	578,988	1,311,150	522,123	843,021	
Avail. Fund Balance % at 4/30/22	9.6%	-14.7%	10.6%	20.4%	-3.7%	36.8%	837.2%	35.4%	53.7%	56.5%	24.8%	17.2%	
Fund Balance @ 4/30/23	4,745,164	1,855,371	(56,160)	3,435	(42,311)	138,738	138,653	94,912	583,785	1,878,811	117,844	915,166	10,373,408
Loan to Fitness Center	4,329,050	2,177,725								1,200,000		390,000	8,096,775
Available Fund Balance @ 4/30/23	416,114	(322,354)	(56,160)	3,435	(42,311)	138,738	138,653	94,912	583,785	678,811	117,844	525,166	2,276,633
Expenditures at 4/30/23	2,914,512	5,780,616	363,341	17,420	1,803,346	524,774	14,702	392,214	426,778	1,859,775	525,412	1,281,097	
Avail. Fund Balance % at 4/30/23	14.3%	-5.6%	-15.5%	19.7%	-2.3%	26.4%	943.1%	24.2%	136.8%	36.5%	22.4%	41.0%	
Fund Balance Range	0 to 25%	0 to 10%	0 to 10%	0 to 15%	0 to 5%	0 to 10%	0 to 10%	0 to 10%	0 to 10%	n/a*	0 to 25%	n/a*	

\* - any Capital Projects and Clubhouse available balances are used for capital projects and/or transfers to other funds



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: BOARD OF COMMISSIONERS, BUFFALO GROVE PARK DISTRICT  
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR  
SCOTT SPITZ, SUPERINTENDENT OF HR & RISK  
RE: ANTI-DISCRIMINATION AND HARASSMENT POLICY UPDATES  
DATE: JUNE 3, 2024

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*Action Requested:*

Staff is asking the Board to approve changes to the Park District's Non-Discrimination and Anti-Harassment Policy.

*Background:*

The Park District has a non-discrimination and anti-harassment policy that has been a part of our personnel manuals and training for years. In January 2020, the board officially passed a resolution (No.20-1-1) adopting this policy per Public Act 101-0221.

In preparation for distinguished agency review, we will be updating policies and manuals, and this policy is one of them. In addition to our edits, legal has also provided edits and feedback.

This policy lives in both the full-time and part-time personnel manuals as well as Appendix D of the Board Manual. The personnel policy manual was last approved September 26, 2023, and the Board Manual was last approved April 24, 2023. Once approved, the updated policy will replace the one that is currently within those manuals.

*Enclosed:*

Non-Discrimination and Anti-Harassment Policy - Current, Proposed (red-lined), and Clean Copies

## CURRENT COPY:

### Buffalo Grove Park District *Sexual Harassment Policy*

#### *Introduction*

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment.

The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, elected officials, and others. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, civil union partnership, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment.

The law and policies of the Park District prohibit disparate treatment on the basis of sex, sexual orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

#### **Definitions of Harassment**

1. *Sexual harassment* may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
  - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
  - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
  - c. The harassment has the purpose or effect of interfering with the employee's work performance creating an environment that is intimidating, hostile, or offensive to the employee.



Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail and/or text messages); and other physical, verbal or visual conduct of a sexual nature.

2. *Harassment on the basis of any other protected characteristic* is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail and/or text messages).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

<i>Note</i>	Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.
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### **Retaliation Is Prohibited**

The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, Human Resources Manager, Director of Business & Human Resources, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, tweets, social media postings, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, and if you feel comfortable doing so, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are not required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, Human Resources Manager, Director of Business & Human Resources or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.

- Report to Executive Director/President of the Board of Park Commissioners: An employee/intern may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.
- When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation. Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment.

### Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director (or his designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable efforts to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

<b><i>Important Notice To All Employees</i></b>	Employees/interns who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.
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### Responsibility of Supervisors and Witnesses

Any supervisor or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, misconduct, and/or retaliation of or by any employee/intern should immediately advise the Executive Director, and the Director (or his designee) will investigate the conduct promptly and take prompt remedial allegation if the allegations are substantiated.

All employees/interns are encouraged to report incidents of harassment, discrimination, and/or retaliation regardless of who the offender may be or whether or not you are the intended victim.

### The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, and/or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

### **Responsive Action**

After investigation, the Park District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination), as the Park District believes appropriate under the circumstances.

### **False and Frivolous Complaints**

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

## PROPOSED CHANGES:

### Buffalo Grove Park District *Non-Discrimination and ~~Sexual~~ Anti-Harassment Policy*

#### *Introduction*

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be ~~business-like and~~ free of bias, prejudice and all forms of discrimination, harassment, or retaliation.

It is the responsibility of each and every Park District employee, officer, official, ~~park~~ commissioner or board member, agent, volunteer, and vendor of the Park District, and anyone as well as anyone using the Park District's facilities for Park District purposes, to refrain from discrimination, sexual and other harassment, and retaliation of any kind.

The Park District will not tolerate discrimination or sexual or any other type of harassment of any kind or by ~~any of~~ its employees, elected officials, or any other person in an employee's work environment, and others. Actions, behaviors, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated under any circumstances.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived of a particular gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of discrimination, harassment or retaliation.

The law and policies of the Park District prohibit disparate ~~treatment~~ treatment on the basis of sex, on the basis of based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, sexual orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy, and the Park District's Equal Employment Opportunity policy, the Park District provides training on discrimination, harassment, and retaliation to its employees at or near the time of hire and annually thereafter, intended to supplement and reinforce this policy.

## Definitions of Harassment

### 1. ~~Sexual Harassment~~ ~~Harassment~~

~~+~~

~~Sexual harassment may~~ occurs whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

- a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment; ~~or~~
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the ~~harassed employee~~ individual; or
- c. The harassment has the purpose or effect of interfering with the ~~individual's~~ employee's work performance creating an environment that is intimidating, hostile, or offensive ~~to the individual employee.~~

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender ~~or sex~~. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal ~~abuse communications~~ of a sexual nature; commentary about an individual's body, ~~relationships~~ sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through ~~social media, messaging platforms,~~ e-mail and/or text messages); and other physical, verbal or visual conduct of a sexual nature.

### 2. ~~Harassment on the Basis of Any Other Protected Characteristic~~

~~Harassment on the basis of any other protected characteristic~~ is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of ~~an individual's actual or perceived~~ their race, color, religion, ~~sex, gender (including gender identity or expression), sex,~~ sexual orientation, ~~civil union partnership,~~ age, national origin, ~~citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy,~~ disability or any other characteristic protected by law or that of ~~an individual's~~ their relatives, friends or associates, and that:

- a. ~~(i)~~ has the purpose or effect of creating an intimidating, hostile or offensive work environment; ~~or~~

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- ~~(iii)~~
- b. ~~has~~ the purpose or effect of unreasonably interfering with an individual's work performance;
- or
- ~~2-c.~~
- ~~or (iii)~~ otherwise adversely affects an individual's employment opportunities.

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Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail and/or text messages).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, ~~and~~ business-related social events and any other location where the individual is assigned to perform their job duties.

