A G E N D A

I. Call to Order

II. Roll Call

III. Matters from the Public

IV. Discussion on Proposed Policy Changes or Additions

V. Other Business

VI. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030.

Executive Director Email: lsheppard@glencoeparkdistrict.com
IV. Discussion on Proposed Policy Changes or Additions

Glencoe Park District
October 18, 2016 Personnel and Policy Committee Meeting
To: Board of Commissioners

Date: 10-12-16

From: Lisa Sheppard, Executive Director

SUBJECT: Update to Personnel Policy Manual - Bereavement Policy

On July 29, 2016 the Child Bereavement Leave Act (99-0703) began effective immediately. The changes in the Personnel Policy Manual – page 23 section 1.30.5 reflects these changes that are required by the Act.
Glencoe Park District

Emergency Funeral Leave (Bereavement Leave) Policy

Revisions Approved by the Board of Park Commissioners: August 19, 2014
Proposed Revision (Not Approved): October 18, 2016

1.30.5 Bereavement Leave Emergency Funeral Leave

In case of a death in the immediate family, a Full-Time Grade 1 or Grade 7 Employee may be granted a leave of absence, with pay, not to exceed three (3) days per occurrence by his Department Head. For purposes of this paragraph, All Full-time Grade 1 or Grade 7 employees are allowed up to three (3) working days with pay per calendar year to attend the funeral of an immediate family member or up to five (5) days if travel of more than 300 miles one way is necessary, with the approval of the employee’s immediate supervisor and Executive Director. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. For purposes of this policy, "immediate family" shall have the same meaning as defined in the Section 1.30.3, Sick Leave. Upon returning to work, the employee must record his absence as Bereavement Leave on his attendance record. Proof of death and relationship may be required.

All employees eligible for leave under the Federal Family and Medical Leave Act of 1993 (the “FMLA”) shall be eligible for bereavement leave in accordance with the Illinois Child Bereavement Leave Act (the “Act”) which provides up to a maximum of 2 weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or alternative to a funeral of a child; (2) make arrangements necessitated by the death of the child; or (3) grieve the death of a child.

The Act defines “child” as an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute accrued benefit time, including sick time for bereavement leave under the Act. If the employee does not have any accrued benefit time for paid leave, special circumstances for paid leave may be granted at the Executive Directors discretion.
To: Board of Commissioners

From: Lisa Sheppard, Executive Director and Carol Mensinger, Director of Finance

SUBJECT: Purchasing Policy

Based on recent legislation by the State of Illinois regarding a new bid limit, we are recommending the attached changes to the Purchasing Policy.
Glencoe Park District
Purchasing Policy
Approved by the Board of Park Commissioners: September 16, 1986
Revised approved: July 20, 2010
Proposed Revisions (Not Approved): October 18, 2016

1.0 Overview. The Park District’s Purchasing Policy establishes the guidelines under which all purchases must be made. This policy adheres 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.

1.1 All purchases must be in the best interest of the Park District. To ensure competitive pricing, an Authorized Vendor List should be regularly updated and consulted for the best sources of specific items purchased on a regular basis. Local vendors and merchants will be used if at all possible, subject to compliance with the specific requirements of this Policy.

1.2 All purchases in excess of $2,500 are to be made by authorized Park District personnel on approved purchase order forms.

1.3 Purchase order forms shall be issued for all purchases in excess of $2,500 for supplies, services, capital improvements, repairs, etc. procured for Park District purposes. Exceptions may include, but are not limited to, utilities, bond and interest payments, insurance premiums, monthly service agreements, payments to NSSRA, certain contractual payments for professional services (i.e. attorney and architects), in-service training, and payroll-related expenditures.

2.0 Governance. 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 $20,000 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:

- Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part
- Contracts for the printing of finance committee reports and departmental reports
- Contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness
- Contracts for utility services such as water, light, heat or telephone
- Contracts for the purchase of magazines, books, periodicals, pamphlets and reports
- Use, purchase, delivery, movement or installation of data processing equipment, software or services, and telecommunications and interconnect equipment, software, or services
- Duplicating machines and supplies
- Goods or services procured from another governmental agency (e.g. joint purchase)
• Purchase of equipment previously owned by some entity other than the District itself
• Emergency expenditure which is approved by three-fourths of the members of the Board

3.0 **Advertised Bids – Purchases of $20,000 $25,000 or More.** The Park District Code requires the purchase of all goods and services estimated to exceed $20,000 $25,000 shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability.

3.1 Before concluding that a purchase in excess of $20,000 $25,000 is exempt from competitive bidding, approval must be obtained from the Executive Director and/or legal counsel for the District.

3.2 Bidding Process:

1. A legal advertisement shall be placed in publications, which will give notice of the Park District’s request for bids to those organizations best qualified to provide the 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. The nature of the construction projects necessitates more clearly defined conditions. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees.
5. Following the issuance of “Specifications and Instructions” to bidders, bids received at or prior to the time and date specified will be opened publicly and contracts awarded in conformity with bid opening procedures, as stated below.
6. Sealed bids shall be opened in accordance with the following procedures:
   a. The location, date and time the bid opening shall be a part of the legal advertisement for bidders.
   b. Bids shall be opened at a location open to the public.
   c. Bids shall be opened and an acknowledgement made of the receipt of each bid.
7. After each bid is analyzed to determine whether all specifications have been met, a recommendation shall be made by staff to the Board of Park Commissioners. After Board approval, staff shall notify the approved bidder and finalize the project deadline.
8. In addition to the consideration of the lowest dollar amount of the bid, also considered is the bidder’s responsibility (financial stability, responsiveness, experience, past transactions) to meet the expectations and demands under the terms of the contract. If an award is made to a bidder that is not the lowest bidder, the decision must be supported by complete documentation as to the supporting rationale, and must be reviewed by legal counsel for the District.
9. Bids received after the date and/or time indicated in the advertised notice shall be returned, unopened, to the bidder with a notation on the bid envelope or
packet stating that it was a late bid, noting the date, and hour it was received, and signed by a representative of the Park District.

10. The Park District reserves the right to accept or reject any or all bids or portions thereof, in the best interest of the Park District and in compliance with Section 8-1(c) of the Park District Code.

11. In the event that all bids are rejected by the Board of Park Commissioners, the project may be rebid following bidding procedures. If bids are rejected, staff shall notify all bidders and establish a new bid opening date. After a new bid opening date has been established, the procedures outlined above shall be followed.

12. The Board reserves the right to award a contract for all or only a portion of the specific bid work.

13. The Board may require a surety bond of any successful bidder.

| 4.0 | **Unadvertised Purchases-Purchases under $20,000-$25,000.** Contracts and purchases of less than $20,000-$25,000 are exempt from formal competitive bidding procedures. In such instances, the following procedures shall be followed:

- For purchases estimated to be less than $2,500, no purchase order is required. 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.
- For the purchase estimated to be between $2,501 and $5,000, at least three (3) verbal quotes are required. A purchase order must be completed by staff, and signed by both the Department Head and Executive Director prior to placing the order.
- For purchases estimated to be between $5,001 and $20,000-$25,000, at least three (3) written quotes are required. A purchase order must be completed by staff, and signed by both the Department Head and the Executive Director prior to placing the order.

4.1 | **Open Purchase Order (P.O.) Accounts** are similar to charge accounts at special stores/vendors. Only specific authorized employees are permitted to purchase items. Items in excess of $2,500 also require an individual purchase order form.

