

# Winnetka Park District POLICY MANUAL



## **Next Board Review**

Chapters: 1-4 (*January 2022*)

Chapters: 5-7 (*March 2022*)

Chapters: 8-13 (*May 2022*)

Chapters: 14-17 (*August 2022*)

Chapter: 18 (*September 2022*)



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 1**

**HISTORICAL SIGNIFICANCE**

- 1.01 History
- 1.02 Name of District
- 1.03 Statutory Authority
- 1.04 Names and Locations of Parks
- 1.05 Commissioners of the Winnetka Park District



## **1.00 HISTORICAL SIGNIFICANCE**

### **1.01 HISTORY**

#### **Winnetka – The Land of Beautiful Parks**

February 4, 1904 marked the first meeting of the Park District Board of Commissioners. Attendees included Rev. Haarth, President; George Baker, Commissioner; Charles Thorne, Commissioner; C.W. Coman, Commissioner; H.A. DeWindt, Commissioner; Max Meyer, Treasurer; and Mary Busscher, Secretary. Tax funds were not available, so the commissioners formed a syndicate, which collected \$8,548.30 to purchase what is now Winnetka Station Park, and loaned the Park District \$300 for expenses. In June, 1904, the Winnetka Park District acquired the park land through a referendum, and by August repaid the commissioners with interest.

Today, the Winnetka Park District manages 27 park sites totaling 236 acres of park land within its boundaries. One of the most interesting and extensive land acquisitions is a 142-acre tract at Hibbard Road and Elm Street. Presently, it is one of the most valuable pieces of land in Cook County and the idea to acquire this tract developed when F.W. Burlingham donated it to the Winnetka Park District. There, a baseball diamond was laid out and the Board later acquired the adjoining 40 acres.

In 2011, the Park Board initiated significant improvements at Skokie Playfield, based on the 2010 adopted Skokie Playfield Master Plan. This included a 4 million gallon underground stormwater storage vault, synthetic turf fields and driving range renovations.

#### **Lake Front Acquisitions and Beaches**

Early settlers gradually bought the desirable and expensive lakefront properties for homes. They acquired riparian rights and reserved the adjoining beach areas for their own private use. This left very few public beaches, and the only truly accessible public beach was from Tower Road.

In 1905, the Park Board identified the need to acquire more beach front property. They sought to purchase more beaches along Sheridan Road at the north end of Maple Street to what is now Maple Street Beach. A referendum was passed to purchase the entire piece of property. Through the ingenious efforts of W.C. Boyden, the commissioners were able to pay \$28,250 at the rate of \$120 per foot of frontage to purchase the property. His unique idea was to sell subscriptions for the purchase of this park, similar to the method used in buying the Station Park, therefore lowering

the cost by about \$4,000. Although “Lake Front Park” (now called Maple Park) was bought in 1905, most improvements to the park were delayed until 1910.

In 1910, a beach house was built and Maple Street Beach was officially opened for swimming.

In 1958, a small beach at the end of Elder lane was officially opened for public use.

In 1961, the Park Board acquired 720 feet of lakefront, south of the Tower Road Power Plant, as well as 10 acres of wooded land now known as Lloyd Park. A bond referendum was passed to finance the purchase. The property was developed for \$475,000; \$345,000

for the acreage with the remaining \$130,000 for a beach house, maintenance, park attendants, boat-launching facilities, boat racks, life guards, and park and picnic grounds. Lloyd Park officially opened July 15, 1963.

In 1969, the Park Board purchased its fifth lakefront property between Sheridan Road and Fuller Lane, named Centennial Park. The park is comprised of five acres. The property was purchased for \$550,000.

In ~~2014~~ 2016, the Commissioners of the Park Board adopted a master plan ~~process~~ for all five lakefront parks. This master plan process was led by a citizens committee which engaged the community, developed comprehensive and multifaceted site plans and made recommendations to the Park Board on priorities of the implementation plan. The resulting Lakefront Master plan titled Winnetka Waterfront 2030 will be the principal guide for lakefront improvements into the future.

## **Golf**

In 1915, forty acres known as Skokie Playfield was purchased. The Park Board decided to set aside thirty acres of this tract for a nine-hole golf course. Construction of the course began in early 1916, and opened for play in July of the same year.

An immediate success, the Park Board recognized the need for a larger course. In 1916, forty additional acres were acquired through a generous donation by Mr. and Mrs. Ayers Boal Sr. and an additional nine holes was created. In 1919, a full eighteen-hole golf course opened to the public.

In 1932, the need for a new golf clubhouse was identified. Architects were hired and the clubhouse opened in June, 1934. Improvements to the course were made

throughout the next thirty years that included paths, water fountains, drainage, irrigation, etc.

In 1959, the Winnetka Park District and the Village of Winnetka signed a lease for the west half of a forty acre tract located north of Willow Road and west of Hibbard Road for the construction of a Par 3, 9-hole golf course.

In 1982, the Winnetka Park District created a long range master plan for its golf operations. The plan called for a complete renovation of the 18-hole and Par 3 golf courses over a 10 to 15 year period. Since the master plan was adopted, the Par 3 land, which had been leased, was purchased from the Village of Winnetka in 1985.

In 1985, a 30-station driving range was built and lights were added to the range in 1997. A major renovation of the driving range was undertaken in 2014 which consisted of new target greens, tee boxes and accommodations related to better stormwater flood control.

In 1991, the current clubhouse was constructed.

In 1993, the Winnetka Park District purchased the “Morrow Property”, a residential home that was nestled amongst the 5<sup>th</sup> hole on the Par 3 Golf Course. The space was later developed to accommodate a winter sled hill in 2013. To complement this amenity, an outdoor refrigerated ice rink was added in 2015 to the south of the indoor ice rink to enhance winter programming of the park district.

In 2007, work began on a comprehensive facelift to the 18-hole championship course. Major improvements included a new triple-row irrigation system, a new pump house, eight new tee complexes and a total of 18 new (or renovated) bunkers.

### **Tennis**

In 1962, one of the first indoor tennis facilities in the Chicago area was built in Winnetka. It contained two clay courts, dressing rooms and spectator seats. The funds for construction were provided by Mr. and Mrs. Arthur C. Nielsen Sr., “as a means of expressing their appreciation of the privilege of living in Winnetka since 1922.”

In anticipation of high demand, the structure was designed to facilitate more indoor courts. In 1964, two more courts were added.

The courts were overwhelmingly popular and the Winnetka facility was unable to meet the demand with four courts. The solution was to double the existing number of courts. Construction funds were again provided by Mr. and Mrs. Arthur C. Nielsen,

Sr., and the expansion of four additional courts and support facilities was completed in 1975.

In 1975, the opening of the new tennis facility was named in honor of Mr. and Mrs. Arthur C. Nielsen, Sr., thanking them for their generous support.

In need of a major renovation, the Park Board implemented a \$2.0M buildout to update the existing facility and the addition of the lobby area and new tennis lounge in 2013.

Outdoor tennis courts were constructed adjoining the indoor complex described above in 1960. The total number of exterior courts grew to 12 which has served as center stage of the annual USTA Nielsen Pro Tennis Championship Tournament since 1984.

In 2016-2017 outdoor tennis courts 8-12 were completely renovated through a generous donation from the Theodore Eckert Foundation.

### **Ice**

In 1939, a regulation-size ice hockey rink was constructed at the Indian Hill Park. It was moved to the Skokie Playfield in 1950 and lighted.

In 1941, a small ice rink was built east of the current tennis courts at Skokie Playfield and was later enlarged to the size of a tennis court. It was then moved from Skokie Playfield and placed inside the north bank of the outdoor tennis courts when additional outdoor tennis courts were built in 1960.

In 1969, a survey was conducted by the Winnetka Skating Association. The findings revealed ice skating was ranked third in popularity, just behind swimming and golf. 76 percent of the residents interviewed had a favorable opinion toward the building of an indoor skating facility.

In 1970 and 1971, the Winnetka Caucus platform recommended that the Park Board consider building an indoor ice rink financed through the sale of Revenue Bonds. The Park Board moved forward with the sale of \$500,000 of revenue bonds to finance such a facility. The Winnetka Ice Arena was completed in the summer of 1972.

The first year of operation proved highly successful. There was a sufficient surplus generated, and the Park Board approved the sale of an additional \$120,000 of Revenue Bonds in 1973 to finance improvements in the facility consisting of Plexiglas enclosures above dasher boards, construction of bleachers, remodeling of



the locker room, refreshment booth, etc. During the years 1974 and 1975, operations of the ice arena did not produce sufficient profit to meet its interest payments and scheduled bond principal retirement.

Between 1975 and 1979 the Ice Arena's demand for more ice time for both hockey and figure skating increased significantly. During the same period time, the rise of utility rates increased so fast that the revenue from usage did not keep up with the increase in operating expenses. The ice arena fees were not able to cover the operating costs and bond retirement. The ice arena was barely meeting operating costs and was falling behind in the reserves needed to retire the revenue bonds.

In 1979, 1981 and 1983, the Winnetka Park Board and the Citizen Committee sent letters to revenue bond holders asking them to donate their bonds as a community service to help relieve the financial problem at the Ice Arena. The community answered the call for financial help by donating over \$250,000 in revenue bonds. An additional \$150,000 was generated by golf tournaments, skate-a-thons and cash contributions.

By 1990, the Ice Arena's financial condition had improved and operating costs as well as capital improvements were able to be funded by ice revenues, with a sufficient surplus and reserves to be set aside.

In 2000, the ice arena underwent a substantial renovation. Major elements of this upgrade included replacement of the ice surface floor and replacement of the refrigeration system.

With community demand for a reliable outdoor ice skating opportunity, a fundraising effort was undertaken to finance the adjoined artificial ice rink located to the south of the indoor ice facility. This rink was open to the public for the first time in the winter of 2014.

### **Platform Tennis**

In 1974, members of the Winnetka Tennis Association asked the Winnetka Park Board to consider construction of two outdoor paddle tennis courts. A feasibility study was conducted in 1975.

In 1976, the Winnetka Paddle Tennis Committee of the Winnetka Tennis Association presented to the Winnetka Park Board, \$20,873 as a result of the group's fund raising efforts. The funds were raised through the sale of advance season membership, permanent court times and gifts and were used for the construction of courts one and two.

In 1977 and 1978, a third and fourth court were constructed. This expansion was repeated in 2007 when the fifth and sixth courts were added to the facility.

In need of replacement, the original paddle facility was replaced with the current structure in 2004. This major initiative was partially funded by the Winnetka Paddle Tennis Club which boasts the largest membership of its type in the country.

Winnetka Park District's parks and facilities are well maintained and have inviting appearances. They attract newcomers to the community. This vitality supports home sales and increases the value of Winnetka property. The Park District's substantial land holdings, the broad distribution of park land and the wide range and quality of its program offerings help to make Winnetka a top district for its size.

## **1.02 NAME OF DISTRICT**

The official name and address of this Park District shall be:

**THE WINNETKA PARK DISTRICT  
540 HIBBARD ROAD  
WINNETKA, ILLINOIS 60093**

## **1.03 STATUTORY AUTHORITY**

Illinois Park Districts, which abound throughout the state, are units of local government. Under Illinois law, residents of any territory having a population of less than 500,000 residents are authorized to form a park district, which thereafter have the ability to create and maintain park programs and facilities and levy taxes.

Park Districts are formed for the primary purpose of providing recreation services and acquiring and developing land necessary to meet that legislative authority. Park Districts are not responsible to provide other municipal services, such as streets, sanitation, sewage, police and fire protection, etc.

Illinois park districts do not have to be coterminous with the boundaries of a city or village. Territory outside of the Village of Winnetka may be included in the park district, permitting better community service and increasing real estate tax revenue potential. Also, park districts can remain removed from the politics of other units of local government as they are independent entities, separate and distinct from the village, county, libraries and schools. By establishing a separate park district, Winnetka's resident founders established a level of protection for the Village's park

land, programs and facilities not available to communities operating with only a village-controlled parks and recreation department.

A park district is an agency through which, in part, the people of the state/district carry on government, but it is not purely local in function. The Park District's property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district. *Quinn v. Irving Park District*, 207 Ill. App. 449 (1st Dist. 1917).

A park district is a creation of the legislature and has no inherent powers, but only such powers as have been granted it by the legislature, or as are necessarily implied to affect the powers specifically granted.

The Winnetka Park District is a unit of local government, duly organized on September 22, 1903, under an act of the General Assembly of the State of Illinois, entitled "An Act to Provide for the Organization of Park Districts, and the Transfer of Submerged Lands to Those Bordering on Navigable Bodies of Water," approved June 24, 1895, and acts amendatory thereof. Park Districts formed under this Act were known as "Submerged Land Park Districts."

In 1947, the legislature enacted "The General Park District Code" This was the first step in codification of laws pertaining to Park Districts of less than 500,000 residents and it incorporated all the basic laws for the three different types of Park Districts existing at that time. The 1895 Act, under which the Winnetka Park District was organized, was repealed, and the Winnetka Park District became a "General Park District."

#### **1.04 NAMES AND LOCATIONS OF PARKS (owned & leased)**

<u>NAME OR PARK</u>	<u>ACRES</u>	<u>LOCATION</u>
1. Arborvitae	.09	N.W. Corner Elm St. and Arbor Vitae
2. Bell Woods	3.57	Bell Lane and Tower Road
3. Robert E. Burke Memorial Park (V)	.23	Green Bay Road and Church Street
4. Centennial Park	5.22	225 Sheridan Road
5. Village Green	3.3	Elm to Oak, Maple to Cedar Street
6. Crow Island Park	17.91	Willow to Sunset, Euclid to Glendale
7. Franklin Dunbaugh Park	1.42	Northside of Hubbard Place
8. Dwyer Park	1.23	Elm to Oak, Birch to Dwyer Court
9. Nick Corwin Park	6.05	West of Grove at Edgewood Lane

10. Elder Lane Park	4.56	East of Sheridan at Elder Lane
11. Glencoe Park	.39	Woodlawn and Glenwood
12. Happ Road Park	.38	Happ Road & Holder Lane, Northfield
13. Hill Road Park	.30	Green Bay Road to Railroad at Hill Road
14. Hubbard Woods Park	1.38	Merrill to Gage, Linden to Railroad
15. Indian Hill Park	3.36	Hill to Winnetka Ave., east of Railroad
16. Maple Street Park	3.00	East of Sheridan at Maple Street
17. Library Park	.26	Oak to Green Bay, east of Library
18. Lloyd Park	9.53	East of Sheridan at Lloyd Place
19. Merrill Park	.13	Merrill Street and Gordon Terrace
20. Northfield Park	1.99	Eden's Pkwy. to Lockwood at Sunset
21. Sheridan Park (V)	1.20	Park Lane to Maple at Sheridan Road
22. Skokie Playfield	162.01	West of Hibbard, Pine to Oak
23. Tower Road Park	3.75	East of Sheridan at Tower Road
24. West Elm Street Park	3.74	Spruce to Elm, Berkeley to Glendale
25. Station Park	.83	Elm to Oak at Green Bay Road
26. Green Bay Trail(V)	9.38	Wilson Ave. and Maple St.

(V) Denotes properties owned by the Village of Winnetka but which are govern, managed, maintained and programmed by the Winnetka Park District.

### **1.05 COMMISSIONERS OF THE WINNETKA PARK DISTRICT**

F. J. Haarth	1904-1919
George Baker	1904-1906
C.W. Coman	1904-1908
Charles S. Thorne	1904-1912
H. A. DeWindt	1904-1909
Horace M. Capron	1906-1911
Gustaf Nelson	1908-1912
John L. Hamilton	1909-1914
Morris L. Greeley	1910-1916
2nd Term	1918-1923
J. Willard Bolte	1911-1916
James F. Porter	1911-1915
George W. Gordon	1912-1917
John R. Leonard	1914-1918
Edward B. DeGroot	1914-1914
Louis Kuppenheimer	1914-1917
Edward S. Rogers	1916-1921
William S. Elliot	1916-1920

COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

Arlan W. Converst	1917-1929
Archibald A. Beebe	1917-1918
Lawrence Howe	1917-1918
John Stuart	1918-1923
Wallace D. Rumsey	1920-1925
James A. White	1921-1927
Carl H. Zeiss	1923-1929
George B. Massey	1923-1931
Sidney Wellbeloved	1925-1937
John Edgar Freeman	1927-1933
L.H. Bouscaren	1928-1929
Hobart P. Youngs	1929-1935
Harry J. Dunbaugh	1929-1935
2nd Term	1938-1939
John C. Nevins	1931-1939
Edwin H. Clark	1933-1938
Dr. Davies Lazear	1935-1941
W. O. Kurtz	1935-1941
Arthur S. Lytton	1937-1941
Denison B. Hull	1939-1945
Ralph K. Rockwood	1939-1944
Rollin D. Wood	1941-1947
J. Roy West	1941-1942
Louis H. Northrop	1941-1947
William H. Rothermel	1942-1949
Bob W. Anderson	1944-1946
Beatrice F. Williams	1945-1951
Joseph C. Houston, Jr.	1946-1953
C.M. Biddle, Jr.	1947-1953
Ralph D. Huszagh	1947-1947
Richard C. Lewis	1947-1955
Guilford R. Windes	1949-1955
Helen F. Anderson	1951-1957
Kenneth A. Rouse	1953-1956
Henry W. Persons	1955-1955
Calvin F. Selfridge	1953-1959
Robert N. Bayless	1953-1959
Raman W. Stultz	1955-1961
Morris K. Wilson	1956-1961
Roger K. Ballard	1957-1963

COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

John A. Beierwaltes	1959-1965
Robert J. Urban	1960-1965
Walter L. Cherry	1961-1967
Barbara Robertson	1961-1967
Donald Erickson	1963-1969
James Bateman, Jr.	1965-1971
Joseph R. Varley	1965-1971
Frank R. Belmont	1967-1973
Harold I. Orwig	1967-1973
Kenneth L. Fox, Jr.	1969-1975
John D. Ingram	1971-1977
Paul H. Lee, Jr.	1971-1977
George F. Greve	1973-1979
Eugene T. Detmer	1973-1974
Virginia O. Schoder	1974-1975
Edith M. McKee	1975-1979
Walter V. Holt	1975-1981
W. Barker French	1977-1978
Margot H. Tukey	1977-1980
William W. Graham	1978-1980
Ike Oberman	1979-1983
Raymond A. Zanarini	1979-1983
Carolyn A. Nelson	1979-1983
James Kruempelstaedter	1979-1983
Peter Dickinson	1980-1985
Charles Rammelt	1980-1985
Jean B. Schreiber	1981-1993
Earle Metzger	1983-1987
Rocky Barber	1983-1987
Kenneth Chalmers, Jr.	1983-1987
Denison B. Hull	1983-1987
Vernon Funk	1983-1987
Peter McNerney	1985-1989
Bruce Stevens	1985-1989
Elizabeth Ramsdell	1987-1991
Thomas Russell, Jr.	1987-1991
Robert Linn	1987-1991
Mariangela Dahl	1987-1995
Ron Bess	1989-1993

COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

Dick Golden	1989-1993
Peter Butler	1991-1992
Mary Garrison	1991-2007
Charlie Baby	1991-1995
Robert Linn	1992-1993
Houstoun Clinch	1993-2001
Joseph Dooley	1993-2003
Peter Wemple	1993-2001
Barbara Williams	1993-1997
Leonard Wood	1995-1997
Bill Kanzer	1995-1998
Ken Roffe	1997-2001
James Egan	1999-2000
Leslie Maguire	1997-1998
Bill Murphy	1997-2007
Mariangela Dahl	2000-2001
Zane Smith	2001-2007
Carolyn Kurtz	2001-2009
Julia Hanna Goodman	2001-2005
Ian Sherman	2001-2009
Susan Snyder	2003-2011
John Thomas	2005-2009
Julie Hanna Goodman	2007-2008
Bob Vanden Bosch	2007-2011
Richard Pierce	2007-2015
John DiCola	2009-2013
Brad McLane	2009-2017
Ed Harney	2009-2015
Gerri Kahnweiler	2009-2017
John Thomas	2011-2019
Ian Larkin	2011-2019
Teresa Claybrook	2013-
Arthur "Mickey" Archambault	2015-
John Peterson	2015-
Warren James	2017-
Eric Lussen	2017-

**END**

2019 Tracking

Review and Update

January 10, 2019

Board First Reading:

February 28, 2019

Board Second Reading & Adoption:

March 21, 2019

Review Due:

January 2022

Notes:



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 2**

**PURPOSE, OBJECTIVES, AND PHILOSOPHY**

- 2.01 Introduction
- 2.02 Philosophy of the District
- 2.03 Mission Statement
- 2.04 Purpose and Objectives
- 2.05 Responsibilities
- 2.06 Safety Statement



## **2.00 PURPOSE, OBJECTIVES, AND PHILOSOPHY**

### **2.01 INTRODUCTION**

Since the Winnetka Park District was formed in 1904, the delivery of recreational activities has become an increasingly complex undertaking. Laws and regulations governing Illinois units of local government and the scope and cost of maintaining recreational property and facilities and delivering recreational programming have grown continuously since the District's formation. As a result, continuity of administration is essential. For this purpose, specific policies of the Winnetka Park District have been codified herein to serve as a guide to the Park Board and the District's administrators.

From time to time, federal, state, local laws and regulations impacting park district operations are added, modified and repealed. As changes occur, they need to be studied, incorporated and applied by Park District's board, staff and professionals to ensure the Park District's compliance by those involved in conducting the affairs of the Winnetka Park District.

### **2.02 PHILOSOPHY OF DISTRICT**

Leisure experiences, whether enjoyed through programmed activities or individually experienced, promote creative human growth through fulfillment of fundamental needs, acceptance, recognition, sense of belonging, feeling of human adequacy, security, creative expression, and other profound and universal elements of personal development. The provision of opportunities for the healthy and constructive use of leisure time is essential to a democratic society. The nature of a democratic society suggests that of paramount importance are: first, the personal worth and human dignity of the individual; second, a faith in the intelligence of human beings and the need to encourage people to make a personal contribution to the society in which they live; third, individuals must have opportunities to develop their potential to the highest degree; and fourth, the welfare of the people is determined by their acceptance of the common good as their aim.

The provision of recreation services creates positive opportunities for: (i) people to share with each other; (ii) development of leadership capacities; (iii) people to learn new skills for present and future enjoyment; and (iv) people to meet responsibilities to each other and to society.

## **2.03 WINNETKA PARK DISTRICT MISSION STATEMENT**

The Winnetka Park District's mission is to provide a balance of quality recreational and leisure opportunities, while protecting assets, natural resources and open space for the benefit of present and future generations.

## **2.04 PURPOSE, OBJECTIVES, AND PHILOSOPHY**

It shall be the purpose and objective of the Winnetka Park District to provide wholesome and meaningful facilities and recreation programs for family and individual benefit without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, pregnancy, personal beliefs, or economic status.

Consistent with the above statement, the Winnetka Park District shall endeavor, within its financial resources, to plan, procure, develop and maintain park and recreation resources and to provide the public with opportunity for using its leisure time.

When it is determined by the Park Board to be in the interest of the residents of the Park District, the Park District may build and maintain facilities using in whole or in part, such revenues derived from the operations of a special facility.

The Winnetka Park District will provide said services at such costs as are consistent with the policies set forth regarding the establishment of fees and charges.

It shall be the Winnetka Park District's goal to establish opportunities that are personally satisfying. Such opportunities will be directed toward self-fulfillment, and physical fitness, intellectual and cultural development of the individual.

Recognizing that a harmonious relationship between man and nature is crucial to human life, the Winnetka Park District is committed to helping people enjoy, understand, appreciate, protect, and strengthen their ties with the natural environment.

Opportunities for social, physical and cultural development, including sports, outdoor activity, the performing and visual arts, and all significant leisure interests will be encouraged and promoted.

The Winnetka Park District also recognizes that its services do not stand alone; that they are closely related to social planning, housing, health and welfare, the business, political, cultural, and spiritual community, all functions of government, and to education in all of its settings.

Consequently, it shall be the continuing policy of the Board to seek the cooperation, support and assistance of all such interests, and to make the public a partner in its work.

## **2.05 RESPONSIBILITIES**

Through the laws of the State of Illinois and the oath of office that each Board member must take, Winnetka Park District's Commissioners are committed to the betterment of the Winnetka Park District's residents and stakeholders.

The Board of Park Commissioners has the legal responsibility for the acquisition and development of its public parks, facilities and programs, and for the regulated conduct of its users. Social responsibility is necessary to all people who look to the leisure activities and facilities as an opportunity for growth and development for young and old alike.

Economic responsibility is evident, since there is a direct relationship between good parks and the community's standard of living, plus the maintenance of high property values that accompany a well-respected community. The Park Board is committed to discharging its functions completely and impartially in the interests of the greatest good to the greatest number at all times.

The Park Board shall be committed to contributing in a positive way toward the aesthetics of the community and adding its contribution to the urban form, that is, the shaping of a suburban environment. The Park District believes that the development of a community with strategically placed green belts, open space buffer strips, and park land for passive and active use will add to the quality of neighborhoods and contribute to the total composition of a community.

## **2.06 SAFETY POLICY STATEMENT**

The Winnetka Park District wishes to provide a safe work place to its employees and safe recreation to the public. It is the intention of the Winnetka Park District to develop, implement and administer a safety and comprehensive loss control program.

In all of our assignments, the health and safety of all should be of paramount consideration.

The Park District's goal is that personnel at all levels shall make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations, and that Supervisors will endeavor to have work performed in a safe manner, inspections conducted on a regular basis, hazards and dangers confronted and accidents investigated. The Park District has adopted a Safety Policy in furtherance of the goals and objectives stated in this Section.

**END**

2019 Tracking

Review and Update	January 10, 2019
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Board Second Reading & Adoption:	March 21, 2019

Review Due:	January 2022
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Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 3**

**DESIGNATION, APPLICATION, AND LEGAL STATUS**

- 3.01 Designation**
- 3.02 Scope**
- 3.03 Declaration of Control**
- 3.04 Provisions for Changes in Policy**
- 3.05 Legal Status of the Park Board**





### **3.00 DESIGNATION, APPLICATION, AND LEGAL STATUS**

#### **3.01 DESIGNATION**

This manual shall be known as "The Winnetka Park District Policy Manual, Cook County, Illinois." and the same may be so cited and referred to for purposes of identification.

#### **3.02 SCOPE AND JURISDICTION**

This manual shall apply to and be enforced in all of the territory within the boundaries of the Winnetka Park District, including in all parks, boulevards, public places, and other facilities currently or in the future controlled or used by the District, whether within or outside the boundaries of said District.

#### **3.03 DECLARATION OF CONTROLS**

The premises laid out as Arborvitae Park, Bell Woods, Robert E. Burke Memorial Park (V), Franklin Dunbaugh Park, Dwyer Park, Nick Corwin Park, Elder Lane Park, Glencoe Park, Happ Road Park, Hill Road Park, Hubbard Woods Park, Indian Hill Park, Maple Street Park, Library Park, Lloyd Park, Merrill Park, Northfield Park, Sheridan Park (V), Skokie Playfield, Tower Road Park, West Elm Street Park, Station Park, Centennial Park, Village Green (V), Crow Island Park, Green Bay Trail (V) and public places as may hereafter be acquired, leased, laid out, used or appropriated by the appropriate action of the District are hereby declared to be in the possession and control of the Winnetka Park District for park district purposes.

Whenever in this manual the parks, boulevards or public places of the District are referred to, such words shall be held to refer to include all such areas, including buildings and other structures in the possession and control of the Winnetka Park District.

Whenever in this document the word "District" is used, without qualifying language, such word shall apply to and be deemed to mean the Winnetka Park District, Cook County, Illinois.

Whenever in this document or any ordinance hereafter adopted, the words "Board of Park Commissioners," "Commissioners," "Park Board," or "Board," shall appear without

qualifying language, such works shall mean and will be held to mean the Board of Park Commissioners of the Winnetka Park District.

### **3.04 PROVISION FOR CHANGES IN POLICY**

Any of these policies may be changed or additions made thereto by a majority vote of the Board of Park Commissioners at any regular or special Board meeting properly held and in compliance with the Open Meetings Act.

### **3.05 LEGAL STATUS**

The United States Constitution, federal statutes and court decisions, the Illinois Constitution, Illinois statutes, and Illinois court decisions pertaining in various ways to public parks, park boards and park districts constitute the foundation of the legal status of the Park Board.

Park Districts are empowered to make contracts, employ persons, sue or be sued, make rules and regulations governing their own procedures and those of parks under their jurisdiction and, in most instances, purchase and hold title to property in the name of the Park District as well as sell and give title to property all in accordance with applicable law.

Members of the Park Board are elected by the registered voters residing within the territory of the Park District to represent and act for all Park District residents in performing their functions.

Park Districts are corporate bodies, or "artificial persons," and may act officially only on duly authorized and legally held meetings of the Board of Park Commissioners or as the Board may otherwise delegate or direct.

### **END**

#### 2019 Tracking

Review and Update	January 10, 2019
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Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 4**

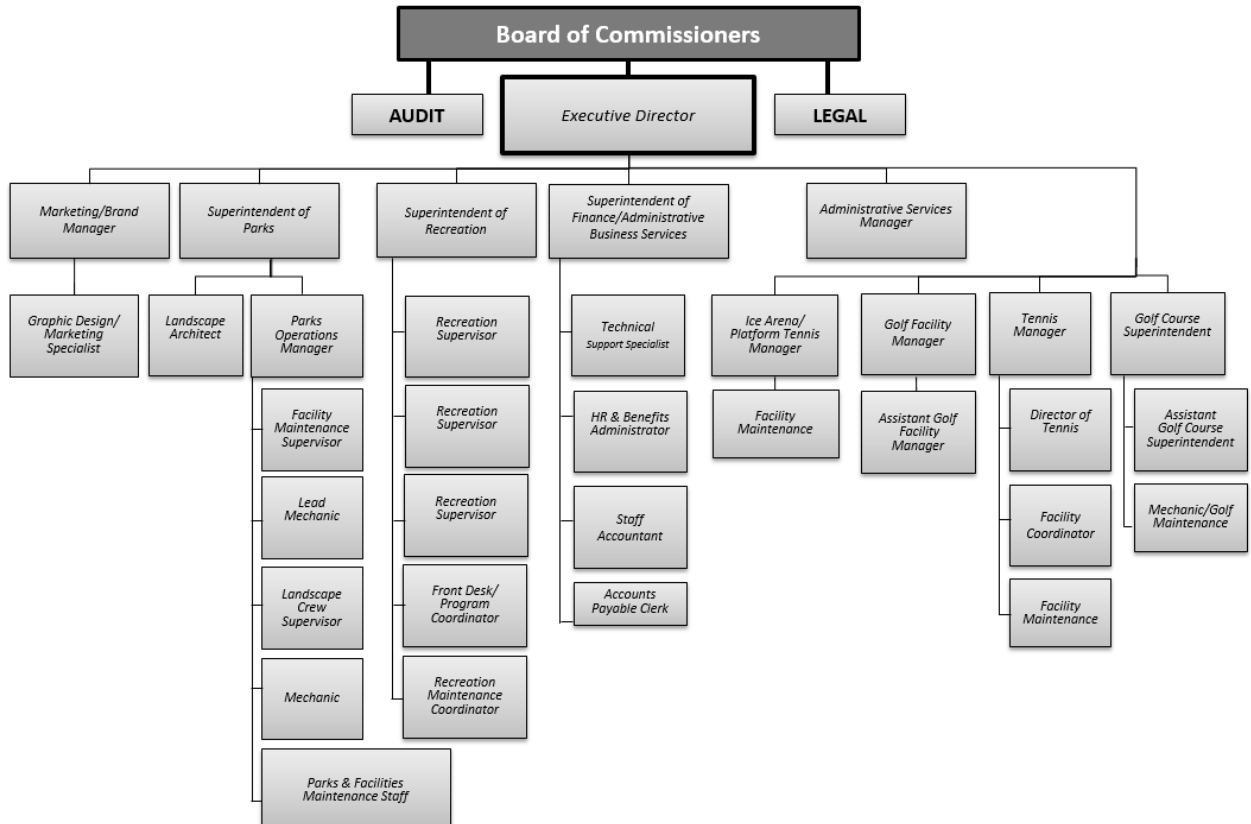
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## 4.00 ORGANIZATIONAL AND PROCEDURAL FUNCTIONS OF THE BOARD

### 4.01 ORGANIZATIONAL CHART



### 4.02 GOVERNMENT

The government of the Winnetka Park District shall be vested in the Board of Park Commissioners, duly elected or appointed as provided by law.