<i>Note</i>	Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind <del>shall</del> <u>will</u> be subject to disciplinary action, up to and including discharge.
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### Retaliation Is Prohibited

The Park District prohibits retaliation against any individual ~~because they who~~ reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination of employment.

### Complaint Reporting Procedure

The Park District ~~strongly urges~~ requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. ~~Therefore, while no fixed reporting period has been established, the Park District strongly urges the individuals must~~ promptly ~~reporting all of~~ complaints or concerns so that rapid ~~and~~ constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the ~~offender's~~ behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy ~~will~~ ~~shall~~ ~~shall~~ require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender beyond notifying any of the Park District officials and/or departments listed below.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, Superintendent of Human Resources ~~Manager~~ and Risk Management, Director of Business & Services and Human Resources, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, tweets, social media postings, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- *Direct Communication with Offender*~~—~~: If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed individual-employee, and if you feel comfortable doing so, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed belowherein. ~~Further, you are not required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so.~~ The initial message concerning the offender may be oral or written, but documentation of the notice should be made to preserve the record of events. If subsequent messages are needed, they should be put in writing.
- *Report to Supervisory and Administrative Personnel*: At the same time direct communication is undertaken, or in the event you are exposed to sexual or other forms of harassment, discrimination, or retaliation in the workplace, feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, Superintendent of Human Resources and Risk Management~~Manager~~, Director of Business & Services and Human Resources and/or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Park District Board~~of Park Commissioners~~.
- *Report to Executive Director/President of the Board* ~~of Park Commissioners~~: An employee individual may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Park District Board~~Board of Park Commissioners~~.
- *Complaint Against A Board Member*: If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Park District such as a Commissioner, the allegations should be reported to the Human Resources Department, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment or

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retaliation. If a complaint is made against an elected official of the Park District under this section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint willshall be thoroughly investigated by the Human Resources Department (or their designee) or an independent attorney or consultant and willshall be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

~~When~~ As explained further below, when an allegation of discrimination, harassment, or retaliation is reported, an investigation ~~will~~ shall be conducted within a prompt period of time and appropriate remedial action ~~will~~ shall be taken when an allegation is determined to be substantiated. At no time ~~will~~ shall personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation. Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights (IDHR), which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

#### **Harassment Allegations Against Non-Park District Employees & Third Parties**

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director (or their designee) ~~will~~ shall promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Park District ~~will~~ shall make reasonable efforts to protect you from further contact with such persons when warranted, or willshall take other reasonable steps to remediate the situation. Please recognize, however, that the Park District has limited control over the actions of non-employees.

<b>Important Notice To All Employees</b>	<u>Employees/Individuals</u> who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of the <u>complaint</u> <del>to</del> reporting procedure.
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#### **Harassment Of Non-Park District Employees**

Harassment of non-employees by Park District employees is strictly forbidden and willshall be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department immediately. If the Human Resources Department is implicated by the allegation, the report ~~can~~ may be made to the Park District's Executive Director. If both the Human Resources Department and the Executive Director are implicated by the allegation, the report ~~can~~ may be made to the Park District's Board President. The allegations of the complaint willshall be thoroughly investigated by the Human Resources Department, Executive Director, or Board President (or their designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

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#### **Harassment Allegations By Elected Officials Against Other Elected Officials**

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation,

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the report ~~can~~ may be made to any other Park District ~~ec~~ commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint ~~will~~ shall be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant ~~to review and investigate the allegations~~. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

### Responsibility of Supervisors and Witnesses

Any supervisor or managerial ~~Park District~~ employee who becomes aware of any possible sexual or other harassment, discrimination, misconduct, and/or retaliation of or by any ~~individual~~ employee should immediately advise the Executive Director, and the Director (or their designee) ~~will~~ shall investigate the conduct promptly and take prompt remedial ~~allegation~~ action for substantiated if the allegations ~~are substantiated~~.

All ~~employees~~ individuals are encouraged to report incidents of harassment, discrimination, and/or retaliation regardless of who the offender may be or whether or not you are the intended victim.

### The Investigation

Any reported allegations of harassment, discrimination or retaliation ~~will~~ shall be investigated promptly. The Park District ~~will~~ shall make every reasonable effort to conduct an investigation in a responsible and confidential manner. ~~However, it is impossible to guarantee absolute confidentiality. should absolute confidentiality impede the as the Park District's ability must be able to fully investigate any reported allegations, and take where said allegations are substantiated promptly remediate same remedial action when necessary.~~ The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, and/or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination ~~of employment~~. ~~No one making a complaint shall be retaliated against even if a complaint made in good faith is not substantiated.~~

### Responsive Action

After investigation, the Park District ~~will~~ shall determine whether a complaint of harassment, discrimination or retaliation has been substantiated ~~or not~~ based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), ~~will~~ shall be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination ~~of employment~~), as the Park District, ~~in its sole discretion~~, believes ~~appropriate is warranted~~ under the circumstances.

## False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

## Conclusion

In summary, Park District employees and non-employees in connection with the Park District have a right to:

- a. be free from unlawful discrimination, harassment or retaliation in the workplace (see this Policy and the Park District's Equal Employment Opportunity Policy);
- b. file a charge of discrimination, harassment or retaliation (see this Policy); and
- c. obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the agency's ADA Policy and Pregnancy Discrimination Policy).

While we, the Park District, hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR), Illinois Human Rights Commission (HRC), or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. Individuals should contact the below agencies within 300 days of the alleged incident(s):

Illinois Department of Human Rights (IDHR)  
Chicago: (312) 814-6200  
Chicago TTY: (866) 740-3953

Illinois Human Rights Commission (IHRC)  
Chicago: (312) 814-6269  
Chicago TDD: (866) 832-2298

United States Equal Employment Opportunity Commission (EEOC)  
Chicago: (312) 872-9777  
Chicago TTY: (800) 669-6820  
ASL Video: (844) 234-5122

at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

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CLEAN COPY:

Buffalo Grove Park District  
*Non-Discrimination and Anti-Harassment Policy*

*Introduction*

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be free of bias, prejudice and all forms of discrimination, harassment, or retaliation.

It is the responsibility of each and every Park District employee, officer, official, commissioner or board member, agent, volunteer, and vendor of the Park District, and anyone using the Park District's facilities for Park District purposes, to refrain from discrimination, harassment, and retaliation of any kind.

The Park District will not tolerate discrimination or harassment of any kind by its employees, elected officials, or any other person in an employee's work environment. Actions, behaviors, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated under any circumstances.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of discrimination, harassment, or retaliation.

The law and policies of the Park District prohibit disparate treatment, on the basis of an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy, and the Park District's Equal Employment Opportunity policy, the Park District provides training on discrimination, harassment, and retaliation to its employees at or near the time of hire and annually thereafter, intended to supplement and reinforce this policy.

## Definitions of Harassment

### 1. *Sexual Harassment*

*Sexual harassment* occurs whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

- a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment; or
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- c. The harassment has the purpose or effect of interfering with the individual's work performance creating an environment that is intimidating, hostile, or offensive.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal communications of a sexual nature; commentary about an individual's body, relationships, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through social media, messaging platforms, e-mail and/or text messages; and other physical, verbal or visual conduct of a sexual nature.