4.11 | When an authorized employee makes a budgeted purchase from a vendor, which has an Open P.O. Account, the following information must be written on the receipt or invoice:

1. Signature of staff member placing order
2. The account number to which the purchase is charged
3. Brief description of the item(s) purchased, if this information is not apparent

4.12 | All receipts and invoices shall be forwarded to the Business Office. When the monthly statement is received, the invoices shall be matched with the items on the statement, and appropriate payment should be made. Disapproval of any invoice item must be communicated to the vendor within 30 days after receipt.
5.0 **Emergencies.** In the case of emergencies, which call for immediate resolution, the Executive Director shall take prompt action to employ persons or firms to do the necessary corrective work but shall require them to furnish a detailed report of the work performed and the basis for performing the work. For the purpose of this paragraph, the emergency shall consist of a threat to the health or safety of park users, or of severe damage to District property. Emergency expenditures in excess of $20,000 must be pre-approved by three-fourths of the members of the Board.

6.0 **Purchasing Procedures.** A four-part pre-numbered purchase order form shall be prepared by the staff member placing the order. This form shall include account number(s), quantity/ item description, unit price, extended price, vendor name and address, shipping address, special instructions, and applicable signatures needed for authorization of the purchase. This form must be completed and signed by all levels of staff prior to any purchase.

6.1 The four-part purchase order/requisition form is color-coded and should be distributed as follows:

- **WHITE:** Original to be given to or sent to vendor, if applicable
- **YELLOW:** Sent to Business Office to be retained in an “Open P.O. File”
- **PINK:** Retained by the staff member placing the order until supplies are received or services are completed. Person receiving materials indicates the quantities received, initials and dates the copy, attaches packing slips, and returns it to the Business Office.
- **GOLD:** Retained by the staff member placing the order for his/her files.

6.2 In the event that an item is substituted for the item listed on the purchase order form, the recipient shall note the substitution on the receiving pink copy.

6.3 Purchase order forms shall be issued for specific items and purposes. No additional items will be authorized which would significantly increase the cost of purchase. In these instances, the purchase order will be sent to the Department Head and Executive Director for “re-authorization”.

7.0 **Other Items.**

7.1 No contract or order shall be split into parts to avoid the provisions of this policy.

7.2 A business within the District shall be considered a preferred bidder subject to compliance with the other specific provisions of this Policy.

7.3 Whenever feasible and advantageous to the District, cooperative purchases with other governmental agencies such as State of Illinois, Village of Glenco, School District 35, IPRA Joint Purchase, and other park districts, shall be made.

7.4 The District credit card is not to be used as a routine tool to make purchases. Rather, it is to be used as an alternative if the vendor does not accept a District Purchase Order, or will not invoice us, or a purchase is made on the Internet.
7.5 All promotional incentives and contest awards made available to qualifying District personnel by vendors, which are based on District purchases from those suppliers, automatically become the rightful property of the District and must be considered and administered as District owned assets. The incentives referred to above include, but are not limited to, all purchase premiums, sales incentives and/or remunerative awards of any kind (such as merchandise premiums, free goods, offered as part of so-called “baker’s dozen” deals, quantity discounts, promotional allowances, cash prizes, special sales commissions, merchandise prizes, etc.) that are made available or awarded by reason of District purchases from vendors.

8.0 **Negotiated Procurement (Non-Bid) Process.** For those items exempt by law from the competitive bidding process, it may still be in the best interest of the Park District to solicit formal written quotes. In these instances, a Request for Proposal (RFP) should be sent to all interested vendors/companies. After a thorough review of the proposals, interviews, and negotiation, a contract can be awarded to the lowest cost quote which meets the objectives set forth in the RFP. Proposal results must be approved by the Board. Examples in which a RFP may be used include auditing services, architectural services, purchase of copier, etc.
To: Board of Commissioners

From: Lisa Sheppard, Executive Director

Date: 10-12-16

SUBJECT: Local Government Travel Expense Control Act

The State of Illinois passed Public Act 099-0604 that established the Local Government Travel Expense Control Act. The following policy was developed by our attorneys to comply with the Act.
MEMORANDUM

To: Lisa Sheppard
    Carol Mensinger

CC:

From: Robert K. Bush
       Erin M. Baker

Subject: Glencoe Park District Travel Reimbursement Ordinance

Date: October 5, 2016

We have prepared a policy and ordinance adopting a travel reimbursement policy, which is in compliance with P.A. 99-604, the new travel reimbursement law.

The new law requires that any expenses for employees or officers (excluding the Board) that exceed the maximum allowable reimbursement must be approved by roll call vote of the corporate authorities. As such, the Board must determine a maximum amount allowable for reimbursement without approval. In the ordinance, we set the maximum amount at the United States General Services Administration rate, which is currently $286.00 per day. However, should the Board wish to set the rate at a different amount, you may alter that amount in the ordinance before approval. Please also note that all expenses for travel, meals, and lodging for any member of the Board may only be approved by a roll call vote of the corporate authorities.

It is important to note that employees and officers must now submit the form in Attachment A for reimbursement of travel, meal and lodging expenses. Further, entertainment expenses are no longer reimbursable, unless they are incurred as part of the official business. For instance, if a conference includes entertainment events, they would be reimbursable as ancillary to the official business.

The ordinance should be approved by January 1, 2017 to be in compliance with the time mandates in the statute.

Please contact us if you have any questions regarding the new travel reimbursement ordinance.
AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT (PUBLIC ACT 099-0604)

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

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

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

NOW, THEREFORE BE IT ORDAINED, by the President and Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois that:

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

Section 2: The Board of Commissioners of the Glencoe Park District adopts the “Reimbursement of Travel, Meal and Lodging Expenses Policy” attached as Exhibit A.

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

Section 4: This Ordinance is effective beginning ______________, 2016.

VOTE:

Ayes:
Nays:
Abstentions:

Adopted this ____ day of _____________________, 2016.

________________________________________
President

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

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

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

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

4.0 **Categories of Expenses.**

1. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.

2. **Personal Automobiles:** Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee’s or officer’s residence. When attending a training event or other off-site official business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee’s or officer’s normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only
be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

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

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

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

6. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.

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

8. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel (Personal Travel/Travel Companions):** A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.

10. **Parking:** Parking fees at a hotel/motel will be reimbursed only with a receipt.

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

5.0 **Approval of Expenses.**

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

5.2 **Expenses for Officials or Employees Other than Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA ($286 per day as of September 2016, excluding airfare which would be $350 round trip coach fair) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

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

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

6.0 **Documentation of Expenses.** Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Request To Attend Overnight Conference/Workshop form attached hereto and incorporated herein as Attachment 1.
(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
(4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

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

7.0 **Travel, Meal, and Lodging Expense Report Form.** The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 2.
GLENCOE PARK DISTRICT  
REQUEST TO ATTEND OVERNIGHT CONFERENCE/WORKSHOP  

PROCEDURE  
1. This form is to be used for all conferences and workshops of two (2) days or more where overnight accommodations are necessary.  
2. Please print all information.  
3. Attach to this form a COPY of the brochure or flyer for the conference.  
4. After supervisor approves attendance, forward to the Executive Director at least 4 weeks prior to conference (longer if air arrangements must be made).  
5. Conferences five (5) days or longer must be approved by the Park Board. Notify the Executive Director at least eight weeks prior to the conference so the request is added to the Park Board agenda. Packages go out the Thursday prior to the 3rd Tuesday of the month.  
6. Within 10 business days of completion of conference, submit all receipts and Conference Expense Form to the Executive Director for approval for reimbursement. (Expense form will be attached to your per diem check)  
7. Procedures regarding conferences are on reverse side of this form.  