### 4.03 OFFICERS

The officers shall be the President and Vice President and shall be elected from the duly elected or appointed Commissioners of the Winnetka Park District. Additional officers shall be the Secretary and Treasurer. These additional officers may or may not be elected members of the Winnetka Park Board.

The Executive Director of the Park District, as well as the Attorney, shall be appointed by the Board of Park Commissioners, neither of whom shall be a member of the Board.

#### **4.04 ELECTION AND APPOINTMENT OF OFFICERS**

The President and Vice President of the Board shall be elected, and additional officers of the Winnetka Park District shall be appointed by the Commissioners at the annual meeting set forth in this Chapter 4, and at such other times as a vacancy occurs. Each of said officers shall hold office until the next annual meeting and until a successor shall be chosen. In case of temporary absence or inability of any officer to carry out the responsibilities of his position the Board may fill the office pro tempore.

#### **4.05 PRESIDENT**

The President shall be the chief executive officer of the Board. It shall be the President's duty to preside at all meetings when present, and to sign contracts and other papers authorized by the Board.

#### **4.06 VICE PRESIDENT**

The Vice President shall be vested with the power to perform the duties of the President in the absence of the President or in the event of the President's refusal or inability to act.

#### **4.07 SECRETARY**

The Secretary shall keep the corporate seal and all books and records pertaining to his office, shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board, and shall cause all ordinances, resolutions, and other actions of the Board requiring publication to be duly published. The Secretary shall give notice of and attend all meetings of the Board and keep a full and true record of its proceedings, including all ordinances passed.

#### **4.08 TREASURER**

The Treasurer shall be the principal advisor to the Board in all financial matters and shall publish a Treasurer's Report.

The Treasurer shall receive and deposit in a bank or banks or other financial institutions authorized by Illinois law and the policies of the Park District, designated by the Board all funds of the District and other funds under control of the Board and

shall keep true and accurate books of account recording receipts and disbursements, assets, liabilities, and fund balances of the District.

The Treasurer shall pay out funds as authorized by the Board. In the case of the Revolving Fund, payouts can be made upon signature of the Executive Director or in his/her absence by designated staff or Board members.

The Treasurer shall submit to the Board a monthly report of the receipts, disbursements, and financial condition of the District. The Treasurer shall serve as an advisor to the Board in all financial matters and shall perform such other duties as the Board may from time to time prescribe.

#### **4.09 EXECUTIVE DIRECTOR**

The Executive Director of the Park District is responsible to the Winnetka Park District Board of Park Commissioners. The primary function of the Executive Director shall be to administer for the Board on matters pertaining to all functions for which the District is responsible. The Executive Director shall be the executive officer of all departments of the District in regard to recreational programming, personnel management, facility development, land acquisition, and business management. The Executive Director shall be the official medium of communication between the employees of the District and the Board of Park Commissioners. The Executive Director shall have charge of the employment of such employees as are required to operate the Park District and its facilities, subject employment policies and salary schedules as established by the Board and embodied in the Personnel Policies of the Winnetka Park District.

#### **4.10 ATTORNEY**

Subject to the direction of the Board of Park Commissioners, the Attorney shall advise the Park Board and staff concerning all legal matters and direct prosecution and defense of all litigation involving the District. He/she shall draft ordinances, resolutions, contracts and other instruments required by the Board or any committee thereof and shall give opinions on all questions referred to the Attorney by the Board or any committee or the President of the Board, and shall attend meetings at the request of the Board.

#### **4.11 ADDITIONAL DUTIES OF OFFICERS**

In addition to the duties heretofore specified, each officer shall perform such other duties as may be required of him by law or direction of the Board.

#### **4.12 VACANCIES DECLARED**

Whenever any member of the Board of Park Commissioners dies, resigns, becomes under legal disability, ceases to be a legal voter in the Winnetka Park District, is convicted of any infamous crime, refuses or neglects to take the oath of office after becoming elected to the Board of Park Commissioners of the Winnetka Park District, neglects to attend the duties of office, neglects to attend regular and special meetings of the Board for a period of two (2) consecutive calendar months, or neglects to attend a minimum of eight (8) regular and special meetings in any 12-month period, said office may be declared vacant by the Board, and may be filled by appointment by a majority of the remaining Board members. (See Ordinance #505).

#### **4.13 COMPENSATION OF COMMISSIONERS, OFFICERS AND EMPLOYEES**

Commissioners may not receive compensation for their services to the Park District, including no compensation for their services as an officer on the Board. In the event that the Board appoints individuals who are not members of the Board as Secretary and/or Treasurer, then these officers may receive compensation, as determined by the Board, for their services. All employees shall receive such compensation for their services, as the Board shall from time to time determine.

#### **4.14 PRIMARY FUNCTION OF THE BOARD**

The Park Board's major function is to establish policy through the majority vote at duly called and authorized Park Board meetings. Through its policy-making functions, the Board determines fiscal procedures, personnel matters, operational procedures, fees and charges, land dispositions, and facility development. Specifically included in the above items are the following:

- A. To provide for the levy of taxes pursuant to the authority granted by Illinois Statute. Such levies shall provide for the various operational concerns by fund so that sufficient revenue is generated to provide for quality park and recreational activities.
- B. Decide upon the proper use of funds generated by revenue-producing facilities after operational needs are satisfied and enact periodic adjustments in the operational policies of said revenue-producing facilities to ensure proper and meaningful controls for the benefit of the entire District and not just the revenue-producing facility itself.



- C. The Board should employ an Executive Director of the Park District as the District's chief executive officer, upon whom the Board places its reliance and authority for the judicious administration of the day-to-day operation, of the Park District. The Executive Director of the Park District shall be charged with executing the Board's policy, enforcing its rules and regulations, and acting as an advisor to the Board by preparing or causing to be prepared written reports for the Board, which recommends a course of action.
- D. The Board shall adopt and periodically review a set of rules and regulations affecting all full-time, part-time and seasonal personnel in a document known as "Personnel Policies of the Winnetka Park District."
- E. The Board shall continually monitor the operational procedures of the Park District and make additions or alterations to said procedures at duly called and authorized Board meetings. The individual Board members shall keep themselves informed of the activities and functions of the District by observation, comments from its citizenry, and reports presented by the staff of the Park District. The Board shall act decisively on issues brought before it, in the best interest of the District as a whole.

Park Board members should make decisions involving the welfare of the community as a whole based on study and evidence rather than on feelings, prejudices, personal opinions, or other similar subjective factors. Such judgment requires mutual considerations of varying points of view before final action is taken.

Park Board members should accept the principle of Board unity and the subordination of personal interests by accepting and supporting majority decisions of the Board and identifying themselves with Board policies and actions.

- F. The Board shall be responsible for establishing the operational philosophy of recreational programming for the Park District and setting fees and charges, to be approved at a duly authorized and attended Board meeting.
- G. The Board shall recognize that land acquisition is of primary importance to the provision of leisure services and the proposition that open space, judiciously placed, produces benefits for active and passive use. Accordingly, the Board may prepare and periodically update a land acquisition plan, supported by a set of land acquisition criteria which will assist in evaluating various parcels.

Cooperative ventures with local, county, state, regional, and national levels of government should be recognized as important and integral processes toward the orderly acquisition of parcels which otherwise may be too costly for one agency to purchase. Various state and federal land grant programs should be viewed as a vehicle for financial assistance. Such grants must be reviewed carefully for terms and conditions, which may be considered unreasonable or unduly restrictive.

- H. The Board shall direct itself to the establishment and continual care of a well-rounded and broadly based park system, recognizing the diverse needs and interests of the District's constituency.
- I. Board Member Code of Ethics  
As a member of the Board Team, I will:
  - 1. Listen carefully to my Board colleagues.
  - 2. Respect the opinion of fellow Board members.
  - 3. Respect and support majority decisions of the Board.
  - 4. Recognize that all authority is vested in the full Board only when it meets in compliance with all laws.
  - 5. Keep well-informed about developments relevant to issues that may come before the Board.
  - 6. Participate in Board meetings and actions.
  - 7. Bring to the attention of the Board any issues I believe will have an adverse effect on the agency or those we serve.
  - 8. Attempt to interpret the needs of those we serve to the agency, and interpret the actions of the agency to those we serve.
  - 9. Refer complaints to the proper level on the chain of command.
  - 10. Recognize that my role is to ensure that the agency is well-managed, not to manage the agency.
  - 11. Represent all those whom this agency serves, not just a particular geographic area or interest group.

12. Consider myself a "trustee" of the agency and do my best to ensure that it is well-maintained, financially secure, growing and always operating in the best interested of those we serve.
13. Always work to learn how to do my job better,
14. Declare conflicts of interest between my personal life and my position on the Board, and abstain from voting or discussion when appropriate.

As a member of the Board, I will not:

1. Criticize fellow Board members in or out of the Board room.
2. Use the agency for my personal or business advantage or for the advantage of my friends or relatives.
3. Discuss the confidential proceedings of the Board outside the Board room.
4. Promise before a meeting how I will vote on any issue.
5. Interfere with the duties of the Executive Director or staff or undermine the administrator's authority with staff members.

#### **4.15 EXECUTIVE DIRECTOR BOARD/RELATIONSHIP**

Effective Executive Director/Board relationship is a delicate balance of mutual trust that should be built upon a sound base of high ethical and technical competency, which is expected of the Executive Director. In turn, the Board must consistently adhere to its responsibilities of policy setting and allow the Executive Director to administer the day-to-day affairs of the Park District while operating within the policies and guidelines established by the Board.

The Executive Director:

- A. Shall be the chief administrative officer of and professional advisor of the District. The Board shall delegate to the Executive Director sufficient authority and responsibility to execute the Board's policies and establish standard operating procedures based on those policies, enforce established rules and regulations, and administer the daily operations of the parks, recreation programs, facilities, and services of the District for the benefit of the public. The Executive Director may delegate his authority but he/she shall nevertheless be responsible to the Board. The Board shall perform a written evaluation of the Executive Director annually or more often as the Board may deem necessary.

- B. Provide guidance and leadership based on high ethics and, sound philosophical and logical assumptions. The Board should require of the Executive Director the technical training necessary to perform stipulated job functions, work experience, and academic preparation in leisure services curriculum.
- C. Fully and continually keep the Board members informed of the important issues of the day-to-day operations of the District in a straightforward manner.
- D. Prepare all information necessary for the Board to be fully informed on matters requiring its attention. The Executive Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and financial impact of same if necessary. This information should be accompanied by a recommendation and the Executive Director must be prepared to justify the recommendation and explain the attendant rationale. Once a policy is set by the Board, the Executive Director should recognize that the decision is then the District's decision regardless of his personal point of view.
- E. Respect the judgment and thoughts of each Board member and realize that the Board is the community's representative.
- F. Enter into the day-to-day operations of the District with the spirit that administrative decision-making must be exercised within the policies agreed upon by the Board. The Board should realize that countless situations will arise that are not explicitly covered by adopted policies and, therefore, will require an administrative decision.

#### **4.16 BONDS**

Before entering upon their respective duties, the appointed officers of Executive Director and Treasurer shall be required to be bonded in a penal sum of no less the \$1,000,000, and with such conditions and security as may be determined by the Board.

#### **4.17 FISCAL YEAR**

Effective January 1, 2010, the fiscal year of the Winnetka Park District shall begin on the first (1<sup>st</sup>) day of January and end on the thirty-first (31<sup>st</sup>) day of December of the succeeding calendar year.

#### **4.18 ANNUAL MEETING**

The annual meeting of the Board shall be held in May each year following the Regular Park Board meeting. The purpose of said meeting shall be to:

- A. Administer oath of office to newly elected and re-elected Commissioners (odd years only).
- B. Elect President and Vice President for the coming year.
- C. Appoint officers.
- D. Make Committee appointments.
- E. Make Intergovernmental and Community Liaison appointments.

#### **4.19 TERM LIMITS OF PRESIDENT AND VICE PRESIDENT**

No member of the Board elected to the position of President or Vice President shall serve in such capacity for more than two consecutive one-year terms.

This term limit shall not preclude the current Vice President from either being nominated or elected to the position of President. However, the current President who is serving in a first or second term shall not be eligible for nomination or election to the position of Vice President. A Board member who has serviced as President shall be eligible for nomination and election to either position after a one-year absence from the President position.

Appointments of the officers as Secretary, Treasurer and Legal Counsel shall be for the term of no more than one year. However, there shall be no limit to the number of terms a person may serve to said appointed positions.

#### **4.20 VOTING FOR PRESIDENT AND VICE PRESIDENT**

Following a formal verbal motion for nomination of fellow Board members for the position of President or Vice President, a vote is taken for each candidate. Each board member may only vote once per position.

#### **4.21 REGULAR MEETINGS AND CONTINUED (ADJOURNED) MEETINGS**

The regular meetings of the Board shall be on the fourth Thursday of each month, unless otherwise specified by the Board. A regular or special meeting may be adjourned or continued to a later date if it is not beyond the date of the next regular Board meeting, provided the Board may consider any transaction at the adjourned meeting that it might have considered at the original meeting so adjourned. Board meeting information will be distributed to Board members on or about the Friday prior to said meeting.

#### **4.22 SPECIAL MEETINGS**

The President shall call special meetings whenever deemed necessary or at the request of two or more of the Board members and shall cause a notice to be mailed and/or emailed to all members of the Board not less than two days (48 hours) prior to the scheduled date of said special meeting. Any Commissioner may request a special meeting in writing or in person at the meeting.

Public notice of any special, rescheduled, or reconvened meeting, unless the meeting is a bona fide emergency, shall be given by posting a copy of the notice and the agenda of the meetings on the front office door of the Park District office and on the Park District's website at least 48 hours in advance of such meeting. In the event of a meeting held for a bona fide emergency, notice must be given as soon as practicable. Copies of this public notice shall be supplied to any local newspaper of general circulation or any local radio or television station that has filed an annual request for such notice and shall be given in the same manner as Park Board members are notified of the meeting.

#### **4.23 PLACE OF MEETING**

The meetings of the Commissioners shall be held at the Winnetka Park District Administrative Offices, located at 540 Hibbard Road, Winnetka, Illinois. Meetings may be held in any other place within the Winnetka Park District at the discretion of the Board.

#### **4.24 PUBLIC NOTICE FOR REGULAR MEETINGS**

The District shall give notice of all regularly scheduled Board and committee meetings at the beginning of each calendar year and shall state the regular dates, times and places of such meetings. The District shall post the agenda of each regularly scheduled meeting at the District's principal office, at the location of where

the meeting is to be held, and on the District's website at least 48 hours in advance of said meeting. The District shall provide notices of said meetings to news media upon request. Notice for special, rescheduled, or reconvened shall be given to public and newspapers as specified in Section 4.20 and in compliance with the Open Meetings Act.

#### **4.25 QUORUM**

Except as authorized provided by statute, a majority of the duly elected or appointed and qualified Commissioners shall constitute a quorum for the transaction of business provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time until a quorum is obtained. Four (4) members shall constitute a quorum.

#### **4.26 REMOTE ATTENDANCE - MEETINGS**

Subject to the limitations set forth in the section below, a Commissioner may attend any meeting by remote means if the Commissioner is prevented from physically attending the meeting because of a Qualifying Event. A Qualifying Event is restricted to (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency.

##### **Restrictions on Remote Attendance**

No Commissioner may attend any portion of a meeting by remote means unless a quorum of the Board is physically present at the meeting. He or she shall provide written notice to the Secretary specifying the Qualifying Event at least one hour prior to the meeting at the principal office of the Park District. The Secretary shall prove that the remote means being utilized is fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the meeting. No Commissioner may attend a meeting by remote means for any reason other than a Qualifying Event as outlined above.

##### **Procedure for Remote Attendance**

1. When any Commissioner attends any portion of a meeting by remote means as permitted by this policy, the minutes of the meeting shall so reflect that such Commissioner attended the meeting by remote means. Every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.

2. A Commissioner attending a meeting by remote means shall be permitted to fully participate in the meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the meeting. The remote Commissioner shall advise the Secretary and Board if he or she leaves or returns from the meeting. In addition, the remote Commissioner shall advise the Secretary and Board of all other persons in the same room as such Commissioner attending by remote means and whether and to what extent such other persons are able to hear the discussions at the meeting.

#### **4.27 ORDER OF BUSINESS**

The order of business at regular and special meetings may consist of any or all of the following:

1. Roll Call
2. Additions to or Changes in the Agenda
3. Approval of Financials
4. Approval of Vouchers
5. Remarks from Visitors
6. Approval of Minutes / Consent Agenda
7. Committee Reports
8. Communications
9. Unfinished Business
10. New Business
11. Matters from the Executive Director
12. Board Liaison Reports
13. Remarks from Visitors
14. Staff Reports
15. Adjournment of Open Meeting
16. Closed Session (if applicable)

#### **4.28 CONSENT AGENDA**

The consent agenda will appear as a designated portion of the regular Board agenda. All items placed on the consent agenda and not asked by a Board member to be removed will be approved with a motion, a second and a roll call vote. There will be no discussion of items that are on the final consent agenda.

Before the motion to approve the consent agenda is made any Board member can request that an item be removed from the consent agenda and placed under new or old business. This will enable discussion to take place on the item and a vote will be taken under a separate motion if necessary.



The regular order of business may be suspended or modified as the President shall direct. The Executive Director shall be charged with responsibility for the preparation of the agenda and the subject matter thereof. Any Board member may request that a particular item of business be placed on the agenda either before or at a Board meeting. Note, however, that the Board may discuss but cannot vote on a matter added to the agenda without providing 48 hours' notice to the public in compliance with the Open Meetings Act.

#### **4.29 PETITIONS SUBMITTED BY RESIDENTS**

All petitions concerning the Park District's areas of responsibility shall be brought to the attention of the Board at the earliest opportunity.

The petition shall be placed on the agenda of a regular or special meeting and be discussed by the Board of Park Commissioners. The individuals responsible for the petition shall be notified at the earliest possible date that the Board of Park Commissioners has received the petition, as well as any action that the Board has approved for the same.

#### **4.30 COMMITTEES**

##### **Purpose**

The Board of Park Commissioners shall, from time to time, establish committees to investigate and review matters that are under consideration by the Board.

##### **Establishment of Committees**

The President, with the approval of the Board, shall establish certain ad hoc committees as needed.

##### **Composition of Committees**

The President, with Board approval, shall appoint to the committee the number of Commissioners deemed appropriate and shall name one Commissioner as committee chair. All Commissioners, the Board officers and the Executive Director shall serve as ex-officio members of all committees.

##### **Responsibilities**

A committee is not authorized to take any action. It is responsible for submitting written reports to the Board and shall recommend that action, if required, be taken by the Board. No committee member shall be bound by a majority report. Any committee member may submit a separate report to the Board for consideration.

### **Committee Meetings**

Committee meetings are normally scheduled and held on the second Tuesday of each month. The committee chair shall be responsible for establishing the date, time and location of meetings and staff shall be responsible for giving proper notice to the public. Committee meetings will conform to the same Open Meetings Act requirements as outlined in Chapter 5 of this manual. Committee agendas shall contain at a minimum the following: Call to Order; Unfinished Business and/or New Business and Adjournment.

### **COMMUNITY ENTITIES**

The Board of Park Commissioners shall select or recommend the Park District's liaison(s) to, or representatives on the boards of Executive Directors of, the following outside entities:

#### **WINNETKA CAUCUS COUNCIL – PARKS COMMITTEE**

The Park Board shall appoint one of its members to act as the District's liaison to the agencies of Winnetka Caucus Council – Parks Committee.

#### **WINNETKA ENVIRONMENTAL AND FORESTRY COMMISSION**

The Park Board shall appoint one of its members, and one or more members of the Park District staff, to act as the District's liaisons to the Environmental and Forestry Commission on an as needed basis.

#### **SCHOOL DISTRICT 36 AND NEW TRIER HIGH SCHOOL**

The Park Board shall appoint one of its members to act as the District's liaisons to the agencies of School District 36 and New Trier High School.

#### **WINNETKA PARKS FOUNDATION**

The Park Board shall appoint one or more of its members, and one or more members of the Park District staff, to act as the District's liaisons to the Winnetka Parks Foundation.

#### **NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION**

The Park Board shall appoint a staff member or a member of the Board as the Park District's representatives on the Board of Executive Directors of the Northern Suburban Special Recreation Association.

The President, with the approval of the Board, shall establish additional standing committees as needed.

#### **4.31 MANNER OF VOTING**

The President shall be empowered to call for questions pertaining to any and all properly presented and seconded motions. A voice vote may be used if deemed appropriate by the President. On all matters that require an ordinance, resolution or proposition creating Park District liability or authorizing the expenditure or appropriation of money, and in all cases at the request of any Commissioner, a roll call vote shall be taken. No secret ballots are permitted on any question.

All voice and roll call votes shall be recorded in the official minutes of the meeting. Unless otherwise provided by statute, the act of a majority of Commissioners present at a meeting for which there is a quorum shall be the act of the Board. The President is a member of the Board and has the right to vote upon all questions.

##### **Capital Expenditures**

All capital expenses shall comply with the following:

\$0 - \$25,000	Approval of the Executive Director.
\$25,001+	Approval of at least four (4) votes or a majority of a quorum passage by the Board. Must comply with statutory requirements.

#### **4.32 RULES OF ORDER**

Robert's Rules of Order shall govern questions of procedure in all cases not herein provided.

#### **4.33 MOTIONS, RESOLUTIONS AND ORDINANCES**

The Park Board usually acts by way of a motion, resolution, or ordinance. Motions are an informal method of Board action made orally and noted on the minutes. A motion may be auxiliary to the more formal resolution or ordinance, as, for example, a motion that an ordinance be passed.

Resolutions and ordinances are submitted in writing, and, in general, differ in the following ways:

An ordinance usually enacts permanent regulations or the “laws” of the Park District. An ordinance can only be repealed or amended by another ordinance and not by motion or resolution. The Park District Code, in many instances, directs that an action must be carried out by ordinance, and in those cases such matters can be acted upon only by ordinance. A distinguishing feature of an ordinance is the ordaining clause

that requires the words: "Be it ordained, by...." The ordinance does need not to have a title.

Resolutions, express policy, grant a special privilege or express the opinion of the Board, such as expressing sympathy or requesting action by other governmental units, etc.

The law provides that the Board shall have the power "to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the Board and District and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction and to effect the objects for which such Districts are formed."

#### **4.34 CORPORATE SEAL**

The Corporate Seal of the Winnetka Park District shall contain the words "Winnetka Park District, Winnetka, Illinois."

#### **4.35 OFFICIAL MINUTES**

All final action taken by the Board of Park Commissioners shall be taken in an open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances, as well as a summary of the discussion on any matter proposed, deliberated or decided and of any votes taken in an official minute book. Minutes will not be available for public inspection until after they are adopted by the Board at a subsequent meeting. The Park Board shall approve the minutes at its open meeting within 30 days after the meeting or at its second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection, and shall be posted on the Park District's website, within 10 days after their approval by the Park Board. Any minutes of meetings open to the public and posted on the Park District's website shall remain posted on the website for at least 60 days after their initial posting.

The official minute book of the Winnetka Park District shall be open for public inspection by interested individuals during regular office hours, but it must not leave the Park District office. Upon request, the Secretary will provide copies of minutes or attachments thereto for a nominal fee as determined by the Secretary.

The Secretary shall be responsible for the taking and preparation of minutes of each meeting. Closed Session minutes will be kept in a separate book and not made part of the official minute book of the District.

The Park Board shall review the minutes of all prior Closed Sessions. This review shall take place in Closed Session at least twice each year; the Board must determine whether the need for confidentiality still exists with regard to all or part of the minutes, or whether all or part of the minutes no longer require confidential treatment and therefore should be made available for public inspection.

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

#### **4.36 OATH OF OFFICE**

All elected and appointed Board members, before entering upon the duties of office, shall take and subscribe to an oath to discharge faithfully and competently the duties of said office.

#### **4.37 MANDATORY TRAINING FOR NEW BOARD MEMBERS**

All newly elected members of the Board and officially appointed members of staff shall comply with state mandated training related to the Open Meetings Act (OMA) and Freedom of Information Act (FOIA) within 90 days of oath or appointment to the Board.

#### **4.38 GUIDELINES FOR RESIDENTS AT PUBLIC MEETINGS**

The Winnetka Park District is governed by seven elected Commissioners. The Board formulates and approves policies to guide the operations of the District's parks and recreation programs, facilities and services.

The President serves as the Executive Officer of the Board. It is the President's duty to preside at all meetings, and sign all documents authorized by the Board.

## **Meetings**

Committee meetings are normally held on the second Thursday of the month at 5:30 p.m. Regular Park Board meetings are normally held fourth Thursday of each month at 6:30 p.m. Both meetings are normally held at the Winnetka Park District Community Room, located at 540 Hibbard Rd., unless otherwise posted. It is recommended that you call 847-501-2040 to confirm meeting dates/times, or visit the agency website online at [www.winpark.org](http://www.winpark.org). Meetings are open to the public, and residents are invited to share their comments and/or suggestions during the Remarks from Visitors period.

## **Special Meetings**

Occasionally, the Board may call a special meeting to discuss a topic in greater depth or to consider a matter that requires action prior to the next regularly scheduled meeting. Notices of special meetings, including the meeting's agenda, will be posted on the website listed above and at the Winnetka Park District office at least 48 hours prior to the meeting.

## **Public Hearings**

As a part of the planning process of a special project or issue, the Board may conduct public hearings. The purpose for these meetings is to provide residents with information on a specific topic and seek input.

## **Remarks from Visitors & Public Comment**

At regular Park Board meetings, there is an agenda item called Remarks from Visitors. Remarks may be solicited at special meetings. Public hearings are specifically designed to seek feedback from the community.

If you have a question or concern and need to address the Board at any of these meetings, please comply with the following basic guidelines:

- 1) The Board President will chair the meeting.
- 2) Any resident or visitor wishing to address the Board, an individual Board member or a guest presenter, must direct their questions and comments to the President at the appropriate time or at the President's invitation.
- 3) The Board will hear a resident's comments only after the President has recognized the resident to speak.
- 4) Speakers will be allowed three minutes and may not yield their time to other speakers.

- 5) Persons wishing to speak for a second time may do so with the consent of the President, only after all others have had an opportunity to address the Board.
- 6) Please refrain from comment or question at a Public Hearing until the presentation has been completed.

The President will strive to allow all residents equal opportunity to address the Board. In general the Board will not comment or respond to issues requiring Board consideration until the issue has been reviewed by the Board/staff.

The Board often has a full business agenda and must complete the work of the Park District at scheduled meetings. Please do not repeat comments or questions that have already been made by others and please do not interrupt commissioners or other speakers.

Copies of the agenda are posted on our website and at the main office of the Park District located at 540 Hibbard Rd., Winnetka, IL.

Additional information regarding the agenda may be obtained from our Administrative office, 847-501-2040.

#### **4.39 POLICY ON CONFERENCES**

Each year there are numerous conferences and educational workshops that are designed for Commissioners only, or for both staff and Commissioners. These sessions provide Commissioners a tremendous opportunity to become informed on legal matters, trends, legislative issues and programs. As a general rule there are two major conferences each year and numerous workshops. One of the conferences is the annual Illinois Park and Recreation Association (I.P.R.A.) Conference held in the Chicago area. This conference is a joint venture between the Illinois Association of Park Districts and the Illinois Parks and Recreation Association Park. The other conference is the National Recreation & Park Association (N.R.P.A.) conference that is held in various parts of the country.

The I.P.R.A. Conference is recommended for all Commissioners to attend if possible. This conference provides the most information that relates directly to the Winnetka Park District. This conference is the most economical training based on registration fees and travel cost.

The N.R.P.A. Conference is recommended, but due to cost and time commitment attendance from the entire Board is difficult to justify. As with other park districts, the District's policy is to allow Commissioners to make a decision, on an individual basis, whether to attend the N.R.P.A. Conference. In the event a Commissioner decides to attend the N.R.P.A. Conference, the Commissioner must request the same in order for the District to consider this cost in its annual budget.

As a general policy, the District expects Board Members who attend these conferences commit to educational sessions, and on site institutes. Upon returning from conferences, it is desired that a verbal report on information gathered at the meetings be submitted to the entire Board.

During the annual budget process, Commissioners should indicate their interest in what conferences they would like to attend. During the budget review, the Board will authorize the appropriate dollars based on the request(s) received.

**END**

2019 Tracking

Review and Update:	January 10, 2019
Board First Reading:	February 28, 2019
Board Second Reading & Adoption:	March 21, 2019

Review Due:	January 2022
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Notes:



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 5**

**GENERAL MATTERS OF ADMINISTRATION**

- 5.01 District-wide Comprehensive/Strategic Plan**
- 5.02 Park Master Plan**
- 5.03 Records, Ordinances, and Resolutions**
- 5.04 Advisory Boards**
- 5.05 Operation Manuals**
- 5.06 Naming and Renaming of Park Sites**
- 5.07 Sale of Real Estate and Excess Property/Equipment**
- 5.08 Easement Requests**
- 5.09 Signs and Postings**
- 5.10 Advertising and Partnerships**
- 5.11 Social Media**
- 5.12 Fencing of Park Sites**
- 5.13 Zoning of Land**
- 5.14 Application for Grants**
- 5.15 Tree Memorials and Plant Donations**
- 5.16 Lighting of Park Areas and Facilities**
- 5.17 Loan of Equipment**
- 5.18 Personnel Policies**
- 5.19 Consultants**
- 5.20 Complaints**
- 5.21 Non Discrimination**
- 5.22 Northern Suburban Special Recreation Association**
- 5.23 Inclusion**
- 5.24 Donations**
- 5.25 Procedure for Succession During the Executive Director's Absence**
- 5.26 Americans with Disabilities Act (ADA) Compliance**

- 5.27 Recreation Program, Facilities and Services Statistics Procedure**
- 5.28 Environmental Policy**
- 5.29 Scholarship/Financial Assistance**

## **5.00 GENERAL MATTERS OF ADMINISTRATION**

The Board of Commissioners recognizes the need for various documents containing the Park District's policies and administrative procedures, which facilitate Park District operations on a day-to-day basis.