### 2. *Harassment on the Basis of Any Other Protected Characteristic*

*Harassment on the basis of any other protected characteristic* is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, disability or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that:

- a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;  
or
- b. Has the purpose or effect of unreasonably interfering with an individual's work performance;  
or

c. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail and/or text messages).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events and any other location where the individual is assigned to perform their job duties.

<i>Note</i>	Any employee engaging in practices or conduct constituting sexual harassment, discrimination, or harassment of any kind will be subject to disciplinary action, up to and including discharge.
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### **Retaliation Is Prohibited**

The Park District prohibits retaliation against any individual because they report discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination of employment.

### **Complaint Reporting Procedure**

The Park District requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Individuals must promptly report all complaints or concerns so that rapid constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender beyond notifying any of the Park District officials and/or departments listed below.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, Superintendent of Human Resources and Risk Management, Director of Business Services and Human Resources, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and

any witnesses to the incident). Written records such as letters, notes, memos, texts, tweets, social media postings, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- *Direct Communication with Offender.* If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed individual, and if you feel comfortable doing so, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed herein. The initial message concerning the offender may be oral or written, but documentation of the notice should be made to preserve the record of events. If subsequent messages are needed, they should be put in writing.
- *Report to Supervisory and Administrative Personnel.* At the same time direct communication is undertaken, or in the event you are exposed to sexual or other forms of harassment, discrimination, or retaliation in the workplace, you should promptly report the offending behavior to your immediate supervisor, Superintendent of Human Resources and Risk Management, Director of Business Services and Human Resources and/or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Park District Board.
- *Report to Executive Director/President of the Board.* An individual may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Park District Board.
- *Complaint against a Board Member.* If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Park District such as a commissioner, the allegations should be reported to the Human Resources Department, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment, or retaliation. If a complaint is made against an elected official of the Park District under this section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint shall be thoroughly investigated by the Human Resources Department (or their designee) or an independent attorney or consultant and shall be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

As explained further below, when an allegation of discrimination, harassment, or retaliation is reported, an investigation shall be conducted within a prompt period of time and appropriate remedial action shall be taken when an allegation is determined to be substantiated. At no time shall personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation. Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights (IDHR), which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

**Harassment Allegations against Non-Park District Employees & Third Parties**

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director (or their designee) shall promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Park District shall make reasonable efforts to protect you from further contact with such persons when warranted, or shall take other reasonable steps to remediate the situation.

<i>Important Notice To All Employees</i>	Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of the complaint reporting procedure.
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**Harassment of Non-Park District Employees**

Harassment of non-employees by Park District employees is strictly forbidden and shall be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department immediately. If the Human Resources Department is implicated by the allegation, the report may be made to the Park District's Executive Director. If both the Human Resources Department and the Executive Director are implicated by the allegation, the report may be made to the Park District's Board President. The allegations of the complaint shall be thoroughly investigated by the Human Resources Department, Executive Director, or Board President (or their designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

**Harassment Allegations by Elected Officials against other Elected Officials**

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report may be made to any other Park District commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint shall be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.



### **Responsibility of Supervisors and Witnesses**

Any supervisor or managerial Park District employee who becomes aware of any possible sexual or other harassment, discrimination, misconduct, and/or retaliation of or by any individual should immediately advise the Executive Director, and the Director (or their designee) shall investigate the conduct promptly and take prompt remedial action for substantiated allegations.

All individuals are encouraged to report incidents of harassment, discrimination, and/or retaliation regardless of who the offender may be or whether or not you are the intended victim.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation shall be investigated promptly. The Park District shall make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality should absolute confidentiality impede the Park District's ability to fully investigate any reported allegations, and where said allegations are substantiated, promptly remediate same.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, and/or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment. No one making a complaint shall be retaliated against even if a complaint made in good faith is not substantiated.

### **Responsive Action**

After investigation, the Park District shall determine whether a complaint of harassment, discrimination, or retaliation has been substantiated based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), shall be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination of employment), as the Park District, in its sole discretion, believes is warranted under the circumstances.

### **False and Frivolous Complaints**

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

### **Conclusion**

In summary, Park District employees and non-employees in connection with the Park District have a right to:

- a. Be free from unlawful discrimination, harassment or retaliation in the workplace (see this Policy and the Park District's Equal Employment Opportunity Policy);

- b. File a charge of discrimination, harassment or retaliation (see this Policy); and
- c. Obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the agency's ADA Policy and Pregnancy Discrimination Policy).

While we, the Park District, hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR), Illinois Human Rights Commission (IHRC), or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. Individuals should contact the below agencies within 300 days of the alleged incident(s):

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Chicago: (312) 814-6200

Chicago TTY: (866) 740-3953

Illinois Human Rights Commission (IHRC)

Chicago: (312) 814-6269

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United States Equal Employment Opportunity Commission (EEOC)

Chicago: (312) 872-9777

Chicago TTY: (800) 669-6820

ASL Video: (844) 234-5122



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS, BUFFALO GROVE PARK DISTRICT  
FROM: SCOTT SPITZ, SUPERINTENDENT OF HR & RISK MANAGEMENT  
RE: ANIMALS ORDINANCE UPDATE REQUEST (1.05)  
DATE: JUNE 5, 2024

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*Action Requested:*

Staff recommends the approval of updates to Ordinance 1.05 Animals.

*Background:*

Our current animal ordinance does not specify that non-domesticated animals are not permitted on Park District property. In addition, it does not clarify that domesticated animals, (a.k.a. "pets") are not allowed in our facilities unless specifically permitted.

In addition, we added information on how the public should handle sick, injured, or dead wildlife found within the park system.

This ordinance was last approved by Board action on October 24, 2016.

*Enclosed:*

Ordinance 1.05 Animals: Current, Proposed, and Clean Copy

## CURRENT ORDINANCE:

### 1.05 ANIMALS

No person shall within the park system bring, allow to be loose, drive, lead, carry, or permit any animal on any premise within the park system, without being leashed, except in connection with Park District sponsored activities, programs, or events where the presence of animals is specifically permitted or required by the Park District as an integral part of such program activity or event. No leash shall be longer than eight (8) feet in length.

Any animal found on park property running at large may be impounded.

The owner of every animal shall be responsible for removal and sanitary disposition of any excreta deposited by his/her animal(s) anywhere in the park system.

Service animals will be allowed in parks and facilities, but must be leashed as per ordinance requirements, other than those times when doing so would prevent them from performing their responsibilities.

A service animal is any guide dog, signal dog, or other animal specifically trained, or in the process of being trained, to provide assistance to an individual with a disability. Service animals do not have to be licensed or certified by a state or local government, but often do have a method of verifying that they have gone through a training program.

To clarify, service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. Guide dogs are one type of service animal, used by some individuals who are blind. This is the type of service animal with which most people are familiar. But there are service animals that assist persons with other kinds of disabilities in their day-to-day activities.

Some examples include:

- Alerting persons with hearing impairments to sounds
- Pulling wheelchairs or carrying and picking up things for persons with mobility impairments
- Assisting persons with mobility impairments with balance

Animals, other than service animals as described above, will not be allowed either leashed or unleashed on Park District property when posted at specific programs/events. Notification of this restriction of animals at programs/events will be communicated either through on-site signage, on the Park District website or through social media outlets.