Employee: ____________________________  Date: ________________  
Conference/Workshop Title: ____________________________  Location: ____________________________  
Dates You Will Attend FROM: ________________  Time: ________________  UNTIL: ________________  Time: ________________  
G/L Account for this trip: ____________________________  Amount Budgeted for this conference: ____________________________  

Your Total Estimated Expenses:  

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Registration Fee</td>
<td>$ _____</td>
</tr>
<tr>
<td>Travel miles x IRS rate</td>
<td>$ _____</td>
</tr>
<tr>
<td>or airfare (to be arranged by Admin.)</td>
<td>$ _____</td>
</tr>
<tr>
<td>Taxi to/from airport</td>
<td>$ _____</td>
</tr>
<tr>
<td>Number of meals</td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$ _____</td>
</tr>
<tr>
<td>Lunch</td>
<td>$ _____</td>
</tr>
<tr>
<td>Dinner</td>
<td>$ _____</td>
</tr>
<tr>
<td>(Do not include meals included in Registration fee)</td>
<td></td>
</tr>
<tr>
<td>Hotel (to be arranged by Admin.)</td>
<td>$ _____</td>
</tr>
<tr>
<td># of nights x single rate</td>
<td>$ _____</td>
</tr>
<tr>
<td>Car Rental</td>
<td>$ _____</td>
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<tr>
<td>Other</td>
<td>$ _____</td>
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<tr>
<td>Total</td>
<td>$ _____</td>
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Per Diem Check Request:  

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Breakfast</td>
<td>(10/day)</td>
</tr>
<tr>
<td>Lunch</td>
<td>(15/day)</td>
</tr>
<tr>
<td>Dinner</td>
<td>(35/day)</td>
</tr>
<tr>
<td>Total for meals</td>
<td>$ _____</td>
</tr>
<tr>
<td>Miscellaneous $25/day x __ days</td>
<td>$ _____</td>
</tr>
<tr>
<td>Other</td>
<td>$ _____</td>
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<tr>
<td>Total Check Request</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Check to be ready on ________ (date)</td>
<td></td>
</tr>
<tr>
<td>G/L Account</td>
<td></td>
</tr>
</tbody>
</table>

Do you need airline reservations for this trip?  
No ☐  Yes ☐  Administration will consult with you prior to making a reservation for you  

Departure airport: ________________  Arrival airport: ________________  
Date you want departure flight: ________________  Approximate time of day: ________________  
Date you want to return: ________________  Approximate time of day for return: ________________  
Rental Car needed? No ☐  Yes ☐  

Employee Signature ____________________________  Approvals: Supervisor ____________________________  Date: ________________  
Executive Director ____________________________  Date: ________________
Conference Procedure:

Conferences and Seminars: Requests for attendance at conferences, seminars, courses, meetings and other educational opportunities (collectively, "training program") must be approved by the Executive Director prior to attending same. Any requests for attendance at a training program lasting five days or longer must also be approved by the Board. The Park District may or may not pay direct costs to attend a training program. The payment of any such costs will be determined on an individual basis at the sole discretion of the Park District. If you are given approval to attend a training program, you may be reimbursed for actual expenses incurred including travel, lodging, registration fees, and other legitimate expenses upon submission of receipts and other appropriate documentation evidencing such authorized expenses. Training program authorization and expense accounting must be submitted on the currently approved Park District form. If you are interested in attending a training program you should contact the Executive Director for details. It is your responsibility to confirm the terms and conditions of the Park District's training expense reimbursement policy prior to enrolling in any training program.

a. The Park District will determine the public transportation to be used for travel purposes and either purchase the ticket or allow you the amount of the ticket for use of a private car or reimburse the owner of the car for the mileage traveled to the training program (per mileage rate established by the Board). In the case of a private car being used and more than one individual from the Park District traveling it is expected that the individuals will travel together and only one transportation allowance will be given to the owner of the car. Please see policy regarding the proper requirements for use of a private vehicle on official Park District business.

b. You will be allowed an amount covering a single room and in some cases may be asked to share a room with same gender coworker. In all cases, however, you must supply a statement from the hotel upon return from the training program stating the amount paid for your lodging during your approved stay at the training program. You may not be reimbursed more than this amount. If you were given an advance to pay for lodging, you must return any amount of the advance beyond the rate paid for a single room during your approved stay at the training program. The Park District may elect to pay the hotel directly for lodging arrangements made prior to the training program or pay an association directly for lodging arrangements when lodging costs are including in a package rate for the training program.

c. Should you choose to bring your spouse/partner to a training program, you must pay any and all additional costs associated with his attendance. A portion of the additional cost must be paid prior to the Park District expending any funds for the training program. The Park District will issue a statement itemizing your individual estimated expenses for the training program and the additional costs associated with the addition of your spouse/partner. Such amount will be due and payable upon your receipt of the statement. The Park District will attempt to issue this statement prior to the training program's final payment due date. If necessary, the Park District will issue a reconciliation statement upon your return from a training program outlining amounts due to the Park District.

d. A per diem amount established by the Director will be allowed for each day away on official, approved Park District business excluding as herein provided. This amount is assumed to pay for breakfast, lunch, dinner and miscellaneous expenses including snacks and gratuities. However, where the registration fee for a training program includes meal(s), the cost of the provided for meal(s) shall be deducted from the food allowance.

e. The Park District will pay the total cost of registration for approved training programs.

f. The staff member attending a conference shall submit a summary report outlining courses attended, information learned, etc. to the Executive Director within 2 weeks.
Glencoe Park District
Travel, Meal and Lodging Expense Reimbursement Form

Name of Official or Employee: ___________________________________________________

Title/Position of Official or Employees:____________________________________________

Name and Date of the Activity/Event:_____________________________________________

Check Number (if applicable): ___________________________________________________

Credit Card Receipt Number (if applicable): _______________________________________

Description of the purpose of the expense:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):
Mileage:______________________________________________________________________
Meals: _______________________________________________________________________
Parking: _____________________________________________________________________
Hotel/Lodging:_________________________________________________________________
Car rental:____________________________________________________________________
Airfare:_______________________________________________________________________
Other Transportation (bus, train, taxi, shuttle, etc):__________________________________

Employee’s/Officer’s Signature: _________________________________________________
Date: ____________________

Finance Director’s Authorization:________________________________________________
Date: ____________________

ATTACH ALL RECEIPTS
STATE OF ILLINOIS  )
COUNTY OF COOK  )

SECRETARY’S CERTIFICATE

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance No. XXX:

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

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the Date\textsuperscript{th} day of Month Year.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this Date\textsuperscript{th} day of Month Year.