### **DEFINITIONS**

#### **Policy Manual**

Establishes the rules and regulations of the Winnetka Park District, its organization, Park Board procedures and practices, fiscal policies, general administrative matters, and policies relating to land acquisition and development, programs and facilities.

#### **Administrative Procedure**

Directly guides the staff in day-to-day operations. The Executive Director shall have the responsibility of specifying administrative procedures to be included in the Policy Manual. These procedures must be consistent with the policies approved and adopted by the Park Board.

#### **Department/Operations Manuals**

Guidelines for Park District staff to meet the policies as set forth by the Park Board. Procedures are developed by department heads and must be approved by the Executive Director. A complete listing of the Operations Manuals is set forth in Section 5.05 below, which is subject to change as changes in the Park District's operations and activities may necessitate.

#### **Distribution**

The Policy Manual, Administrative Procedures, and any Departmental Operations Manuals will be distributed to fulltime employees as applicable to their responsibilities, upon employment. Distribution to part time/seasonal and volunteer staff may be done at the time of orientation and/or staff training. Policy Manuals should be redistributed as any changes or updates occur. Department heads will be responsible for distribution and employee acknowledgement forms.

## **5.01 DISTRICT-WIDE COMPREHENSIVE/STRATEGIC PLAN**

The need for advance planning is a basic tool to promote orderly growth and objective decision-making and is an essential element in all governmental administration. The Park District should ensure that its future decisions are predicated upon well-conceived alternatives and reviewed in regard to all the parameters of its sphere of responsibility.

Just as one would not begin to erect a building without well-defined plans that will govern size, cost, and physical appearance, a Park District should insist upon having its services defined by a document that examines land acquisition, development, facilities, personnel, budget capabilities, and other factors essential to orderly growth.

The Board and staff shall work together in updating a District-wide strategic plan every three (3) to five (5) years in an effort to stay abreast of the progressive and dynamic community it serves. The demographics of a community can and do change because of outside influences, such as social values, recreation interests, transportation, and the economy. These influences will affect those who live within a community and need to be considered when planning strategically.

## **5.02 PARK MASTER PLAN**

Each parcel of land controlled by the Winnetka Park District and designated as land for recreational purposes is intended to be used by the public. The type of use may vary from a highly developed parcel requiring intensive maintenance to one which is undeveloped and more passive in intended use.

Before committing to the development of a park site, the Park Board will create and employ a master plan that will govern its orderly development and will protect and preserve desirable qualities of the resource base.

The master plan will consist of a schematic drawing which shows the spatial arrangements of various components of the plan such as buildings, playground areas, ballfields, floral display areas, etc. Planting, grading, site layout and lighting plans, as well as construction details, are to be implemented after the master plan has been adopted.

The procedures for adopting a park master plan are as follows:

- A. The Executive Director gathers input from the community, neighborhood, and staff.
- B. The preliminary draft with cost estimates is reviewed by Park District staff, and revisions are made.
- C. The preliminary draft with cost estimates is reviewed by the Park Board, and revisions are made.

- D. A public meeting to discuss the cost estimates is held for public input and necessary revisions are made.
- E. The final draft with cost estimates is presented to the Park Board for final action.

### **5.03 RECORDS, ORDINANCES, AND RESOLUTIONS**

All ordinances, resolutions, and records of the Park District shall be kept, in written, typed or electronic form and put on file by the Secretary of the Park District. Ordinances and resolutions shall be numbered and filed chronologically.

### **5.04 ADVISORY BOARDS**

It shall be the policy of the Board of Park of the Winnetka Park District to promote dialogue and direct communication between the citizens of the Park District and the Park Board and staff. This process is encouraged and stimulated in many ways, including through duly appointed Advisory Boards. Any Advisory Boards established by the Park Board shall include no less than one, but no more than two Park Commissioners. All Advisory Boards shall comply with all requirements and rules of the Illinois Open Meetings Act.

Advisory Boards provide a well-defined forum for open and honest debate about a variety of issues directly concerning the delivery of parks and recreation services and facilities within the community of Winnetka. The Board of Park and staff may in their discretion, use Advisory Boards as sounding boards and to promote the introduction of topics of research and study, upon the approval of the Board of Park.

### **5.05 OPERATION MANUALS**

The business of administering a multi-faceted park and recreation agency requires a wide range of individuals, both full and part-time, to handle the day-to-day operations. To ensure continuity to all day-to-day operations and their management, manuals of operation for facilities and programs significant in scope have been created.

The Executive Director is responsible for creating, or causing to be created, manuals of operation for the following:

Personnel Policies  
Policy & Procedure Manual

Recreation Procedures Manual  
Beach Manual

Golf Manual	Sailing Procedures
Indoor and Outdoor Tennis	Boat Launch Procedures
Athletics Manual	Field Maintenance Procedures
Coaches Manual	Day Camp Manual
Ice Procedures Manual	Parks Manual
Americans with Disability Act Transition Plan	

Any other manuals as designated by the Park Board and/or recommended by the Executive Director.

Said manuals will be kept current as operating procedures vary over time. It shall be the duty of the administrative staff to determine that all such manuals are in agreement with the basic policies and regulations of the Park Board.

## **5.06 NAMING AND RENAMING OF PARK SITES**

It is the responsibility of the Park Board to select names for new parks, beaches, fields, buildings, or facilities, or when appropriate, to change the name(s) of existing parks, beaches, fields, buildings, or facilities of the District (hereinafter referred to as Parks). This policy statement is intended to define the method of naming or renaming of Parks and to outline the conditions governing the selection of names.

### **Statement of Intent**

- A. The Winnetka Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote healthy pursuits.
- B. The District is a local government entity, created by State authority, and as such does not promote any political party, candidate, agenda, or viewpoint, or endorse or promote any religious group or viewpoint.

### **Terms of the Policy**

- A. The Winnetka Park District reserves the right to refuse any naming partnership of any form if it would be inconsistent with the mission and values of the District and the community.
- B. Naming rights partnership will not be accepted from any organization, business, agency or individual whose mission or goal is in conflict with the District's mission statement, vision or philosophy.

- C. The District will not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint. Therefore, the District will not accept donations or naming rights which are associated with any political party, candidate, agenda, or viewpoint of any kind, or with any religious group or viewpoint.
- D. Among the values of the District are the promotion of good health, fitness, and the wellness of families. Therefore, the District will not accept donations or a naming rights partnership which is associated with the purchase or use of alcohol, cannabis or tobacco products.

### **Procedures for Naming Rights**

- A. The Park Board authorizes the Executive Director, or assigned agent of the Park District to handle preliminary discussions and negotiations with potential naming rights partners when deemed appropriate.
- B. Any and all agreements shall be in writing signed by representatives empowered to enter into binding agreements for their respective parties.
- C. Length of naming rights partnership will be a part of the negotiation process and may not necessarily be in perpetuity.
- D. The Park Board has final authority to determine if the naming rights partnership is appropriate for a park or facility and whether such an agreement shall be accepted.
- E. The Park Board shall not consider the content of the speech, message or viewpoint, or any assumptions or predictions as to the public response to the proposed naming, or to the plaque, tag, logo or sign that is associated with it, except that the speech, message or viewpoint must meet the terms of this policy.
- F. After considering the terms of this Policy, the Park Board may accept or deny any name only in a manner consistent with this policy.
- G. If the naming rights partnership is approved, written notice shall be provided to the partner along with a naming rights agreement which shall be consistent with the terms of the policy and signed by authorized agents of both parties.
- H. If the naming rights are refused, written notification shall be provided to the potential partner, together with reasons for refusal, which reasons shall be consistent with the terms of the policy.

- I. Any naming right approved by the Winnetka Park District shall be subject to the review process and current ordinances of the Village of Winnetka.
- J. All partner financial commitments will be received and accounted for through the Winnetka Parks Foundation Legacy program.

## **5.07 SALE OF REAL ESTATE AND DISPOSAL OF PROPERTY/EQUIPMENT**

The Board Park may, from time to time, decide to sell, lease or liquidate certain assets that it has accumulated, including real estate, buildings, equipment, and other tangible items.

In regards to real estate, the Illinois Park Code sets forth specific limitations and procedures governing the sale or lease of real estate and shall be strictly adhered to in all instances.

In regards to personal property, the staff may recommend the sale or liquidation of certain pieces of equipment or other personal property when such property is no longer needed and the sale or liquidation of the same is determined to be in the best interest of Park District. If the Park Board determines that the property is no longer necessary, useful to or for the best interest of the Park District, the Park Board may adopt by a three-fifths vote, an ordinance authorizing the conveyance or sale of the personal property in any manner that the Park Board may designate with or without advertising the sale.

## **5.08 EASEMENT REQUESTS**

Due to the number and size of park sites the Park District owns, it is not uncommon to receive requests for easements. The following policies shall govern the granting of easement requests:

- A. The easement request does not interfere with existing or intended development plans of the park site in question.
- B. The requested easement does not place undue use restrictions on the park site during the construction phase or once the ground is repaired and is available for public use.
- C. The requested easement does not violate the terms of any grant of funds from the state, federal government or any other source of funds or is otherwise in violation of any agreement, deed or other recorded document.



- D. Easement grantee is expected to restore fully, at their expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better condition, as determined by the Park District.
- E. If possible, the granting of an easement should serve the interests of the Park District as well as those of the grantee. The Park District should review each request and determine if the grantee can provide some improvement for the benefit of the residents of the District.
- F. The Park District should make every attempt to require the grantee to stipulate that it will relocate its easement area if at some later date the easement interferes with a proposed development of the District.
- G. The Board Park shall determine if and when the grantee shall be required to pay consideration for a requested easement and in such instances, the amount of the consideration to be paid.

The following guidelines should be used for the grant or denial of easement requests, according to the classification of the grantee:

- A. Homeowner - Frequently homeowners seek temporary access easements for construction or improvements to their property. The decision of granting said request shall be at the discretion of the administrative staff. A security deposit or bond may be required in addition to a written statement from the homeowner that all damages to park property will be fully paid by said owner.
- B. Private Contractor – When a temporary easement is requested, the "homeowner" procedure will apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.
- C. Utility Companies – When a temporary easement is requested, the "homeowner" procedure shall apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.
- D. Governmental Bodies – When a temporary easement is requested, the "homeowner" procedure shall apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.

## **5.09 SIGNS AND POSTINGS**

No person shall paste, glue, tack, or otherwise post any sign, advertisement or inscription whatsoever, in or on any park property without first obtaining a written permit from the Executive Director. Any sign, posting or advertisement related to discriminatory, religious, political, or referendum issue in form of message, symbol, campaign or similar solicitation is strictly prohibited.

## **5.10 ADVERTISING AND PARTNERSHIPS**

It is the policy of the Winnetka Park District to consider opportunities for local, regional and national groups, product or company paid advertising/partnerships involving Park District marketing/communication materials, park/facility amenities and programming.

### **Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

- A. Paid advertising/partnerships will not compete with or duplicate Park District programs and services.
- B. Paid advertising/partnerships must be aesthetically and socially acceptable as determined by the Executive Director or delegated alternate.
- C. Authorized paid advertising/partnerships will not promote the purchase or use of alcohol, cannabis or tobacco products by minors, or the use of illegal drugs; nor will advertising for alcohol, tobacco products or illegal drugs be placed in proximity to or at events geared for minor children or young adults.
- D. Political campaign advertisements or signs are prohibited.
- E. Unauthorized advertising on Park District materials or settings without Park District approval should be immediately removed and properly recycled or disposed, and may be subject to applicable Park District fines or penalties.
- F. On-site advertising for activities not provided by the Park District, or through an affiliate group, will not be allowed to be placed on park amenities or grounds with the following exception:

Advertising for group rental activities taking place in a specific park may be allowed to advertise that event/activity at the specific park site no more than seven (7) days in advance of the event, unless otherwise authorized by the Executive Director. All posted materials must be removed within 24 hours after the conclusion of the event. In no case shall outside advertising materials conflict with Park District advertising materials and must comply with Park District standards.

- G. The Executive Director or delegate will determine the appropriate fees for advertising within approved Park District policies.
- H. The Executive Director or delegate is responsible for approving all advertising/partnerships in or on Park District materials and settings. Any rejection of advertising outside the specific limitations of this policy by the Executive Director may be appealed to the Board for final consideration.

## **5.11 SOCIAL MEDIA**

Social media channels are powerful communications tools that have a significant impact on organizational and professional reputations. The Winnetka Park District (the “District”) has crafted the following policy to help clarify how to best enhance and protect personal and professional reputations when participating in social media.

Social media platforms are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, Instagram, YouTube, blogs, podcasts, and mobile devices.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with clients, parents, members, donors, media, and other District constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

### **POLICIES FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES**

#### **Protect confidential and proprietary information**

Do not post confidential or proprietary information about the District, its residents, nonresidents, officers or employees. Adhere to all applicable District privacy and confidentiality policies, as outlined in the Park District personnel manual.

**Respect copyright and fair use**

When posting, be mindful of the copyright and intellectual property rights of others and of the District.

**Use of District name or logo on personal social media sites**

If the District's name, official logo or any other District images or iconography are posted on personal social media sites, be aware of the image of the District that is portrayed. No photos posted on personal social media sites that include the District logo, District attire or other District likenesses shall include matters inappropriate or in conflict with the District's personnel policy or its mission to provide family-friendly recreational opportunities, including but not limited to, photos that include alcoholic beverages, drugs or drug paraphernalia, sexually suggestive behavior, or unlawful behavior of any kind.

**Use of District name or logo on personal social media sites for endorsements**

The District's name or logo shall not be used on personal social media sites to promote a product, cause, political party, or candidate, or to make endorsements of any kind.

**Use of photographs of District program participants on personal social media sites**

No photographs taken of District program participants shall be posted on personal social media sites. Participants are entitled to their own privacy as to such images. The District will post photographs of participants on the official District social media channels with the consent of the participant or his/her parent or guardian.

**Respect the District's time and property**

District computers, cell phones, and time on the job are reserved for District-related business as approved by supervisors.

**Coexisting with District participants**

District employees, seasonal staff and volunteers shall refrain from any proactive one-on-one communications with District customers (including children and teens) on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers (including children and teens). Responses to customer or teen or child-initiated communications should be limited to District-related business and matters. Public one-on-one communications (i.e. posting a comment to a wall) are discouraged at all times.

**Discussions of inappropriate behavior**

District employees, seasonal staff, and volunteers agree not to use a social networking profile, group page, blog, or other internet medium to discuss behavior

that is prohibited by the District's personnel policy or its mission to provide family-friendly recreational opportunities, including, but not limited to, alcohol or drug use, sexual behavior, and unlawful behavior of any kind.

**Terms of service**

Obey the Terms of Service of any social media platform employed.

**BEST PRACTICES****Consideration prior to posting**

Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the person making the post and on the District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Marketing Brand Manager.

**Strive for accuracy**

Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the District in any capacity. (See "District Social Media" below.).

**Be respectful**

Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully based on how they may reflect on the person making the post and/or the District and its institutional voice.

**Remember your audience**

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective sponsors, current sponsors, residents, nonresidents, current employers, Board members, colleagues, and peers. Consider this before publishing to ensure that any post will not alienate, harm, or provoke any of these groups.

**On personal sites**

Identify your views clearly as your own. If you identify yourself as a District employee or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

Employees in violation of the Social Media Policy will be subject to disciplinary action, up to and including termination, as outlined in the Park District personnel manual.

## **DISTRICT SOCIAL MEDIA SITES**

### **Purpose of District Social Media Sites**

The District will utilize social media to increase its presence on the web and to develop a conversational platform with our constituents that is both informational and promotional.

### **Content, Monitoring & Approval**

The Marketing Department is responsible for the overall monitoring of all District Social Media pages. The A.C. Nielsen Tennis Center, Winnetka Ice Arena, and Winnetka Golf Club Facility Managers have access to and are able to publish content related to their facility operations (“Operational Posts”). Operational Posts may include facility closures, program cancellations, facility construction or maintenance, or any other matter that disrupts normal programming or operations of the facility. Facility Managers may not publish any other types of content to their facility’s Social Media pages. If Facility Managers or other District staff would like to contribute content or create a new social media promotion, they must seek approval and work with the Marketing Department.

### **FOIA Requests**

Constituents submitting FOIA requests via social media sites must be instructed to submit their request to the appropriate FOIA officer.

### **Acknowledge who you are**

If you are representing the District when posting on a social media platform, acknowledge this.

### **Link back to the District**

[www.winpark.org](http://www.winpark.org) and [www.winnetkagolfclub.org](http://www.winnetkagolfclub.org) are the only official websites of the District. Whenever possible, link back to the District’s websites. Ideally, posts should be very brief; redirecting a visitor to content that resides within the District’s web environment.

### **Protect the District’s voice**

Posts on social media sites should protect the District’s institutional voice by remaining professional in tone and in good taste. No individual department or program of the District should construe its social media site as representing the District as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post.

## **5.12 FENCING OF PARK SITES**

As park sites are developed, the Park Board shall make determinations on the placement of active use areas and traffic patterns taking into account the safety and protection of adjoining property owners, among other factors.

The Board may determine that perimeter barrier fencing is necessary and should be installed at the time of initial development. After initial development, or due to a petition or request by the adjoining property owner(s) that a fence be installed, the Board may elect to install a fence under the following conditions:

- A. If the Park Board determines that a fence will benefit primarily the property owner requesting the fence and only secondarily park users, the Park Board will consider allowing a fence to be built to the District's specifications, and the Park District will pay from zero (0) to fifty (50) percent of the cost.
- B. If the Park Board determines that a fence will benefit primarily park users and only secondarily the adjoining property owner requesting the fence, the Park Board will consider allowing a fence to be built to the District's specifications, and the Park District will pay from fifty (50) to one hundred (100) percent of the cost.
- C. The Park District believes all park sites should be as open as possible. Permanent fencing of ball diamond outfields will not be allowed, unless the field has a single user group and the fencing can be made permanent. Special requests for temporary fencing will be considered, and the Executive Director will make the final decision on each request.
- D. No private fencing is permitted on Park District owned property. Repair, maintenance, upkeep and replacement cost of any fence or barrier material such as landscaping located on private property adjoining Park District property shall be the responsibility of the private property owner.

## **5.13 ZONING OF LAND**

Zoning of land within a community is a legislative function of the Village of Winnetka. Obtaining, preserving, and developing open space for active and passive leisure use is primarily the responsibility of the Park District.

The development and maintenance of urban form are direct responsibilities of the Village. The Park District should share in the development and overall aesthetic

approach to urban form by collaborating with the Village and by setting forth a Master Plan of Land Acquisition and Development.

Collaborative planning should provide a communication link between both units of government, and, if necessary with other local taxing entities or civic organizations. Such a link will help produce a well-integrated land use plan which can be used to balance residential, commercial, industrial and governmental needs.

It shall be the policy of the Winnetka Park District to reserve judgment on matters of zoning that do not immediately affect particular park sites. The Park Board may wish to take a public position on zoning or contemplated changes in zoning that are immediately adjacent to, within reasonable proximity, or that may affect a park site or a Park District facility. The Park District reserves its rights to compel the abatement of zoning ordinance violations under the Illinois Municipal Code when such violation(s) impact its parks, programs, or operations.

#### **5.14 APPLICATIONS FOR GRANTS**

It shall be the policy of the Park Board to approve through a motion or resolution the submittal of all applications for grants \$25,000 or greater from local, regional, state, or federal agencies prior to Park District submission when matching funds will be required. The staff will be charged with the responsibility to inform the Park Board of the nature and type of grant, the project to be submitted, as well as the ramifications of, or the stipulations attached to, said grant by the administering agency or organization. All other grants require the approval of the Executive Director.

#### **5.15 TREE MEMORIALS AND PLANT DONATIONS**

The Park District maintains over 250 acres of park land and recreational space within its boundaries. Numerous mature trees beautify Winnetka parks. A significant number of trees are lost annually to disease, lightning, wind damage, and old age. For those reasons the District has developed a tree planting program to replace lost trees.

The Winnetka Park District and Winnetka Parks Foundation encourage residents to donate funds for tree plantings. Donations can be made as a gift or as a memorial. The Park District will keep a master list of trees acceptable for donation detailing the variety, size and cost. This information is available from the Superintendent of Parks and will be updated when appropriate.



Staff will work with any potential donor to determine which variety of tree is most desirable for the location at which the tree will be planted. The final determination as to the exact location of a donated tree will be left up to the Superintendent of Parks (or the Golf Course Superintendent if the donation is for the golf course). The Park District reserves the right to relocate or permanently remove any donated tree, or similar donated site amenity, if future site changes are undertaken. A donation of any tree or, any other site amenity, shall not bestow any property right to the donor.

As a general rule, the Park District will only plant donated material that is at least 3 inches in diameter or 12 feet in height. All donated trees will be guaranteed by the Park District for two years. No expressed or implied warranty of replacement is made beyond said period. The Park District will encourage native species and specify material that is adaptable to the location that is being considered.

The Park District does not encourage the donation of plant material from private residences. In the event that a resident wishes to donate material, the Superintendent of Parks will inspect the potential donation and determine if it is acceptable and usable by the Park District.

The Park District will appropriately acknowledge all donations.

## **5.16 LIGHTING OF PARK AREAS AND FACILITIES**

Periodically, the Park Board and/or staff will receive requests for the installation of lighting to help reduce vandalism or to prolong use of park facilities. In addition to requests from citizens, park lighting in general is a routine improvement, which often is included when park sites are being developed, renovated or otherwise modified.

To minimize misunderstanding over lighting issues the following definitions are set forth:

- A. Accent Lighting -The use of lighting equipment to complement architectural features or designs and increase user acceptability. Examples: garden lighting, facade lighting, and ornamental fixtures along a walkway, which cast small islands of low-centered lights.
- B. Floodlighting - Designed for the purpose of illuminating a broad area to uniform intensity. Examples: tennis court lighting, ballfield lighting, and the majority of building exteriors.
- C. Security Lighting -The illumination of a specific area or object to facilitate the protection of life and property, or to contribute to users' sense of wellbeing.

Examples: roadway lighting, building lighting, walkway lighting, and lighting for parking lots, etc. This type is sometimes referred to as "general".

To help determine the advisability and necessity of security lighting as requested by a citizen of the Park District, each request should be considered according to the following criteria:

- A. Lighting will increase the usability of the affected facilities or programs, such as in the case of lighting tennis courts, basketball courts, ice rinks and ballfields.
- B. High intensity use areas should include security lighting to assist the park users as they come and go from these areas. Security lighting would be acceptable for such areas as walkways leading to buildings, parking lots connected to high use facilities and roadways which introduce interior vehicular traffic in parks.
- C. The impact of lighting on neighbors immediately adjacent to the area to be lighted should be considered.

## **5.17 LOAN OF EQUIPMENT**

Loaning and borrowing of equipment are common practice among units of local government such as Park Districts, Cities and Villages, and School Districts. The major reasons for borrowing and loaning equipment are:

- A. Agencies cannot afford the quantity of equipment that they need in each case, therefore, borrowing is a method of supplementing the supply.
- B. Breakdown or extended periods of repair or overhaul force borrowing or loaning.
- C. Periodically, emergencies arise when the existing supply of equipment is inadequate to handle the task, and therefore, supplemental equipment is necessary.

It shall be the policy of the Park District that when determined necessary the Administrative Staff will be empowered to both loan and/or borrow equipment to or from other units of local government. The Administrative Staff is similarly empowered to establish a fair and equitable rental rate on specialized pieces of equipment or to loan equipment without charge to the requesting agency, which in turn, will reciprocate at a later date. Rental or loan of equipment from another governmental entity should be undertaken pursuant to an appropriate intergovernmental agreement setting forth rental terms and conditions, including indemnification and insurance provisions.

## **5.18 PERSONNEL POLICIES**

All matters pertaining to personnel are set forth in the Winnetka Park District Personnel Policy Manual.

## **5.19 CONSULTANTS**

The Park District on occasion will require the services of various consultants specializing in a certain field of study. Consultants have been employed to design buildings (Architects), prepare comprehensive master plans (Planners or Park and Recreation Specialists), prepare general land development plans (Landscape Architects), prepare soil analysis (Civil Engineers), prepare land and or building appraisals (Appraisers), legal consultants (Attorneys), and bond consultants (Financial Consultants and/or Attorneys), etc.

Unless the Park District has either a satisfactory relationship for services with an architect, engineer or surveyor, or an emergency exists, Illinois law requires the Park District to advertise for proposals for said professional services whenever such services are expected to cost \$25,000 or more. Once the Park District receives proposals for such services, the District must evaluate the proposals and select at least three responding firms that are most qualified to provide the services for the specific project. The initial submittals may not include a fee proposal. The District must then rank each of the three firms selected based on their respective qualifications to provide the services only. Thereafter, the Park District shall seek to negotiate a contract with the most qualified firm/individual. Fees shall be determined in advance of engaging the consultant.

Additional information about consultants also should be gathered on firms or individuals before a decision to retain is made. When applicable, each consultant should be given a form entitled "consultant fact sheet" to complete, so that a more informed decision can be made by the Park District. The consultant fact sheet asks such questions as: major firm emphasis; type of firm, professions represented and number of professional personnel; major recreation and park services the firm provides; firm's areas of principal emphasis; and selected projects underway or completed in last five years.

## **5.20 COMPLAINTS**

Patrons of Park District facilities and recreation programs often find situations not to their liking and feel a responsibility to convey their dissatisfaction to the Park District. Whether by phone call, face-to face conversation, written correspondence, email or

by means of social media, the Park District should acknowledge the individual's concern and explain why the situation exists as it does, or how and when it will be improved.

Administrative staff members will be responsible for cataloging complaint calls, and said complaints will be summarized and circulated to the Executive Director and all Department Heads in a timely manner.

It is the responsibility of all full-time and part-time employees to work toward minimizing the number of valid complaints by improving the services the Park District offers. Complaints should be received and acknowledged in a positive atmosphere and attitude.

## **5.21 NON-DISCRIMINATION POLICY**

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

## **5.22 NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION**

The Park District is a member agency of the Northern Suburban Special Recreation Association. The Park Board is required to appoint annually a commissioner, staff member, or Winnetka Park District resident to serve as the Park District's representative to the Northern Suburban Special Recreation Association Board of Executive Directors.

## **5.23 INCLUSION POLICY**

The Winnetka Park District is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, we do not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The Park District is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all

other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.

### **Northern Suburban Special Recreation Association (NSSRA)**

As described above in Section 5.22, the Winnetka Park District is a partner agency of Northern Suburban Special Recreation Association (NSSRA). NSSRA's mission is to enrich the lives of people with disabilities in our partner communities through quality recreation services, including providing inclusion services to partner agencies. The Winnetka Park District and NSSRA will work together with patrons, participants, and their families to assess, address, and provide reasonable accommodation for partner agency programs, events, and activities. NSSRA also provides programming which is available to its partner agencies' patrons.

### **Eligibility**

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

### **Procedures**

Requests for reasonable accommodation can be made directly to the Winnetka Park District Executive Director or Inclusion contact or through NSSRA. Patrons and families can learn more about NSSRA's programs and inclusion services by visiting NSSRA's website at: <http://www.nssra.org/inclusion> or <http://www.winpark.org>

### **Participant, Patron, and Family Cooperation**

Inclusion cannot be successful without the complete cooperation of the participant, patron, and/or family. Patrons and families are expected to politely, proactively, and constructively communicate with the Winnetka Park District and NSSRA, and timely share important and updated information that is relevant to the inclusion process. When patrons or families provide inaccurate, outdated, or incomplete information to staff, the agencies' ability to adequately assess and address any situation is potentially compromised and participation may be delayed or temporarily suspended. Consequently, it is important to provide the Winnetka Park District and NSSRA with as much advance notice as possible of the need for any accommodation.

## **5.24 DONATIONS**

The Park District encourages donations from individuals and/or community organizations. The Park District staff will work with potential donors to provide a list of options concerning capital items or projects that may be appropriate and of interest to the donor.

- A. The appropriate standing Committee identified in Section 4.30 of this policy manual or, at times the Committee of the Whole will review all proposed donations for the general Park District system on a case by case basis. If the Committee determines that the proposed donation has merit, a recommendation will be made to the Park Board.
- B. The Park Board may ask the various committees to develop a list of acceptable items that would be desirable to acquire through donations. If the committees develop a list of desirable items, the staff will aggressively solicit donations to acquire the items.
- C. If the committee reviewing the request recommends public recognition of a donation to the Park District, that committee will recommend the appropriate method and wording to be used.
- D. The Park District, upon the acceptance of a donation, will assume responsibility for all routine maintenance and repair relating to the donation. In the event major repairs or replacement are required, the Park District will not assume responsibility unless so directed by the Park Board.
- E. The appropriate Committee or, when necessary, the Committee of the Whole will recommend the final form of public recognition of a donation for the general park system. Final approval will be made by the full Park Board.

## **5.25 SUCCESSION DURING THE EXECUTIVE DIRECTOR'S ABSENCE**

When the Executive Director is out of town or not available for any reason he or she shall appoint a department head to be in charge of the District.

## **5.26 AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Winnetka Park District is committed to compliance with the ADA, which prohibits discrimination in the provision of services, programs or facilities to individuals with disabilities. The District has a complete facility and park inventory and strives to meet ADA compliance, especially at time of redevelopment and/or as opportunities arise. Questions, comments and concerns regarding the ADA should be brought to the attention of the District's ADA Coordinator. The ADA Coordinator for the Park District is the Superintendent of Recreation.

## **5.27 RECREATION, FACILITIES AND SERVICE STATISTICS PROCEDURE**

The District requires the continued maintenance of an organized and historical index of program user participation, use needs assessment, and user quality opinions in order to further develop and continue to provide the highest quality recreation programs, facilities and services to the community. The Recreation Department and the Revenue Facilities will complete the following:

Daily Basis - Update computerized registration class status report and maintain information for review at the Park District Administrative Offices.

Monthly Basis - Compile and provide monthly financial reports reflecting program usage for all recreation and enterprise programming.

Seasonal Basis - Distribute, receive, review and analyze recreation program participant evaluations and maintain these records on file.

Assess recreation program registration opinion through random sample survey; review, analyze and report statistics to Superintendent of Recreation or Superintendent of Facilities and others as appropriate. Compile, analyze and maintain seasonal recreation program registration statistics and report as necessary.

Annual Basis - As part of the annual fiscal year budget development, compile, analyze and report annual recreation program, facility and services use statistics to the Park Board and appropriate standing Committees as identified in Section 4.30 of this policy manual. All statistical information should be used in reviewing programs, facilities and services and for development of new areas.

## **5.28 ENVIRONMENTAL POLICY**

### **Statement of philosophy**

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

As a policy, the following environmental principles and practices, which prescribe to our statement of philosophy, the Park District shall set a standard of leadership and competency in maintaining and improving the quality of the environment.