No person shall trap, catch, wound, kill, treat cruelly, or attempt to trap, catch, wound or kill any bird or animal, or molest or rob any nest of any bird or animal, in the park system.

## PROPOSED ORDINANCE:

### 1.05 ANIMALS

Non-domesticated animals are not allowed on Park District property unless otherwise specifically permitted by the Park District as an integral part of a program, activity, or event.

No person shall within the park system bring, ~~allow to be loose,~~ drive, lead, carry, or permit any animal on any premise within the park system without being leashed, except in connection with Park District sponsored programs, activities, or events where the presence of animals is specifically permitted or required by the Park District as an integral part of such program, activity, or event. No leash shall be longer than eight (8) feet in length.

Any animal found on park property running at large may be impounded.

The owner of ~~every any~~ animal shall be responsible for removal and sanitary ~~disposition disposal~~ of any excreta deposited by ~~his/her~~ their animal(s) anywhere in the park system.

Animals of any type, other than service animals as described below, will not be allowed either leashed or unleashed at Park District facilities unless specifically permitted. Notification of the permission of animals at programs, activities, events, and/or facilities will be communicated either through signage, on the Park District website, or through social media outlets.

#### Service Animals

Service animals ~~will be~~ are allowed ~~in parks and facilities on Park District property,~~ but must be leashed as per ordinance requirements, other than those times when doing so would prevent them from performing their responsibilities.

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### Wildlife

No person shall trap, catch, wound, kill, treat cruelly, or attempt to trap, catch, wound or kill any bird or animal, or molest or rob any nest of any bird or animal, in the park system.

It is illegal to care for a sick, injured, or orphaned wildlife in Illinois unless you have a permit from the Illinois Department of Natural Resources. Persons should not attempt to assist an animal if there is risk to personal safety or to the safety of others. If rabies is suspected, call the local animal control agency for assistance. If you have been bitten by a wild animal, seek medical attention immediately.

If a dead animal is found within the Park District system, please contact the Director of Parks and Planning at 847-850-2163.

## CLEAN ORDINANCE:

### 1.05 ANIMALS

Non-domesticated animals are not allowed on Park District property unless otherwise specifically permitted by the Park District as an integral part of a program, activity, or event.

No person shall within the park system bring, drive, lead, carry, or permit any animal on any premise within the park system without being leashed, except in connection with Park District sponsored programs, activities, or events where the presence of animals is specifically permitted or required by the Park District as an integral part of such program, activity, or event. No leash shall be longer than eight (8) feet in length.

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Animals of any type, other than service animals as described below, will not be allowed either leashed or unleashed at Park District facilities unless specifically permitted. Notification of the permission of animals at programs, activities, events, and/or facilities will be communicated either through signage, on the Park District website, or through social media outlets.

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who are blind. This is the type of service animal with which most people are familiar, however, there are service animals that assist persons with other kinds of disabilities in their day-to-day activities.

Some examples include:

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No person shall trap, catch, wound, kill, treat cruelly, or attempt to trap, catch, wound or kill any bird or animal, or molest or rob any nest of any bird or animal, in the park system.

It is illegal to care for a sick, injured, or orphaned wildlife in Illinois unless you have a permit from the Illinois Department of Natural Resources. Persons should not attempt to assist an animal if there is risk to personal safety or to the safety of others. If rabies is suspected, call the local animal control agency for assistance. If you have been bitten by a wild animal, seek medical attention immediately.

If a dead animal is found within the Park District system, please contact the Director of Parks and Planning at 847-850-2163.





Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
May 13, 2024  
Alcott Center – Room 24

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner, and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland

CALL TO ORDER

**Roll Call**

President Jacobson called the Workshop to order at 6:01 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner, and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Jamie Sabbach, President & Principal of 110%, Inc., Farrell Buhler, from 110%, and Jenn Foreman, Safety and Training Supervisor were in attendance.

APPROVAL OF THE WORKSHOP AGENDA

Vice President Cummins moved to approve the May 13, 2024 Workshop Agenda, seconded by Commissioner Reiner and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Executive Director Strojinc said included in the board packet was a letter from the Government Finance Officers Association notifying the Park District has been awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting for the 26<sup>th</sup> year in a row. There was an article from the CatalogIt magazine featuring Museum Registrar and Public Educator Marina Mayne in an article about the Museum's transition from the legacy collection system to CatalogIt. Last, she said there was a thank you card from the family of Dominic Saviano, III for the donation made in his memory.

STRATEGIC PLAN

Process Update – Jamie Sabbach

Jamie Sabbach, President & Principal of 110%, Inc. and facilitator of the Park District Strategic Plan, updated the board on what has been accomplished to date. She let the board know what to expect from this point on, where we are headed, and said the end will be a new Strategic Plan for the District, hopefully, by the end of June. She said she found the staff of the Buffalo Grove Park District a joy to work with, very open, engaging, and willing to participate.

## POLICY AND LEGISLATION

### **Review of 2023/24 Quarter D Administrative Work Plan Report**

Executive Director Strojinc said that these are her updated Goals and Objectives from fiscal year 2023-24 Quarter D. There were no further questions on 2023/24 Quarter D Administrative Work Plan.

### **Review of 2023/24 Quarter D Departmental Goals and Objectives**

Executive Director Strojinc said Quarter D goals and objectives not completed will be carried to FY 2024/25.

### **D102 Intergovernmental Agreements on Land Transfer and Facilities Shared Use**

Executive Director Strojinc said there are two IGA's to present with District 102. She said the Park District has a great relationship with D102 and we look forward to our continued partnership with them. Commissioner Reiner expressed a concern that the Park District doesn't have any restrictions listed in the IGA in regards to park access and D102 states the IGA is subject to the rules that the school district may establish. Executive Director Strojinc said she didn't see the need to add restrictions and the board agreed. She said it is very similar to the IGA the Park District has with D96 and it works very well. Commissioner Reiner asked for clarification on charging an out-of-district child no different than an in-district child. Executive Director Strojinc explained that because we use the school facilities, they require that we not charge their students different rates based upon their residence, so we charge all children the same rate. Commissioner Reiner asked about closing a school during weather-related events. Executive Director Strojinc said we are a guest in their facility and if they cancel programming we need to cancel ours.

### **Draft of D21 Intergovernmental Agreement on Kilmer Easement**

Executive Director Strojinc said that legal counsel is still working on this agreement. In the end it is looking like we will have a Temporary Easement, an Easement, and an IGA for them to place the school modules on our basketball court. She said we are also working on a general IGA with them like we have with the other school districts. D21 wants the easement approved as soon as possible. Vice President Cummins had some concerns with the language and the lack of a start and end date in the Kilmer Easement IGA. He also suggested the basketball court should be replaced when they are through using it.

### **Village of Buffalo Grove Police Department Flock Camera Installation Request**

Executive Director Strojinc said this request from the Village was discussed last month but this is the formal request for approval from the board to place the cameras on our property in two parks. It was noted these cameras will not be used to track motorists speeding.

### **Safety Manual Updates – Jenn Foreman, Safety & Training Supervisor**

Ms. Foreman informed the board of formatting changes, title changes, an additional appendix, new definition of PDRMA, and removed software specific names, i.e. MainTrac, and Perry Weather in the

Safety Manual. She referenced specific sections of the manual that have changed and noted additions to the manual.