__________________________________________
Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]
To: Board of Commissioners       Date: 10-12-16

From: Lisa Sheppard, Executive Director

SUBJECT: Policy update on Executive Session

In July, Governor Rauner signed into law an amendment to the Open Meetings Act establishing protocols for elected officials that wish to review records of closed session proceedings. The Open Meetings Act already provides that the records of closed session proceedings are not open for public inspection, unless the public body has determined that the records no longer require confidentiality. The new law, HB4630, specifically addresses access by elected officials. The update addresses the requirements of the new law.
5.13  Closed Sessions (Executive Session)

The Board may hold a meeting closed to the public or close a portion of a meeting to the public for reasons which include but are not limited to discussion of personnel, land acquisition, litigation, or the review of closed meeting minutes. Any such closed meeting shall be held in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.). No final action on any Board matter may be taken at a closed meeting.

Closed meetings must be recorded and the audio tapes held for 18 months.

Closed session (Executive session) minutes that have been held closed are reviewed every six months (in February and July) to determine if they can be released to the public.

Elected officials may access closed session recordings and minutes so long as: 1) the minutes or recordings are reviewed in the government body’s main office or storage location; and 2) a records secretary, administrative official or other elected official is also present. The law prohibits removing minutes or recordings from the office or storage location without a vote by the public body or court order.
To: Board of Commissioners

From: Lisa Sheppard, Executive Director

Date: 10-12-16

SUBJECT: Ordinance on Aircraft/Model Aircraft

Attached is the updated Ordinance on Aircraft/Model Aircraft to include drones. This ordinance reflects recreational use of drones on Glencoe Park District property.
Glencoe Park District

Section 2.01 Aircraft/Model Aircraft/Drone

Revisions Approved by the Board of Park Commissioners: August 28, 2012
Proposed Revision (Not Approved): October 18, 2016

CHAPTER II - SPECIFIC RESTRICTIONS ON CONDUCT AND BEHAVIOR

<table>
<thead>
<tr>
<th>Section 2.01 Aircraft/Model Aircraft/Drone</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) No Person shall fly, cause to be flown or permit or authorize the flying of Aircraft of any kind at any time over District Property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any Person on District Property.</td>
</tr>
</tbody>
</table>

| (b) No Person shall land, cause to be landed, or permit or authorize the landing of any Aircraft on District Property, at an elevation lower than the minimum safety requirements established except when necessitated by unavoidable emergency. |

| (c) No Person shall fly or cause to be flown or permit or authorize the flying of model Aircraft or drones on or over District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance. |

| (d) No person shall land, cause to be landed, or permit or authorize the landing of any model aircraft or drones on or over District property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance. |

| (de) No Person shall parachute or otherwise descend from an Aircraft into or onto District Property or cause, permit or authorize another Person to parachute or otherwise descend from an Aircraft into or onto District Property except when necessitated by unavoidable emergency. |
To:       Board of Commissioners

From:  Lisa Sheppard, Executive Director and Erin Maassen, Manager of Marketing and Communications

SUBJECT:  Photo and Video Policy

Attached is the Photo and Video Policy
Glencoe Park District
Photo and Video Policy

Proposed to the Board of Park Commissioners (Not Approved): October 18, 2016

Photos and video footage are periodically taken of participants in a class, during a special event or at the Glencoe Park District’s parks and facilities. These photographs are for Park District publications, flyers, brochures, posters, or online. All photos and videos taken on Park District property are for Park District use and become its sole property. If a community member does not wish to be part of photos or videos, they should be instructed to notify Park District staff at that time.

History:
Erin and I noticed that we do not have a Board approved policy on Photo and Video footage taken at Glencoe Park District programs, facilities or parks. We have however posted a procedure on photo and video coverage in our registration waiver.

Excerpt from our regular registration form: Photos are periodically taken of participants in a class, during a special event or at the District’s parks and facilities. Please be aware that these photos are for Park District use only and may be used in the District’s publications.

Example of other District Policies:

- Winnetka Park District (included on registration waiver and in their policy manual)

  Photos and video footage are periodically taken of participants in a class, during a special event or at the District’s parks and facilities. Please be aware that, by signing this waiver and release you are authorizing the Park District to use these photos and video footage for District advertising and promotion without your further permission and without any compensation to you. All photos/video are property of the Park District. Please call the Communications Office at 847.501.2076 for more information.

- Winnetka-Northfield Public Library District (included on all brochures; signs were also posted in the building)

  The library reserves the right to take photographs and video program participants. Photos and videos are for library use and may be used in library publicity materials. Patrons who do not wish to be part of photographs or videos should notify library staff.

- Gurnee Park District (from website and registration form)

  Frequently, Park District staff may videotape or photograph participants enrolled in programs, classes, events or enjoying park facilities. These photographs are for Park District publications, flyers, brochures and future recreation materials or cable programs. All photos and videos taken on Park District property are for Park District use and become its sole property.
To: Board of Commissioners

From: Lisa Sheppard, Executive Director

Date: 10-12-16

SUBJECT: Update to Board Policy Manual – Use of Electronic Devices by Park Board Members

Use of Electronic Devices by Park Board Members

We were notified by our legal counsel regarding a recent court ruling that text messages between members of a public body sent or received during a board meeting were releasable under FOIA. The court made it clear that its ruling was not restricted to text messages sent or received on government-owned devices, but would also apply to messages on privately owned cell phones.

Our attorneys made a few recommendations to their governmental clients:

- Public officials would avoid sending electronic communications relating to public business to another members of the same body during meetings of the public body.
- Members of public bodies should avoid sending electronic message relating to public business to a quorum of the same body, at any time.
- Public bodies should consider adopting policies on the use of electronic devices by public officials.

Attached is the excerpt of the Board Policy manual with the update policy.
Glencoe Park District
Communications: Electronic Devices Policy for Board Members
Revisions Approved by the Board of Park Commissioners: June 16, 2009
Proposed Revision (Not Approved): October 18, 2016

3.14 Communications

C. Electronic Devices Policy for Board Members

It is the goal of the Board of Commissioners of the Glencoe Park District to keep its members as well as the Park District Executive Director informed about matters affecting the Board’s work. However, the Board must be aware of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communication among Board members outside normal Park District Board meetings.

Use of Electronic Devices by Park Board Members:

A. Members of the Park Board are prohibited from sending electronic messages, including emails, text messages, chat and instant messages, communications via social networking sites, and other electronic communications that relate to the discussion of public business, defined to include communications about business or community interests as opposed to private affairs, whether from a District-provided device or a privately-owned device, in the following circumstances:

1. to any one or more members of the Park Board during a meeting of the Park Board
2. to a majority of a quorum of the members of the Park Board at any time

B. Park Board Members should be aware that any electronic communication relating to the discussion of public business that is sent from or received by a district-provided device may be subject to release under the Illinois Freedom of Information act, regardless of the circumstances of the communication.

C. Electronic communications sent in violation of this Policy may be subject to release under the Illinois Freedom of Information Act and could subject the violator to an enforcement action that might result in criminal penalties under the Illinois Open Meetings Act.

D. Generally, Commissioners shall not use e-mail to conduct Park District business. E-mail communication to, by, and between Park Commissioners is permitted on a limited basis for non-substantive matters such as:
• Agenda item suggestions;
• Reminders regarding meeting times, dates, and places;
• Board Meeting agenda or public record information concerning agenda items; or
• Responses to questions posed by the community, administration or staff, subject to this policy’s first section.

E-mail sent between and among Commissioners regarding such non-substantive matters shall be copied to the Park District Executive Administrative Assistant. There is no expectation of privacy for any messages sent or received by e-mail.

Procedure for E-mail Communications:

The Board of Commissioners hereby adopts the following procedures with regard to the use of e-mail and similar electronic forms of communication to assist in our efforts to comply with the Open Meetings Act.