**Environmental principles**

The Winnetka Park District will to the greatest extent practicable:

- A. Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas.
- B. Protect, enhance and interpret the historic natural resource heritage exemplified by Winnetka's lakefront, ravines, bluffs, prairies and woodlands.
- C. Design, develop and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing utilities in the most efficient manner possible.
- D. Encourage recycling practices that utilize renewable resources and minimize the use of non-renewable ones.
- E. Practice integrated pest management, which reduces the District's dependence on pesticides.
- F. Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.
- G. Function as a role model within the community by actively promoting public awareness and educational programs, which encourage environmentally sensitive lifestyles.
- H. Utilize to the highest extent possible native species in the replacement of trees and shrubs.

**Environmental practices**

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

- A. Habitat preservation and restoration at Crow Island Woods, Dunbaugh Park, Bell Woods and all bluff and shoreline areas along Lake Michigan.



- B. Management and operation of public open space through agreements with the Village of Winnetka, School District #36, and cultural and historic committees, commissions and societies.
- C. The District will adequately plan and construct, using the latest available information, new and renovated open space areas and facilities. These projects will not negatively impact the environment and will conserve soil, water and energy resources and protect indoor and outdoor air quality.
- D. In accordance with the Illinois Smoke Free Act, smoking is prohibited in all Park District buildings, facilities, parks, beaches and District vehicles. Smoking is also prohibited within 15 feet of any entrance to a Park District building.
- E. The District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:
  - 1. Select appropriate plant species and their proper location.
  - 2. Use of preventative maintenance procedures.
  - 3. Promote early detection of problems.
  - 4. Utilize, where possible, natural control methods.
  - 5. Minimize overall pesticide use.
  - 6. Test for better application methods.

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

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

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

Characteristics - Pesticides used by the District in the form of herbicides, insecticides or fungicides will be of the "General Use" and "Restricted Use" classification and shall be used in accordance of all applicable laws and manufactures direction.

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

Application - General use pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage and disposal.

Calibration - Equipment and application rates will be calibrated according to the manufacturer's recommendations so that minimal amounts of pesticides are applied.

- F. The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its dependence on non-renewable ones. To achieve this goal the following objectives will be targeted:
1. Maximize aluminum collection at all indoor facilities and expand collection to all developed parks.
  2. Increase paper collection by recycling newspapers and all office paper types at indoor facilities.
  3. Continue recycling of trees as wood chips and firewood.
  4. Compost all leaves, grass and other landscape materials.
  5. Maximize used oil collection and recycling.
  6. Incorporate paper, glass and plastic recycling at all indoor facilities and developed parks.
  7. Use recycled paper glass and plastic products to the most feasible extent.
  8. Use recycled products, such as, biodegradable bags, recycled paper, etc., in all feasible situations.
  9. Minimize the use of Styrofoam or plastic.
  10. Recycle batteries, antifreeze and Freon whenever feasible.
  11. Comply with all other applicable Federal, state and local environmental regulations and guidelines.

## **5.29 SCHOLARSHIP/FINANCIAL ASSISTANCE**

### **Purpose**

The Park District believes that everyone should have the opportunity to enjoy and participate in recreation activities. The Park District will attempt to provide equal opportunities for residents with financial hardships through the provision of programs with reasonable fees as well as through delayed payment plans, reduction in program fees with subsidy from the Park District, and other financial assistance.

### **Qualifications**

- A. Applicants must reside within Winnetka Park District boundaries and pay Park District taxes.
- B. General income thresholds to receive assistance are based around the 250% Federal Poverty Level:

<u>Family Size</u>	<u>Gross Income Less Than*</u>
2	\$41,150
3	\$51,950
4	\$62,750
5	\$73,550
6	\$84,350

\*2018 Guidelines

- C. Other special circumstances/financial hardships such as excessive medical bills must be detailed on the attached scholarship application and will be considered on a case by case basis.

### **Limitations of Assistance**

- A. Assistance is available for Park District programs and season swimming beach passes only and is not valid towards daily fees, memberships, or private lessons.
- B. Program availability is based on a first come first serve basis. If all documentation is not thoroughly completed at time of registration, enrollment can and will be delayed.
- C. Placement in requested program is based on class availability.
- D. If approved, the Park District can subsidize up to 90% of potential program fees.

- E. Payment plans can be set up, but any required fees must be paid in full before another scholarship will be awarded.
- F. Delinquency on payment plans will result in ineligibility for future financial assistance, forfeiture of scholarship, as well as potential removal from current programming.
- G. Approval of financial assistance does not ensure continued approval for succeeding programs.
- H. Applications must be completed annually, but any changes to a family's financial situation throughout the year must be disclosed to the Park District.

### **Process**

- A. The Park District encourages anyone interested in financial assistance to submit their required documentation as early as possible to avoid potentially missing out on a program or activity.
- B. All required paperwork must be completed, submitted to the main Administrative Office at 540 Hibbard Rd., and reviewed before any scholarships will be awarded. Please do not register at any other facilities for financial assistance.
- C. Registration will not be processed until the scholarship has been approved.
- D. Sufficient time should be allowed for processing of your application prior to the start date of any programs or activities with which you are interested (approximately one to three weeks depending on season).
- E. Written notification via direct mail or email will be provided upon review of your application with the amount of subsidy the Park District is providing as well as what you will owe.

### **Required Documentation**

- A. Scholarship Application - the Park District scholarship application must be submitted.
- B. Registration Form - a Park District registration form must be filled out completely with desired programs.

- C. Proof of Residency - a copy of all wage earning household members current driver's license or state ID AND a copy of a current utility bill. The addresses on both these documents must match and reside within Park District boundaries.
- D. Copy of Federal Income Tax Return - A copy of the most current Federal Income Tax Return from each adult wage earner (18 years and older) must be provided. If you have not yet filed for the current year, you are required to submit it as soon as you have a copy. Until that time, you must submit your Federal Income Tax Return from the prior year. If you do not file taxes, you must provide a notarized statement.
- E. Copy of Recent Pay Stubs - two (2) most recent pay stubs from each household member 18 years or older. A bank statement showing deposits can also be accepted if enough information is visible.
- F. Additional Documentation - documents regarding other sources of income (e.g. child support, alimony, unemployment, etc.) AND/OR public assistance (e.g. social security, public aid, housing, etc.) must also be provided.

**END**

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Notes:



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 6**

**ANNUAL FISCAL REQUIREMENTS**

- 6.01 Budget and Appropriation Ordinance**
- 6.02 Levy Ordinance**
- 6.03 Annual Audit**
- 6.04 Official Filings**
- 6.05 State of Illinois Disclosure Statement**
- 6.06 Annual Treasurer's Report**
- 6.07 Annual Financial Report (Comptroller's Report)**





## **6.00 ANNUAL FISCAL REQUIREMENTS**

### **6.01 BUDGET AND APPROPRIATION ORDINANCE**

#### **Legal Requirements**

A combined Budget and Appropriation Ordinance shall be adopted by the Board of Park Commissioners within or before the first quarter of each fiscal year.

The ordinance shall contain a statement of cash on hand at the beginning of the fiscal year, an estimate of cash expected to be received during such fiscal year from all sources, an estimate of expenditures contemplated for such fiscal year and the estimated cash expected to be on hand at the end of such fiscal year. The ordinance must also contain an itemized list of the various items and services that will require public funding.

The Budget and Appropriation Ordinance should be prepared in tentative form and be made conveniently available for public inspection for at least thirty (30) days before final action by the Park Board. At least one public hearing shall be held before final action. The hearing must be advertised in a newspaper published in this Park District at least one week prior to the date for which the hearing is scheduled.

The Park Board must file a certified copy of the Budget and Appropriation Ordinance with the Cook County Clerk within 30 days of the adoption of the ordinance, along with an estimate, certified by the Treasurer, of revenues, by source, anticipated to be received by the Park District in the following fiscal year.

Once the appropriation ordinance is adopted and certified, the District is prohibited from spending beyond the appropriations set forth in the ordinance at any time within the same fiscal year. After the first 6 months of the fiscal year, the Board may, by two-thirds vote, transfer from any line item its anticipated unexpended funds to any other item of appropriation. At any time during the fiscal year, the Board may, by ordinance, make transfers between various items in any fund not exceeding ten (10) percent of the total amount appropriated in such fund.

During any fiscal year, the Park Board may adopt a supplemental appropriation ordinance after adoption of the annual budget and appropriation ordinance for that fiscal year, in an amount not to exceed the aggregate of any additional revenue available to the Park District or estimated to be received by the Park District. The publication, notice, and public hearing requirements set forth in this subsection above shall not apply to the supplemental ordinance or to the budget document forming the basis of the supplemental ordinance.

Except as otherwise provided by law, the Board may only amend the Budget and Appropriation Ordinance by following the same formalities observed when adopting the original ordinance.

The Executive Director is responsible for the preparation of the Budget and Appropriation Ordinance in tentative form. There are certain general and administrative costs incurred in the overall operation of the District, including the management of the District's various departments such as General, Recreation, Parks, Golf, Beach, Launch, Ice, Tennis, and Platform Tennis. Therefore, each fund should share the costs of the administrative overhead costs.

The amount of administrative overhead for such items as salaries, office supplies, insurance, hospitalization, etc., is allocated to all user departments, based on a 50/50 blend of the ratio of each department's total operating expenditures/expenses to the rest of the District's departments and an allocation of time spent by general and administrative personnel on behalf of each of the District's departments.

Upon completion of the first draft of the Budget and Appropriation Ordinance pursuant to the above legal requirements, the Executive Director will review each fund with the Board of Park Commissioners. After adjustments as directed by the Park Board are made, the budget will be prepared in final form.

## **6.02 LEVY ORDINANCE**

Each Park District has the power to levy and collect taxes on all the taxable real estate in the corporate boundaries of the agency. A Park District may accumulate funds for the purpose of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes but subject to rate limitations as set forth in the Illinois Compiled Statutes.

The Executive Director is responsible for preparation of the Levy Ordinance. The Levy Ordinance shall be prepared in a form similar to the Budget and Appropriation Ordinance.

At least twenty (20) days before final action on the Levy Ordinance the Park Board must adopt a resolution formally determining the amount of money it estimates, exclusive of election costs, debt service levies and levies made for the purpose of paying amounts due under public building commission leases, will be levied for the upcoming year.

A public hearing must be held prior to adoption of the levy ordinance if the estimated levy is more than 105% of the levy extended by the District in the prior year, plus any amounts abated by the Park Board prior to extension and exclusive of election costs, debt service levies and levies made for the purpose of paying amounts due under public building commission leases,. The hearing must be advertised in a newspaper published in this Park District no more than 14 days nor less than 7 days prior to the date of the public hearing.

The Levy Ordinance is normally adopted on the first Monday in December or at the Park Board's first regularly scheduled meeting in December.

A certified copy of the approved Levy Ordinance and certification of compliance with the Truth and Taxation Act from the Board's President shall be filed with the Cook County Clerk no later than the last Tuesday in December (35 ILCS 200/18-15).

### **6.03 ANNUAL AUDIT**

An audit of all funds, property, and financial practices shall be conducted annually by an independent certified public accounting firm which will be chosen by the Board of Park Commissioners. The annual audit must be filed annually with the State Comptroller as specified in Section 6.07 of this Manual.

In addition to providing statements that conform to generally accepted accounting principles that set forth the financial position and results of financial operations of various funds and investments, the firm shall provide an audit management letter providing recommendations for improving the fiscal and management practices of the District. Each report must include certification that the audit was performed in compliance with generally accepted auditing standards.

### **6.04 OFFICIAL FILINGS**

On an annual basis, the Park District shall file with the appropriate county and state agencies, the current prescribed following documents:

- Budget and Appropriation Ordinance
- Tax Levy Ordinance
- Treasurer's Report (Statement of Receipts and Disbursements)
- Comprehensive Annual Financial Report (CAFR)
- Annual Financial Report (Comptroller's Report)
- Annual Exempt Property Affidavit

## **6.05 STATE OF ILLINOIS DISCLOSURE STATEMENT**

The following persons shall annually file verified written statements of economic interests:

- A. Members of the Park Board and candidates for election to the Park Board.
- B. Persons appointed to the Board.
- C. Park District employees who are compensated for services as employees and not as independent contractors and who:
  - 1. are or function as the head of a department, division, bureau or other administrative unit within the District, or exercise similar authority;
  - 2. have direct supervisory authority over, or direct responsibility for the formulation, negotiation, issuance or execution of contracts in the amount of \$1,000 or greater;
  - 3. have authority to approve licenses or permits by the District;
  - 4. adjudicate, arbitrate or decide any administrative proceeding, or review such a decision within the authority of the District;
  - 5. have authority to issue or promulgate rules or regulations within areas under the authority of the District; or
  - 6. have supervisory responsibility for 20 or more employees.
- D. Persons required to file shall obtain an appropriate form from the Secretary of the Park District. The completed statement must be filed by May 1st of each year; failure to do so will subject the individual to late filing fees and possible forfeiture of office or employment. A candidate for elected office shall file his/her statement no later than the end of the period during which he/she can take the action necessary under the laws of this State to attempt to qualify for nomination, election, or retention to such office if he has not filed a statement in relation to the same unit of government within a year preceding such action.

## **6.06 ANNUAL TREASURER'S REPORT**

The Treasurer shall prepare a report at the end of each fiscal year showing the amount and source of all revenues, giving items, particulars and details. The report must list all monies disbursed, where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, including the name of each individual to whom the

monies were disbursed and the total amount paid to each person. The report must also list all monies paid out as compensation for personal services, identifying each recipient and the total amount paid to him/her. For compensation paid to District employees, the District may report categories of compensation, identifying each employee who was paid within each of the following salary ranges: (1) under \$25,000; (2) \$25,000 – \$49,999.99; (3) \$50,000 - \$74,999.99; (4) \$75,000 - \$99,999.99; (5) \$100,000 - \$124,999.99; or (6) \$125,000 and over. The report must also include a summary statement of operations, for all funds and account groups, as excerpted from the annual financial report filed with the State Comptroller.

Such statement shall be subscribed and sworn to by the Treasurer. Within six months after the close of the fiscal year such statement shall be filed in the Office at the Cook County Clerk.

Within six months after the end of such fiscal year the Treasurer shall either publish a true, complete and correct copy of such statement one time in a newspaper published in Winnetka, or if (i) the Park District has caused a licensed public accountant to perform an audit of its funds; and (ii) a report of such audit has been filed with the County Clerk's office as required by law, then the Park District may file a notice of the availability of the audit ("Notice of Availability") in lieu of publishing the entire Treasurer's Report. The Notice of Availability must be published at least one time in an English language newspaper in the Village of Winnetka. The Notice of Availability shall include the time period covered by the audit, the name of the firm conducting the audit, and the address and business hours of the location where the audit report may be publicly inspected. Certification of the publication of the Notice of Availability must then be filed with the County Clerk by the publisher of the newspaper within 10 days of publication.

## **6.07 ANNUAL FINANCIAL REPORT (COMPTROLLER'S REPORT)**

A copy of the Comprehensive Annual Financial Report (CAFR) must be filed with the Comptroller of the State of Illinois and the Cook County Clerk within six (6) months following the close of each fiscal year. Additionally, an Annual Financial Report must be prepared annually by the Treasurer and filed with the Comptroller and the Cook County Clerk within six months after the close of the fiscal year. This report indicates beginning cash balance of all funds on a consolidated basis, revenues by defined categories (consolidated) and expenditures by defined categories (consolidated), with ending cash balance (consolidated) at fiscal year-end. The report further provides information regarding investment of funds by type, description of indebtedness by type including current issues and current redemptions, and appropriated amounts by fund.

**END**

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**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 7**

**FISCAL OPERATING AND BUSINESS PROCEDURES**

- 7.01 Statement of Intent**
- 7.02 Creation of Debt**
- 7.03 Authorization for Check Signing**
- 7.04 Fiduciary Bonding Insurance Coverage**
- 7.05 Insurance**
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- 7.08 Cash Receipts**
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- 7.23 Wire Transfers**
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- 7.26 Contracts and Other Obligations**
- 7.27 Fixed Investments**
- 7.28 Intergovernmental Cooperation**
- 7.29 Debt Policy**
- 7.30 Revenue Policy**
- 7.31 Data Security**
- 7.32 Fund Reserves**



## **7.00 FISCAL OPERATING AND BUSINESS PROCEDURES**

### **7.01 STATEMENT OF INTENT**

The financial resources of the District are the means by which the District serves the public. All financial operations shall be conducted in accordance with applicable written policies, procedures, ordinances and manuals of the Park District. All financial transactions of the Park District shall be recorded in a prescribed manner and be documented in a written or electronic format. Internal controls shall be established and maintained such that accurate records of all transactions will be available for audit purposes.

### **7.02 CREATION OF DEBT**

No Commissioner, committee, officer or any other person employed or associated with the Park District shall be authorized to create any financial liability on behalf of the District except where said liability shall be approved in nature and amount by the Board in the Budget and Appropriation Ordinance and in accordance with the District's purchasing policy.

### **7.03 AUTHORIZATION FOR CHECK SIGNING**

#### **General Fund Account**

All checks are generated utilizing Tyler Technologies Accounts Payable Software. Tyler uploads two signatures in the software system that automatically print on all checks; one of a current Board Commissioner and the other of the Superintendent of Finance, both of whom have check signing authority. The Executive Director of the Park District and Superintendent of Finance are authorized to approve checks for authorized expenditures up to one thousand dollars (\$1,000.00) without the signature of a Board Commissioner. For each check run, checks over one thousand dollars (\$1,000.00) must be reviewed and approved by at least one Board Commissioner and the Executive Director or Superintendent of Finance. The Executive Director and Superintendent of Finance also have the authority to approve specific checks over one thousand dollars (\$1,000.00) that are routine, due for payment each month, or are financially advantageous to remit promptly, including, without limitation, checks paying the following expenses:

- Health/Life Insurance
- Pension/State/Federal Government Obligations
- Payroll Transfers and Contracted Labor

- Pro-Shop Items with Discounts
- General Property Insurance
- Debt Payments

The Board will review a monthly “bill list” at its monthly meetings and vote on final authorization. The assigned Commissioner of the Board shall periodically secure from staff and review backup for checks under one thousand dollars (\$1,000.00) to ensure that staff is engaged in sound fiscal practices with regard to purchases by Park District checks, and that all internal controls are being followed.

#### **Payroll Account**

This account is used solely for the purpose of paying full-time and part-time employees. One signature from the Executive Director, the Superintendent of Finance or a Board Commissioner is required on each payroll check.

#### **Petty Cash Account**

This account is used when payment is needed immediately for the purpose of paying for supplies and services which are less than one hundred dollars (\$100.00). One signature from the Executive Director, the Superintendent of Finance or a Board Commissioner is required on each petty cash check.

### **7.04 FIDUCIARY BONDING INSURANCE COVERAGES**

It is the Park District’s policy to obtain insurance that provides protection against both internal and external acts of fraud, dishonesty and theft that may arise either from criminal intent or negligence.

The following coverages are to be maintained by the District:

#### **A. Public Officials’ Errors and Omissions Liability Coverage**

This coverage protects the District and members of the Park Board from lawsuits arising out of decisions made by the Board. It also protects the organization from civil suits that arise from public statements or the distribution of documents to the public by either a Board member or employee that are flagrantly in error or fraudulent in their content. It does **not** cover any of the costs of defense in criminal prosecution which results in a conviction. However, it does cover the costs of a successful defense of such a prosecution.

**B. Blanket Bond Coverage**

This protects the District against losses due to dishonest or fraudulent acts by District employees.

**C. Comprehensive Dishonesty, Disappearance, and Destruction Coverage**

This coverage protects the District from losses of money and securities resulting from robbery and theft. This covers all District controlled premises. It also covers losses from check forgeries.

## **7.05 INSURANCE**

The District shall obtain, through solicitation of written proposals, insurance protection from losses arising out of property damage due to fire, storm, vandalism, accident or other hazards; injuries arising from work-related sources; judgments against the District and its employees predicated on liability for acts due to negligence; vehicle liability and physical damage explosion protection. Such insurance is to be obtained from qualified carrier(s) at the lowest, effective cost. In the alternative, the District may become a member of an intergovernmental self-insurance risk pool in order to combine its funds with those of other park districts and share with them the costs of losses including those set forth above.

Insurance shall also be obtained to protect full-time employees of the District from losses due to non-work related injuries or illness. Currently, the District provides coverage for health, dental, vision care, life, accidental death, dismemberment, disability, and cancer.

The District works with a broker to solicit bids from various carriers on all types of insurance at least once every three (3) years.

## **7.06 INTERNAL AUDITING**

The Superintendent of Finance of the District shall conduct such internal audits, investigations and implement such changes as are needed to guarantee the proper conduct of District activities related specifically to the collection and disbursement of funds, accounting allocation of those funds, budget administration, inventory of material, supplies and equipment, employment records, authorization, contracts, report of hours worked and wages paid, and shall periodically conduct a surprise payroll audit.

The Superintendent of Finance shall report the results of findings of such audits and activities to the Executive Director of the Park District and/or the Committee of the Whole of the Park Board with recommendations to improve controls as required.

## **7.07 FINANCIAL AND “OFFICIAL” RECORDS RETENTION**

The Local Records Act prohibits the mutilation, destruction, transfer, removal or other damage to or disposal of any public record of the Park District, except as authorized in writing by the Local Records Commission for Cook County.

The Commission issues regulations establishing procedures for compiling and submitting to the Commission lists and schedules of public records proposed for disposal.

## **7.08 CASH RECEIPTS/CASH HANDLING**

The policy of the Winnetka Park District is to deposit funds on a timely basis to maximize earnings and keep adequate levels of cash for operational needs.

### **Acceptable Forms of Payments**

The Park District accepts:

1. Cash
2. Checks
3. Credit Cards (Visa, MasterCard, Discover, American Express)
4. Cashier's Checks/Money Orders

Winnetka Park District staff collect all forms of payment and process in either the RecTrac registration system.

### **Cash Handling**

#### Separation of Duties

Cash handling responsibilities should be designed in a way that balances the need for segregation of duties with the Park District's limited staff and financial resources. Whenever possible, the Park District will require duties to be segregated so as to avoid having the same individual who collects or handles cash also be responsible for the reconciliation and depositing of cash. The Park District will strive to best separate these and other types of duties to different employees as long as it is financially and operationally feasible.

### **Cash Deposits and Reconciliation Process**

At the very minimum, Bank deposits of Cash, Check, and Credit Card Charges should be made at least once a day, preferably two or three times if dollar amounts are substantially high. (No dollar amount should be considered too small to deposit).

On a regular basis, the Staff Accountant reviews daily deposit slips with applicable batch reports. Any discrepancies in either data entry or deposits shall be reconciled immediately using the RecTrac (registration software), GolfNow (golf course software) and/or Tyler (accounting software) to make the necessary corrections.

### **Daily Income Reports**

A Daily Income Report shall be generated for each day's operation of a facility, even if the operation did not generate any inflow of funds, unless the facility is officially closed for the season.

Daily Income Reports should have attached to them the following:

1. Cash Register Tape(s), (where one is used)
2. Copy of Deposit Slip(s)
3. Credit Card Slips
4. Merchants Credit Card Transmittal Slip
5. Copy of Gift Certificates
6. Void(s) Documentation.

Managers shall review and approve the reports and sign them, indicating their review and approval; or if there is a discrepancy that requires investigation, the Manager shall note the discrepancy, the date of his/her review of the report, and the outcome of the investigation.

The report should be physically delivered to the accounting department daily.

If the cash register or drawer contains more cash or less cash than the register tape indicates it should, the staff member responsible for preparing the Daily Report shall furnish a detailed written explanation of the discrepancy between the register or drawer and the register tape. If the register or drawer contains less cash in excess of \$20.00, the staff member who delivers the Daily Report to the Business Office should orally notify the accounting department at the time of delivery.

In the event deposits are not made daily and/or the income reports are not turned in on a timely basis the Executive Director of the Park District shall be notified and

appropriate corrective and/or disciplinary action may be undertaken in accordance with applicable law and the policies of the Park District.

#### Bank Reconciliation

The Staff Accountant reviews all bank statements and completes a bank reconciliation for all District bank accounts to ensure there are no unknown transaction on the bank statements or the Park District's general ledger. These reconciliations are reviewed by the Superintendent on a monthly basis.

### **7.09 INVESTMENT POLICY OF EXCESS CASH**

This Investment and Portfolio Policy ("Policy") of the Winnetka Park District ("District") has been adopted by the District's Board of Park Commissioners ("Park Board") to develop, implement and monitor guidelines for the prudent investment and management of the District's funds in accordance with the Public Funds Investment Act, 30 ILCS 235.

#### **Scope**

This Policy applies to the investment of the District's financial assets. All funds or moneys of the District not needed for immediate disbursement shall be invested in accordance with this 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.

Public funds on deposit with financial institutions insured by the Federal Deposit Insurance Corporation (FDIC) are protected up to Two Hundred Fifty Thousand Dollars (\$250,000.00). Illinois law additionally provides authorization for the Treasurer or Assistant Treasurer to enter into an agreement with a depository bank for the pledge of securities equal in market value to the amount of funds deposited.

The Park District shall require the pledge of Municipal Bonds, Treasury Note Bills, secured mortgages, and bank owned commercial paper in an amount equal to or greater than 110% of the amount deposited in any bank where total deposits exceed Two Hundred Fifty Thousand Dollars (\$250,000.00).

#### **Objectives**

The Park Board recognizes its responsibility as custodian of the public trust to ensure the safety of the District's funds. 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 District's 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 tertiary 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 District's needs. The District's commissioners and officers should avoid any investment transaction or practice which in appearance or fact might impair public confidence in the District's stewardship of public funds.

#### **Delegation of Authority**

Authority to manage the investment program is granted to the Treasurer. Responsibility for the operation of the investment program is delegated to the Superintendent of Finance.

The Superintendent of Finance is designated as the Chief Investment Officer of the District ("Investment Officer") and is responsible for investment decisions and activities, under the direction of the Executive Director of the Park District and the overall guidance of the Park Board. The Investment Officer shall develop and maintain internal controls and 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 procedures established by the Investment Officer. 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 Adviser/Manager**

The Investment Officer under the direction of the Executive Director of the Park District may retain the services of a financial advisor or money manager to administer professionally the District's portfolio. 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 District's Investment and Portfolio 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 Act 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 agreements will be in writing and will be evaluated on at least a quarterly basis. 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 District's assets under management.

The Investment Officer under the direction of the Executive Director of the Park District shall determine the amount of the District's portfolio to be managed under this provision.

### **Prudence**

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

The standard of prudence to be used by investment officials shall be the “**prudent person**” standard and shall be applied in the context of managing the overall portfolio. The Executive Director of the Park District or the Investment Officer acting in accordance with written procedures and the investment policy and exercising due diligence and prudence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **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 Park District's investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Park Board any material interest in financial institutions that



conduct business with the District. They shall further disclose to the Park 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. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Park District.

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

The Investment Officer will routinely monitor the contents of the portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and its general performance, as well as 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 Investment Officer, Superintendent of Finance or Executive Director of the Park District, or their designee (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 Investment Officer shall be responsible for establishing and maintaining an internal control structure, 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, employee error, misrepresentation by third parties, unanticipated market changes or imprudent actions by employees or others. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority
- Custodial safekeeping
- Written confirmations of transactions for investments and wire transfers
- Authorizations of wire transfers

### **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.

**Authorized Investments**

Any type of security that is allowed for in the Public Funds Act provided in 30 ILCS 235 as summarized below:

- a) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
- b) Bonds, notes, debentures, or other similar obligation of the United States of America or its agencies.
- c) Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits constituting direct obligations of the bank as defined by the Illinois Bank Act [205 ILCS 5].
- d) Interest bearing bonds of a park district or any county, township, city, village, incorporated town, municipal corporations or school district. The bonds must be registered in the name of the District or held under custodial agreement at a bank. The bonds shall be rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and political subdivisions.
- e) Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraphs (a) and (b) of this section.
- f) Repurchase agreements, subject to the requirements and limitations set forth in 30 ILCS 235/2.
- g) Illinois Park District Liquid Asset Fund Plus (IPDLAF), the investment pool sponsored by the Illinois Association of Park Districts and Illinois Park and Recreation Association.
- h) Illinois Funds, the Local Government Investment Pool (LGIP) operated by the Illinois State Treasurer's Office.
- i) Additional investments may be added to this list as changes to the statutes occur.
- j) Investment in derivative securities is not permitted.

**Investment Guidelines/Selections**

Winnetka Park District investments shall be limited to those authorized by state or public statute, 30 ILCS 235/2 as listed above. When evaluating potential investment alternatives on the purchase date, the net rate of return on any investment shall be taken into consideration. As such, applicable fees for the transactions should be known and taken into account.

In general, the investment philosophy of the Park District is to invest in only secured (essentially risk free), liquid and short-term investments. Maturity dates are based on anticipated cash requirements for the future. Investment alternatives shall be reviewed to determine the best investment with the highest net yield that is consistent with the investment policy objectives of the district. All investments when issued will be in the name of the Winnetka Park District and held in safekeeping by the issuing financial institution.

### **Collateralization**

Funds on deposit in checking accounts and certificates of deposit in excess of FDIC insurance limits must be secured by some form of collateral, witness by a written agreement and held in the name of the Winnetka Park District at an independent/third party institution. The Winnetka Park District will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Agencies of the U.S. Government
- Obligations of the State of Illinois
- Any other collateral acceptable for use by the Treasurer of the State of Illinois.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. A review of the fair value will be secured at least quarterly. Additional collateral will be requested when the ratio declines below the level requested.

### **Diversification**

To the best of its abilities, the Winnetka Park District shall diversify the investments based upon the type of funds invested as well as the individual securities and organizations selected and the cash flow needs of the entity.

To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objections in this Policy:

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

**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.

**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 that Fund but not collected, to an amount no greater than twice the average annual expenditure from that Fund for the prior three (3) fiscal years.

**Allocation of Investment Income**

All investment income earned, all interest paid upon such investment and all moneys paid for their redemption and all moneys received upon resale are to be credited to the fund(s) originally used to purchase them.

**Reporting Requirements**

The Superintendent of Finance shall provide a written report to the Board of Park Commissioners monthly at its regular board meeting detailing all District investments by type, issuer, interest rate, maturity and costs.

**Adoption**

This Policy shall be in full force and effect immediately upon its passage and approval by the Board. This policy shall be reviewed on a regular basis by the Superintendent of Finance and Executive Director to monitor such matters as conformance to accepted practices and changes to the suitability of investments.

**7.10 DEPOSIT OF FUNDS**

The District shall designate a bank, or banks, or other financial depository institutions in which funds of the District may be deposited.

Designated depositories must furnish to the Park District copies of the last two (2) annual statements of condition and financial reports required by the Executive Director of Financial Institutions or the Comptroller of Currency. In addition, all depository institutions are to be insured by either the Federal Depository Insurance Corporation or the Federal Depository Savings and Loan Insurance Corporation.

It will be at the discretion of the Superintendent of Finance, with the approval of the Executive Director of the Park District, to determine which institutions would best serve the District. A periodic review and evaluation of all institutions utilized shall be conducted by the Board of Park Commissioners.

## **7.11 PETTY CASH DISBURSEMENTS**

Requests for petty cash may be made to the Business Department with a maximum of \$30 per petty cash request per day. Any amount above that limit must be reimbursed via a check request submittal through the accounts payable process. The Executive Director can override and approve a request for petty cash over the established limit.