### **Business Manual Updates**

Executive Director Strojinc said the changes were highlighted in the memo and wants the language to be very clear. Commissioner Cummins referenced the part of the Business Manual that references employee contracts. In fact, the Executive Director is the only contracted employee with the District and the manual should be revised to reflect it. Commissioner Cummins also brought up the maximum number of years of contracts with vendors language. He said he would like clarity on the level of supervisor approval on page 17. It was agreed the language will be changed to Department Head. Last, Vice President Cummins asked the reasoning behind lowering the fund balance. Executive Director Strojinc said that our auditors recommend that best practice is setting the balance as stated, and that the only one being lowered at this time is the recreation fund. All other fund balance change limits were made a few years ago. Commissioner Cummins did not agree with a zero floor fund balance. Discussion was held and the board agreed the fund balance should not be a zero floor. It was agreed further research should be done to determine exactly where we are fiscally and set the range from there. He pointed out that 10% is equivalent to 5 weeks operational sustainability. Commissioner Reiner said he prefers to set a fund balance target range such as 10-25%. It was agreed discussion will continue on the revisions discussed and the fund balance at the next board meeting.

### **PARKS**

#### **Renaming of Prairie Grove Park to Didier Park**

Executive Director Strojinc said that staff is asking for approval of renaming Prairie Grove Park to Didier Park and the board agreed it is a wonderful tribute to the family with a longstanding history in Buffalo Grove. Commissioner Reiner suggested have a ribbon-cutting ceremony when the renaming takes place.

### **PARK BOARD OFFICERS AND LIAISON FOR FISCAL YEAR 2024/25**

The following officer and liaison positions were presented by President Jacobson and discussed but not finalized.

- A. Elected Officers
  - 1. President – Commissioner Cummins
  - 2. Vice President – Commissioner Wallace
  
- B. Annual Appointments
  - 1. Treasurer – Commissioner Page
  - 2. Legal Counsel - Chuhak & Tecson

It was agreed that Vice President Cummins will email commissioners and determine the following liaison positions based on their feedback. These positions will be approved at the next board meeting.

- C. Liaison Positions
  - 1. Finance
  - 2. Personnel
  - 3. Policy and Legislation

4. Recreation
5. Public Relations
6. Park Development
7. Ethics Advisor
8. IAPD Key Contact
9. Village Board and Planning & Zoning Commission
10. Friends of the Parks Foundation
11. Environmental Action Team (EAT)
12. BG Days

D. Staff Positions

1. Executive Director – Erika Strojinc
2. Park Board Secretary – Erika Strojinc
3. NWSRA Board Member and Alternate – Erika Strojinc/Joe Zimmermann
4. PDRMA Representative and Alternate – Scott Spitz/Jenn Foreman
5. ADA Compliance Officer – Mike Terson/Laurie Hoffman
6. FOIA Officers – Erika Strojinc/John Short/Joe Zimmermann/Mike Terson/Beth Wanland
7. OMA Officers – Erika Strojinc/John Short/Joe Zimmermann/Tim Howe/Mike Terson/Beth Wanland
8. Assistant Treasurer – John Short
9. Finance Compliance Officer – John Short
10. Chief Financial Officer – John Short
11. Friends of the Parks Foundation Board Member – Joe Zimmermann

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Strojinc said Parkchester Park construction is moving along. She said we received 11 RFQ's from architectural and engineering companies for the Alcott assessment, three were screened by a staff committee, and one was selected. She said D21 is going to pay for the surveying required for placement of their modules. Last, she asked how the board would like to receive revised manuals in the board packet in the future. The board liked the red-lined version in the board packet and emailing the clean version.

Superintendent Terson said he is working on the fall book.

Director Zimmermann said we have 50 applications for the open supervisor position.

Director Howe said eleven part-time seasonal employees are joining the parks department for the summer.

**PRESIDENT AND COMMISSIONERS' REPORTS**

President Jacobson said staff did a great job on the memorial for Dan Anderson. He said he felt Dan's family was moved. He said he heard David Stolman passed away. He was a former Lake County Board Chairman, Lake County Treasurer, and very involved in Buffalo Grove activities.

Commissioner Wallace said she attended Dan's memorial and it reaffirmed that we are a family. She said this is why Park Districts matter. She said the dance recitals this last weekend were amazing to

see and the dancers are winning awards at competitions. She said her daughter recently took photos in Reiner Park for a school assignment.

Vice President Cummins said he attended the Land and Water Management meeting last week and it was nice to see the participation level within the community. He said he attended the 4C STEM event highlighting their service and community empowerment. He said in six months the group raised \$1,200 and gave away \$1,000 to supporting organizations. He said they have three corporate sponsors and it will be interesting to see where they go.

Commissioner Page said she attended the memorial for Dan Anderson and she said it was absolutely amazing to see the love of the District. She said she attended the Kite Fly and there were so many smiles in the park. She said she finished the IAPD Commissioner Boot Camp.

Commissioner Reiner said he attended the Mental Health Day and the participation from staff was heartfelt. He said the Kite Fly staff did a great job, there were about 500 people in attendance, and every part of the park was used. He said he attended the Legislative Conference and the sessions were well-received. He said the legislative session will be over in two weeks and there is a lot of pending legislation in Springfield, including OSLAD grants.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

The board did not enter Executive Session.

ADJOURNMENT OF BOARD WORKSHOP

Commissioner Wallace motioned to adjourn the Board Workshop at 8:34 pm seconded by Commissioner Page and the motion passed with a voice vote.

Sincerely,

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Secretary



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
May 28, 2024  
Alcott Center – Room 24  
6 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner, and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Planning and Development Manager Laurie Hoffman, Superintendent of Parks Dani Hoefle, Recreation Supervisor Mike Pfeiffer, and Executive Assistant Beth Wanland.

Attorney David Bloomberg arrived at 6:05 pm

CALL TO ORDER

**Roll Call**

President Jacobson called the Workshop to order at 6 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner, and Wallace answered present.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Reiner moved to approve the May 28, 2024 Workshop Agenda, seconded by Commissioner Page and the motion passed with a voice vote.