1. The electronic “chat rooms” are inherently detrimental to the open meetings process and therefore the Board will not utilize “chat rooms” to conduct Park District business or deliberations.

2. “Bulletin boards” or other similar formats, which permit the development of “discussion threads” among Board members, also will not be utilized; however, Board members may read the comments of others who are not Board members as they see fit.

3. The Park District Executive Director may provide information relating to Park District business to Board members using e-mail, attachments or other electronic methods. All e-mail communications between the Executive Director and the Board will be done through the CC’d to the Executive Administrative Assistant. Any response from Board members regarding these communications must be sent only to the Executive Director and CC’d to the Executive Administrative Assistant (i.e., no “reply to all” responses). An appropriate record of these communications will be maintained in the District files to assure compliance with open records laws.

4. A Board member may send e-mail items to all other Board members with items of passing interest provided that no response is requested or required. Such e-mails should clearly state that no response should be made. It is required that a copy of any such e-mails be sent to the Executive Assistant for storage. If a Board member would like to send an e-mail to the entire Board, they must send it to the Executive Director and cc’d to the Administrative Assistant, and request the e-mail be forwarded onto the Board.

5. A Board member may send e-mail items to all other Board members regarding scheduling issues. Board members may reply to the sender provided only that
their response is limited to the subject of the original message and does not cross
over to items of substance.

6. Commissioners may correspond between themselves if such correspondence
would not constitute a violation of the Open Meetings Act. Commissioners may
share information if there is no intent to conduct public business.

(Any communication between three Commissioners about substantive Park
District business constitutes a violation of the Open Meetings Act. Three
Commissioners constitute a quorum of a five-member Board). (amended
8/17/07)

7. Any item of business for a Board agenda shall be directed to the President and
the Executive Director so that it may be included in the Board’s agenda
according to normal procedures. Action items shall be prepared and
distributed by the Park District in accordance with the Board’s established
procedures.

The Park District Executive Executive Administrative Administrative Assistant shall store official e-mail
records. The records shall be maintained for a time period that is established by
the State of Illinois.
To: Board of Commissioners  
From: Lisa Sheppard, Executive Director  
Date: 10-12-16

SUBJECT: GPD use of Parks by Groups, Organizations and for Commercial Purposes Policy

I recommended changes on page 2, section 6.2 (in red) of this policy. We have included private personal training companies and instructors into the policy and indicate that the permit fees be approved annually by the Executive Director. I am also recommending doing an annual permit fee as opposed to an hourly fee due to the fact that the staff expense of monitoring hourly use of the courts/parks would be cost prohibitive.
Glencoe Park District
Use of Parks by Groups, Organizations and for Commercial Purposes Policy
Approved by the Board of Park Commissioners: April 18, 2006
Proposed Revisions (Not Approved): October 18, 2016

1.0 Statement of Purpose. The Glencoe Park District (hereinafter "Park District") maintains its parks for the recreational and open space use and enjoyment of its residents. As public facilities, the parks are also available for use and enjoyment by visitors to the community. Residents support the Park District through their property taxes and, therefore, to the extent permitted by law the Park District shall give residents priority over non-residents for the reservation and use of park property. Fees that are charged non-residents need not be the same as those charged residents. Use by students going to and from classes or participating in educational activities under the immediate direction and supervision of school authorities or their agents, a governmental agency acting with the scope of its functions, Park District programs and activities and Park District sponsored programs and activities are not governed by this Policy. Nothing contained in this policy shall be interpreted to mean that the Park District must grant a permit to any person, group, or organization for use of a park.

2.0 Neighborhood Parks. Currently most parks within the park system are small “neighborhood parks” located within residential areas. Due to their size, location and limited accessibility these parks do not lend themselves to large group or organization uses, except for a neighborhood gathering. The Executive Director may issue a permit for the use of a neighborhood park to host a gathering of neighbors of that park. Permits will not be issued for any other uses.

3.0 Community Parks. There are four (4) parks currently within the park system, which due to their size, location, accessibility and configuration, are most suited for large group and/or organization uses. These parks are Lakefront Park, Shelton Park, Kalk Park, and the Community Center property. Use of these parks by large groups and/or organizations is least likely to block or impede vehicular traffic, impede pedestrian traffic or otherwise create genuine health, safety, and welfare issues for residents in the surrounding area or park users. The use of these parks by groups and/or organizations shall be subject to Sections 4 through 17 of this Policy.

4.0 Resident Groups and/or Organizations. A “resident group” is defined as any group consisting of twelve (12) or more unrelated individuals the majority of whom reside in the Village of Glencoe. A “resident organization” is defined as any charitable, religious or not-for-profit entity located in or having its headquarters located in the Village of Glencoe. The Director may issue a use permit to resident groups and organizations subject to the provisions of this Section and Sections 8.0 and 9.0.

4.1 Applications for uses other than the exercise of First Amendment rights must be in writing and submitted to the Executive Director not less than two (2) and not more than ten (10) months prior to the date requested for use. Applications must be submitted on forms provided by the Park District or otherwise contain all information required by the Park District.
4.2 No park may be used to host more than three (3) non-Park District sponsored events in a single year, including not more than two (2) non-Park District sponsored events during the period June 1 to September 1 in the same year.

4.3 No permit will be granted under this Section 4.0 to any group or organization registered as a commercial enterprise or for-profit business entity or whose planned use is commercial in nature. Such uses are governed by Section 6.0 below.

5.0 Non-resident Groups and/or Organizations. A “non-resident” group is defined as any group consisting of twelve (12) or more unrelated individuals the majority of whom reside outside the Village of Glencoe. A “non-resident organization” is defined as any charitable, religious or not-for-profit entity located outside of or having its headquarters located outside of the Village of Glencoe. The Executive Director may issue a use permit, subject to availability, to non-resident groups and non-resident organizations pursuant to the provisions of this Section and Sections 8.0 and 9.0.

5.1 Applications for uses other than the exercise of First Amendment rights must be in writing and submitted to the Director not less than two (2) and not more than six (6) months prior to the date requested for use.

5.2 No park may be used to host more than three (3) non-Park District sponsored events in a year including not more than two (2) non-Park District sponsored events during the period June 1 to September 1 in the same year.

5.3 No permit will be granted under this Section 5.0 to groups or organizations registered as a commercial enterprise or for-profit business entity or whose planned use is commercial in nature. Such uses are governed by Section 6.0 below.

6.0 Commercial Uses

6.1 Persons requesting the use of a park for filming an advertisement or movie may be granted a permit subject to terms and conditions established by the Board of Park Commissioners (hereinafter "Park Board") and agreed to by the requesting entity. The Board will make its determination in part based on the impact the use would have on residents and on Park District services versus the potential revenue to be derived from an approved use.

6.2 No other commercial uses, including without limitation the giving of lessons or instructions for a fee or other consideration, or engaging in the sale of goods and/or services may be made of a park, except pursuant to a permit granted by the Executive Director in connection with a Park District sponsored event and subject to terms and conditions established by the Park Board. The only exception to this provision and to Section 10.5 is individual or group personal training and individual private tennis lessons at parks pursuant to a permit granted by the Executive Director prior to the activity. may be taken on two designated courts within the park system as determined annually by the Park District; such lessons to be scheduled in advance with designated Park District staff. A scheduling fee of $5 per hour will be paid at the time the court is reserved. The fee will be set annually by the Executive Director.
7.0 **Exercise of First Amendment Rights.** Any group or organization requesting the use of a community park for the exercise of First Amendment rights shall be issued a permit subject to the suitability and availability of that particular site for the proposed use. The term "exercise of First Amendment rights" shall include, without limitation, parades, marches, demonstrations, rallies, speeches. Applications received under this Section are subject to the provisions of this Section and Section 8.0 and 9.0 of this Policy.