No one is allowed to take money from Petty Cash without a Petty Cash Request Form signed by the appropriate supervisor. The employee receiving the petty cash will also sign the request form.

All Petty Cash Request Forms must contain the following information:

- Date
- Detailed description of the expenditure
- Name of person(s) receiving the money
- Name of authorizing supervisor
- Account number to which the expenditure will be charged
- Receipt is attached
- Signatures

The petty cash fund should be replenished by the Business Department before funds are depleted. The fund must be replenished on or before the last day of the fiscal year no matter what the amount of disbursements made.

Requests for replenishment of petty cash funds should be made on a Check Request Form and is to be accompanied by the receipts received during the accounting period.

A check from the District will be issued and will serve as a reimbursement to the fund for authorized disbursements of cash.

## **7.12 MONTHLY FINANCIAL REPORTS**

Financial reports are presented to the Park Board for its review and acceptance at the meeting held on the fourth Thursday of each month or on any date designated as an official Board Meeting. These reports include revenue and expense summaries, cash and investment summary and dashboards which provide snapshots of revenues and expenses by type as well as net operating income for all funds,

## **7.13 BOARD BILL LIST - PAID & UNPAID**

The “Board Bill List” shall be presented to the Park Board on a monthly basis, which will facilitate the review and approval of all expenditures. This list will provide the vendor name, amount of expenditure, description of services provided, amounts charged and check or voucher numbers. Gross payroll expenditures will be shown when the payroll checking account is funded. Following a review of the voucher list or register, a motion shall be made approving the voucher register as submitted as of the date indicated on the register. The total amount of the register and any additions to or deletions from the register must be included.

## **7.14 PURCHASING POLICY/GUIDELINES**

The Park District’s Purchasing Policy establishes the guidelines under which all purchases are made. The provisions of this policy adhere to all requirements of Section 8-1 (c) of the Park District Code and outlines administrative staff guidelines for purchasing. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers.

All purchases must be in the best interest of the Park District. Local vendors and merchants will be used if at all possible, subject to compliance with the specific requirements of this Policy.

No item over \$100 should be ordered, received or paid for without a Purchase Order, Blanket Purchase Order, Emergency Purchase Order or Credit Card. Exceptions may include, but are not limited to, association dues or membership fees, conferences/training, utilities, payroll deductions, reissued checks, vehicle plates, permits, security deposit refunds, program refunds, event insurance, non-employee contractual payments, tournament winners, certificate of achievement program (GFOA), donations, cash drawer and bond and interest payments.

### **Budgeted Vs. Non-Budgeted Purchases**

All Capital items (60000 accounts) must be individually budgeted. If an item is to be purchased from a Capital account, the item must be specifically identified in the budget or else it is considered a non-budgeted item.

All other accounts (commodities, contractual services, maintenance and repairs, etc.) are considered as part of the total budget amount and the individual items need not necessarily be identified in the budget. If \$10,000 is budgeted for electrical supplies and a \$2,000 item is purchased, then it is considered a budgeted item if the purchase of the item won't cause aggregate expenditures from the account to exceed the \$10,000 budget. Whenever the purchase of an item is expected to cause an account to exceed its budget, then the purchase is considered non-budgeted.

### **Ordering Guidelines**

The following sets forth the guidelines regarding purchases of materials, equipment and services:

#### **1. Budgeted items less than \$2,500**

- Department Heads have the authority to approve the purchase of budgeted items up to \$2,500.
- Although these purchases do not require verbal or telephone quotes, staff are advised to make every effort to solicit a fair price for items purchased.
- Purchases greater than \$100 require completion of a purchase order requisition, approved by the Department Head, **prior** to ordering. After the requisition has been approved and converted into a purchase order, the order may be placed.

#### **2. Budgeted items greater than or equal to \$2,501 and less than \$25,000 (Bid Limit)**

- The Executive Director has the authority to approve the purchase of budgeted items up to and including \$25,000. If the Executive Director is unavailable, the ~~Chief Financial Officer~~ Superintendent of Finance may approve the purchase of budgeted items up to and including \$25,000. For purchases between \$2,501 and \$25,000, three written quotes must be secured.
- These quotes must contain the following information:
  1. Name of Vendor
  2. Name of person obtaining quote
  3. Quantities of each separate type of item
  4. Detailed description of the item(s) or service(s) to be purchased
  5. Dollar amounts; both unit price and item total

6. Total dollar amount of request Salesperson's name; and
7. Date on which quote was received and number of days that the quote shall be firm.

- These purchases require completion of a purchase order requisition, approved by the Department Head and either the Executive Director of the Superintendent of Finance, **prior** to ordering. The quotes must be scanned and attached to the purchase requisition. A written explanation must be provided if three quotes are not available. After the requisition has been approved and converted into a purchase order, the order may be placed.

### **3. Budgeted item(s) and service(s) in excess of \$25,000**

The purchasing policy is governed by Section 8-1 (c) of the Park District Code which specifically empowers the Park District "to acquire by gift, legacy, or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of \$25,000 shall be let to the lowest responsible bidder, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding", such as the following:

1. 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.
  2. Contracts for the printing of finance committee and departmental reports.
  3. Contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness.
  4. Contracts for utility services such as water, electricity, natural gas, or telephone.
  5. Contracts for the use, purchase, delivery, movement or installation of data processing equipment, computer hardware and software, or services and telecommunications and interconnect equipment, software or services, contracts for copiers and duplicating supplies.
  6. Contracts for goods or services procured from another governmental agency (i.e. joint purchase).
  7. Purchases of equipment previously owned by some other entity other than the District itself.
  8. Purchase of magazines, books, periodicals, pamphlets and reports.
  9. Emergency expenditures (as detailed in Section 7.15 Item J).
- Agreements to purchase items and services for amounts in excess of \$25,000 other than those purchases/contracted not required by law to be competitively



bid shall be awarded by the Park Board to the lowest responsible bidder. In determining the responsibility of any bidder, the Board may take into account other factors in addition to financial responsibility, such as past transactions with the bidder, references, experience, time limits, services to be rendered by the bidder, location of bidder, conformity with specifications, terms of delivery, quality, serviceability and other pertinent considerations. (see 7.15 for Competitive Bidding Procedures)

- The agreements contained in bid documents and invitations to quote must have been prepared or reviewed by legal counsel and Park District shall not execute or approve such contracts without prior Park Board authorization and legal review when appropriate to protect the interests of the Park District.
- These purchases require completion of a purchase order requisition, approved by the Department Head and either the Executive Director or the Superintendent of Finance, **prior** to ordering. The quotes must be scanned and attached to the purchase requisition. A written explanation must be provided if three quotes are not available. After the requisition has been approved and converted into a purchase order, the order may be placed.

#### **Other Items**

- No contract or order shall be split into parts so as to avoid the provisions of this policy.
- When feasible and advantageous to the District, cooperative purchases with other governmental agencies such as the State of Illinois, Village of Winnetka and other park districts shall be made and considered to fulfill requirements of all purchases. Any such purchases shall comply with the Illinois Governmental Joint Purchasing Act 30 ILCS 525/0.01.
- Whenever feasible and financially advantageous to the District, purchases from joint co-op and the state bid process shall be made.
- All cooperative/joint bid purchases above \$25,000 must still be approved by the Park Board.

#### **Non-Budgeted Purchases**

- Provided a sufficient appropriation exists for such a purchase, Department Heads have the authority to approve the purchase of non-budgeted items for amounts under \$1,000.
- A Price Quote Summary must be attached to the Purchase Order or Check Request for items purchased for amounts between \$500 and \$2,500.

- The Executive Director must approve the purchase of non-budgeted items for amounts greater than \$1,000. If the Executive Director is unavailable the Superintendent of Finance may approve the purchase of non-budgeted items greater than \$1,000.
- Staff shall obtain a minimum of three written quotes for purchases of items for amounts between \$2,500 and \$15,000 or a written explanation why three quotes cannot be obtained.

### **Blanket (Open) Purchase Orders**

- Blanket Purchase Orders are similar to charge accounts at specific stores/vendors. A monthly maximum purchase amount is designated. Specific employees are then permitted to purchase items up to a certain dollar amount without an individual purchase order or check request. The monthly purchase order amount and individual dollar amount will vary by vendor.
  - Department Heads recommend commonly used vendors who have agreed to follow the District's procedures for Open Purchase Orders. Open Purchase Orders may not be utilized if the annual expenditure with said vendor is anticipated to exceed \$25,000.
  - The Executive Director signs the agreements indicating the vendor, monthly maximum purchase amount and individual purchase dollar amount.
1. When an approved employee makes a budgeted purchase at a store which has an Open Purchase Order, the following information must accompany the receipt, receiving copy or packing slip:
    - a. One-line description of the item (this information appears on the Voucher List of Bill for Board approval so a clearer description eliminates the need for further questions).
    - b. The budget number(s) to which the item is to be charged.
    - c. The Supervisor's/Department Head's signature.
  2. All such receipts are sent to the Finance Department. When an invoice or monthly statement is received:
    - a. It is approved by the Department Head and sent to the Accounts Payable Coordinator.
    - b. The Accounts Payable Coordinator matches the receipts, delivery tickets and Purchase Order to the invoice and prepares a voucher for entry and mailing.

3. All non-budgeted items require a separate Purchase Order and must be approved by the Department Head (and the Executive Director or the Chief Financial Officer if greater than \$1,000).

### **Emergencies**

In the case of emergencies which call for immediate resolution, the Executive Director shall take prompt action to employ persons or firms to perform the necessary work.

An emergency that will cost the District in excess of \$25,000 is exempt from bidding if the expenditure for said emergency is approved by three-fourths (six Board members) of the members of the Board.

Persons or firms selected to perform the emergency work shall be required to furnish a detailed report of the work performed and the reasons why it was necessary.

An emergency shall consist of a threat to the health or safety of park users, District employees, threat of severe damage to District property, or as otherwise provided by law.

### **Merchandise for Resale**

Purchases of materials, equipment and supplies for use and resale in Park District operated Pro-Shops and purchases of food and merchandise for use and resale in the Park District, shall be made in a manner calculated to insure the best interests of the public and District, and only after solicitation of quotations by mail, telephone, comparative shopping or otherwise.

### **Credit Card Purchases**

The Winnetka Park District has provided certain managers a corporate credit card with a set credit limit for use in making purchases. Each individual is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. Credit cards are issued to the Executive Director, Superintendents of Finance, Parks and Recreation, certain Recreation Supervisors, Marketing Brand Manager and the Administrative Services Manager.

The Superintendent of Finance will be in charge of monitoring the credit limits to each credit card.

Employees with credit cards shall submit a completed credit card form(s) with receipts attached, to the Accounts Payable Clerk, after securing appropriate supervisory approvals and entering Purchase Requisitions, if necessary.

The Superintendent of Finance shall maintain a list of the credit cards issued to each employee and shall request that they be returned prior to termination of employment. Returned cards shall be forwarded to the Superintendent of Finance or his/her designee, and shall be cancelled.

Credit cards are to be used for Park District purposes only and all purchases shall abide by the Purchasing Policy. Consequences for failure to comply with credit card guidelines include:

- Permanent revocation of card
- Collection of unauthorized purchase amounts
- Disciplinary actions that may include termination and legal action

## **7.15 LEGAL COMPETITIVE BIDDING PROCEDURES**

The Park District Code requires the purchase of all goods and services estimated to exceed \$25,000 shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability. Before concluding that a purchase in excess of \$25,000 is exempt from competitive bidding, approval must be obtained from the Executive Director and/or legal counsel for the District.

### **Bidding Process:**

1. A legal advertisement shall be placed in a local newspaper at least 10 days before bids are to be opened, stating the Park District's request for competitive bids 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 specify all information and documentation required from bidders, including but not limited to, business references; bid surety; Performance and Payments Bond; Insurance; Indemnification; Protection of District Property; Certification of Compliance with Labor Standards and Prevailing Wage Laws; Certification of Compliance with Public Bidding Procedures of the Illinois Criminal Code, applicable provisions of the Illinois Human Rights Act and other applicable statutes; Subcontract, Change Orders and Payment Procedures; and Guarantees. The nature and scope of each

specific construction project will more clearly define the requirements of the Bid Documents and related contract.

5. Following the issuance of “Specifications and Instructions” to Bidders, bids must be received not later than the date and time specified for return in order to be considered. They will be opened publicly and contracts awarded in conformity with the Public Contracts provision of the Criminal Code of Illinois. (720ILCS 5/33E-5).
6. Sealed Bids shall be opened in accordance with the following:
  - The location, date and time of the bid opening shall be a part of the legal advertisement described in Subparagraph 1 above.
  - Bids shall be opened in a session open to the public.
  - The Secretary, Treasurer, a Park Board member or department head shall be present and preside at all bid openings. The Executive Director may designate a Department Head to preside at a bid opening.
  - Bids shall be opened and acknowledgement made of the receipt of each bid.
  - A report to the Park Board shall be prepared describing the project, identifying each bidder, stating the amount of each bid, any special considerations, identifying any missing submittals required by the Bid Documents, and any other information determined by staff to be relevant to the Park Board’s ability to make an informed decision as to which bidder is the lowest responsible bidder. The report shall further contain staff’s finding as to the lowest responsible bidder and its recommendation for award, or its recommendation to reject all bids.
  - Bids received after the date and/or time indicated in Section 1 shall be returned unopened to the bidder with notation on the bid envelope or packet stating that it was a late bid, noting the date and hour received and signed by the Secretary, Treasurer, or Board member of the Park District. A copy of the Bid report submitted to the Board should be sent to all vendors that submitted a bid.

## **7.16 NOTIFICATION TO BIDDERS**

Following acceptance of a specific bid or bids by the Park Board, timely notification of the action shall be made in writing to all bidders.

## **7.17 RE-BIDDING**

In the event all bids are rejected by the Park Board, the project may be, in the Park Board’s sole discretion, re-bid following the “Bidding Procedures” set forth above.

## **7.18 CONTRACTS**

The Park District shall award and enter into contractual arrangements with vendors for construction projects, procurement of goods and/or services for non-construction projects.

## **7.19 BID BONDS**

The District may require as a bid surety a certified check or bid bond equal to five (5) percent of the contract as a proposal guarantee in conformity with Section 7.16-E, Bidding Procedures. Such requirement shall be made on construction projects and other bids where it is determined to be in the best interest of the District. Bid sureties shall be returned to the bidders within ten (10) days following execution of a contract by the Park District and the successful bidder.

## **7.20 PERFORMANCE AND LABOR PAYMENT BONDS**

Performance Bonds are required to be provided for public construction projects pursuant to law and as provided by the specific project's bid specifications.

All bidders are required by the Illinois Public Construction Bond Act (30 ILCS 550/0.01 et seq.) to furnish a Performance Bond meeting specific requirements for any contract for a public work of any kind costing over \$50,000. The Park District requires each bidder to submit a Performance Bond in an amount equal to not less than one hundred (100) percent of the amount of the contract awarded and payment of all obligations there under. Bond form shall be the American Institute of Architects form A1A-311 or equivalent acceptable to the Park District. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody's Investors Service, Standard and Poor's Corporation, or a similar rating agency. Failure to supply required bonds within ten (10) days after the bid acceptance or within such extended period as the Park District may grant, shall, in the sole discretion of the Park Board, constitute a non-responsive bid, and the Park District shall be entitled to pursue any remedies available to it under the applicable bid documents.

## **7.21 FIXED ASSETS LEDGER**

The Winnetka Park District recognizes its fiduciary responsibility for maintaining appropriate controls over the assets entrusted to the District's care. To maintain

accurate fixed asset records, information will be centralized in the Business Office. The Business Office will be responsible for maintain adequate accounting procedures and records of fixes assets to ensure the protective custody of park district property.

### **Definition of a Capitalized Fixed Asset**

1. Assets must possess these characteristics to be classified as a fixed asset:
  - Have a useful life of greater than one year
  - Must be of significant value, greater than \$5,000
2. Fixed assets valued below the capitalization threshold of \$5,000 (on a unit basis) that warrant control due to their sensitive nature shall be inventoried at the department level where an appropriate list will be maintained. Examples of these sensitive assets may include personal computers/laptops, printers, cell phones and small power tools.
3. Depreciation Policy  
The Park District uses the straight-line method of depreciation over the following estimated useful lives:

Land	Not depreciated
Land Improvements	17-50 Years
Buildings and Improvements	17-50 Years
Infrastructure	20-30 Years
Machinery and Equipment	10-25 Years
Vehicles	4-5 Years

### **Fixed Asset Categories**

General fixed assets should be classified in one of the following major groups;

- Land
- Buildings
- Improvements Other than Buildings
- Vehicles
- Park Equipment
- Furniture and Office Equipment

### **Valuation of Fixed Assets**

1. Fixed assets should be valued at acquisition cost or purchase price including all ancillary charges necessary to place the asset.
2. Donated fixed assets should be recorded at the estimated fair market value at the time of receipt/acquisition. If fair market value is not practicably determinable due to lack of sufficient records, estimated cost should be used.

3. The total cost of the fixed asset should include all reasonable and necessary costs incurred to ready the asset for its proper and intended function/use, such as delivery costs, closing costs, title and legal fees, installation charges and other costs of preparation.
4. During the normal course of the life of a fixed asset, periodic repairs and maintenance are necessary to enable the asset to achieve its estimated useful life. In general, any expenditure which definitely adds to the fixed asset, enhances the value of it, increases its life, or increases its efficiency or capacity beyond its original state may be classified as a fixed asset or part of the original fixed asset. Examples include adding a room to a building, adding a plow to a pick-up truck; both of which increase the output of the fixed asset.
5. The extent that the expenditure replaces a component of the old fixed asset, or the entire fixed assets, it should not be classified as a fixed asset unless the cost of the fixed asset is deleted from the fixed asset listing. This will prevent the overstatement of asset values.

#### **Trade-Ins and Disposal of Fixed Asset**

1. When an old fixed asset is traded-in to obtain a new asset, the total cost of the old asset should be removed from the fixed asset listing and the new asset should be added to the listing at its fair market value (purchase price **plus** trade-in value), not merely the cash payment for the asset.
2. Disposal of fixed assets are brought about by the sale, retirement, destruction, trade-in, theft or replacement of the asset. In such cases, the asset must be deleted from the appropriate fixed asset listing.

### **7.22 BUDGET PHILOSOPHY AND GUIDELINES**

In the preparation of the annual fiscal budget, management will consciously work toward satisfying and fulfilling both the short-term and long-range objectives and goals formulated by management and approved by the Park Board.

It is the responsibility of management to formulate and prepare the annual fiscal budgets for each fund/department; the budgets then will be reviewed, modified, and acted upon by the Park Board.

Whenever feasible and practical, the budget process shall be decentralized. Front-line managers will formulate the preliminary drafts of their department budgets. The drafts will be reviewed by the appropriate division heads, Superintendent of Finance and Executive Director. To carry out this policy, management will employ qualified people who can understand financial information, satisfy financial requirements, and satisfactorily prepare a budget.



### **7.23 WIRE TRANSFERS**

Wire Transfers can be made by the Superintendent of Finance to facilitate quick deposits of funds into an account or to move funds from one institution to another in lieu of a check.

Wire transfers may be made to expedite the movements of funds, to avoid penalties, late charges, and overdrafts, and to maximize interest on excess funds.

Debt originated wire transfers are to be entered on the "Board Bill List", along with all other expenditures for the specified reporting period and presented to the Board of Park Commissioners for their review and approval.

Specific transfers currently allowed are:

1. Net Payroll (Bi-weekly)
2. Credit Union Savings and Loan Withholdings
3. Federal Withholding of Payroll Taxes
4. Excess Cash Investments
5. Social Security Deposits
6. Debt Principal and Interest Payments
7. Holiday Savings Club
8. Employee Investment Plans

### **7.24 ANNUAL, EXTERNALLY CONDUCTED AUDITS (See also Section 6.03)**

At least once annually an audit of the financial records of the entire Park District is to be conducted by an accredited Certified Public Accounting firm. The examination is to be made in accordance with generally accepted accounting standards and include such tests of accounting records and other auditing procedures as the audit firm deems necessary to formulate an opinion in accordance with Generally Accepted Accounting Principles and as required under 50 ILCS 310/1 *et seq.*

It is solely within the discretion of the Park Board to hire, retain, or dismiss a particular audit firm. Except as otherwise provided by law, it is also the Board's prerogative to determine the scope of the examination.

Currently, the scope of an audit includes:

A. An examination of the Park District's combined financial statements in accordance with generally accepted auditing Standards for each fiscal year ending December 31st for the following funds:

1. Governmental Fund Types
  - a. General and Recreation
  - b. Special Revenue
  - c. Debt Service
  - d. Capital Projects
  - e. Proprietary Fund Type
  - f. Enterprise
  - g. Fiduciary Fund Types
2. Trust and Agency
  - a. Account Groups
  - b. General Fixed Assets
  - c. General Long-term Debt

The examination will be directed toward an expression of an opinion on the Park District's combined financial statements; however: it is not designed nor can it be relied upon to disclose defalcations or similar irregularities should any exist. The firm will notify the Park Board, however, if any such matters are disclosed or come to the firm's attention during the examination.

- B. The firm will prepare the Park District's annual report for Park and Forest Preserve Districts to the State of Illinois.
- C. At the District's request, the firm will render advice or recommendations on accounting and other matters.
- D. The firm will furnish the Park Board and management with a "Management Letter", reporting on specific deficiencies found in the organization's internal controls system.

By request, special audits can be determined by the Park Board.

## **7.25 ACCOUNTS RECEIVABLE**

A list of all monies due the Park District will be maintained in the Administrative Office and a statement of monies due will be issued periodically.

## **7.26 CONTRACTS AND OTHER OBLIGATIONS**

A record of all contracts and other obligations and documents shall be kept in the Administrative Office.

## **7.27 FIXED INVESTMENTS**

A record of all capital assets owned by the Park District will be maintained in the Administrative Office. All acquisitions and dispositions of assets will be recorded at the time of transaction.

## **7.28 INTERGOVERNMENTAL COOPERATION**

To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Park Board and staff shall strive to develop intergovernmental cooperation agreements with local, state and federal governments.

## **7.29 DEBT POLICY**

The establishment of this policy is for both internal and external identification of fiscal responsibility. The District's primary objective in debt management is to keep the level of indebtedness to within available resources and within the legal debt limitations established by law.

### **Debt Philosophy**

The District's debt philosophy is to maintain the ability to provide high quality essential services in a cost-effective manner at a minimum cost to the taxpayer.

### **Debt Guidelines**

The District adheres to the following guidelines when approaching the option of debt as a source of revenue:

- A. Debt is used only to provide financing for essential and necessary capital projects. Long-term borrowing will not be used to finance current operations or normal maintenance.
- B. The goal of providing cost-effective services must be weighed against the ability to borrow at the lowest possible rate.
- C. The benefits of the improvement must out-weigh its costs, including the interest cost of financing.

- D. All debt issued, including lease-purchase methods, will be repaid within a period not to exceed the expected useful life of the improvements financed by the debt.

### **Financing Options**

The District will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements. When it has been determined that the incurring of debt is the best available option, the District shall choose from the following alternatives:

- A. Non-Referendum Options – There are several non-referenda debt choices:
  - a. Non-Referendum General Obligation Bonds
  - b. Installment Contracts
  - c. Capital Leases
  - d. Revenue Bonds
  - e. Bank Loans
- B. Front Door Referenda – These are referenda that require placement on the ballot with voter approval:
  - a. Tax rate increase: The public is approached for either a permanent or temporary increase in the tax rate for specific funds (General or Recreation).
  - b. Referenda Bonds: These unlimited tax general obligation bonds are limited to a 20-year maturity and count against the District's statutory debt limit of 2.875% of the District's most recent Equalized Assessed Valuation (EAV).
- C. Back Door Referenda – Alternate Revenue Source Bonds do not require voter approval, but the District must publish a Notice of Intent to issue. This type of bond does not count against the District's debt limit nor does it count against the District's non-referendum authority.
- D. Tax Anticipation Notes – This District will not issue tax anticipation notes.

### **Standards for Debt Issuance**

All debt issued including lease-purchase methods shall be repaid within a period not to exceed the expected useful life of the improvements financed by the debt.

**Selecting a Service Provider**

The District shall retain an independent financial advisor for advice on debt structuring, the rating review process, marketing debt issuances, sale and post-sale services, and preparation of the official statement.

The District shall retain bond counsel for legal and procedural advice on all debt issuances.

**Choosing a Method of Sale**

When feasible and economical, obligations shall be issued by competitive rather than negotiated sale.

A sale may be negotiated when the issue is predominantly a refunding issue or in other non-routine situations which require more flexibility than a competitive offer allows.

Whenever the option exists to offer an issue either for competition or for negotiation, analysis of the options shall be performed to aid in the decision making process.

When a sale is not competitively bid, the District shall participate with financial advisor in the selection of the underwriter or direct purchaser.

**Bond Rating**

The Park District shall be committed to establishing and maintaining the best possible rating from a Municipal Bond Rating agency such as Standard and Poor or Moody's investor Service so as to minimize borrowing costs. The District shall maintain good communications with the bond rating agencies about its financial condition and will follow a policy of full and open disclosure on every financial report and bond prospectus.

Responsibility for the decision to pursue a bond rating on the District's bonds will be made by the Executive Director, Superintendent of Finance and the District's financial advisor. The decision will be based on several factors including the size of the bond issue, the cost of rating process, current park district financial condition, current market conditions, etc. If, after reviewing these factors, it is in the best interest to obtain a bond rating, the Executive Director will advise the financial advisor to initiate the rating process.

**Arbitrage Compliance**

The District actively monitors its investment practices to ensure maximum returns on its invested bond funds while complying with Federal arbitrage guidelines. The District, with its financial advisor, shall calculate arbitrage rebates, with review bond counsel, on all debt issues subject to IRS and U.S. Treasury Department regulations.

**Refunding and Restructuring Options**

The District shall consider refunding debt whenever an analysis indicates the potential for present value savings of approximately 5% of the principal being refunded or at least \$200,000. The District shall not refund less than 5% of its outstanding debt at one time except in unusual circumstances.

**Bond Post Issuance Compliance**

The Executive Director, or their designee, holds responsibility for managing the District's debt consistent with State and Federal laws and regulations and with the bond ordinance including bond covenants. This shall include issuance of written administrative policies and/or procedures for critical compliance matters such as Federal limitations on arbitrage.

**7.30 REVENUE POLICY**

This Policy applies to all revenue sources of the District.

The basis of accounting for the majority of the Park District's funds is modified accrual, and an accrual basis is used for the enterprise funds.

The Park District utilizes a modified accrual basis of accounting and budgeting, with revenues being recorded when the services or goods are available and measurable.

All funds or moneys of the District not needed for immediate disbursement shall be invested in accordance with the Investment Policy.

**Overall Objectives**

The Park Board primary revenue policy goal is to maintain a diversified revenue system to protect it from possible short-term fluctuations in any of its various revenue sources. To accomplish this, revenues are monitored on a continuous basis to ensure that receipts from each revenue source are at maximum levels. An understanding of

economic and legal factors, which directly and indirectly affect the level of revenue collections, is an important part of the District's revenue policy. The following objectives are those that are utilized throughout the District's budget cycle as they pertain to revenues.

- A. The District will project its annual revenue through an analytical process and will adopt its budget using conservative estimates and long-term forecasting.
- B. A diversified yet stable revenue system will be utilized by the District to protect it from possible short-term fluctuations in any of its revenue sources.
- C. The District will minimize the use of one-time revenue to fund programs incurring ongoing costs.
- D. The District will, after considering all possible cost reduction alternatives, explore the possibility of obtaining new or expanded revenue sources as a way to help ensure a balanced budget.
- E. Cost recovery revenue sources will be analyzed on an annual basis and modified as necessary to ensure that revenue collections reflect the cost of providing associated District services.
- F. The District will actively oppose State and/or Federal legislation that would mandate costs to the District without providing or increasing a revenue source to offset those mandated costs. The District will continue lobbying efforts to protect current revenues received from State and Federal agencies.
- G. The District will review the budget for those programs that can be reasonably funded by user fees. This review will result in a policy that defines program cost, specifies a percentage of program cost to be offset by a fee, and establishes a rationale for the percentage. When establishing user fee levels for programs the District will consider:
  - a. Market pricing;
  - b. Increased costs associated with the programs;
  - c. The ability of the users to pay;
  - d. The ability of individuals to make choices between using the service and paying the fee or not using the service;
  - e. Program competition;
  - f. Other policy considerations. (For example setting fines high enough as deterrent or pricing fees to equalize resident vs. non-resident demand for services.)
- H. The District will adjust user fee rates annually based on an analysis of the criteria established above. The District will pursue frequent small increases as opposed to infrequent large increases.
- I. Refer to Chapters 15 and 17 for Fee Policies.

### **7.31 DATA SECURITY**

In order to ensure that the Park District's guests, staff and Park Board have confidence that personal information pertaining to their relationship with the District is not compromised, all reasonable measures taken to do so will be enforced, and approved data security procedures adhered to. This includes, but is not limited to, requirements from the Illinois Records Act, Health Insurance Portability and Privacy Act, Payment Card Industry Data Security Standards, and all other Federal, State, and Local Government Statutes.

### **7.32 FUND RESERVES**

#### **Statement of Purpose**

A Fund Balance/Net Assets Policy establishes a minimum level at which the projected end-of-year fund balance/net assets must observe; as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the Park District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

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

#### **Definitions**

**Governmental Funds** – 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.

**Nonspendable 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:**

- **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
- **Assigned Fund Balance** - the portion of a Governmental Fund's net assets to denote an intended use of resources
- **Unassigned Fund Balance** - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments)

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

- **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 the acquisition, construction, or improvement of capital assets of the Government.
- **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).
- **Unrestricted Net Assets** – portion of a proprietary fund's net assets that is neither restricted nor invested in capital assets (net of related debt).

### **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 and maintenance of capital infrastructure. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), to ensure stable tax rates and to maintain current bond rating. Fund balance levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the Park District's continued creditworthiness.

## Minimum Unrestricted Fund Balance Levels

### Governmental Funds

**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 spendable fund balance will be determined as follows:

1. **Restricted** – A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
2. **Committed** – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
3. **Assigned** – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
4. **Unassigned** – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of 40% of current year annual budgeted expenditures may be transferred to the Capital Improvements Fund to support future capital projects.

**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.

1. **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 other than the unspent accumulated property tax is considered attributable to fees and charges.

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

- i. **Restricted** – A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
- ii. **Committed** – A portion of the fund balance may be committed through formal action of the Park Board either through a resolution or ordinance.
- iii. **Assigned** – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.

The remaining fund balance for this fund will be committed to future operations and improvements for recreation programs.

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

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

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
  - ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
- 3. **Workers Compensation Fund** - This fund is a non-major fund and accounts for the revenues and expenditures related to the Park District's annual worker's compensation activities. 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 Workers Compensation Fund shall be calculated as follows:

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
- ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will

be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.