EMPLOYEE RECOGNITION RESOLUTION

**Resolution 24-5-1 Commending Matt Raupp on 25 Years of Service**

President Jacobson said that Matt was unable to attend the meeting tonight but asked that the following resolution be made part of the meeting minutes:

**RESOLUTION 24-5-1  
COMMENDING MATT RAUPP ON 25 YEARS OF SERVICE  
TO THE BUFFALO GROVE PARK DISTRICT**

**WHEREAS**, Matt Raupp has been employed with the Park District since April 26, 1999 when he started as a Parks Laborer. He was promoted to the Athletics Crew Chief in July of 2004, later named Parks Supervisor in 2022. Matt was promoted to Parks Foreman of the Athletics Crew in October of 2023; and

**WHEREAS**, Matt oversees three full-time and two seasonal employees, and is responsible for the care and maintenance of 25 baseball and softball diamonds, 19 parks with soccer and flag football fields, 17 basketball courts, 12 tennis courts, 8 volleyball courts, 3 pickleball courts, 2 football fields, 1 bocce ball court, 1 cricket pitch, and up until this last winter, 1 ice rink; and

WHEREAS, Matt has been crucial in the execution of Special Events throughout the Park District, providing recreation staff with all requested equipment, assisting with setup and takedown of both large and small events, and consistently exceeding staff expectations by ensuring all event details are covered, including remembering details that others had forgotten; and

WHEREAS, Matt works closely with the two Park District affiliates, BGRA and Bills Football. He ensures each organization has what they need on a daily basis, preparing fields for their weekly use and annual tournaments, communicating throughout the season, and providing an exceptional service to the participants of their programs; and

WHEREAS, Matt has championed innovation in the Athletics Crew, bringing forth new opportunities including the ABI Laser Grader, to refresh uneven baseball diamonds, and the Turf Tank, a robotic paint striper for athletic fields; and

WHEREAS, Matt played a huge role in the Parkchester Park renovation project, saving tens of thousands of dollars as his crew took on the removal of the existing baseball diamond and tennis courts, providing input on the proposed new design, and offering feedback on various equipment pieces that would directly affect the District's ability to maintain the new spaces; and

WHEREAS, Matt is thriving in his new foreman role where he motivates his crew and leads by example, communicates well with his team, other crews, and supervisors, and is incredibly organized, ahead of all upcoming tasks and responsibilities; and

WHEREAS, Matt plays a huge role in the Parks Department culture, providing unwavering support for other crews, solving problems when they arise, and wearing a smile accompanied by a positive attitude each and every day; and

WHEREAS, Matt has completed an incredible twenty five years of service to the Buffalo Grove Park District, and the Board of Commissioners appreciates his dedicated service, knowing the success of the Park District is dependent upon employees like Matt, who take pride in individual, team, and departmental accomplishments.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois as follows:

1. That Matt Raupp be commended on behalf of the citizens of Buffalo Grove for his distinguished service to the Park District.
2. That this resolution be presented to Matt with continued best wishes in his career.

DATED, AT BUFFALO GROVE, ILLINOIS THIS 28<sup>th</sup> DAY OF MAY 2024.

Resolution 24-5-2 Commending Dani Hoefle on 10 Years of Service  
President Jacobson read the following resolution:

RESOLUTION 24-5-2  
COMMENDING DANI HOEFLE ON 10 YEARS OF SERVICE  
TO THE BUFFALO GROVE PARK DISTRICT

**WHEREAS**, Dani Hoefle was hired full-time as the Aquatics Supervisor on April 1, 2014, promoted to Risk Manager in March of 2018, and then promoted to Superintendent of Parks in June of 2023; and

**WHEREAS**, while in aquatics, Dani supervised over 100 seasonal employees at four different locations. She was able to manage a budget that historically operated at a deficit and turned a profit during her first year as aquatics supervisor. Dani implemented a training schedule with her staff that consistently received 5-star audits; and

**WHEREAS**, in 2018, Dani was promoted to Risk Manager. Dani was instrumental in creating the "Risk Management" interest group in the Administration and Finance Section of IPRA. She spearheaded a one-day seminar with over 100 participants from 60 different Districts that discussed many different risk management issues that Districts' are facing; and

**WHEREAS**, with a teaching background, Dani has spoken on different topics pertaining to Risk Management at NRPA, IPRA and the National Aquatics Conference. One of Dani's presentations "Change Your Safety Committee's Flavor to Peaches and Cream" is on-demand through NRPA. As of March, over 500 recreational professionals have viewed her presentation. She also served on the Board of Pro-Connect through IPRA which helps younger recreation professionals get in touch experienced professionals who serve as a mentor; and

**WHEREAS**, during 2020, the agency was forced to deal with COVID-19. Dani was influential in creating the safety protocols that the District would take to move forward with programming, facility, and park safety, and allow staff and participants feel safe in returning to a "normal" life; and

**WHEREAS**, in June of 2023, Dani took on the role of the Superintendent of Parks. She manages eleven full-time staff and eleven summer employees. She oversees 400 acres, many playgrounds, athletic fields, special event set-up, contractors, and dealing with resident concerns. Dani has created a new culture in the parks department. She has given power to staff to make their own decisions and has incorporated regular meetings with her crew to keep everyone in the loop on what is going on within the department; and

**WHEREAS**, the success of the District is dependent upon employees like Dani, who take pride in the Park District and in their individual and departmental accomplishments. The Buffalo Grove Park District Board of Park Commissioners appreciates her dedicated service, which has allowed the District to grow during her career with us.

**NOW, THEREFORE, LET IT BE RESOLVED** by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois as follows:

1. That Dani Hoefle be commended on behalf of the citizens of Buffalo Grove for her ten years of distinguished service to the Park District.
2. That this resolution be presented to Dani with best wishes for her career.

**DATED, AT BUFFALO GROVE, ILLINOIS THIS 28TH DAY OF MAY 2024.**

Mrs. Hoefle said she worked at the Park District in the aquatics department as a summer job when she was 14 years old. After a 10 year journey looking for her way in other careers she found her way back to the Park District and she is so thankful she did. She said the people are why she is still here and she appreciates the variety of opportunities she has enjoyed here.



President Jacobson said he remembers her leading us during COVID. Commissioner Wallace said the COVID reference is emotional for her as her kids are graduating from high school now and they made it through COVID. She said everyone felt rudderless at the time but the policies Dani and the Park District put in place brought us all safely back to normalcy.

## FINANCE

### **May Warrant 2024**

There were no comments on the May Warrant 2024.

### **April Financial Statement**

There were no comments on the April Financial Statement.

### **April Year to Date Statement**

There were no comments on the April Year to Date Statement.

### **May Refunds**

There were no comments on May Refunds.

### **Board Travel and Conference Expense**

There were no comments on the Board Travel and Conference Expense.

## OLD BUSINESS

### **Business Manual Revisions**

Executive Director Strojinc said she highlighted the revisions to the Business Manual in the memo. Vice-President Cummins asked to postpone approval of the Business Manual until Director Short returns from vacation to discuss some of the revisions with him. Executive Director Strojinc said we will put the discussion on the workshop agenda of the next board meeting and table approval of the manual tonight.

## NEW BUSINESS

There was no New Business discussed.

## ADJOURNMENT

Commissioner Page moved to adjourn the Board Workshop at 6:11 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

Respectfully Submitted,

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Secretary



Buffalo Grove Park District Board of Commissioners  
ANNUAL MEETING MINUTES  
May 28, 2024  
Alcott Center – Room 24

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner, and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Parks Dani Hoefle, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland

Attorney David Bloomberg was in attendance.

CALL TO ORDER

**Roll Call**

President Jacobson called the meeting to order at 6:11 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner, and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Page moved to approve the Annual Meeting Agenda as amended to postpone discussion and approval of the Business Manual until Director Short is back from vacation, seconded by Commissioner Wallace and the motion passed with a voice vote.

INTRODUCTION OF GUESTS

Blake Lewis, our summer intern, introduced himself. He said he grew up in Buffalo Grove, graduated from Stevenson High School, currently attends the University of Iowa, and said he is happy to be here.

APPROVAL OF MINUTES

**Approval of April 8, 2024 Park Tour Minutes**

Commissioner Wallace moved to approve the April 8, 2024 Park Tour Minutes, seconded by Commissioner Page and the motion passed with a voice vote.