7.1 Applications for the exercise of First Amendment rights, except those submitted on an emergency basis, must be in writing and submitted to the Executive Director at least forty-eight (48) hours prior to the date requested. Such applications shall be submitted not more than ten (10) months in advance of the date requested for Resident applicants and not more than six (6) months in advance of the date requested for Non-resident applicants, respectively.

7.2 Requests to be considered on an emergency basis should be submitted to the Executive Director as soon as possible prior to the date requested.

7.3 The Executive Director shall issue the requested permit in writing without unreasonable delay unless the activity is one listed in Section 10.0 of this Policy.

7.4 If the application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration or time of activity, the Park District shall make a reasonable effort to assist the applicant in arranging an alternative location, duration or time that is acceptable to the applicant. If the Park District denies the application or the applicant is dissatisfied with the alternative arrangement, the applicant may appeal the decision to the Board as stated in Section 10.0 of this Policy.

7.5 For applications received under this Section, the Executive Director may waive any application fees, permit fees, and security deposit if the applicant demonstrates that the cost of such fees or security deposit is prohibitive. The Executive Director may also waive insurance requirements if the applicant provides sufficient evidence that it is unable to not withstand diligent efforts to procure such insurance. An applicant must request such a waiver in writing.

8.0 **Permit Guidelines.** Permits under this Policy may be granted upon proper application to the Executive Director. Applications must include the names of the event sponsors, nature of the event, anticipated number of attendees, and specific park site set up and logistical requirements, if any.

8.1 Permits, other than those described in Section 7.0, received by the Executive Director shall be approved or denied within forty-five (45) days of receipt. If a longer review period is required, the Director shall meet with the applicant to explain why such an extension of time is needed. This extension shall last no more than one additional thirty- (30) day period.

8.2 Upon approval of the application, the Executive Director shall issue a written permit to the applicant.

8.3 Any permit issued shall be produced upon request by authorized Park District
personnel for the purpose of enforcing compliance with any federal, state, local or Park District law, ordinance, rule or regulation, when such permit is required to engage in an activity on Park District property.

8.4 No group or organization shall engage in any activity on Park District property in a manner calculated or which is reasonably likely to endanger, injure, or damage people or property in any way.

8.5 Any group or organization involved in an incident on Park District property resulting in personal injury or property damage shall report the incident to the Executive Director within twenty-four (24) hours after the incident.

9.0 **Conditions.** Any permit granted by the Director, including any permit granted under Section 7.0, may contain lawful conditions precedent to the issuance of the permit and/or restrictions on the conduct of the permitted use including without limitation: (i) general liability insurance coverage; (ii) an indemnity agreement to hold Park District harmless from any liability or costs resulting from the use of the park; (iii) reasonable time, manner, and location restrictions; and (iv) any other reasonable restriction necessary for the safe, efficient and orderly use and enjoyment of the park and its facilities and where and as applicable for the contemporaneous use by the general public. Permittees are also required to cooperate and comply with all reasonable directions or requests from the Park District pertaining to such use, whether before or during the conduct of the use, and to obey all applicable laws, rules and regulations during the conduct of the use.

10.0 **Denial of Permit.** If an application is denied, the Executive Director shall state in writing the reason(s) for denial. If an applicant is dissatisfied with the reasons for denial, that applicant may appeal to the Board within fifteen (15) days of receipt of such permit denial. If the Board rejects the appeal after full review or if time for full review is not available, the applicant may appeal the decision to the appropriate state or federal court. All other decisions of the Board are final. The Executive Director shall deny the requested permit if one or more of the following provisions applies:

10.1 The proposed activity violates any federal, state, local or Park District law, rule or regulation.

10.2 A prior application for a permit for the same date, time, and location has been or will be granted and the use authorized by that permit cannot reasonably accommodate use of that location by another applicant during an overlapping time period.

10.3 The duration, nature or expected attendance of the proposed use is such that it cannot reasonably or safely be accommodated in the particular location applied for considering, without limitation, the likelihood of injury to persons and or property incompatibility with the surrounding area and unreasonable interference with Park District functions, buildings, facilities, operations or programs, or the intended use poses a clear and present danger or imminent threat to the public health or safety.

10.4 The duration or nature of the proposed use or the intended number of participants or
spectators of the proposed use would so dominate the use of Park District property as to preclude other members of the public from using and enjoying the park for an unreasonable period of time.

10.5 The applicant intends to charge a fee to attendees and/or engage in the sale of goods or services on Park District property.

11.0 **Fees and Regulations.** As permitted by law, fees charged non-residents of the Park District need not be the same as fees charged residents of the Park District. The Park District may issue permits without fee where the applicant is a resident group seeking to use the park for a charitable purpose, or where the applicant is a resident organization and the use or purpose is for the benefit and/or recreational enjoyment of the Glencoe community or persons within the Glencoe community. Non-Glencoe based not-for-profit charitable groups/organizations who want to use a community park in furtherance of their charitable purposes may be issued a permit for such use without fee once every two years. The Board may otherwise establish rules and regulations for proper conduct by groups and/or organizations using the parks. Specific information regarding use by such groups may be posted at or on the applicable site and/or published in Park District program brochures or otherwise made available to park users, who shall be presumed to have actual knowledge thereof.

12.0 **Liability Insurance.** Except as provided in Section 7.0 of this Policy, every applicant for a permit shall maintain general liability insurance to protect itself and the Park District from liability resulting from the use of the park and provide proof of such insurance to the Park District before a permit will be issued to an otherwise acceptable applicant. The Park District, its park commissioners, officers and employees must be named on such policy as additional insureds. Where possible, an applicant may acquire a rider to the Park District's insurance policy at the applicant's cost and expense. Applicants should contact the Park District administrative offices for more information.

13.0 **Indemnification.** Every applicant must execute and deliver to the Park District an agreement to indemnify and hold the Park District harmless from legal liability, property damage, or injury to persons caused by the negligent or unlawful acts of any member, volunteer, employee, agent, participant, or other person associated with the applicant group or organization.

14.0 **Security Deposit.** A refundable security deposit of $500 shall be paid at the time the permit is granted. If the Park District is required to clean-up or restore Park District property after the permitted use, the permit holder shall reimburse the Park District for all costs and expenses associated with such clean up and restoration. The cost of said clean up shall be deducted from the security deposit. If there are any funds remaining after the clean-up costs have been paid, they shall be refunded to the permit holder. If the costs exceed the amount of the security deposit, the Park District reserves the right to bill the permit holder and to pursue any and all legal options. This security deposit may be waived for an applicant exercising its First Amendment rights if the applicant demonstrates that the cost of such security deposit is prohibitive. An applicant must request such a waiver in writing.

15.0 **Revocation of Permit; Penalties.** Any group or organization found to have misrepresented a
material fact in its permit application or found to have failed to provide material information, may have its permit withheld or, if already issued, may have its permit revoked. Any group or organization violating or disobeying any Section of this Policy or any other Park District policy, rule or regulation, or any Park District ordinance in connection with its use of a park, may be forthwith evicted from the park and have its permit revoked and may be subject to such other penalties as provided by law.