4. **IMRF/FICA Fund** - The IMRF/FICA Fund is a major fund and accounts for Federal Insurance Contributions Act (FICA) payroll taxes on both employees and employers to fund Social Security and Medicare and to 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/FICA Fund shall be calculated as follows:

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
  - ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
5. **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:

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
  - ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
6. **Liability Insurance Fund** - This fund is a non-major fund and accounts for the operation of the Park District's insurance and risk management activities.

Financing is provided from an annual property tax levy. This fund records the insurance expenditures.

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

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
- ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.

**A. 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% of the annual debt payment. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

**B. 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.

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

### **Proprietary Funds**

**A. Golf Fund** - This fund is a major enterprise fund and is 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 golf 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 25% of current year operating expenses (excluding debt service and capitalized asset expenses).

**B. Platform Tennis Fund** - This fund is a non-major enterprise fund and is 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 platform tennis 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 25% of current year operating expenses (excluding debt service and capitalized asset expenses).

**C. Tennis Fund** - This fund is a major enterprise fund and is 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 tennis 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 25% of current year operating expenses (excluding debt service and capitalized asset expenses).

**D. Indoor Ice Arena Fund** - This fund is a major enterprise fund and is 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 indoor ice arena 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 25% of current year operating expenses (excluding debt service and capitalized asset expenses).

### **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**

- A.** 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.

- B.** 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.

### **Other Considerations**

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

- The predictability of the 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 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., 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 park district for a specific purpose)

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

**END**

2019 Tracking

Review and Update	June 20, 2019
Board First Reading:	July 25, 2019
Board Second Reading & Adoption:	August 22, 2019

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Notes:



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 8**

**RECREATION**

- 8.01 Purpose and Philosophy of Recreation Programming**
- 8.02 Participation in a Recreation Program**
- 8.03 Inclusion**
- 8.04 Priority of Registration**
- 8.05 Participant/Visitor Behavior Policy**
- 8.06 Fees and Charges**
- 8.07 Scholarships**
- 8.08 Affiliate Groups**
- 8.09 Community Based Organizations**
- 8.10 Cooperative Programming**
- 8.11 Volunteers**
- 8.12 Outside Contractors**
- 8.13 Community and Participation Input**
- 8.14 Refunds**



## **8.00 RECREATION**

### **8.01 PURPOSE AND PHILOSOPHY OF RECREATION PROGRAMMING**

The Mission Statement of the Winnetka Park District states:

“The Winnetka Park District’s mission is to provide a balance of quality recreation and leisure opportunities, while protecting assets, natural resources and open space for the benefit of present and future generations”.

The philosophy of the Recreation Department is consistent with that of the mission statement of the Winnetka Park District.

The Park District recognizes that recreation is a broad concept and entails the provision of recreation programs in many forms. The Park District will provide programs in park facilities that encourage self-directed recreation and use for individuals and groups through structured activity. The Recreation Department shall provide trained, qualified leadership to plan and direct recreation activities. Of primary concern will be the provision of a diversified quality driven set of recreation programs and activities for individuals as a means to enrich their recreation pursuits.

The Park District's recreation programs will:

- A. Provide comparable and appropriate program opportunities through parks, beaches and facilities.
- B. Offer diversified program activities throughout the year that serve all ages and individual interests when possible.
- C. Provide a reasonable balance between indoor and outdoor activities.
- D. Provide for varying levels of skill and ability.
- E. Encourage individuals and groups to initiate and participate in self-directed activities.
- F. Provide opportunities for participants to share in the planning and implementation of activities.
- G. Afford opportunities for instructional as well as competitive activities.
- H. Recognize that the Park District is not the only agency responsible for the provision of leisure activities and work cooperatively to coordinate recreation program activities through other private and public agencies, clubs, and organizations.
- I. Be sensitive to changing conditions, interests, and needs of the people.
- J. Promote skills and activities, which individuals implement at home.
- K. Provide a means by which residents can indicate their recreation desires and submit suggestions regarding new program opportunities.

- L. Provide opportunities for the evaluation of recreation programs and facilities by leadership and participants.
- M. Provide residents with appropriate staff and facility contacts.

## **8.02 PARTICIPATION IN A RECREATION PROGRAM**

Participation in activities sponsored by the Park District shall be open to all individuals in line with various age, sex, or registration limit criteria as may be established for particular programs. Non-residents may be charged a higher rate than the resident rate.

The Park District shall comply with the Americans with Disabilities Act (ADA) and provide equal opportunities to persons with disabilities. The Park District invites adults and children with disabilities to register and participate in programs and will make reasonable accommodations for those individuals.

The Park District shall attempt to provide recreation program opportunities based on the public's desires and interests as interpreted by the Park District's staff and Park Board, provided that finances and facilities are available and that the activity is consistent with the Park District's Mission.

## **8.03 INCLUSION**

All programs and activities are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## **8.04 PRIORITY OF REGISTRATION**

Once the seasonal brochure is sent to all the households within the Winnetka Park District, a grace period of 1 week will be given to residents as a priority for registration. After this grace period, registration will be open to all nonresidents.

## **8.05 PARTICIPANT/VISITOR BEHAVIOR POLICY**

All participants/visitors are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs, special events and facilities safe and enjoyable for all participants/visitors. Additional rules may be developed for specific programs/facilities as deemed necessary by staff.

The Park District insists that all participants/visitors comply with a basic behavior code. All participants/visitors shall:

- Show respect to all participants, visitors, staff, and volunteers. Participants/visitors should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, other visitors or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Superintendent of Recreation.

### **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Superintendent of Recreation.

### **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

## **8.06 FEES AND CHARGES**

All fees associated within the Recreation Department will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

## **8.07 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.



## 8.08 AFFILIATE GROUPS

The groups in this category are those with which the Park District has a working relationship. Each agency or group aids the other in providing quality services to the community. In this category, groups are self-sustaining within both their organizational structure and their financial needs. Affiliate groups are billed directly for the costs of time and material provided by the Park District.

Groups with which the Park District is currently affiliated are:

AYSO Soccer	Kenilworth/Winnetka Baseball Association
Winnetka Public Schools	Winnetka Hockey Club
Northshore Trevians Youth Football	

These activities offered are to:

- A. Provide satisfactory, enjoyable leisure-time activities for the public.
- B. Be consistent when providing recreation opportunities to the public with the Winnetka Park District brand of service.
- C. Serve in the best interest of the entire public.
- D. Contribute to participants' physical development and wellbeing. Determine proper safeguards for the physical, as well as the psychological needs of participants.
- E. Encourage the development of desirable traits such as sportsmanship, fair play, and team work as by-products of each member's program.
- F. Create a spirit of unity within the public.
- G. Form workshops to train the volunteers in areas that are common to all the members.
- H. Provide for spectators' needs and determine how spectators can benefit the organization.
- I. All affiliates must comply with the Park District's American with Disabilities (ADA) protocol.

## 8.09 COMMUNITY BASED ORGANIZATIONS

The Park District maintains a working relationship with several community-based organizations to provide recreation opportunities and avoid direct duplication.

Groups with which the Park District currently has a working relationship:

Winnetka-Northfield Chamber of Commerce	Winnetka Youth Organization
Winnetka-Northfield Library	North Shore Country Day School
Alliance for Early Childhood	Rotary Club of Winnetka-Northfield
New Trier High School	Winnetka Parks Foundation
Northern Suburban Special Recreation Association	

## **8.10 COOPERATIVE PROGRAMMING**

The Park District may from time to time conduct programs cooperatively with nearby park and school districts. When running a program with other park districts, the two may share: space, staff, publicity, and other items to conduct the program.

## **8.11 VOLUNTEERS**

Volunteers are an important component in the success of the Recreation Department. Volunteers are involved in many areas and are utilized in many capacities including: coaches, assistant coaches, advisory board members, special event planners, parade marshals, and special event workers, to name a few. All volunteers are subject to a background check, prior to placement.

## **8.12 OUTSIDE CONTRACTORS**

The Recreation Department will make use of outside contractors to run programs, when appropriate. The Park District agreement with outside contractors is as follows:

- A. For indoor and outdoor programs, the contractor receives 70% of the fees and the Park District receives 30% of the fees.
- B. Each contractor must comply with all regulations of the Park District's Certificate of Insurance requirements and must have a signed Independent Contractor Agreement on file once a year.

## **8.13 PUBLIC AND PARTICIPATION INPUT**

The Park District relies upon and encourages public input in order to conduct, restructure, and improve programs. Several methods will be used to achieve public input.

- A. Caucus Questionnaire: Each year the Winnetka Caucus questionnaire is distributed to the community. A section of the questionnaire is devoted to the Park District

and may include questions specific to the Recreation, Parks or Facilities Departments.

- B. Focus Groups: When necessary, focus groups will be formed to discuss specific areas or topics of general interest.
- C. Advisory Boards: May be created on an as needed basis to discuss general and specific issues relative to facilities/programs.
- D. End of Season/Conclusion of Program Evaluations: At the end of each season and the conclusion of every program, participants are asked to complete an evaluation of their experience with the program or beach season. Evaluations are sent to each participant via email and have two (2) weeks to complete each evaluation.

## **8.14 REFUNDS**

Membership and program refund requests are considered pursuant to the Recreation Program procedure manual, and upon request at the registration desk and approval of the Superintendent of Recreation.

### **END**

#### 2019 Tracking

Review and Update:	May 9, 2019
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Notes:



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 9**

**INDOOR/OUTDOOR TENNIS**

- 9.01 Purpose of Outdoor Tennis Courts**
- 9.02 Purpose for Indoor Courts**
- 9.03 Priority for Use of Revenue**
- 9.04 Fees and Charges**
- 9.05 Determination of Program Mix on an Annual Basis**
- 9.06 Outside Professional Policy**
- 9.07 Scholarships**
- 9.08 Inclusion**
- 9.09 Participant/Visitor Behavior Policy**
- 9.10 Refunds**



## **9.00 INDOOR/OUTDOOR TENNIS**

### **9.01 PURPOSE OF OUTDOOR TENNIS COURTS**

The purpose of providing twelve (12) outdoor tennis facilities is to provide the needed quantity of courts, without losing the quality of a valid recreational activity. Outdoor tennis courts further allow participation by the public in an outdoor setting.

#### **Comprehensive Service**

It is Park District policy to provide a high quality outdoor tennis facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

### **9.02 PURPOSE FOR INDOOR COURTS**

The District provides eight (8) indoor, high quality courts. Use policies are designed to provide service to members to ensure fair, equitable, and maximum use of the courts.

### **9.03 PRIORITY FOR USE OF REVENUE**

All revenue produced by the A.C. Nielsen tennis facilities is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

### **9.04 FEES AND CHARGES**

All rates associated with the use of the District's tennis courts will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

### **9.05 DETERMINATION OF PROGRAM ON AN ANNUAL BASIS**

Program determination is based on a review by the Tennis Manager. Reviews will take place with past records of programs which have fostered a high degree of interest and attendance and which are then continued and/or expanded. New programs are developed as needed to replace unsuccessful programs and/or to accommodate the interests of participants and age groups.

## **9.06 OUTSIDE PROFESSIONAL POLICY**

Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any District tennis facility is prohibited unless prior written consent is received from the facility manager.

- A. Requests to use the District's tennis facilities by non-staff professionals is discouraged and in general will not be approved due to the conflicting nature with Park District programs and instruction.
- B. No individual may conduct a camp, clinic, or similar group activity at any District tennis facility without a permit from the Park District.
- C. No peddler, vendor, or any other person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional using the tennis facility must have written permission of the facility manager and pay all appropriate fees for the use of that facility. If granted permission, non-staff professionals must provide a current certificate of liability insurance to the facility manager naming the Park District as additionally insured.
- E. Any non-staff professional using a tennis facility without consent will be subject to the following:
  - 1. **First Warning:** Verbal warning and asked to follow the policy as stated in Section 9.06. Person will be provided the written policy.
  - 2. **Second Warning:** Subject to a fine of not less than \$50 and no more than \$250.

## **9.07 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.



## **9.08 INCLUSION**

All programs and activities at the Tennis Facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## **9.09 PARTICIPANT/VISITOR BEHAVIOR POLICY**

All participants/visitors are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs, special events and facilities safe and enjoyable for all participants/visitors. Additional rules may be developed for specific programs/facilities as deemed necessary by staff.

The Park District insists that all participants/visitors comply with a basic behavior code. All participants/visitors shall:

- Show respect to all participants, visitors, staff, and volunteers. Participants/visitors should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, other visitors or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.

- A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
  3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

### **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

**Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

**9.10 REFUNDS**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request at the registration desk and approval of the Facility Manager.

**END**2019 Tracking

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Notes:



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 10**

**PLATFORM TENNIS OPERATIONS**

- 10.01 Purpose and Philosophy of Operations**
- 10.02 Priority for Use of Revenue**
- 10.03 Fees and Charges**
- 10.04 Agreement with the Winnetka Platform Tennis Club**
- 10.05 Outside Professional Policy**
- 10.06 Scholarships**
- 10.07 Inclusion**
- 10.08 Participant/Visitor Behavior Policy**
- 10.09 Refunds**



## **10.00 PLATFORM TENNIS OPERATIONS**

### **10.01 PURPOSE AND PHILOSOPHY OF OPERATIONS**

The purpose of platform tennis operations is to provide a wholesome and meaningful recreational experience to residents and patrons of the Winnetka Park District.

- A. Programs will be structured to provide opportunities for both recreation and competitive events, weighted to the level of participation. As a general policy, programs will be financed by the participants, contributing to the overall financial strength of the Platform Tennis Facility.
- B. User groups will provide programming in certain areas. These groups presently include the Winnetka Platform Tennis Club (WPTC), North Shore Country Day School (NDCS), Chicago Platform Tennis Tournaments Charities, Inc. (CPTTC). Management of the Platform Tennis Facility will make every attempt to work cooperatively with such groups to improve the quality of programs offered.

#### **Comprehensive Service**

It is Park District policy to provide a high quality platform tennis facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

### **10.02 PRIORITY FOR USE OF REVENUE**

All revenue produced by the platform tennis operation is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

### **10.03 FEES AND CHARGES**

All rates associated with the use of the District's platform tennis courts will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

#### **10.04 AGREEMENT WITH THE WINNETKA PLATFORM TENNIS CLUB**

With designated affiliate groups such as WPTC, a formal written agreement will be reviewed regularly with approval by the Park Board.

#### **10.05 OUTSIDE PROFESSIONAL STAFF POLICY**

- A. Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any District platform tennis court facility is prohibited unless prior written consent is received from the facility manager.
- B. No individual may conduct a camp, clinic, or similar group activity at a District platform tennis court facility without a permit from the Park District.
- C. No peddler, vendor, or another person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional must provide a current certificate of liability insurance to the facility manager naming the Park District as additionally insured.
- E. Any non-staff professional using the District platform tennis court facility must have written approval of the facility manager and pay all appropriate fees for the use of that facility.
- F. Any professional teaching a private lesson on the courts will be charged a fee of \$10.00 per lesson.
- G. Any non-staff professional using a District platform tennis court facility without consent will be subject to the following:
  - 1. **First Warning:** Verbal warning and asked to follow the policy as in this Section 10.05. Person will be provided the written policy.
  - 2. **Second Warning:** Subject to a fine of not less than \$50 and not more than \$250.

#### **10.06 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships



are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

## **10.07 INCLUSION**

All programs and activities at the platform tennis facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## **10.08 PARTICIPANT/VISITOR BEHAVIOR POLICY**

All participants/visitors are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs, special events and facilities safe and enjoyable for all participants/visitors. Additional rules may be developed for specific programs/facilities as deemed necessary by staff.

The Park District insists that all participants/visitors comply with a basic behavior code. All participants/visitors shall:

- Show respect to all participants, visitors, staff, and volunteers. Participants/visitors should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, other visitors or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

### **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

### **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

## **10.09 REFUNDS**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

## **END**

### 2019 Tracking

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**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 11**

**WINNETKA PARK DISTRICT GOLF COURSE**

**11.01 Purpose of 18 Hole and Par 3 Operations**

**11.02 Priority for Use of Revenue**

**11.03 Fees and Charges**

**11.04 Concession/Vending Operations**

**11.05 Outside Professional Policy**

**11.06 Scholarships**

**11.07 Inclusion**

**11.08 Participant/Visitor Behavior Policy**

**11.09 Refunds**



## **11.00 WINNETKA PARK DISTRICT GOLF COURSE**

### **11.01 PURPOSE OF 18-HOLE AND PAR-3 OPERATIONS**

The Winnetka Park District offers two golf courses to challenge golfers' abilities and provide for recreation pleasure. The 18-Hole Course (Par 71) is a beautiful 6,452-yard championship course with irrigated fairways, greens and tees. The Par-3, an attractive 1,225-yard, nine-hole course, is designed to test the best golfer's short game and provide interesting play for players of all levels of ability.

It is the purpose of the golf operation to provide a high quality facility and related programs through which individual patrons and affiliate groups can have a wholesome and satisfying leisure time experience.

The mission of the Winnetka Golf Club is to offer a challenging, well-manicured park district golf course that provide affordable, time efficient, golf. Customer service and satisfaction have been targeted as high priorities to ensure return patronage to the facility. In addition, the Club will:

- Provide an enjoyable environment for the game of golf for players of all levels.
- Provide innovative and effective golf instructions
- Support the future of golf with a quality junior golf program.

#### **Effective Management**

Sound management practices shall be applied in the golf operation to ensure efficiency and cost effectiveness resulting in a sustainable business operation.

#### **Comprehensive Service**

It is Park District policy to provide a high quality golf facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disabilities, military status, and unfavorable discharge from military service, personal beliefs or economic status.

#### **Community Involvement**

The Park District desires to develop optimum use of the golf courses through the involvement of affiliate groups, organizations, and individuals in a cooperative effort to maximize all resources available, and strengthen community involvement in the use of the golf course.

## **11.02 PRIORITY FOR USE OF REVENUE**

All revenue produced by the golf operation is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

## **11.03 FEES AND CHARGES**

All rates associated with the use of the District's golf course operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

## **11.04 CONCESSION/VENDING OPERATIONS**

The Concessions will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park Board.

## **11.05 OUTSIDE PROFESSIONAL POLICY**

Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any part of the District golf facility is prohibited unless prior written consent is received from the facility manager.

- A. Requests to use the District's golf facilities by non-staff professionals is discouraged and in general will not be approved due to the conflicting nature with Winnetka Park District programs and instruction.
- B. No individual may conduct a camp, clinic, or similar group activity at any District golf facility without a permit from the Winnetka Park District.
- C. No peddler, vendor, or any other person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Winnetka Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional using the golf facility must have written permission of the facility manager and pay all appropriate fees for the use of that facility. If granted permission, non-staff professionals must provide a current certificate of liability insurance to the facility manager naming the Winnetka Park District as additionally insured.



E. Any non-staff professional using any part of the golf facility without consent will be subject to the following:

1. **First Warning:** Verbal warning and asked to follow the policy as stated in Section 11.05. Person will be provided the written policy.
2. **Second Warning:** Subject to a fine of not less than \$50 and no more than \$250.

## **11.06 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

## **11.07 INCLUSION**

All programs and activities at the golf facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## **11.08 PARTICIPANT/VISITOR BEHAVIOR POLICY**

All participants/visitors are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs, special events and facilities safe and enjoyable for all participants/visitors. Additional rules may be developed for specific programs/facilities as deemed necessary by staff.

The Park District insists that all participants/visitors comply with a basic behavior code. All participants/visitors shall:

- Show respect to all participants, visitors, staff, and volunteers. Participants/visitors should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.

- Refrain from threatening or causing bodily harm to self, other participants, other visitors or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

## **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

## **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

## **11.09 REFUNDS**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

## **END**

### 2019 Tracking

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Notes:



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 12**

**WINNETKA PARK DISTRICT ICE ARENA**

**12.01 Purpose and Philosophy of Operations**

**12.02 Determination of Program Mix on an Annual Basis**

**12.03 Priority for Use of Revenue**

**12.04 Fees and Charges**

**12.05 Scholarships**

**12.06 Inclusion**

**12.07 Concession/Vending Operations**

**12.08 Outside Professional Policy**

**12.09 Participant/Visitor Behavior Policy**

**12.10 Refunds**



## **12.00 WINNETKA PARK DISTRICT ICE ARENA**

### **12.01 PURPOSE AND PHILOSOPHY OF OPERATIONS**

The purpose of the Winnetka Ice Arena is to provide ice skating programs and activities for residents and non-residents of the Park District.

- A. Programs will be structured to provide opportunities for both recreation and competitive events, weighted to the level of participation. As a general policy, it is expected that all programs will be financed by the participants, with all programs contributing to the overall financial strength of the Ice Arena.
- B. User groups will provide programming in certain areas. These groups presently include the Winnetka Hockey Club (WHC), New Trier Hockey Club, and Skokie Valley Skating Club. Management of the Ice Arena will make every attempt to work cooperatively with such groups to improve the quality of programs offered at the Ice Arena.
- C. With designated affiliate groups such as WHC, a formal written agreement will be reviewed regularly with approval by the Park Board.

#### **Comprehensive Service**

It is Park District policy to provide a high quality ice arena, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

### **12.02 DETERMINATION OF PROGRAM MIX ON AN ANNUAL BASIS**

- A. It is the goal of the Winnetka Park District to offer a well-rounded skating program to meet the recreational needs of the community.
- B. A well-rounded program will offer activities and programs based on participation. Participation and ice availability indicate how much ice time will be allocated to a particular program.
- C. All proposed changes to the structure of the Ice Arena will be reviewed by the Park Board before such changes are implemented.

### **12.03 PRIORITY FOR USE OF REVENUES**

All revenue produced by the Ice Arena is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

### **12.04 FEES AND CHARGES**

All rates associated with the use of the District's Ice Arena operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

### **12.05 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

### **12.06 INCLUSION**

All programs and activities at the Ice Arena are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

### **12.07 CONCESSION/VENDING OPERATIONS**

The Concession will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park Board.

### **12.08 OUTSIDE PROFESSIONAL POLICY**

- A. Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at the Ice Arena is prohibited unless prior written consent is received from the facility manager.



- B. At the Ice Arena, the request to have non-staff professionals give instruction is discouraged and in general will not be approved due to the conflicting nature with Winnetka Park District programs and instruction.
- C. No individual may conduct a camp, clinic, or similar group activity at the Ice Arena without approval from the Facility Manager from the Winnetka Park District.
- D. No peddler, vendor, or another person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Winnetka Park District property without a permit, including without limitation the giving of instruction for a fee.
- E. Any non-staff professional using the Ice Arena must have written approval of the facility manager and pay all appropriate fees for the use of Ice Arena. Non-staff professionals who are granted permission must provide a; WPD independent service provider agreement and a current certificate of liability insurance to the facility manager naming the Winnetka Park District as additionally insured.
- F. Any non-staff professional using the Ice Arena without consent will be subject to the following:
  - 1. **First Warning:** Verbal warning and asked to follow the policy as stated in this Section 12.08. Person will be provided the written policy.
  - 2. **Second Warning:** Subject to a fine of not less than \$50 and not more than \$250.

## **12.09 PARTICIPANT/VISITOR BEHAVIOR POLICY**

All participants/visitors are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, special events and facilities safe and enjoyable for all participants/visitors. Additional rules may be developed for specific programs/facilities as deemed necessary by staff.

The Park District insists that all participants/visitors comply with a basic behavior code. All participants/visitors shall:

- Show respect to all participants, visitors, staff, and volunteers. Participants/visitors should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, other visitors or staff.

- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

## **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

## **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

## **12.10 REFUNDS**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

## **END**

### 2019 Tracking

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**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 13**

**BEACH AND BOAT LAUNCH**

- 13.01 Purpose and Philosophy of Operations**
- 13.02 Concession/Vendor Operations**
- 13.03 Fees and Charges**
- 13.04 Scholarships**
- 13.05 Inclusion**
- 13.06 Participant/Visitor Behavior Policy**
- 13.07 Refunds**
- 13.08 Swimming Beach Rules and Regulations**
- 13.09 Tower Road Beach Parking Regulations**
- 13.10 Lloyd Beach Rules and Regulations**
- 13.11 Lloyd Beach Parking Regulations**



## **13.00 BEACH AND BOAT LAUNCH**

### **13.01 PURPOSES AND PHILOSOPHY OF OPERATION**

The waterfront areas of the Park District shall be operated to serve the recreation interests and needs of its patrons. Swimming, boating, picnicking, playgrounds, instructional classes, and special event programming shall be offered annually.

Every effort will be made by the Park District to maintain a safe and sanitary waterfront. The health and welfare of beach patrons shall be of highest priority.

#### **Comprehensive Service**

It is Park District policy to provide a high quality lakefront facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

### **13.02 CONCESSION/VENDOR OPERATIONS**

Any concession or rental operation will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park District Staff.

### **13.03 FEES AND CHARGES**

All rates associated with the use of the Park District's lakefront operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

- A. Any District resident or non-resident may use the beach providing that person has paid the established fee and does not violate any of the rules and regulations of the Park District.
- B. Children under the age of three (3) will not be charged admission.
- C. Service animals are welcome on the beach, but must be identified with supporting documents.

### **13.04 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

### **13.05 INCLUSION**

All programs and activities at all lakefront facilities are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

### **13.06 PARTICIPANT/VISITOR BEHAVIOR POLICY**

All participants/visitors are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs, special events and facilities safe and enjoyable for all participants/visitors. Additional rules may be developed for specific programs/facilities as deemed necessary by staff.

The Park District insists that all participants/visitors comply with a basic behavior code. All participants/visitors shall:

- Show respect to all participants, visitors, staff, and volunteers. Participants/visitors should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, other visitors or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

#### **Program Participants**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.



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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Superintendent of Recreation.

### **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.

- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Superintendent of Recreation.

### **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

## **13.07 REFUNDS**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Superintendent of Recreation.

## **13.08 SWIMMING BEACH RULES AND REGULATIONS**

The following regulations will be implemented by the Park District staff during hours of operations to insure that all beach users will be able to use Tower Road, Maple Street, and Elder Lane beaches in harmony. At the time of purchase each season pass holder is asked to read the following regulations and signs a form that they are aware, understand and will follow all rules when they are at the beaches.

1. Hours of operation are 9am to 7pm.
2. No swimming when lifeguards are not present.
3. The beach and facility will be closed when water is unsafe.
4. Swimming is only allowed in designated swim areas.
5. Parents and/or guardians are responsible for supervising children.
6. Children nine and under must be accompanied by an adult.
7. No flotation devices allowed, except USCG approved life jackets.
8. Children who are not toilet trained must wear tight fitting plastic pants or swim diapers.
9. No scuba or snorkeling equipment allowed.
10. No roughhousing or horseplay allowed.
11. No throwing rocks or sand in the swimming areas.
12. No motorized vessels allowed.
13. No non-motorized vessels allowed at Tower Road and Maple Street Beaches.
14. Non-motorized vessels are only allowed on the north side of the pier at Elder Lane Beach.

15. Motorized or non-motorized vessels are only allowed at Lloyd Boat Launch.
16. No jumping off piers.
17. No fires, including grills, are allowed on the beach.
18. No glass containers allowed on the beach.
19. No alcohol allowed on the beach.
20. Smoking is not allowed at any Winnetka Park District facility.
21. Dogs are only allowed at Centennial Dog Beach. Ordinance #504 will be enforced.
22. Winnetka Park District parking sticker or Village of Winnetka vehicle registration sticker is required for the lower lot at Tower Road Beach.
23. The Village of Winnetka Police Department regularly patrols the beach enforces all Park District ordinances.
24. All other state and local health codes apply.

### **13.09 TOWER ROAD BEACH PARKING REGULATIONS**

Parking in the lower lot at Tower Road Beach is restricted to Village of Winnetka residents with the Village of Winnetka sticker present or beach pass holders with a Tower Road parking sticker from May 15-September 15. If a non-resident purchases a daily pass to the beach, they will not be granted access to park in the lower lot. If they do park in the lower lot, they will be ticketed and fined \$50 from the Winnetka Police Department.

When a family who lives in Winnetka purchases season passes, they do not receive a Tower Road parking sticker, since the Village ordinance indicates a vehicle with a Village of Winnetka sticker will be allowed to park in the lower lot.

Northfield/Glencoe residents who are members of the Winnetka Park District receive two (2) Tower Road parking stickers when they purchase a season pass. This will grant them access to park in the lower lot at Tower Road Beach. If a Northfield/Glencoe resident, who is a member of the Winnetka Park District, loses their parking sticker or asks for a third parking sticker, they can be purchased for \$5.00.

### **13.10 LLOYD BEACH RULES AND REGULATIONS**

The following regulations will be implemented by the Park District staff during hours of operations to insure that all beach users will be able to use Lloyd Beach in harmony. At the time of purchase each season pass holder is asked to read the following regulations and signs a form that they are aware, understand and will follow the rules when launching their vessel:

1. Lloyd Boat Launch is for boating and sailing activities only. No swimming allowed!

2. The launch is staffed Memorial Day through Labor Day from 8am to dusk.
3. Motorized boats in the launch must be attended at all times. Staff are not responsible for watching boats. The Winnetka Park District is not responsible for damages.
4. Motorized boats must have boat fenders on the port or starboard side and two boat lines when launching and docking.
5. In compliance with the Illinois Boat Registration and Safety Act Digest, the following age requirements exist. Disregarding rules will result in pass suspension or revocation.
6. No persons under the age of 10 may operate a motorized boat or personal watercraft.
7. Children 10 to 17 may operate a motorized boat if they are accompanied by an adult.
8. The only exception is children 12-17 who have a valid government-issued certificate.
9. To be on the beach or to utilize the launch, patrons must have a season pass, daily
10. pass or be accompanied by a season pass or rack holder.
11. Launch season passes are issued to the registered owner. Only the owner and their immediate family can launch the watercraft and must be present when it is in use.
12. When returning to the launch, existing boats have the right of away.
13. Refueling of personal watercrafts is not allowed on Winnetka Park District properties.
14. Personal watercraft hours are restricted to 9am to dusk every day.
15. All personal watercraft users must wear Coast Guard approved life jackets.
16. All personal watercraft and motorized boats must have a fire extinguisher present.
17. To launch a personal watercraft, patrons must have a season pass. Daily passes are not available for personal watercrafts. All other vessels may purchase a daily pass.
18. All paddleboarders must use a safety leash. Paddleboarders under 13 years old must wear a life jacket.
19. Buoys designate no-wake areas and access to and from the beach. If bouys are moved by wave action, watercrafts are expected to follow the normal locations of the buoys.
20. Any type of watercraft causing a wake inside the designated no-wake areas is subject to season pass suspension or revocation.
21. The north end of Lloyd Beach is used for non-motorized boats. Anchor and switching passengers is only allowed on the south end of the beach house.
22. As a courtesy to non-motorized users and rack space owners, all personal watercrafts shall operate 100 yards from the shore.

23. No boogie boards and inflatable floatation devices allowed.
24. No dogs allowed on the beach. Ordinance #504 will be enforced.
25. No fires, including grills, allowed on the beach.
26. No glass containers allowed on the beach.
27. No alcohol allowed on the beach.
28. For the safety of students, please be aware of the sailing/paddleboarding programs.
29. All vessels should observe the proper right of way and keep a significant distance.