**Approval of April 8, 2024 Workshop Minutes**

Commissioner Wallace moved to approve the April 8, 2024 Workshop Minutes, seconded by Commissioner Page and the motion passed with a voice vote.

**Approval of April 24, 2024 Public Hearing Minutes**

Commissioner Wallace moved to approve the April 24, 2024 Public Hearing Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

**Approval of April 24, 2024 Workshop Minutes**

Commissioner Wallace moved to approve the April 24, 2024 Workshop Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

**Approval of April 24, 2024 Regular Board Meeting Minutes**

Commissioner Page moved to approve the April 24, 2024 Regular Board Meeting Minutes, seconded by Commissioner Wallace and the motion passed with a roll call vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Executive Director Strojinc said included in the packet was a Daily Herald article regarding State Representative Mark Walker being named to fill the Senate seat vacated by Ann Gillespie. She also said there was a thank you note from Superintendent of Parks Dani Hoefle for the 10-year anniversary gift she chose through the staff recognition/appreciation program.

ATTORNEY’S REPORT

Attorney David Bloomberg said he will discuss what the law firm has been doing in Executive Session tonight.

COMMITTEE ACTION ITEMS

Finance

**Approval of May Warrant 2024**

Commissioner Wallace moved to approve the May Warrant 2024 in the amount of \$2,578,119.62 seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, and Wallace  
NAYS: 0  
ABSENT: 0

**Approval of the April 2024 Financial Statement and the April 2024 Year to Date Statement**

Commissioner Wallace moved to approve the 2024 April Financial Statement and the 2024 April Year to Date Statement, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, and Wallace  
NAYS: 0  
ABSENT: 0

**Approval of the Board Travel and Conference Expense**

Commissioner Wallace moved to approve the Board Travel and Conference Expense in the amount of \$593.00, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, and Wallace  
NAYS: 0  
ABSENT: 0

## Policy and Legislation

### **Approval of D102 Intergovernmental Agreements on Land Transfer and Facilities Shared Use**

Commissioner Reiner moved to approve the D102 Intergovernmental Agreements on Land Transfer and Facilities Shared Use, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, and Wallace

NAYS: 0

ABSENT: 0

### **Approval of Village of Buffalo Grove Police Department Flock Camera Installation Request**

Commissioner Reiner moved to approve the Village of Buffalo Grove Police Department's Flock Camera installation request on Park District property in Cambridge and Mill Creek Parks, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, and Wallace

NAYS: 0

ABSENT: 0

### **Approval of Safety Manual Updates**

Commissioner Reiner moved to approve the Safety Manual Updates as presented, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, and Wallace

NAYS: 0

ABSENT: 0

### **Approval of Business Manual Updates**

Commissioner Reiner moved to postpone approval of the Business Manual and hold further discussion at the June 10 Board meeting, seconded by Vice President Cummins and the motion passed with a voice vote.

## Parks

### **Approval of the Renaming of Prairie Grove Park to Didier Park**

Commissioner Reiner moved to approve the renaming of Prairie Grove Park to Didier Park, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, and Wallace

NAYS: 0

ABSENT: 0

## Employee Recognition

### **Employee Recognition Resolution 24-5-1 Commending Matt Raupp on 25 Years of Service**

Vice President Cummins moved to approve Employee Recognition Resolution 24-5-1 Commending Matt Raupp on 25 years of service to the Buffalo Grove Park District, seconded by Commissioner and the motion passed with a voice vote.

### **Employee Recognition Resolution 24-5-2 Commending Dani Hoefle on 10 Years of Service**

Vice President Cummins moved to approve Employee Recognition Resolution 24-5-2 Commending Dani Hoefle on 10 years of service to the Buffalo Grove Park District, seconded by Commissioner Reiner and the motion passed with a voice vote.

## Consent Agenda

Vice President Cummins moved to approve the Consent Agenda as proposed, seconded by Commissioner Page and the motion passed with a voice vote.

- 2023-2024 Quarter D Administrative Work Plan Report
- 2023-2024 Quarter D Department Goals and Objectives

### EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Strojinc said we have received a first disbursement of the 3 million dollar grant from the state of Illinois. She said there is a need to purchase stone at Rylko Park for under the asphalt pathways. She said the Village engineering department pulled back on a project which included connecting a portion of our pathway from the Fitness Center to the drive. We will not be moving forward with that connection at this time. She said we need to purchase sod to place around the pathways to make certain they will be in shape for BG Days. She said Museum Curator Debbie Fandrei was approved for an extension to the Museum grant and we will use the money for a shade structure in Rylko Park at the Nature Classroom. She said there is a free, temporary workstation in the lobby of Alcott for patrons to use. She explained that EAT is doing a spinoff of two new groups that are not part of the Park District. She said she will let EAT know that the two new spinoffs will have to pay to rent District rooms and will not receive sponsorship money. The two groups unaffiliated with the Park District will be treated as any other group asking for a rental.

President Jacobson asked about a private organization running a baseball camp at Emmerich Park. He saw it on Facebook and staff said they know nothing about it and will follow through with the organization. Staff said they would look into it.

Director Zimmermann said Earth Day and Parks and Public Services Day were great events. He said the cast is in place for the summer musical *Something Rotten!* He said the Car Show will not be a part of BG Days this year due to the new turf at Rylko Park.

Superintendent of Parks Dani Hoefle said the cicadas are here and the summer seasonal part-time staff has started work. She thanked Athletic Fields Technicians Mark Bajno and Joe Jagiello, and Parks Specialist Connor McWard for working the BGRA Memorial Day Tournament last weekend.

Director Howe said the parks department has been dealing with some vandalism in our parks which often happens at this time of year.

### ELECTION OF OFFICERS FOR FISCAL YEAR 2024/2025

President Jacobson said he has served for 23 years and he is really excited about the board that is in place now. He said the board and staff have been through a lot the past three years. He said he is pleased that the colleagues around him are from different generations, and have different perspectives as we move the District into the future.

#### President

President Jacobson nominated Vice President Cummins to be Board President for fiscal year 2024/25, seconded by Commissioner Reiner and the motion passed with a voice vote.

#### Vice President

President Jacobson nominated Commissioner Wallace to be Board Vice President for fiscal year 2024/25, seconded by Commissioner Page and the motion passed with a voice vote.

Newly elected President Cummins took over running the remainder of the annual board meeting. President Cummins said he appreciates the opportunity to serve the community in another role.

### ANNUAL APPOINTMENTS FOR FISCAL YEAR 2024/25

#### **Treasurer**

President Cummins appointed Commissioner Page as Treasurer for fiscal year 2024/25

#### **Legal Counsel**

President Cummins appointed the law firm of Chuhak and Tecson with lead counsel of Steven Bloomberg and David Bloomberg for fiscal year 2024/25.

Commissioner Reiner moved to approve the appointments made by President Cummins for Treasurer and Legal Counsel of the Park District for fiscal year 2024/25, seconded by Commissioner Jacobson and the motion was approved with a voice vote.