16.0 **Severability.** Provisions of this Policy shall be deemed to be severable. Should a court of competent jurisdiction declare any Section or part thereof invalid, the remaining part or parts of such Section and/or the other Sections of this Policy shall remain valid, binding and subsisting.

17.0 **Conclusion.** In the event a situation arises which is not expressly covered in this Policy, the Executive Director may make a determination of how to proceed and/or refer the matter to the Board for its consideration. Notwithstanding issues regarding the exercise of First Amendment rights, the Board shall have the final determination regarding all matters of park use, in accordance with its authority to manage and control all Park District property.
To: Board of Commissioners  
From: Lisa Sheppard, Executive Director  

Date: 10-12-16

SUBJECT: Ordinance Amending the Glencoe Park District Naming (Renaming) Parks and Facilities Policy

I asked our attorneys to review the 2006 the Glencoe Park District Naming (Renaming) Parks and Facilities Policy and they have made the following recommended legal changes to the policy.
GLENCOE PARK DISTRICT
ORDINANCE No. XXX

AN ORDINANCE AMENDING THE GLENCOE PARK DISTRICT NAMING (RENAMING) PARKS AND FACILITIES POLICY

WHEREAS, the Glencoe Park District (“Park District”) is a park district organized under the Illinois Park District Code, 70 ILCS 1205-1 et seq.; and

WHEREAS, Section 8(b) of the Illinois Park District Code authorizes park district boards to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the board and district; and

WHEREAS, the Board has established a Naming (Renaming) Parks and Facilities Policy; and

WHEREAS, the Board, from time to time, finds it necessary to review and update or amend its policies; and

WHEREAS, the Board hereby finds and determines it to be in the best interest of the Park District and its residents to amend the Naming (Renaming) Parks and Facilities Policy;

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioner of the Glencoe Park District, as follows:

SECTION 1. The recitals set forth above are incorporated into this Ordinance as the material findings of the Board of Park Commissioners.

SECTION 2. The Naming (Renaming) Parks and Facilities Policy is hereby amended as follows:

Glencoe Park District
Naming (Renaming) Parks and Facilities Policy
Approved by the Board of Park Commissioners: June 30, 2006
Proposed Revisions (Not Approved): October 18, 2016

1.0 Statement of Purpose. The parks and facilities of the District are important parts of community life and the selection of names for these recreation areas, if any, is a matter of considerable public interest. The following statements shall govern guidelines have been established for procedures to be followed in the naming or renaming of parks and facilities when the board determines it appropriate that a specific park or facility be designated by a name.

2.0 Community and Neighborhood Parks as Defined in the Open Space Master Plan, June 1996.

2.1 The following criteria in the order listed in sections 2.11 through 2.14 shall be given priority over each succeeding paragraph serve as guidelines in the naming and renaming of community and neighborhood parks:
2.11 Park features such as topography, natural assets, the purpose of the park or activities to be held in the park (i.e. Lakefront Park).

2.12 Names of areas, such as the neighborhood in which a park is located or after schools when park is adjacent. (i.e. Central Park).

2.13 Major street names surrounding the park site.

2.14 Former Presidents of the United States or significant historical events (i.e. Memorial Park).

2.2 The additional criteria set forth in 2.21 and 2.22 below may also be used in the naming or renaming of neighborhood parks only.

2.21 Donations to the Park District wherein the donor's name or that of a third party is used.

2.22 Names of former Park Commissioners, Village officials, or citizens who have contributed substantial services in the expansion and growth of the District or who were closely associated with a significant community event.

3.0 **Special Conditions.** The following special conditions shall prevail will be considered in the naming or renaming of parks:

3.1 A formal, written request must be received by the Board. A Board member may also submit a written request to his/her fellow Commissioners. A written proposal to name or rename a park shall be presented to the Board. The request may be submitted by Park District staff, a member of the community, a potential donor, or a member of the Board. The request must specify the proposed name and rationale in support of the request.

3.2 A minimum of 30 days shall transpire from the Board's initial discussion of a request to name (or rename) until a formal vote may be taken.

3.3 An affirmative vote of the Board is required to name or rename a park.

3.4 No park shall be named by reason of a donation to the District, unless: The Board will also consider whether:

3.41 The donation is of land for the park site or cash, services, or personal property donated equals the market value of the park site for which the name is proposed.

3.42 The proposed name to be used receives the consent of the person to be honored, if living, or if deceased, consent of the closest living family member(s).

3.5 When a park is named (or renamed) by reason of a donation, the term (length) of the naming (or renaming) shall be mutually agreed to by the prospective donor and the Board of Park Commissioners at the time the naming request is discussed.
3.6 A park may be named after a former Park Commissioner or Village official only after the individual has been retired from office for a minimum of ten (10) years. The waiting period may be waived if the individual is being honored posthumously.

3.7 The Board may conduct public contests for the naming of parks. Such contest shall be conducted in accordance with these policies.

3.8 Notwithstanding any other provisions, the Board of Park Commissioners, in its sole discretion, may, by an affirmative vote name (or rename) a facility or a portion thereof to recognize a donation deemed deserving, provided a minimum of 30-days have transpired from the Board’s first discussion of the pending action.

4.0 Facilities. Facilities (or portions thereof) and/or amenities within parks may be named or renamed in accordance with the following provisions. The naming or renaming of facilities or amenities to recognize a donation shall also be subject to the District's Policy on Gifts and Donations.

4.1 A formal, written request must be received by the Board. A Board member may also submit a written request to his/her fellow Commissioners. A written proposal shall be presented to the Board. The request may be submitted by Park District staff, a member of the community, a potential donor, or a member of the Board. The request must specify the proposed name and rationale in support of the request.

4.2 A minimum of 30-days shall transpire from the Board’s initial discussion of a request to name (or rename) a facility until a formal vote may be taken.

4.3 An 4/5 affirmative vote of the Board is required to name or rename a facility or portion thereof.

4.4 Notwithstanding any other provisions, the Board of Park Commissioners, in its sole discretion, may, by an 4/5 affirmative vote, name (or rename) a facility or a portion thereof to recognize a donation deemed deserving, provided a minimum of 30-days have transpired from the Board’s first discussion of the pending action.

SECTION 3. To the extent that any other Glencoe Park District policy, resolution or ordinance conflicts with any provision of this Ordinance, the conflicting provisions in those policies and/or ordinances are hereby repealed.

PRESENTED to and PASSED by the Board of Park Commissioners of the Glencoe Park District this _____ day of ___________________, 2016

AYES:  
NAYS:  
ABSTENTIONS:  

_________________________________  
Steve Gaines, President
STATE OF ILLINOIS )
COUNTY OF COOK ) SS

SECRETARY'S CERTIFICATE

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance No. XXX:

AN ORDINANCE AMENDING THE GLENCOE PARK DISTRICT NAMING (RENAME) PARKS AND FACILITIES POLICY

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at Time p.m. on the Dayth day of Month Year.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this Dayth day of Month Year.

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]
To: Board of Commissioners

From: Lisa Sheppard, Executive Director

SUBJECT: Recreation Services Fees and Charges Policy

As part of the yearly review of the Recreation Services Fees and Charges Policy we would like to discuss:

- On the Resident/Nonresident Program Fee policy, see items highlighted in yellow with recommendation for increase in red. It is important to note that policy states that this is a maximum increase. In some areas, we are slowly raising the nonresident fees as the market allows. Fees are approved yearly by the Executive Director and by the Board in the budget.

- The categories of Park District Services, in particular, the 1988 policy on Children’s Circle Day Care. For this discussion, I would recommend that we hold a Committee of the Whole meeting in November, so that all Commissioners would be engaged in this conversation.
Glencoe Park District
Recreation Services Fees and Charges Policy
Proposed to the Board of Park Commissioners (Not Approved): October 18, 2016

1.0 **Program Fee Structure.** It is the responsibility of the Glencoe Park District to offer diversified and quality, park and recreation experiences. Seeking to meet the demands for new and expanded access to recreation activities, while experiencing the increases in operating expenses, it is the intent of the Park District to adopt a sound, consistent policy for the generation of supplementary revenue to tax dollars.

1.1 All Park District programs will give primary concern to the residents’ ability to participate. Activities will be planned with community demographics in mind.

2.0 **Fees and Charges.** Fees and charges will be evaluated annually to make sure that tax revenues are being used efficiently to support basic public services available to all people. Basic public services will be supplemented to support the demand for quality leisure services by assessing fees and charges and pursuing supplementary sources of revenue.

3.0 **Fee Approval.** All park program fees must be presented to the Executive Director for approval annually. The Recreation/Facility Staff will submit with the budget, a report to the Executive Director, which will include the activity name, along with new and old program resident/non-resident fees. The Manager will indicate changes, giving specific explanations for any increase over 5%. If new activity areas are implemented throughout the year, they shall also be submitted to the Executive Director for approval.

4.0 **Waiver of Fees.** The Glencoe Park District wants to give all residents the opportunity to participate in its activities and facilities regardless of financial hardships. Persons requesting scholarships are required to complete an application form, and then submit the form in addition to other requested financial documents, to Family Services of Glencoe for eligibility status. (See Financial Assistance/Scholarship Policy for more details) Applications will be reviewed on an individual basis.

4.1 No fee may be reduced or waived without the consent of the Executive Director, and/or the respective department head, and/or Program Manager.

5.0 **Fees and Charges Guidelines.** Fees and charges are developed to offset the expenses incurred through offering programs and activities. When developing fees for recreation activities, fees will take into account the financial objectives, market climate and surrounding competitors.

5.1 Fees and charges are recommended by staff to the Executive Director for approval. Fees should be set within the budget preparation process. When setting the fee the following must be considered:

- Wages and Services
- Operational Expenses (contractual fees and supplies)
- Improvements/Renovations/Equipment
Categories of Glencoe Park District Services to determine how much of direct and indirect expenses must be recovered.
- Direct expenses include all direct expenses associated with an activity including instructor fees, supplies and materials. Fees should be set to recover all of the expense for the program based on expenses times the minimum number of participants.
- Indirect expenses include all expenses associated with an activity including facility rental, supervisory time, clerical, maintenance, building costs, marketing, etc. An established successful activity should recover the cost of operations including supervisory time, clerical, maintenance and building costs.

6.0 **Resident/Nonresident Program Fees.** Since the facilities and activities are partially subsidized through taxes by residents of the Glencoe Park District, nonresidents will pay a maximum increased fee of 10% more than resident rates with the exception of the following unique activities and facilities:
- No nonresident fee applied: senior programming, select special events, select contractual programs, Watts daily ice skating fee and skating passes, and Takiff room rentals.
- Maximum 5% 10% more than resident rates for Children’s Circle

6.1 Due to the unique nature and demand for Glencoe Beach and Boating Beach in the Chicagoland area and the amount of subsidy by tax payers, non-residents will pay the following maximum increase over resident rates:
- 25% 50% more than resident rates for Season Passes at Glencoe Beach
- 50% 100% more than resident rates for daily fees and trellis rentals at Glencoe Beach
- 35% 50% more than resident for sail boat/kayak/paddle board storage at Perlman Boating Beach
- 50% more than resident for sail boat/kayak/paddle board rentals
* Due to IDNR and OSLAD Grant the District received in 1996, the nonresident rates/fees cannot exceed twice that charged to residents.

6.2 Occasionally, an activity may warrant a reduction in the non-resident fee in order for the activity to meet its minimum. The Director of Recreation and Executive Director must approve fees and charges for these activities.

6.3 Non-resident fees will be established in regard to the effect on resident participation using the following criteria:
- Size of class and limitations
- Ability to expand and grow
- Special limited interest classes
- Reciprocal agreements and shared activities
- Competitive costing of activities

7.0 **Missed Classes.** Some missed classes cannot be made up and are non-refundable.
8.0 **Prorated Fees to Activities.** At the discretion of the Program Manager and Director of Recreation and Facilities, if the nature of the activity permits, prorated class fees will be allowed and done a “per class basis”.

9.0 **Discounts to Other Entities.** Village of Glencoe, Glencoe Library and District 35 staff shall be eligible to receive an individual pass, to Glencoe Beach at no charge (They must show a business card or staff ID)

10.0 **Fiscal Year.** Categories of Glencoe Park District Services shall be determined and review annually by the Glencoe Park District Board of Commissioners.

11.0 **Categories of Glencoe Park District Services.**

<table>
<thead>
<tr>
<th>FULLY SUBSIDIZED</th>
<th>BASIC PUBLIC</th>
<th>PUBLIC</th>
<th>EXTRA PUBLIC</th>
<th>PRIVATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks/Playgrounds</td>
<td>Community Organization Use of Facilities</td>
<td>Dance</td>
<td>Day Camps</td>
<td>Children’s Circle Day Care</td>
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<tr>
<td>Shelters/Washrooms</td>
<td>Concessions</td>
<td>Arts – Drama</td>
<td>ELC (Preschool)</td>
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<tr>
<td>Community Athletic Fields/Courts</td>
<td>Active Adults</td>
<td>Fine Arts/Ceramics</td>
<td>Kids Club (Before and After School Care)</td>
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<tr>
<td>Glencoe Beach and Boating</td>
<td>Athletic Affiliates Use of Fields and Courts</td>
<td>Martial Arts</td>
<td>Days Off Programs</td>
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<tr>
<td>Watts Ice Center</td>
<td>Teen Programs/Events</td>
<td>Travel Basketball</td>
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<tr>
<td>Kids Concert Series</td>
<td>Special Events</td>
<td>Contractual Programs (Sports/Camp/Youth/E.C.)</td>
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<tr>
<td>Fourth of July</td>
<td>Open Gym</td>
<td>Lighted Field Rentals</td>
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<tr>
<td>Special Events</td>
<td>General Adult Programs</td>
<td>Birthday Parties</td>
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Note: The percentages below each category represent the Net achieved after revenue and direct expenses are calculated.
To: Board of Commissioners

From: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks

SUBJECT: Developing policy on residents landscaping Park District property

We have had request in regards to residents landscaping Park District property. In searching our policies, we see no formal policy to direct staff in handling these requests. We do know that landscaping has been done on Park District property in the past located in areas where a resident’s property abuts a park. The landscaping is typically done to either improve the appearance of the residence or develop a privacy screen.

We would like some direction from the Board on this issue and then will develop a policy based on that discussion for review at the next Personnel and Policy Committee meeting.