### **13.11 LLOYD BEACH PARKING REGULATIONS**

Parking at Lloyd Beach is available to those who purchase a daily fee or who have purchased a season pass and display a Lloyd Boat Launch parking decal. If a daily fee is purchased the launch receipt must be present on the dash of the vehicle. If a Lloyd Beach parking pass or daily launch receipt is not present they will be ticketed and fined \$50 from the Winnetka Police Department.

Residents or non-resident families that purchase a Pier Launch, Beach Launch, PWC Launch, or Rack/Beach Storage season pass will receive two (2) Lloyd Beach parking stickers. Non-resident and resident pass holders can purchase a third or replacement parking pass for \$25.00. The maximum number of parking decals a season pass family can receive in one (1) year is three (3). After they have received a total amount of three (3) parking decals they will not be able to receive/be issued any additional parking decals.

#### **Weekend and Holiday Visitor/Guest Parking**

If a season pass holder invites a guest on their boat/vessel over the weekend, the guest will be charged a parking fee at the time of entrance. Fees for weekend and holiday parking are \$5.00 for residents and \$10.00 for non-residents.

#### **Weekend and Holiday Daily Fee Parking**

At the time of purchase daily fee launches will receive one (1) daily parking receipt for Lloyd Beach. If there are additional vehicles a parking fee will be issued. Fees for weekend and holiday parking are \$5.00 for residents and \$10.00 for non-residents.

**END**

#### 2019 Tracking

Review and Update:	May 9, 2019
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May 2022

Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 14**

**LAND ACQUISITION, MAINTENANCE AND FACILITY DEVELOPMENT POLICY**

**14.01 Purpose – Land Acquisition, Maintenance and Facility Development**

**14.02 Land Acquisition**

**14.03 Request for Acquisition and/or Special Projects**

**14.04 Conveyance of Land for Non-Park Use**

**14.05 Development and Maintenance**

**14.06 Maintenance Provisions**

**14.07 Encroachment**





## **14.00 LAND ACQUISITION, MAINTENANCE, AND FACILITY DEVELOPMENT**

### **14.01 STATEMENT OF PURPOSE**

The Board of Park Commissioners is the custodian of the property within the Park District and recognizes an ever-increasing value of all land owned or leased by the District for the purpose for which it was acquired.

The availability of use on an equal basis to the public also is recognized for its importance in making decisions in regard to land use.

The District shall acquire (by purchase or lease), develop, and maintain land in accordance with an adopted master plan and in accordance with current accepted standards and the financial ability and needs of the District.

### **14.02 LAND ACQUISITION**

A land acquisition plan is an important element of the District's master plan. The Land Acquisition Policy should be reviewed and updated periodically. It should be understood that the District does not necessarily have to purchase land if a suitable alternative, such as leasing or donation, can be arranged.

The District recognizes that land acquisition is the basis for future services to the public. The District shall attempt to acquire land where needed and determine the amount of land that will be needed, based on future growth regardless of present financial ability to develop or maintain that land.

The District shall adopt as its goal the National Recreation and Park Association's recommended parks and recreation standard of the number of acres of park land per unit of the population and strive to attain said goal for open space leisure needs. Park land will be acquired by purchase, lease, or donation only as such land fits the present and future recreation needs of the District, based on a current Master Plan. The District shall not accept or purchase land to prevent that land from being used for a specific purpose unless that land is needed for recreation purposes by the District or fits the Mission Statement of the District in preservation of open space.

The District shall assist in rendering any publicly owned land usable for recreation purposes by a written lease of any property. Land shall be considered for leasing only when leasing is in accordance with the overall plans of the District in providing recreation space. Park land leased by the District shall be for the use of the general public.

### **14.03 REQUEST FOR ACQUISITION AND/OR SPECIAL PROJECTS**

Although the District controls acres of open space, that land is not evenly distributed throughout the District. Some parcels of land are more valuable than others; some are more desirable. What is desirable today may not be so in the future. Therefore, the Board of Park Commissioners should explore alternative means of gaining control of open space, including but not limited to the following alternative means:

- A. The land may be leased on a long-term basis;
- B. The land may be swapped/traded for less desirable land owned by the District;
- C. Residents in the area to be served contribute to the purchase;
- D. Other fund-raising methods;
- E. The land desirable/valuable/unique enough for its acquisition to be supported in a referendum; or
- F. The use of state and/or federal grant monies are available.

### **14.04 CONVEYANCE OF LAND FOR NON-PARK USE**

State law prohibits the Park District from allowing the use of park land for private purposes.

The transfer of land, or property rights such as easements, to allow a more restricted use by another public body generally is not considered in the best interest of the Park District. However, there may arise an occasion when it may be beneficial to the interest of both public bodies to consider a transfer or exchange of properties and/or rights. Should this happen, the Board of Park Commissioners must determine that the benefits of the exchange which would accrue to both agencies would be substantial, and that in the long term the Park District would not be adversely affected by the exchange. The Park Board of Commissioners also may exercise their rights, through negotiation, other considerations for the exchange of real property or property rights to another governmental body.

Attempts at condemnation or severance by other public bodies shall be resisted. Should severance of land be found necessary, the exchange or disposition of the property should be on the basis of full, fair market value, as appraised by competent appraisers, plus the cost of any improvements.

### **14.05 DEVELOPMENT AND MAINTENANCE**

The District realizes park land can be a significant factor in contributing to the overall enhancement of property values in a residential neighborhood. As such, park and facilities within the parks should be designed and built to the standards of the community.

The Board of Park Commissioners must ultimately decide on the primary features of a park master plan based on its collective viewpoint regarding the greatest demand for use. Whenever possible, the guiding principle of multiple use should be employed to assure a maximum amount of flexibility and optimum use.

The planning and development of all aspects of a park site should be accomplished to provide for the ease of maintenance and the ability of the District to maintain adequately with equipment which is not labor-or time intensive.

Overall design should take into consideration safety of park patrons, accessibility, economy of construction, ease of supervision, surveillance, and proper use of natural features such as vegetation, land contouring, and utilization of natural features.

No organization, group or individual shall place any item, structure, or equipment of a permanent or semi-permanent nature on park property without written permission of the District. The Park District staff shall be charged with the responsibility for devising an orderly and systematic annual maintenance plan.

#### **14.06 MAINTENANCE PROVISION**

It is the intent of the Board that all District facilities will be maintained at an equal District-wide standard determined to be acceptable and affordable. Preference of maintenance may be given to locations that are intensively used as compared to those which are more passive in use or are to be left in a "natural state".

If an organization's need for maintenance of a District facility that the organization uses is higher than is deemed reasonable by the District, upon written approval by the District, that organization shall provide the additional maintenance for the facility at its own cost to meet organization's required standard. The District shall neither maintain nor improve properties it does not own or lease unless otherwise agreed to in writing by the District.

#### **14.7 ENCROACHMENT**

The District shall not allow any encroachment onto District property by any person or entity for any purpose. If any encroachment occurs, such person or entity shall be given written notice to cease such activity and remove any privately owned items from District property.

When deemed by the District appropriate, necessary or desirable in order to prevent any such encroachment, a clear, physical barrier, or item of delineation shall be installed by the District.

**END**

2019 Tracking

Review and Update:	August 22, 2019
Board First Reading:	September 26, 2019
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Review Date	August 2022
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Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 15**

**WINNETKA PARK DISTRICT RECREATION FEES POLICY**

**15.01 Purpose - Recreation Fees and Charges Policy**

**15.02 Classification of Programs**

**15.03 Recreation Program Fees**



## **15.00 RECREATION FEES AND CHARGES POLICY**

### **15.01 PURPOSE**

The Recreation Fees and Charges Policy of the Winnetka Park District has been established to develop a sound and consistent method for determining fees and charges for the various programs and services provided by the Recreation Department.

### **15.02 CLASSIFICATION OF PROGRAMS**

The Recreation Department of the Winnetka Park District offers and conducts a wide range of leisure opportunities for various ages. The objectives and content of these programs vary and have therefore been classified into different categories to achieve consistency in establishing fees and charges.

#### **A. Classification - A Programs**

- i. Programs and services that are primarily considered a community service. These programs are subsidized by the Park District and the participant pays no fee or a nominal fee which is less than the direct cost of providing the program.
- ii. Programs include but are not limited to: Memorial Day Parade, Fourth of July Festivities, Egg Hunt, Doggie Egg Hunt, Fallfest, Wednesdays in the Woods, Movies in the Park, Winter Carnival, Water Carnival, Tiny Tot Olympics, Haunted Trail, Pumpkins in the Woods, Doggy Date Night, Parent's Night Out, , Family Campout, Farewell to Summer Luau, Father's Day Brunch, Mother Daughter Tea Party, Open Gym, Fort Building, Outdoor Ice, Junior Sailing, Swimming Beaches, and Lloyd Boat Launch.

#### **B. Classification - B Programs**

- i. New or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year). At the end of this time period, these programs are moved to another classification or dropped from the program offerings. The fees for these programs are based on direct costs of the program or lower, and may be offered even when participation does not meet the minimum in order to entice participation.

#### **C. Classification - C Programs**

- i. Programs and activities in which the fees paid cover the direct cost of the program.
- ii. Programs include but are not limited to: Travel Basketball, Travel Field Hockey, and Middle School Day off Trips.

D. Classification - D Programs

- i. Programs and services that are geared to the specific needs and interests of participants. The user fees for these programs shall cover all direct program costs plus 30% to help offset indirect costs.
- ii. Programs include but are not limited to: House League Basketball, Instructional Field Hockey, House League Field Hockey, Instructional Girls' Softball, House League Softball, Adult League Softball (Men's and Women's), House League Volleyball, Mother Son Date Night, Father Daughter Date Night, Youth Classes, and Birthday Parties.

E. Classification - E Programs

- i. Programs and services that are geared to the specific needs and interests of the individual participant and have large indirect costs associated to them such as maintenance or utilities. The user fee for these programs will cover all direct costs plus 40% to help offset indirect costs.
- ii. Programs included but not limited to: Kiddie Camp Summer Camp, Happiness Is Summer Camp, Almost Anything Goes Summer Camp, Middle School Madness Camp, Adventure Camp, Junior Counselors Summer Camp, and Counselors in Training Camp.

F. Classification - F Programs

- i. The Recreation Department will make use of outside contractors to run programs, when appropriate. The Park District agreement with outside contractors is as follows:
  - a. For programs, the contractor receives 70% of the fees and the Park District receives 30% of the fees unless otherwise agreed upon between the outside organization and the Winnetka Park District.
  - b. Each contractor must comply with all regulations of the Park District's including an Independent Contractor Service Agreement and provide a certificate of insurance naming the Park District additional insured.
- ii. Programs include but are not limited to: Northwest Passage Kayaking and Paddle Board Classes, Sport Kids Programs, Illinois Baseball Academy, Chicago Bears Football Camp, Chicago White Sox Summer Camp, Chicago Loves Dance Programs, Archery Programs, Magic Classes, American Red Cross Babysitting, , Music Classes, L.L. Bean Programs, Nature Programs, and Tinkering School Workshops.
- iii.



### **15.03 RECREATION PROGRAM FEES**

Fees and charges for all recreation programs and activities will be approved by the Winnetka Park District Board of Park Commissioners on an annual basis through the budget process. The staff will submit recommendations for fee adjustments to the Board of Park Commissioners that will cover: cost per participation, cost to the District, net loss or profit of program, comparison between past and present year, and a history of participation.

Program fees that fall within the six (6) classifications (see section 15.02), on the premise that fees and charges are intended to supplement other resources available to the District to provide and expand basic services on an equitable basis. Fees shall be established in the following categories:

- 1 Classification - A Programs
- 2 Classification - B Programs
- 3 Classification - C Programs
- 4 Classification - D Programs
- 5 Classification - E Program
- 6 Classification - F Programs

#### **Resident/Non-Resident Users**

To qualify for resident fees an individual must reside within the taxing boundaries of Winnetka Park District. The Recreation Department may waive the residency requirement for a program if it is considered in the best interest of the Park District. Waiver of this requirement must be approved by the Executive Director at the time of program planning.

Once the seasonal brochure is sent to all the households within the Village of Winnetka, a grace period of one (1) week will be given to residents as a priority for registration. After the grace period, registration will be open to all non-residents.

#### **Payment of Fees**

Individuals wishing to participate in recreation programs and activities must register through established registration procedures. Residents who are financially unable to pay for programs and services may apply for a Scholarship/Financial Assistance as outlined in the Winnetka Park District Policy, Chapter 5, Section 5.29 - Scholarship/Financial Assistance.

**END**

2019 Tracking

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Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 16**

**WINNETKA PARK DISTRICT FACILITY RESERVATION AND USE POLICY**

**16.01 Purpose – Facility Reservation and Use Policy**

**16.02 General Facility Rules and Regulations**

**16.03 Parks and Facilities Available for Rent**

**16.04 Facility Reservation Use Priority**

**16.05 Application for Facility Reservations**

**16.06 Certificates of Insurance**

**16.07 Winnetka Park District Special Event Permit**



## **16.00 FACILITY RESERVATION POLICY**

### **16.01 PURPOSE**

The Winnetka Park District operates various community facilities/park sites that are available for public use and rental. In addition, the Park District recognizes the need to make its facilities and park sites available to the residents of Winnetka as well as other community organizations. The Park District has put into place the following policy for renting a facility or park site. Anyone wishing to reserve a Park District facility or park site must abide by the following guidelines along with the procedures and regulations outlined in the park/facility rental application.

### **16.02 GENERAL FACILITY RULES AND REGULATIONS**

Time schedules for the operation of all facilities and activities, as well as program fees, shall be reviewed by the Board periodically. Patrons are requested not to enter or remain in any park after posted closing time or before daybreak unless authorized by the Superintendent of Recreation and the Winnetka Police Department. The hours of the parks are 6:00am-10:00pm, unless otherwise posted. The Beach Houses will be closed from October 15th through May 15th every year.

Any group of ten (10) or more must acquire a permit prior to their use of any District owned or controlled property. The person to whom a permit is issued shall be personally responsible to see that the premises are left in a clean and orderly condition and shall be liable for any damage to property, or loss and/or damage of equipment. To ensure the safety of all guests, the total number of any party may not exceed the maximum attendance listed on the approved application. If the actual attendance is larger than the number stated on the application, the rental deposit may be forfeited.

Groups of minors, including high school students, must be adequately chaperoned by an adult 21 years of age or older and in attendance during the entire event when occupying Park District property or facilities. The chaperone is required to complete the application process for the group and will assume full responsibility for the rental and liability of the group. Failure of chaperones to be present and actively enforce rules and regulations will be cause for the permit to be revoked immediately. The number(s) of chaperones in ratio to the number of minors shall be determined by the District upon issuance of the permit.

All activities must be conducted in an orderly manner and follow the District's Participant/Visitor Behavior Policy outlined in sections 8.05, 9.09, 10.08, 11.08, 12.09 and 13.06. Foul or abusive language and attempted physical confrontation, is not permitted and will result in immediate expulsion from the facility or park site. The applicant is responsible

for the behavior and language of themselves and all guests. No person shall cause any unusually loud noise not normally associated with the conduct of permitted recreational activities, including the loud playing or operation of radios, tape players, televisions, noisemakers, musical instruments or other sound producing devices. Sound amplification devices of any kind are prohibited unless utilized in conjunction with a special event conducted with the prior approval of the Park District. Applicant will be responsible for and will pay for any damage to property beyond ordinary wear and tear.

Use of a personal grill is allowed only in park areas (no grills of any kind are allowed on the beach). Charcoal must be doused and disposed of by personal means. No charcoal, smoldering or otherwise extinguished, may be deposited in Winnetka Park District receptacles. Containers are provided for the deposit of garbage or other refuse matter (excluding charcoal). Injurious substances cannot be discharged in the water, air, or upon the ground in any park. No glass of any kind is allowed in any park. The Park District strictly prohibits guns or firearms (unless such person is a police officer) including in his/her vehicle or on Park District Property.

### **16.03 PARKS AND FACILITIES AVAILABLE FOR RENT**

The Winnetka Park District has available to the public the following parks, beach houses, and facilities to rent for personal use. Fees to rent each park, beach house, or facility are approved by

The Park Board of Commissioners on an annual basis during the budget process. The most recently approved fees will be outlined in the Winnetka Park District Park Rental Application, starting on January 2<sup>nd</sup> of each year.

#### **Special Considerations**

When a Winnetka based 501(c)(3) organization rents out one of the following: Community Room, Crow Island Woods, Elder Lane Park, Maple Street Park, Tower Road Park, or Village Green Park, the organization will only be charged for one (1) hour at the resident rate. When a non-resident based 501(c)(3) organization rents out one of the locations above, the organization will only be charged the resident hourly rate for the duration of the rental.

If an individual or group is interested in renting another location that is not listed as a location the Winnetka Park District has available for rental or is anticipating on having more than 100 people in attendance, the applicant will have to submit a Winnetka Park District Special Event Permit. Please refer to section 16.07 for additional information.

## 16.04 FACILITY RESERVATION USE PRIORITY

<u>Parks/Facilities</u>	<u>Security Deposit</u>	<u>Equipment Provided</u>
Community Room	\$100	---
Crow Island Woods	\$100	8 Picnic Tables
Elder Ln. Beach House	\$100	2 Tables, 20 Chairs. Only available to rent from May 15 <sup>th</sup> – October 15 <sup>th</sup> .
Hubbard Woods Park	\$100	Community Rentals-Only Special Events.
Indian Hill	\$100	2 Tables, 20 Chairs
Maple St. Beach House	\$100	6 Tables, 50 Chairs. Only available to rent from May 15 <sup>th</sup> – October 15 <sup>th</sup> .
Paddle Hut & 6 Courts (Fri-Sun 7-11pm ONLY)	\$100	*Fee is from 7:00pm-11:00pm. Each additional hour is \$50/hour. Loaner paddles and balls are included with rental.
Tennis Lounge	\$100	*Fee is for the first 2 hours. Each additional hour is \$50/hour
Tennis Shack	\$100	*Fee is for the first 2 hours. Each additional hour is \$25/hour
All other park sites without a shelter/facility	\$100	Elder Ln. Park, Hubbard Woods Park, Maple St. Park, Tower Road Park, Village Green, and West Elm Park

The Recreation Department will start accepting completed Park/Facility Rental Applications for the Community Room, all park sites, and beach houses January 2<sup>nd</sup> for the upcoming year. The A.C. Nielsen Tennis Center will start accepting applications for the Tennis Lounge and Tennis Shack starting January 2<sup>nd</sup> for the upcoming year. The Winnetka Ice Arena will start accepting applications to rent the Paddle Hut beginning August 1<sup>st</sup> each year for the upcoming paddle season.

The Winnetka Ice Arena Facility Manager will accept requests for the Winnetka Ice Arena rentals on an on-going basis. Beginning November 1st the Winnetka Ice Arena Facility Manager will accept requests to rent Gullen's Pond (refrigerated outdoor ice rink, south of the Winnetka Ice Arena). Gullen's Pond will be available to rent Friday, Saturday, and Sunday evenings throughout the season (November 25<sup>th</sup>-March 1<sup>st</sup> weather depending)

All facility reservations shall be scheduled on a first come, first served basis after Park District programs and established licensed/leased agreements have been accommodated.

## **16.05 APPLICATION FOR FACILITY RESERVATIONS**

No function shall be undertaken or conducted in a Park District facility or in specifically designated park areas by any group or individual without an application being filed and approved and a permit being issued. No reservations will be accepted via telephone.

The group or individual shall complete and file the standard application for park use at the facility at least ten (10) working days prior to the date of the function but not more than nine (9) months in advance of the date of the function. Applications for reservation for the Community Room, park sites, and beach house are to be filed at the Administration Building. Applications for the Paddle Hut are to be filed at the Winnetka Ice Arena and applications for the Tennis Lounge and Tennis Shack are to be filed at the A.C. Nielsen Tennis Center.

After the Park Rental Application is approved, the applicant will be charged for the rental. Fifty percent (50%) of the overall cost will be considered as a nonrefundable rental deposit to secure the date of the rental. If for any reason the applicant cancels the rental, the rental deposit will not be refunded to the applicant.

Security deposits are required from all groups using any Park District parks and/or facilities. Groups must make a security deposit of one hundred dollars (\$100). Security deposits will be refunded in full approximately two (2) weeks after the rental. The Park District reserves the right to withhold all or a portion of the security deposit for any damages, loss of keys, or excessive time spent for clean up by Park District staff and additional time of use of the facility that was not indicated on the permit. Rental of the facility/park must include all set up and clean up time. Damages over and above the deposit fee will be charged to the group and/or contact person named on the application. The Park District reserves the right to make adjustments in these fees as necessary.

At the time of reservation, proof of residency must be provided. The application must be filled out in full with the security deposit and nonrefundable rental deposit paid.

Once the application is received and the date is verified as available, Park District staff shall review the information to see if any additional documentation is necessary. Submitting an application is not a confirmation of the rental. Staff shall review the application for the following information:

### **A. Event Attendance**

1. If the rental/event is open to the public, a Park District Special Event Application is needed.
2. If the rental/event will exceed 100 people in attendance a Park District Special Event Application is needed (see section 16.06 for additional information).



3. If the rental/event is a parade, bicycle ride, or run/walk, a certificate of insurance naming the Park District as additionally insured (see section 16.06 for additional information) and a map of the route are required. A Park District Special Event Application is also needed. In addition, a Village of Winnetka Special Event Permit may be required. The applicant will have to contact the Police Department at 847-716-3440.
4. If the rental/event charges a fee to participate, a Park District Special Event Permit is needed and a Village of Winnetka Special Event Permit may be required. The applicant will have to contact the Police Department at 847-716-3440.

#### **B. Food Service/Food Trucks**

1. If the rental/event is serving food or renting a food truck, a temporary food vendor permit may be required. The applicant will need to contact the Village Manager's Office at 847-716-3541.
2. If the rental/event hired a caterer, a certificate of insurance naming the Park District as additionally insured (see section 16.06 for additional information) is required and a temporary food vendor permit may be required. The applicant will need to contact the Village Manager's Office at 847-716-3541.

#### **C. Alcohol**

1. If alcoholic beverages are being served or guests are bringing their own alcoholic beverages, host liquor liability insurance is required (see section 16.06 for additional information).
2. If alcoholic beverages are being sold, Dram Shop Liability Insurance is required (see section 16.06 for additional information). A Village of Winnetka Class C and State of Illinois Liquor License may be required. The applicant shall contact the Police Department at 847-716-3440.
3. If there is an **admission charge/fee** to the event and alcoholic beverages are being served/sold, Dram Shop Liability Insurance is required (see section 16.06 for additional information). A Village of Winnetka Class C and State of Illinois Liquor License may be required. The applicant will have to contact the Police Department at 847-716-3440.

#### **D. Entertainment Providers**

1. If the rental/event includes use of any entertainment providers (laser tag, bubble soccer, video games, etc.), a certificate of insurance naming the Park District as additionally insured (see section 16.06 for additional information) is required.
2. If the rental/event includes inflatables or bounce rides, a certificate of insurance naming the Park District additionally insured (see section 16.06

for additional information) is required. In addition, the Fire Department may elect to inspect the equipment prior to the event. The applicant shall contact the Fire Department at 847-501-6029. A Village permit may be required. The applicant shall contact the Village of Winnetka Community Development at 847-716-3520.

3. If the rental/event will be setting up any temporary structures (tents, canopies, trailers, etc.), a certificate of insurance naming the Park District as additionally insured (see section 16.06 for additional information) is required. Depending on the size and type, a Village permit may be required. The applicant shall contact the Village of Winnetka Community Development at 847-716-3520. The Fire Department may elect to inspect the equipment prior to the event. The applicant shall contact Fire Department at 847-501-6029. If the temporary structure is going to be secured using stakes, the applicant must call JULIE and get markings for all underground utilities seventy two (72) hours prior to the rental.

#### **E. Parking Considerations**

1. If the rental/event will cause a need for parking on village streets, a Village of Winnetka Special Event Permit may be required. The applicant shall contact the Police Department at 847-716-3440.

After Park District Staff has reviewed the application and received all applicable documentation staff will submit the application to their supervisor for final approval. The Superintendent of Recreation will approve all park sites, beach houses, and Community Room rentals. The A.C. Nielsen Tennis Center Manager will approve all applications for the Tennis Lounge and Tennis Shack. When renting out the Paddle Hut the Winnetka Ice Arena Manager will approve all applications. All fees are to be paid in full and all applicable documentation completed no later than (7) seven days prior to the rental date.

An application may be denied for reasons including but not limited to the following:

- A. The function shall unduly interfere with the general public enjoyment of the Park District facility.
- B. The function presents a clear and present danger to the health and safety of the community.
- C. The function is of such nature or duration that it cannot be reasonably accommodated at the applied Park District facility.

- D. The function is illegal or otherwise will violate any Park District rule, regulation or ordinance, or will violate any local, state or federal law, regulation, ordinance or rule.

If any application is denied, the group or individual shall be notified within ten (10) business days of receiving the application and all necessary documentation.

When renting any park sites, beach houses, or the Community Room, the applicant may decide to cancel their reservation. All requests must be made in writing by the applicant no later than ten (10) business days prior to the rental date in order to receive a refund of the remaining balance. The non-refundable rental deposit will not be returned to the applicant under any circumstance.

The Park District reserves the right to interrupt any contract for space should an emergency arise. In such an event, every effort will be made to provide temporary substitute space to the applicant.

The Park District does not assume any liability for property lost or stolen on the Park District premises, or for personal injuries sustained on the premises during applicant use of the premises and Applicant assumes the full risk of any injuries, damages or loss, regardless of severity, that Applicant may sustain as a result of any contract. The applicant further waives and releases the Park District from any and all losses, claims, suits or judgments or damages that the applicant might sustain as a result of any and all activities connected with or associated with the rental of the facility(ies) pursuant to the Contract.

## **16.06 CERTIFICATES OF INSURANCE**

A Certificate of Insurance demonstrating proof of general liability insurance with minimum limits of \$1,000,000 per occurrence is required for all caterers and vendors hired by the individual or group applying for the permit. Any individual or group using any temporary structures, such as tents, games, and inflatable structures will be required to provide a Certificate of Insurance demonstrating proof of general liability insurance, with minimum limits of \$1,000,000 per occurrence. Any individual or group hosting an outing or event in which alcohol will be served is required to obtain Host Liquor Liability insurance in the amount of \$1,000,000 per occurrence. In addition, dram shop insurance will also be required if; a caterer or vendor is being hired to serve alcohol, admission is being charged to attend the event, or alcohol will be sold during the event. Certificates must be date specific and name the Winnetka Park District, 540 Hibbard Road, Winnetka, IL 60093, as Additional Insured.

## **16.07 WINNETKA PARK DISTRICT SPECIAL EVENT PERMIT**

Rentals with over one hundred (100) in attendance must complete a Winnetka Park District Special Event Permit Application. The Special Event Permit Application must be completed and signed by an authorized representative, who is 21 years or older. By signing the Application, the authorized representative assumes responsibility for all actions of the group's usage of the facilities and equipment during the rental period.

All Applications/Contracts are to be sent to the attention of the Front Desk/Program Coordinator, Winnetka Park District, 540 Hibbard Road, Winnetka, Illinois 60093.

The Park District will review the application, and if the Park District can accommodate the request, will complete a Contract for Rental/Use of Facilities, including an estimation of all rental/usage fees. The Contract and Release and Indemnification must be signed and submitted to the Park District, along with the appropriate certificates of insurance in the form and amounts specified in the Conditions of Use, at least (2) two weeks prior to the rental date requested. The Contract is not binding unless it has been signed by an authorized representative of the Park District. A fully executed contract will be returned to the applicant's authorized representative.

Payment of the estimated rental/usage fees will be required at least two weeks in advance. No refunds for the rental/usage fees will be made for cancellation unless cancellation is made to the Park District in writing by the applicant's authorized representative at least one week in advance of the rental date.

Winnetka Park District sponsored activities shall have priority in all facility usage. The Park District reserves the right to grant or reject any application for use of Park District facilities. The Park District reserves the right to cancel a rental at any time for any reason. Rental fees and charges are subject to change without notice and the Park District shall determine the fee based on the suitability of activity and availability of space.

All items and material cover in sections 16.05 and 16.06 are applicable to the Special Event Application. Please see all additional rules and regulations listed on the Winnetka Park District Special Event Application. The Special Event Application will be reviewed and revised on an annual basis.

**END**

2019 Tracking

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**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 17**

**WINNETKA PARK DISTRICT  
OUTDOOR ATHLETIC FIELD RESERVATION AND USE POLICY**

**17.01 Purpose – Outdoor Athletic Field Reservation and Use Policy**

**17.02 General Use**

**17.03 Outdoor Athletic Fields Available for Rent**

**17.04 Facility Reservation Use Priority**

**17.05 Application for Outdoor Athletic Field Reservations**

**17.06 Certificates of Insurance**

**17.07 Affiliate Qualifications**





## **17.00 OUTDOOR ATHLETIC FIELD RESERVATION AND USE POLICY**

### **17.01 PURPOSE**

The Winnetka Park District issues permits for the use of the athletic fields to organizations and the general public for recreational activities and programs. The purpose of this policy is to outline the procedures, regulations and allocation priority for the permitted use of the athletic fields. Due to the high demand for use of Park District fields it is imperative that all user groups abide by the policies and procedures set forth under this policy.

Athletic fields are allocated and permitted from mid-March through mid-November, weather permitting. The Recreation Department will monitor proper use of field allocation and permits. Priority will be given in order to Winnetka Park District activities and programs, Established license/lease agreements, Winnetka School District groups, Affiliate organizations, Winnetka resident groups, Non-resident groups, and all other requests (direct competition with other programs that the WPD offers-those users groups have the first right of refusal). The Park District will charge fees to recover costs to operate, maintain and administer the use of facilities.

### **17.02 GENERAL USE**

Time schedules for the operation of all facilities and activities, as well as program fees, shall be reviewed by the Board periodically. Patrons are requested not to enter or remain in any athletic field after posted closing time or before daybreak unless authorized by the Superintendent of Recreation and the Winnetka Police Department. Games and/or practices will not start before 8:00 am or exceed 10:00 pm. Organizations should make necessary changes or alterations to their rules and regulations concerning practices/games due to park times and regulations. The lights on the fields are pre-programmed to shut-off at 10:30 pm every night, depending on the schedule.

Any group of ten (10) or more must acquire a permit prior to their use of any District owned or controlled property. The person to whom a permit is issued shall be personally responsible to see that the premises are left in a clean and orderly condition and shall be liable for any damage to property, or loss and/or damage of equipment.

Groups of minors, including high school students, must be adequately chaperoned by an adult 21 years of age or older and in attendance during the entire event when on or using Park District property or facilities. The chaperone is required to complete the application process for the group and will assume full responsibility for the rental and liability. Failure of chaperones to be present and actively enforce rules and regulations will be cause for the

permit to be revoked immediately. The number(s) of chaperones in ratio to the number of minors shall be determined by the District upon issuance of the permit.

All outdoor athletic fields require a permit before use. An approved field use permit must be available during the use and present to any Park District representative upon request. Permits may be revoked if there is failure to follow Park District Rules and Regulations. Misrepresented and/or unauthorized use of Winnetka Park outdoor athletic fields is subject to revocation of permit and termination of future usage privileges; enforcement per Winnetka Park District ordinance #504.