### PRESIDENT'S PARK BOARD LIAISON APPOINTMENTS FOR FISCAL YEAR 2024/25

President Cummins appointed the following Park Board Liaison Appointments for fiscal year 2024/25:

- Finance – Commissioners Page and Cummins
- Personnel – Commissioner Cummins
- Policy and Legislation – Commissioners Reiner and Page
- Recreation – Commissioner Wallace
- Public Relations – Commissioner Jacobson
- Park Development – Commissioner Reiner
- Ethics Advisor – Commissioner Reiner
- IAPD Key Contact – Commissioner Wallace
- Village Board and Planning & Zoning Commission – Commissioner Jacobson
- Friends of the Parks Foundation – Commissioner Page
- Environmental Action Team (EAT) – Commissioners Cummins and Wallace
- BG Days – Commissioner Wallace

President Reiner moved to approve President Jacobson's Park Board Liaison Appointments for fiscal year 2024/25, seconded by Commissioner Jacobson and the motion passed with a voice vote.

### STAFF APPOINTMENTS FOR FISCAL YEAR 2024/25

President Cummins made the following staff appointments for fiscal year 2024/25:

- Executive Director – Erika Strojinc
- Park Board Secretary – Erika Strojinc
- NWSRA Board Representative and Alternate –Erika Strojinc/Joe Zimmermann
- PDRMA Representative and Alternate – Scott Spitz/Jenn Foreman
- ADA Compliance Officer – Mike Terson/Laurie Hoffman
- FOIA Officers – Erika Strojinc, John Short, Joe Zimmermann, Mike Terson, Beth Wanland
- OMA Officers – Erika Strojinc, John Short, Joe Zimmermann, Tim Howe, Mike Terson, Beth Wanland
- Assistant Treasurer - John Short

- Finance Compliance Officer – John Short
- Chief Financial Officer – John Short
- Friends of the Parks Foundation Board Member – Joe Zimmermann

Commissioner Jacobson moved to approve President Cummins' Staff Appointments for fiscal year 2024/25, seconded by Commissioner Wallace and the motion passed with a voice vote.

#### OLD BUSINESS

There was no Old Business discussed.

#### NEW BUSINESS

There was no New Business discussed.

#### EXECUTIVE SESSION

President Cummins moved to enter into Executive Session for the purpose of Litigation and Personnel at 6:47 pm, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

The board took a recess at this point in the meeting to celebrate President Cummins birthday on June 4.

#### RECONVENED ANNUAL BOARD MEETING

Commissioner Jacobson moved to reconvene the Annual Board Meeting at 8:58 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

#### POSSIBLE ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

President Cummins said that the Board took no final action in Executive Session.

#### ADJOURNMENT

President Cummins moved to adjourn the Annual Board Meeting at 8:59 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

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Secretary



# What's Happening?

June/July 2024

Date	Name of Event	Description	Location	Time
Monday, June 10	Board Workshop/Regular Meeting	Monthly Meeting	Alcott - Room 24	6 pm
Friday, June 14	Tots in the Park	Super Stolie	Alcott Center	10:30 - 11:15 am
Friday, June 14	Flag Day	Celebrate our Flag	Veterans Park	4:45 pm - Free Ice Cream 5:30 pm - Ceremony
Tuesday, June 18	Summer Concert Series	LP Vinyl <i>Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Wednesday, June 21	International Day of Yoga	Summer Solstice Yoga	Golf Dome <i>Free Event With Nonperishable Food Item Donation to the Vernon Township Food Pantry</i>	Meditation 5:30 - 6 pm Yoga 6:15 - 7:30 pm
Friday, June 21	Movies Under the Stars	Elemental <i>Rain date: June 27</i>	Willow Stream Park	Dusk
Tuesday, June 25	Summer Concert Series	Bucket Number 6 <i>Pop/Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Thursday, June 26	SLSF/Rotary Golf Outing	Show off your skills!	Bridges of Poplar Creek	7:30 am - 5 pm
Friday, June 28	Tots in the Park	Miss Jamie's Farm	Alcott Center	10:30 - 11:15 am
Tuesday, July 2	Summer Concert Series	One Foot in the Groove <i>Classic Rock</i>	Willow Stream Park	6:30 - 8:30 pm
<b>Thursday, July 4</b>	<b>HAPPY</b>	<b>INDEPENDENCE</b>	<b>DAY!!!</b>	
Monday, July 8	Board Workshop	Monthly Meeting	Alcott - Room 24	6 pm
Tuesday, July 9	Summer Concert Series	Industrial Drive <i>Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Friday, July 12	Movies Under the Stars	Trolls Band Together <i>Rain date: July 18</i>	Willow Stream Park	Dusk
Friday, July 12 - Saturday, July 13	Camping Under the Stars	Overnight Campout with Friends & Neighbors	Willow Stream Park <i>Registration Required</i>	Friday 6 pm through Saturday 9 am
Tuesday, July 16	Summer Concert Series	Prissillas <i>Pop/Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Friday, July 19	Tots in the Park	Ben Tatar	Alcott Center	10:30 - 11:15 am
Friday, July 19	Adventure Challenge	Teams of 4 Compete in Mental & Physical Challenges!	Willow Stream Park & Pool <i>Registration Required</i>	5:30 - 7:30 pm
Monday, July 22	Board Workshop/Regular Meeting	Monthly Meeting	Alcott - Room 24	6 pm
Tuesday, July 23	Summer Concert Series	GooRoos <i>Pop/Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Friday, July 26	Tots in the Park	Istvan and His Imaginary Band	Alcott Center	10:30 - 11:15 am
Friday, July 26	Movies Under the Stars	The Super Mario Brothers Movie <i>Rain date: August 1</i>	Willow Stream Park	Dusk
Friday/Saturday/Sunday July 26 - 28 & August 2-4	2024 Big Deal Summer Musical	Something Rotten!	CAC <i>Tickets Required</i>	July 26, 27 & August 2 at 7:30 pm July 28 & August 3 & 4 at 3 pm
Tuesday, July 30	Summer Concert Series	Kaleidoscope Eyes <i>Beatles</i>	Willow Stream Park	6:30 - 8:30 pm
Monday, July 31	IAPD Golf Outing	Show off your skills!	New Lenox Sanctuary Golf Course	11 am - 6 pm





BUFFALO GROVE PARK DISTRICT  
COMMITTEE ACTION ITEMS  
June 10, 2024

- I. Committee Action Items
  - A. Employee Recognition Resolutions (SC)
    1. I move to approve Resolution 24-6-1 Commending Lindsay Grandt on 20 Years of Service to the Buffalo Grove Park District.
    2. I move to approve Resolution 24-6-2 Commending Scott Spitz on 10 Years of Service to the Buffalo Grove Park District.
  - B. Finance (KP/SC)
    1. I move to approve the June 2024 Warrant in the amount of \$1,729,550.84.
    2. I move to approve the May Year to Date Statement.
    3. I move to approve the Board Travel and Conference Expense in the amount of \$520.18.
  - C. Policy and Legislation (LR/KP)
    1. I move to approve the Business Manual updates as proposed.
    2. I move to approve the Non-Discrimination and Anti-Harassment Policy updates as proposed.
    3. I move to approve the 1.05 Animals Ordinance update as proposed.
- II. Consent Agenda
  - A. I move to approve the Consent Agenda as proposed:
    1. STEPS Project – Audience Engagement & Interpretation