The Park District reserves the right to cancel any event or restrict access to fields due to an emergency, severe weather, vandalism, poor playing conditions or damages that could cause safety concerns.

A turf maintenance and renovation program will be factored into the schedule for Winnetka Park District Skokie Playfields, Nick Corwin Park and Little Duke Field.

It is the responsibility of the field representative and/or individual identified as the person on the permit to enforce the rules and regulations regarding the conduct of the group while using any Park District outdoor athletic fields as outlined by the District's Participant/Visitor Behavior Policy outlined in sections 8.05.

### **17.03 OUTDOOR ATHLETIC FIELDS AVAILABLE FOR RENT**

The Winnetka Park District has available to the public outdoor athletic fields to rent for personal use. Fees to rent each athletic field are approved by the Park Board of Commissioners on an annual basis. The most recently approved fees will be outlined in the Winnetka Park District Athletic Field Rental Application, starting on January 2<sup>nd</sup> of each year.

<b><u>Fields</u></b>
Baseball/Softball (Skokie Playfields)
Natural Turf Football/Soccer/Lacrosse (Skokie Playfields, Nick Corwin Park, and Little Duke)
Artificial Turf (Skokie Playfields)
Outdoor Turf Lights(Skokie Playfield Artificial Turf Fields, Baseball Field 5 and Pony)

## **17.04 FACILITY RESERVATION USE PRIORITY**

The reserved use of Park District Outdoor Athletic Fields is subject to scheduling of Park District programs and established licensed/leased agreements. Outdoor Athletic Fields shall be reserved according to the following priorities:

1. Park District Programs & Established License/Lease Agreements
  - a. Administered In-House and/or with recognized contractual service provider
  - b. North Shore Country Day School (per license agreement)
2. School District 36 and NTHS District (athletic teams)
3. Park District Youth Sport Affiliate Programs
  - a. Baseball (KWBA)
  - b. Soccer (AYSO)
  - c. Football (North Shore Trevians)
  - d. Other (as applicable)
4. Resident Group- Resident status is defined as groups or organizations with at least 51% or more Winnetka Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Park District staff to verify residency status.
5. Non-Residents Groups- Non-Resident status is defined as groups or organizations with less than 51% Winnetka Park District residents. This includes but is not limited to not-for-profit 501(c)(3) groups, commercial, and/or groups that charge a fee for services.
6. All other requests, including those that would be considered a program/service in direct competition with the programs and services offered by a WPD program and/or recognized affiliate after WPD and affiliates are given right of first refusal, for requested use of field space.

The Recreation Department will start accepting Athletic Field Applications for considerations by following the tentative timeline below:

1. Spring/Summer Seasons (April-July)-January 31<sup>st</sup> for Park District, School District, and affiliate group programs.
2. Spring/Summer Seasons (April-July)-March 1<sup>st</sup> for all other groups and individuals.

3. Fall Season (August-November)-June 1<sup>st</sup>- for Park District, School District, and affiliate group programs.
4. Fall Season (August-November)-July 1<sup>st</sup> for all other groups and individuals.

Scheduling requests for considerations are to follow the basic timeline below;

- Spring - March, April, May (January 31<sup>st</sup>) - Park District, School District, and affiliate groups
- Spring - March, April, May (March 1<sup>st</sup>) - All other groups and individuals
- Summer - June, July (April 15<sup>th</sup>) - Park District, School District, and affiliate groups
- Summer - June, July (May 1<sup>st</sup>) - All other groups and individuals
- Fall - August, September, October, November (June 15<sup>th</sup>) - Park District, School District, and affiliate groups
- Fall - August, September, October, November (July 15<sup>th</sup>) - All other groups and individuals

## **17.05 APPLICATION FOR OUTDOOR ATHLETIC FIELD RESERVATIONS**

No function shall be undertaken or conducted in a Park District facility or in specifically designated park areas by any group or individual without an application being filed and approved and a permit being issued. No reservations will be accepted via telephone.

The group or individual shall complete and file the standard application for outdoor athletic field use at the facility at least ten (10) working days prior to the date of the function and must comply with the scheduling timeline (see section 17.04). Applications for reservations for all Winnetka Park districted operated outdoor athletic fields must be submitted to the Recreation Department at the Winnetka Park District Administration Building.

Security Deposits are required from all groups using any of the Park District Outdoor Athletic Fields. Residents based groups must leave a one hundred dollar (\$100) security deposit and Non-Residents groups shall leave a two hundred dollar (\$200) security deposit. Groups will be charged for any damages, lost keys, and time spent for Winnetka Park District Staff to clean after the rental, if required. These charges will be deducted from your deposit. The Winnetka Park District reserves the right to make adjustments to these fees as necessary. Damages over and above your deposit fee will be charged to the group and/or contact person identified on the rental application.

At the time of reservation, proof of residency must be provided, the application must be filled out in full, and the security deposit and non-refundable rental deposit paid.

Once the application is received and the date is verified as available, Park District staff will review the information to see if any additional documentation is necessary. Submitting an application is not confirmation of the rental.

After Park District Staff has reviewed the application and received all applicable documentation, staff will approve the rental and notify the user group upon approval.

An application may be denied for reasons including but not limited to the following:

1. The function will take place during the same time as Park District and or established license/lease agreements program/affiliates.
2. The function shall present a clear and present danger to the health and safety of the community.
3. The function is of such a nature or duration that it cannot be reasonably accommodated at the applied Park District facility.
4. The function is illegal or otherwise will violate any Park District rule, regulation or ordinance, or will violate any local, state or federal law, regulation, ordinance or rule.

If any application is denied, the group or individual shall be notified within ten (10) business days of receiving the application and all necessary paperwork.

If necessary, the Superintendent of Recreation will make final the interpretation of language in the Athletic Field/Facility Allocation and usage guide. An appeal of the Superintendent of Recreation's decision may be made to the Executive Director and must be submitted in writing with justification within ten (10) working days from the decision. The Executive Director's decision is final.

When renting any outdoor athletic field, the applicant may decide to cancel their reservation. All requests must be made in writing by the applicant no later than ten (10) business days prior to the rental date in order to receive a refund.

The Park District reserves the right to interrupt any contract for space should an emergency arise. In such an event, every effort will be made to provide temporary substitute space to the applicant.

## **17.06 CERTIFICATES OF INSURANCE**

A Certificate of Insurance demonstrating proof of general liability insurance with minimum limits of \$1,000,000 per occurrence is required for all caterers and vendors hired by the individual or group applying for the permit. Any individual or group using any temporary structures, such as tents, games, and inflatable structures will be required to provide a Certificate of Insurance demonstrating proof of general liability insurance, with minimum limits of \$1,000,000 per occurrence. Certificates must be date specific, and name the Winnetka Park District, 540 Hibbard Road, Winnetka, IL 60093, as Additional Insured.

## **17.07 AFFILIATE QUALIFICATIONS**

The Winnetka Park District recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific type of youth sports program and participant. The District recognizes that at times it is in the best interest of the community that the agency works with an outside organization in coordinating, integrating and consolidating the planning and provision of youth sports programs.

It is important to distinguish an affiliate group designation in reference to the vital relationship with the Winnetka Park District. Affiliate groups are recognized as the specific designated youth sports service provider in the community. This relationship uniquely qualifies these groups for priority field use and user fee considerations. However, the current and future affiliate group designations will be subject to a more formal working relationship approach, including a memorandum of understanding (outlining in writing the governance of the relationship).

To qualify as an affiliate with the Winnetka Park District the organization must meet certain qualifications and have a signed affiliate agreement with the Winnetka Park District.

The organization must be registered as a not-for-profit 501(c)(3) corporation with the State of Illinois, or if not registered with the state, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. The organization Board must be comprised of volunteers, with at least 51% or more Winnetka Park District residents. The organization must submit the following:

1. If incorporated, submit state incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. A summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.

3. A roster of officers with addresses.
4. Contact information for the field representative authorized to make reservations for the organization

The Winnetka Park District intends to recognize and support the vital relationship with the District in serving the community's athletic program needs. The increased demand for competitive youth sports has created increasingly more demand and requests for athletic field space, which needs to be managed effectively.

In this regard, other programs, whether resident or non-resident based, that provide the same or similar team sport program, will only be considered for field request on a limited basis, and discouraged from expanded requests for field use to accommodate potential growth of their programs, when it is determined that future growth has the potential to erode the participation levels in our existing programs and affiliate memberships.

These requests will be considered in relation to the priority scheduling and fee criteria proposed.

#### **AFFILIATE SPORTS ORGANIZATION - CRITERIA AND CONDITIONS**

1. The Community Group/Affiliate shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. The community group/affiliate shall conduct its own financial business and be financially self-supporting.
3. The community group/affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization
  - b. Provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and
  - c. Provide an annual audit or detailed report which documents the community group's/affiliate's current financial standings, including operational revenues, expenditures, and financial reserves.
4. Dedicated to offering and promoting recreational activities which are compatible with the Park District's mission and youth sports philosophy and fulfill a recreation program need identified as not met through direct Park District programming and/or supplement Park District programs.
5. Organization must endorse and enforce a youth sports "bill of rights" and coaches code of conduct, and include in coaches training, as provided by the Park District
6. At least 51% of the members/participants of the Community Group/Affiliate must be residents of the Park District. Registration for membership/tryouts must not exclude qualified residents to residents of the Park District.

7. The community group/affiliate must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Park District.
8. The community group/affiliate shall provide a list of officers and participants, including addresses, telephone numbers, and emails.
9. The community group/affiliate shall designate both a liaison and alternate liaison for the purposes of scheduling, planning, maintenance and other issues. Regularly scheduled meetings shall be set by the Park District and attended by the liaisons, and all direct communication shall be through the liaison and designated Park District staff member.
10. The group shall provide individual rosters for each team listing addresses of all participants within one month of the start of the season.
11. The group shall provide a copy of their practice and game schedules (for each league and/or team—if requested and necessary), that identifies specific field use schedule and designation. These schedules will be submitted no later than March 1st for the spring season and July 1st for the fall season.
12. The community group/affiliate agrees and understands that neither the community group/affiliate nor its officials, officers, members, employees or volunteers (collectively “community group/affiliate”) are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The community group/affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers’ compensation insurance of the Park District and that any injury or property damage arising out of any community group/affiliate activity will be the community group’s/affiliate’s sole responsibility and not the Park District’s. Also, it is understood that the community group/affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the community group/affiliate will be solely responsible for its own actions. The Park District will in no way defend the community group/affiliate in matters of liability.
13. Affiliate/community Group shall fully cooperate with any investigation conducted by, or on behalf of, the Park District and/or the Park District Risk Management Agency “PDRMA”. Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement



14. The community group/affiliate shall not represent itself or members of the community group/affiliate as employees, volunteers, or agents of the Park District.
15. The community group/affiliate or members of the community group/affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Organization shall recognize the Park District as a partner in all publicity and provide a website link to the Park District website. In return, the Park District will recognize the organization as an affiliate and provide brochure space and contact information.
16. All fees, charges, monies, and expenditures shall be handled by the community group/affiliate itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
17. Costs for (resident and non-resident user fees) and maintenance of equipment and/or facilities will be charged to the community group/affiliate. The community group/affiliate acknowledges and agrees that the group is responsible for any and all expenses, (as identified and agreed to) including, but not limited to the specific scheduling and use of fields, and for the provision of equipment and materials related to the community group's/affiliate's activities and use of Park District property and facilities.
18. Organization shall pay invoices for field use, lights, and maintenance and or other services in a timely manner not to exceed 30 days after billing date. A finance charge of 1.5% per month or an annual percentage rate of 18%, will be computed on all past due balances.
19. Activities, programs, and events sponsored by community group/affiliate shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law. The group shall comply with the Americans with Disabilities Act (ADA), which requires each program, service, and activity offered to be readily accessible and useable by individuals with disabilities.
20. The community group/affiliate agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and those who directly supervise individuals under the age of eighteen (18) years of age. The community group/affiliate is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
21. The community group/affiliate agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender databases. In addition, the group must comply with the abused and neglected child reporting act as required by state statute.

22. Community group/affiliate shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement. The Park District shall be included as an insured under the CGL. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the community group's/affiliate's insurance and shall not contribute with it.
23. The community group/affiliate understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any community group/affiliate position and/or activity and that the Park District is not responsible for any hiring or retention decision.

**END**

2019 Tracking

Review and Update:	August 22, 2019
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Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 18**

**SAFETY POLICY**

<b>18.00</b>	<b>Safety Policy</b>
<b>18.01</b>	<b>Safety Policy Statement</b>
<b>18.02</b>	<b>Report of Employee Work Related Injury or Illness</b>
<b>18.03</b>	<b>Report of Public or Participant Injury or Illness</b>
<b>18.04</b>	<b>Report of Vehicle Accident</b>
<b>18.05</b>	<b>Report of Property or Valuable Loss</b>
<b>18.06</b>	<b>Emergency Phone Numbers for the Winnetka Park District</b>
<b>18.07</b>	<b>Vehicle Operation Procedures</b>
<b>18.08</b>	<b>Product Warning Label Procedure</b>
<b>18.09</b>	<b>Written Hazard Communication Plan</b>
<b>18.10</b>	<b>Safety Data Sheets</b>
<b>18.11</b>	<b>Warning Labels</b>
<b>18.12</b>	<b>Employee Information and Training</b>
<b>18.13</b>	<b>Hazardous Chemical Emergency</b>
<b>18.14</b>	<b>First Aid</b>
<b>18.15</b>	<b>Employee Safety Committee Statement</b>
<b>18.16</b>	<b>Safety Committee Responsibilities</b>
<b>18.17</b>	<b>Building Inspections</b>

- 18.18       Parks & Playground Inspections**
- 18.19       Staff Responsibilities**
- 18.20       Employee Safety Training Program**

## **18.00 SAFETY POLICY**

### **18.01 SAFETY POLICY STATEMENT**

The Winnetka Park District wishes to provide a safe work place to its employees and safe recreation to the public. It is the intention of the Winnetka Park District to develop, implement and administer a safety and comprehensive loss control program. In all of the assignments of the Winnetka Park District, the health and safety of all shall be of paramount consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is responsible for work being performed in a safe manner, inspections being conducted on a regular basis, hazards and dangers being confronted and accidents investigated.

We are confident that this program will be successful and expect all staff to cooperate and support.

### **18.02 REPORT OF WORK RELATED EMPLOYEE INJURY OR ILLNESS**

#### **Every Employee Must:**

1. Report any work related employee injury or illness to their immediate supervisor. Render all injured employees immediate first aid or assistance. Use caution in moving any seriously injured person.
2. For serious employee injury, call 911, if within the Village of Winnetka for Fire Department paramedics. If outside a 911 area, phone the local designated emergency number. Seriously injured employees shall be taken to the nearest available hospital. An emergency contact, usually a spouse or parent, shall be called in the event of a serious injury. The Department Head and the Human Resources (HR) & Benefits Administrator shall also be called in case of a serious injury.
3. Promptly report all injuries, even if they do not require immediate medical attention, to your Supervisor. A PDRMA Employee Injury/Illness Report shall be completed at that time and may be noted as record only.
4. Your Supervisor is responsible for investigating all reports of employee injury or illness in conjunction with the HR & Benefits Administrator. These may involve checking for hazards, interviewing witnesses and generally verifying the facts of the stated injury.

5. If first aid care is not sufficient, or the employee requests additional medical care, the Supervisor shall direct the employee to the preferred immediate care facility. This is: Omega Medicine Evanston / Glenbrook Associates, 2150 Pfingsten Rd., Suite 3000, Glenview, Illinois (847) 657-1700. HR & Benefits Administrator should be notified.
6. If an employee desires treatment elsewhere, this is allowed by the Illinois Worker's Compensation Act. All billing and reports must be forwarded by the employee, to the HR & Benefits Administrator. For convenience of billing and reporting, the preferred clinic is the recommended care provider.
7. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others shall be held for further investigation.
8. The PDRMA Employee Injury/Illness Report shall be completed by the Supervisor, for every reported employee injury or illness. This must be received by the HR & Benefits Administrator with a copy to the Department Head within 24 hours of an employee injury or notice of injury. If an injury occurs on a weekend or holiday, the accident report may be submitted to the HR & Benefits Administrator on the first business day afterward.

### **18.03 REPORT OF PUBLIC OR PARTICIPANT INJURY OR ILLNESS**

#### **Every Employee Must:**

1. Report any non-employee injury or illness involving a member of the public, or a program participant.
2. Render immediate first aid or assistance to the injured or ill person. Use caution in moving any seriously injured person. See program and/or department emergency response plan.
3. For serious injury, phone 911, if within the Village of Winnetka, for Fire Department paramedics. If outside the 911 area, phone the local designated emergency number. Please note that we do not authorize treatment, but only give notice that a serious injury has occurred. An emergency contact, usually a spouse or parent, shall be called in the event of a serious injury. The Department Head and Safety Chairperson shall also be called in case of serious injury.

4. In case of injury to a participant, instructors are reminded to never leave the program group alone without adult supervision. Instructors have a duty to stay with all programs involving minors.
5. The Supervisor taking the report is responsible for investigating the incident of public or participant injury or illness. This may involve checking for hazards, interviewing witnesses, etc. However, when dealing with the public, it is very important that staff shall:
6. Do not not make any promises to any injured party or their representatives. Be courteous, helpful, and mention that you will take a report for our records. Refrain from any comments about fault or responsibility or other statements of admission.
7. If medical treatment is requested by the participant, or public, staff is not authorized to approve treatment or care. It is the decision of the injured party, if they wish to go for medical care, at their own expense.
8. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others shall be held for further investigation.
9. An Incident/Accident Report of Public or Participant Injury or Illness shall be completed by the Supervisor, for every reported participant or public injury or illness. It must be received by the Administrative Service Manager, HR & Benefits Administrator and Safety Chairperson with a copy to the Department Head within 24 hours of the first notice of injury. If an injury occurs on a weekend or holiday, the accident report may be submitted on the first business day afterward.

#### **18.04 REPORT OF VEHICLE ACCIDENT**

1. Use the vehicle accident sheet located in the glove compartment of the Park District vehicle. The Supervisor, in conjunction with the employee involved shall complete this form.
2. All employees operating personal vehicles for park district business are required to have, a minimum, (a) a valid drivers license appropriate to the classification of the vehicle and (b) insurance coverage as required by state law. This personal auto insurance is primary coverage, for which a mileage reimbursement allowance is paid to employees using their personal vehicles.

3. All employees operating Park District vehicles or equipment are required to have a valid driver's license, appropriate to the classification of the vehicle or the equipment they operate.
4. At the vehicle accident scene, information shall be gathered to allow completion of the vehicle accident report. If available, an accident packet may be used to obtain preliminary accident information with witness and exoneration cards, at the accident scene.
5. At the accident scene, it is important to preserve evidence and identify witnesses. Put on emergency flashers and post reflector triangles to prevent additional accidents. If there is a question as to the facts of an accident, do not move your vehicle until police have viewed the scene.
6. Employees shall report accidents immediately to their Supervisor. Police having jurisdiction shall be contacted and a report taken for every accident. The officer's name, his badge number and the police report number shall be noted on the Park District report form.
7. For all serious accidents, the Department Head, and the HR & Benefits Administrator and Safety Chairperson, shall also be immediately notified by the Supervisor.
8. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others, shall be held for further investigation.
9. A Vehicle Accident Report shall be completed by the Supervisor, in conjunction with the operating employee, for every vehicle accident. It must be received by the HR & Benefits Administrator and Safety Chairperson with a copy to the Department Head, within 24 hours of an accident.

#### **18.05 REPORT OF PROPERTY OR VALUABLE LOSS**

1. Report any loss of building contents, personal property, or currency / negotiable property. This property may be owned by the Park District, or others. This loss may have arisen due to weather conditions, or other acts of God, theft, vandalism, mysterious disappearance, etc.
2. Whenever dealing with a member of the public, it is very important that employees Do Not Make Any Promises. Refrain From Any Comments About Fault or Responsibility or other Statements of Admission.



3. Any loss or damage of a serious nature shall also be called in to the Department Head and the Administrator Services Manager.
4. The Winnetka Police Department, shall be called and a report taken, for every loss of a criminal nature. The officer, his/her badge number and the police report number, shall be noted on our report.
5. Loss Report shall be completed by the Supervisor, for very first notice of property or valuables loss. This must be received by the Administrative Services Manager and Safety Chairperson, with a copy to the Department Head, within 24 hours of the first notice of loss.

## **18.06 EMERGENCY PHONE NUMBERS FOR THE WINNETKA PARK DISTRICT**

*(Please take note that when calling from any district telephone, you must dial (8) for an outside line).*

Police Department	911
Fire Department (Paramedics)	911
Poison Control Center	800-942-5669
Evanston Hospital	847-570-2111
Glenbrook Hospital	847-657-5632

### **Non-Emergency Telephone Numbers**

Police (Non-Emergency)	847-501-6034
Fire Department	847-501-6029
Evanston Hospital	847-570-2000
Glenbrook Hospital	847-657-5800
OMEGA Industrial Clinic	847-657-7466

### **Park District Office Hours**

Monday through Friday 8:30 a.m. – 5:00 p.m.  
 Saturday 9:00 a.m. – 12:00 p.m.

**NOTE:** These numbers will help both you and program participants when you have questions regarding weather, cancellations, etc.

Administration	847-501-2040
Recorded Information ( <i>rain-outs, cancellations, etc.</i> )	847-563-3131 (WPD) 847-600-3660 (WGC)
Winnetka Golf Club	847-501-2050
Winnetka Ice Arena	847-501-2060
A.C. Nielsen Tennis Center	847-501-2065
Winnetka Service Center	847-501-2052

## **18.07 VEHICLE OPERATION PROCEDURE**

Vehicle Operators – All District personnel required to operate District vehicles and equipment as a part of their job responsibilities shall have appropriate State of Illinois license according to vehicle type. Operators must be 18 years or older. Operators are responsible for reporting any mechanical problem discovered via written repair orders. Operators and passengers should bear in mind that they and their vehicle are highly visible representatives of the Park District when on the road, and should conduct themselves accordingly. All employees operating any Park district vehicle must undergo a safety check ride prior as part of safety training orientation

When driving or riding as a passenger in any Park District vehicle, all staff are to be properly seated, and seat belts must be worn at all times. If passengers require a child safety seat, the seat unit shall be installed and fitted as specified by the manufacture.

Vehicle Cleanliness and Appearance – A high standard of vehicle cleanliness and appearance, both interior and exterior shall be required, consistent with the particular working environment. Department Heads of the District are responsible for enforcing cleanliness standards for the vehicles assigned to their departments, and will be held accountable for the appearance of that portion of the District’s fleet under their operational control.

## **18.08 PRODUCT WARNING LABEL PROCEDURE**

Warning labels are designed to alert you that a chemical is dangerous. They must identify all the hazards of a chemical, but they may not communicate everything you need to know about controlling those dangers. More detailed information can be found in the SDS (Safety Data Sheet).

**With few exceptions, labels are required on the following:**

- All containers of hazardous materials in the work place.
- All containers of hazardous materials being shipped from one work place to another.
  - Warning Labels must provide the following information:
  - The name of the chemical.
  - All its physical hazards and health hazards.
  - Labels on containers being shipped from one location to another must also give the name, address and phone number of a responsible source of information about the chemical. This would normally be the manufacturer. Information may be given in words, symbols, or pictures. Labels must be easy to see and easy to read.

**The following exceptions apply to the labeling requirements:**

- If several stationary containers in a single area hold similar chemicals, the warning may be given on an area holding similar chemicals, the warning may be given on an area sign, rather than labeling on each container.
- For stationary process containers, standard operating procedures or other written warnings may be used instead of container labels.
- Pipes need not be labeled.
- Portable containers do not have to be labeled if the chemical is transferred from a labeled container and is immediately used by the worker who transferred it.
- If containers are already adequately labeled with the product name and appropriate hazard warnings, staff will not be required to label the containers again. However, where existing labels are damaged or destroyed, staff shall be required to label the container appropriately.

**All employees should use warning label information, as follows:**

- Read the label on the container of every chemical you use.
- Check the SDS (Safety Data Sheet) whenever you need more information about how to control the materials' hazards.
- Follow instructions that the product label gives you.

**All employees working with hazardous chemicals that require labeling should do the following:**

- Review the SDS or ask your supervisor if the product you are using requires a warning label, and what should be marked.

- All indicated personal protective equipment should be worn when handling hazardous materials.
- Any questions regarding application or use should be directed to your supervisor.

## **18.09 WRITTEN HAZARD COMMUNICATION PLAN**

The Winnetka Park District recognizes the need to inform all employees of hazardous chemicals that may be found in the work place. To this end, the District is committed to the use of non-hazardous chemicals wherever possible. However, where hazardous chemicals cannot be avoided, the agency recognizes the need to obtain a Safety Data Sheet and to carefully assess chemical hazards before introduction into the work place.

## **18.10 SAFETY DATA SHEETS**

Safety Data Sheets will be required for every new hazardous chemical and sent to the Safety Chairperson for assessment and compilation. All posted SDS's will then be updated. SDS's will be kept in ring binders and posted at major Park District work locations. These locations will be well marked for use by all employees.

The Safety Chairperson will answer all written requests by employees for Safety Data Sheets within 10 days. If an SDS is not immediately available, a good faith effort will be made by the park district to obtain an SDS within the initial 10 days. Failure to obtain an SDS, after a good faith effort, does not give employees the right to refuse work with a particular chemical.

## **18.11 WRITTEN LABELS**

Warning labels will be available at specified locations in the work place for use by all employees. Warning labels will be required on all chemical containers as outlined in the Product Warning Label Procedure.

## **18.12 EMPLOYEE INFORMATION AND TRAINING**

Employees will be given information and training on hazardous and toxic chemicals at the time of their initial assignment, annually and whenever a new hazard is introduced into the work area. Employees will also be informed of the OSHA requirements and any operations in the work area where hazardous materials are present.

The written Hazard Communication Program will be available, upon request, to all employees, from the Assistant Secretary of Labor and the OSHA Executive Director or their designated representatives, in accordance with OSHA 20 CFR 1910.20(e).

### **18.13 HAZARDOUS CHEMICAL EMERGENCY**

All hazardous chemical emergencies should be reported immediately to the Department Head and the Safety Chairperson. For a serious emergency, fire department paramedics, or the fire department hazardous materials team, should be contacted and the hazardous chemical kept away from all storm sewers and waterways.

### **18.14 FIRST AID**

In the case of any serious injury avoid moving the victim unless absolutely necessary. Concentrate your efforts on getting help and on stabilizing the victim's condition. All Park District staff should become familiar with first aid procedures. CPR/AED/first aid training is routinely offered for Winnetka Park District staff.

### **18.15 EMPLOYEE SAFETY COMMITTEE STATEMENT**

The purpose of this committee is to review accidents, conduct safety inspections, plan safety seminars and recommend changes in procedures that will promote safety. It is also the responsibility of the committee to assist in providing a safe working environment for our employees and participants. The committee must also be concerned with the safety of patrons utilizing our parks, facilities and programs.

### **18.16 SAFETY COMMITTEE RESPONSIBILITIES**

1. Establish and meet specific short – term and long term safety and loss control program goals and objectives.
2. Review all District injuries, accidents and incidents (near misses) and develop countermeasures for prevention.
3. Discuss existing safety policies. Make recommendations for modifications / upgrading and advertise or utilize policies in the preparation of educational materials.
4. Oversees the completion of, and reviews all inspections and coordinates a self-inspection program schedule.
5. Develop recommendations and target dates (time lines) for loss control program improvement.

6. Concentrate heavily upon needs and concerns which arise during the summer months.

## **18.17 BUILDING INSPECTIONS**

Each Winnetka Park District building will be inspected on a monthly basis. Particular attention will be placed on the general condition of building, fire protection, housekeeping, proper chemical storage, life safety precautions and maintenance of tools and equipment.

### **Inspection Process**

Each building will be divided into inspection zones based on structural make-up, activity areas, and the potential for fire or other catastrophic emergencies.

The walk through inspection is to ensure that all obvious hazards are noted.

### **Documentation**

An inspection report form for each inspection and re-inspection will be completed.

The completed inspection form will be sent to the safety chairperson and the Facility Manager so that corrective actions can begin. All safety inspections shall be reviewed by the safety committee and kept on file.

### **Re-Inspections**

1. Any required repair or other corrective action must commence within 30 days after the completed inspection form is submitted. The 30 day time period will begin when the inspection report has been received by the safety coordinator.
2. Any remaining incomplete or uncorrected items on the safety inspection following 30 days period will be referred to the Department Head and Executive Director.
3. Certain hazardous conditions may require immediate action to prevent injury. Discretion will be given to the inspector to make this recommendation, but approval from the safety chairperson and Executive Director should also be sought when necessary.

## **18.18 PARKS AND PLAYGROUND INSPECTIONS**

### **Frequency**

An in-depth systematic, preventive playground maintenance inspection will be performed each month by a Certified Playground Safety Inspector to identify any wear, damage, vandalism or related hazards.

### **Inspection Process**

The monthly inspections will be conducted on foot, and will require the inspector to look for wear, structural integrity, and necessary parts replacement. Attention will also be given to playground surfaces, equipment footings, and landing areas. A comprehensive safety audit shall be completed should the current ASTM/CPSC guidelines change during the life of the playground equipment

### **Documentation**

Staff will use a checklist inspection form to identify any needed repairs, vandalism, or equipment replacement for each park. The maintenance supervisor and safety chairperson will file these records.

## **18.19 STAFF RESPONSIBILITY**

The success of the safety program depends upon the announced and demonstrated interest of management, the consistent example set by supervisors and the concerted efforts of all employees.

### **Enforcement of Standards:**

1. All safety and health standards adopted by the Winnetka Park District must be strictly adhered to by all persons employed by the Winnetka Park District.
2. Any employee found to be in violation of a safety standard will be issued a written notice by his/her supervisor. This reprimand shall be kept on file for one year, during which period a second offense will warrant disciplinary action by the Department Head and the Executive Director. Disciplinary actions may include a reprimand, suspension or dismissal, and shall be the responsibility of management to administer.

3. Any employee who is disciplined has a right to appeal as outlined in the Winnetka Park District Personnel Policy Manual

## **18.20 EMPLOYEE SAFETY TRAINING PROGRAM**

The Winnetka Park District Safety Training Program will be conducted on an on-going basis and will involve members from each department. Department Heads are ultimately responsible for providing the proper safety related training for their staff and all new employees in their department.

The Park District recognizes the benefits of developing a Job Safety Analysis (JSA) Program to establish standard safe job procedures. The JSA procedures will maximize efficiency by identifying the fastest and safest steps in accomplishing a task, reducing training time without compromising thoroughness.

New employee orientations will include safety training immediately after hire, while other specific training will take place on an ongoing basis.

The Safety Committee is responsible for ensuring that proper safety training is provided for present staff and all new employees. As a condition of continued employment, employees will be required to attend any safety training programs that are scheduled by Park District management.

## **END**

### 2019 Tracking

Review and Update:	September 12, 2019
Board First Reading:	October 24, 2019
Board Second Reading & Adoption:	November 21, 2019

Review Date	September 2022
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Notes: